

President's Cabinet

Wednesday | January 29th | 2020

Rock Creek Campus | Building 9 | Conference Room 115

12:00PM-3:00PM

NOTES

Time	Topic	Preparation	Action	Presenting
Present	Mark Mitsui, Sylvia Kelley, Lisa Bledsoe via phone, Eric Blumenthal, Tricia Brand, Karin Edwards via phone, Dina Farrell, Traci Fordham, Katy Ho, Heather Lang, Michael Northover, Jen Piper, Chris Villa			
12:00 pm	President's Update - Mark Mitsui <ul style="list-style-type: none"> • Cabinet Retreat Debrief - Observations <ul style="list-style-type: none"> ○ Appreciated having time to visit the framework of change that Sonali provided, looking at that as an individual perspective as a tool of self-reflection. Communication, leadership, & human centric skills to strengthen - defining so that it's transparent to individuals ○ Good to have a single topic to focus on ○ Guiding Principles, serve as a spine for the future direction of the college, assist with strategic plan and/or organizational change. Shared understanding of who we are as an institution and individually, utilize across the college ○ Support managers with talking points regarding change ○ We will be putting together a change management plan to help address some of the concerns about making decisions ○ Preparing us for our roles in necessary transformational change at the college • Board Update <ul style="list-style-type: none"> ○ Focus was for clarification of the board goals ○ Recruit, retain and promote people of color, equitable student success are primary ○ Integrate evaluations and Board professional development expectations ○ Focus was to build on the summer retreat and highlight some of the best practices that policy boards around the country engage in. ○ Emily Yem facilitated and engaged the board in thinking through different scenarios, best practices of policy boards, how to respond to program closures ○ Framework for Board self-evaluation, samples and discussion ○ Jollee Patterson presented on equity and policy making, how to reflect equity in policy making, definition of equity ○ Delineation of responsibility between Board and CEO ○ Learning to reset the framework of what you already know ○ Understanding of the division of labor in a higher ed organization • Focus areas: <ul style="list-style-type: none"> ○ Policy board, policies need to be reviewed for accreditation ○ Budget development process around the new revenue. Alignment with accreditation ○ Strategic alignment ○ More time to explore topics in work session 			

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

- **NWCCU Update - Accreditation**
 - Movement from inputs to outputs is happening at the forefront. Primary focus is on equitable student success.
 - Mission is looking for disaggregated data that's applicable to mission fulfillment, they want a closed loop
 - Continuous improvement loop: how did you assess it, what are you doing to solve it, how are you evaluating if it did or didn't work
 - Learning outcomes at an institutional level and other traditional areas
 - Stages: Mid-cycle ad hoc, Year 6 is compliance regulation finance & policy, Year 7 is the comprehensive visit in 2022. Accreditation team meeting this fall
 - New rules around accreditation taking effect July 2020. Election may influence some of the roles ie; sanctioning of alternative accreditors - free market approach
 - Title IV compliance needs
- **OPC Update**
 - CTE equipment is no longer the priority. Pitching for a policy bill for Pathways to Opportunities. Pilot projects that will receive innovation funding, run a pilot see how effective they are, then include in a budget request
 - Applied Baccalaureate rules draft has come out, determine our set of criteria for our first Applied Baccalaureate degree
 - Follow statute, no conflict with demand
 - RealCollege survey, will get an embargoed copy Friday and get the state report at the same time. Trying to get the governor to do and Executive Order at the same time we release the study, distribute it out, precursor to the long session
 - Business officers meeting, distribution of CCSF payments is on the agenda, Dina will send short paragraph to Mark. Dina will go to the OPC meeting, develop talking points
 - **ACTION:** Mark will send out OPC agenda
- **College Reorganization Timeline**
 - Major announcement will be made on Monday, Feb 10th - Deans meeting on the 14th
 - Concerns about scaffolding messaging; there will be a spectrum of different perspectives, need consistency in our messages and map out some of the contingencies
 - Role of Cabinet, how do we prepare direct reports, handling the broad range of responses - emotionality of the response. Generic steps no matter what the news is to prepare managers to respond in the most appropriate, effective way.
 - Questions and uncertainties; we don't know exactly what it's going to look like. We want folks to be prepared and involved, use mindfulness
 - **ACTION:** Develop a pre-message administrators to provide info about when the announcement will come out, ways to respond, consider community care.
- **Faculty & Staff of Color**
 - Hosting a quarterly gathering at all four campuses. Positive feedback about rotating at different campuses, 16 attendees. The main theme is positive professional development and upward mobility. More representation for people of color, reflecting the communities we serve

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

- **Professional Development:** A resource to provide information about how jobs at PCC may be grouped together so that you can see what the job progression would look like, what kind of path to follow.
 - Support for career progression, discuss flow of job descriptions and see common paths for progression.
 - Opportunities to revisit the groupings
 - Create a path for growth
- **DACA** - Supreme court decision will come out in June most likely will be rescinded. Students and employees will be very vulnerable. Preparation very important. Need a task force to deal with this issue. The Dreamers Resource center needs to be engaged. Need at least one or two community resources that provide advocacy and a voice at the policy level, need on-going support
 - **ACTION:** Send ideas to Chris, will be a part of Preferred Future Task Force
- **Tuition Update:** Roughly 1M, DSC will come back with a prioritized list of investments rather than a 1 dollar rollback.

1:00 pm **Executive Vice President - Sylvia Kelley**
Strategic Planning

- Committee has met once, website is up
- Align with the Accreditation process
- Survey went out on Monday to staff, faculty, students, and back two years, and Board
- Will Ian have an embedded understanding context of our culture?
- Confusion about the difference between reorg and strategic planning
- Developing that at the Steering Committee, add to the agenda

1:30 pm **Academic/Student Affairs - Katy Ho**

- **State Authorization**
 - Move to next Cabinet
- **Title III Director/YESS Update**
 - New Title III Project Director - Elise Azevedo coming with wonderful referrals in terms of a change leader, strong equity focus
 - First college wide meeting for Learning Management System
- **Enrollment Update**
 - End of fall 2019 over all compare to fall 2018 2.2 difference. If you remove dual credit, then we're down 5.4. Keep in context that we need to stretch out dual credit and workforce credit
 - Winter lower division down

Ground Rules:

- | | |
|---|---|
| <ul style="list-style-type: none"> - <i>Be present and prepared</i> - <i>Speak your truth and seek to understand</i> - <i>Be open to possibilities</i> - <i>Start on time and end on time</i> - <i>Model collaboration</i> - <i>Electronic devices only used for notes or to refer to handouts that will be provided in advance</i> | <ul style="list-style-type: none"> - <i>One person speaks at a time</i> - <i>Stay on topic</i> - <i>Agree to align</i> - <i>Honor confidentiality when needed</i> |
|---|---|

Portland Community College
President's Cabinet

2:10pm

Employer Partner Finalists -

Presenters: Kate Chester, Karen Sanders and Lori Conover (See ppt in folder)

Committee Purpose:

- To identify and recognize PCC's strongest employer partner(s) across the district each year.
- To foster stronger internal communication, as well as collaboration with business and industry partners to leverage, strengthen and deepen these relationships.
- To represent the college fully with participation from campuses, centers, and district offices.

Small Employer: 5-Star Guitars, AAA Heating & Cooling, Native Landscapes NW (Diamond Alum element)

- Motion to Approve Small Employer Nomination:
 - 5-Star Guitars
 - AAA Heating & Cooling
 - **Native Landscapes NW - *approved***

Large Employer: Genentech, Peterson Cat, Providence

- Motion to approve Large Employer Nomination:
 - Genentech
 - Peterson Cat
 - **Providence - *approved***

Non-Profit/Government Employer: City of Portland, Rose Villa Senior Living Center, Pacific NW Regional Carpenters Union

- Motion to approve Non-profit/Government Employer Nomination:
 - City of Portland
 - **Rose Villa Senior Living Center - *approved***
 - Pacific NW Regional Carpenters Union

Questions/comments

- Sense of scope, how many students are impacted?
- Acknowledge all nominees, send a letter and lift them up as model recruiters

3:00pm

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*