



## Regular Meeting Minutes - DRAFT October 27, 2016

### Members Present

Rachel B. Salomon  
Va Savu  
Jacinta Samuel

Melinda Nish  
Amy Ishiguro

Jomi Capelle  
Ernest Canonigo

### Guest

N/A

**The meeting was called to order @ 11:07 AM**

### Agenda Items

1. Review of September 15<sup>th</sup> Minute
2. Early Registration
  - Dates: November 7 - 11, 2016
  - Process/Steps
3. Financial Aid-Return of Title IV Funds
4. Student Handbook Content Page
5. Student Life & Conduct Board Meeting - November 2, 2016
  - Membership: 4 faculty/staff, 3 students
  - Hearing Officer
  - Student Conduct Code (DRAFT)
  - SCB Processes/Procedures
  - Schedule of meetings
6. Others

### Minutes

1. REVIEW OF SEPTEMBER 15<sup>th</sup> MINUTE
  - Melinda moved to approve the September 15<sup>th</sup> minute with the changes. Jomi seconded the motion. The motion was unanimously approved.
2. EARLY REGISTRATION
  - Dates: November 7-11, 2016
  - Rachel will follow up with Cheryl and Boni about the SIS website, if power outage and get back to the committee
  - Rachel will work with Jemimah about training the tutors
  - Have faculty invite boni and cheryl to their senate meeting
  - Process/Steps
    - Will sent it out October 31<sup>st</sup> at 8am
3. FINANCIAL AID-RETURN OF TITLE IV FUNDS
  - First paragraph in the third line change from Returned to Return
  - This will be present to EC for their information
4. STUDENT HANDBOOK CONTENT PAGE



- Not going to look just at the content but the whole Student Handbook

**5. STUDENT LIFE & CONDUCT BOARD MEETING - NOVEMBER 2, 2016**

- Membership: 4 faculty/staff, 3 students
  - Faculty representative - Cassandra and Richard Cook
  - Staff representative- committee recommended Rosen and Ruthy
  - Students representative - Henry O’Brian, Rithen, Luston and Annalyn Laikidrik

**6. OTHERS**

- The committee should construct an enrollment management plan, that includes;
  - enrollment target
  - completion rates
  - outreach
  - recruitment
- should construct a plan, develop and launch in Spring
- 4% completion rate - for full time student graduate with a degrees and/or certificate
- Any college that has 15% or least on their completion rate is targeted (means the College has to do a special report)
- Have to come up with small set strategies and start implementing it
- Outreach to the community/families
  - Student Service is doing a outreach on ebeye next week
- Will have to sit with Stevenson to create the enrollment target to see what’s the revenue and the cost - will roll it off in the spring
- Melinda is working on a report regarding the ACCJC training
- WASC will be visiting, probably November 11-18, 2016
- December 19<sup>th</sup>, 2016 - SIS test run

**7. TABLED ITEMS**

**Meeting adjourned @ 12:00 PM**

**Next Meeting**

1. Next *Regular Meeting*, Thursday November 24<sup>th</sup> 11am in the College Center’s Conference Room

**Future Agenda Items**

Kelly Luce Sebastian, Recording Sec.	Enrollment Management Committee	03-November-2016
<b>Scribe</b>	<b>Reviewed &amp; Approved by</b>	<b>Date approved</b>