

President's Cabinet

Wednesday, February 7, 2018

Conference Room 233B

8:30AM – 11:30 AM

Notes

Time	Topic	Presenters	Strategic Theme	Action	Requested by
8:00 am	Breakfast				Note Taker: Tia Chiappe
Present	Stephanie Kim, Jessica Howard, Traci Fordham, Kimberly BakerFlowers, Eric Blumenthal, Karin Edwards, Mark Mitsui, Michael Northover, Jim Langstraat, Rob Steinmetz, Katy Ho, Sylvia Kelley, Lisa Avery, Sandra Fowler-Hill				
Standing Items					
8:30 am	President's Updates	Mark			Mitsui
	<ul style="list-style-type: none"> Second Nature Higher Ed Climate Leadership Summit - <ul style="list-style-type: none"> Kudos to Sandra, Briar and Tony for all their work getting the college to this level Paul Hocken author of Drawdown shared his strategy for reversing global warming <ul style="list-style-type: none"> #1 Contributor - Refrigerants #2 Onshore wind #3 Offshore wind #4 Move to a plant-based diet Consortium formed to talk about mobilizing ER1s SEED, group of presidents from community colleges managed by ACC have not convened for over a year There have been discussions about general fund contributions to sustainability efforts, maybe look at incentive money from Energy Trust, create a sustainable fund that doesn't affect our students – ACTION WOEHSC – Portland is hosting, speaker at meeting tomorrow Kate Kinder testifying at congress on work on SNAP 50/50 and highlight what community colleges can do 				
	Veterans Resource Center Listening Session – Rock Creek				
	<ul style="list-style-type: none"> Feedback from Director Bravo thought it was productive, our VRC advocate was hearing concerns about the way they were being treated by VR Reps, inquired about how we process complaints, completed the form, identified every student who is a veteran - about 1200 people. 20 showed up. Conversations included a representative from Wyden's office and concerns were heard. 				
	NWCCU Graduation Rate Study				
	<ul style="list-style-type: none"> Movement toward performance based accreditation, call scheduled to discuss interest in giving permission for release of some data – need to know context and where this information will go. Will loop back and have another discussion. ACTION 				
9:15am	<ul style="list-style-type: none"> Equity and Diversity Kim & Traci - Community Care plan Discussion about how the process needs to be implemented, will incorporate the following into the plan: <ul style="list-style-type: none"> Moving crisis team to the top for notification of the incident Community care will be implemented by Sylvia's team, then Mark will operationalize it. 				

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- Boiler plate message for presidents and centers
- Transparency
- Train frontline staff
- Student Report Form
- Crisis team hub –external and internal – president, board, centers, district departments communicate who leads community care efforts, then they coordinate to different locations and people
- **ACTION:** Campus & Center leads send Kim thoughts about notification process in a week (February 14th) will summarize and incorporate, bring back in two weeks and will put iteration forward (maybe include at All Managers meeting)

9:45 am Enrollment Rob S.

- Overall enrollment down 1.3% , 1% below cap
- SEM Team continues to meet, looking at matching goals to YESS and Workplan
- Process and communication first tier will be up, 2nd tier use admissions tools
- Goal around retention and enrollment
- Gearing up for Spring enrollment, touch base around marketing
- Diversity percentage has increased

9:55 am YESS Katy

- Next stage with YESS team - landing three buckets of work, will go through CRT process, reframing priorities tied to the work plan.
- Identifies foundation for guided pathways
 - Advising redesign goals and gateway course developmental challenges
 - How can cabinet help get the word out? Be unified in the way we present the message, perception of guided pathways has morphed over time. Conversations are happening organically which is good.
- Identify resource needs
 - Support PCCs commitment to inclusion, elevate, enhance and go deeper into what is going on in the classroom
- Increase data and technology capacity - build a culture of literacy around the data
- Possible summit in May (25) – full day open to the college to learn about these areas of focus
- Working on video, will send out when finished sketched out five communications points, series of videos, collateral material as well. Feedback is helping to clarify, condensing was recommended

10:05 am Policy Michael

- CPAC checklist for the first time
- Nine policies in the pipeline
- Approved announcement wording

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- 10:15 am Budget Jim
- Accolades to Tracy Walstead for administering the CPAC process
 - PCC is asking for 32M of the 50M at this session Sign up for lobby day

Student Body

Presidents Updates

10:25 am Southeast: Warren Gunn

- Legislative:
 - Southeast reached 944 students of a goal of 800 to inform students about Measure 101 and the upcoming special election.
 - District-wide: hosted a Lobby Day on Friday, January 12th that included the new legislative interns. Tammy from Southeast and Christian from Rock Creek are participating in another lobby day tomorrow, February 8th, and we have the PCC Day at the Capitol on February 27th.
- Programming:
 - Welcome Back BBQ last week served over 150 students, we also held a Climate Survey party (coordinated by the Multicultural Center) to encourage student participation in the survey
 - Hosted our quarterly blood drive.
 - Had roughly 25 students, staff, and faculty attend our award ceremony for OER Champions at the Textbook Affordability Fair which recognized faculty who use or promote open educational resources in their classrooms
- Clubs:
 - Our chapter of Phi Theta Kappa completed the essay portion of the College Project which last term raised over 1600 pounds of food and supplies for our Panther Pantry. We also completed our term-long research project - known as the Honors in Action project - which addressed issues of gender identity from multiple scientific perspectives. Completing these projects has earned us five-star chapter status for the fifth consecutive year.
- Looking Ahead:
 - CultureSEast, May 15th-17th: Asian American Writers Series and Workshop, Youth Conference morning of the 15th, Multicultural Night, Multicultural Center presenting Race Monologues and Mentorship Appreciation Luncheon, Alumni Panel

Sylvania: Stephanie Kim

- In honor of Valentine's Day and Oregon's birthday (2/14), ASPCC will be hosting a craft-making session where people can write appreciative love notes and learn how to contact their legislators through postcards and letters.
- ASPCC, the Multicultural Center, the Women's Resource Center, and the Queer Resource Center at Sylvania have been working together to encourage students to take the college's climate survey. Food vouchers were provided to all students who completed it.

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- ASPCC's district WORD event will be taking place on February 9th, where students from all campuses will compete in a spelling bee, poetry slam, and story slam. A McDonald's food truck passed out free fries and a voucher for free burgers to the PCC community, as part of a promotion for the event.
- The Panther Pantry is collaborating with the campus Environmental Center to expand fresh and healthy food options, and increase awareness of resources to students and staff.

Cascade: Nicholas Carmack (not able to attend, sent update)

- ASPCC Cascade, Cascade Multicultural Center, and Trio held a DACA panel on January 31st where they had about 50 students, faculty and staff attend
- ASPCC Cascade informed 1672 students about the Measure 101 ballot measure which exceeded our goal by 39%
- In partnership with the Oregon Food Bank, ASPCC has provided 8500 pounds of grab-and-go food to students since the beginning of Fall Term at no cost
- Pizza with the President took place on Monday, February 5th where Karin Edwards, Kurt Simonds, and Michele Cruse engaged with students during a question and answer forum facilitated by ASPCC Cascade
- Multnomah County is on now Campus to help students register for SNAP benefits on site every other week starting 1/29/18
- ASPCC Cascade hosted the last of the Textbook Affordability Campaign series where students voiced shared what they can afford when they do not have to buy a textbook in addition to presenting faculty with awards.

Break 10:45 am

Old Business

10:50 am Jeannie is working on specifics for holds on calendars for Town Halls
Participation requirements

- Roll out final iteration of work plan and YESS
- Presidents putting campus work plans together - Karin has a great template, **ACTION:** Sylvia will send out t
- Scheduling time at the Centers for Town Halls

10:55 am ICE Procedure Rob S

- Rob is meeting with DOIs DOSs to make sure were on the same page
- Separate meeting with Derek to talk about Public Safety concerns
- Procedural document for approval for cabinet, drafted by Jim and Lisa last year, is not a policy
- Message clarifying what it means to be a sanctuary college, if ICE comes to campus - contact Rob, ultimately will have to make decision based on what is happening at the moment. Look at legitimate documents. It is fine for faculty to speak to administration about concerns from campus presidents
 - Please include contact information
 - Send message out quarterly so that faculty is reminded
 - DOIs will be sending out messages

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- Weekend/evening classes – part-time staff/faculty – people are not onsite so who do we contact? Public Safety will fill in the gap, all officers will have Rob's cell
- Rob will bring protocol back to cabinet
- Obstruction of justice? Incorporate into protocol – FERPA rules come into play

Cabinet schedule – Every two weeks

- Exception request by email
- Student presidents and interns at one meeting and just a portion of it
- Executive Council meetings – opportunity to talk about issues and intersect across the campuses. We could keep the same frequency.
- Forces focus, groups meet outside of cabinet and bring it to cabinet
- Cultural change to make the most of time for cabinet

Exception Requests	Position Title	Requested by	Position Type	Pos #	Approved
11:05am	Community Relations Manager	Fowler-Hill	Existing Vacant	996027	Yes
	Dean - Student Success	Steinmetz	Reclassification	995318	Yes
	Online Student Services Facilitator	Ho	Existing Vacant	996084	Yes
	Veteran's Resource Center Coordinator	Howard	New	Pending	Yes
	Equity Investigator	Baker-Flowers	Existing Vacant	995136	Yes
	Administrative Assistant	Baker-Flowers	Existing Vacant	995051	Yes

Notes Review

11:15 am January 31st Notes - please let Tia know if you want anything edited by end of day on Thursday

Adjourn

11:20 am