

PORTLAND COMMUNITY COLLEGE - BOARD OF DIRECTORS
12000 S.W. 49th Avenue - Portland, OR 97219

Downtown Center, Rose Room
July 17, 2013

WORK SESSION NOTES

BOARD ATTENDANCE

Board Members Present:

Chair Denise Frisbee, Vice Chair Deanna Palm, Jim Harper, Ken Madden, Gene Pitts, Kali Thorne-Ladd

CALL TO ORDER

The work session of the board was called to order at 10:36 AM.

INFORMATION SESSIONS

Jeffrey Condit, Miller Nash

Mr. Condit updated the Board on their fiduciary responsibility as a Board Member.

Dr. Chris Chairsell, Vice President, Academic and Student Affairs

Dr. Chairsell updated the board on what the College is doing to meet the Completion Agenda and the Investment Council.

Rob Wagner, Director, Government Relations

Mr. Wagner gave an update of the Legislative Session and the impacts of passed bills on PCC.

Dr. Jeremy Brown, President

Dr. Brown discussed naming opportunities with the Board of Directors regarding the naming of college buildings.

Lunch Break

BOARD LEADERSHIP GOALS

Vicki Willis, Consultant

Vicky discussed the board summary and feedback with the group.

Board members discussed their 2013 Goals.

Goals that were substantially completed:

- Lead a successful presidential search process and ensure a smooth transition to new leadership.
- Use the opportunity of the presidential search to hear from stakeholders (internal and external) about their views of the college. Attend and participate in search forums and related events.
- Move toward a paperless environment in managing board's work.

Goals that were underway but not completed:

- Clarify the colleges' mission and priorities through strategic conversations with internal and external stakeholders.
- Participate in the establishment of overall goals for student completion; understand what is working well and provide support at the policy level for strategies that increase completion rates.
- Enhance the college's working relationship with K-12 districts. ~~to better align graduation standards with college preparedness.~~
- Rethink the use of technology in delivering learning services to achieve greater success, satisfaction and efficiency.

Items that are really more ongoing board responsibilities than goals. Should be identified as such and moved from the goal list with the noted revisions:

1. Continue to be involved in and informed about the statewide restructuring effort **through Higher Education Coordinating Commission.**
2. ~~Develop~~ **Support** a strategy for fundraising and financial support to advance important initiatives, e.g., Future Connect.
3. Monitor college's budget to proactively respond to changes in funding.
4. Be actively involved in governmental affairs efforts.

Board Leadership

Most board members found the talking points in support of requested action were helpful.

They discussed how information and updates should be communicated. They would like to continue to receive informational emails from Rob Wagner and Kate Chester, but when action is required of the board it should come from Jeremy Brown or Jeannie Moton.

Work sessions were created for conversation among board members, with the caveat that there may be a need for context information for those conversations to happen. There needs to be parameters set on the information given at work sessions to make sure conversations are had. There needs to be less "rules" on what topics can and will be covered and how the conversation can take place. Members have a need to be able to talk about what is important to them.

Dr. Brown wants to suggest a 5-minute faculty update at each meeting during the information sessions. With this in mind, it is the interest of the board to seek changes in the board agenda.

Presidential Transition

Dr. Brown asked board members to provide names of individuals to meet with. Another suggestion was that an article be placed in the Portland Business Journal about Dr. Brown's arrival.

Dr. Brown asked Board members what they would like to see on a Dashboard as a visual ongoing representation of the college. Some ideas are completion rates, budget, finances, and annual/semester retention rates.

In meetings with cabinet, Dr. Brown has asked them to identify who they may consider aspirational peer institutions for PCC. He also asked the same of the board members.

Strategic Planning

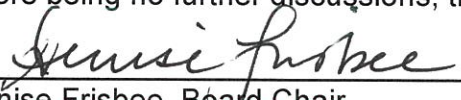
Everyone should have the opportunity to play a role in the process, and understand their role in the future of the college. The idea is to have different components of the planning process with an overarching committee to look at the highest level for college's vision, mission and values and then move on to setting up institutional goals and objectives. Each objective should be quantifiable. There will also be a cascading down effect to different groups for them to identify where they fit in. This should be a public document that remains on the website and ties the budget to it. Steps to facilitate the discussion will be a list of questions that ask various groups and individuals around campus. On a higher level there will be a visioning exercise to help set off the strategic direction.

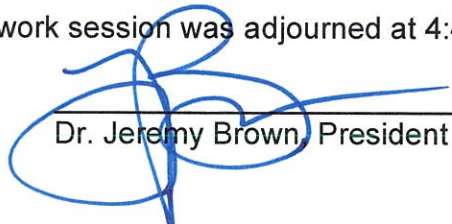
The Board should launch the effort, so that the college community knows that it is supported and that the initiative is a priority for the college. There should also be a Board Member on the steering committee.

To summarize, the role of the board in the strategic planning process framing is that it is a Board initiative and that it has that priority; there will be Board presence with regular updates and discussions, periodic review of drafts and board input will be considered in the framing of the plan with regular opportunity to review it. Any plans that require changing policy should first be approved by the Board of Directors at a regular business meeting.

Adjournment

There being no further discussions, the work session was adjourned at 4:49 PM.


Denise Frisbee, Board Chair


Dr. Jeremy Brown, President

Prepared by:


Jeannie Moton, Assistant to Board of Directors

Minutes approved on August 15, 2013