

Portland Community College  
**President's Cabinet**  
 Wednesday | May 30<sup>th</sup> | 2018  
 Conference Room 233B  
 8:30AM – 11:15 AM  
**Notes**

Time	Topic	Presenters	Preparation	Action	Requested by
<b>Present</b>	8:00 am Breakfast	Sylvia Kelley, Sandra Fowler-Hill, Jessica Howard, Eric Blumenthal, Rob Steinmetz, Lisa Bledsoe, Katy Ho, Jim Langstraat, Traci Fordham, Lisa Avery, Karin Edwards, Stephanie Kim, Nishant Shesthra			
<b>Standing Items</b>	8:30 am President's Updates	Sylvia		No	Mitsui
	<ul style="list-style-type: none"> <li>Welcome &amp; Introductions - Student Body Presidents</li> <li>August 29<sup>th</sup> – Attend Silver Falls District Student Council Training</li> <li>Cabinet Retreat dates – please send Tia dates that you have booked for your campus retreats</li> </ul>				
<b>Student Body President Updates</b>	9:00 am Student Body President's Updates			No	Mitsui
	<ul style="list-style-type: none"> <li>Sylvania: <b>Stephanie Kim</b></li> <li>ASPCC team currently wrapping up, looking at goals to see what we can do better</li> <li>Have been busy with the Multi-cultural festival, poetry slam, Student Services learning event where students had to find the resource centers and get a stamp, then enter a raffle.</li> </ul> Incoming for Sylvania: <b>Nishant Shesthra</b> <ul style="list-style-type: none"> <li>Planning to learn as much as possible about student government.</li> <li>Majoring in engineering, focusing on sustainability and entrepreneurship</li> <li>Worked in the bond office and has been a Presidential executive intern for the past year</li> </ul>				
<b>Roundtable</b>	9:30 am Campus Updates				
	<ul style="list-style-type: none"> <li>Cabinet members gave an update about what is happening at their respective campuses and centers</li> </ul>				
<b>Break</b>	10:00 am				
<b>Standing Items</b>	10:05 am Enrollment	Rob S.		No	Steinmetz
	<ul style="list-style-type: none"> <li>Identified over 5500 juniors and seniors, will create a letter from Mark to let them know that we're here, it will be a more sophisticated model</li> <li>Meeting with marketing firms to get an idea of scope, get an RFP together</li> <li>Continue to build a foundation of data for enrollment management purposes</li> <li>Enrollment RX CRM: tool to implement admission application to bring online in the fall. Will work on tracking our summer initiatives. Closer to fall, we will have day by day tracking. Important touch point for cabinet to have to</li> </ul>				

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understand what areas might need more focus. Summer Pell is available, we are sending that out to students and will have an update soon

10:15 am	Emma Kallaway			
	HECC Proposal Update	Emma	No	Mitsui
	<ul style="list-style-type: none"> <li>PCC developed the proposal for the CSL+ plan for the state.</li> <li>Research shows that about \$71M could be used to create an additional 7900 CTE seats across the district.</li> <li>Other parts of the CSL proposal will focus on our students focused on an AAOT</li> </ul>			
10:30 am	YESS	Katy	No	Ho
	<ul style="list-style-type: none"> <li>Visit with AtD coaches last week. One-on-one meetings with different teams, great discussions with communications team. We have a detailed communications plan. Leveraging roles of CRMs to help get the word out</li> <li>Lively discussion around Guided Pathways, upcoming cabinet agenda – need clarification and make sure we are all on the same page, they have sent a report to Mark regarding impressions about where we are, revise KIAs</li> <li>YESS campus teams general feedback is positive, appreciative of time together</li> </ul>			
	CPAC - clarification on process/discussion	Move to 6/6	No	
	Perkins Budget - update and discussion		No	
	<ul style="list-style-type: none"> <li>This will be our 5<sup>th</sup> extension, we need to pull together a long term plan</li> <li>Total allocation around 1.8M off the top that we have to pay into, submitting next week</li> <li>Move some positions into the general fund, start to think through very carefully how we want to move forward</li> <li>Revisit job titles</li> </ul>			
11:00 am	Budget	Jim		Mitsui
	Framing and Scheduling of Tuition and Fees			
	<ul style="list-style-type: none"> <li>Decision about tuition and fees to the fall, the overall picture of the finances for the college and other community colleges are going help determine tuition and fees, we will be in the top range for tuition – KIAs can be modified</li> <li>Most will be raising tuition, cost of living indicator comes into play, come up with a baseline, Linn Benton has a 21% increase</li> <li>Making a determination earlier means we will need to use broad ranges, we won't have all the information we need to make an accurate decision</li> </ul>			
	Fund Balance			
	<ul style="list-style-type: none"> <li>We have board guidance of no lower than 8%. Need to find out what the parameters are for an official fund balance –maybe increase that to 9% and bring to the board, advocating for 15%</li> <li>Emergency planning has two months reserve, which is about 16% - takes time to build up. There are competing needs for reserve dollars, enrollment strategy is also an important component</li> </ul>			
	Distribution Formula Update	Jim/Eric		
	<ul style="list-style-type: none"> <li>Fundamental decisions to make – not self-supporting and we need to decide about the modeling</li> </ul>			
	Overview of different Budget Scenarios			

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- Shared spreadsheet with different budget scenarios. Fall discussion for each campus/center's budget, will work on drafting a template to get out to everyone

***Adjourn***

11:15 am