PORTERVILLE COLLEGE

APPROVED

Enrollment Management

Minutes

3:00 pm – 4:00 pm Monday, September 12, 2016 AC-119

**Present:** Bill Henry, Sam Aunai, Kailani Knutson, Mike Carley, Joel Wiens, Jay Hargis, Tim Brown, James Thompson, Lupe Guillen, Maria Roman, Ann Marie Wagstaff

**Guest:** Rosa Carlson

**Absent:** Val Garcia, Vickie Dugan

 Enrollment Management Members – Kim Behrens, Arlitha Williams-Harmon, Erin Cruz, Judy Fallert

1. **Call to Order**

The meeting was called to order by Bill Henry at 3:07 pm.

1. **Approval of Agenda**

Motion to approve the September 12, 2016 Enrollment Management Agenda M/S/C – T. Brown/J. Hargis

1. **Approval of Minutes**

Motion to approve the Minutes from May 9, 2016

M/S/C – T. Brown/M. Roman (carried with consensus of sub-committee)

1. **Informational Items**
2. **Spring Schedule (Bill Henry) –** Mr. Henry praised Mike Carley for the fall semester projections. Mr. Henry also shared the FTE sheet that he uses to stay on top of projections and targets. We are above target going into the spring semester.
3. **Accreditation (Bill Henry) –** All divisions have received a sign-up sheet and the accreditation standards list. Division chairs will need to share this with their division and each faculty member will pick which standard they would like to be on. Deadline to return the signup sheet is September 23, 2016 or before.
4. **Fall Evaluations (Bill Henry) –** Mr. Henry will share the evaluation list with the division chairs. Committees need to be formed and this information shared so that meeting notices can go out.
5. **Dual Enrollment (Sam Aunai) –** A short discussion ensued regarding dual enrollment. Handouts were distributed in regards to retention, success rate, timelines, enrollment process and flowchart.
6. **District Issues (Rosa Carlson) –** Former Congressman Bill Thomas has been elected to the Board of Trustees.
7. **Senior Day Event (Sam Aunai) –** Mr. Aunai would like to see more division involvement with the Senior Day event. The date for Senior Day event will be held in February this year due to the gym construction. An email will be sent to the division chairs asking for planning ideas for this event.
8. **Discussion Items**
9. **Other**
10. **Chamber Mixer (Bill Henry) –** There will be a Chamber Mixer held on September 22, 2016 at Porterville College beginning at 5:30pm – 8:30pm. Dr. Carlson would like to extend an invitation to all if you would like to attend this event.
11. **Fresno State (Bill Henry) –** Fresno State will be on campus October 8, 2016.
12. **Veteran’s (Maria Roman) –** Veteran’s Open House will be held this Thursday, September 15, 2016 from 10:00am – 3:00pm.
13. **Veteran’s Memorial (Maria Roman) –** The Rotary Club is scheduled to build a Veteran’s Memorial adjacent to the pond and will costs approximately $60,000. All veterans in the community are invited to purchase a brick with their name, date of service and branch of service. Bricks costs $150 but they will be reduced to $110.00 until Veteran’s Day.
14. **Spaghetti Feed –** (Maria Roman) –On Saturday, November 12, 2016 from 5:00pm – 7:30pm there will be a spaghetti feed fundraiser at Porterville College.
15. **Future Agenda Items**
16. **EAB Website (Elmer Aguilar) – EAB** website presentation
17. **Career Coach (Ann Marie Wagstaff) –** Career Coach Discussion

**Adjournment**

Meeting was adjourned at 4:05pm