

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

MINUTES

BOARD OF DIRECTORS BUSINESS SESSION
Sylvania Campus, CC Building, Conference Rooms A/B
September 21, 2006

BOARD ATTENDANCE

Board Members Present:

Denise Frisbee, Jim Harper, Jaime Lim, Doreen Margolin, Harold Williams

EXECUTIVE SESSION

The Board of Directors convened an executive session for Real Property Transactions and Litigation in accordance with ORS 192.660 (1), (e) (h) at 6:47 PM, adjourning at 7:20 PM.

CALL TO ORDER

Chair Margolin called the business meeting to order at 7:30 PM and invited all present to introduce themselves.

APPROVAL OF MINUTES

The July 20, 2006 business meeting minutes were approved as published.

APPROVAL OF THE AGENDA

The agenda was approved with a revision to Resolution 07-012 that Director Frisbee should be removed from the list of Board delegates to the ACCT Leadership Congress since she will be away during that time period.

INFORMATION SESSIONS

Portland Public Schools

Vicki Phillips, Superintendent

Dr. Gatewood, Cascade Campus President introduced Dr. Phillips and told the Board that she is making changes to Portland Public Schools that will improve the education system and better prepare Portland Public School children for future success. He stated that education is the common denominator to success of all kinds including economic and social success. He also shared that Dr. Phillips is a valuable partner to Portland Community College (PCC).

Dr. Phillips provided the Board a brief summary of her professional background. She told the Board that Portland Public Schools is one of the great urban school districts remaining in this country in terms of schools that do well and the percentage of students that stay in school. She said high school graduation does not always mean that students leave with the skills and education needed to be successful. Students find significant challenges in middle and high school because there has been a serious achievement gap. That gap means too many students are starting college needing remedial classes. Portland Public School District is implementing plans to more effectively work with seventh grade students by presenting them with ideas about what to do with their lives after high school.

All seventh grade students are being asked to connect into the district career and information system to help them become aware of what career and post-secondary opportunities are available to them in Portland and elsewhere. A lot of youth development and rearrangement of Portland schools is being done so the needs of the students are better met. Many difficult decisions were made last spring with the goal of providing students a more natural progression pattern to high school with fewer transitions. High school graduation requirements have been strengthened to better assure students will leave high school with education and skills that prepare them for the next steps in their lives. For the class of 2009 student graduation requirements will include three years of upper level mathematics starting with algebra, three years of science and their electives will have to be used more strategically. Students are being asked to use three of their eight electives to explore an interest area or career path. Juniors and seniors will be offered the opportunity for dual course credits in college to help them be better prepared for viable wage jobs or post secondary schooling after high school graduation. The class of 2011 will see the additional graduation requirement of world language study to address the increasing need for students to be at a minimum bilingual. The district currently offers language immersion in Chinese, Spanish and Japanese and was just awarded a grant of almost \$1 million to add a Russian program. She believes this is the first step to renovating the district.

The second step is to create core curriculum that matches those new graduation requirements and ensures that students are provided equitable outcomes and to ensure them that “algebra is algebra is algebra” no matter where they take it in the Portland Public School District. Other subject curriculum in literacy, mathematics, science, and social studies will be strengthened by the year 2009 to adequately prepare students at the middle and high school levels for moving to each new level with the competencies they need to be successful. To measure the success of this approach students will be tracked at one, two, and three years out of high school to see how many are successful in their transition from high school into college without needing academic remediation. Other measures are the Explore prep exam (given to all ninth grade students) and the ACT (given to all eleventh students throughout the district).

The delivery method for curriculum is being evaluated, with traditional and new methods being explored. While some district high schools will remain comprehensive, others like Jefferson will become small campuses offering Arts, Technology, Science, and

Leadership Academies with the goal of offering not only core curriculum but a variety of curriculum delivery options and choices for students.

A District Office of High Schools is being created to explore, along with colleges, universities, and Portland employers, different curriculum pathways to encourage students to think about themselves beyond high school and really plan for their careers. The PCC Middle College program provides dual enrollment for Jefferson High School students and is an example of a successful partnership between PCC and the Portland Public School District. This program helps orient and connect students early on to college to increase the probability of their academic success and helps them prepare for sustainable employment upon college graduation. The first year of the program 179 students enrolled with 84 taking credit courses. Students explored aspects of the program including taking college placement exams and being on a college campus as well as academic coursework. The completion rate for the first session of this program was an impressive 87%. Dr. Phillips commented that she appreciated being able to work with Dr. Gatewood on this project and President Pulliams and Dr. Poppe on district wide dual enrollment programs. She concluded by restating her resolve that Portland Public School District will deliver a robust curriculum so that when students leave their system they are able to successfully enter viable work outcomes.

Dr. Gatewood affirmed the effectiveness of the partnership between Portland Public Schools and PCC Cascade campus. He said additionally there has been a meeting of business representatives, the Jefferson High School principal, PCC representatives, and community leaders to explore additional methods of supporting Jefferson High School students.

President Pulliams acknowledged Dr. Phillips strong leadership and thanked her for her willingness to work with PCC to provide opportunities for Portland Public School District high school students.

Chair Margolin also thanked Dr. Phillips for her presentation and invited her to return to another Board meeting to provide further updates.

Center for Business and Industry Update

Cheryl Hinerman, Director Business and Industry Center

President Pulliams introduced Ms. Hinerman and reminded the Board that The Center for Business and Industry (CBI) is a new initiative program that has just completed its first year.

Ms. Hinerman told the Board that the Center was established and funded in July of 2005 and the center director hired September 1, 2005. The first few months for CBI were spent doing environmental scans to determine what services could be provided, what should be provided, and who those services needed to be provided to. The scans allowed staff to identify the top ten focuses for the College district. Additionally a market plan was created and the Barrier Busters report was published as well as the CBI response to that report. Implementation accomplishments included Barriers Busters which was a cross-district team of campus leaders formed in April of 2005 for the

specific purpose of identifying and documenting anything that might create difficulty for business or industry to work with PCC; the Kitchen Cabinet was formed with 16 business and industry leaders from various industries and disciplines around the region to work toward better student access and success; in November a sales and marketing outreach project was started; in June CBI presented Spotlight awards to recognize innovative industry-education partnerships and to spotlight process improvements that can be replicated across the district; a client management database has been created to track who CBI is working with, how they are working with their clients, the number of students their program is effecting, and the revenue being brought in, an advisory team of admissions, advising, and placement professionals who've been cross-trained to do each other's work has been created and will be taken onsite to industry and businesses to help workers take advantage of currently unused tuition reimbursement dollars employers have available for them.

In August CBI was notified that the Department of Labor has set aside \$300,000 to allow work with small and medium size businesses. Last year's budget was approved at \$200,000 by the Board but because CBI was only in operation for part of the year all funds were not expended and \$71,000 was returned to the College general fund. The revenue generating goal of \$121,000 was topped by bringing in \$155,000 in contracted revenue for this first year.

This year's goals include expanding work with top regional industries; clearly delivering the student access and success messages throughout the district; refining the PCC systems to being even more responsive to industry; and continuing to work as a change agent and single point of contact for business and industry leaders. Barrier Busters and the Kitchen Cabinet will continue their work on marketing strategies, standard pricing, standard measurement methods, funding models, and even more collaboration between College credit and non-credit to help industry and students. These goals will be accomplished by going out to the community, business, and industry and by sitting in on industry panels and discussions about their needs and how PCC can be ready to fill those needs.

President Pulliams asked Ms. Hinerman to expand on one of the larger new contracts CBI is working on.

Ms. Hinerman explained that PCC Structurals, Inc. is a company that has expanded rapidly and has a great need to provide training for some of their supervisors. Eileen Drake is the company's Vice President, Administration and Legal Affairs and also is a member of PCC's Kitchen Cabinet. Portland State University offers a program for supervisory development but the wait list for that program is long and the company's need is now. Ms. Drake approached Ms. Hinerman to see if CBI could provide the needed training. Ms. Hinerman worked with the PCC Customized and Workplace training staff to develop an appropriate program for PCC Structurals. The result was a \$104,000 contract to provide training for 124 supervisors in an eight month period. This again illustrates the ability of PCC and CBI to make change happen in an effective way.

Director Harper commented on the value of this program. Earlier in the week he attended an Employer Summit in Washington County in which he repeatedly heard employers talk about their need for training for current and future employees.

Ms. Hinerman responded that she had attended that summit and from that has additional leads for more contracts. She reiterated she intends to continue going to business and industry to let them know CBI is available and can meet their needs.

Biennial Budget

Wing-Kit Chung, Associate Vice President Finance

President Pulliams said that there has been some discussion with the Board Chair and Vice Chair about the idea of a possible change from an annual to a biennial budget to more closely align with the State budgeting process. He introduced Mr. Chung, Associate Vice President of Finance.

Mr. Chung explained that the biennial budget process is for two years as opposed to the current one-year budget cycle PCC uses. The 2001 Oregon Legislature revised the Local Budget Law to allow local taxing districts the option of using a one-or two-year budget period. Although PCC currently uses a one-year budget cycle many of the College's budgetary decisions are based on the State Legislature's budget. The second reason the biennial budget makes sense is that many of the contractual obligations for the College require looking further than one year. Also in years of budget cutbacks implementation of the cutbacks need a two-year timeline.

Benefits to the College of adopting the biennial budget cycle include the legal process will be every other year as opposed to every year, allowing the Board more time and flexibility for budget deliberations. It would also mean Tax Supervising & Conservation Commission (TSCC) approval would only need to be obtained every other year. Under the biennial budget process the Board would remain as the Budget Committee. The property tax levy would still need to be approved annually. If needed, biennial budget change limits would be \$10,000 or 10% of the fund's budget whichever is greater, rather than \$5,000 or 10% whichever is greater as is required for the annual budget. Changes less than 10% can be approved by Board Resolution rather than a legal process. To implement a biennial budget a Board Resolution would be drafted authorizing the change from the annual to a biennial budget process. Mr. Chung requested Board authorization to continue to explore the technical aspects of this change with the plan to bring forward a Resolution for Board approval later in the fall.

President Pulliams thanked Mr. Chung for his presentation and told the Board discussion began last year with the Budget Advisory Committee and the plan is to continue the discussion later in the fall when they begin meeting for preparation of the 2007-2008 budget proposal.

Chair Margolin asked what the time frame would need to be for the Resolution. Mr. Chung replied that it could be anytime before the 2007-2008 budget is in place or before the 2008-2009 biennial budget planning period. Chair Margolin agreed the change

seems like a good idea in terms of staff time, effort, and duplication of work. She then asked Board members for their input.

Directors Harper and Frisbee agreed this is a good idea and want staff to proceed with their exploration of the College moving to a biennial budget process.

President Pulliams thanked the Board and told them staff will continue their work and the Budget Committee will continue looking at the matter as well.

PUBLIC COMMENT ON AGENDA ITEMS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

BUSINESS MEETING

Other Reports:

Michael Dembrow, Faculty Federation President, expressed his pleasure with the discussion of the possible change to a biennial budget and looks forward to further review as a member of the Budget Advisory Committee. He believes it makes sense at the district level but feels it may present planning challenges at the departmental level. He noted that the Faculty Federation is actively working on political issues having to do with the November elections. He also informed the Board that AFT, AFT National, and AFT Oregon have collectively contributed \$300,000 to the campaign to defeat measures 41 and 48. They believe that when voters look closely at these measures and their impact they will see that the negatives really outweigh any small amount of money voters may get in their pockets. He advised the Board that he will be contacting them to volunteer to help in this campaign. He also reported that today he was as Community College Faculty Advisor to the State Board of Education. He then told the Board about results of a National Standards Matching Up report that compares states against one another in terms of retention criteria. The report shows that Oregon is above average in higher education but is 20% below average for community colleges. He said that as the largest education institution in Oregon that should be cause for PCC to find more effective methods of student retention to help improve those statistics. He thanked Chair Margolin and President Pulliams for their attendance at the Faculty Retreat.

Chair Margolin thanked him for his report.

Debbie Hall, Classified Federation, Executive Vice President Membership reported that Lucia Barnett was unable to attend the Board meeting but wanted the Board to know that the annual retreat in June and the annual Labor Day Picnic were both well attended events and the Classified Federation is looking forward to a very productive year.

Chair Margolin thanked Ms. Hall for her report and called for any Board Member reports.

Director Lim reported that last Tuesday he attended a Beaverton Chamber of Commerce luncheon where Dr. Chairsell was a guest speaker. He congratulated and commended her for representing the College so well in her presentation.

Chair Margolin thanked him for the report and called for President Pulliams' report.

District President Report:

President Pulliams thanked the Classified and Faculty Federations for their work to help create the successful Fall Inservice this week. He also thanked Chair Margolin and Directors Frisbee and Williams for the presence at the Monday morning District Inservice. He congratulated Mr. Dembrow on his advisory position with the State Board of Education and commended him for his willingness to serve in that role. The President thanked the Board for their active and engaging planning retreat in August and for the time spent in future bond initiative planning. He noted that PCC and Pacific University signed a co-admission agreement this week at Rock Creek Campus and thanked Dr. Persson for hosting that event. He thanked Directors Williams, McKinney, Lim, and Harper for participating in the fund raiser golf outing at Heron Lakes Golf Club to benefit PCC Foundation scholarships. He noted that Director McKinney won the long drive contest at that outing. He also noted that Director Williams' son hosted a well attended Empowerment for the New Generation Conference at the Hilton Hotel on September 12. President Pulliams also said that Dr. Poppe is going to present a report at a national conference on finding ways to provide State supported college education and financial aid changes in the state. She has long been on a committee to find solutions to student funding issues. President Pulliams extended an invitation to the Board to attend a Town Hall meeting at Southeast Center on the morning of September 30th that Senator Avel Gordly will host. Other upcoming events he invited the Board to attend include the Think Big Kickoff, Friday, September 29th at Rock Creek Campus; The Minority Enterprise Award Luncheon, Wednesday, October 4, 11:30AM at the Convention Center; and the PCC Foundation Scholarship reception, Wednesday, October 18th at 5:30 PM at the Downtown Hilton. With that final announcement he concluded his report.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:20 PM.

NEXT MEETING

The next business meeting of the Portland Community College Board of Directors will be held on October 19, 2006 at 7:30 PM in the Event Center the Rock Creek Campus.

Chair Margolin

President Pulliams

Prepared by:

Lorna J. O'Guinn
Assistant to Board of Directors

Minutes approved on October 19, 2006