



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
Enrollment Management Committee**

Wednesday, February 16, 2011
Room 746
3:00 p.m.

Agenda

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- October 20, 2010

3. STANDING REPORTS

- Morris Rodrigue and Teresa Doyle - Student Success/Basic Skills
- James Crooks and Andy Bloom – Student Success Committee Update
- James Crandall - Student Services – Technology Update
The Importance of Email Address Collection and Verification

4. DISCUSSION/ACTION

- Kevin O'Rourke and Kate Mahar – McConnell Foundation Retreat
- Enrollment Reports – High Schools and K-8

5. ANNOUNCEMENTS

- Next Meeting – March 16, 2011

6. ADJOURNMENT

7 Tools for Effective Meetings

- 1) Stay on track- use the parking lot!
- 2) No one person dominates conversation
- 3) Everyone has a voice
- 4) All opinions are respected and valued
- 5) Recognize that you will not agree with all team decisions
- 6) Stay positive
- 7) Some things have to be believed to be seen.