

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

MINUTES

BOARD OF DIRECTORS BUSINESS SESSION
Cascade Campus, Moriarty Arts and Humanities Auditorium
April 19, 2012

BOARD ATTENDANCE

Board Members Present:

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

EXECUTIVE SESSION

The Board of Directors convened an executive session for Real Property Transactions, Information Exempt From Public Disclosure (Attorney-Client Privilege) and (Litigation (in accordance with ORS 192.660 (2), (e), (f), and (h) at 6:45 PM, adjourning at 8:10 PM.

CALL TO ORDER

Vice Chair Frisbee called the business meeting to order at 8:20 PM and invited all present to introduce themselves.

APPROVAL OF THE MINUTES

The March 1 and March 15, 2012 minutes were approved as published.

APPROVAL OF THE AGENDA

The agenda was approved as published.

INFORMATION SESSIONS

Government Finance Officers Association (GFOA) Distinguished Budget Award

Jim Langstraat, Associate Vice President, Finance

Dr. Pulliams presented the GFOA Distinguished Budget Award to Mr. Langstraat on behalf of the accomplishments of the Budget Office. Dr. Pulliams introduced Budget Office staff in attendance and commended their continued efforts.

Cascade Campus Update

Dr. Algie Gatewood, Cascade Campus President and John Saito, Division Dean, Allied Health, Emergency and Legal Services

Dr. Gatewood reported enrollment increases of 65% in FTE and 45% in head count that bring enrollment for Cascade Campus to about 23,000 students. He

noted that two of Cascade's All Oregon Academic Team members, Julie Davenport and Doug Taylor have created a bicycle rental program that allows Cascade Campus students to rent bicycles to use for their transportation to and from school. He also noted that Mr. Taylor has been nominated to receive a Ford Scholarship.

Dr. Gatewood also noted the 50% reduction in crime on and near Cascade Campus through efforts of Lieut. Mike Leeloff, Commander of North Portland Police Precinct, Derick Foxworth, Lieutenant PCC Public Safety and others. Dr. Gatewood asked John Saito to report on the emergency simulation vehicle a valuable learning tool that PCC students and others now have available.

Mr. Saito reported acquisition of the emergency simulation vehicle was a three-year project in partnership with Oregon Health and Sciences University (OHSU), Oregon Institute of Technology (OIT), and Washington County Department of Emergency Medical Services Office of Health and Human Services. He said the simulation vehicle provides PCC students a valuable educational experience where they interact with simulation mannequins how to respond appropriately so when the time comes for them to apply in real life they are well prepared. He said simulation learning is a three step process; orienting students about what to expect, conducting simulations, and debriefing the simulation exercise. Mr. Saito added that the simulation vehicle was designed and built to be self-sufficient allowing it to be successfully able to be useful in remote rural areas.

Annual Workforce Analysis Report

Claire Oliveros, Interim Director, Affirmative Action and Equity

Dr. Oliveros said the annual workforce analysis report is a compliance tool that helps PCC uses in its goal of reaching parity for underrepresented groups that offers an opportunity to analyze, reflect and advance diversity in hiring and to summarize and respond to the issues and challenges impacting and affecting hiring diversity at PCC. She added that the report is based on relevant labor areas for race and gender representation that PCC hires its employees from. She also reported on specific categories of jobs and classifications of PCC employees in which employment parity has been achieved and where work continues in the effort to reach parity based on workforce availability in the College's region. Dr. Oliveros reported that four PCC Campus Diversity Councils have been created to help align and guide campus based efforts with focus on reported district-wide efforts include; proposed implementation of a Chief Diversity Officer position, continuation of the Faculty Diversity Intern Program, exploring a "Special Hire" process for faculty hires, continuing the district-wide "Courageous Conversations About Race" training, implementing campus-based strategic plans focused on campus climate, recruitment and retention of diverse faculty and staff, and education programs.

Economic, Workforce and Community Development Goal

Dr. Christine Chairsell, Vice President, Academic and Student Affairs; Laura Massey, Director, Institutional Effectiveness; Pamela Murray, Dean, Workforce,

Economic and Community Development; and Connie Plowman, CLIMB interim Executive Director

Ms. Massey reported that PCC's 32,000 strong Career and Technical Education (CTE) students represent 27% of the college's total FTE and come from a wide range of education and age. She added that PCC offers 140 different CTE major, degree and certificate combinations. Ms. Massey said tracking 2009-2010 CTE completers using state level wage matching record information indicated a high percentage of those completers were employed in jobs paying an hourly rate of \$18.94 - \$19.91 during some or all of the year following graduation. She added that a difference between completers graduating in years of stronger economy was more of the 2009-2010 cohort was found to be working multiple jobs but a benefit of the current economy is that about 5% more of those graduates went on to pursue university degrees.

Ms. Plowman reported the CLIMB Center for Advancement was launched in 2009 as a revenue generating, self-supporting arm of PCC that provides a wide variety of customized training solutions for business and government agencies district-wide. Ms. Plowman said CLIMB operates in five areas of focus; professional development and training, health professionals, the Small Business Development Center (SBDC), technology specialists, and Life by Design NW. She added that CLIMB is operated by 26 on site employees and has 21 classrooms and meeting rooms. Ms. Plowman said one of Dr. Pulliams goals is to expand CLIMB's business development programs district-wide and she described how CLIMB plans to meet that goal through careful alignment of products and services to the business community, increasing visibility in the business community through conferences and events, and the launch of new informational videos on the CLIMB website. She added that over the past year CLIMB served 8,296 students, generated revenue of \$3,165,181, and was able to return \$301,653 to the General Fund. Ms. Plowman described CLIMB's strategic goals that are based on PCC's Board goals and include generating annual revenue of \$5 million within the next three to five years.

Ms. Murray reported that two hubs of the Workforce, Economic and Community Development Division are Portland Metropolitan Workforce Training Center (PMWTC) and Willow Creek Workforce Development Center (WCWDC) whose primary services are training, job development and job placement. She said district-wide programs include Community Education that provides non-credit classes in a wide variety of areas and Career Pathways that serves dislocated workers with short-term training and certificates needed to get back into the marketplace. Statewide efforts include the Healthcare Oregon Pathways to Employment (HOPE) and the recently concluded Health Information Technology (HIT) Grants that help students get short-term training in the health care fields. She said the majority of funding for the Workforce, Economic and Community Development Division comes from grants but the Community Education Program is self-supporting. Ms. Murray reported over the past three years Community Education served an annual average of 28,000 students and the Workforce Development Department placed over 3,000 people in jobs over the past year.

She said the Workforce, Economic and Community Development Division is constantly on the lookout for new creative opportunities to serve their student populations.

Achievement Compacts

Dr. David Rule, Rock Creek Campus President; Christine Chairsell, Vice President, Academic and Student Affairs; Wing-Kit Chung, Vice President, Administrative Services

Dr. Rule reviewed the Education Achievement Compact documents included in the Board packet. He explained that the *Portland Community College Achievement Compact for 2012-2013* is PCC's data on the reporting document that will be used by each Oregon community college to report information specific to each community college. He said items of significance in the *preamble* are that Achievement Compacts are between the Oregon Educational Investment Board (OEIB) and each community college Board of Education additionally the aspiration to achieve 40-40-20 appears to have now become a goal. The *Guidance for Completion of Achievement Compacts for 2012-13* states, among other things, that achievement compacts need to be completed by June 30, 2012, they have become a required part of budget planning, this year there is some leeway in reporting outcome projection expectations but not for 2012-2013 targets, and the report can only be signed by the Board Chair. He reported that question 3 in the *Community College Achievement Compacts Critical Questions* document regarding Achievement Compacts link to state funding states that will be addressed in the governor's 2013-2014 budget proposal.

Dr. Chairsell reported the date for completion of PCC's Achievement Compact for 2012-2013 and presentation to the Board would be June 8th. She added that the targets in the report will provide PCC a course for determining the college's role in achieving 40-40-20 over the next few years but preparing the report it will be very important that PCC has a well thought through legislative strategy in place to when state funding becomes connected to Achievement Compacts. She added as regards degree and certificate completion Education Advisory Council (EAC) will continue their efforts to identify workable solutions.

Mr. Chung reported PCC's budget for 2012-13 has already been approved as part of PCC's biennial budget process making the requirement for inclusion in the 2012-13 budget a question. He said clarification was sought from OCCA and the governor's office and was advised that a Budget Committee process could be used in off years such as this one so the Board, as the Budget Committee, can adopt by resolution the Achievement Compact at the June 21st Board meeting. He added that to meet reporting deadlines this action would then be followed by the Board's approval of the Achievement Compact at that Board meeting.

PUBLIC COMMENT ON AGENDA ITEMS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

Vito Zdanys, Part-time Faculty, said he and about 30 other part-time instructors were in attendance because in 2009 a miscalculation was made by Human Resources on pay for part-time instructors teaching classes requiring student conferences. He said those 228 instructors are now being asked to pay back that wage overpayment even though they were unaware they were being overpaid. He said repayment would create a hardship for these instructors as many of them live paycheck to paycheck. He added that he is one of the instructors facing repaying \$7,000 and some of them are facing repaying over \$8,000. Mr. Zdanys said to him this is a moral issue. He understands that miscalculations happen but said it was not the part-time faculty who made it and he does not believe they should have to bear the hardship repayment would cause.

Laura Robbins, Part-time Writing Instructor at Sylvania Campus said part-time instructors teach without guarantee that classes they agree to teach will not be dropped due to low enrollment. She said that when this happens she is not paid and the College expects her to recover and keep going. She added that since most of the English Department faculty are part-time they are all in the same position. She said to be presented with the unexpected \$6,500 debt with the explanation that paying it back is being responsible to taxpayers is ironic since it is from an institution that doesn't guarantee her much employment. She said the debt repayment notification was done without consulting the union who is their advocate in matters such as this.

Remaining speakers relinquished their time in the interest of the late hour to Faculty Federation President Michael Morrow.

BUSINESS MEETING

Director Squire proposed approval of Resolutions 12-090 through 12-093. The motion passed unanimously.

Other Reports:

Faculty Federation President, Michael Morrow, asked faculty members in the room to stand while he presented his report on the writing conference miscalculation so the Board could see how many faculty were in attendance. He reported the \$704,000 wage miscalculation affecting 228 writing instructors began in September of 2009 when the payment formula was implemented by Human Resources. Mr. Morrow said the error was discovered in March of this year, the Federation was notified and talks with representatives began. He said the Federation was surprised when management bypassed the Federation and notified affected instructors of the overpayment, a possible contract violation. He added that resolution of this action is being sought but has not yet been determined. Mr. Morrow read comments from some of the affected instructors that expressed frustration at being asked to repay the overpayment in light of the hours of uncompensated hours with students that they do for the College; concern over immediate pay cuts resulting from correcting the formula miscalculation compounded by having to repay the overpayment to correct the

mistake; and comments from some already facing financial challenges for whom this will create more hardship.

Mr. Morrow pointed out that Writing courses are required for nearly all PCC students earning degrees and certificates and part-time writing instructors make up 15% of all PCC part-time faculty making them crucial to the College in helping provide students the communication skills they need to succeed when they leave PCC. He said with continued work by the Federation and College management he believes a solution can be reached. At the conclusion of his report the 30-40 part-time faculty in audience who stood during Mr. Morrow's report clapped.

Dr. Pulliams thanked Mr. Morrow for his statement. He told the faculty members in attendance that administration appreciates the work that they do and recognizes the role they play in the success of PCC's student. He also assured them no decision had been reached regarding the overpayment issue and that work with the Faculty Federation to reach a fair and just resolution.

Classified Federation President, Deborah Hall, pledged support of the part-time faculty and the Faculty Federation in resolving the overpayment issue.

ASPPC Student Representative, Liliana Luna Olalde, Chair, District Student Council expressed support for the Faculty Federation in resolving the overpayment issue. She then reported that student events over the past month included \$1 barbecues at all campuses and Southeast Center that served over 1<500 students; district-wide voter registration for over 2,000; district-wide student book sales; and club fairs at all campuses and Southeast Center. She added that upcoming events include Semana de la Raza and the 60s themed end of the year party.

Board Reports:

Director Frisbee reminded the Board to review the timeline for the District President search and the letter regarding the search advisory committee. She said a RFP for search consultants has gone out and candidate firms will be selected to present to the Board at the May Board meeting. She added that questions regarding that process should be directed to her, Director Palm, Chair Harper, President Pulliams, or Neal Naigus.

District President Report:

President Pulliams called Kristin Watkins forward to update the Board on the May 19th Gala with anticipated proceeds of \$200,000 for scholarship.

Ms. Watkins reported 500 guests are expected for the 50th Anniversary Gala and that of the 50 tables available 40 have already been sold. She added that tickets for individual seats are available on line. She said sponsors for the event include the Lottery, Solar World, Miller Nash, Bank of America, Northwest Natural Gas, Vigor and others.

Ms. Watkins also mentioned new gifts to the foundation including funding for three scholarships; \$60,000 over the next three years to provide extra support for PCC Future Connect students as they transfer to four year university; \$3,000 scholarships each year to ten Future Connect scholars when they transfer to Portland State University.

Dr. Pulliams called Dr. Chairsell forward to report to on the Board's role for the upcoming accreditation visit.

Dr. Chairsell said the accreditation visit would begin April 30th and would conclude on May 2nd with the accreditation committee's preliminary report out to the College on their findings. She said the accreditation committee would like to talk to Board members and that the accreditation committee chair will determine when they want to have that meeting. She reviewed past accreditation committee recommendations and the College's response to them. She said as the schedule develops around accreditation committee requests the Board would be informed.

Dr. Pulliams concluded his report with the announcement that Director Pitts has worked 162 volunteer hours and his employer would donate \$10 per volunteer hour to the PCC Foundation.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:20 PM.

NEXT MEETING

The next business meeting of the Portland Community College Board of Directors will be held on May 17, 2012 at 7:30 PM in Board's Conference Room at the Sylvania Campus.

Jim Harper, Board Chair

Dr. Preston Pulliams, District President

Prepared by:

Lorna J. O'Guinn
Assistant to Board of Directors
Minutes approved on May 17, 2012