



Enrollment Management Committee

Friday, September 12, 2014

LIB 201

10:00 – 11:00 a.m.

Minutes

1. **Attendance:**

Dean Trimble, Duane Rumsey, Dr. Erin Vines, Lisa Diaz, Kevin Robles, Diana Keelen, Dr. Les Uhazy, Pamela Ford, Angela Koritsoglou, Dr. Bonnie Suderman, Michelle Hernandez, President Kundson

Recorder:

LaTara Edmondson

2. **Call to Order** (Sign-In sheet)

- Dean Trimble
 - Meeting called to order at 10:05 am
 - Introduction of new and returning group members
- Pamela Ford sitting in for Kyle Faber Classified Union Representative

2. **Approval of Minutes**

- Dean Trimble
 - Minutes from May 23, 2014
 - No corrections/ minutes approved
 - Minutes will be posted on EMC group page

3. **Enrollment Management responsibilities**

- List of responsibilities and duties as a respect for communication amongst all
- Will put together and request feedback for anyone with additional objections
- List will be prepared for next meeting

4. **Mission Statement**

- Review and submit feedback to Enrollment Services
- Should corrections be made to be more in line with the goals and objectives of the district?
 - Waiting for recommendations from group members

CCC Membership List

- Academic Affairs Representatives (Dr. Les Uhazy, Newton Chelette)
- CCC approved document; however members names were updated
- Classified Union Representative (Kyle Faber)
- Executive Director of Business Services (Diana Keelen)
 - will revisit after reviewing AP 2510
- Speak with Dr. Ed Beyer to see if he will attend or send a designee (Dean Trimble)
- Put a call out for CMS representative (Michelle Hernandez)
- List will be submitted to CCC if there is no other input

6. **Business Office, Diana Keelen**

- 2014-15 Budget/FTES projection update
 - Received more restoration FTES with the adopted budget by 70 FTES
 - 11,518 new target
 - New target is in between scenario 1 and scenario 2 of the tentative budget
 - 2% above funded targets
 - Doing well with FTES projections

7. **Cashiers Office, Lisa Diaz**

- Student drop for non-payment
 - Received positive feedback regarding the weekly drops
 - Students were able to get off waitlist sooner
 - 1 student dropped all 14 times
- Student payment plan
 - Student payment plan numbers went up
 - Spring 391
 - Fall 853
- Students were utilizing the options that were offered

8. **Open Discussion**

- The meeting for September 26th is cancelled due to the district all planning meeting (Dean Trimble)
- Next meeting the group will work on goals, get them discussed and solidified and be prepared to provide an end of year report (Dean Trimble)

President Knudson

- Develop and publish a 2-year schedule
- Sequence courses effectively
- Students will be able to complete in 4 semesters
- For every seat occupied in a 3 unit class generates .11 FTS
 - That's how we will start to build our schedule
- High school graduation rate and if the economy improves at all we can expect the head count to be flat in the next 3 years
- We grow the institution by making sure people can complete and move on and open up seats for those new students that are waiting to get in.
- 8,000 new students this Fall
- Leadership Roles
 - Analyzing data
 - analyzing the things that are available
 - the number of students that are coming in
 - how they are assessing
 - what we need to plan for and look at it on a 3-5 year horizon
- Enrollment management isn't just a schedule of classes.
- Its everything from drop rates to success and retention
- Classified should be listed on the composition (Pamela Ford)

9. Meeting adjourned

- 10:28 am

2014-15 meeting schedule

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| <ul style="list-style-type: none">• September 12, 2014 – LIB 201• September 26, 2014 – LIB 201• October 10, 2014 – LIB 201 | <ul style="list-style-type: none">• October 24, 2014 – LIB 201• November 14, 2014 – LIB 201• December 12, 2014 – LIB 201 | <ul style="list-style-type: none">• February 27, 2015 – LIB 201• March 13, 2015 – LIB 201• March 27, 2015 – LIB 201 | <ul style="list-style-type: none">• April 24, 2015 – LIB 201• May 8, 2015 – LIB 201• May 22, 2015- LIB 201 |
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