

# Enrollment Management Committee Minutes

September 26, 2018

3:00 – 4:30 p.m.

Board Room

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

## I. Approval of Minutes – September 12, 2018

It was moved by Ms. Lewellen and seconded by Dr. Griffin to approve the September 12 minutes. The vote for approval was 9-0-1; Mr. Claxton abstained and Mr. Herrera was not present for the vote.

## II. Enrollment Management Committee Goals for 2018-19

### *EMP Goal F: Enhancing Organizational Effectiveness*

Mr. Miranda distributed the committee's goals for 2017-18 and the committee's purposes to help shape committee goals for the current year. After discussion, the committee proposed the following goals:

1. Continue to align the Enrollment Management Plan and Educational Master Plan.
2. Aid the development of the Facilities Master Plan.
3. Adopt a reporting protocol in order to discuss impacts on the Enrollment Management Plan.
4. Analyze the impact of the new funding formula on the Enrollment Management Plan.
5. Review and update Enrollment Management Plan activities.

The draft goals will be reviewed again at the October 24 meeting.

Ms. Marks stated that the Facilities Master Plan consultants should review the Enrollment Management Plan and possibly attend a committee meeting to ensure that the plans are aligned.

## III. Enrollment Management Plan Goals Update

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

At the August 26 meeting, the committee reviewed the Enrollment Management Plan goals and agreed that the college's base is not 18,000 FTES. The committee recommended changing the base to 16,800 to reflect the current budget and align with other college plans. The committee also discussed whether the plan needs to be updated to reflect major changes such as AB 705, since the plan was approved in February 2017, when AOC was the main focus.

The committee appointed Dr. Griffin, Ms. Lewellen, and Ms. Murguia to review and update the Enrollment Management Plan activities.

**IV.** Activity Report Form  
*EMP Goals A, B, C, D, E, F*

Mr. Miranda stated that a draft template was reviewed at the September 12 meeting. He distributed an updated draft for the committee to review. After discussion, the committee appointed Mr. Claxton, Ms. Marks, and Ms. Mason to update the draft with specific steps and identification of outcomes.

**V.** Member Reports and Announcements

Ms. Marks stated that at Convocation, guest speakers Dr. Frank Harris III and Dr. J. Luke Wood from San Diego State University's Community College Equity Assessment Lab (CCEAL) shared key research findings on ways to successfully serve our diverse student body. The presentation, Examining Student Equity and Success at Cerritos College, focused mainly on student equity best practices, and student engagement strategies. Ms. Marks asked whether a committee will be reviewing the data to address areas of concern. Mr. Miranda stated that this could be discussed by the Student Equity Committee.

Ms. Murguia stated that we will begin accepting applications for summer and fall 2019 on November 1. The early date allows us to remain competitive with neighboring colleges. Public Affairs will be communicating the news to students. Priority enrollment for spring 2019 begins Monday, October 1.

Dr. Pritchard stated that the [Interstate Passport](#) campaign will begin in November.

Ms. Ramos reminded the committee that the month of October is designated as Domestic Violence Awareness Month.

**VI.** Next Meeting – Wednesday, October 24