

**Summary  
February 13, 2018**

**Present:** Becky Brown, Will Coley, Jonathan Eldridge (Co-chair), Sarah Frye, Peggy Isozaki, Christina Leimer, Karen McSween, Lisa Morse, Meg Pasquel (Co-chair), Josef Rein, Nancy Willet, Christopher Yang

**Absent:** Bonnie Borenstein, Patrick Ekoue-totou, Greg Nelson, Sally Wong

**Guests:** Carol Hildebrand, Beth Pratt

**Agenda**

The agenda for this meeting was approved.

**Summary**

The summary for the 1/23/18 meeting was approved.

**EPC Report**

Christina presented a Strategic Plan progress report on two areas:

- College Systems – Objectives 6.1 (objective met), 6.2 (objective met), and 6.3 (objective not yet met)
- Additional Strategic Objectives – Objective 1 (objective met)

Christina also presented the “Educational Master Plan, Mission, and Strategic Plan Timeline 2018-2019”. Work is ongoing.

**Budget Assumptions for 2018-19 (Part II)**

Peggy presented revenue and expenditure assumptions for FY 2018/2019. At present, a surplus of \$196,439 is expected. Committee members agreed that the numbers as presented were reasonable, with the hope that they may improve with future information.

**Community Education, Lifelong Learning, & International Education Presentation – Carol Hildebrand**

This department is not requesting additional funds for 2018-2019. They have developed plans to increase their revenue. Presentation highlights:

## Programmatic Overview

Community Education	Lifelong Learning	International Education
<ul style="list-style-type: none"> <li>• Offer ~450 CE classes/year</li> <li>• Intensive English Program</li> <li>• ~8500 enrollments, ~4,500 students annually</li> </ul>	<ul style="list-style-type: none"> <li>• Offer dozens of lower fee CE classes (LL/EC) and events for older adults</li> <li>• Close collaboration with ESCOM on classes, events, policies, space usage and more</li> </ul>	<ul style="list-style-type: none"> <li>• Recruit and support international students in Credit and Intensive English Programs</li> <li>• Support students, faculty, staff, community</li> </ul>

## 2015-2018 Department Goal Areas

- Program/Educational Excellence
- Responsiveness to Community
- Organizational Effectiveness

- *Coming Soon- New departmental strategic and business plan*



### TPC Update

This topic was postponed to a future meeting.

### Subcommittee Reports

Beth presented a memo distributed by the Instructional Equipment Committee (IEC) with important dates for the remainder of the fiscal year and also reported on its ongoing work. A new streamlined version of the “Five Year Equipment Plan” has been sent out. Requests need to be aligned with

information already submitted on last year's five-year plan, as program reviews have been postponed for this year. Other information:

- "Equipment" is any item that costs \$250 or more
- The cost quoted should be the likely price in July, not the present "sale" price
- IEC funds cannot be used for:
  - Maintenance programs/agreements
  - Software
  - Installation costs

**Other**

Jon presented a final version of the Spring Meeting Schedule, which was approved by members.

**The next meeting will take place on Tuesday, 2/27/18.**