

# President's Cabinet

Wednesday | August 14<sup>th</sup> | 2019

Sylvania Campus | CC Building Conference Room 233B

9:00AM - 11:50am

## NOTES

Time	Topic	Preparation	Action	Presenting
Present	Michael Northover, Marc Goldberg, Jen Piper, Mark Mitsui, Sylvia Kelley, Lisa Bledsoe, Karin Edwards via bridge line, Traci Fordham, Marc Goldberg, Chris Villa, Heather Lang, Katy Ho, Lisa Avery, Dina Farrell, Tia Chiappe note taker			
9:45 am	<b>Executive Vice President - Sylvia Kelley</b> <b>Strategic Planning - Data Inquiries</b> <ul style="list-style-type: none"> <li><b>ACTION:</b> Please send data, reports, surveys, plans both internal and external to Tia in the next couple weeks to upload to Basecamp, shared site for Strategic Planning</li> <li>Core Group Planning Team - meeting every two weeks</li> <li>Timeline: Will go through June of 2020. Currently in the Pre-Planning phase. Will be forming a Steering Committee including internal and external people. Need to be transparent about how the Steering Committee is chosen, most likely a Board member will be included, they will be up and running by January.</li> <li>Consultants will be facilitating the Steering Committee meetings</li> <li>External folks - need be cognizant of their time</li> <li>Strategic Plan Map - how to achieve &amp; fulfill strategy that best serves our students</li> <li><b>ACTION:</b> Please send a list of 10-15 people you would like to see on the Steering Committee, think about internal and external folks, see Steering Committee Guidelines in Cabinet folder, will send Integrated Project to Cabinet</li> </ul> <b>Expressive Conduct</b> <ul style="list-style-type: none"> <li>Next cabinet meeting</li> </ul>			
10:10 am	<b>Academic &amp; Student Affairs</b> <b>Non-Academic Program Review - Katy</b> <b>Guided Pathways - review upcoming meetings</b> <ul style="list-style-type: none"> <li>Reminder that Heather and Katy will be doing a roadshow, 4 sessions around YESS &amp; Guided Pathways targeted for managers, will share with Cabinet</li> <li>Working with infographics around timeline and what Guided Pathways is.</li> <li>Roadshow Dates: <ul style="list-style-type: none"> <li>August 19<sup>th</sup> 10-11:30 Cascade - Terrell Hall Room 112</li> <li>August 19<sup>th</sup> 1-2:30 Southeast - Tabor Room 146</li> <li>August 22<sup>nd</sup> 1-2:30 Sylvania - Oak and Elk Rooms</li> <li>August 26<sup>th</sup> 10-11:30 Rock Creek - Building 5 Room 213</li> </ul> </li> <li>Timeline for recommendations: Survey going out in-service week, targeted focus groups mid-October-November. Will go to EAC, recommendation in December</li> </ul>			

### Ground Rules:

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

Portland Community College  
**President's Cabinet**

### Student Enrollment Update

- 2% off compared last year's enrollment, volume is picking up
- Southeast and Cascade above last year already
- 1700 new applications, a lot of new outreach messages
- Course demand overview, popular classes filling up, online enrollment significantly lags which is typical
- Non-credit timeline didn't change
- Up-coming projects for continuous improvement: Some communications need to happen at the program level. Keep students connected between terms. Ambitious idea of improving academic program pages and how we process applications.
- It would be good to know what the new pages are going to look like, re-writing in a stylistic way to make it easier to read. Request for information form on every page
- This will leads into Advising Redesign work, looking at more deep systemic work which will help sustain long term work
- Update list of active Employer Partners, creating a newsletter, ask about tuition reimbursement program. Push out a strategic message and get recruiters involved
- Getting the whole institution thinking along these lines is crucial

### NWCCU - confirm participants <https://www.nwccu.org/news-updates/annual-conference/>

- Accreditation can pay for 10 spots, encouraging cabinet members to go and try to save funds for Deans and faculty, including:
  - Jeremy Estrella
  - Karen Sanders or Jeanine Hall
  - Laura Massey
  - Kurt Simonds DOI rep
  - Lauren Smith DOS rep
  - Josephine Pino
  - Nora Stevens, Jamie Kristen involved in learning assessment council
  - Jan Volinski
- Non-instructional, campus-based folks. Please let Katy know who you would like to go, do a quick convening before attending.

**11:00 am Information Technology** Michael Northover, Tracy Walstead and Arlette Schuemeyer  
AODocs - Document Management Platform

- Workflow & Business Process Integration
  - Document Workflow
  - E-Signature
  - Alerts & Emails
  - Process Integration
  - Supervisory Review

### *Ground Rules:*

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

Portland Community College  
**President's Cabinet**

- Document Management
  - Organization
  - Versioning
  - Bucketing
  - Native MS Office
- Secure Data Storage
  - Secure
  - Encrypted
  - Recoverable
  - Discoverable
  - Cost Effective
- Benefits:
  - Built on top of Google Drive
  - Supports full document management capabilities
  - Provides workflow management
  - Fully customizable
- Working with Grants, Risk, CPAC, Dual Credit
- Overview of CPAC workflow and how AODocs has simplified their process
- Questions regarding transparency of process, not looking for procedures to run through a CPAC process.
- Working on rolling it out, need to set some standards. Working on 2-3 projects to fine tune the process.

**IT Budget Statement - Overview**

- Biennium numbers: Reviewed forecast with Dina, current indications that IT will end on budget
- FY18 IT was over budget through a series of control initiatives, were able to come under 700k under budget with minimal impact to services. Team's support was very helpful.

11:35

**Grant Approval**

- Pacific Power Solar Panels - Cascade
- Motion to approve: All in favor, motion passed

**Announcements:**

Michael N: In regard to accreditation and demonstrating process, IT has an annual report, hoping for a report every quarter about what IT is doing. Reminder for when we are doing conference calls, calls are free with google hangouts

Lisa A: We have a new VRC coordinator, in the process of hiring a new DOS, updates from DC: Met with folks from the Department of Education - interesting dialogue, convention next

**Ground Rules:**

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

Portland Community College  
**President's Cabinet**

spring is their 100 year celebration, 5 registrations 6<sup>th</sup> person is free - would be good to coordinate and bundle

Chris V: Monday had our leadership retreat, went very well. Adopted ground rules that we will use to create a culture shift. Managers provided everyone their priorities defined as goals and objectives. Innovative Growth solutions will provide a report, can feed into the YESS campus plan and President's work plan.

Sylvia K:

- Emailed materials on the Living Cully outreach, kudos to Planning & Capital Construction
- Leadership Team Meeting for P & CC, FIN and FMS: Deep and meaningful conversations about their work together, history of their culture discussed. Hoping to have clarity about each department by the first of the year, cross functional issues.

Mark M:

- Board meeting on Thursday - new set of strategic priorities and legacy goals for the Board
- Strategic Calendar will include a discussion on tuition increases
- PSU - *Edquity Foundation* funded an emergency fund program. New provost is hearing that legislators are telling lobbyists that they are not doing enough for housing
- Met with Opportunity Council, agreed to form an advocacy coalition
- Internal discussion regarding El Paso shooting, it would be helpful to let Mark know if you are hearing a need for an institutional response.

11:45 am    *Adjourn*

***Ground Rules:***

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