

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

MINUTES

BOARD OF DIRECTORS BUSINESS SESSION
Sylvania Campus, Board Rooms A/B
May 17, 2007

BOARD ATTENDANCE

Board Members Present:

Denise Frisbee, Jaime Lim, Karen McKinney, Bob Palmer, David Squire

CALL TO ORDER WORK SESSION

Chair Lim called the work session to order at 6:05 PM.

WORK SESSION

Kristin Watkins explained the use of donor mapping in the fund raising process and introduced Martha Richards from Collins Group who conducted a donor mapping exercise with the Board.

President Pulliams asked Kristin Watkins to provide an update for the Board on the Oregon Co-chairs' budget. Ms. Watkins said the May forecast shows general funds and lottery funds increased by \$152 million which increases the anticipated community college operating budget by \$35 million along with significant increases for capital construction for community colleges.

Ms. Watkins said Legislative lobbying has been effective but the work is not yet done and that the need for long-term planning is not likely going to be addressed in this session so while this biennium's budget allocation is good, long-range planning still needs to be done. President Pulliams agreed with her analysis and added that due to the aggressive work of Board members, faculty, staff, students, and citizens, lawmakers in Salem have demonstrated renewed respect and support for Oregon's community colleges. He also said lobbying the State requesting them to address tax reform will continue.

Chair Lim adjourned the work session at 6:30PM

EXECUTIVE SESSION

The Board of Directors convened an executive session for Employment of a Public Official, Labor Negotiations, and Real Property Transactions in accordance with ORS 192.660 (1), (a), (d), (e) at 6:30 PM, adjourning at 7:35 PM.

CALL TO ORDER

Chair Lim called the business meeting to order at 7:45 PM and invited all present to introduce themselves.

APPROVAL OF MINUTES

The January 25, 2007 work session and business meeting and April 19, 2007 business meeting minutes were approved as published.

APPROVAL OF THE AGENDA

The agenda was approved as published.

INFORMATION SESSIONS

Sylvania Campus Update

Dr. Linda Gerber, Sylvania Campus President

President Pulliams introduced Dr. Gerber and asked her to update the Board on activities at the Sylvania Campus. Dr. Gerber began the update by giving each Board member a bottle opener created by the Machine Manufacturing Technology program. She explained that students in this program learn to operate fabricating machines that turn out hundreds of metal items by programming instructions into the fabricating machine's computer.

She said about 40% of all students enrolled in reimbursable FTE classes at PCC are enrolled in classes at Sylvania campus, serving about 28% of all the College's combined 90,000 students attending reimbursable and non reimbursable classes. About 20% of the Sylvania student population comes from minority or ethnic groups.

Dr. Gerber provided the Board a listing of many achievements throughout Sylvania campus noting that each is a result of collaboration between College programs, campuses, business partners or other community partners and that these collaborations create more options for students in many programs. She gave three examples of successful collaborations at Sylvania campus.

In Electronics Technology, Engineering Technology and Civil Engineering, and Machine Manufacturing Technology, in addition to core classes, students in the Electronic Engineering program (EET) have the opportunity of a Biomedical option being offered to prepare students to design, produce and repair biomedical equipment used in hospitals and medical offices. Next year a robotics option will be added and the following year an alternative energy option that will help students be ready for emerging and traditional EET careers.

She said that for the past 18 months the Nursing program has been working with five area hospitals to create an accelerated Nursing program called N2K that is targeted for people currently working in hospitals in various capacities who are interested in becoming nurses. The curriculum has been created and beginning Summer term 18 current hospital employees will begin earning their Nursing degrees with the hospitals paying the entire cost of instruction and some of them continuing to pay employees their salary throughout their education.

Another collaboration success is the GM Raytheon Program, an on-going program where the College contracts with the automotive industry to provide training for incumbent workers to gain upgraded skills. Funds generated from this program were used to remodel part of the AM building that now includes a dedicated area for this program.

Dr. Gerber went on to talk about the Illumination Project funded by the Ford Foundation. This project uses interactive theater to help students examine and understand oppression, discrimination, and bias. This project has helped students, staff, and faculty become informed and sensitive about the effect of bias in society.

Dr. Gerber noted that Sylvania is a mature campus with aging furnishings and equipment with the last ten years being especially difficult because of lack of funding for updates and replacement. To address the situation a five-year plan has been created and the anticipated funding increases in the Legislative Co-chairs budget will hopefully allow those needed updates to be done.

She said that with growth in the Newberg, Sherwood, Tigard, and Tualatin areas residents are asking PCC to provide more educational opportunities to their area. A challenge in doing this is the lack of transportation available for that community. Alternatives are being examined and a student transportation survey has been conducted by John Garner from the Parking and Transportation Office that will be used in developing a plan to address that issue.

Dr. Gerber concluded by telling the Board that enrollment for Sylvania campus is anticipated to be down .5% or .75% this year. She and Barbara Van Amerongen, Sylvania Campus Dean of Instruction, are meeting with each campus department to review and evaluate enrollment patterns and develop strategic plans to reverse the enrollment slippage. She will also be working with the Marketing Department to improve program marketing and faculty are restructuring classes and programs to create better efficiency and meet emerging career needs.

Director Squire asked if Sylvania campus is linked into the State program working on doubling the number of science and technology students graduating in the next few years. Dr. Gerber answered yes, this is the STEM program and grant funds are providing scholarships for some students working toward earning degrees in those areas. Sylvania is also involved in the Manufacturing 21 coalition that has developed

a plan to address the research and development as well as educational needs to assure a state-of-the-art workforce for manufacturing in this region.

Director Squire asked if Sylvania receives funding from ETIC. Dr. Gerber replied that she doesn't know. Director Squire said ETIC currently has an RFP out for grants as part of the engineering education program to increase undergraduates and recommended she look into it. Dr. Gerber said she will do that.

President Pulliams thanked Dr. Gerber for her presentation and expressed his appreciation of her leadership of Sylvania campus.

Goal 5: Cultivating Partnerships

Dr. Christine Chairsell, Vice President Academic and Student Affairs; Laura Massey, Director of Institutional Effectiveness

President Pulliams introduced Dr. Chairsell and asked her to report on collaborating partnership grants and contract training in respect to Goal 5. Dr. Chairsell said it is important to see how the College is fulfilling the Board's goals in interactions with community and business partners. In conjunction with the 100th Portland Rose Festival, the first Annual 82nd Avenue Parade of Roses was recently conducted with the goal of bringing the community together to celebrate the Rose Festival as well as to celebrate the culture, diversity, and community definition surrounding 82nd Avenue. In a Power Point presentation highlighting the parade one slide showed a delegation of students and Dr. Nan Poppe, President, Extended Learning with Dr. Poppe in the middle of that delegation. Dr. Chairsell said this illustrates that sometimes leaders don't walk in front; sometimes they walk in the middle or the back maneuvering, coaxing, and sometimes even pushing the parade along. Dr. Chairsell said the pictures in the presentation provide faces to the student statistics presented to the Board each month. She said these students are excited and are making an investment in securing a future and the students also realize they are a part of a very important phenomenon of Southeast Center's growing and evolving and eventually becoming a full-fledged community college campus.

Dr. Chairsell told the Board that the presentation for Goal 5 will be in two parts with "Community" presented at the May Board meeting and "K-16 Partnerships" at the June Board meeting. The focus of the "Community" portion will be on grants and contract training with businesses. She then introduced Laura Massey, Director of Institutional Effectiveness.

Ms. Massey said each year numerous programs and student support services are made possible due to the millions of dollars generated from newly funded grant proposals, continued grant awards, renewed awards, and extensions of existing awards. In 2006 this combined revenue was almost \$25 million, a 38% increase between 2002 and 2006. PCC's grant seeking activities are strategically focused on five areas: 1.) Work force and economic development; 2.) the needs of limited English speaking students; 3.) Teacher preparation; 4.) Technology needs; 5.) College access and success for all PCC students. She gave the example of the

successful ROOTS program. The ROOTS program is funded by a four-year grant from the U.S. Department of Education that enables intensive student services to be provided to approximately 170 at-risk students. An indicator of the success of the program is that students in this program have a persistence rate of 87%.

In addition to grant funded programs like ROOTS PCC supports the educational needs of the community through contract training partnerships with businesses, non-profit agencies, State, and local governments through the College's Customized and Workplace Training Department (CWT). General Motors, TriMet, Xerox, and Portland Business Alliance are just a few of the 33 employers who contract with CWT each year. Training may address areas such as business relocations in Portland and finding new employees and training them for that business. Training may be related to a company-specific training certification program, management supervisory development, Basic English for the workplace, or performance management. Since 2002 CWT has fulfilled the obligations of 225 contracts creating revenue of almost \$3.9 million. Additionally, in a survey of former CWT customers 93% of those responding said they would contract with PCC again. She said these facts show that funding from grants and contract training provide the College with the ability to better support students and provide for the needs of our community.

President Pulliams asked the Board for questions. Director McKinney said Ms. Massey's report was excellent in that it told the story of what is happening at the College with grants and partnerships. She then asked how the five determining priorities used to decide eligibility of grant applications were arrived at. Ms. Massey said that two years ago in meetings with the Cabinet it was decided that grants would be sought on the basis of how they align with the Educational Master Plan and the probability of being funded.

President Pulliams asked Kristin Watkins to describe for the Board the two most recently funded grant proposals. Ms. Watkins said the Upward Bound program has been funded under a grant for the past four years and has been awarded another four-year grant of \$250,000 a year. Upward Bound is a program at Sylvania campus that works with the Beaverton, Tigard, and Tualatin school districts. The program focuses on First Generation College students that complete high school and then go on to college.

The Oregon Community Foundation has awarded a multi-college grant to 15 Oregon community colleges providing Early Childhood Education Scholarships. The total amount of the grant is approximately \$100,000 with PCC receiving about \$18,000.

President Pulliams thanked Dr. Chairsell and Ms. Massey for their report.

Management and Confidential Compensation Study Update

Jerry Donnelly, Director, Human Resources; Ann Baynton, Manager, Compensation and Benefits, Human Resources; Carol Mercer, Segal Group

President Pulliams introduced Mr. Donnelly, Ms. Baynton, and Ms. Mercer saying the Management and Confidential Compensation Study was conducted in response to a need to review the College's management and confidential salaries to gain a sense of how the College's compensation compares with others in the market. He noted that the process included a very involved, comparative study.

Mr. Donnelly provided a handout to go along with the PowerPoint presentation update on the management and confidential compensation study began last fall by way of Board Resolution. He then introduced Carol Mercer, Lead Consultant with Segal Company and Ann Baynton, PCC's Compensation and Benefits Manager.

Ms. Mercer provided an overview of the project's objectives and the process including employee input and development of new job descriptions that included consolidating job classes. A market evaluation was also conducted for PCC jobs within their respective labor markets using surveys and previously published information. The final step in the process was to look at the direct and indirect compensation pieces. That was done using a 37 page survey conducted with organizations outside PCC. Initial indications are that PCC's wages may be lower, with benefits a little higher, than those responding to the market survey.

Ms. Baynton provided an update of where the process goes from here and how the information received from Segal Group will be used in that process. She explained that in the market survey the College specifically identified benchmark jobs PCC recruits on a national basis that were primarily position-specific to the educational sector. The published survey data was used for some of the other positions where the College recruits locally or regionally. The goal is to provide salary and benefits for all management and confidential staff that fall within 5%, plus or minus, of the market mid range. In part this will be accomplished by redesigning the current salary and grade structure with phased implementation. Once pay grades have been aligned to the market the next issue will be where people will be paid within those pay grades. Currently the College is administering pay using an open range system rather than a step system for management and confidential employees. These and other parts of this process are being discussed with the President's Advisory Committee for Management and Confidential Compensation (PACMAC) to help develop alternative mechanisms to administering pay with the objective of allowing people to move through their respective pay grades.

Ms. Baynton said the management team responsible for this project is committed to open and complete communication. In light of that a website with information and the opportunity for employee comments or questions has been established. She also periodically emails updates and provides project updates at meetings.

Mr. Donnelly asked if the Board had questions. Director Squire asked for clarification of the statement that current PCC salaries are low and benefits high in comparison to market but it sounds as though the recommendation is to increase both salaries

and benefits. Ms. Baynton clarified that benefits are higher in relation to the market than salaries but not above the market.

Director Squire asked for clarification of the handout's "key findings" regarding the appearance that PCC's healthcare cost sharing is more generous than survey respondents. Ms. Baynton explained that healthcare is only one element within the benefits program. Also included in benefits are paid time off, insurances, tuition waivers and other items. Mr. Donnelly added that with the tiered structure of the five medical and dental insurance plan options available to employees there are 84 possible health care plan permutations for employees to pick from. To evaluate all of the possibilities would have been an impossible task so one was selected to focus on. Results showed that only six of the surveyed institutions use the same providers PCC uses limiting the amount of data to draw from.

President Pulliams asked for questions from the Board. Director Frisbee asked what the timeline is for the next steps in this process. Mr. Donnelly replied that this will be a phased implementation but because of the magnitude of the study information, there is not a definite timeline at this point. He noted that when salary structures are developed they will be brought to the Board for further discussion before being implemented.

Director McKinney asked how the five medical and dental plans PCC offers to employees compare to the other colleges surveyed. She also asked how the recently-passed legislation related to health care will impact health benefits offered at PCC. Mr. Donnelly replied that he mis-spoke when he said the College offers five options. There are really four: a Kaiser HMO plan and three variations of the Blue Cross plan. He said it is not uncommon for other colleges to offer those packages because the Blue Cross plans PCC offers are from current Oregon School Board Association (OSBA) plans that most other community colleges also use.

Mr. Donnelly said that in response to the legislature passing Senate Bill 426 and the creation of the Oregon Education Benefit Board (OEBB) the College is studying the issue very closely and working with the College's joint committee on insured benefits to evaluate how it will affect the College. No immediate impact will be felt by PCC but OSBA and their trust have recently made decisions about how long they will continue offering those insurance packages and how the phase out will be done for K-12 and the Education Service Districts (ESD) that are going to be required to join the OEBB. It affects PCC in that OSBA is looking at is whether or not continuing the insurance pool just for community colleges is a viable option with 14 of the 17 community colleges currently participating in the OSBA pool. Oregon Presidents' Council has formed a task team on which he and Mr. Chung serve to review the issue.

There being no further questions President Pulliams thanked Mr. Donnelly, Ms. Baynton, and Ms. Mercer for their report and thanked Ms. Baynton for her leadership in this effort.

PUBLIC COMMENT ON AGENDA ITEMS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

BUSINESS MEETING

Director Palmer proposed approval of Resolutions 07-077 through 07-085. The motion passed unanimously.

Other Reports:

Michael Dembrow, Faculty Federation President said his focus has been on the legislative events in Salem and the outcome is looking pretty good in the final stages of the budget allocation struggle. He said although the indications for the outcome seem good that doesn't mean the lobbying can stop. A massive telephone campaign to legislators by faculty, staff, and students will be done to make sure that the final allocation for Oregon's community colleges is what it needs to be.

He congratulated Directors Squire and Palmer in their victorious elections to the Board and said he looks forward to working with them. He said he will not be at the next Board meeting because he will be gone on a PCC Abroad Study Seminar in Ghana, West Africa. He said he regretted that because it will be the last meeting for Director McKinney whose service has meant so much to the College, to him personally and to the federations. He said the number of volunteer hours Director McKinney has devoted to PCC is much appreciated and the federations have a gift in appreciation for her after the Board meeting.

Deborah Hall, Classified Federation said Lucia Barnett was unable to attend tonight's Board meeting but she asked Ms. Hall to convey that the Classified Federation would like to thank President Pulliams, Vice President McEwen, and the Supervisor for the time, consideration, and attention given to the issue brought before the Board at the March Board meeting and that the Federation looks forward to continued positive outcomes in the future.

She said contract negotiations began this month with a very good first session and the federation looks forward to continued fruitful negotiations.

Ms. Hall extended an invitation to Board members to attend the June 22 all-day classified retreat at Sylvania campus. She thanked Sylvia Welch of the Affirmative Action office for assisting with retreat planning.

Board Reports:

Director Frisbee requested that President Pulliams provide a brief update on security issues in his report.

District President Report:

President Pulliams expressed appreciation to Director McKinney on behalf of the College for her service as an outstanding Board member. He recalled that she was on the Board when he was selected to serve as PCC's District President and that she had carried out her Board duties with a positive approach to the College's mission. The President said that official honors will come at commencement but he wanted to personally thank her for her years of service to PCC.

The President announced that commencement will be Friday, June 8 at Memorial Coliseum with the ceremony beginning at 7 PM. Appetizers and beverages will be available to the Rostrum group before the ceremony. The new Distinguished Patron Award will be presented as part of the program with Doreen Margolin being recognized for outstanding service and the Helzer family for their contributions to the College and Foundation.

President Pulliams reiterated that the revenue forecast, as proposed by the co-chairs, has increased the community college support fund to \$493 million, \$10 million above the Governor's proposed budget, and \$34 million above the co-chairs earlier proposal. The new proposal also includes \$81 million for community college capitol construction. Aggressive Legislative lobbying goes on with the support of the federations, faculty, staff, and Board members. While in Salem earlier in the week he along with Mr. Dembrow, Director Frisbee, and others heard many very complementary statements from legislators about community colleges with legislators saying that they want to make community colleges the highest priority. He said the lobbying process will continue and he is hopeful the budget amount will increase further.

The President then addressed the safety situation regarding the seven threats of violence PCC received in the past two and one-half weeks at Rock Creek, Cascade, Sylvania, and Southeast. The threat received at Cascade referred to Southeast. He complimented faculty, staff, executive staff, security, facilities, and all other people who came together in response to what was going on. The first two threats received at Rock Creek were fairly specific about date, time, and place though not about the intended means of carrying them out. The decision to shut down and evacuate Rock Creek campus was primarily due to the specificity of the threats. Other threats were so general they were determined to likely be hoaxes. The buildings were carefully checked and classes resumed without closure.

The President noted that in talking with other college presidents across the country they are experiencing similar threats. In light of these events the College will do a very extensive review of College security and safety procedures and review staffing and manning of the College's security force. He said he expects to come back to the

Board in the late summer or early fall with recommendations for procedure changes for dealing with these kinds of threats following discussions within the district as well as with AACC and the community college national association board. Lockdown notification and implementation along with other relevant topics will be discussed in gathering information needed to provide secure campuses and facilities so people including faculty and staff and students can feel safe.

Director McKinney brought an article to President Pulliams that lists some ideas from a community college in southern California that has gone through similar events. She also said that she is pleased that PCC is consulting with AACC and the national association board regarding recommendations for consultants.

President Pulliams congratulated re-elected Board members, Director Palmer and Director Williams, Director Squire on his formal election to the Board, and Director-Elect McGlasson. He noted that he has spoken with Director-Elect McGlasson; she is very excited about serving as PCC's new Board member.

The President noted that the bond election for Clatsop Community College failed and Tillamook Bay's bond passed by an appreciable amount.

President Pulliams concluded his report by thanking Board members for coming in early and completing the fund raising mapping exercise during the dinner hour.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:55 PM.

NEXT MEETING

The next business meeting of the Portland Community College Board of Directors will be held on June 21, 2007 at 7:30 PM in rooms 143/144 at the Southeast Center.

Chair Lim

President Pulliams

Prepared by:

Lorna J. O'Guinn
Assistant to Board of Directors

Minutes approved on June 21, 2007