

## President's Cabinet

Wednesday | September 25<sup>th</sup> | 2019

Sylvania Campus | CC Building Conference Room 233B

8:30AM - 11:30am

### NOTES

Time	Topic	Preparation	Action	Presenting
Present	Traci Fordham, Katy Ho, Kurt Simonds, Marc Goldberg, Lisa Bledsoe, Eric Blumenthal, Troy Berreth (proxy for Michael Northover), Jen Piper, Tricia Brand, Heather Lang, Mark Mitsui, Dina Farrell, Chris Villa, Lisa Avery			
8:30 am	<p><b>President's Update - Mark Mitsui</b></p> <p><b>Board Update</b></p> <ul style="list-style-type: none"> <li>• Framework of Board goals were passed and approved (action for future agenda). There are three general goal categories with specific measurable goals that cabinet will be held accountable for and aligned with the Work Plan.</li> <li>• Capital Projects &amp; Contracts. Director Tiffani Penson is interested in us having a greater, emphasis on more on-the-ground benefits through a more equitable process.</li> <li>• Internal Audit Update</li> <li>• Public comment on non-agenda items</li> </ul> <p><b>Classroom visits</b></p> <ul style="list-style-type: none"> <li>• Visiting classrooms at each campus first week of Fall Term, energizing to see faculty in action and hear from students</li> <li>• Barriers to overcome (feedback from students): <ul style="list-style-type: none"> <li>○ Transportation, shuttle scheduling, core scheduling</li> <li>○ Comments about textbook prices</li> <li>○ Housing and food insecurity recognized the need.</li> <li>○ Discussed food pantries and food stamps, popped in on some Student Services offices.</li> <li>○ There is an appreciation for leadership presence.</li> </ul> </li> </ul> <p><b>Meeting with Mayor Wheeler</b></p> <ul style="list-style-type: none"> <li>• Green Energy Fund projected to be \$53M-\$73M through a new tax, will come out in the spring of 2020. Mayor's office suggested gearing up, 25% of the fund would go toward workforce development and equity. Is there value in collaborating with Mt. Hood?</li> <li>• Future Connect was discussed</li> </ul> <p><b>In-Service Debrief</b></p> <ul style="list-style-type: none"> <li>• Thanks to all for the participation. The video was really well received. Great communication regarding what excellence in teaching represents across the district. It was really great to engage our principals of Strategic Planning with consultants present and communicate our efforts to what that means.</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
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**WTDB**

- Co-chairing statewide committee for Artificial Intelligence. Discussed what AI looks like in the workplace, some fundamental academic work needs to be done.

**Pathways to Opportunity**

- Strategic fund request approved for another two years. There is verbal support for incorporating integration of benefits into a future legislative long session. Will put together a proposal for a pilot for three community colleges and resubmit to OPC.

**SNAP Student Eligibility Expansion**

- More information will be coming from Oregon Food Bank, Public Charge is an issue for students without documentation. Working with partners with Hunger Free Oregon for a webinar focusing on de-stigmatization

**Cabinet Retreat Update**

- Date has been moved to January 15<sup>th</sup>, 2020

9:15 am

**Emergency Preparedness**

Determine Group Messaging platform

- Observations or learning points, personal plan for active shooter.
- Google Hangouts Chat is an option for emergency communications. Has capabilities of different configurations, other updates are upcoming. Would be good to have the option for photos.

9:30 am

**Organizational Structure Study**

Impending Release of Final Org Study

- Structure is impacting practices and systems. Themes were disaggregated by employee type. There might be some editorial comments, substance will not be changed.

9:45 am

**Student Affairs**

Student Enrollment

- Down 2.6%
- We continue to have dialog about how FTE is affected.
- Dual credit cost is lower to us than is tuition revenue loss
- Deletion for non-payment dropped about 35% more students when compared to Fall 2018.
- New student advisory regular sessions, ended two weeks before Fall Term started.
- Issue around the non-credit enrollment, 7000 false accounts created, usually to get access to Microsoft Office, investigation on-going.
- Tammy pulls information before Institutional Effectiveness so numbers will be different, look at numbers in four weeks to see real attrition. Maybe start looking at enrollment by program rather than campus

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10:00 am	<b>Academic Affairs</b> New Degree & Certificate - <i>Wellness Coaching, Phase One</i> <ul style="list-style-type: none"><li>• Establish a Health &amp; Wellness degree</li><li>• Difference between this and the Fit Tech program: Fitness technology has to do with physical health, Health &amp; Wellness is about a Holistic approach</li><li>• Set them up for transfer, \$18-49 per hour based upon personal interviews</li><li>• Resources needed</li><li>• High need for literacy around health is needed</li><li>• Faculty will form the curriculum development process, when Phase II passes it will go through the program review process entrepreneur piece, look at working with communities of color in Phase II</li><li>• Motion to approve: Lisa motioned, Traci second, all in favor - motion carries</li></ul>
10:15 am	<b>Budget Update</b> Review the Contingency/New Funds Model <ul style="list-style-type: none"><li>• Goals around parameters of what we can work with bargaining, supplemented 2.8M from our fund balance</li><li>• Building up unappropriated funding</li><li>• Overview and discussion of appropriated contingency funds, unmet needs, potential bargaining settlement, unappropriated funds and new funds</li><li>• Framework for budget construction</li></ul>
10:45 am	<b>Internal Communications</b> Review Communication Sites - Overall strategy for communications <ul style="list-style-type: none"><li>• Announce function is for emergency communications, presidential communications, intended for institutional messages</li><li>• Announce is sent to all employees including casual employees</li><li>• Alternate to Announce, build a list of all employees to use which is not named Announce but can reach all employees</li><li>• Recognize the way these communications are used for a platform for topics</li><li>• Inside PCC is the main source of internal communications, secondary internal communication function</li><li>• Loop back with time line for another list-serv</li><li>• Communicate with Traci about using the announce function before sending</li><li>• Action: Forward email from Katy to your specific list-serv for your campus/center</li><li>• Action: Troy will check on timeline for when a new list-serv can be generated, announce at another cabinet, follow up conversations</li><li>• Options for communications:<ul style="list-style-type: none"><li>○ Campus email lists</li><li>○ Employee email lists ie: part time faculty, full time faculty, classified</li><li>○ Group emails</li></ul></li></ul>

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11:15	<b>Policy Request: Service Animals</b> <ul style="list-style-type: none"><li>• Moving this policy to a college policy rather than the disability services policy</li><li>• New on-boarding policy with Talent Management Services will allow employees to see this policy on what's allowed and what isn't. There are definitions for service animals vs emotional support animals.</li><li>• Develop Procedures for:<ul style="list-style-type: none"><li>○ Public Safety documentation</li><li>○ Further document procedures when an animal has been excluded</li><li>○ Procedures for employee request for a service animal</li><li>○ Conflicting needs</li><li>○ Mark: Motion to approve, Tricia second, all in favor - motion carries</li></ul></li></ul>
11:30	<i>Adjourn</i>

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