

## Enrollment Management Team Meeting Minutes – August 20, 2003

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Attendees: Kathy Lehner (Chair), Meridith Randall, Mark Rawitsch, Oscar DeHaro, Candie Dickinson, Mike Adams, Kristie Anderson, Ross Beck, Susan Bell, Craig Hayward, Lefty Olguin, Jayme Johnson, Christine Mullis

### **1. PRIOR MINUTES APPROVED - yes**

### **2. REVIEW OF LATEST FTES/FTEF DATA (Craig)**

Good news: enrollment is up! We've passed the 1,000 mark (number of full-time students) and are experiencing the highest enrollment in the history of the college.

This alleviates some of our concerns from the summer enrollment figures. As of today, we are up 28 FTES for Fall, beginning to make up for being down 54 FTES (26%) over the summer.

The increased enrollment is impacting the entire college; in addition to space concerns, we need to keep an eye on the impact increased enrollment has on the quality of our education, the number of counselors available, the impact to all departments involved with student assistance, and parking. (On parking: the best time to observe how full the parking lot is becoming is at 10:30 am on Tuesdays. PRMPC has just approved a parking reconfiguration plan.)

In addition to the FTES/FTEF figures, Craig also distributed an ethnicity breakdown. A suggestion was made to put definitions of terms/headings on the FTES/FTEF report for those who aren't familiar with them (i.e., "ratio").

#### *Additional ideas on enrollment*

We need to remember to commit equally to retaining our students as well as enrolling new ones. Additional factors that come into play are child-care issues, bus service, and scheduling for university students home for the summer (which involves assessing our lower division class offerings).

### **3. STAFF TRAINING UPDATE**

Sub-committee met to discuss potential FTES generation from staff training workshops. It was determined that the more important objective is creating a culture of professional development on campus, as opposed to FTES generation. We decided to coordinate training with upcoming campus wide changes such as the new phone and email systems, and offer for-credit workshops for faculty and staff who want them. Other ideas for professional development could include customer service, telephone technique, and Spanish in the workplace (classes which we actually already offer). Jayme Johnson has submitted a questionnaire to classified staff regarding their interest/feedback in training and will report back the results at our next meeting.

We discussed focusing on staff training that not only helps people do their jobs, but increases their overall health and well-being. That creates happier, more productive employees, which in turn creates a natural increase in customer service.

Some classes which would fall under staff training and/or ideas for increasing general enrollment can only be offered twice—we may need to see if the repeatability factor can be increased through the curriculum process.

#### **4. CITIZENSHIP CLASSES**

Manuel has a whole binder of citizenship materials, and is currently looking at other colleges that offer these classes, in response to a large number of HEP students who expressed interest in becoming citizens. We're planning to offer some type of Citizenship classes by late fall or next spring.

#### **5. INFORMATION LITERACY**

Nothing new on information literacy at the present time. John Koetzner is working on developing new classes.

#### **6. ATHLETIC LEAGUES**

Creating new athletic leagues on the weekend presents a problem with safety, upkeep, and weekend coverage. With enrollment up, it was agreed to put this off until the campus usage on weekends is resolved. Agreed the proper forum for this weekend discussion would be IMPSC.

#### **7. BRAINSTORMING LIST – Additions & Priorities**

Agreed to decide as a committee which items from this list have the best chance for success, by working with smaller sub-groups who then report back at meetings. This will ensure that all departments affected will have the necessary input before forging ahead. Additions were made to the list (copy attached).

#### **8. ATTRITION POINTS – INQUIRY RESPONSES**

Tabled for next meeting.

#### **9. OTHER ITEMS**

A flyer for the new Instruction Office Intranet Site map was distributed. This site will host all the minutes, forms, and documents generated by Instruction office committees, including the Enrollment Management Team.

#### **10. NEXT MEETING: Wednesday, September 10, 2003**

#### **11. ADJOURN**