

NOTES

Present: Sylvia Kelley, Kurt Simonds, Chris Villa, Traci Fordham, Jessica Howard, Lisa Bledsoe, Katy Ho, Dina Farrell, Lisa Avery, Tricia Brand, Eric Blumenthal, Rob Steinmetz

8:30 am

Executive Vice President's Update - Sylvia

- **Board Update:**
 - Discussion regarding open Board of Trustees positions
 - We need to have consistent engagement if candidates reach out to meet with leadership
 - Rob Steinmetz: Aviation and VA - claiming that we owe \$6.1M based on findings from an audit, received a new letter charging \$400K for food and housing payments given to students, asked for a pre-hearing
- **Organizational Structure Study Update**
 - Consultants are in process of drafting report, will provide a summary of the survey, recommendations for best practices in phased approaches, and help determine what is most impactful for students. Expected draft by the end of April
- **Legislative Update**
 - Special thank you to Dr. Villa who covered the community college caucus on Monday.
 - 27 legislators are a part of the caucus, four met with reps, from community college focus on CTBE,
 - Employer partners did a great job advocating for the investment proposal, close opportunity gaps, very effective.
 - All the follow-up has been done since our PCC Day at the Capitol, we have about 15 legislators on the record wanting to sign-on to a letter of support for our inclusion in the revenue package. Thank you to everyone that participated it was a huge success.
 - Our budget hearings in Salem were well attended and the feedback from the committee is that they are consistently impressed with our testifiers and turnout from the community colleges
 - At the Ways and Means Roadshow last Thursday with about 1/3 of the testimony slots being from PCC so everyone we had slated to testify was able to speak. The roadshow was a success and our strategy to focus on quality was appreciated by the Co-Chairs
 - Next steps will be focused on daily lobbying with legislators and budget staffers as we try to promote that community colleges are included in the revenue package. We think the chance is looking positive. Our next round of visits with our entire delegation will start today - Wednesday 3/27 with Senator Roblan. This round of meetings will be a combination of OEA, PCC/AFT, and OCCA
 - Kaylee's Law - would limit security guard powers, creating a de-emphasis on public safety, substantial cost to change uniforms and vehicles

8:45 am

Academic Affairs Update

- **Evaluation of Learning Management System**
 - Online learning: Should the college change their system?
 - Advisory council will evaluate new tools, then issue an RFP before Fall Term
 - **EAC Structure**
 - Voted down the motion to proceed with moving forward proposed structure: 11 yes, 12 no, 4 abstained
 - **Discussion and decision on Part-time In-service and Teaching Week.**
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President's Cabinet

- POD and the TLC's are proposing to bundle everything together two weeks prior to the term to Teaching Week, part-time In-service and NFI. The funds paying for stipends will go toward Teaching Week.
 - Would need an understanding about what's required and what is paid for
 - Opportunity to merge the time for instructional and campus
 - Cost for in-service faculty stipends last year was \$29,500
 - **Motion to approve:** Cabinet is in support of the concept for Teaching Week and in favor of finding sustainable funding for part-time faculty attending both Campus In-Service and Teaching Week. Opportunity to re-conceptualize part-time and full time faculty In-Service.
 - **Action:** Come back to cabinet before the end of April with cost and how we are going to sustain it.
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Presentations:

9:30 am

- **Emergency Management Program Consultation - Jessica Johnson, Brooke Lloyd**
(See PowerPoint in folder)
 - Office of the Internal Auditor (OIA) Overview
 - Emergency Manager Overview
 - Background
 - Consultation Description
 - Q & A

10:00 am (Refer to documents in folder)

- **Risk Council Charter/College Wide Risk Assessment Process - Jessica Johnson, Rob Gabris**
 - Overview of process for college wide Risk Assessment and Risk Council members
 - Aligning Internal Auditor with Risk Council
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10:40 am

Budget Update - Eric Blumenthal

- On track for presenting budget to Board, working on a narrative for the President.
- Finalize position elimination list, being careful that everyone was notified - **Action:** please send along comments and corrections
- Finalizing overall general fund budget, should have numbers for cabinet next week
- Meeting with TSCC end of April, will be a public hearing

Cabinet Updates:

- Eric: Interviewing public safety officers, need a new lieutenant.
 - Rob - deletion for non-payment came in 5% less than last year, 5% down. Long-term strategies will click into place starting fall.
 - **Action:** Financial Aid present to cabinet about recommendations
 - Lisa Bledsoe: Reminder that April 26 is official 'Take Your Child To Work Day' participation, talk about planned activities
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Ground Rules:

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|---|-------------------------------------|
| - Be present and prepared | - One person speaks at a time |
| - Speak your truth and seek to understand | - Stay on topic |
| - Be open to possibilities | - Agree to align |
| - Start on time and end on time | - Honor confidentiality when needed |
| - Model collaboration | |
| - Electronic devices only used for notes or to refer to handouts that we provide in advance | |

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- Lisa Avery: Keeping Newberg open on Tues, Wed. and Thurs, keep continuity of services available. We are having four informal budget forums, questions around Perkins let folks know that the state has changed how we allocate Perkins funds, and would like to reduce reliance on Perkins funding
- Tricia: Visit with Jamie Washington and Kathy Ober - opportunity for cabinet members to attend on Friday April 5th, action planning for leadership focusing on moving aspirations to action and accountability
- Chris:
 - Washington County is hosting an event at Rock Creek where staff will be available to talk with community members about projects happening at Rock Creek; such as realignment of entrance, traffic signals, sidewalks and street lights being installed expecting to be complete in September.
 - There was a discussion regarding an equity lens being applied to layoffs

ACTION ITEMS

March 27, 2019

Part-time In-service versus Teaching Week -

- Motion to approve: Cabinet is in support of the concept for Teaching Week and in favor of finding sustainable funding for part-time faculty attending campus in-service. Opportunity to re-conceptualize part-time and full time faculty In-Service. **Action:** Come back to cabinet before the end of April with cost and how we are going to sustain it.

Budget Update, Eric:

- Finalize position elimination list, being careful that everyone was notified - **Action:** please send along comments and corrections

Enrollment, Rob:

- **Action:** Financial Aid Services (FAS), an external consulting firm, will come to cabinet to present their recommendations
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