|  |  |
| --- | --- |
| ***MEETING DATE:*** | **Wednesday, September 12, 2018** |
| ***LOC./TIME:*** | **TBD, 1:30pm -2:30pm**  |
| ***PARTICIPANTS:*** | VPSS Vicki Ferguson **(P)**VPI Rudy Besikof **(P)**President Tammeil Gilkerson **(A)**Dean Mildred Lewis **(P)**Dean Denise Richardson **(P)**Max Bernal **(A)**Fred Bourgoin **(P)**Eleni Gastis **(P)**Blake S. Johnson **(A)**Derek Lee **(P)**Janelle Tillotson **(P)**Suzan Timeroth-Zavala **(P)**Derek Lee **(P)**Chandra Johnson Malone **(P)**Evetta Williams **(P)**Clifton Coleman **(P)** |

|  |  |  |
| --- | --- | --- |
| **AGENDA ITEM** | **DISCUSSION NOTES** | **ACTION ITEMS** |
| 1. **Review and Approval of Agenda (Action)**
 | * N/A
 | * Discussed meeting times 1st & 3rd Wed.
* Adding meeting times to agenda
* Master calendar
* Move to approve Master Calendar
 |
| 1. **Approval of Minutes (n/a)**
 | * N/A
 | * N/A
 |
| 1. **Review Charge & Structure (Discussion/Action: if approved motion goes forward to College Council)**
 | * Eleni recommended a 2-year cycle since enrollment is down;
* Discussed 2-year plan and once a month meeting when plan is approved
* Rudy discussed adding Director of IT (Rupinder) to committee structure along with other identified positions
* The group discussed absenteeism; will follow up constituency leaders and President notified if members miss more than two meetings
* Meetings will change from two hours to one hour and a half
* 1st & 3rd Wed. 10:30-12:00
* Name Change-**Strategic Enrollment Management Committee**
 | * Vote to accept new charge; time; membership & date
* Rudy 1st
* Eleni 2nd
* No abstentions
* Motion passes unanimously to accept new charge; time; name change; membership and date
 |
| 1. **Develop Goals for 2018-2019 Academic Year (Discussion/Action: if approved disseminate to College Council)**
 | * Will write actual plan during next semester (Spring 2019)
* Dean Lewis discussed budgeting obstacles and follow up with Human Resources to ensure great results
* Professional development needs
* Complete requirements as an IEPI school
* Liaison with District Enrollment Management Committee
* Create an Enrollment & Environmental Snapshot Scan-Fall 2018
* Develop an enrollment management plan-Spring 2019
* Collaborate with District Enrollment Management Committee (Blake Johnson- will serve as the liaison through DEMC)-Ongoing
* Complete IEPI Strategic Enrollment Management responsibilities- Ongoing
 | * Eleni moved to accept goals for ’18-‘19
* Chandra 2nd
* Motion passes

unanimously* Rudy moved to

motion for goals to align with the semester* Dean Lewis-Motion to have VPI & VPSS Co-Chair.
* Fred 2nd
* No abstentions
* Motion passes unanimously
 |
| 1. **Good of the Order**
 | * N/A
 |  |

**NEXT SEM COMMITTEE MEETING – Wednesday, October 3rd, 10:30-12:00pm**

**Co-Chairs: Vice President of Student Services (VPSS)-Vicki Ferguson\***

**Vice President of Instruction (VPI)-Rudi Besikoff\***

**Membership**

**President-Tammeil Gilkerson**

**Dean of Instruction-Denise Richardson**

**Dean of Enrollment Services-Mildred Lewis**

**Vice President of Administrative Services (VPA)-Derek Pinto**

**Director of IT-Rupinder Bhatia**

**Public Information Officer (PIO) - Dolores “Max” Bernal\***

**Academic Support Services Specialist-Derek Lee\***

**Research & Technology Analyst-Clifton Coleman**

**Faculty Senate President-Fred Bourgoin\***

**Faculty-Scott Godfrey\***

**Faculty-Blake Johnson\***

**Faculty/Guided Pathways-Suzan Timeroth-Zavala\***

**Faculty/Guided Pathways-Eleni Gastis\***

**Counselors-Terrance Greene**

**Counselors-Janelle Tillotson\***

**Classified-Chandra Johnson-Malone**

**Classified-Iolani Sodhy-Gereben**

**Associated Students of Laney College (ASLC) Representative-Evetta Williams**

**\*Core IEPI/SEM Group**

**Note Taker- Hope Lane**