

## Minutes/PCC Newberg Community Advisory Committee meeting, Nov. 17, 2009

*Attendees: Claudia Stewart (Chehalem Cultural Ctr.), Lynn Patrick (Community Coalition and Chehalem Parks and Rec.), Don Clements (Chehalem Parks and Rec.), Michael Sherwood (Chehalem Valley Chamber of Commerce), Paula Radich (Newberg School District), Melinda Van Bossuyt (Newberg School District), David Beam (City of Newberg), Marc Shelton (City of Newberg), Ray Simonsen (City of Dundee), Mayor Bob Andrews (City of Newberg), Scott and Jody Salsberry (Dundee residents; Scott is a PCC graduate), Linda Gerber (PCC), Barb VanAmerongen (PCC), Kate Chester (PCC), Kurt Simonds (PCC), Rob Vergun (PCC).*

### Interim site:

- Barb VanAmerongen gave an update on the interim site, the Chehalem Valley Cultural Center. The site will offer four classrooms, space for conferences/meetings and a common space for reception, etc. The lease agreement would be a window of nine months to a year.
- A small space (about 100 sq. ft.) would be reserved for a “Start Lab” to help with advising for students. A coordinator would staff this, to help with advising, registration, admissions, etc. The role would be that of a generalist, “jack of all trades.”
- Barb continues to work on staffing; it’s a work in progress. She’s looking at the coordinator position being full-time (40 hours) with a staggered schedule. An administrator and an administrative assistant would also be part of the mix, but at part-time. At the beginning of the term, there would likely be additional part-time help (as is needed).
- The center’s coordinator will be trained in advance; we should aim to train Susie Clayton at Newberg High School at the same time, so that they’re both as up-to-speed on the “how to’s” as possible.
- Programming – PCC is looking at 64 class time slots to fill. The hours will likely be Monday-Thursday, 8 a.m.-8 p.m.; Fridays and Saturdays, 8 a.m.-noon. Approximately 85 percent of the classes will be credit, with the rest being non-credit. A final slate of courses will be confirmed by mid-January 2010.
- Video-conferencing with the campuses will be available with the other PCC campuses.
- The Cultural Center is ADA compliant; there’s an elevator.
- PCC will look to continue its partnership with the Cultural Center in the Arts after the college moves into its permanent facility.

### Recruiting Fair:

- Barb highlighted the recruitment fair on March 3, from 5-8 p.m. The purpose of this will be to recruit qualified local talent to teach beginning in fall 2010. It will likely take place at either the Cultural Center or the Newberg Public School district office.
- Kate Chester is creating a communications plan for the recruitment fair.

### Property Update:

- Linda Gerber told the committee that a letter of intent was sent to PCC from the land owners. There are a couple of issues surrounding the negotiations, but the college is hopeful that by the end of the calendar year the transaction will be completed. Assuming this happens, PCC will aim to meet with the architects in January to create a timeline.

### Educational Survey/Programming:

- Barb and Rob Vergun (PCC Institutional Effectiveness) shared results from the random sample phone survey conducted by the Public Affairs Council in October pertaining to educational offerings.
- The survey was done with residents in Newberg and Dundee 18 years and older who expressed interest in taking PCC courses if they are offered in the area. Respondents mirrored PCC's age demographics. The survey consisted of 200 respondents, with a +/- 5 percent margin of error. The results showed that lower division transfer courses are desired – which is what PCC suspected; that career technical courses are also desired (there was a strong response in business courses, computers and technology); and that in the non-credit arena, professional skill building, (personal enrichment), communications and ESOL were also in demand. The high interest in credit courses surprised Rob to a degree, but it reflects the explosion and growth in the area.
- Spanish seems to be in demand.
- PCC is assessing the number of levels of ESOL to be offered, to see if it could fill classes. Maybe this would fall more to the Community School? Perhaps as an evening course – “enrichment,” Spanish conversation? English conversation?
- There was an interest in health care programming, but PCC doesn't want to duplicate offerings from George Fox or Chemeketa. However, perhaps PCC could video-conference with these institutions to piggy-back on what they're offering? The permanent center will enable PCC to integrate its line-up with those of the other schools.

Other:

- Barb is in conversation with George Fox about its offerings in Business, School of Education and the School of Arts and Sciences.
- Barb will work with Kate and Kate's counterpart at Chemeketa CC to co-promote certain programs.
- Perhaps as part of the ongoing focus groups (led by the Chehalem Valley Strategic Visioning group members), questions can be asked about the busiest times/slowest times of the year for high school students? Maybe a “dual enrolled” program between the high school and PCC can be created? Paula Radich will get PCC numbers of students “dually enrolled” in the past (she thought they'd had up to eight students at a time).
- Kate Chester and Claudia Stewart conducted a focus group with the Community Coalition group on Nov. 12. Mayor Bob Andrews asked to receive the raw data from all focus groups being conducted; Kate offered to send him their findings.
- Don Clements reported that the Community Coalition group has been going strong for nine years.
- Future meetings – The group decided that it likes meeting on Tuesday nights, but it's open to meeting on Tuesdays other than during the third week of the month (this week is a conflict for a few members).