

**Cerritos College**  
**ENROLLMENT MANAGEMENT COMMITTEE**

Minutes of October 25, 2017

Members Present: Raul Avalos, Student Trustee, ASCC Student Representative  
Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning  
Craig Breit, Assistant Professor, Fine Arts and Communications  
Dr. Amy Holzgang, Professor, Sociology  
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)  
Brittany Lundeen, Counselor/Assistant Professor, Counseling  
Sandy Marks, Instructional Dean of Health Occupations  
Rachel Mason, Instructional Dean of Business Education & Humanities/Social Sciences  
Stephanie Murguia, Dean of Admissions, Records and Services  
Marcia Taylor, Disabled Student Programs and Services  
Silvia Varela, Financial Aid

Members Not Present: Dr. Renée DeLong, Dean of Counseling Services  
Debbie Jensen, Professor, HPEDA, CCFD Designee  
Michelle Lewellen, Faculty Senate President  
Rick Miranda, Vice President of Academic Affairs (Co-chair)  
Debra Moore, Professor, Library  
Karen Patron, ASCC President  
Armando Soto, Counselor/Associate Professor, Counseling

Dr. Johnson called the meeting to order at 3:10 p.m.

I. Approval of Minutes

MSU (Murguia, Holzgang) to approve the minutes of September 27, 2017, as presented.  
Dr. Johnson, Ms. Lundeen, and Ms. Marks abstained.

II. Prioritization of Action Plan Items/Analyses

The committee reviewed and discussed the Enrollment Management Plan 2017-18 Activity Reporting Schedule. Dr. Johnson noted that the Plan has been in effect long enough to begin hearing status reports on activities from the project leads and/or involved parties. He asked the group to review the activities and prioritize which reports we would like to hear first based on high importance, high value, and pertinence to discussion in other committees. This will keep the Committee informed and allow the group to provide input to the leads in terms of shaping their continuing progress.

Mr. Avalos suggested hearing the “Expand weekend offerings” report at the January meeting. He noted that there has been discussion about increasing online offerings but students have expressed they would like more evening and weekend classes. If they could take classes on Friday evenings and Saturdays it would let them expand to full-time status. Ms. Mason stated her area has added Friday night classes over the last few

semesters to gauge student response. They are finding that Friday night classes are doing incredibly well.

Reporting dates were assigned and adjustments were made to enhance some activities. Activity leads were also reviewed and adjusted. As a living document, these edits will also be reflected in the online Enrollment Management Plan document.

III. Confirmation of Action Plan Leads/Involved

This item was addressed during discussion of Item II.

IV. Schedule of Action Plan Reporting

This item was addressed during discussion of Item II.

V. Member Reports and Announcements

There were no member reports or announcements.

VI. Future Agenda Items

The group will continue discussion of items II-IV above and will add "Presentation of Reports" to the agenda.

The meeting was adjourned at 4:29 p.m.