

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

**MINUTES**

BOARD OF DIRECTORS BUSINESS SESSION  
Southeast Center, Mt Tabor Hall, Rooms 143/144  
June 17, 2010

**BOARD ATTENDANCE**

Board Members Present:

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

**EXECUTIVE SESSION**

The Board of Directors convened an executive session for Employment of a Public Official and Real Property Transactions in accordance with ORS 192.660 (2), (a) and (e) at 6:50 PM, adjourning at 7:35 PM.

**CALL TO ORDER**

Chair Williams called the business meeting to order at 7:40 PM and invited all present to introduce themselves.

Dr. Kolins, Introduced Governor's Scholarship recipient, Levi Winkler a 4.0 gpa student who is involved in academic and social organizations who also owns a flooring and remodeling business.

Mr. Winkler said he plans to attend Portland State University next year and will major in psychology. He added that following completion of his education he will become a psychologist and hopes to come back to PCC to help other students.

Dr. Pulliams introduced Dr. Claire Oliveros as the Interim Affirmative Action Director.

**APPROVAL OF MINUTES**

The May 20, 2010 business meeting minutes were approved as published.

**APPROVAL OF THE AGENDA**

The agenda was approved as published.

**PUBLIC HEARING ON ADOPTION OF THE APPROVED BUDGET FOR FY  
2010-2011 AND SUPPLEMENTAL BUDGET FOR FY 2009-2010 IN  
ACCORDANCE WITH ORS 294.406 (1)**

### 2010 – 2011 Budget Overview

Dr. Preston Pulliams, District President

Dr. Pulliams reported the supplemental budget is a routine part of the biennial budget process that takes into account changes in the adopted biennial budget. He said record enrollment this year is expected to continue into next year and that along with expenses associated with the increased enrollment will affect the General Fund as well as other funds.

Dr. Pulliams said that the College has begun direct lending of federal student aid funds to students creating a budget increase of \$163.3 million (230%) for FY 11. He noted that recent changes in the law give the Board the authority to conduct a hearing and adopt the supplemental budget and that an additional hearing by the Tax Supervising Conservation Commission (TSCC) is not required. Dr. Pulliams reported the College's unwavering assumption of \$428 million for the community college support fund, even after confirmation of \$450 million in February, puts PCC in a good position to weather recent State budget cuts. Dr. Pulliams reported to better serve PCC students additional faculty and staff positions will be funded to address the huge enrollment growth. He added that unless state revenue is reduced further PCC will be able to keep the ending fund balance at 7% as directed by the Board. He said the only revenue source the College can rely on is tuition. Dr. Pulliams reported that expenses such as increasing cost for PERS, health care premiums, salaries and other benefits along with other increasing costs make budget management challenging. He added that budget planning will soon be underway for the next biennium.

### F10 – F11 Supplemental Budget Amendments

Wing-Kit Chung, Vice President, Administrative Services and Cherie Chevalier, Associate Vice President, Finance

Mr. Chung asked Ms. Chevalier to provide supplemental budget details additional to Dr. Pulliams report. Ms. Chevalier reported that three budgets within the adopted biennial budget have significant changes; Student Aid Fund, Auxiliary Funds, and General Funds.

Ms. Chevalier said in addition to direct student lending the enrollment increase of over 5,000 FTE has severely impacted Auxiliary Services; especially Parking and Transportation as well as the Bookstores. She said major changes to the General Fund over the biennium are in excess of \$33 million with the majority of revenue and expenses related to tuition revenue and expenditures associated with the enrollment growth.

Ms. Chevalier reported the response to enrollment growth that appears to be long-term, a little over 2,600 FTE is being converted to permanent expenditure that will allow campuses to hire up to 26 additional Faculty and Academic Professionals and about 15 full-time Classified staff with student support receiving a major infusion in areas such as admissions and registration support, veteran affairs and library services.

She also reported tuition revenue increases in January offset February and

recent state revenue forecast decreases to create a net increase of \$600,000. Ms. Chevalier said the remainder of the budget changes were the result of routine changes in a supplemental budget.

#### Board Discussion

Director Squire asked what the current and anticipated reserve fund levels are. Ms. Chevalier replied that the current level is a little over 7% with the anticipated reserve level remaining at 7%.

#### Public Comment

None

### **BUSINESS MEETING INFORMATION SESSION I**

#### Southeast Center Update

Craig Kolins, Interim President, Extended Learning

Dr. Kolins began his report by welcoming the Board to Southeast Center for its annual visit. He noted that he is excited to serve as the interim campus president role this year as work begins on phase I of the bond supported expansion that will move Southeast Center to full campus status.

#### Goal 4 – Continuous Improvement

Dr. Christine Chairsell, Vice President, Academic and Student Affairs; Veronica Garcia, Dean of Enrollment Services; and Laura Massey, Director, Institutional Effectiveness.

Ms. Massey reported one way PCC fulfills Goal 4 is through the use of software that allows students to keep track of degree and program requirements needed for them to reach their education goals or to evaluate requirements that would be needed to complete another degree, certificate, or program.

Ms. Garcia reported that about four years ago degree audit system software was purchased. PCC named the system GRAD PLAN which stands for Graduation Requirement Academic Decisions. She said that the last four years the system has been customized and streamlined in policies, procedures, and processes to better meet PCC students' needs. Ms. Garcia added that over 125 program advisors and faculty have been trained to use the system and program and student advisors are currently testing the software in preparation for going live with students on October 1. Ms. Garcia reported that another piece of the software is called Degree Planner will allow students to work with advisors to quickly and efficiently select several terms of classes needed to complete requirements. The plan is then entered into the system and would be available to students and advisors throughout the district allowing students to confidently register for classes at any PCC facility district-wide without being reevaluated each time saving valuable time for students and advisors. She added that promotion and training for students will begin in earnest in August and September for use of this valuable software.

She said the final phase of the process is for PCC to implement more up-to-date reporting software that would more effectively use the data that will be generated in developing classes of the variety and quantity students need. This software would also be capable of quickly developing lists of students close to or ready to graduate.

Dr. Pulliams noted that use of this software will allow more students to be served and create a much more efficient tracking and advising especially with increased enrollment.

Director Squire asked how many more students would be served with this increased capacity. Ms. Garcia responded that in the beginning the new system will actually slow down the process because of the learning curve but by next year significant increases should be expected. Dr. Chairsell noted that many students choose not to go to advisors and that the new system will empower those students to more accurately track their academic progress.

#### Mission Statement Recommendations

Dr. Christine Chairsell, Vice President, Academic and Student Affairs

Dr. Pulliams noted that the mission statement revision is needed due to changes in the accreditation process and that Dr. Chairsell has been using a district-wide collaborative effort to gather the input used in its creation.

Dr. Chairsell reported that as part of the new seven-year accreditation reporting requirement a mission statement and core themes along with measurable objectives need to be developed for PCC. She read the suggested mission statement, "Portland Community College advances the region's long-term vitality by delivering accessible quality education to support the academic, professional, and personal development of the diverse students and communities we serve." She said the mission statement directly relates to the core themes and that work is ongoing to develop effective means to measure the objectives of those core themes.

#### First Reading – Revised Board Policy B214

Wing-Kit Chung, Vice President, Administrative Services

Mr. Chung said Revisions to Board Policy B214 are needed to align procurement standards regarding leases of real property having a contract value of \$150,000 or more in order to conform with other procurement limits that have already been approved by the Board.

### **PUBLIC COMMENT ON AGENDA ITEMS**

None

### **PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

## **BUSINESS MEETING**

Director Squire proposed approval of Resolutions 10-100 – 10-130. The motion passed unanimously.

Director Harper moved that Dr. Pulliams annual Board evaluation be extended to the July Board meeting due to the length of the executive session and the need for further board discussion. The motion passed unanimously.

### *Other Reports:*

Mr. Lincoln reported that this will be his last board meeting as Faculty Federation and Academic Professional President because a new president was elected and will soon be taking office. He thanked the Board and Dr. Pulliams for their responsiveness to Federation requests for additional staff needed to serve PCC's unprecedented enrollment increases. He also said it has been his honor and privilege to see firsthand the professionalism and hard work the Governing Board devotes in serving PCC.

Deborah Hall, President, Classified Federation

Ms. Hall reported that the annual Classified Retreat would be held at Rock Creek Campus on June 18. She thanked Dr. Rule for hosting the event. She noted that she and Mr. Lincoln started their Federation presidencies at the same time and she thanked him for working with the Classified Federation. She also noted that elections will be conducted at the Classified Retreat that include elections and there may be a new Classified Federation President at the next board meeting.

Ms. Hall thanked the College for adding new Classified positions to address the workload issues that enrollment growth has created. She welcomed the new student leader and wished him well.

ASPCC, Anson Lilienthal

Mr. Lilienthal reviewed the five priorities ASPCC worked on this past year; Student Outreach, Sustainability, Childcare, Transportation, and the Dream Act. He reported that work on these priorities took the form of surveying the selection vs election process, working with the supplemental budget process, providing information about a proposed convenience fee, lobbying efforts to save the Oregon Opportunity Grant, purchasing a Rocket composter for Rock Creek Campus, petitioning to reduce proposed TriMet route cuts, providing information to students about child care and the Dream Act. He reported that other events included the well attended end of the year party that raised \$4,000 for Foundation scholarships; the first annual kickball tournament to raise scholarship funds; and OCCA certification for all four campus student groups.

### *Board Reports:*

Chair Williams bid Mr. Lincoln farewell and thanked him for his work as Faculty and Academic Professional Federation President. He also thanked all who were responsible for planning and orchestrating the PCC graduation ceremony.

*District President Report:*

Dr. Pulliams thanked Mr. Lincoln for his work as Federation President and the professionalism he exhibited.

Dr. Pulliams thanked the Board for their participation in the graduation ceremony honoring the largest body of graduates the College has ever had. He also congratulated Ms. Garcia and her staff for the smoothly run event.

President Pulliams reminded the Board of the upcoming CLIMB Center reception. He also reminded the board of the August 27 planning retreat to work on strategic plan reporting and a mission statement, core values and goals to be used for the next seven years.

Dr. Pulliams called Ms. Watkins forward to provide a brief update about the Miller Foundation Match Challenge. Ms. Watkins reported the Miller Foundation has renewed its challenge for the 3<sup>rd</sup> and final year. Dr. Pulliams expressed confidence that the challenge would be met.

Dr. Pulliams asked Jerry Donnelly to update the Board on Oregon Community College's (OCCA) survey regarding OEBB's increased health care cost. Mr. Donnelly reported the OCCA survey of the Oregon Presidents Council representatives indicated that the increases over the past two years were not wholly unexpected and that most of the colleges have cost caps in place. He noted that OEBB provided an comprehensive article on how the new rates were reached.

Dr. Pulliams commended staff and faculty for their efforts in providing education opportunity to PCC students in this year of unprecedented enrollment. He also thanked the board for their leadership, wise counsel and support of the College.

**NEXT MEETING**

The next business meeting of the Portland Community College Board of Directors will be held on July 15, 2010 at 7:30 PM in Board's Conference Room at the Sylvania Campus.

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David Squire, Board Chair

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Dr. Preston Pulliams, District President

Prepared by:

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Lorna J. O'Guinn  
Assistant to Board of Directors  
Minutes approved on September 16, 2010