



PORTLAND COMMUNITY COLLEGE BOARD OF DIRECTORS

# Business Meeting



September 19, 2024



The Board of Directors meetings are held in accordance with open meeting laws and accessibility requirements. If a person with a disability needs assistance in order to attend or participate in a meeting, please notify the Board of Director's Office at least 48 hours in advance by calling (971) 722-7268 or by email at [boardmember@pcc.edu](mailto:boardmember@pcc.edu), please use ACCESSIBILITY in the subject line.

# Board of Directors Goals 2023-2024

## Belonging

**Strategic goal:** Ensure that the Board of Directors and the President advance diversity, equity, and inclusion in measurable and strategic ways.

- Monitor the recruitment, hiring, and retention of employees of color.
- Monitor the awarding of contracts to D/M/W/ESB/SDV companies.
- Integrate people and culture centered strategies into its policymaking processes and all board functions.
- Support a people-centered approach to the well-being of students and staff.

## Enterprise

**Strategic goal:** Through the development of policy, a strong relationship with the college president, and effective public advocacy, ensure that Portland Community College is well-positioned to meet the current and future needs of the communities it serves.

- Support the ongoing success of the President in leading the college.
- Engage in strategic advocacy with city, county, regional, state, federal and tribal governments.
- Engage in Board development by participating in evaluations, professional development, board structure and training.

## Delivery

**Strategic goal:** The Board of Directors and the President holds itself accountable for improving equitable student success.

- Monitor semiannual performance on access, enrollment, retention, and completion rates for all students, and work with the President and Administration to reduce and eliminate disparities in these rates for low-income students and students of color.
- Utilize personal and professional networks to establish new strategic partnerships that bring new resources to the goal of improving outcomes for students (e.g., resources that address student housing and food insecurity, the PCC Campaign for Opportunity, etc.).
- Support the president in leading the college through financial support to Student Success initiatives

## Workforce

**Strategic goal:** Advocate for workforce development.

- Understand strategic-level workforce data, and partner with the president and college administration to close talent and opportunity gaps and move students into quality, livable wage careers. Advocate for and support private, local, state and federal policy and investments in community colleges to promote holistic workforce development strategies.
- Communicate the benefits of the recent bond measure to community members, partners and stakeholders as it pertains to workforce development and equitable student success.

### The PCC Board of Directors Working Agreement:

- Treat each other with respect
- Plan agenda thoughtfully/Conduct effective meetings
- Listen with an empathetic mind and heart
- Be prepared
- Be honest, act with integrity
- Create a positive working environment
- Call in/Call out
- Be aware of impact as well as intent
- Stay true to board goals
- Stay engaged
- Enable/empower all voices

Portland Community College  
**BOARD OF DIRECTORS**  
PO BOX 19000, Portland, Oregon 97280

September 19, 2024

Sylvania Campus

12000 SW 49<sup>th</sup> Avenue, Portland, OR 97219, CC Building, Rooms 233 A/B

Streaming Link: <https://portlandcc.zoom.us/j/99040885549>

Or Telephone: +1 719 359 4580 OR +1 253 205 0468 US

Webinar ID: 990 4088 5549

**AGENDA**

5:00 PM **BOARD DINNER** (*invite only*)

5:30 PM **WORK SESSION** **HT BUILDING, ROOM 203-204**

- Board Goals for FY 24-25 (Second Reading)
- President's Workplan (Final Draft)
- Board Meeting Order of Agenda (First Reading)

6:45 PM **BUSINESS SESSION**

**Call to Order**

- Land Acknowledgment
- Approval of Agenda — September 19, 2024
- Approval of Minutes — August 15, 2024

7:00 PM **PRESIDENT'S UPDATES**

- President's Reports
  - Recognitions
  - Student Senate Introductions
- College Updates

7:30 PM **PUBLIC COMMENT ON AGENDA ITEMS**

Persons wishing to make public comment on agenda items

can request a time slot by using this [link](#). Details and directions can be found at the link. Deadline for signups: Wednesday, September 18 at 5:00 pm.

745 PM **CONSENT AGENDA:** (All items will be approved by consent agenda unless an item is withdrawn by request of a member of the Board. A separate motion will then be required to act on the item in question.)

PERSONNEL

25-014 Commendation for Retiring Employees .....016

25-015 Continuous Appointment: Academic Professional .....017

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BOARD

25-016 Appointment of Delegates to Attend the 2024 OCCA Annual Conference in Gleneden Beach, Oregon November 6-8.....018

7:50 PM **NON-CONSENT AGENDA:**

25-017 Approval of 2025-2028 Strategic Planning Themes and Aspirational Statements.....019

25-018 Approval of Portland Community College FY 2025 President’s Workplan .....021

25-019 College President Compensation Adjustment for FY 2024-2025 .....023

7:55 PM **BOARD BUSINESS:**

PCC Board of Directors Goals for FY 2024-2025

8:00 PM **PUBLIC COMMENT ON NON-AGENDA ITEMS**

Persons wishing to make public comment on agenda items can request a time slot by using this [link](#). Details and directions can be found at the link. Deadline for signups: Wednesday, September 18 at 5:00 pm.

8:15 PM **REPORTS**

- ASPCC Senate President – Josh Hutchinson
- PCC Federation of Classified Employees (AFT Local 3922) - Jeff Grider, President
- PCC Federation of Faculty and Academic Professionals (AFT Local 2277) – Ben Cushing, President
- Board Members

8:40 PM **ADJOURNMENT**

Portland Community College  
PO BOX 19000, Portland, Oregon 97280

August 15, 2024

**BOARD MEETING MINUTES**  
**Sylvania Campus**

**ATTENDANCE**

Laurie Cremona Wagner, Greg McKelvey, Tiffani Penson, Dan Saltzman, Kien Truong, Mari Watanabe, Kristi Wilson

**EXECUTIVE SESSION**

The PCC Board of Directors met in accordance with ORS 192.660 to discuss (i) employee-related performance.

**WORK SESSION**

The Board of Directors met in Work Session to discuss Board Goals for FY 24-25. Drs. Bennings and Ho provided an update on the proposed [2025-2028 PCC Strategic Themes](#). Dr. Bennings also provided an update on the current [draft of the President's Workplan for FY 24-25](#).

**BUSINESS SESSION**

Chair Wilson called the Business Meeting to order at 7:03 pm and shared the Land Acknowledgement.

The August 15, 2024 agenda was approved as published. Penson/Watanabe

Cremona Wagner – Yes	Saltzman – Yes	Wilson – Yes
McKelvey – Yes	Truong – Yes	
Penson – Yes	Watanabe - Yes	

The July 18, 2024 minutes were approved as published. McKelvey/Watanabe

Cremona Wagner – Yes	Saltzman – Yes	Wilson – Yes
McKelvey – Yes	Truong – Yes	
Penson – Yes	Watanabe - Yes	

Dr. Bennings swore in new Student Trustee, Joshua Hutchinson.

**RECOGNITION**

Dr. Bennings provided an enrollment update and gave kudos to the Student Services Enrollment, Admissions, Recruitment, and Marketing teams for their hard work in increasing enrollment numbers by 5.5% for summer 2024. Congratulations were given to Sean Harry, Sr. Business Advisor, for being named America's SBDC 2024 State

Star for Oregon, and Kayla Banda, Business Advisor & Marketing Coordinator, as a 2024 America’s SBDC 40 Under 40 Award winner. Also recognized were Jeannie Winn and the Unity Crew for organizing fun and informative courses for employees during Wellness Month. Further highlights included the 10<sup>th</sup> annual Jade District Night Market, and thanks to Director Truong for attending and welcoming guests along with Dr. Bennings.

**PRESIDENT’S UPDATES**

Dr. Bennings shared the most recent [Personnel Action and Separation \(PAR\) Report](#), provided brief updates regarding upcoming events through OCCA, and a reminder of the College In-Service event taking place on Monday, September 16.

**1TT1 SPOTLIGHT**

Ryan Clark and Peter Goss [Recognized the Office of Financial Aid & Veteran Educational Benefits](#) for the dedicated support to PCC students during the challenging “new FAFSA” rollout.

**PUBLIC COMMENT ON AGENDA ITEMS**

None.

**CONSENT AGENDA**

Chair Wilson proposed approval of Resolutions 25-012 through 25-013.

Saltzman/McKelvey

Cremona Wagner – Absent	Saltzman – Yes	Wilson – Yes
McKelvey – Yes	Truong – Yes	
Penson – Yes	Watanabe - Yes	

A motion was made and seconded to extend attendance to Director McKelvey as the fourth attendee at the ACCT Leadership Congress conference in Seattle, WA in October 2024. Penson/Watanabe

Cremona Wagner – Absent	Saltzman – Yes	Wilson – Yes
McKelvey – Yes	Truong – Yes	
Penson – Yes	Watanabe - Yes	

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

Michael Sonnleitner; Nurturing Board & Community Relationships; in person

**REPORTS**

Reports were provided by Student Board Member Josh Hutchinson on behalf of the District Student Council; Jeff Grider, PCC Federation of Classified Employees (AFT Local 3922); Ben Cushing, PCC Federation of Faculty and Academic Professionals (AFT Local 2277); and Board Members Watanabe, McKelvey and Saltzman.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 8:14 pm.

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Kristi Wilson, Chair

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Dr. Adrien L. Bennings, President

Prepared by:

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Jennifer Hamlin, Board Coordinator

Minutes approved on September 19, 2024

September 19, 2024

25-014

COMMENDATION FOR RETIRING EMPLOYEES

PREPARED BY: Julie Kinney, Director, People Data & Systems

APPROVED BY: Dr. Howard Croom, Associate Vice President, People Strategy, Equity & Culture  
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student

REPORT: The President RECOMMENDS that the following employees be recognized for their service:

<u>Retirees</u>	<u>Job Title</u>	<u>Years of Service</u>
Debbie Bowen	Math Instructor	34
Richard Luff	Manufacturing Tech Instr.	13
Michael Robinson	Instr. Support Tech III	24

RECOMMENDATION: That the Board commend these employees for their service to Portland Community College and wish them well in their retirement years.



September 19, 2024

25-015

CONTINUOUS APPOINTMENT: ACADEMIC PROFESSIONAL

PREPARED BY: Juliette Anderson, People Partner, People Strategy, Equity and Culture

APPROVED BY: Dr. Howard Croom, Associate Vice President, People Strategy, Equity and Culture  
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student

REPORT: The President RECOMMENDS that the following Academic Professionals, having fulfilled the required probationary period, be granted continuous appointment, effective July 1, 2024:

RECOMMENDATION:	<u>Continuous Appointment</u>	<u>Job Title</u>
	Julie Hasslock	Accountant II
	Shawna Poppe	Spec/Student Res
	Michelle Rosingana	Spec/ Academic Advising
	Fidelia Twenge Jinings	Spec/Student Res

September 19, 2024

25-016

APPOINTMENT OF DELEGATES TO ATTEND THE 2024  
OCCA ANNUAL CONFERENCE IN GLENEDEN BEACH,  
OREGON NOVEMBER 6-8

PREPARED BY: Jennifer Hamlin, Board Coordinator, Office of the President

FINANCIAL  
RESPONSIBILITY: Dr. Adrien L. Bennings, President

APPROVED BY: Dr. Adrien L. Bennings, President  
Kristi Wilson, Chair, PCC Board of Directors

STRATEGIC THEME: Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student; Delivery: Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem; Workforce: Respond to community and workforce needs by developing a culture of agility; Enterprise: Cultivate a long-term sustainable college enterprise

REPORT: In accordance with Board Policy B 210, the Board of Directors recognizes the benefits derived by the College through membership in various educational organizations and from attendance of directors at state and national meetings which deal with community college issues. The Chair and Vice Chair have considered a slate of delegates to attend the OCCA Annual Conference in Gleneden Beach, OR from November 1 - 3, 2023.

RECOMMENDATION: That the Board of Directors approves Mari Watanabe, Kien Truong as delegates to represent the college at the 2024 OCCA Annual Conference.

September 19, 2024

25-017

APPROVAL OF 2025-2028 STRATEGIC PLANNING THEMES  
AND ASPIRATIONAL STATEMENTS

PREPARED BY: Dr. Katy Ho, Executive Vice President

APPROVED BY: Dr. Adrien L. Bennings, President

STRATEGIC THEME: Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student; Delivery: Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem; Workforce: Respond to community and workforce needs by developing a culture of agility; Enterprise: Cultivate a long-term sustainable college enterprise

REPORT: The following themes and aspirational statements were informed by the PCC community through the various Strategic Planning Sessions and accompanying survey and will serve as the foundation for the College's Strategic Plan.

**2025-2028 Strategic Planning Themes and Aspirational Statements**

**Operational Excellence: Efficiency, Effectiveness, & Fiscal Sustainability**

We are a high-performing institution, achieving long-term fiscal sustainability through implementing best practices in our financial and reporting systems, streamlining administrative processes, and attracting alternative revenue sources.

**Shared Values: People, Connectedness, & Empowerment**

Through a human-centered approach, we foster a vibrant college community, by cultivating a sense of belonging and care through shared governance, professional development, and transparency in decision-making.

**Technological Transformation: Agility, Innovation, and Readiness**

Through a forward-looking mindset we maintain a sustainable technology infrastructure, supporting instructional and

operational readiness, enabling the college to remain agile in the evolving higher education environment.

**Holistic Student Support: Integrated, Affordable, and Accessible**

We provide holistic student support by integrating comprehensive wrap-around services, support for basic needs, and financial assistance, creating a supportive environment where every student thrives.

**Academic Excellence: Student Success, Delivery, and Programming**

As an institution of choice, our diverse modalities, equity driven student-centered approach, and robust academic and career pathways empower students to achieve economic mobility, enhanced by quality instruction grounded in inclusive teaching practices, and strategic enrollment planning practices.

**Community Engagement: Workforce, Education and Industry Alignment**

We maintain strong partnerships with community, education, and industry partners, offering premier workforce and training programs, collaborating to address regional employment needs to increase local economic growth, supporting underserved communities, and ensuring workforce readiness and living wages for our students.

**RECOMMENDATION:** That the Board of Directors approve the 2025-2028 Strategic Planning Themes and Aspirational Statements.

September 19, 2024

25-018

APPROVAL OF PORTLAND COMMUNITY COLLEGE FY  
2025 PRESIDENT'S WORKPLAN

PREPARED BY: Jennifer Hamlin, Board Coordinator, Office of the President

APPROVED BY: Dr. Adrien L. Bennings, President  
Kristi Wilson, Board Chair

STRATEGIC THEME: BELONGING Transform our learning culture toward creating a sense of belonging and well-being for every student; DELIVERY Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem; ENTERPRISE Cultivate a long-term sustainable college enterprise; WORKFORCE Respond to community and workforce needs by developing a culture of agility.

REPORT: In accordance with Section 11 of the President's contract, which states:

On or after July 1 of each fiscal year, the Board will establish professional goals for the PRESIDENT and goals for the COLLEGE. The PRESIDENT will submit her recommended goals to the Board, and the Board and the PRESIDENT will confer about them before final adoption by the Board. The goals will be established by resolution at a public meeting. Members of the Board will be given opportunity to comment on proposed goals prior to adoption by the Board.

The proposed goals and priorities for the President's Annual Workplan were informed by the Board of Directors (FY 25 Workplan Survey and August 2024 Work Session) and President's Cabinet. During the August 15, 2024, Board Work Session Dr. Bennings shared the results of the Board survey and presented a detailed overview of her workplan focusing on four key areas: Student Success, Operational Excellence, Culture, and Community Engagement.

The proposed workplan reflects the collective input of various stakeholders aligned with the College's Mission.

Below is a summary of the FY 25 Workplan (July 2024 - June 2025) priorities:

- **STUDENT SUCCESS:** Our critical priority continues to be the success and well-being of our students. We will focus on enhancing wraparound services, expanding access to resources, and implementing innovative strategies to achieve student success outcomes.
  - Strategic Enrollment Management
  - Guided Pathways
  - Holistic student Support
  - Hispanic Serving Institution
- **OPERATIONAL EXCELLENCE:** To ensure the efficient functioning of the college, we will concentrate on continuous improvement by optimizing our operations, streamlining processes, and embracing technology solutions.
  - Budget & Fiscal Sustainability
  - Comprehensive HR Study
  - ERP - Workday Transition and Implementation
  - 2025-2028 Strategic Plan
- **CULTURE:** Building a positive and inclusive college culture is paramount. Initiatives related to professional development, employee engagement, marketing and communication strategies, and campus climate will be at the forefront.
  - Governance
  - Equity Framework
  - PCC Values
- **COMMUNITY ENGAGEMENT:** Strengthening our relationships with various stakeholders, including local communities, businesses, and educational partners is vital. We will work on enhancing our reputation, workforce development and training, communication strategies, and collaborative efforts to ensure the college's positive impact.
  - 2025 Carnegie Classification for Community Engagement
  - Relations with Culturally Based and Culturally Serving Organizations
  - Advocacy - 2025 Legislative Priorities
  - PCCF: Strengthen partnerships and donor relations to drive investments

**RECOMMENDATION:** That the Board of Directors approve the 2024-2025 President's Goals as presented.

September 19, 2024

25-019

COLLEGE PRESIDENT COMPENSATION ADJUSTMENT  
FOR FY 2024-2025

PREPARED BY: Michaelyn Seals, Total Rewards Director, People Strategy  
Equity & Culture

FINANCIAL  
RESPONSIBILITY: Dina Farrell, Vice President and CFO, Finance and Business  
Services

APPROVED BY: Dr. Katy Ho, Executive Vice President  
Dr. Howard Croom, Associate Vice President, People Strategy  
Equity & Culture  
Kristi Wilson, Chair, PCC Board of Directors

STRATEGIC THEME: Enterprise: Cultivate a long-term sustainable college enterprise

REPORT: This resolution is to adjust the compensation of the PCC  
President for FY 2024-2025 in accordance with the base salary  
provisions of the President's employment contract.

Per Section 4 of the employment contract, the Board may adjust the President's base salary annually as part of the performance review process detailed in the evaluation section of the contract. Any adjustment to salary or benefits pursuant to the performance review process shall be approved by the vote of the Board in public session.

In accordance with the contract, if the performance review process occurs after July 1, any adjustment to the base salary approved as a result of the performance review process shall be retroactive to July 1.

Given the exemplary performance of the President as determined by the Board through the annual evaluation process, and given the structural increases to Management and Confidential of 8% structure and 3.5% individual, Classified employees of 8% structure and 3% step, effective July 1, 2024 and Faculty and Academic Professional employees of 8% and step of 3.5%, effective August 21, 2024, and in consultation with the People, Equity, Strategy & Culture division as to an appropriate base salary adjustment, the following is recommended consistent with the analysis of local, regional,

and national annual percentage increases for community college presidents.

**RECOMMENDATION:** That the Board of Directors approve the following adjustment to the base salary of the College President:

That the President's base salary for FY 2024-2025 shall be increased by a 6% structure and a 3% cost of living increase to \$336,346 retroactive to July 1, 2024.



It is against the College's policy for any manager, supervisor, faculty member, staff member, or student to engage in prohibited harassment or discrimination of any member of the College community. PCC adheres to all federal, state, and local civil rights laws and regulations prohibiting discrimination in public institutions of higher education, including applicable provisions of the Civil Rights Act of 1964 (as amended); related Executive Orders 11246 and 11375; Title IX of the Education Amendments Act of 1972; Section 504 of the Rehabilitation Act of 1973; Titles I and II of the Americans with Disabilities Act of 1990 (as amended); the Age Discrimination in Employment Act, the Uniformed Service Employment and Reemployment Rights Act, and all applicable federal, state, and local civil rights laws. PCC does not discriminate against any employee, applicant for employment, student, or applicant for admission on the race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law including protections for those opposing discrimination or participating in any resolution process on campus, with the Equal Employment Opportunity Commission or other human rights agencies. This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the PCC community who acts to deny, deprive, or limit the educational or employment and/or social access, benefits, and/or opportunities of any member of the PCC community, guest, or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of PCC's policy on nondiscrimination.