PORTERVILLE COLLEGE

Division Chair/Enrollment Management

APPROVED Minutes

3:00 pm – 4:00 pm Monday, February 27, 2017 AC-105

**Present:** Bill Henry, Sam Aunai, Kim Behrens, Joel Wiens, Jay Hargis, Vickie Dugan, Tim Brown, James Thompson, Lupe Guillen, Maria Roman, Ann Marie Wagstaff, Mike Carley, Kim Behrens, Arlitha Williams-Harmon

**Absent:** Val Garcia, Kailani Knutson

**Absent:** Enrollment Management: Erin Cruz, Judy Fallert

**Guest**: Jay Navarrette

1. **Call to Order**

The meeting was called to order by Bill Henry at 3:05pm.

1. **Approval of Agenda**

Motion to approve the February 27, 2017 agenda with two additional Informational items (IVa and IVb)

M/S/C – T. Brown/V. Dugan

1. **Approval of Minutes**

Motion to approve the Minutes from February 13, 2017

M/S/C – J. Hargis/V. Dugan

1. **Informational Items**
   1. Travel Documents (added item – Arlitha Williams-Harmon) – Business Office needs travel documents twenty (20) days prior to traveling to ensure payment to hotels, conference fees etc.
   2. 90th Anniversary Event (added item – Arlitha Williams-Harmon) – 90th Anniversary Event will be held October 14, 2017. Commemorative books will be sold. Division chairs/offices may donate a basket/items for the silent auction portion of this event.
2. **Discussion Items**
   1. Graphic Center Issues (Jay Navarrette) – lengthy discussion ensued regarding color copying and the number of copies being produced.
   2. Assignment Scheduling (Bill Henry) – Faculty are expected to be on campus four days a week (Monday-Thursday) for faculty carrying a full load. Also, there will be no team teaching from this point on.
   3. Room Cap (Bill Henry) – Enrollment caps are set by faculty members. The room you are assigned will depend on the caps that you set for your classes.
3. **Other**
   1. Cameras on Campus (Bill Henry) - There are no cameras in the classrooms with the exception of Fitness Center and weight room. These cameras will remain in place because of liability issues.
   2. Spaghetti Dinner Fund Raiser – Veteran’s organization is holding a spaghetti fund raiser on St. Patrick’s, Friday, March 17, 2017 at 5:00 – 7:00pm. Students are selling tickets for $13.00 in the quad area. All proceeds will go to building a memorial on campus.
4. **Future Agenda Items**
   1. Enrollment Management Discussion (Bill Henry)

**Adjournment**

Meeting was adjourned at 3:50p.m.