

Portland Community College  
**President's Cabinet**  
Wednesday | December 12<sup>th</sup> | 2018  
Sylvania Campus | CC Building | Conference Room 233B  
8:30AM - 12:30 AM

**NOTES**

**Present** Sylvia Kelley, Dina Farrell, Alex Baldino, Eric Blumenthal, Jessica Howard, Marc Goldberg, Lisa Bledsoe, Karin Edwards, Alex Baldino - proxy, Chris Villa, Michael Northover, Karen Paez - proxy, Rob Steinmetz, Katy Ho

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**8:30am Budget** **Discussion & Vote - Rob** Additional Enrollment Management Positions (Strategic Investment) from reallocated funding in budget model

- Recommendation: more recruitment staff (7positions) to help impact enrollment, not increase the bottom line budget.
- 6 positions (5 recruiters and one director) 584,575 per year - 1.2M for the biennium.
- Questions/Concerns:
  - Be mindful of optics, create a worksheet with bullet points.
  - Do it all at one time, incrementally could deter implementation of program
  - What is the ROI on FTE?
  - What is the strategy for Online Learning/CTE, prioritizing programs?
  - Adult population, bring them up to speed on technology training-online learning may not be the best approach
- **Motion to approve funding for 6 positions:** 5 recruiters and one director, 600K per year: 4 ARC 1 online learning, 1 director - budget neutral by Lisa Bledsoe, second by Jessica Howard
  - **Motion passed**, one abstained. Caveat that Rob is committed to use discretion to hire

**Budget Priorities -**

Review of Feedback from College Budget Planning Committee and others

- Essential priorities:
    - Maintain/increase credit enrollment, increase average credit load for students
    - Maintain compliance, accreditation, safety
  - In a manner that is strategic, creates improvements and growth by:
    - Investing in new-tech CTE and apprenticeships
    - Improving completion and transfer outcomes (advising, Guided Pathways, equitable student success)
    - Providing professional development (teaching, learning, DEI, employee retention)
    - Maintaining commitment to DEI
    - Evaluating ROI
    - Targeting tech investments that address our core priorities
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Considerations:

- Eliminating redundancy/inefficiencies
- Non-essential programs/initiatives
- Areas, programs and activities that: serve a minimal number of students, few significant improvements in student success, cost-to-benefit ratio is high, non-essential to populations they serve

**FY'19-FY'21 Shortfall Savings Discussion -**

- Criteria/Principles and Options

**Budget Model -Review of Potential Expenditure Lines:**

- Look at additional savings:
  - Pres Excellence fund
  - Administrative (Mgmt)/Confidential Increases Retirement
  - ERP Replacement
- Some lines are difficult to determine because bargaining has not happened
- Relabel categories.

**Budget Communication Strategy**

- 3% budget reduction- use for institutional guidance
  - Deans want a number to plan budget for next biennium, adjusted to each campus/center, plan on 3% reduction.
  - Identify things that as a college we need to protect - i.e. Advising
  - Newberg Center preserved
  - Cut commensurably and strategically, agree on parameters
  - Send out the budget priorities to DOI's and DOS's
  - Set the context for budget managers
  - Cabinet should determine what district will not support
  - Reassure everyone that this is being done across the board
  - Clarity around what we are trying to achieve, preserve what is essential. Strategic cuts that will do the least amount of harm
  - Beneficial to provide a target
  - Reviewed by cabinet: any cuts and additions
  - Communicate that this is not perfect and we're going to prepare for the worst case scenario
  - Constant messaging to the legislation
- **Org Study**
    - Supplemental budget if necessary (happen in FY20) after organizational study done at the end of the year
    - Timelines for notifications -Lisa Bledsoe to provide detail

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11:30 am Adjourn

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