

PORTERVILLE COLLEGE

Enrollment Management/Division Chairs Minutes

3:00 PM – 4:00 PM • Monday, February 10, 2014 • L-405

Co-Chairs: Bill Henry and Richard Goode

Present:

Craig Britton, Michael Carley, Bret Davis, James Entz, Judy Fallert, Val Garcia, Lupe Guillen, Jay Hargis, Bill Henry, Miles Vega, Ann Marie Wagstaff, Joel Wiens and Arlitha Williams-Harmon

Absent:

Kim Behrens and Erin Cruz

- I. **Preliminaries**
 - A. **Call to Order**

The meeting was called to order by Mr. Henry at 3:04 pm.
 - B. **Approval of Agenda**

Approval of the February 10, 2014 Enrollment Management Agenda was moved by Joel Wiens, seconded Craig Britton and carried with consensus of sub-committee.
 - C. **Approval of Minutes**

Approval of Enrollment Management Minutes as amended from January 27, 2014, moved by Craig Britton, seconded Jay Hargis and carried with consensus of sub-committee.
- II. **Information Items**
- III. **Enrollment Management Items**
 - A. **One-Time Money Request Update**

Several departments went over the allotted monies due to tax and shipping fees; therefore, white boards will not be ordered until all purchases are received to help cover the excess cost.
- IV. **Division Chairs Items**
 - A. **Fall/Summer Schedule Information – Bill Henry**
 - Schedule is due Thursday, February 13, 2014
 - Currently sitting at 99.9% of target. Some late starting and Education classes were added to the spring schedule.
 - Increase by 6 for fall; adding 2 Math, 1 English, 1 communication and 2 Education.
 - Did not meet the summer 2013 projections, so start at 55 sections for summer 2014.
 - Schedule core courses during prime hours; push education courses to later in the afternoon/evening.
- V. **Other**
 - Instructors are accessing buildings after 10pm when everyone should be gone, and the building armed. This is a safety/security and liability issue; please inform faculty/adjunct to use common sense when coming and going.
Discussion ensued.

VI. Future Agenda Items
A. Enrollment Plan Goals

Adjournment:

**Meeting was adjourned at 3:40pm. Next scheduled meeting –
3:00pm, Monday, February 24, 2014, L-405**