

Enrollment Management Committee Minutes

September 12, 2018

2:00 – 3:00 p.m.

Board Room

Present:	Rick Miranda	Absent:	CCFF Representative
	Dr. Kristi Blackburn		CSEA Representative
	Daniel Gardner		Kathy Azzam
	Dr. April Griffin		Dr. Amy Holzgang
	Phil Herrera		Brittany Lundeen
	Michelle Lewellen		Kim Westby
	Sandy Marks		
	Rachel Mason	Guest(s)	None
	Stephanie Murguia		
	Dr. Gary Pritchard		
	Linda Ramos		
	Armando Soto		
	Yvette Tafoya		

I. Approval of Minutes – August 22, 2018

It was moved by Dr. Pritchard and seconded by Mr. Soto to approve the August 22 minutes. The vote for approval was 9-0-2; Mr. Gardner and Ms. Lewellen abstained, and Mr. Herrera and Ms. Marks were not present for the vote.

II. Shared Governance Committee Self Evaluation 2017-18 *EMP Goal F: Enhancing Organizational Effectiveness*

Mr. Miranda stated that only two responses were received and discussed the comments with the committee. It was noted that there are only six current members who were also members in 2017-18. The committee discussed concerns about cancelled meetings and documenting progress made toward achieving Enrollment Management Plan goals. Mr. Miranda also reviewed the committee purposes listed in the shared governance document and stated that the committee needs to refocus its priorities.

There was extensive discussion regarding how to complete the 2017-18 evaluation accurately, considering that half of the members are new to the committee.

It was moved by Dr. Pritchard and seconded by Ms. Lewellen to receive and file the attached self-evaluation for 2017-18 as presented. The vote for approval was 11-0-2; Dr. Blackburn and Ms. Murguia abstained.

The committee will develop its goals for 2018-19 at the September 26 meeting.

III. Enrollment Management Plan Goals Update
EMP Goals A, B, C, D, E, F

This item was postponed to the September 26 meeting.

IV. Presentation/Submission of Activity Updates
EMP Goals A, B, C, D, E, F

Mr. Miranda distributed a draft activity report template. In the past, activity reports were scheduled for leads to attend committee meetings and provide status updates. However, many reports were rescheduled or delayed, and few were actually received. Requiring written reports will provide documentation and also keep the committee informed while making best use of its time. Members would be able to review the information prior to meetings, and leads may be called to provide additional information if deemed necessary.

It was moved by Ms. Lewellen and seconded by Dr. Blackburn to move away from presentations and to require written reports from activity leads, with the understanding that presentations may also be scheduled if needed. The vote for approval was unanimous.

The committee reviewed the draft template and discussed adding specific steps of what must be included in the reports. Review and discussion will continue at the September 26 meeting.

V. Member Reports and Announcements

Dr. Griffin stated that the Rwandan debate team is conducting a tour of United States colleges and universities. The Cerritos Forensics team will have the privilege of hosting the Rwandans at Cerritos College from September 19-21. While they are here, the Rwandans will be participating in a variety of events, including an exhibition debate, a discussion panel, classroom visits, and a photo exhibition.

Ms. Murguia stated that Admissions and Records is completing processing over 4,000 degrees and certificates, which is even more than last year, and shows that we are managing our enrollment well.

VI. Next Meeting – Wednesday, September 26