

*Enrollment Management
Minutes
February 15, 2005 10:00 am – Sylvania – Conference Room B*

Attendees: Guy Sievert, Craig Kolins, Rebecca Mathern, Frost Johnson, Russell Banks, Robin Burwell, Miriam Friedman, Jennifer Boehmer, Patty McCoy, Scott Huff
Absent: Steve White, Ron Smith, Dennis Bailey-Fougner

Action Items

- Summit Meeting reminder was sent with a follow-up e-mail reminder requesting participants to RSVP and this prompted a steady flow of positive RSVPs. Current list is approximately 65 participants (as of Monday, February 21).
 - By Thursday, February 24 participants will be divided into working groups and a group list will be forwarded to all co-facilitators.
 - The following hand-outs will be provided for all Summit participants:
 - Enrollment Management definition
 - Description of Tasks & Objectives
 - Formal Goals
 - The following hand-outs will be provided to Co-facilitators:
 - Effectiveness Indicators
 - Educational Master Plan
 - Accreditation Standards
 - District Planning Council Notes
- If there are any other resources and/or reports needed for the Summit meeting – please inform Tonia or Rebecca by the end of the week (February 25th).
- Rebecca has contacted The Insider for photo opportunities at the Summit.

Upcoming Events

- **SAVE THE DATE:** President's Summit on Enrollment Management will be held **Friday, March 4, 2005** – 8:00 a.m. – 5:00 p.m., Central Portland Workforce Training Center.
- Our **next meeting is scheduled for Friday, March 11, 2005** – 3:00 p.m. -5:00 p.m. Sylvania – CC President's Conference Room B. **Announcement will be posted to EM Group Page.**

Meeting adjourned: 9:45 a.m.