

District Enrollment Management Committee

March 21, 2014
1:00pm – 2:30pm
Riverside City College, Math
& Science Bldg., Room 111

Minutes of Meeting

Members present:

Moreno Valley College Members: Dr. Ryan Carstens, Interim Vice President Academic Affairs;

Norco College Members: Diane Dieckmeyer, Vice President, Academic Affairs; Melissa Bader, Associate Professor, English

Riverside City College Members:; Susan Mills, Interim Vice President, Academic Affairs; Richard Mahon, Professor, Humanities;

RCCD Academic Senate: Lee Nelson, Associate Professor, Nursing & President, RCC and RCCD Academic Senate

RCCD Faculty Association: Chris Rocco, Associate Professor, Humanities

District Members: Robin Steinback, Interim Vice Chancellor of Educational Services Workforce Development and Planning, Raj Bajaj, Dean, Institutional Reporting and Educational Services

Members not in attendance: Chris Nollette, Associate Professor EMS, Moreno Valley; Aaron Brown, Vice Chancellor, Business & Financial Services Chris Carlson, Chief of Staff and Facilities Development

Guests: Patricia Avila, Dean of Instruction CTE (Riverside Community College); Carol Farrar, Dean of Instruction (Norco College) Kevin Fleming, Dean of Instruction CTE (Norco College); David Vakil, Dean of Instruction (Moreno Valley College);

1. **Welcome & Introductions:** Robin Steinback called the meeting to order at 1:05 p.m.
2. **Minutes:** The meeting notes from February 28th were approved as amended with the correction that Dr. Richard Mahon and Dr. Chris Nollette were not present at the February 28th meeting. The decision for FTES distribution for fiscal year 2013-2014 was unanimous.
(M/C. Rocco S/M. Bader – motion passed; 1 abstention (R. Mahon))

- **Formalize the approval of allocations:** (M/R. Mahon S/C. Rocco, motion passed)

The recommendation on the methodology and distribution of FTES will be made to the DSPC (District Strategic Planning Council) which will then be forwarded to the Executive Cabinet for final decision and implementation.

The colleges will finalize the distributions of FTES by term and inform the district office accordingly. Each college now has an enrollment management committee/council.

- **Charge and Membership:**

The Committee discussed the initial charge and membership.

Initial decision of the district FTES and unfunded levels for the district is decided by the Executive cabinet in consultation with Vice Chancellors of Educational Services and Business services.

Motion: (Motion/R. Mahon, S/Chris Rocco, passed).

The committee agreed to include the VP of business services from each college.

- **Voting:** The group will revisit the voting rights at a later date and is unresolved at this point.

- **Timeline**

The committee hopes to review models and develop a methodology latest by June 30th, 2014.

- The Next Meeting is scheduled for April 4th, from 1:00pm – 3:00pm. Room to be announced.

Meeting adjourned 2:48pm