

Portland Community College  
**President's Cabinet**  
 Wednesday | July 11<sup>th</sup> | 2018  
 Sylvania Campus | CC Building | Conference Room 233B  
 Bridge Line: 888-557-8511 | Access Code: 9753023  
 8:30AM – 11:30 AM

**Notes**

| Time                  | Topic  | Presenters | Preparation | Action | Requested by |
|-----------------------|--|------------|-------------|--------|--------------|
| <b>Present</b>        | 8:00 am Beverages  |            |             |        |              |
|                       | Michael Northover, Karin Edwards, Cheryl Scott, Sylvia Kelley, Lisa Bledsoe, Jim Langstraat, Mark Mitsui, Tricia Brand, Traci Fordham, Karen Paez, Katy Ho, Emma Kallaway, Marc Goldberg via bridge line, Rob Steinmetz via bridge line  |            |             |        |              |
| <b>Standing Items</b> |  |            |             |        |              |
|                       | 8:30 am Legislative Communications   | Emma       |             | No     | Mitsui       |
|                       | <ul style="list-style-type: none"> <li>• 40 of the 55 visits are scheduled with legislators</li> <li>• Budget Talking Points – see document in folder</li> <li>• Community Colleges across Oregon have 3 budget priorities:               <ul style="list-style-type: none"> <li>○ Current Service Level</li> <li>○ Career and Technical Education</li> <li>○ Student Support Services</li> </ul> </li> <li>• Achievement Gap - language shift</li> <li>• Committees meeting for additional childcare funding, ACTION: childcare voucher on next agenda</li> </ul>   |            |             |        |              |
|                       | 8:45 am President's Updates  | Mark       |             | No     | Mitsui       |
|                       | Board Update <ul style="list-style-type: none"> <li>• See <a href="#">Board Agenda</a> posted</li> </ul> DC Debrief <ul style="list-style-type: none"> <li>• Increased funding in OMNIBUS childcare</li> <li>• US Senate briefing Perkins bill passed the House. An Innovation fund has been incorporated to further the status of CTE in the state</li> <li>• Oregon has tripled their certificates since 2007</li> <li>• Apprenticeship focus, Madden Apprenticeship first of its kind in the country</li> <li>• Interested in expansion SNAP 50/50, PCC is leading the way</li> <li>• Senator Wyden's office working on a workforce development program</li> <li>• MARAD – discussion about community colleges designated as Maritime Centers of Excellence</li> </ul> DEI Update <ul style="list-style-type: none"> <li>• Kim's departure – next steps</li> <li>• Traci Fordham is the acting Chief Diversity Officer, will assist in the search for an Interim and strategic planning around next steps</li> </ul> Cabinet Retreat <ul style="list-style-type: none"> <li>• August 22<sup>nd</sup></li> </ul> |            |             |        |              |

## President's Cabinet

- Discussion about *The New Geography of Jobs*
- On the agenda: President's Goals, Board Goals, Moving strategic calendar forward, set up priorities for the year

### Cabinet [Charter](#)

Comments and suggestions were made with new draft for next meeting

|          |   |  |     |           |
|----------|---|--|-----|-----------|
|          | <a href="#">President's Workplan</a> – Strategic Alignment Timeline   |  | Yes | Mitsui    |
|          | See document  |  |     |           |
|          | Formal Vote to adopt as the formal Strategic Time Line – All Approved   |  |     |           |
| 9:55 am  | Equity and Diversity Traci  |  | No  | Mitsui    |
|          | • Office in transition  |  |     |           |
| 10:05 am | Enrollment Rob S.   |  | No  | Steinmetz |
|          | • 6.7% decline across district for summer enrollmentUp 1% online and 7% hybrid courses  |  |     |           |
|          | • Largest decline was in Math   |  |     |           |
|          | • Nursing down largely due to Breckenridge  |  |     |           |
|          | Year Round Pell – efforts to increase enrollment  |  |     |           |
|          | • Students can get 150% of Pell if they do 4 terms instead of 3, building this into communications and onboarding processes                                     |  |     |           |
|          | Fall Registration dates - credit begins August 6  |  |     |           |
|          | • Need to have fall registration begin in the Spring, discuss with IT and marketing   |  |     |           |
| 10:25 am | YESS Katy   |  | No  | Ho        |
|          | • Review technical process of how our schedule is built   |  |     |           |
|          | • Rob and Katy are meeting with folks over the summer, working on a communication plan around Guided Pathways, want Cabinet on the same page for talking points |  |     |           |
|          | • YESS webpage continuing to be updated   |  |     |           |
|          | DLT Update:   |  |     |           |
|          | • Decision to move forward with the closure of the DLT program, logistics are being worked out  |  |     |           |
|          | • Students currently enrolled will finish by June of 2019   |  |     |           |
|          | • Look at future recommendations from employer programs   |  |     |           |
|          | Decisions about program closures and new programs:  |  |     |           |
|          | • Decisions will be made in the VPAA office in consultation with the president  |  |     |           |
|          | • Need a formal process for programs to end, program review has provided an opportunity to learn about needs and what shifts have happened                      |  |     |           |
| 10:35 am | Policy Michael  |  | No  | Mitsui    |
| 10:40 am | Budget Jim  |  | No  | Mitsui    |
|          | Tuition and Fees –  |  |     |           |
|          | • Discussed rates, consider overall approach on tuition and fees.   |  |     |           |
|          | Distribution Formula Update   |  |     |           |

## President's Cabinet

- Met with Mark to discuss the update, starting point for discussion, bring to next cabinet meeting - ACTION

### Budget Timeline

- Discussion around tuition and fees

### Budget Template – for information sharing and increase transparency

- Overview and discussion, suggestions for changes due as soon as possible – finalize by July 31st
- Answers should be mid to high level with narrative opportunity, parenthetical examples so that we can be strategic

### **Grants Update**

11:00 am NSF NOYCE Teacher Partnership grant with Lewis & Clark

- Questions for Jessica, Vanessa and AI – All approved

Tricia Brand

Johnson Charitable Trust

- All approved

Rob Steinmetz

**Roundtable** 11:10 am Cabinet members gave updates for their specific campus or center

Karin Edwards –

- Summer programs for pre-college program for high school students
- Swan Island opportunities
- Center for Excellence for Maritime
- Kick off meeting for artificial intelligence

Cheryl Scott -

- Finished two day Deans retreat
- Summer programs for STEM area

Sylvia –

- Thanks to Cheryl Scott for her work on the President's Excellence Fund
- Director of Marketing and Communications started this week, will touch base with Cabinet members
- RFP for Legal Services – four proposals have been submitted
- Organizational Study - RFP
- Regular reports from the Bond office so that cabinet is engaged
- Housing discussions on-going

Lisa Bledsoe

- Fair share deductions were stopped in time, some unknowns about the decision
- Purchased Talent Management System, working on technical components, will start with recruitment model first

Jim Langstraat

- Emergency manager will start in July
- Internal Auditor soon to be hired
- Auxiliary Services Director in process
- Continuing work on budget and pension bonds

Tricia Brand

- Fast Track is wrapping up recruitment, two cohorts. Same faculty teach the same students all year. Will be half way to their AAOT after the first year. Targeting Southeast students – 12 credits per term
- Chabre Vickers is going to work for Wells Fargo, farewell is taking place on Friday

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Traci Fordham

- Internal and president communications are still in progress

Karen Paez

- Welcome Students this week, first time we dedicated time to meet with an advisor
- Robotics Camp
- Strategically looking at space due to HT and CSB being under construction

Katy Ho

- Finishing up state reporting to the HECC
- Technical skills reporting to Perkins

Marc Goldberg

- Pathways to Opportunities tomorrow at Willow Creek
- GED Graduation at Coffee Creek on Friday
- Non-credit registration recommended to go with vendor Destiny Solutions
- Pam Hester starts tomorrow
- Moving forward with OMIC design build process for training center

Rob Steinmetz

- Continue conversations with resource centers and bring in student life as well, bring in outside consultant is a consideration
- College wide retreat next week
- Working with TriMet on bus passes

**Adjourn** 11:30 am