APPROVED

PORTERVILLE COLLEGE

Enrollment Management

Minutes

3:00 pm – 4:00 pm Monday, November 13, 2017 AC-120

**Present:** Sam Aunai, Jay Hargis, Arlitha Williams-Harmon, Joel Wiens, Stewart Hathaway, Robert Simpkins, Vickie Dugan, Tim Brown, Lupe Guillen, Maria Roman, Ann Marie Wagstaff, Judy Fallert, James Thompson

**Absent:** Bill Henry, Kailani Knutson, Mike Carley, Kim Behrens, Erin Cruz

1. **Call to Order**

The meeting was called to order by Sam Aunai.

1. **Approval of Agenda**

Motion to approve the November 13, 2018 Agenda

M/S/C – V. Dugan/J. Hargis

1. **Approval of Minutes**

Motion to approve the Minutes from October 23, 2017

M/S/C – T. Brown/V. Dugan

1. **Informational Items**
2. **Action Items**
3. **Discussion Items**
4. Space Utilization (Arlitha Williams-Harmon) – Quick power point was shown regarding classroom utilization.
5. Absence Reporting (Ann Marie Wagstaff) – handout was distributed on Faculty Chair Absences Reporting
6. Yearly Activities/Events (Jay Hargis) – Jay Hargis (with input from Division Chairs) will pull together an online resource guide so that Division Chairs will have one place to go for monthly structure.
7. Division Chair Resource Guide (Ann Marie Wagstaff) – this conversation was incorporated into item “c” above.
8. Recent Legislative Actions (All) – Handout distributed and discussion ensued regarding recent California Legislative Actions.
9. Year Schedule (All) – Group discussion regarding the concept of year scheduling. It was received with a few concerns about the deadlines.
10. Instructional Concerns (All) Division Chair (Vickie Dugan) has asked the counselors to make sure students know that the weight training classes are under Kinesiology.
11. 1st Time Students/First Semester Success (All) – Handout distributed
12. Division Updates (All)
13. **Other**
14. **Future Agenda Item**

**Adjournment**

Meeting was adjourned at 4:30 p.m.