

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

MINUTES

BOARD OF DIRECTORS BUSINESS SESSION
Sylvania Campus, Board Rooms A/B
May 17, 2012

BOARD ATTENDANCE

Board Members Present:

Denise Frisbee, Jim Harper, Deanna Palm, Gene Pitts, Harold Williams

EXECUTIVE SESSION

The Board of Directors convened an executive session for Labor Negotiations, Real Property Transactions, Information Exempt from Public Disclosure, and Litigation in accordance with ORS 192.660 (2), (d), (e), (f) and (h) at 6:15 PM, adjourning at 7:20 PM.

CALL TO ORDER

Chair Harper called the business meeting to order at 7:25 PM and invited all present to introduce themselves.

APPROVAL OF THE MINUTES

The April 19, 2012 minutes were approved as published.

APPROVAL OF THE AGENDA

Dr. Pulliams announced the agenda would be changed slightly in the presentation and selection of the District President search consultant portion to include only board discussion and a board member will report on the status of the search committee in the information sessions. The agenda was approved with those changes.

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**BOARD INTERVIEWS OF PROPOSING SEARCH CONSULTANTS, BOARD
DISCUSSION, CONSULTANT SELECTION AND TIMELINE REVIEW**

Board Interviews of Proposing Search Consultants

Neal Naigus, Assistant to the District President, introduced three prospective search consultant firms to the Board for their consideration in the District President search. Before beginning the presentations Dr. Pulliams disclosed past professional affiliation with Jacqueline Woods of Academic Search.

Chair Harper said each consultant would have 20 minutes to tell the Board why they should be selected to serve as the Board's search agent followed by questions from Board members to the firms. He said at the conclusion of those presentations the decision would be made whether the Board would make the selection at this Board meeting or call another business meeting to make that decision.

Jacqueline Woods, Senior Consultant, Academic Search, reported her firm has 30 years experience providing higher education search consultant services and that searches are tailored to each institution's specific needs. She presented a proposed timeline to reach appointment by March 2013. Ms. Woods assured the Board her firm would bring a commitment to excellence along with the best candidates in the country if her firm is selected.

Dr. Michael Viera, Search Consultant, Community College Search Services, reported his firm conducts recruitment for senior level managers for community colleges only. He proposed a recruitment timeline in which appointment would occur in April 2013. Dr. Viera noted his firm is nearing completion of the recruitment process for the Southeast Center/Extended Learning President. He said if selected as the College's search agent his firm would work with the Board of Directors to fully identify what they are looking for in District President candidates and then continue moving the search forward to attract and keep the best candidates throughout the process.

Diversified Search, Principal, Euris Belle reported her firm has been in operation over 35 years and provides executive search services to higher education and corporate clients. She added that minority and women placement are integral in their services and that Dr. Kim Morrison heads up the higher education portion of Diversified search. Ms. Belle said each search is tailored to meet the needs of the hiring institution. She said that while most of their higher education searches have been for four-year institutions they also have experience with community colleges searches.

Following brief discussion the Board decided to call a meeting the following week to come to a decision about which search firm to select.

Report on Search Advising Committee Selection

Director Frisbee reported she and Director Palm would Co-chair the Portland Community College District President Search Advisory Committee and that Neal Naigus would serve as District staff person. She said the timeline for the District President search has been established and selection of the search advisory

committee participants is nearly complete. She said the search advisory committee is being chosen to reflect district-wide, college-wide representation with diversity of race, gender and district geography as well as campus representation. She said committee members would need to have a demonstrated commitment to the college and respect for the existing institutional culture at PCC, would need to be able to commit to full participation in the nearly year-long process, were able to project a wide array of perspectives, provide diversity of insight, work well with others and take a district-wide perspective. She added that the committee would be tasked to provide advice to the Board as they develop the profile of the District President's position, to assist with reviewing and interviewing candidates and make recommendations to the Board for their consideration as they make their final selection next spring.

Chair Harper thanked Directors Frisbee and Palm for their work and reminded everyone that the final decision regarding the choice of District President resides with the Board of Directors.

INFORMATION SESSIONS

Hewlett Packard Network Audit

Wing-Kit Chung, Vice President, Administrative Services; Leslie Riester, Associate Vice President, Technology and Romeo Carandang, HP Global Services

Mr. Carandang presented a summary report on results of the two-week Portland Community College's Custom ITSM Network Assessment his firm conducted in March. He said the assessment included design analysis, a walk through, a workshop, and a survey. He identified the assessments five major areas; governance and strategy, planning and design, control and transition, continual improvement and automation, and technology and operation. Significant findings were: PCC lacks redundancy in its network system; optimal performance in the operating system cannot be attained because and firmware and software are at least one version behind; growth strategy is weak in part due to architectural design gaps that make it difficult to support future capacity demands and technology; the outdated firmware and software necessitate a district-wide review of security, and safety and operating conditions needs to be performed to address areas of workforce management.

Mr. Carandang reviewed ten recommendations from the network assessment that he said should be acted on first: 1.) Inadequate personnel needs need to be addressed; 2.) IT staff roles and responsibilities need to be better defined; 3.)

3.) Move from best effort to planning and prioritizing work. 4.) Develop good solid processes and procedures. 5.) Proactively document and manage the baseline, changes, upgrades and deviations. 6.) Identify and remove single points of failures of the systems and continue monitoring the system for others; 7.) Fully implement management and autonomous tools. 8.) Provide internal and external training to all IT staff. 9.) Design a robust network for high availability to meet

current and future needs; and 10.) Define security standards that are well understood and communicated regularly. He added that these findings are not out of the ordinary for an organization as large and complex as PCC.

Dr. Riester reported that many of the assessment findings have already been or are being addressed. She added that although the college does not have intrusion detection there are several layers of security in place to protect from sensitive and confidential data loss. Mr. Chung added that reduced state funding and high enrollment makes immediate augmentation of all of Mr. Carandang's recommendations challenging but he assured the board measures are being implemented to keep PCC's sensitive data safe and secure. He added that the alternate data center should be would be operational in the near future that will protect that data for business continuity purposes.

Dr. Pulliams reminded the Board that PCC is dealing with 20% reduction in state funding and 40% enrollment increase over the past four years and that a conscious effort has been made to invest scarce resources into classroom needs but increases in demand for on-line classes are causing a shift in data management needs making additional financial investment in that area more of a priority.

Deletion for Non-Payment

Dr. Christine Chairsell, Vice President, Academic and Student Affairs and Veronica Garcia, Dean, Enrollment Services, Dee Wilson, Bursar
Dr. Chairsell said the new Deletion for Non-Payment (DNP) is a major initiative that would change business transactions and the financial preparation of students attending classes at PCC as well as the college's viability around federal financial aid.

Ms. Garcia reported the Title III FLAIR grant is a five-year grant that was awarded to PCC in October of 2010 by the U.S. Department of Education (USDOE) that provides funding for creating a program to strengthen institutions of higher education and funds comprehensive reform in areas of student retention, completion, institutional management, and fiscal stability. She said PCC is committed to improving financial preparedness of students because students who are prepared financially do better in the classroom. She added that goals of the process include creating effective and efficient financial services and business processes, improving overall service to students, and reducing the PCC cohort loan default rate in a way that does not impede student access. Ms. Garcia said implementation of call centers for bursary, financial aid, and registration allow students to phone in their questions and have someone respond to their questions by a return phone call. She added that web pages have been revamped for easier use and include easy to understand information on payment plans, payment requirements, enrollment policies, enrollment information, and financial aid. She added that an on-line financial aid application process has been implemented that automatically routes completed applications to the right departments for processing saving a lot of time and frustration for

students. Ms. Garcia said DNP is another part of the process that will reduce the number of student accounts going to collections by deleting students who have not made arrangements for paying for classes by payment deadlines which now fall before classes begin. She added that communication to students have been notified in a multitude of ways of the DNP process and its impacts on them and staff have also been notified and trained about what DNP is and how it works.

Ms. Wilson reported many strategies to mitigate the impact of DNP, to ensure student success, and reduce the impact on the college have been put in place. She said using the E-Commerce Suite Touch Net the college is able to provide on-line services for students including a simple to use, easy to read on-line payment plan. She reported that several payment plans have been developed to meet student needs and that fees for that service are nominal. She said other areas being reviewed and redeveloped are late fees and holds in an effort to reduce the number of student accounts that go to collections because it presents a financial barrier to education for students.

Dr. Chairsell said the FLAIR grant funds development of programs that are intended to be replicated by other education institutions. She added that data shows 50% of students who do not start financially prepared will be gone by the end of the term and that PCC's goal is to help by prepare students reach their goal of completion.

Accreditation Update

Dr. Christine Chairsell, Vice President of Academic and Student Affairs
Dr. Chairsell presented a synopsis of the recent accreditation visit report that commended the Board of Directors for their governance, complimented PCC's presentation of on-demand electronic information, and the collegial nature of PCC's report preparation. She said the College received three commendations. The first for governance that is clearly defined, understood, collaborative, supports major college initiatives. The second was for faculty taking an active role in all levels of curriculum development, hiring, and on-going efforts to improve student learning. The third commendation was that PCC's Libraries for keeping PCC's 21st Century libraries moving forward, librarians who are intertwined in PCC student instruction, and faculty who really care about student success. Dr. Chairsell said the accreditation team identified a next step for PCC's 2014 report as the need to develop a comprehensive planning process that uses assessment results to inform the budget. She said the report included favorable findings around three of the five previous recommendations. One was the use assessment of learning to improve teaching and learning that included a compliment of faculty for developing assessment activities that promote reflection and change. They also noted significant progress related to qualified faculty and faculty evaluations. She indicated the last two recommendations were building indicators regarding achievement of PCC's mission; accomplishment and assessment of core outcomes and selection of core themes. She said the Deletion for Non-payment was complimented because it aligns so well with

PCC's core outcomes. Dr. Chairsell said other compliments included one to Ms. Garcia and the Deans of Students for their creation of a framework of outcomes based assessments for student services programs along with their 24-month plan for assessment. Also complimented were financial management and facilities and grounds. She said while the report is not a commendation of the College, compliments for accreditation visits are rare. She thanked Chair Harper and Director Squire for their participation along and Dr. Pulliams for his leadership. She thanked everyone else who gathered information, helped prepare reports, and met with the accreditation team.

PUBLIC COMMENT ON AGENDA ITEMS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

BUSINESS MEETING

Dr. Pulliams asked that Resolution 12-113, Resolution Approving the Memorandum of Agreement with the Federation of Faculty and Academic Professionals be submitted for Board approval.

Director Frisbee proposed insertion and approval of Resolution 12-113. The motion passed unanimously.

Director Williams proposed approval of Resolutions 12-094 through 12-112. The motion passed unanimously.

Other Reports:

Michael Morrow, Faculty and Academic Professional Federation President, said the Federation ends the year with 200 members preparing to attend state, regional and national meetings and conferences. He thanked college staff for working with the Faculty/AP Federation to negotiate a fair and equitable resolution for the overpayment for Writing Conference. He announced this would be his last meeting as Faculty/AP president as his term is ending and Frank Goulard has been chosen as the new president. He said he felt his role as an instructor at PCC was to open doors for students' to learn and explore. He thanked his Federation constituents for their support and thanked the Board for their efforts to work with Federation.

Lillianna Luna, ASPCC Student Representative, reported that ASPCC is hiring throughout the District and plans to have new student leaders in place by the end of the month. She added that one student would serve on the presidential search advisory committee. She said students are celebrating the end of the school year

with a lunch at Cascade Campus. She thanked the Board and Dr. Pulliams for their support over the year. She said students are conducting an on-line parking survey as their final project for the year.

Board Reports:

Chair Harper encouraged Board members to attend the Foundation Board work session lunch on June 14th at 11:30 am. He also reminded everyone the 50th Anniversary Gala would be May 19th.

District President Report:

Dr. Pulliams noted achievement compact resolution would come before the board at the June Board meeting. He reminded Board members of upcoming events including the Southeast Center President forums on May 23rd and 24th and commencement on June 15th at Memorial Coliseum. He commended Michael Morrow for his leadership, passion, energy, and work with students in financial aid and thanked him for his service. He congratulated Ms. Luna on her graduation and wished her well as she transfers to Portland State University.

Dr. Pulliams called Watkins forward to report on 50th Anniversary events.

Ms. Watkins reported Founders week would wrap up on May 18th with a press conference followed by unveiling of the Rock Creek solar array, a picnic with five past PCC presidents and Dr. Pulliams, and unveiling of art crafted by a PCC Welding alum that will be installed at each of the campuses and Southeast Center. She reported the governor proclaimed May 15th PCC Day. She said the Gala would end the week and that 500 guests are expected to attend that event. Ms. Watkins said throughout the week PCC received a great deal of media coverage including radio, television and newspaper.

Dr. Pulliams thanked Ms. Watkins for her leadership in promotion of the College.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:15 PM.

NEXT MEETING

The next business meeting of the Portland Community College Board of Directors will be held on June 21, 2011 at 7:30 PM in Mt. Tabor Hall Room 143/144 at Southeast Center.

Jim Harper, Board Chair

Dr. Preston Pulliams, District President

Prepared by:

Lorna J. O'Guinn
Assistant to Board of Directors
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