

# Enrollment Management Committee Minutes

January 23, 2019

3:00 p.m. – 4:30 p.m.

LC-51

Present:	Rick Miranda	Absent:	Dr. April Griffin
	Dr. Dilcie Perez		Phil Herrera
	Dr. Kristi Blackburn		Dr. Amy Holzgang
	Michelle Lewellen		Rachel Mason
	Brittany Lundeen		Linda Ramos
	Dr. Gary Pritchard		Yvette Tafoya
	Stephanie Murguia		
	Armando Soto	Guest(s):	None

## I. Approval of Minutes – November 28, 2018

It was moved by Ms. Murguia and seconded by Dr. Pritchard to approve the November 28 minutes. The vote for approval was 6-0-0; Mr. Soto and Ms. Lundeen were not present for the vote.

## II. Activity Report Form

*EMP Goals A, B, C, D, E, F*

A condensed version of the form was provided and reviewed, and an in-depth discussion took place about the form's intent and how it can aid in closing the loop on various activities so the work can be documented. It was also noted the form could support requests for resource allocations in unit plans as it documents activities. The form was created with the intent that all committees may use the form; it is not tailored specifically to enrollment management.

Inquiries were made with the drop-down menu and what each answer meant. The language used for question number three was also discussed and will potentially be edited at a future date. Mr. Miranda followed the discussion asking for a motion to approve the draft form, keeping in mind edits will most likely take place once the form is presented to other campus committees. Dr. Pritchard moves to approve and the motion was seconded by Ms. Lewellen. Vote for approval was 7-0-0. Ms. Lundeen was not present for the vote.

## III. Enrollment Management Future Direction

A brief history was discussed about the start of the Enrollment Management Committee and what type of work was done in years prior. The committee acknowledged the need for transparency during this time of change. With issues such as attendance and obtaining quorum, the idea is moving Enrollment Management as a subcommittee under the Planning and Budget Committee. Due to members being absent, the discussion will be continued as an agenda item for the next meeting. Mr. Miranda asks the group to think about their reasoning as to why or why not to move this committee, and to come prepared at the next meeting to discuss further.

## IV. Member Reports and Announcements

Open house hosted by the Counseling Division on February 4<sup>th</sup>. Students will be able to walk through, eat lunch, and learn about available services. Admissions and Records will have a table set up at welcome week to spread awareness of the graduation petition process.

V. Next Meeting – Wednesday, February 27, 2019

Suggested agenda items should be sent to Kelly Rios.