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| ***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)** |

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| **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**