

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

MINUTES

BOARD OF DIRECTORS BUSINESS MEETING
Sylvania Campus, Conference Rooms A & B
July 15, 2004

BOARD ATTENDANCE

Present:

Dana Anderson, Norma Jean Germond, Jaime Lim, Karen McKinney, Bob Palmer,
Harold Williams

EXECUTIVE SESSION

The Board of Directors convened an executive session in accordance with ORS 192.660 (1) to discuss (e) Real Property Transactions, and (h) Litigation at 6:45 PM, and adjourned at 7:30 PM.

CALL TO ORDER

The business meeting was called to order by Chair Palmer at 7:35 PM.

Introductions

The Chair asked all present to introduce themselves.

Approval of Minutes

The June, 24 2004 business meeting minutes were approved as published.

Approval of Agenda

The agenda was approved as published.

SWEAR IN NEW BOARD MEMBER B JAIME LIM, ZONE 6

President Pulliams administered the oath of office to newly appointed Director Jaime Lim.

ELECTION OF NEW CHAIR AND VICE CHAIR

Director McKinney nominated Director Anderson to serve as Chair for FY 04-05 and it passed unanimously. Director Germond nominated Director Williams to serve as Vice Chair and it passed unanimously. President Pulliams administered the oath of office to the new Chair and Vice Chair.

Chair Anderson presented a plaque to outgoing Chair Palmer, along with words of thanks and appreciation for the long hours and hard work by Director Palmer during the past year. It was a year of significant changes which were handled by Chair Palmer in a very inclusive and humanitarian manner. Director Palmer thanked former Vice Chair Anderson for taking the lead in the presidential search and for the support she gave him throughout the year.

INFORMATION SESSION

Review of THPRD/PCC Plans on the Rock Creek Campus

Bill Christopher, Rock Creek Campus President, noted that discussions regarding the proposed plan to lease property on the Rock Creek Campus to Tualatin Hills Park and Recreation District (THPRD) for development have been continuing. Jim McElheny, Director of Park and Recreational Services, updated the Board on the status of the project and discussed funding. He reiterated that total costs for the project will be wholly borne by THPRD, including any conditions imposed by Washington County, and future maintenance of the facilities. The design review process has gone very smoothly due to the excellent cooperation and partnership between PCC and THPRD.

Steve Gauldren, Superintendent of Planning and Development, reviewed the basics of the process used in garnering as much public participation as possible. A 12-member Public Taskforce was established, made up of neighbors, Citizen Participation Organizations (CPO=s), a local businessman, and members of local athletic advisory committees. The Public Taskforce met four times with the Design Team and both teams worked hard on the concepts and plans to make it the dynamic plan that it is today. Two open houses were held in June for the public. Since participation in the public meetings was less than hoped for, it was important to have the Public Taskforce working with the Design Team. THPRD=s involvement with PCC, the Rock Creek Campus, and Linda Degman and the Rock Creek management team was a tremendous experience and also contributed to the success of the plans today.

Tom Jones, Landscape Architect/Consultant for this project, reviewed plans for landscaping around the development project. He outlined how the facilities were sited, plans for parking, signage, circulation, and drop-off areas for the sports fields, and

highlighted the buffer created in response to nearby neighborhood requests. All sports areas are designed to be extremely flexible to allow the most usage of the space. Plans do include an additional entrance during future development which would probably be triggered by an aquatic center potentially proposed in a future Phase 2 development and would possibly be used only for emergencies. Plans call for major activity centers to be located very close to the PCC campus to provide students quick and easy access to sports facilities and 125-200 parking spaces to be shared during peak times.

Director McKinney thanked THPRD for their work partnering with PCC for the betterment of PCC and local neighborhoods. She asked Mr. McElheny to communicate PCC's excitement about this project to THPRD's board. Director McKinney asked how this center compares to the THPRD Walker Road facility and other THPRD facilities in terms of programs offered. Mr. McElheny said that the scale is smaller than some of THPRD's venues, which affects the type of events that can be held there, but the PCC facilities will offer opportunities for tournaments and competitions.

Director Germond asked if the projected additional vehicles coming onto campus will cause traffic congestion. Dr. Christopher pointed out that college use will be heaviest Monday through Friday, while THPRD's high traffic times will be evenings and weekends. A traffic impact analysis with the County is underway, with an optional separate entrance for the THPRD parking areas that could relieve congestion during events and peak times.

Director Williams feels this project will go forward in a positive way, but asked if entitlement will become an issue in the future. Mr. McElheny confirmed that all such things are covered in the legal documents signed by both parties.

Director McKinney noted that the volume of traffic on 185th and Springville Road will be tremendous and hopes that traffic volume can be projected and work done with the City of Beaverton as Bethany and other nearby areas are developed further. She asked what the impact will be with Metro approving development on the site to the east of the campus. Dr. Christopher responded that there is a proposal to bring the Ryland Homes Tract (now Arbor Homes Tract) and a portion of the Rock Creek Campus into the UGB at the same time. This proposal also includes a potential new sewer line across the

Rock Creek Campus property, but it does not cross the THPRD portion of the campus. Director Williams asked about the impact of a sewer line right-of-way through PCC property. Dr. Christopher said the sewer line would cross a part of PCC property not planned for future development, and that discussion may be premature at this point since there are no firm plans for a sewer line at this time. Chair Anderson asked staff to keep abreast of developments regarding any sewer line plans.

Chair Anderson thanked THPRD for all the groundwork done to date on this project and Mr. McElheny thanked the Board for the opportunity to update them on their progress.

Worst-case Financial Overview

As requested by the Board at the March board meeting, Vice President McEwen presented a brief review of a worst-case financial scenario. Associate Vice President Chung reviewed the projected revenue picture for FY 05-06, noting that a 6% downward enrollment trend means a decline of \$3 million in PCC tuition revenue. A one million dollar decrease in state funding to the Department of Community Colleges and Workforce Development (CCWD) means PCC's share decreases by \$250,000. The funding allocation formula expires in FY 05, so the funding allocation arrangements for FY06 and beyond are unknown at this time. There was some agreement between community college presidents during discussions of the FY 05 funding allocation formula about funding equalization, but no agreement is in place. The Director of CCWD is forming a committee to discuss the funding formula in the next few months.

The expenditure picture includes contract negotiations next year with both Federations. Each increase of 1% more than the budgeted increase amount for FY 06 and beyond represents approximately \$900,000 of additional expense. Last legislative session the Governor proposed a state health benefit bill that did not pass, but it is likely to return next legislative session. If it passes, the \$100 per month per FTE translates into an additional cost of one million dollars per year to the College.

Director McKinney asked if staff have identified the reasons for enrollment decline over the past several years. Vice President McEwen said there were many causes: not mailing the class schedule, the tuition surcharge to border state students last year that has since been rescinded, tuition increases, general program reductions necessary to make up for lack of funds, and near term turbulence related to bond construction may have had some minor effect. It was probably a combination of influences, with the poor economy having the most effect. Data collected and analyzed by Institutional Research points out that the combined effect of these actions has raised the bar to marginalize some studentsXparticularly the students who take only one or two classes.

The reality for funding for PCC has changed. Growth funding has been gone for several years. The challenge has become accurately predicting PCC=s enrollment, which drives tuition revenue.

President Pulliams assured the Board that enrollment is a real concern for everyone and staff are closely monitoring enrollment data. Staff will be continually working proactively to inform the Legislature of community college=s needs. The funding level needs to be kept consistent. The President will be discussing true enrollment management internally and asking staff to focus on retention strategies. The Fall Term class schedule will be mailed to boost enrollment, since Winter and Spring Term enrollments follow Fall Term enrollment levels.

Director McKinney feels that a critical piece is the Foundation=s role in aggressive fund raising and working to get more grants at the state and federal level to supplement the budget. President Pulliams plans to bring a list of specific strategies and goals related to fund raising to the September 1 Board Retreat. He will be reorganizing the senior staff to focus on developing fund raising strategies and has been meeting with the Foundation Board and staff to discuss aggressive fund raising plans. It may also make sense to consider combining the Foundation and Grants Office efforts in developing resources that can be tapped into at the state and federal levels.

MWESB Report

Vice President McEwen said that, at the request of the President, he and Financial Services staff will be discussing with the Board in the next few months the methods by which the College can contract. This will be especially important in increasing minority participation when contracting levels return to normal following completion of bond construction projects. Staff will be redesigning a top line report that will give an accurate sense of minority contracting activities and results, showing both a recent period and trends. Associate Vice President Chung reviewed the five major categories of procurement used by the College. Director Williams thanked staff for all the work done in this area. He requested that the new report design include a breakout in dollars by race, with contractor names. President Pulliams complimented staff on their hard work and said staff will investigate the feasibility of incorporating this request into the revised report.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS SESSION

Director Palmer moved to approve Resolutions 05-001 through 05-004 by consent agenda and it passed unanimously. Chair Anderson congratulated Roger Cardinal, Manager, Procurement and Risk Management, on his retirement. She thanked him for his many contributions to the College.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

BOARD REPORTS

Other Reports:

Michael Dembrow, President of the Faculty Federation, welcomed Director Lim and complimented the Board on the selection of Jaime Lim. He expressed appreciation to outgoing Chair Palmer and said he looks forward to working with Chair Anderson again.

Mr. Dembrow thanked Associate Vice President Chung and Vice President McEwen for presenting the worst-case scenario. He appreciates how hard it is to predict the financial future, but this helps us know what needs to be worked on. The PCC Faculty Federation was one of the advocates for the state insurance board plan, which he believes will decrease college health care expenditures. He feels that the Federation will need to come to the Board at some point in the future to ask for support for this legislation again. He noted that everything is quiet as faculty prepare for Fall term. Debbie Hall, representative of the Classified Federation, also welcomed Director Lim, thanked the outgoing chair, welcomed the incoming chair, and noted that this is her first meeting with President Pulliams. She reported that Lucia Barnett is attending a national convention and sends her greetings. She reminded the Board that negotiations will be starting in the coming fiscal year.

Board Reports:

Director Germond thanked staff for all the impressive work done on the MWESB report. She really appreciates all the time and hard work that went into preparing this report.

President's Report:

The President's staff had a retreat July 14 to plan and work toward the vision and future direction of PCC. The President and executive staff will be discussing these topics with the Board at the September 1 retreat. The staff also focused on how they could work together more effectively as a team with the assistance of facilitator Vickie Willis. The President thanked his staff for their involvement.

The President reported that he is continuing to meet with elected representatives to present the need for state financial support of community colleges. Feedback he has been receiving is that community colleges are considered an important priority. He also met with Andrea Henderson, Executive Director of OCCA, and stressed that we need to plan a full court press to work on a strategy to get funding from the State. He will be talking with the Board regarding their interests and opportunities for involvement in meeting with candidates for elected offices. Board members need to express the critical need for funding for community colleges to these candidates. President Pulliams suggests a letter writing campaign by all community colleges, and stressed that the key in these types of efforts is being proactive and united as a sector. If community colleges divide themselves up, they will be overlooked and receive less funding. Jan Coulton will be working with the College in arranging a number of united front meetings between four-year colleges, universities, community colleges, and elected officials.

President Pulliams thanked the African American Health Care Coalition for hosting an outstanding reception to welcome newcomers to Portland. They warmly welcomed Dr. Pulliams and Dr. Gatewood.

The President offered a *Well done* to the Financial Services group for once again being awarded the Government Finance Officers Association certificate for excellency in financial reporting. He publically thanked the staff for their hard work in achieving this recognition.

Dr. Gatewood has announced that the State Board of Higher Education will be holding its August 5 and 6 meetings at the Cascade Campus and the Governor will be attending. This Board is making an effort to find out what is going on at community colleges, so we are happy to welcome them to one of our campuses. More information will be shared about this meeting as it is available.

Chair Anderson stated that, as the College's elected officials, it is part of the Board's job to go out and participate in legislative efforts and meet with other elected officials. She expressed the Board's willingness to participate whenever they are needed.

Director Williams reported that he recently met with Senator Gordon Smith who encouraged PCC to pursue getting grants and donations from private foundations rather than government organizations. He feels that there would be a greater response from private foundations and hopes that the College will check into these options. President Pulliams said that Jan Coulton is following up on this idea.

Director Germond encouraged Michael Dembrow to carefully and thoroughly talk with Associate Vice President Chung on state health care fund issues before he begins his campaign with legislators.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:05 PM.

NEXT MEETING

The next meeting of the Portland Community College Board of Directors will be held on August 19, 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 August 19, 2004