

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

MINUTES

BOARD OF DIRECTORS BUSINESS SESSION
Rock Creek Campus, Building 9, Room 122 a/b
October 15, 2009

BOARD ATTENDANCE

Board Members Present:

Denise Frisbee, Deanna Palm, Bob Palmer, David Squire, Harold Williams

EXECUTIVE SESSION

The Board of Directors convened an executive session for Transactions in accordance with ORS 192.660 (2), (a) Employment of a Public Official, (e) Real Property, and (h) Litigation at 6:37 PM, adjourning at 7:46 PM.

CALL TO ORDER

Chair Williams called the business meeting to order at 7:48 PM and invited all present to introduce themselves.

APPROVAL OF MINUTES

The July 16, 2009 business meeting and August 28, 2009 business meeting and planning retreat minutes were approved as published.

APPROVAL OF THE AGENDA

The agenda was approved as published.

INFORMATION SESSIONS

Rock Creek Campus Update

Dr. David Rule, Rock Creek Campus President

Dr. Rule noted significant enrollment growth at Rock Creek Campus for Summer and Fall terms. He then asked Brenda Muldonado, Coordinator of the Rock Creek Multicultural Center and the Oregon Leadership Institute (OLI) along with Teresa Alonso, Director of the College Assistance Migrant Program (CAMP), to present reports on their programs. He noted that OLI and CAMP focus on the growing Latino/Hispanic student population at Rock Creek.

Ms. Maldonado reported that OLI is a leadership development program for Latino students. Ms. Alonso reported the CAMP Program provides supplemental, financial, and support services for documented migrant farm workers during their first year of college. Ezequiel Lopez, and Jessica Maravilla, students from these programs, spoke of the benefits they have received by participating in the programs and the opportunities the programs had provided for them to learn more about the role of Latinos in America. The students also reported that these programs have helped them recognize their own educational potential as well as how to use mentoring to help other students.

Internal Audit Assessment Review

Randy McEwen, District Vice President and Richard Tracy, Consultant
Mr. McEwen introduced Mr. Tracy and asked him to provide a report to the Board about his findings and recommendations regarding implementation of an internal audit process at PCC as requested by the Board.

Mr. Tracy reported that he interviewed Board members, and staff to assure that the needs and expectations of the College's leadership and management as well as the essential requirements of professional internal auditing were met in his draft report titled *A Recommended Framework for Internal Auditing at Portland Community Colleg.*

Mr. Tracy said the draft report includes 12 principles that should be used in developing the framework for the PCC internal auditing process but he believes five of those principles would be essential the successful administration of an internal audit process at PCC: the mission of internal auditing; professional auditing standards that should be followed; organizational placement and reporting relationship of the internal audit function; development and use of the audit committee; and the kinds and types of internal audits and services as well as what they would look like.

Director Squire complimented the report and said he is ready to implement the internal audit process. Chair Williams said while he appreciated the report he feels the College is fiscally responsible and an audit committee would be an unnecessary layer of control. President Pulliams agreed with Chair Williams that PCC is a financially responsible organization but he believes that implementing an internal audit process would demonstrate a higher level of responsibility that would foster continued public trust.

Bond Program Update

Randy McEwen, District Vice President and Linda Degman, Associate Director, Bond Program

Mr. McEwen said that although the scope of the initiatives remain as listed in the v 1.6 document it should be recognized that over the course of the next six years valuable new initiative opportunities could emerge that should be considered. He cautioned that any new initiatives should be considered only if they fall within established financial parameters, be constructed sustainably, cost leveraging

opportunities be sought out where possible, and project scheduling be “schedule friendly” to maintain the academic mission of the College. He said monthly, quarterly, and annual bond project financial reports will be created and presented to the Board.

Ms. Degman reported that hiring for bond-staffing positions are well underway and most positions have been filled. She noted that communication with the internal and external communities continues, building standards are being developed district wide, plans are being reviewed, and community involvement is ongoing for all campuses and centers.

Director Frisbee complimented the Willow Creek Center and noted that throughout the bond campaign information about the scope and cost of the projects was provided to voters and that she believes that information contributed significantly to the outcome. She said continuing that same process will assure continued public support for the College.

PUBLIC COMMENT ON AGENDA ITEMS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

Les French, Rock Creek Campus Media Services Coordinator, said the annual Washington County Museum fundraiser would be held on October 15 and invited Board members to attend. Secondly, he reported that he had an opportunity to see firsthand how cooperative work experience helps PCC students develop their leadership skills. Mr. French is affiliated with Rose City Gymnastics Academy, an organization that provides an opportunity for inner-city children to learn gymnastics. PCC provided an intern to work with the children and that student brought others to help coach. Mr. French said he watched the PCC students gain valuable leadership skills and at the same time being PCC ambassadors to the gymnastics students and their families.

BUSINESS MEETING

Director Frisbee proposed approval of Resolutions 10-022 through 10-026. The motion passed unanimously.

Other Reports:

Eddie Lincoln, Faculty Federation President, thanked Dr. Chairsell for her continued communication with faculty regarding sabbaticals and asked the Board to restore full funding for sabbaticals because students benefit greatly from the projects done by faculty while on sabbatical leave.

Mr. Lincoln said part-time faculty are being hired to address the current student enrollment increase rather than full-time faculty. He said this is significant

because students have less access to instructors outside of class because part-time faculty typically do not offer time for communicating with students. Additionally, with increased class size and the use of electronic communication full-time faculty are spending more time communicating with students and that creates workload concerns. Mr. Lincoln reported that proposed increases in Distance Learning classes would create additional workload issues for faculty and not serve students as well as more classroom offerings. He requested that additional full-time faculty be hired to handle the increased enrollment rather than increasing the workload for current faculty.

Geurif Hernandez, District Student Council Student Representative reported that students are looking at some of the problem areas at each campus related to implementation of the Tobacco Free policy. At the October 8 District Student Council meeting projects were identified for the upcoming year and Amber Hastings was chosen as this year's Chair. In October Rock Creek Campus students will host the seventh annual Harvest Festival and Southeast Center will hold an Autumn Jubilee.

Deborah Hall, Classified Federation President thanked the College for the transportation package being provided to staff moving into the Willamette Block Building.

Ms. Hall requested a review of the practice of increased and long-term hiring for casual employee positions. She questioned the validity of this practice since some of those workers have been in these positions for nearly a decade.

Ms. Hall also requested a review process similar to internal audit to examine the validity of ad hoc policies being developed by college departments that employees are being required to agree to and sign. She noted this presents a perceived threat to classified staff and that the Board alone has the right to develop policy.

Board Reports:

Director Frisbee thanked board members and staff for their presentations at ACCT Leadership Congress in San Francisco noting that PCC Board members, staff, and faculty gave several impressive presentations. She also commented that the presentations she attended demonstrated to her that PCC is far ahead of many other colleges in terms of dealing with student retention and other challenging issues.

District President Report:

Dr. Pulliams thanked Board members for not only attending the ACCT Conference but also for actively taking part in a number of leadership and committee roles.

Dr. Pulliams announced that Linda Gerber has been appointed to the Oregon Green Jobs Council and asked her to speak to the Board about other important

events. Dr. Gerber noted that she, Director Frisbee and Todd Sanders gave a presentation on PCC sustainability initiatives at the ACCT Leadership Congress and that part of that presentation was about the Sylvania Campus E⁶NetZero proposal which is a detailed plan to make the aging campus energy efficient and bring it to NetZero on energy and water usage. A request to the State was made for Federal stimulus dollars to help fund this \$43 million project and she has been notified that Sylvania Campus will receive a \$1 million State Energy Program award. She said Governor Kulongoski would announce the award at a press conference at Sylvania Campus on October 20th. Dr. Pulliams invited Board members to attend the press conference.

Dr. Pulliams thanked the Foundation for conducting the recent golf tournament that will net \$80,000 to \$90,000 for scholarships. He also announced that he has been appointed to the Council of International Exchange of Scholars in Washington, D.C., a program that administers the Fulbright Scholars Program. He also announced that Michael Sonnleitner, PCC Political Science faculty, is currently the only community college Fulbright Scholar recipient.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:50 PM.

NEXT MEETING

The next business meeting of the Portland Community College Board of Directors will be held on November 19, 2009 at 7:30 PM in Board's Conference Room at the Sylvania Campus.

Harold Williams, Board Chair

Dr. Preston Pulliams, District President

Prepared by:

Lorna J. O'Guinn
Assistant to Board of Directors

Minutes approved on January 21, 2010