

Enrollment Management Meeting

Minutes

Friday, March 11, 2005

Sylvania – CC President's Conference Room B

Attendees: Guy Sievert, Rebecca Mathern, Craig Kolins, Frost Johnson, Dennis Bailey-Fougner, Miriam Friedman, Jennifer Boehmer, Russell Banks, David Goldberg, Ron Smith

Action Items:

- Enrollment Management Summit Evaluations will be sent to participants during the week of March 14th.
- President's Pulliams is slated to send a "Thank You" email to participants for their support and participation with the summit.
- Rebecca and Craig will pin point participant comments/recommendations and those selected will personally be contacted to have them expand on their comments/recommendations. They may also be asked to sit on the enrollment management committee if they seem interested in this issue.
- Need to collect Action Items (from committee members) to discuss at next Enrollment Management meeting.

Summit Debrief:

- Purpose of Summit meeting was to have participants help Enrollment Management Committee with their goal student retention.
- Participants felt they were "heard" but would like to know of what will happen in the future.
- The summit time frame was very compressed however, results were very productive.
- There should be communication between facilitator and group participants to express appreciation for their participation

Schedule Enrollment Management meetings:

- EM Committee agreed to hold meetings twice monthly.
 - Meetings will be held 2 & 4th week of the month – 1:30 p.m.-3:30 p.m. at Central Portland Workforce Training Center.
 - Meeting announcements will be posted via Enrollment Management Group Page.
 - Committee can view scheduled meetings via – Enrollment Management calendar.

Upcoming Events:

- Our **next meeting is scheduled for Friday, April 8, 2005** – 1:30 p.m.-3:30 p.m. Central Portland WTC- Room 302. An announcement will be posted as well.

Meeting Adjourned at 4:30 p.m.