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| ***MEETING DATE:*** | **Wednesday, March 13, 2019** |
| ***LOC./TIME:*** | **T-850, 10:30 a.m.-12:00 p.m.**  |
| ***PARTICIPANTS:*** | **Co-Chairs: Vice President of Student Services (VPSS)-Vicki Ferguson\*****Vice President of Instruction (VPI)-Rudy Besikof\*****Membership****Dean (Instruction) - Denise Richardson****Dean (Enrollment Services) - Mildred Lewis** **Vice President of Business Administration (VPA)-Derek Pinto** **Director of Student Activities and Campus Life-Gary Albury****Director of IT-Rupinder Bhatia** **Public Information Officer (PIO) - Dolores “Max” Bernal\*****Academic Support Services Specialist-Derek Lee\*** **Research & Systems Technology Analyst-Clifton Coleman** **Faculty Senate President-Fred Bourgoin\*** **Faculty/Guided Pathways-Suzan Tiemroth-Zavala\*****Faculty/Guided Pathways-Eleni Gastis\*****Counselor-Manuel Alcala** **Counselor-Terrance Greene** **Counselor-Janelle Tillotson\*****Classified-Chandra Johnson-Malone****Classified-Iolani Sodhy-Gereben** **Classified-Dr. Joseph Koroma****Classified-Rene Rivas****Associated Students of Laney College (ASLC) Representative-Vacant** **Associated Students of Laney College (ASLC) Representative-Vacant****Associated Students of Laney College (ASLC) Representative-Vacant****\*Core IEPI/SEM Group****Note Taker- Hope Lane** |
| **AGENDA ITEM** | **DISCUSSION NOTES** | **ACTION ITEMS** |
| 1. **Meeting Called to Order**
 | * VP Ferguson
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| 1. **Review the Draft: Strategic Enrollment Management Plan**
 | * Vicki and Fred shared with the group the updates worked on by Eleni, Suzan, Fred, Vicki and Rudy. Since the last draft, a chart with the activities, metrics, timeline and responsible leads were added, which will be included in the appendix.
* The committee reviewed each page of the document.
* Feedback was provided (edits, adding action verbs, etc.)
* Committee voted on the edits; one abstention.
* Committee voted on the charge and responsibilities; one abstentions.
* The draft SEM Plan and new committee charge/responsibilities will go to College Council for a first read on Wednesday, March 20, 2019; Faculty Senate on Tuesday, March 19, 2019; Classified Senate on Friday, March 15, 2019; Gary will take Associated Students of Laney College (ASLC) next week.
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| 1. **Adjournment**
 | * Fred motion to adjourn; Rudy seconded
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**NEXT SEM COMMITTEE MEETING –March 20, 2019; T-850- 10:30 a.m.-12:00 p.m.**