

Portland Community College
President's Cabinet

Wednesday | March 4th | 2020
 Sylvania Campus | CC Building | Conference Room 233B
 8:30AM-12:00PM
NOTES

Time	Topic	Preparation	Action	Presenting
Present	Tammy Billick proxy for Heather Lang, Ryan Aiello proxy for Chris Villa, Karin Edwards, Sylvia Kelley, Katy Ho, Eric Blumenthal, Lisa Bledsoe, Mark Mitsui, JR Valentine, Michael Northover, Dina Farrell, Traci Fordham, Tricia Brand, Jen Piper, Hannah Alzgal, Heather Lang via bridge line			
8:30 pm	Welcoming Remarks & Student Body Presidents' Update Mark Mitsui, Hannah Alzgal, JR Valentine, Antonia McSwain Proposal to restructure Cabinet & designating students to certain departments <ul style="list-style-type: none"> • Elevate more of the campus roles to District Work - <ul style="list-style-type: none"> ○ Have a set agenda of discussion items with Cabinet, which may or may not pertain to only a few members but is of importance to engage all ○ Engage in student input on items shown to Cabinet that coincide with DSC Values and Goals that are most needed ○ Current structure is for the DSC to meet with the Vice Presidents' and report out to the student body presidents. Would like to propose that they delegate student body presidents' to Vice Presidents of Academic Affairs and Student Affairs ○ DSC Chair is the only one relaying the messages ○ Would like to attend the whole Cabinet meeting ○ Hannah will share documents with Cabinet • Questions & Comments: <ul style="list-style-type: none"> ○ What is the goal/objective of attending a full Cabinet meeting <ul style="list-style-type: none"> ▪ Streamline communication and information from the college administration and an opportunity to hear student perspective and initiatives. Would give us more insight and context to report back to students ○ Is the current Cabinet setting essential to provide information or would a different format work? <ul style="list-style-type: none"> ▪ Being in the room for closer conversations about College initiatives (i.e. Strategic Planning, continuing work of YESS, information regarding budget, College reorganization and tuition) for understanding the context of what's going on and support the process ○ Develop student relationships with the Office of Equity and Inclusion, DSC Chair would be the point person Discussion of norms for Administrators when students are in spaces: <ul style="list-style-type: none"> • Comments: <ul style="list-style-type: none"> ○ Student Body President's maintaining a relationship with the Vice Presidents will assist in better communication and support student relationships 			

Ground Rules:

- *Be present and prepared*
- *Speak your truth and seek to understand*
- *Be open to possibilities*
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- Recognize the power dynamics from a racial perspective of how to become an effective change agent when dealing with marginalized students
- Opportunity to engage more substantively, be mindful of students being in our space
- Evolution of Cabinet will be a factor, opportunity for Cabinet to grow
- Develop a substructure for a collaborative, engaging meeting. Acknowledge their feelings/experience when they walk into an administrative space, build intentional relationships with students
- Understand the pressure student government representatives are getting from their peers
- Develop a framework for a shared understanding of how we approach conversations with student leaders
- **ACTION:** Students will create a proposal and will be in contact with Tricia and Traci about how to co-create the norms and move forward. Consider students staying for an extended period of time during Cabinet, consider important discussions, milestones that we can be more inclusive

Reporting out on student perspective on attending Achieving the Dream Conference -

Antonia McSwain:

- Amazing and empowering conference
- Allowed reflection on student government as well as the relationship we have with the college
- Understanding perspectives on equitable student success through different lenses
- There is honor in the fact that we view things in a different way

9:15 am Break

9:25 President's Updates - Mark Mitsui

- ATD
 - Thanks to Patti and Mona for coordinating 39 people to get to the conference
 - Seeing the authenticity of how everyone is committed was validating, great momentum
 - EAC proposal was approved, equitable representation, they will rewrite their bi-laws to reflect the membership change and how it will impact other departments
- New Rules for Accreditation
 - NWCCU federal regulations will take effect July 1, essentially all regional creditors can become national creditors. The new regulations will eliminate the historical restriction that regional accrediting agencies can accredit only colleges and universities located in their geographic regions
- Elected to ACE Board - support DACA rescission. ACTION: Ryan/Chris - set up a call with Terry about perspective opinions should one opinion dominate
- Cascade Basketball team will travel to Everett WA via a waiver form understanding the risk, Mt. Hood, Clackamas and Lane are sending teams as well. (Event was canceled on Thursday March 5th)
- Legislative Update:
 - Republicans have left town, both in the house and the senate - bills are languishing
 - OCCA supportive of incorporating into the next budget request investments for benefits integration bandwidth

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- OPC funded a trial of pilot of four community colleges to receive funding for benefits integrators on four different campuses, then collect the data to support a broader request in the next long session
- One finalist for the Government Relations officer; Emma willing to extend her stay
- PCEF tax is being implemented, 25% will go toward Workforce Development, goal is for a greener economy for Portland, PCC involvement to be determined, bound by territory. Projected revenue is \$73M, 25% of that available for Workforce Development
- Kresge Foundation awarded a \$495,000 grant to PCC and Albina Head Start to connect low-income students to human services and educational pathways
- Pathways to Opportunity has been selected by the National Skills Coalition to take part in its SkillSPAN and the Supportive Services Academy
- Updates:
 - Tammy: Determined a separation date for our financial aid processing with Oregon Coast, mid-May
 - Eric: New Executive Assistant starting on Monday, March 9th.

10:15 am **Executive Vice President - Sylvia Kelley**

- Reorganization/Change Management - Sylvia & Mark
 - Working on communication plan Discussing timeline today, and activities that need to happen within that timeline, decide when design teams will be put together
 - CASA group needed some outside help for what a redesign looks like, we have some consultants to assist
 - Discuss how this impacts all departments, Human Resources is involved in a deep level
 - All Managers Meeting will be doing a World Café presentation about the college reorganization, 'why' framing before discussion ensues
- Strategic Planning
 - Overview of status of Steering Committee discussions

10:35am **Academic/Student Affairs - Katy Ho/Heather Lang**

New program/viability process

- Two groups formed, one will examine proposal process, aiming for a clear calendar for submission and processes, simplify, encourage ideas
- Strategies for advancing equitable student success and faculty hiring
- The new programs will lead to economic mobility and help create better pathways for students of color
- Open or closed program licensing requirement, shorten timeline, modify program or new program
- More pre-planning and thought, anticipated enrollment and cost, strategy to keep program moving forward, and decide on delivery mechanisms
- Automation process being discussed, link to the topic of sustainability
- Reorganization will have an impact as well
- Most evaluation happening between Phase I & II before it reaches Cabinet
- Ultimately Cabinet will approve all programs, then submitted to HECC
- ACTION: Please review documents in the folder and give feedback, will turn them over to the group for discussion

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General Ed and Institutional Learning Outcomes Work/Decisions

- Conversations and feedback going on around the college, stemmed from Gen Ed redesign. Come up with a signature assignment and shared outcomes, then accreditation changed
- Three outcomes:
 - Gen Ed outcomes and assessment resides entirely in Gen Ed
 - Gen Ed outcomes become our institutional student learning outcomes (ISLOs)/core competencies
 - Additional ISLAs/Core Competencies are adopted; Gen Ed Outcome become a subset of our ISLOs/Core Competencies, add, for example (Communication), Teamwork, Problem Solving, Creative thinking etc.
- Joint faculty leadership team gathering feedback to make a recommendation to Cabinet for a decision about direction and process

DREAM 2020 Debrief and YESS Next Steps

- Cabinet ultimate decision maker
- Overview of Structure for YESS
- YESS Steering Committee to be determined
- Biggest change is that Pathways will have six teams

11:25 am **Coronavirus (COVID 19) Update - Eric Blumenthal**

- Coronavirus [Centers for Disease Control and Prevention \(CDC\)](#)
- Coronavirus Task Force has been formed to funnel the intelligence we are receiving, they are tasked with deciding responses and design phases of action:
 - Phase I - not a direct PCC faculty, staff or student
 - Phase II - Direct member of PCC
 - Phase III - More than one person being affected
- Working with Federal, State and County agencies
- Cases most of concern, persons under monitoring (PUM) contact with someone who has the virus or contact with countries infected at Level II
- Persons Under Investigation (PUI's)
- Lack of Corona Virus testing kits
- Faculty, staff and students returning from infected countries will follow protocol entering back into the states.
- Human Resources is getting a lot of questions, must be 24 hours free of symptoms without medication to come back to work
- Communications went out on Monday, will have a series of messages that will come out more frequently
- Confirming cleaning procedures to keep facilities safe
- **ACTION:** Form a small policy group to sort through policy and formulate a plan early for continuity with emergency response and Human Resources for answering staff questions. Lisa & Eric will put this group together

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11:50 am	Grant up for approval: Sylvia Kelley <ul style="list-style-type: none"> • OR HECC 1st Generation Grant for Future Connect <ul style="list-style-type: none"> • Expands part of the YESS Expansion • Motion to approve: All approved
12:00 pm	Adjourn
Date	Action Items
3/5/2020	Student Body Presidents will create a proposal and be in contact with Tricia and Traci about how to co-create the norms and move forward. Consider students staying for an extended period of time during Cabinet to consider important discussions and milestones, be more inclusive
	Set up a call with Terry from ACE about respective opinions regarding the DACA rescission should one opinion dominate
	Please review documents in the folder regarding New program and Viability process and give feedback to Katy, she will turn your feedback over to the group for discussion and will come back to Cabinet for further discussion
	CoronaVirus (COVID 19): Form a small policy group to sort through policy and formulate a plan early for continuity with emergency response and for human resources for answering staff questions. Lisa & Eric will put this group together

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