

December 4, 2017

2:00-4:00 p.m.

Room AC217

Present: Cheo Massion, Christina Leimer, Connie Siegenthaler, David Everitt, Elizabeth Pratt, Emy Bagtas, Peggy Dodge, Steven Newton, Nicole Oldendick, Greg Nelson (guest), Linda Frank (guest)

Absent: Alexander Vassiliou, Mia-Khau Chia, Miriam Fabian Garcia, Cara Kreit

MINUTES

Agenda

Agenda approved for the current meeting.

Minutes

Minutes for 10/02/17 meeting were approved.

EPC Report Discussion before Presentations

Prior to Champions' oral presentations, members discussed questions and comments that arose based on their review of written reports.

Regarding College Systems 6.2

- Is Aaa the highest credit rating?

Champion Objective Presentations

Objective CS 6.1: Create and implement a three year budget strategy that maintains a minimum reserve of 7.67% while reducing deficit spending with the District each year, presented by Greg Nelson.

- Budgets are available on the Fiscal Reports [website](#). A three year budget strategy has been in place since 2015.
- Since 2015 the college has steadily risen from deficit spending to having a small surplus each year. Deficit spending has been eliminated ahead of schedule.
- AP 6251 Reserve Fund Management, a new administrative procedure, was approved in October 2016.

Objective CS 6.2: Maintain high credit ratings among Moody's and Standard & Poor's for the District to leverage buying power with financial institutions for borrowing and bonding capabilities. Baseline is AA+ S&P and AA1 Moody's, presented by Greg Nelson.

- COM has the highest credit rating possible.

- COM is one of four community colleges in the state with Aaa rating, and the only one in a non-growth county.

Objective CS 6.3: Transfer and effectively manage account balances, formerly with the COM Foundation, to the District's accounting system within Banner/Ellucian System. These resources will become part of the Advancement Department within the District, presented by Greg Nelson.

- Funds have not yet been transferred. The College is hoping to have funds transferred by the end of the fiscal year.
- The three-year audit of the foundation has just been completed.
- Dr. Coon and Trustee Conti are working to establish the new foundation, thereby converting the existing 501(c)(3) to an auxiliary. The District has 501(c)(3) status as a stop-gap.

Additional Objective 1: Increase philanthropic support to address unfunded needs in the form of scholarships, endowments, academic student support programs and facilities in three years, presented by Linda Frank.

- Total dollar amount of gifts to COM Advancement increased by 66% in the first year; 32% in the second.
- The total number of donations and donors have both increased.
- COM connects with donors through thank you notes from scholarship recipients, eNotes, President's Circle, and events.
- The Legacy Society has generated \$5 million in gifts that will come through estates.
- Events and initiatives across the College have included the Mini Lecture Series through the Haddie Fund and nursing program's 50th anniversary.
- The Advancement Office has implemented Affiniquist for donor search.

EPC Discussion/Rating of Progress

Ratings

Additional Objective 1: Increase philanthropic support

- Activity: Green
- Objective Met: Yes (ongoing)

College Systems 6.1: Create and implement a three year budget strategy

- Activity: Green
- Objective Met: Yes

College Systems 6.2: Maintain high credit ratings

- Activity: Green
- Objective Met: Yes

College Systems 6.3: Transfer and effectively manage account balances

- Activity: Yellow
- Objective Met: No

Review EMP/Strategic Plan

Christina presented on the relationship between the educational master plan (EMP), strategic plan, and functional plans using the distance education plan as an example. The presentation illustrated how the major themes/direction carry through from the high level EMP, the strategic plan, and then the functional plan at the ground-level.

In a general planning process, the institution sets goals, corresponding objectives, action steps, and performance indicators. An environmental scan, SWOT analysis, and research informs the goals. Performance indicators show if the objective is achieved. PRIE will conduct the environmental scan for the next EMP and will present in the fall. The EPC will further discuss the EMP and strategic plan process and timeline at the next EPC meeting.

EPC members recommend that evidence for each objective in the 2015-18 strategic plan be posted and organized online like for previous plans. Nicole will work with the appropriate departments to determine feasibility and appropriate layout.

Next meeting: February 5, 2018
EMP/Strategic Plan timeline and process.