**APPROVED**

**PORTERVILLE COLLEGE**

Enrollment Management

Minutes

3:00 pm – 4:00 pm Monday, September 10, 2018 AC-119

**Present:** Sam Aunai, Kailani Knutson, James Thompson, Mike Carley, Kim Behrens, Arlitha Williams-Harmon, Erin Cruz, Joel Wiens, Stewart Hathaway, Robert Simpkins, Vickie Dugan, Tim Brown, James Entz, Lupe Guillen, Maria Roman, Ann Marie Wagstaff, Sarah Phinney

**Absent:** Bill Henry, Primavera Arvizu, Judy Fallert, Karen Bishop

**Guest:** Ann Vanderhorst, Diane Thompson

1. **Call to Order**

The meeting was called to order by Sam Aunai @ 3:01p.m.

1. **Approval of Agenda**

Motion to approve the September 10, 2018 agenda

M/S/C – M. Roman/T. Brown

1. **Approval of Minutes**

Motion to approve the August 27, 2018 minutes

M/S/C – V. Dugan/J. Wiens

1. **Informational Items**
2. **Action Items**
3. Committee Charge Discussion (Sam Aunai)

M/S/C: A. Wagstaff/T. Brown

1. **Discussion Items**

1. Budget Worksheet FY 19-20 (Arlitha Williams-Harmon) - handout was distributed and new budget sheets were discussed. Porterville College did not meet our fall target and reserves were used. For this coming year, the budget was created being very conservative but, if there are needs in order to run your programs please contact Arlitha Williams-Harmon.

2. Enrollment Management Plan/Activities (Sam Aunai) – hand distributed and short discussion followed.

3. Outreach Activities for fall 2018 (Erin Cruz) – handout distributed with dates and times of school events.

4. Annual Retreat for High School – counselor/principal (Erin Cruz) – The Annual Retreat for High School will be held on December 5, 2018 from 8:00am – 1:00pm. In the past, a few divisions were represented.

5. After Census Adds (Erin Cruz) – There were many add slips after the census date with most of these being in the math division.

6. Adjunct Seniority List (Ann Vanderhorst/Ann Marie Wagstaff) – Short discussion ensued and this will be further discussed at the next Enrollment Management meeting.

7. Elementary Education AST (Robert Simpkins) – There was quick update regarding AST

8. Division Chair Handbook (James Thompson)-handout entitled Division Chairs Handbook was electronically sent to the committee on September 10, 2018.

9. Math 55/Math PQ (Stewart Hathaway) – There was concern that non-STEM students will essentially be placed into Statistics in fall 2019 and they may have little incentive to enroll in Math 55 and Math PQ in the spring. This could result in FTES and staffing issues. A follow-up discussion will take place with Stewart Hathaway, Erin Cruz, Judy Fallert and Kailani Knutson to establish appropriate policy and procedures.

1. **Othe**r
2. **Future Agenda Item**
3. Division Adjunct Seniority Lists

**Adjournment**

Meeting was adjourned at p.m.4:05pm