**PORTERVILLE COLLEGE**

**approved**

Enrollment Management

Minutes

3:00 pm – 4:00 pm Monday, February 12, 2018 SM-101A

**Present:** Kailani Knutson, Jay Hargis, Kim Behrens, Erin Cruz, Joel Wiens, Stewart Hathaway, Robert Simpkins, Vickie Dugan, Tim Brown, James Thompson, Lupe Guillen, Maria Roman, Ann Marie Wagstaff

**Absent:** Bill Henry, Sam Aunai, Mike Carley, Arlitha Williams-Harmon, Judy Fallert

**Guest:** Tamara Smee, Maribel Hernandez

1. **Call to Order**

The meeting was called to order by Tim Brown @ 3:05p.m.

1. **Approval of Agenda**

M/S/C – R. Roman/V. Dugan

1. **Approval of Minutes –** minutes were approved with changes

M/S/C – V. Dugan/J. Thompson

1. **Informational Items**
2. **Action Items**
3. **Discussion Items**
4. **Equity Summit –** Equity Summit was held on February 9, 2018. Horacio Sanchez was a guest speaker and the committee agreed that he was exceptional and would like to see him come back in the future.
5. **Student Complaint Process Status (Jay Hargis) –** The written process has been put on hold because the student complaint process will start using a web based program called Maxient.
6. **Adjunct Seniority List (Ann Marie Wagstaff) –** the seniority list is still being discussed and an adjunct seniority list will be created. Ann Marie asked the group for specialized concerns so they can be addressed at the next meeting.
7. **Enrollment Management Plan (Joel Wiens) –** Handouts were distributed on Enrollment Directions & Strategies and a short discussion followed. Information was shared that Preview Night will be held on April 12, 2018 from 5:30pm-7:30pm for high school juniors and their parents. At this event, a wealth of information will be shared such as summer and fall schedules, financial aid, dual enrollment, admissions, DRC and EOPS, transfer degrees, certificates and dual enrollment.
8. **Student Services Update/Discussion (Maria/Erin/Diane)**

Concern was expressed about the absence of faculty at the Equity Summit. Suggestions were welcomed on better dates and times.

1. **Othe**r

Jay Hargis introduced his new assistant, Maribel Hernandez.

1. **Future Agenda Item**

**Adjournment**

Meeting was adjourned at 4:15p.m.