

Portland Community College  
**President's Cabinet**

Wednesday | September 11<sup>th</sup> | 2019  
Cascade Campus | Terrell Hall Room 100  
9:15AM - 11:10 AM

**NOTES**

**Present:** Mark Mitsui, Katy Ho, Sylvia Kelley, Mariah Cisse (guest), Eric Blumenthal, Michael Northover, Lisa Avery, Tricia Brand, Chris Villa, Dina Farrell, Jen Piper, Jessica Johnson (guest), Heather Lang, Lisa Bledsoe, Karin Edwards

**9:15 am President's Update - Mark Mitsui**

- District Board Update: Strategic goals will be determined at the Board meeting next Thursday. We're beginning to get alignment with the Board, Cabinet and the College goals. The three sets of strategic goals are very much in alignment with the President's work plan.
  - Sotomayor Event: There was a large turn out from the community. Advancement and Communications produced a new PCC pennant, which all attendees received.  
Dr. Ibram X. Kendi Event: The Dr. Kendi event is on Friday, September 13th. Tricia Brand worked closely with Philanthropy NW and the PCC Foundation to bring the event to the College.
  - Green Energy fund: President Mitsui will discuss meet with the Mayor to discuss the Green Energy Fund, a new tax levied by the city which will generate \$53 - \$73 million annually. About a quarter of the funds have to go toward workforce development.
  - IQ: The Innovation Quadrant (IQ) is Portland's innovation hub. PCC, PSU, OHSU and OMSI were the founding members. PCC will continue to explore involvement in development.
  - Grant Matching Fund: The Federal Government will require \$600k in matching funds for the SSS Grant. The college will not move forward with this grant. This raised the question about future biennia whether the college should create a line item for matching funds.
  - Writers' House: The Arts Council has been putting together a proposal for PCC to be the recipient of about 11 acres plus a residence to be a writers' retreat, as a way to attract writers-in-residence to PCC to provide opportunities for our students to have access to top flight writing instruction. The residence will be open to all students from across the district and faculty from across the district. It is located in Tigard. Several Higher Ed. institutions applied. PCC was selected.
  - In-service: In-Service is coming up next Monday. Cabinet's participation is much appreciated. It says a lot when college leadership is in attendance.
  - Rock Creek Incident: At 1:53 p.m. on September 9<sup>th</sup>, Rock Creek received a report of shots fired on the NE part of the campus where the archery field is located. At 2:01 p.m. the campus received notice of a lockdown. By that point the Sheriff's deputies had arrived. At 2:12 p.m. the college received notice that all was clear. The lockdown only lasted about 8 or 9 minutes. Cabinet members discussed campus safety, emergency plans and training.
- FOLLOW UP ITEM:** Further discussion around District Safety/Emergency Plans and campus-specific plans.

**Ground Rules:**

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|---|--|
| <ul style="list-style-type: none"><li>- <i>Be present and prepared</i></li><li>- <i>Speak your truth and seek to understand</i></li><li>- <i>Be open to possibilities</i></li><li>- <i>Start on time and end on time</i></li><li>- <i>Model collaboration</i></li><li>- <i>Electronic devices only used for notes or to refer to handouts that we be provide in advance</i></li></ul> | <ul style="list-style-type: none"><li>- <i>One person speaks at a time</i></li><li>- <i>Stay on topic</i></li><li>- <i>Agree to align</i></li><li>- <i>Honor confidentiality when needed</i></li></ul> |
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**10:05 am Internal Audit 2019 Annual Report - Jessica Johnson, Internal Auditor**

- The internal auditor charter requires that a report is provided to the Board annually about progress for the prior year and the proposed plan for the next year. This report will be presented to the Board next week. The report includes an overview of OIA mission and values, structure, Fiscal Year 2019 progress report, and the proposed Fiscal Year 2020 Internal Audit Plan.
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**10:15 am Academic Affairs - Mariah Cisse, Director Professional Organizational Development**

- Human Resources: New Faculty Orientation: Academic Affairs, in partnership with Human Resources and POD have been working for the last year or so to provide a streamlined, standardized, onboarding process for all employees at the district level.
  - The new Faculty Orientation form is a compilation of feedback from various groups, as a first step to help support faculty as they come on board at PCC. It will show what courses you are teaching, who are your campus contacts, who are your department contacts, all in one place.
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**10:30 am Finance - Eric Blumenthal**

- Budget Update:
    - The President's Contingency Fund has been increased from \$1.5 million to \$2 million. That will fund strategic planning efforts, costs related to institutional planning, and any costs that are related to the implementation of baccalaureate degrees, under SB3. Finance will take over management of this fund.
    - In the overall contingency, supplemented with new funds from the Community College support fund
    - Unmet needs will be determined
    - Items for reinvestment: new faculty positions and conversions of part-time faculty.
    - The tuition rollback is built into the modelling, a \$7 increase is projected
    - The other loss of revenue to consider is enrollment decline. A 4% decline was budgeted for FY19 and a 3% decline for this year. A cushion will probably be needed for enrollment decline.
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**10:50 am Student Affairs - Heather Lang**

- Enrollment: The College is down overall just over 2% for fall so far. There are campaigns happening right now to prevent drops for deletion for non-payment. Student Accounts and Enrollment Services are conducting direct outreach. Duplicate enrollments are low.
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**10:55 am Strategic Planning - Sylvia Kelley**

- The phases of strategic planning were pulled together in the timeline and a lot of the larger initiatives across the district showing how those are all eventually coming into alignment.
- The President's work plan was incorporated and transitioned into the new strategic plan including YESS and Guided Pathways.
- The Organizational structure study will continue with focus groups.
- The equity and social justice framework is infused into the processes, dialogues and decisions, Bond planning and Facilities planning are included as well.

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**11:00 am Grant Approval**

- HEDCO Foundation: This request is for playground equipment that the college cannot use Bond or campus money for. No match is required, this is just a gift.  
The grant application was approved unanimously.
- KRESGE Foundation: PCC was invited to submit a full application. This opportunity is only open to colleges that are part of Achieving the Dream. This is an opportunity for PCC to expand integrated education and training work related to health care pathways.  
The grant was approved unanimously.

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**11:10 am Adjourn**

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