

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
March 17, 2011

BOARD ATTENDANCE

Board Members Present:

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

EXECUTIVE SESSION

The Board of Directors convened an executive session for Labor Negotiations, Real Property Transactions, and Records or Communication Otherwise Exempt from Public Disclosure (Attorney Client Privilege) in accordance with ORS 192.660 (2), (d), (e) and (f), at 6:50 PM, adjourning at 7:50 PM.

CALL TO ORDER

Chair Squire called the business meeting to order at 7:55 PM and invited all present to introduce themselves.

APPROVAL OF THE AGENDA

The agenda was approved as published.

INFORMATION SESSIONS

Update on Rock Creek HEP Grant

Dr. David Rule, Rock Creek Campus President; Karen Sanders, Division Dean RC Social Science; and Norberto Espindola, Director

Dr. Rule introduced Dr. Sanders noting that she had been instrumental in winning a five-year U.S. Department of Education \$2.2 million grant for the High School Equivalency Program. He also introduced Norberto Espindola, Manager High School Equivalency Program (HEP) and asked him to provide an update about the program.

Dr. Sanders reported that PCC received one of 13 grant awards in September for HEP to help migrant and seasonal farm worker students complete their GED and then either transition into employment or college. She noted the HEP is a sister program to CAMP for first year college students. She said the program began its first cohort of 50 students Fall term and that the attrition rate has been low for this

group that still has 46 of the original cohort attending classes. Dr. Sanders added the average age of the students is about 30 and many of them are school dropouts while others have never had an opportunity to get a high school education. She asked Program Director, Norberto Espindola to share some of PCC's HEP benefits.

Mr. Espindola reported that many of the students in the program have had little or no opportunity to get education because their financial resources are scarce and working long hours is a necessity that leaves little time for education. He said attaining GED is the first goal and then ESL and college courses. Mr. Espindola added that interest in the program is high and 80-90 inquiries about the program have come in the past couple of days. He added that the students in the program are interested and enthusiastic about learning and that in years to come he hopes to serve as many as 100 students each year with a graduation rate of 70%-80%.

Chair Squire asked what the annual program capacity would be based on current funding. Mr. Espindola said 100 students each year with 500 over the life of the five-year grant. He added there is a possibility of applying for another five-year grant when this one is finished.

Accreditation Update

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

Dr. Chairsell reminded the Board that the first year accreditation report under the new model for accreditation has been completed and submitted. She added that work will soon begin on the year-two report that will include a site visit to assess institutional effectiveness for how well the College carries out its mission.

Ms. Massey said there are six regional accrediting agencies in the United States and that PCC is accredited through the Northwest Region along with 121 other institutions. She reported that accreditation is a voluntary, peer review driven process but to emphasize the importance of accreditation added that if PCC decided not to participate in the voluntary accreditation process the College could no longer award federal financial aid, not be qualified to apply for many grant opportunities, PCC credits would likely not be transferable to other institutions, and employers might not be willing to recognize PCC degrees and certificates.

Ms. Massey compared the complex ten-year reporting cycle to the new streamlined seven-year process. She said the new process is mission driven and that PCC will be held to a high standard of accountable for achieving the mission statement. She said in the first year report not only declared what the mission statement and core themes were but identified what objectives would be needed to achieve them and what measures would be used to determine how well success is achieved. She said work on the Spring 2012 report would start in earnest in a few weeks. She added that each subsequent reporting cycle would

begin by addressing any needed modifications or changes identified by the accrediting body in the previous report and that at the end of the seven-years the process would begin all over.

Library Update

Dr. Christine Chairsell, Vice President Academic and Student Affairs and Donna Reed, Director, Library Sciences

Dr. Chairsell introduced Ms. Reed and commended her efforts to provide library services to PCC students in ways that are current and make PCC libraries welcoming places the students are comfortable using.

Ms. Reed reported that PCC libraries serve nearly 21,000 students each week in a library environment that is a mix of quiet and noisy spaces, provides traditional reference services as well as services to distant learners who sometimes don't even walk into them, and that the new library is a place of activity and interaction of students in person as well as on-line. She said the changes began to be implemented two years ago in the libraries and on-line to bring both environments to a modern setting where students can find what they need when they need it 24/7. She reported the result of the Orbis Cascade Alliance that includes 36 academic libraries throughout Oregon and Washington allows PCC students access to all materials in those libraries and that interlibrary loans make material worldwide available to students. She added alliances with other libraries nation wide provide students materials that one library alone would not be able to provide. Ms. Reed said PCC librarians continue to work together to keep the library collections vibrant and to provide a setting that attracts students to them through the use of technology as well as the physical settings in PCC libraries.

Legislative Update

Dana Haynes, Manager, Public Affairs

Mr. Haynes reported that preparation for attending and testifying the rescheduled state community college budget hearings is well underway with students, staff, PCC Federations and community stakeholders on tap to bring the message of the value and need for what PCC has to offer to the legislature. He added that appointments with individual lawmakers are also being planned. Mr. Haynes reminded the Board that support budgets for the 17 Oregon community colleges were; \$500 million in 2007-2009, \$450 million down to \$417 million in 2009-2011, and the Governor's proposed budget is \$410 million for the next biennium. He said the request from Oregon's community colleges to the Legislature would be for \$425 million. He added that the composition of the Ways and Means Committee is unusual in that there are three co-chairs because the House of Representatives is divided 30/30. He said this creates a situation where three lawmakers with differing ideas must agree on important budget proposals. Mr. Haynes reported that funding is slated to be cut for the JOBS Program and the Margaret Carter Skill Center and PCC would carry the message of the importance and value of the both programs to the communities they serve.

Chair Squire asked the status of SB 242 that regards governance. Mr. Haynes said community colleges and the Oregon University System offered a number of amendments that were accepted but that some of the amendments offered Oregon Health and Sciences University were not accepted. He added the focus is now around amending wording that could cause unintended tuition caps.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS MEETING

Director Harper proposed approval of Resolutions 11-079 through 11-085. The motion passed unanimously.

Adjourn Business Session and Convene as College Budget Committee in Accordance with ORS 294.406 (2)

Presidents Budget Direction

Dr. Pulliams reported preparation of the proposed 11-13 biennium budget strives to achieve the goals the Board has directed including; maintaining student access by minimizing tuition increases, improving retention as outcomes become more and more important, controlling increases where possible to strategically manage enrollment, plan for the 2008 Bond investment as funds become operational in those facilities, continue a long-term view on financial stability for the District, and find new ways to do business in ever-changing climates. Dr. Pulliams reiterated that the current Governor's budget Community College Support fund is \$410 million and requests are being made to lawmakers to increase that to \$425 million. He said that additionally the State Board of Education also had its first reading of a proposal to cap newly funded FTEs which will eventually impact PCC and that he expects passage of the for the second reading and that the final impact will be unknown until the legislature makes its final decision about the percentage of annual growth and the base year for that decision. Dr. Pulliams reported this will reduce state support funding for PCC in the short and the long-term and would increase pressure to raise tuition to meet budget shortfalls adding he has directed staff to minimize tuition increases as much as possible. He reported that other Oregon community colleges have already increased tuition greatly, capped enrollment, and added surcharges in an attempt to stabilize budgets and keep their doors open.

Dr. Pulliams reported that effort has been made to provide a transparent budget planning process to staff and faculty district-wide through Budget 101 presentations and President's Budget Forums. He added that the Budget Planning Advisory Committee (BPAC) has been meeting monthly since October.

Dr. Pulliams said he has also appointed an Entrepreneurial Advisory Council that will do long-term planning over the next biennium that will identify and report on areas where even more efficient and creative ways the college can manage resources and do business.

Budget Development Assumptions

Mr. Chung reported that along with specific information around budget assumptions in the upcoming proposed budget Ms. Chevalier would review efficiencies achieved during the current biennium.

Ms. Chevalier presented information to explain the General Fund and revenue assumptions in preparation for presentation of the complete budget document and Resolution that would be presented to the Board at the April Board meeting. She reported that reduced or flat property tax revenue along with reduced state support make tuition increases necessary for resident as well as out of state and international students. She added that efforts would be made to keep increases as low as possible but that enrollment would need to be carefully monitored to maintain an appropriate amount of funding from tuition. She explained how margin (tuition funded) enrollment is used and how it will fit into funding operational costs for the new square footage from the 2008 Bond projects. She explained how expenditures for personnel in projections for some of them can't be determined for this budget proposal. Ms. Chevalier reported Dr. Pulliams selected participants for the President's Entrepreneurship Advisory Council that will identify initiatives that will generate revenues for the College. Ms. Chevalier reported that new expenditures include support for the new accreditation process, supplies and services for district sustainability, providing required captioning services to PCC media and videos, lease of space for TSS staff needed to support additional enrollment, restructuring the District President's area, relocation of the Grant's Office and support for PCC's 50th anniversary.

Ms. Chevalier then reviewed themes of the 9 – 12 pages of budget efficiencies that have been implemented by campuses and departments throughout the College. She said that some of the most prevalent themes included; reduction of paper, web-based time sheets, the Go Print student print management system, energy use reduction, higher utilization of network printers, process changes, utilization of work teams, classroom utilization including longer open hours and many, many more creating annual savings of \$7 million in for PCC.

Ms. Chevalier reported as the Board has directed the ending fund balance remains above 7%. She added that issues that would impact budget planning include the state support fund, the impact of contract negotiations, enrollment, and the funding formula growth committee outcomes. She then highlighted some of the 18 budget funds that will have significant changes including; increased student financial aid fund to accommodate the new direct lending process, increased student activity fund due to enrollment growth, capital construction fund reductions due to spend-down of 2008 bond funds, increased costs for

campus parking permits and parking operations mitigation resulting from 2008 bond project impacts.

Ms. Chevalier reviewed the planned completion process for the 2011-2013 biennial budget: Board approval at the April Board Meeting; to the Multnomah County Tax Supervising and Conservation Commission (TSCC) for public hearing, approval and certification in May, to the Board for adoption at the June Board meeting.

Board Budget Discussion

Director Palm asked of the student population paying out of state tuition what percentage are out of state students and what percentage are international students. Dr. Chairsell responded the split is nearly 50/50 with about 600 students out of state and about 623 international. Dr. Chairsell explained that out of state tuition applies to those who are not living in states contiguous to Oregon and international tuition is the same as out of state to offer competitive cost to other regional institutions.

Director Frisbee asked if there is a sense of health insurance cost increase percentage. Mr. Chung responded that the Oregon Education Benefit Board (OEBB) has not announced cost increases for the upcoming year but in conversations Jerry Donnelly said he expects the increase would be closer to 10% as opposed to the 25% increase for the past couple of years.

Director Frisbee asked for a ballpark range of the annual cost for PERS Retirement increases in light of the fact it is being paid primarily out of reserves. Ms. Chevalier responded the increase is about \$6 million per year. Mr. Chung added that the investment market has rebounded somewhat making that level of continued increase less likely but if PERS cost does continue to increase at that level and state support funding remains at a low level an \$8 tuition increase could be needed to cover that cost.

Dr. Pulliams reminded the Board that in an effort to be conservative and proactive around reduced state funding the proposed 2011-2013 biennial budget planning has been based on \$400 million state support. He thanked Ms. Chevalier and Mr. Chung for their efforts in preparing the budget and the transparent process as they have worked with faculty and staff. He also thanked those serving on BPAC for their dedication, input and support throughout the process.

Public Comment

none

Adjourn College Budget Committee and Reconvene as Business Session

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

Other Reports:

Michael Morrow, Faculty Federation President, reported that on March 7, 30 members from the Faculty and Academic Professional Federation along with the Classified Federation met with legislators in Salem and conduct a rally at which a number of state officials spoke. He also reported he believes Federation support of Senator Devlin for last fall's election could result favorably in Joint Ways and Means Committee's Community College Support Fund recommendations. Mr. Morrow added that in addition to SB242, Faculty and College Excellence (FACE) legislation introduced by Representative Dembrow regarding increasing part-time faculty benefits is of concern to the Federation.

Mr. Morrow expressed concern that over 80 Academic Professionals working in the JOBS programs at Metro and Willow Creek would soon receive pink slips as state funding for that program is cut by the governor. He added that the Federation had held two meetings with those employees to explain their rights are under the current contract, if possible find ways to restore funding, and to provide information about what they might expect over the next three or four months.

Mr. Morrow reported that in a vote of the membership 11 delegates were selected to attend the state convention in Bend in April and that 8 of the 11 serve on the bargaining team. He added that the Federation will introduce a resolution at the state conference that calls on all educators, to the maximum degree possible, to provide accurate economic and political information to our students to create a better informed electorate. He also noted the Faculty Federation website has been updated making it more accessible, user friendly and informative. He added that upgrades the website would continue over the next six months.

Phil Gilmore, Classified Federation President, reported that the March 7th trip to Salem to talk to lawmakers about the community college budget and the JOBS Program was a first time event for some Classified Federation members and that meeting with their representatives was valuable and some of those members are now encouraging other bargaining unit members to contact their representatives through e-mail or phone calls.

Mr. Gilmore said the Classified Federation will sponsor a fishing event for children with disabilities at Salmon Creek Park Washington in April. He also reported that two federation members, Deborah Hall and Elizabeth Strew, were nominated by their peers for the AFTPSRP Everyday Heroes Award and that Elizabeth Strew was selected as one of the top five nominees. Mr. Gilmore

added that three delegates will attend the AFT National PSRP in Las Vegas and eight delegates will attend the AFT Oregon Convention in Bend in April.

ASPCC Student Representative, Paula Barreto, reported several student events and projects including an alternate spring break trip to Washington, D.C. to lobby Oregon's congressional delegation and senators regarding federal financial aid, veteran's benefits for students, investing in green technology to boost green jobs in Oregon, The D.R.E.A.M. Act, and some health care issues. She added that students would carpool to Salem on March 24th to lobby and participate in the community college budget hearings.

Ms. Barreto reported the Student Activity Fee (SAF) supported Green Initiative Fund (TGIF) initiatives funded this year that help the College meet the Climate Action Plan included: installation of water bottle filling stations at each campus to promote drinking tap water and reduce the number of plastic bottles in waste, improvements to the Sylvania and Rock Creek Campus Learning Gardens; providing solar equipment for a Sylvania Campus Science Class; and providing an Eco Roof bike cover at Cascade Campus.

Ms. Barreto congratulated Fredrick Olson for being selected as the All USA Century Scholar for Oregon. She said throughout the district student leaders are making great strides to better serve the student body through the various committees on which they serve and through the partnerships that they have developed with staff and faculty over the last few months. Ms. Barreto reported on March 5th as the final event for this year's leadership team, ASPCC hosted the first annual ASPCC student leadership Conference that was open to all PCC students. She added that student leaders district-wide partnered with staff and faculty to present 18 workshops and the feedback from participants indicated they found the event had been very valuable to them.

District President Report:

President Pulliams thanked Directors Harper and Frisbee for attending the Legacy event sponsored by the foundation. He added that a few weeks ago a retired faculty member gave a \$5,000 gift to the scholarship fund and at the Legacy event she pledged a legacy gift of \$40,000 to the college scholarship fund.

Dr. Pulliams advised the Board it is time to consider nominations for the Patron Award and suggested they consider the Miller Foundation for their donations over the past three years in the form of new scholarship donation challenges that have resulted in a total of \$1.8 million in new scholarship funding with \$640,000 of that from the Miller Foundation.

Dr. Pulliams said Director Pitts absence from the meeting was because he is attending the ACCT Trustee Leadership Training in Las Vegas.

Dr. Pulliams noted that he has charged the College Advancement Office to work with Multnomah County Election Office and the Portland State Center for Population Research on redistricting of Board Zones due to 2010 population census and that completion of the project is expected in November 2011.

President Pulliams congratulated Director Harper for his nomination to the Pacific Region Board of ACCT as At Large Member. He also reported that Director Harper and he have been invited to attend the Western Region White House Summit for Community Colleges in San Diego in April.

Dr. Pulliams congratulated the eight PCC students on being chosen as part of the 40 member 2011 All Oregon Academic Team for Oregon Community Colleges. He congratulated Paula Barreto as being one of the eight PCC students selected that will be honored at the State Capitol on April 21st.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:20 PM.

NEXT MEETING

The next business meeting of the Portland Community College Board of Directors will be held on April 21, 2011 at 7:30 PM in Moriarty Arts and Humanities Auditorium at the Cascade Campus.

David Squire, Board Chair

Dr. Preston Pulliams, District President

Prepared by:

Lorna J. O'Guinn
Assistant to Board of Directors

Minutes approved on April 21, 2011