

Portland Community College  
**President's Cabinet**  
Wednesday | July 31<sup>st</sup> | 2019  
Sylvania Campus | CC Building Conference Room 233B  
8:30AM - 11:15 AM

## NOTES

**Present:** Tricia Brand, Katy Ho, Lisa Avery, Karin Edwards, Jenn Piper, Michael Northover, Lisa Bledsoe, Dina Farrell, Marc Goldberg, Sylvia Kelley, Eric Blumenthal, Heather Lang, Chris Villa, Mark Mitsui, Jeannie Moton - notes

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### 8:30 AM President's Update - Mark Mitsui

- Board Retreat Debrief

MM provided an update on the board retreat that happened last Friday. He noted that they will continue to work on their goals at the next board meeting. There was also a discussion regarding the strategic calendar.

- Cabinet/Campus Retreat Alignment

Campuses can move forward with retreat planning, knowing the YESS work should be the focus.

- PPS Vision Statement

MM explained that the vision statement is aspirational, the detailed work will come later. This is a guiding document in that planning.

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### 9:15 AM Budget

- Budget Update

EB noted that the budget hasn't been signed by the Governor. We are in line to get the August payment. The internal discussions regarding budget priorities is beginning. We are working on the role of the College Budget and Planning Committee. Eric would like to see them engaged; will be recommend that this will be an advising role, and recommendations from this group will go back to cabinet. There are some state law compliance requirements that we need to address; therefore we need to invest funding to accommodate new positions to meet these requirements. MM asked for input on these positions. He has made the executive decision to fund these four positions. These positions are CISO, Cleary Act, HR Position, and Title IX. These are compliance positions that need to be filled for accreditation compliance.

HB 2016 was discussed. This is a bill regarding release time for federation executives. It provides access to new employees, it mandates a minimum of 30 to 120 minutes for a union representative to meet with a new employee. This is all bargain-able during labor negotiations. KH would like to review the tracking process for release time with LB.

We are funded at 25,800 FTE. We served 23,800 FTE and we should better understand this differential. There are some efficiencies we should look at, one could be fill rates. There have been discussions about the part-time faculty line items. If there was a way in the future to capture the number of students served and the amount of dollars to serve them. MM would like to convene a small group to continue to discuss. JP suggested looking at the delta from years past to show that there were years when we served more. There will also be policy discussion with the board about placing a cap on enrollment.

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### 9:30 AM Grant Approvals

- Fred Meyer

KE provided an update on the Fred Meyer grant for food insecurity. This is a \$549,000 ask, which is significant for Fred Meyer. This is a 3-prong partnership. The funding would support 8 part-time student workers, increasing food options, purchasing equipment and a coordinators for the Food Justice program and the PTO Coordinator. Oregon Food Bank has expressed interest in a long term partnership with PCC. They have tried to include all stakeholders around the college including sustainability, food services, workforce development and the grants office.

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Approved by all.

- ATE

LA provided a quick overview of the grant and what it will fund. **Approved by all.**

Michael Northover announced the Campus Consortium Identity and Access Management grant, and that it was approved.

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**9:40 AM Academic Affairs - VP Katy Ho**

- Campus Action Plans and YESS Metrics

KH provided an update and noted that three of the metrics discussed at the July 16 cabinet meeting have been refined. A document was presented with the details.

MM asked the group if they were in approval of the refinements and targets.

HL provided a handout on a draft planning template for the YESS work.

Feedback was requested. TB noted the equity connected to YESS that support the teams working on this, how that will be done. Members provided feedback on the form and how information will be captured. The idea of the template is to capture the work.

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**10:10 AM Student Affairs**

- SEM/Current Activities

TB and HL shared an update on enrollment. A handout was shared with current trends with PCC enrollment. The information is new data we are capturing and reporting on.

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**10:25 AM Information Technology**

- CPAC & ADOCS - Michael Northover, Arlette Slachmuylder, Tracey Walstead (need to reschedule)
- Acceptable Use Policy - Follow up discussion (add to agenda for 3 weeks out)

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**10:30 AM Emergency Management Update - Jessica Johnson, Brooke Lloyd**

JJ made introductions of DF and BL.

A powerpoint was presented to the group (*see ppt in folder*). Folks should update Brooke on any agreements that are currently in place. A FEMA training will be planned for cabinet.

| Date      | Action Items   | Responsible Cabinet Member |
|-----------|--|----------------------------|
| 7/24/2019 | Come back to Cabinet to vote on <i>Acceptable Use Policy</i> |                            |
| 11:00 am  | <i>Adjourn</i>   |                            |