

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

MINUTES

BOARD OF DIRECTORS BUSINESS MEETING
Cascade Campus, Terrell Hall, Room 122
November 18, 2004

BOARD ATTENDANCE

Board Members Present:

Dana Anderson, Norma Jean Germond, Jaime Lim, Doreen Margolin, Karen McKinney

EXECUTIVE SESSION

The Board of Directors convened an executive session for Labor Negotiations, Real Property Transactions, and Litigation in accordance with ORS 192.660 (1)(d, e, h) at 6:55 PM, adjourning at 7:35 PM.

CALL TO ORDER

Chair Anderson called the business meeting to order at 7:40 PM. The Chair asked all persons present to introduce themselves.

APPROVAL OF THE AGENDA

A motion was made by Director Germond to amend the agenda to add a resolution to adopt the revised Board Goals. The agenda was approved as amended.

APPROVAL OF MINUTES

The September 16, 2004 and October 21, 2004 business meeting minutes were approved as published.

INFORMATION SESSION

Budget Planning & Process Overview

Associate Vice President Chung presented the budget calendar for FY05-06, highlighted key steps and dates in the process, and pointed out a few variations from the historical process. The major changes are the earlier start of the budget preparation process and the formation of a Budget Advisory Committee to the District President that will meet monthly with the President and his Cabinet.

Director McKinney said she is pleased with the expanded budget schedule because of the difficulties created last year by the limited time to prepare the budget after the

Governor approved the State budget, and little time for public input. Mr. Chung said the College needs to go forward with the budget planning process based on information currently available from the State in order to meet the College=s legal obligations. Adjustments will be made as new information is made available from the Governor=s office.

Community College Update

Andrea Henderson, Executive Director of the Oregon Community College Association, discussed two major challenges facing Oregon=s community colleges and how board members can participate in facing these opportunities. The first challenge is funding, and with a \$1.2 billion dollar shortfall and no new money, it will be another difficult legislative session.

Legislators are talking about making strategic investments in Oregon=s economy, so there is a big opportunity for community colleges to spread the message of what they can do, as partners with the legislature, to support the Oregon economy. A united group of community colleges are working together to get additional funding during the next legislative session. It will be very important for board members across the state to work with legislators in their districts and in Salem as ambassadors to let them know why community colleges are important.

The second challenge is defining who community colleges are in the state, and who will answer that question. Ms. Henderson is afraid that legislators and other policy makers will form their own ideas of who community colleges are and would prefer that community colleges help form their own destiny on a state-wide level. Community college leaders need to work together to let legislators know what the colleges will be providing in Oregon.

Director Germond asked if OCCA plans to prepare a mission statement for the 17 community colleges to present to legislators at the beginning of the session. Ms. Henderson said the OCCA board started work on a way for the community colleges to talk together to establish who they are and prepare a joint mission statement. She sees this as a long-term project that was started this fall at the OCCA board meeting by discussing the role of board members and presidents in the OCCA organization. The OCCA Executive Committee has been discussing ways to develop the next steps.

Director McKinney stressed the importance of the presidents showing a united front and asked how the presidents plan to work collectively to present a united front. She also asked how we plan to involve employee unions and students on legislative agendas since it is to our benefit to work together on many issues. Director McKinney asked if discussions are planned with the President=s Council regarding the funding formula. She asked if a broad legislative agenda is planned instead of a focused agenda.

Ms. Henderson responded that there has been full agreement among the presidents in presenting a united front to legislators. She has met formally with OEA and AFT and has a list of legislative agenda items the unions= Administrative Council and OCCA=s Legislative Committee are in agreement on for use in lobbying. There is an OCCA staff

member who works with the students to keep them actively involved.

There are ongoing, spirited conversations among the college presidents on the funding formula. They are trying to understand various perspectives, keep the conversations process and policy oriented, and hopefully work out some compromises so it will not go before the legislature. The OCCA Legislative Committee requested a list of legislative agenda priorities from all 17 community colleges, and the highest priorities that came back are capital construction and money for the support fund.

Director Lim asked if a list of contact information is available to assist Board members in contacting legislators. Ms. Henderson said they have a list and will make it available to presidents and Board members.

Chair Anderson stated that one measurable strategy of the PCC Board is to increase contact between legislators locally and in Salem, and between board members of neighboring community colleges. She reported that a step was taken towards that goal yesterday at a joint meeting with legislators sponsored by Mt. Hood Community College, Clackamas Community College, and Portland Community College.

Director McKinney stated that she thinks it would be important to always have the executive director of OCCA attend the ACCT national meetings. Chair Anderson reminded Board members of the scheduled OCCA Annual Convention scheduled for March 1-3, 2005 in Salem at the new convention center. Hopefully all Board members can attend since it will be an important networking opportunity.

Board Goals and Guiding Principles

Chair Anderson gave a brief background of how the Board got to this point on Board goals. Eight goals were identified at the September Board retreat. The Chair and Vice-chair met with President Pulliams to expand those ideas and create draft Board goals. The draft was sent to Board members for review and feedback and a few changes were made based on feedback. The Board agreed at the retreat that measurable goals were needed so they could hold themselves and the President accountable to some standards. These goals will be adopted later during the business session. This will give the Board standards to assess themselves with at the end of the school year.

The goals are divided into three sections: Planning & Assessment; Advocacy, Community Relations, and Resource Development; and Board Communications. The Board will plan to have a quarterly report from the District President on progress toward meeting these goals.

President Pulliams said he will coordinate progress towards implementing the priorities listed in the Educational Master Plan with Board goals and will provide a quarterly report to the Board either at a meeting or in written form. A demographic and environmental scan will be incorporated into the annual report provided by Institutional Research.

Two President's Cabinet retreats are planned in December and early January to discuss a long-range plan for capital construction and facilities improvements throughout the

District. There are important program needs to consider, but no funds set aside to meet those needs. An update will be given at the December Board meeting and a strategy will be presented at the February Board meeting. A plan needs to be in place by June 30, 2005 and the Board should begin discussions on possible future bond measures.

PCC has a placeholder item in the capital construction request to the State but no decision has been made yet about how the funds will be spent. Director Margolin asked when the College would know what it would spend its share of the funds on. Vice President McEwen said the President plans to review the placeholder proposal with the Board at the December Board meeting. The idea of a corporate college would fit well with some of the College assets, as well as from a planning and development aspect. He reminded Board members that the State program uses bond dollars (not General Fund dollars) and requires matching funds from the college. Cam Preus-Braly, Commissioner for the State Department of Community Colleges and Workforce Development has asked for time on the December Board agenda and will probably discuss this topic too.

Chair Anderson said the Board already reviews the Board goals annually and will continue to do so in a more thorough way.

Chair Anderson reviewed the goal of Board members taking an active role in advocating for the College to maximize resources and gain community support. She said Board members would report in June whether they have met the goal of taking an active role in legislative sessions, talking with local legislators, attending more community events and dinners, and supporting PCC Foundation activities.

The Board also agreed to develop a system to annually evaluate the effectiveness of the Board=s work and will set aside time during Board meetings to focus on those evaluations. There has been discussion about how to keep communication between the President and Board members open, and how to keep communication open between Board members. It was also agreed to review Board policies on a regular basis and develop a calendar to accomplish this. The Chair, Vice-Chair, and President attempted to embed the guiding principles into the goals so they would be reviewed each year when the goals are reviewed. She thanked Board members for their hard work on these goals.

Foundation Update

Mike Drake, Director, PCC Foundation, introduced Tom Fahey, Chair, PCC Foundation Board. Mr. Fahey reviewed successful fund raising activities for this fiscal year, outlined plans for future fund raisers, and reported that Ron Wilkinson has been voted president-elect of the PCC Foundation for FY06. Mr. Drake related the story of a donor who made a large contribution to the Foundation, rather than a local university, because PCC made such a significant difference in his daughter=s life. The Chair thanked Mr. Fahey for a positive report and asked him to relay the Board=s heartfelt thanks to the Foundation Board members.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS SESSION

Director Margolin moved to approve Resolutions 05-026 through 05-029, and Resolution 05-031 by consent agenda and it passed unanimously.

Director McKinney moved for approval of Resolution 05-030. Campus President Paul Hill presented a brief history of the development of the deaf studies program and introduced Darcy LeMieux, faculty member in the Deaf Studies program. The resolution was approved unanimously.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

BOARD REPORTS

Other Reports:

Deborah Hall, Vice President of the Classified Federation reported that the Classified Executive team had a planning retreat, selected their negotiation team, and discussed negotiation strategies. Ms. Hall invited Board members to attend the Classified holiday party on Thursday, December 16 from 5:00-7:30 PM at the Sylvania Campus, CC Building upper mall.

Director Germond distributed her report on workshops attended at the ACCT Annual Congress.

Director McKinney suggested discussing the possibility of having Board meetings televised. She encouraged Board members to think about the possibility because it gives PCC more visibility as we try to market the College to the community we serve. It would be a way to advertise programs offered and would bring higher status to college.

Director McKinney suggested considering providing lifetime memberships in national associations for long-term board members as a way to show appreciation and recognition for the many years of service given. It is also a way to retain the knowledge and experience these board members have acquired over the years for the benefit of the College. She would like to look at the possibility of doing that for interested retiring board members in the future.

Chair's Report:

Chair Anderson said there is a scheduling conflict for the January 27 work session. The Board Secretary will call Board members to find an alternate date acceptable to Board members.

President's Report:

The President attended the State Conference for AAWCC where Dr. Nan Poppe, Extended Learning Campus President, was honored with the Outstanding Leadership Award.

The President is planning an informal holiday reception for the Board, the Foundation Board, and the President=s Cabinet and their spouses on the evening of December 15 at the Heathman Hotel. Invitations will be sent out soon.

Paul Hill, Sylvania Campus President, reported that PCC is in the process of reestablishing its presence in Newberg. Sylvania staff are working actively with Superintendent Radich, the Chamber of Commerce, and a Hispanic leadership group there. There has been great interest from the community so PCC will be offering some classes in Newberg starting Winter Term. Dennis Bailey, Sylvania Admissions Director, met with students and parents in two evening sessions with 125 students and 75 parents in attendance.

President Pulliams reported that he attended President=s Council today and there was continued discussion on the funding formula. The majority of presidents agree that equalization is the foundation value for the process, and that work needs to be done towards restoring funding to those who have lost it. The sticking point is agreement on the process to use to restore lost funding. The presidents have agreed to come back for further discussions, culminating in a recommendation to the State Board of Education and a funding committee that is working on the formula. There will be little new money in the education budget this year, and it was agreed that what new money is received will be put towards equalization. There have been heated discussions on how the money should be distributed, but the presidents have agreed to show a united front. The Commissioner will be making her recommendation to the State Board of Education on December 3rd, and the State Board of Education will ultimately make the decision of how much, when and how equalization will take place. Equalization means that a student in any part of the state receives approximately the same amount of money per FTE.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:52 PM.

NEXT MEETING

The next meeting of the Portland Community College Board of Directors will be held on December 9, 2004 at 7:30 PM in Conference Rooms A and B at the Sylvania Campus.

Chair Anderson

President Pulliams

Prepared by:

Judy Schwartz
Assistant to Board of Directors

Minutes approved on December 9, 2004