PORTERVILLE COLLEGE

Division Chair/Enrollment Management

Minutes

3:00 pm – 4:00 pm Monday, October 9, 2017 AC-120

**Present:** Sam Aunai, Kailani Knutson, Mike Carley, Kim Behrens, Arlitha Williams-Harmon, Erin Cruz (for Val Garcia), Joel Wiens, Robert Simpkins, Vickie Dugan, Tim Brown, James Thompson, Lupe Guillen, Maria Roman, Ann Marie Wagstaff, Judy Fallert, Stewart Hathaway, Jay Hargis, Elmer Aguilar (Guest), Kim Behrens

**Absent:** Bill Henry, Val Garcia

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 October 9, 2017 Agenda.

M/S/C – T. Brown/M. Roman

1. **Approval of Minutes**

Motion to approve the Minutes from September 25, 2017

M/S/C – R. Simpkins/J. Thompson

1. **Informational Items**
2. **Discussion Items**
	1. **Space/Classroom Utilization (Arlitha Williams-Harmon) –** lengthy discussion continued regarding room utilization. The College is not using all the classrooms to the full capacity and options were discussed. This report is available in the Business Office.
	2. **Budgets (Arlitha Williams-Harmon) –** Budget reports will be out this week.
	3. **Enrollment Management Plan (Sam Aunai)** - Information was shared on the components of the Enrollment Management Plan. This report should be discussed with the Divisions and any changes brought to the next meeting.
	4. **Student Services Update (Erin Cruz/Elmer Aguilar)** – upcoming events:

February 9, 2018 – Porterville College Equity Summit (handout distributed)

October 16, 2017 – College Fair (11:00-1:00pm) – College Quad

* 1. **Integrated Plan – BSI, Equity and SSSP (Erin Cruz/Edgar Aguilar) –** Erin Cruz -Handouts were distributed entitled 2017-2019 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program.
1. **Other**

Ann Marie Wagstaff – extra books are being collected to give away to all seniors on Senior Day. If you have books please bring them to the conference room in the LRC.

Maria Roman – Baskets and donations are being accepted for the College Fair on October 16, 2017.

Judy Fallert – Beginning Summer 2018 the below changes were approved:

AC-107 to Language Arts

AC-119 to Fine Arts

HC-2061 to Math (prior to 5:00pm)

1. **Future Agenda Item**
	1. Absences (Ann Marie Wagstaff)
	2. Off-campus Meeting (Sam Aunai)

**Adjournment**

Meeting was adjourned at 4:00 p.m.