



HILLSBOROUGH COMMUNITY COLLEGE

MEMORANDUM

TO: Lois Gaston
Alma Hires

FROM: Karen Griffin

DATE: May 31, 1996

SUBJECT: Continuing Education/Community Services Assessment

Attached is a copy of the minutes from the continuing education/community services assessment meeting held on May 30, 1996. Also attached is a copy of the final recommendations report. To recapitulate the process, the Campus Vice Presidents and the District Vice President for Academic Affairs proposed the responses for the Executive Vice President's review, who then forwarded her recommendations to the President. Dr. Paloumpis's signature on this final report indicates concurrence with the responses and comments.

Thank you for your participation in this important process. Please call me at 7162 if you have any questions about or amendments to the minutes, or questions about the report itself.

/kg

Attachments

cc: Andreas Paloumpis
Diana Ferreira
Robert Khoury

MINUTES
COMMUNITY SERVICES/CONTINUING EDUCATION ASSESSMENT
MEETING WITH THE PRESIDENT
May 30, 1996

In attendance: Andreas Paloumpis, Diana Ferreira, Lois Gaston, Karen Griffin, Alma Hires, Robert Khoury

The meeting was convened on Thursday, May 30, 1996, at 10:00 a.m. in Room 113 of the District Administrative Offices.

RECOMMENDATIONS: Ms. Griffin explained the purpose of the meeting, and those present reviewed the recommendations. Dr. Hires concurred with the response to recommendation 1 but noted that the marketing efforts identified in recommendation 2 had actually decreased, specifically with regard to newspaper advertisements. Dr. Paloumpis said that marketing efforts had decreased overall. Dr. Ferreira indicated that she had discussed the need for marketing with Mr. Bryant. Dr. Paloumpis indicated that marketing efforts would increase for the institution.

The meeting was adjourned at 10:15 a.m.

HILLSBOROUGH COMMUNITY COLLEGE
COMMUNITY SERVICES RECOMMENDATIONS REPORT

#	Recommendation	Approve	Defer	Disapprove	Current Practice
1	<p>Supply Community Service Programs with adequate funding, staffing and facilities.</p> <p>Rationale: Community Service Programs are cramped and get whatever is left over. Community Service Programs should have an entire building with classrooms identified as such, adequate office space, and adequate storage space.</p> <p>Comments: <u>Since the report was written, the Community Services Program moved to the Pinebrooke facility.</u></p>	—	—	—	<u>X</u>
2	<p>Provide Community Service Programs with recognition as a viable component of the College. Make it first-class.</p> <p>Rationale: Community Service Programs represent an area of growth for the College. Resources needed include college-supported marketing efforts and greater priority with regard to classroom needs such as space, computers, etc.</p> <p>Comments: <u>Since the recommendation was written, additional resources have been devoted to the Community Services program.</u></p>	—	—	—	<u>X</u>

approved
Andrew G. Sabourin