

June 18, 2025

25-091

BOARD RESOLUTION FOR MANAGEMENT, CONFIDENTIAL,  
AND EXECUTIVE SALARY AND BENEFIT ADJUSTMENTS  
FOR FY 2025-26 AND FY 2026-27

PREPARED BY: Michael Mathews, Interim Associate Vice President, Finance & Business Services  
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APPROVED BY: Dina Farrell, Vice President & CFO, Finance & Business Services  
Katy Ho, Executive Vice President  
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Enterprise: Cultivate a long-term, sustainable college enterprise.

REPORT: PCC's Fiscal Sustainability Framework Plan prioritizes responsible financial management, focusing on maintaining a 12–18% ending fund balance to ensure the College's financial stability. Effective adjustment of personnel costs, which comprise 82% of the General Fund budget, is critical to achieving this goal. This is essential to aligning College expenditures with revenue forecasts and economic conditions.

This resolution adjusts the salary for Management, Confidential, and Executive employees of the College by a decrease of 1.58% and authorizes this change to go into effect on July 1, 2025 through June 30, 2027.

Employees in these classifications are to be given 4 non-contract (non-paid) leave days to be used in each fiscal year starting July 1, 2025.

Depending on the financial state of the college, we will re-evaluate these reductions on or before the next Biennium budget planning phase, beginning Fall 2026.

RECOMMENDATION: That the Board of Directors approve for FY 2025-26 and FY 2026-27, the following adjustments:

Salaries for management, confidential, and executive employees will be reduced by 1.58%, effective July 1, 2025. This adjustment will apply

to staffing funded through both the General Fund and positions that are grant-funded. This adjustment will be annualized and applied equally to monthly paychecks throughout the biennium. Salaries for these employees will be frozen at the reduced rate until June 30, 2027, with no planned individual increases or structure during this period.

Employees in these classifications will receive four (4) non-contract (non-paid) leave days per fiscal year, starting July 1, 2025. These days will function similarly to paid personal days, to be used at the employee's discretion with manager approval. A new leave code will be implemented to track the usage of these days on timesheets.

The College will reassess these measures during the next Biennium budget planning phase, beginning Fall 2026, to determine any necessary adjustments based on the financial state of the institution.

ADOPTED BY THE GOVERNING BOARD OF THE PORTLAND COMMUNITY COLLEGE DISTRICT THIS 18th DAY OF June, 2025.

ATTEST:

APPROVED:

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Dr. Adrien L. Bennings  
President

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Tiffani Penson  
Chair, Board of Directors