

Portland Community College
President's Cabinet
 Wednesday | October 2nd | 2019
 Sylvania Campus | CC Building Conference Room 233B
 Call-in option: Bridge Line: 888-557-8511 Access Code: 9753023
 8:30AM - 10:15am
NOTES

Time	Topic	Preparation	Action	Presenting
	Present and via bridge line: Sylvia Kelley, Chris Villa, Troy Berreth proxy for Michael Northover, Dina Farrell, Heather Lang, Laura Sanders proxy for Jen Piper, Heather Lang, Lisa Bledsoe, Karin Edwards, Chris Villa, Tricia Brand, Katy Ho, Marc Goldberg, Lisa Avery, Traci Fordham			
8:30 am	Executive Vice President - Sylvia Kelley Strategic Planning <ul style="list-style-type: none"> • A lot of communications happening, will continue updates with cabinet • Tenzing Gyatso - new Strategic Planning Coordinator starting October 17 Organizational Study <ul style="list-style-type: none"> • We have the final report from consultants will be sent out to Cabinet soon - after Cabinet discussion we will be sending out to the instructional leadership team to facilitate a conversation. • Looking at October 16th for Cabinet discussion 			
8:45 am	Student Affairs - Heather Lang Student Enrollment <ul style="list-style-type: none"> • Down overall 3%, encompasses dual credit enrollment • Keep the same enrollment cushion in budget 			
9:00 am	Academic Affairs - Katy Ho Title III Grant <ul style="list-style-type: none"> • \$2.5M over the next 5 years • Great team effort, great opportunity for Guided Pathways and YESS initiatives, college will be adding funds for assistance 			
8:35 am	Communications Update - Traci Fordham <ul style="list-style-type: none"> • Seeing a new college All Staff group soon, same membership Announce; staff, all employees included real time, if you are not authorized it will be rejected to send • Announce will be used for institutional and emergency communications • Inclement weather notice coming up soon, Announce or all college function should be ready • Please add to Inside PCC blurb • Not possible to use the 'Reply all' function but you can reply to the sender 			
8:50 am	Oregon Higher Education Leadership Table Top Exercise - Lisa Avery <ul style="list-style-type: none"> • Cyber Security Table top exercise for fraud • PSU was subject to fines due to a Cyber Security attack • OCCC had a ransom attack • General principles/guidelines: 			

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*
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- Paying for ransom attacks depends on company/situation
- Make Cyber Security a part of onboarding, employees are at most risk because of receiving emails that look like they are sent from their supervisors
- If anything looks somewhat questionable, don't click on any links or reply - forward to help desk, call who the person who it looks like it's coming from
- Materials are being updated accordingly in IT
- Insurance coverage will be looked at
- Don't rely on the FBI for help but notify them

9:10 am	Food Services Presentation - Ken Brown <ul style="list-style-type: none">• Listening Sessions and survey planned for this fall:<ul style="list-style-type: none">○ Define what healthy food options are, what is low cost in tangible terms○ Operating hours○ Gather information about what we can be doing better and/or differently and bring into actionable items○ Hoping to send out the week of October 28th• DSC would like to be involved, students have concerns about price and quality of food• Need to separate out food insecurity and dining services for students• Outcomes should provide what we are doing to do meet the needs of students. How we frame these questions will be really important.• Would like to make food stamps/EBT card available for dining• Met with Heather and DOS team to talk about event planning, reconfiguring our relationship with student groups• Discussion about Board policy related to food events• Foundation Board contributing \$12,500 Food Voucher Fund• Sylvia and Heather will look at dates survey is being sent out <p>Print Services</p> <ul style="list-style-type: none">• Panther Print is receiving some resistance. Messaging will be enforcing that departments get onboard with Panther print. Desktop printing had over 12M in 9 months• ACTION: Further discussion about copyright infringement issues/risk and text book cost, needs to be a part of faculty onboarding.• ACTION: Ken will send the departments who have opted out Panther prints to Cabinet
10:00 am	IT - Emergency Communications - Troy Berreth <ul style="list-style-type: none">• Google Chat working with Danny and Angela• Install application on phones with IT• Meet with Kate Chester regarding emergency communications• Send all questionable emails to the service desk email: servicedesk@pcc.edu
	Roundtable: <ul style="list-style-type: none">• Cabinet Members gave updates for their respective campus/center
	Adjourn

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