

Portland Community College
President's Cabinet
Wednesday | July 17th | 2019
Sylvania Campus | CC Building Conference Room 233B
8:30AM - 10:30 AM

NOTES

Present: Mark Mitsui, Sylvia Kelley, Eric Blumenthal, Michael Northover, Dina Farrell, Heather Lang, Lisa Bledsoe, Traci Fordham, Michael Northover, Tricia Brand, Joshua Peters McBride - proxy for Jen Piper, Celina Beguaio - proxy for Lisa Avery, Cheryl Scott - proxy for Chris Villa, Kurt Simonds - proxy for Karin Edwards

8:30 am President's Update - Mark Mitsui
District Board Meeting Agenda

- Swearing in Officials, Chair and Vice Chair
- Pathways to Opportunity Update

Cabinet/Campus Retreat Discussion:

- Cabinet aligns their goals with the Boards goals, key considerations to build into your campus retreat planning are:
 - Campus create a placeholder for Board goals, align with primary goals
 - Reflect, acknowledge board goals in setting your goals
 - Cabinet level goals:
 - Strategic Planning Process, how campus and centers engage
 - Organizational Structure Study
 - YESS
- Campus Retreat Focus: most of them happening in August, beginning of September
 - Sylvania: Reflect on what we did for the past year and what will we do next year
 - Rock Creek: Same, team building
 - Southeast: Same, team building, YESS goals, professional development
 - Cascade: DEI, YESS alignment, Campus leadership group
- Strategic Planning and Equity plan merged together with action plan
- Academic & Student Affairs - Overview of YESS Guided Pathways
- Student Affairs Managers' retreat on Friday, joint retreat with Academic & Student Affairs, alignment and implementation are the goals

Other Updates

- DHS will consider all post-secondary students without documentation, students will not have to work 20 hours to get SNAP
- Applied Bache laureate degree eligibility will be determined via accreditation process. We would need to apply for a substantive change
- It would be a tuition driven model
- Financial aid is a consideration for a 2 year and 4 year college, different Criteria for programs considering 4 years
- HB 2016 will kick in, release time is part of the bargaining process

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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- **ACTION:** Katy, Sylvia & Heather: contribute a couple paragraphs to Mark's email for Strategic Planning, Academic & Student Affairs overview of YESS/guided pathways. Strategic Timelines, accreditation and budget development by tomorrow
 - **ACTION:** Representation and communication prior to and after retreats, through campus and district, goals in one place
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9:15 am Executive Vice President - Sylvia Kelley

Strategic Plan Update

- Communication is key, Core committee (planning to plan) to look at all of this before there is a Steering committee
- Committees will present to Cabinet on a regular basis
- Tricia: Equity planning process - D, E & I is merged into what we are doing. There will be training on what that looks like and what that means. Cultural awareness and competency are key
- Critical value of the equity plan, YESS is the realization of what could be an equity plan. The point of differentiation for human based education needs to be highlighted.

Organizational Structure Study: Communication Strategy

- Mark and Sylvia will be meeting with Rene Leger regarding facilitation of discussions among employees to align our conversations. Please let us know if you are planning to have conversations around the structure study, we would like to know the outcomes. Emphasize how we need to think about how our college functions and what is best for our students and local relationships through an equity lens. Any formalized planning around the reorg should wait until everyone is having that conversation. Just received the final report, more information to follow.
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9:30 Academic Affairs - Katy Ho

- **New Program Proposal Process and Budget Planning -**
 - **Action:** Bring back to Cabinet - how do we bring on a new program, get a much better budget plan in place, capture true cost of a program
 - **Share Program Review Changes - Overview (see docs in folder)**
 - Key Decisions:
 - Common set of data, to be provided in template or as separate document.
 - Not just a SAC report
 - SAC + Department(s): Chairs and faculty
 - Admin Liaisons + other Division Deans
 - Template (w/data) provided in Sept, due in Dec.
 - Different templates for CTE and LDC
 - Annual Reporting to be split into two years
 - Year A: Reflections on data for student enrollment and success - for the last three years
 - Year B: Identification of goals and resource needs - to inform budgeting
 - Regular assessment, aligning it with budget
 - Questions:
 - What is a program?
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- Limited data
- Does Disability Services have data regarding classes their students are enrolled in?
- Once data is captured we need to set up a structure to be reviewed
- Do a comprehensive review every 5 years, if there is an external accreditation, *that* will be their program review.
- Asking that advisory committee minutes be sent to the academic affairs office, accountability that meetings are happening
- Program viability, will it be tied to the Program Review process? There will be very clear steps prior to program closure
- Disaggregate student data specifically looking at college, campus
- **YESS Metrics & Accreditation** (*See docs in folder*)
 - Successful Credit Completion Rates
 - Momentum Points: Credits completed in the first year
 - Graduation and Transfer Rates
 - Fall to Winter completion rates
 - Average pass rates
- Winter Term we will be doing some Town Halls to push out information
- **Action:** Please look at the documents in the folder, review PowerPoint for a sense of timing and give your feedback/questions. Some decisions need to be made about where Year B (*refer to documents*) planning will go. Come back to Cabinet and decide where this goes

10:45 am NCORE Debrief - Tricia Brand & Traci Fordham

- Joint planning regarding record participation
- NCORE sponsorship, 220 attendees from PCC, about a third of them were students. Leadership development, cultural core competencies.
- Had a pre-convening in May and summer follow-ups, collecting resources and will compile and share
- Have a Fall convening (October 7th or 14th) to leverage the learning that was happening, pull together small group to plan
- PCC had a successful reception of over 300 people, out of 5000 attendees over 1400 identified as community college employees
- PCC is taking the lead about creating a caucus to attend NCORE in New York; Cabinet members should have this opportunity as well. Have a discussion to process and think about what we want to see emerge
- Historically we sponsor a lot of employees, what are the outcomes? Create an NCORE academy, they attend and share what they've learned. What are the frameworks for institutional change?
- Pull together presentations from PCC employees

Date	Action Items
5-1-2019	Budget: Look at accounting process for augmenting department funds in connection to student fees - Eric
4-24-2019	Address Non-credit Program Review
4-10-2019	Travel Expense discussion - Eric

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