APPROVED

PORTERVILLE COLLEGE

Division Chair/Enrollment Management

Minutes

3:00 pm – 4:00 pm Monday, September 11, 2017 AC-120

**Present:** Sam Aunai, Val Garcia, Kailani Knutson, Mike Carley, Kim Behrens, Arlitha Williams-Harmon, Robert Simpkins, Vickie Dugan, Tim Brown, James Thompson, Lupe Guillen, Ann Marie Wagstaff, Judy Fallert, Stewart Hathaway, Jay Navarrette

**Absent:** Bill Henry, Joel Wiens, Maria Roman

1. **Call to Order**

The meeting was called to order by Sam Aunai at 3:00p.m.

1. **Approval of Agenda.**

Motion to approve the September 11, 2017 Agenda.

M/S/C – J. Thompson/R. Simpkins

1. **Approval of Minutes**

Motion to approve the Minutes from August 28, 2017

M/S/C – J. Thompson/J. Navarrette

1. **Informational Items**
2. **Discussion Items**
	1. Budget Monitoring & Annual Update (Arlitha Williams-Harmon) – Budget worksheets will be distributed by the end of next week. Handouts were distributed and discussion followed regarding completing the new budget forms. Examples on how to complete the budget forms and how to find the forms in inside PC will be sent out in the near future. The group was told that if they have a one-time request to complete the form and submit to Arlitha Williams-Harmon. This year’s allocation will be less than last year.
	2. Student Complaint Process Draft (Val Garcia) – A lengthy discussion continued regarding the complaint process. There are links online for the complaint process. A handout entitled PC Student Complaint Process was distributed and discussed. This process will be discussed further in the next meeting.
	3. Faculty Advisors (Val Garcia) – The committee was asked for their feedback on using faculty advisors again. It was suggested that new students see a general counselor in their specific area. Once the student is transfer ready, they should begin seeing a faculty advisor in that area to go over their Ed Plan and make sure they are on the right track. Faculty advisors can sign off on the Ed Plan (any faculty can sign off on an Ed Plan). Discussion will continue on using faculty advisors.
	4. Copyright Issue (Sam Aunai) – According to our Kern Community College District attorney, faculty cannot make copies from books that we have purchased.
	5. Classroom Priority (Judy Fallert) – proposal will be resent to the Division Chairs.
	6. Faculty Website (Jay Navarrette) – faculty websites will eventually be taken down because of the ADA compliance regulations. Jay Navarrette gave the group a different options if they want to maintain a new website. The Chairs will need to inform their division of this change.
3. **Other**
	1. Faculty Mentor (added Agenda item/K. Behrens) – idea was shared regarding the faculty “friend” orientation
	2. Faculty Evaluations (added Agenda item/Wagstaff) – it was suggested that new faculty members be educated on the process.
4. **Future Agenda Item**
	1. Finalize - Student Complaint Process (Val Garcia)
	2. Faculty Advisors – continued (Val Garcia)

**Adjournment**

Meeting was adjourned at 4:20p.m.