

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

MINUTES

BOARD OF DIRECTORS BUSINESS SESSION
Southeast Center, MTH 143/144
June 16, 2011

BOARD ATTENDANCE

Board Members Present:

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

EXECUTIVE SESSION

The Board of Directors convened an executive session for Employment of a Public Official, Labor Negotiations, Real Property Transactions, and Records or Communication Otherwise Exempt from Public Disclosure (Attorney Client Privilege) in accordance with ORS 192.660 (2), (a), (d), (e), and (f) at 6:45 PM, adjourning at 7:40 PM.

CALL TO ORDER

Chair Squire called the business meeting to order at 7:50 PM and invited all present to introduce themselves.

APPROVAL OF THE MINUTES

The May 19 minutes were approved as published.

APPROVAL OF THE AGENDA

The agenda was approved as published.

INFORMATION SESSIONS

Southeast Center Update

Dr. Craig Kolins, Interim, President, Extended Learning Campus

Dr. Kolins reported Southeast Center has seen 70% FTE enrollment increase over the past four years; 801 FTE in 2007 and 1367 FTE in Fall 2011. He added that in 2007 600 sections were offered and currently 800 are being offered with a fill rate of 86%. Dr. Kolins reported in response to the increased need expansion plans that will bring Southeast Center to a full comprehensive campus will soon be underway. He added that planned class and program additions along with becoming a comprehensive campus will allow Southeast students to not only attend classes but earn credentials without leaving Southeast. Dr. Kolins said

new classes, labs and programs will be added and plans include hiring additional full-time faculty and staff starting next Fall Term.

Director Harper asked if Gateway to College and Project Agree students are factored into the growth numbers. Dr. Kolins replied the credit levels classes for these students were included.

Chair Squire asked which required classes at Southeast have the largest number of students on wait lists. Dr. Kolins responded that Developmental Reading and Writing and Math have huge waiting lists. He added that students who live in the Southeast Center area would rather take as many classes there as possible making classes in many subject areas, including some of the 200 level courses, filled in the first day of enrollment. Chair Squire asked if some of the wait listed students go to other institutions and transfer credits back to PCC. Dr. Kolins responded that students do go to other institutions for some classes and transfer those credits to PCC but the goal is to be able to provide enough sections so students won't have to go outside of Southeast Center if they don't choose to do that.

Legislative Update

Dr. Camille Preus, Commissioner, Community College and Workforce Development Commissioner Preus said state-wide enrollment grew by 16% last year and 5% - 6% so far this year. She also reported that the Community College Support Fund (CCSF) had a high of \$500 million in the 2007-2009 biennium funding but that has decreased significantly with the 2011-2013 Governor's Recommended Budget at \$410 million. She noted with increased enrollment and the reduced state funding student support has been significantly decreased for each student served in Oregon community colleges. Commissioner Preus said the legislature will withhold a little over \$14 million of the total appropriation to be used in the event the state goes back into recession but if that set aside is not completely used any remaining funds will be dispersed into CCSF in the February 2012 Legislative session.

Dr. Preus reviewed PCC and state-wide FTE in various program areas with lower-division transfer having the largest percentage of students enrolled. She said this is an indication more students attend community college for their first two years of higher education and added while the percentage of students currently enrolled in Career and Technical programs is reduced the number of students enrolled is as high as or higher than in the past but the high enrollment makes that percentage appear smaller.

Commissioner Preus reported not all community colleges have settled on amounts for tuition increases but all have reported they will increase tuition between 6% - 10% to be able to provide classes students need with decreased state funding but added the tuition increases will make getting an education even harder for many who need it.

Dr. Pulliams asked Dr. Preus to report on the status of the Oregon Investment Board, SB 909. Dr. Preus reported SB 909 is the Governor's reform bill for investing the state's General Fund resources in education from early learning through adulthood that would be governed by an Education Investment Board. She said to date 13 amendments have been added in an attempt to create a bill that the legislature would pass. Director Harper asked how the Education Investment Board would be chosen. Commissioner Preus responded the Board would include representation from all five congressional districts and that both the Senate President and the Speaker of the House have been invited to submit at least two names to the Governor for consideration followed by senate approval.

Quality Education Goal

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

Laura Massey said the Quality Education Goal is similar to the past Board Continuous Improvement Goal but more specific in that the new accreditation process at the federal level requires increased and continued focus on assessment. She said part of the challenge was to develop ways to determine if students are receiving a quality education and learning what the College intends for them to learn. She said one way is to look at licensure testing results for students completing Career Technical Programs such as Nursing, Dental Hygiene, Aviation Maintenance Technology and others that require testing for licensure to assure students are qualified to practice the professions they have trained for. She said PCC students perform very well on these tests. Ms. Massey said another way to measure whether or not PCC students receive a quality education is to look at the academic performance of those transferring to four-year institutions. She said many of the students transferring to the Oregon University System have been tracked and found to be not only competitive but have slightly higher GPAs than continuing students at universities. She added this is particularly significant because PCC is an open access institution that accepts students at all levels of academic attainment where universities only accept students that meet their admission standards. Ms. Massey said Dr. Chairsell would speak on PCC's internal assessment of learning.

Dr. Chairsell introduced Shirlee Geiger, part-time faculty member in Philosophy and Chair for the Faculty Learning Assessment Council that is tasked with determining the best assessment process within PCC for learning. Ms. Geiger reported that in 2008 Dr. Chairsell convened the first year of the Faculty Learning Assessment Council tasked with determining how well PCC is meeting the continual improvement accreditation requirement. She said the council visited other community colleges, attended conferences, invited speakers, did research, and read books on the subject to prepare their recommendations for PCC. The council determined that some of the evaluation would be difficult to measure because results would not be apparent until students left the College. Additionally, the council found that some of what they were being asked to do they were already doing and they just needed to develop a process for reporting

on it. At the end of the year a faculty-owned, faculty-led assessment process was proposed by the committee they believed would best implement changes and improve instruction district-wide adding that proposed changes could be customized for each subject area. She added that part of the process for the 2009-2010 implementation year was to identify and report on not only what was being done well but what was not being done well and develop plans for the second year. She said the 2010-2011 process included reporting on how the past year's plans worked with respect to PCC's core outcomes and begin the next cycle. She said that last November 40 faculty from across the district gathered to review the Subject Area Committee (SAC) reports, identify strengths and weaknesses in them and send their comments about their plans back to the SACs making this a very collaborative process. Other support components to this process include a Program Assessment for Learning (PAL) group, training in a Critical Friends Group at Lewis and Clark, coaching and workshops.

Dr. Chairsell complimented Ms. Geiger and the committee's work that will continue to be used to improve teaching and learning.

Oregon Sustainability Center

Dr. Craig Kolins, Interim President, Extended Learning Campus and Dr. Linda Gerber

Dr. Pulliams asked Dr. Kolins and Dr. Gerber to report on their findings regarding the Oregon Sustainability Center (OSC) that PCC is considering participating in. Dr. Gerber reported the OSC is envisioned to house Oregon's leaders in sustainable business, government and education and that Oregon, particularly Portland, is seen as a leader in the sustainability movement especially in the areas of the building environment. She added that other partners in developing and funding OSC include the Portland Development Commission, Oregon University System and City of Portland. She added the OSC groundbreaking is projected to be December 2011 and the six or seven story high building is envisioned to be the first large-scale urban building to pursue a triple net zero performance; net zero in energy use, net zero in water use and net zero carbon emissions. She added that the building will be, located near Portland State University, serviced by bus, light rail, street car transit services, and will be a laboratory for green technology. Dr. Gerber added that the building's opening is anticipated in 2013. She said PCC has been engaged in discussion about creation of OSC since 2009 and that PCC administrators served on the steering committee and along with faculty were involved in design of the function of the building and the OSC Board has expressed interest in PCC establishing a presence and a role in the building because of the part PCC plays in providing access to education and emerging jobs in sustainability and green technology. She said at Dr. Pulliams commissioned a whitepaper workgroup chaired by Dr. Gerber and Dr. Kolins. Dr. Gerber said at Dr. Pulliams' direction the whitepaper summary was created and provided to the Board about PCC's possible role in OSC. Dr. Gerber reported the whitepaper presents four core recommendations the workgroup felt PCC is uniquely positioned to provide that clearly fall within PCC's mission.

Dr. Kolins said when writing began on the whitepaper consideration was given to identifying parameters that would benefit PCC as an institution and would be consistent with the College's vision and mission, PCC offerings at OSC would be in alignment with what the College already does, anything recommended would meet the need of both credit and non-credit students, all PCC populations must be served, and PCC must maintain control and decision-making authority for any programs PCC offers in the building as well as anything the College works on.

Dr. Gerber listed the four core opportunities the workgroup identified for OSC; a careers in sustainability resource center, a small business development center, noncredit green living and horticulture classes for community members, and a professional development program for CTE teachers and faculty.

Dr. Pulliams said the project is in the planning stage and PCC would like to take part in it but that decision has not been definitively made. He commended both Dr Gerber and Dr Kolins for their leadership in exploring this opportunity.

PCC 50th Anniversary Celebration Video

Kristin Watkins, Associate Vice President College Advancement

Ms. Watkins reported that over the past year a college-wide committee has been making plans for PCC's 50th celebration that will begin with Fall in-service. She said the committee has been enthusiastically working to produce a celebration that will give back to the community that has so generously supported PCC. Ms. Watkins said one project is for PCC staff and faculty to do 50,000 hours of service and that service projects are being identified for anyone who wants to participate. She showed a short video that demonstrated what the theme is, showed the new logo, and ended with the celebration slogan "Opportunity – Then. Now. Always.". Ms. Watkins acknowledged Katherine McDonald for being the event coordinator and Russell Banks and Jennifer Boehmer for carrying the charge to pull everything together to make it a very memorable year.

PUBLIC COMMENT ON AGENDA ITEMS

None

Adjourn Business Session and Convene as College Budget Committee in Accordance with ORS 294.406 (1)

2011-2013 Approved Budget Overview

Dr. Preston Pulliams, District President

Dr. Pulliams said this is the final action for the College Budget Committee for this year and that Resolution 11-133 to adopt the PCC 2011-2013 biennium budget and declare district property tax levies for the biennium is included in the consent agenda for approval. He reported the Ways and Means Committee has approved the Community College Support Fund (CCSF) budget at \$396 million and the budget is expected to be passed by the legislature and will then signed by the

Governor. Dr Pulliams said an additional \$15 million was held back. If the economy recovers then these funds will be released back into the CCSF in February 2012 bringing the CCSF level to \$410 million. Dr. Pulliams said PCC will stay on-course with the budget assumptions previously reported and will cover the shortage with operational adjustments. He added the budget resolution contains no significant changes from the Board-approved budget in April, except the change in the beginning fund balance. Dr. Pulliams said additional tuition revenue from spring 2011 from increased enrollment and less than expected expenditures than in the past have increased the ending fund balance and will help stabilize financial uncertainties for the College. He said the possibility of a temporary tuition reduction from \$3 tuition increase per credit down to \$2 is being explored for possible implementation in the second year of the biennium (FY 2012-13). He added if that seems plausible it would be brought before the Board for approval by resolution. Dr. Pulliams asked Wing-Kit Chung and Cherie Chevalier to report on the 2nd 2009-2011 supplemental budget.

2009-2011 Supplemental Budget Amendments

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

Mr. Chung reported Resolution 11-134 that addresses unforeseen budget changes including onetime \$15 million maintenance of effort allocation that may occur at the end of this fiscal year. He added that PCC's share of the funds would be a little over \$4 million that must be expended before June 30, 2011. He asked Ms. Chevalier to report on the supplemental budget.

Ms. Chevalier reported PCC tuition and enrollment was up due to increased enrollment and expenditures decreased which resulted in an increased ending fund balance. She added this is particularly beneficial because of the increases in PERS in FY 14 biennium. She said PCC's \$4 million share of the maintenance of effort allocation was added to the supplemental budget because if it comes to PCC it must be expended in the current budget year. Ms. Chevalier said margin enrollment dispersal has also been included and contingency funds are included to assure individual budgets are not overspent at the end of the budget period.

Public Comment

None

Adjourn College Budget Committee and Reconvene as Business Session

Director Harper proposed approval of Resolutions 11-118 through 11-134. The motion passed unanimously.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Dr. Pulliams provided information to the Board that Mr. Worth's report would be in response to a request he made to student government earlier in the school year to do a survey of students and conduct vigorous discussion regarding their mission as it relates to the election vs selection process for choosing student government leaders along with other questions regarding student government. He thanked the students for their effort and commended their hard work in gathering the information. Dr. Pulliams then asked Mr. Worth to report their findings to the Board.

Tom Worth, 2010-11 Cascade Campus Director of Legislative Affairs said he also sat on the District Student Council (DSC) and the Committee on Student Leadership Analysis. He reminded the Board that last year two students addressed the Board regarding how student leaders are chosen and in response the DSC conducted forums and concluded the selection process should be continued. Mr. Worth reported that in December 2010 in a letter Dr. Pulliams requested the student leadership answer a series of questions regarding the Student Leadership Program. He said Dr. Pulliams asked that students (ASPPC members as well as non-members), faculty, and staff district-wide be involved in providing responses to the questions. Mr. Worth said the Committee on Student Leadership Analysis was formed. He added that the committee consisted of the Legislative Directors from each campus working closely with help from PCC staff including Dr. David Rule, Dean Narce Rodriguez, and Dr. Ron Smith. Mr. Worth said a survey was developed and posted on MyPCC that had 923 respondents. He said the results of the survey were carefully evaluated and the committee responded to each of Dr. Pulliams' questions and included a series of recommendations in an extensive report that has been provided to the Board and Cabinet for their review. He summarized some of the findings including; continuing the current student leader selection process, increase communication among students and student leaders through an on-line student newspaper and increased use of MyPCC tools. He asked Dean Narce Rodriguez to respond to any questions the Board might have.

Ms. Rodriguez spoke to the hard work the student leaders did to conduct the survey and then put the results of that survey in the report. She also thanked Dr. Rule, Dr. Smith, Dr. Chairsell, and Laura Massey for their assistance with the project. She complimented Mr. Worth for his leadership role in the project and for preparing the survey report for future student leaders to use. She also acknowledged Paula Barreto and congratulated Ms. Barreto and Mr. Worth for graduating PCC.

Director Harper asked what the next steps will be. Dr. Pulliams replied the Cabinet will carefully review the report and implement the students' recommendations as is appropriate.

Other Reports:

Michael Morrow, Faculty Federation President, reported that he is retiring but intends to continue at PCC in adjunct instructor capacity and will continue to serve as President of the Faculty Federation. He said he had loved every minute of his 17 years of working at the College. He commended the new system for assuring instructors turn grades in on time because of the serious ramifications for students on financial aid of posting grades late.

Mr. Morrow noted Rowan Wolff, PCC Sociology Instructor, is very ill and needs a heart and lung transplant that will have \$25,000 out of pocket expense for the surgery. He said the Federation voted to put up \$2,000 toward those expenses and offered that as a challenge to other members who donate another \$2,600 individually toward those expenses. Mr. Morrow invited anyone else who would like to help to do so. He also invited anyone who would like to know more about Ms. Wolf's journey to read her blog.

Mr. Morrow said the annual Federation planning retreat will be September 23 and he invited Dr. Pulliams and the Board to lunch on that day.

Mr. Morrow also reported that funding cuts to DHS have resulted in eight layoffs at Metro and 11 at Willow Creek; considerably fewer than were anticipated a few months ago. He commended the legislature for restoring some of the funding and he hopes more will be restored but anticipates about 25 people will have lost their jobs due to the funding loss by the end of summer. Mr. Morrow said one goal for bargaining is to find ways to provide professional development opportunities that can help APs, especially those whose jobs are funded with soft money, to have access to open AP positions. Mr. Morrow also reported that 12 classified staff and three managers have been laid off due to the DHS funding cuts. He concluded his report with an extensive suggested summer reading list.

Phil Gilmore, Classified Federation President, reported that bargaining continues but will not be finished by the end of June so classified staff will be working without a contract beginning July 1. He said the classified retreat would be at Sylvania Campus this year. Mr. Gilmore also reported the Classified Federation has been working on training for lead workers, a company has been selected to provide the training and curriculum is being developed and should be ready in August.

ASPCC Student Representative, Doug Taylor, reported he had been selected to serve as Interim DSC Chair through Summer Term. He said the 2010-2011 DSC had a productive transition meeting for outgoing and incoming members on June 3 to prepare for next year and that Paula Barreto, outgoing DSC Chair, stressed the importance of maintaining open and transparent communication between the students, non-instructional staff and faculty to ensure that changes in PCC policies are vetted district-wide in appropriate time frames. He said the survey and analysis of the Student Leadership Development Program indicated there is a need to improve communication between all four campuses, as well as

between the ASPCC, the District Student Council. Mr. Taylor added that the valuable work of this year's DSC should be used to pave the way for future student leaders. He concluded his report by congratulating PCC graduates.

Board Reports:

Director Palm expressed gratitude at being re-elected and that it is her honor and privilege to serve on the Board for the next four years.

Chair Squire reported nearly 900 students graduated this year and he enjoyed seeing all of the students and shaking their hands. He also congratulated staff for their efforts in making it happen so successfully.

District President Report:

Dr. Pulliams thanked Dr. Chairsell and faculty and staff for planning and implementing this year's very successful commencement that saw a record number of students graduate or receive certificates. He also thanked Chair Squire, and Directors Harper, Frisbee, Palm and Palmer for attending. He also congratulated Vice Chair Harper on his nomination for the 2011 ACCT Outstanding Trustee Award. Dr. Pulliams concluded his report by reminding the Board the July Board meeting has been moved to July 14th.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:35 PM.

NEXT MEETING

The next business meeting of the Portland Community College Board of Directors will be held on July 14, 2011 at 7:30 PM in the Board Rooms at Sylvania Campus.

David Squire, Board Chair

Dr. Preston Pulliams, District President

Prepared by:

Lorna J. O'Guinn
Assistant to Board of Directors

Minutes approved on July 14, 2011