



Special Meeting Minutes - Approved August 29, 2017

Members Present

Rachel B. Salomon
Jomi Capelle
Cassandra Frandsen

Melinda Nish
Ernest Canonigo

Willie Cristobal
Jacinta Samuel

The meeting was called to order @ 12:06 PM

Agenda Items

1. Review of Minutes
2. EMC RSA
3. Catalog
4. Enrollment Master Plan
5. Others

Minutes

1. REVIEW OF MINUTES

- May 18, 2017
 - Melinda moved to approve the May 18, 2017 meeting minutes. Jomi and Jacinta seconded the motion. The motion was unanimously approved with 2 abstain.
- July 25, 2017
 - Jomi moved to approve the July 25, 2017 meeting minutes. Jacinta seconded the motion. The motion was unanimously approved.
- August 3, 2017
 - Melinda moved to approve the August 03, 2017 meeting minutes with the change. Jomi seconded the motion. The motion was unanimously approved.

2. EMC RSA

- Jacinta moved to accept the RSA with the changes. Jomi seconded the motion. The motion was unanimously approved with 1 abstain.

3. CATALOG

- Corrections:
 - Table 2 Math - change from English to Math
 - Take out the multiple measure/matrix and tables.
- Jomi will sent out her correct information for the catalog.
- Before 100% Refund was after the last day of ADD/DROP period, but FABS is using before the beginning of classes.
 - We can not change it now but we can change it next semester.



- Rachel recommended that the Catalog goes back and we do our changes/comments.
- The Catalog is due September 1, 2017.
- The responsibility of the Administer is to make sure the catalog is out and accurate.
 - The next catalog should be done in May and goes out June to the Students.
- Va, Rachel and Melinda will have to approve the catalog and post it.
- EMC is part of the process but the catalog does not require a vote from the committee.

4. ENROLLMENT MASTER PLAN

- Rachel presented the EMP for comments/inputs.
 - **Goal 1:** Achieve recruitment and enrollment targets and projections
 - **Goal 2:** Transition students in the Developmental Level to Credit level effectively
 - **Goal 3:** Financial Stability (Increase revenue from student enrollment and student related activities and services(?))
 - Melinda will help restate this goal.
 - Melinda did a walk through and a lot of the number is not correct (less/more chairs).
 - We should every summer do a major facelift of all of the classrooms and should have emergency repairs.
 - **Goal 4:** Improve overall quality of student experience to help students persist and graduate from CMI
- We need to have an enrollment targets set.
- We need to write a narrative, sentence explaining the goals, restate goal 3 and make a link to the Mission, Vision and the current strategic plan.
- Rachel will sent this via email for suggestions/comments at the end of the day Wednesday.
 - Deadline will be end of the day Thursday.

5. OTHERS

- For next meeting
 - Refund and SIS

Meeting adjourned @ 1:05 PM

Next meeting September 7, 2017

Kelly Luce Sebastian, Recording Sec.
Scribe

EMC
Reviewed & Approved by

02 - November - 2017
Date approved