

Enrollment Management Minutes

Friday, May 27, 2005

Central Portland Workforce Training Center, Room 302

Attendees: Craig Kolins, Rebecca Mathern, Guy Sievert, Nan Poppe, Mimi Maduro, Kendra Cawley, Dennis Bailey-Fougner, Robin Burwell, Miriam Friedman, Russell Banks, Patty McCoy, Jennifer Boehmer, Scott Huff, Jackie Elliott, Cheryl Scott, Lori Bales, Jane Rognlie.

Absent: David Goldberg, Ron Smith, Loan Lee, Frost Johnson, Tammy Billick, Kathleen Harriman

Special Guests: President Preston Pulliams and Bonnie Starkey

ACTION ITEMS:

- Sharing Plan with Summit participants – Craig and Rebecca will “clean” goals/objectives/tasks and send to participants. A date will be given to participants for returning feedback.
 - Ask participants 1-2 questions requesting specific feedback of what they want in response to the goals/objectives/tasks.
 - Can EM committee commit to giving quarterly (once a term) feedback to Summit participants?
- Summer Meetings – Please bring your calendars/PDA’s to our meeting on June 10 as we will schedule our summer meetings.
- EM will have a link posted on the Academic Services web page. This link will open a web page dedicated to Enrollment Management with information on: Enrollment Management Plan (goals, objectives, and tasks), committee members, minutes, announcements, and links.

President Pulliams –cabinet discussion:

President Pulliams announced that he is very impressed with the progress of the Enrollment Management committee and our Summit event. PCC has six strategic initiatives and Enrollment Management is one of them.

He discussed Craig’s presentation to the cabinet and their encouragement of our work. The president also mentioned that the cabinet narrowed in on four initiatives for this group to work on over the next year. Craig said that more discussion will occur about this at our next meeting.

EM Plan – Objectives/Tasks

- Handouts of EM Goals/Objectives/ Tasks were distributed to committee members for review and discussion. Goals 2, 3 and 5 were reviewed at this meeting.
 - Group focused on:
 - Are objectives under the right goal?
 - Are objectives considered an objective or a task?

This overall plan will be sent out to the community in the next few days after it has been cleaned up.

High Performance Business Processes – Bonnie Starkey

- Presented EM committee with hand-outs and a PowerPoint presentation on Lean Business Practices.
 - Any recommendations regarding Lean Business practices can be forwarded to Bonnie.
 - EM committee will discuss which groups would benefit from Lean Business Practices in our enrollment process at our next meeting.
 - Determining who our key players are and ensuring that they work on this process will be critical for success.
 - If you missed the meeting and would like a copy of Bonnie's presentation, please contact Tonia.

Updates

- Noel –Levitz Conference Report – Robin Burwell and Tonia Coronado will share information gathered from student retention conference at our next meeting, June 10th.

Upcoming Meeting:

- Our **next meeting is scheduled for Friday, June 10, 2005** – 1:30 p.m.-3:30 p.m. Central Portland WTC- Room 302. An announcement will be posted as well.

Meeting Adjourned at 3:43 p.m.