APPROVED

PORTERVILLE COLLEGE

Division Chair/Enrollment Management

Minutes

3:00 pm – 4:00 pm Monday, October 23, 2017 AC-120

**Present: Bill Henry, Val Garcia, Sam Aunai, Mike Carley, Kim Behrens, Joel Wiens, Stewart Hathaway, Robert Simpkins, Vickie Dugan, Tim Brown, James Thompson, Ann Marie Wagstaff**

**Absent:** **Kailani Knutson, Jay Hargis, Arlitha Williams-Harmon, Erin Cruz, Lupe Guillen, Maria Roman, Judy Fallert**

1. **Call to Order**

The meeting was called to order by Sam Aunai at 3:02p.m.

1. **Approval of Agenda**

Motion to approve the October 23, 2017 Agenda with the following changes:

VI(c) –Absences – this topic will be moved to the next meeting

M/S/C – J. Thompson/T. Brown

1. **Approval of Minutes**

Motion to approve the Minutes from October 9, 2017

M/S/C – R. Simpkins/V. Dugan

1. **Informational Items**
2. President’s Update (Bill Henry) – Mr. Henry attended the CVHEC (Central Valley Higher Education Consortium) and gave a brief update. Legislative information and updates were shared. Pending funding of the College Promise, the first year of college would be free (summer, fall, spring). This legislation is still in the discussion stage.
3. **Action Items**
4. Enrollment Management Plan (Sam Aunai) – power point was used and the Enrollment Management Plan was briefly discussed. The Enrollment Management Plan was approved with a slight change in the Mission Statement.

M/S/C: J. Wiens/A. Wagstaff

1. **Discussion Items**
   1. Spring Registration (Val Garcia) – Several important dates to remember:

Porterville College Salute – November 7, 2017

Priority Registration – Begins November 8, 2017 for the spring 2018 semester

Additionally, full time counselor position will be filled by December 5, 2017.

* 1. Summer 2018, fall 2018 and spring 2019 Schedule (Sam Aunai) - Divisions should begin building their schedules for summer 2018, fall 2018 and spring 2019. Separate due dates will be provided for when each semester needs to be completed. Beginning the summer of 2018, students will be able to register for summer 2018 and fall 2018 and spring 2019 will be available for viewing/planning purposes.
  2. Division Chair Absence Reporting (Ann Marie Wagstaff) – This topic will be moved to the next meeting.

1. **Other**
2. **Future Agenda Item**

Division Chair Resource Guide (Ann Marie Wagstaff)

**Adjournment**

Meeting was adjourned at 4:00 p.m.