

Portland Community College  
**President's Cabinet**  
Wednesday | May 8<sup>th</sup> | 2019  
Sylvania Campus | CC Building Conference Room 233B  
8:30AM - 11:00AM

**NOTES**

**Present:** Cheryl Scott, Karin Edwards, Dina Farrell, Lisa Bledsoe, Katy Ho, Sylvia Kelley, Traci Fordham, Michael Northover, Jessica Howard, Pam Blumenthal, Tricia Brand

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**8:30 am President's Update, Mark Mitsui**

Sylvia Kelley announced the plans for the executive vacancies. A message will go out to the college community later this week. We are still working on interim positions for VP Finance/Administration and DEI.

- Pathways to Opportunity  
Katy Ho thanked folks who helped with the PTO Summit.
  - Legislative Update  
Nothing to report.
  - Re-org discussion  
Don't have final report yet, we will talk to consultants this afternoon.
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**9:15 am Academic Affairs Update, Katy Ho**

- TAPSAG - Transfer Articulation Partnerships Strategic Advisory Group  
This group started almost 2 years ago. This is the clearinghouse for partnerships with other educational institutions. They have been helpful in determining what programs/departments have articulation agreements in place, some of them were campus based.

They have helped determine when a formal partnership is needed and asking questions of the benefit of these partnerships. With Jessica leaving, Karin Edwards will be the campus president representative for this group. They are working on a test rubric which will be shared with cabinet as it gets developed. Pam Blumenthal suggested adding someone closer to the ground to the committee. Tricia Brand suggested getting feedback from the advisors. Michael Northover noted that he learned of a software program at NWACC last week that helps with transfer articulation. If folks reach out for articulation please refer them to the curriculum department.

- Program Review for non-instructional areas  
Spring 2022 is the next accreditation visit from NWCCU. We need to start planning for the visit. The academic program cycle will shift with the budget planning process. Last year will be the last year for the "old" process. The year after, 2020-2021 will start the new process.
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*Ground Rules:*

- *Be present and prepared*
- *Speak your truth and seek to understand*
- *Be open to possibilities*
- *Start on time and end on time*
- *Model collaboration*
- *Electronic devices only used for notes or to refer to handouts that we provide in advance*
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There needs to be a customer satisfaction survey with quantifiable results and recommendations for improvements.

This should give us information by Spring 2022 to show progress and assist in making shaping recommendations. The program reviews would come annually but performed within a template. Katy Ho will bring the templates to cabinet. This needs to stay on future agendas.

Katy Ho will be coming forward with a Sylvania program regarding Yoga and teacher certification. This is a good one for cabinet to practice talking about. A few questions are credit/non-credit, competition in the community, well-rounded instruction for Fit Tech students.

- **Mechatronics**

Mechatronics Phase 1-Need to have Rock Creek provide an update on sustainability before moving on to Phase 2. The faculty and staff are ready to start the program. There would be no additional funding requirements at this time. There may be equipment replacement needs in the future, but that is expected with any CTE program. Officially move forward with paperwork for Phase 2, **all present are in approval.**

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**9:45 am Enrollment Update, Rob Steinmetz**

- **FAS phone conference on May 22<sup>nd</sup>**

Financial Aid Services did an audit of our financial aid services and will be presenting to cabinet. The report will discuss top level issues and assure we are compliant. There are some recommendations in the report.

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**10:00 am Strategic Planning, Sylvia Kelley**

- **Overview of comments**

Moving forward with Ian Symmonds regarding the Strategic Plan, with the condition that he would work closely with someone entrenched in DEI. The idea is to work with Campus Compact on the DEI component. It has been extremely difficult to find a company that is well versed in both worlds of DEI work and process planning of a strategic plan.

An equity plan is different from a strategic plan. An equity plan would be developed by Tricia Brand alongside with the strategic planning efforts. She noted that one piece that is missing is that there has not been an audit to identify our gaps.

Caveats will be that Ian will be working with Sonali and will also be working with the OEI and other critical partners to create a framework for a PCC Equity Plan.

**Motion to move forward with Ian Symmonds & Associates by Lisa Bledsoe, second by Traci Fordham, motion passed.**

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Michael Northover Contract with Xerox for managed print services:

- The services aren't meeting our needs. GoPrint is a gateway for students to print, they get \$10 of credit and then have to add funds for additional printing funds.
  - The revenues from GoPrint are going to General Fund while the IT budget was being billed for the printing.
  - Students are doing printing in departments and not being charged for it, while the departments are being charged.
  - We need to be able to map revenues for GoPrint and the costs. The discussion is just getting started on this topic. The Panther Print program is managed print services. Action: There needs to be more discussion regarding these programs.
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10:20 am Presentation: Grants Process | Vanessa Wood - Grants Director (*see ppt in folder*)

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11:00 am *Adjourn*

Date	Action Items	Responsible Cabinet Member
5/1/2019	Re-org study: <ul style="list-style-type: none"><li>• Will need a communication strategy; how do we garner input, feedback and recommendations - Traci</li><li>• Dialogue and discussion before decisions are made, opportunity to hear from folks about how this will impact them - Cabinet</li></ul>	

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