

**OFFICE OF THE VICE CHANCELLOR  
EDUCATIONAL SERVICES AND STRATEGIC PLANNING  
RCCD ENROLLMENT MANAGEMENT COMMITTEE**

Meeting Minutes from Thursday, November 15, 2018  
CAADO, Conference Room 209  
3:00 p.m. – 5:00 p.m.

## MEETING MINUTES

**Meeting called to order:** 3:08 p.m.

**Present:** Melissa Bader; Christopher Blackmore; Aaron Brown; Darren Dong; Carol Farrar; Dyrell Foster; Monica Green; Nathaniel Jones; Samuel Lee; Carlos Lopez; Wendy McEwen; Susan Mills (Chair); Kyla O'Connor; Jason Parks; Thea Quigley; Jeff Rhyne; Kaneesha Tarrant; Art Turnier; Chip West

**Absent:** AnneMarie Amezquita; Raj Bajaj; Peggy Campo; Peggy Cartwright; Mark DeAsis; Wolde-Ab Isaac; LaTonya Parker; James Reeves; Rolando Regino; Mark Sellick; David Torres

- I. **Approval of Agenda - 1<sup>st</sup> Monica Green / 2<sup>nd</sup> Art Turnier / Approved by consensus**  
**Approval of Minutes - 1<sup>st</sup> Monica Green / 2<sup>nd</sup> Jason Parks / 4 - Abstain**
- II. **Vice Chancellor's Report – Vice Chancellor, Susan Mills**
  - The report will be covered by the following agenda items.
  - Introduction of Kaneesha Tarrant – Interim Vice President, Student Services – Norco College
- III. **Update on Early Registration & Information Technology Workgroup – Susan Mills**
  - Sent out Curriculum Review Publication Timeline & Criteria – Winter/Spring priority registration in progress now. The concept is going well. There have been a few communication issues, however, it is generally going smoothly which is very good. It's a really a big step.
  - Moving forward, the projected date to publish the catalog is March 29, 2019. The projected date to publish the schedule of classes is April 16, 2019 for Summer and Fall.
  - Enrollment will start around May 6, 2019 or May 7, 2019. There have been, and will be, continued meetings, coordinators, curriculum groups and everyone involved is working hard to meet these deadlines.
  - Catalog addendum to be published soon. Waiting on a couple programs and they will be published soon.
  - Darren Dong was acknowledged for updating ENG-1A and ENG-91 in the schedule layout and getting them listed together. Updated chart was also implemented to help students understand placement and AB705, etc.
  - EduNav roll out 3,125 students. Originally to be 1,500-RCC, 750-MVC and 750-NC. Turned out to be 2,124-RCC, 551-NC and 450-MVC. The numbers are different due to programs which were picked early based on programs available and built in the system and then the students with multiple transcripts were eliminated. One advantage, better at building programs faster. Now focused on registration.
  - Build out more programs faster and better gauge programs to accommodate target numbers.
  - Rolled out priority registration on 11/13/18. Edunav was not able to pull that information directly from our system. A list was produced from our IT listing 325 on priority registration. The system relies on program flags. Not all program flags were in. Reports were run which identified 218 additional students with priority registration. The decision was made pull the system down as there was no way to verify the information and the decision was made to pull the system down vs. putting students with priority registration at a disadvantage.
  - There are issues with students who have the ability to register outside of their program plan and/or change program of study on a daily basis. Learning things along the way. All working toward Guided Pathways and catch students early who are falling away from their path.
  - We cannot thank our IT department enough for the countless hours and days, as well as the core groups and support staff for the days and hours put into this project.
  - Conversations will take place regarding students moving/changing their plans. The departments include Financial Aid and Guidance/Counseling. The challenge is to get accurate data regarding the path, define resources needed and determine mitigating factors. Working toward a caseload model to get support for our students.

- Look at the order of registration.
- Creating the programs in EduNav – Three programs with different pathways. System must be adaptable to schedule. It's not sequential. Issue a valid plan in addition to smart plan rules which align with the program maps faculty and counselors have developed with the same logic. The goal is 80% counselor approved and follow the program maps. Student/Counselor level to change and make it match the physical program maps.
- All first time students have program maps and the schedule is built around it.
- Cohort to run in parallel with WebAdvisor/EduNav has to be manual right now, but it may be possible in the future.

#### IV. FTES Update Annual – Aaron Brown

- All colleges are to run the report on a regular basis at their own respective college.
- FTES report which reflects the following:

Moreno Valley	Annual FTES Estimated 2018/2019 (added *)	7497.62	Estimated Annual Diff from yearly target	(338.51)
	*Additional rollover from SUM18@recal to 2017/2018	88.88	FTES Rolled from 18Sum to 2017/18	348.01
	Annual FTES after adjusting 18Sum projected for P3	7060.73	Annual College Target	7399.24
Norco	Annual FTES Estimated 2018/2019 (added *)	7350.57	Estimated Annual Diff from yearly target	(135.70)
	* Additional rollover from SUM18@recal to 2017/2018	266.66	FTES Rolled from 18Sum to 2017/18	84.16
	Annual FTES after adjusting 18Sum projected for P3	6999.75	Annual College Target	7135.45
Riverside	Annual FTES Estimated 2018/2019 (added *)	17364.20	Estimated Annual Diff from yearly target	297.32
	* Additional rollover from SUM18@recal to 2017/2018	444.44	FTES Rolled from 18Sum to 2017/18	100.06
	Annual FTES after adjusting 18Sum projected for P3	16819.73	Annual College Target	16522.41
District	Annual FTES Estimated 2018/2019 (added *)	32212.40	Estimated Annual Diff from yearly target	(176.89)
	*Additional rollover from SUM18@recal to 2017/2018	799.98	FTES Rolled from 18Sum to 2017/18	532.23
	Annual FTES after adjusting 18Sum projected for P3	30880.21	Annual College Target	31057.10

- Targets will need to be adjusted for Winter/Spring due to additional rollover.
- Assumption: Added additional rollover FTES will be compensated by Winter and Spring.
- Annual Estimated FTES assumes the additional rollover will be achieved.

#### V. Performance Based Funding Model – Aaron Brown

- **Student Centered Funding Formula (SCFF)**

	FY 2018/2019	FY 2019/2020	FY 2020/2021
○ Base Allocation (Basic Allocation + Enrollment)	70%	65%	60%
○ Equity Allocation (Pell, College Promise, AB 540)	20%	20%	20%
○ Student Success Allocation	10%	15%	20%

(Associate and Baccalaureate Degrees, ADTs, Credit Certificates – 16+ units, Transfer Level Math and English Completion in 1<sup>st</sup> Year, Transfer to 4-Year Institution, CTE Completion – 9+ units, Living Wage Attainment)
- **Basic Allocation**
  - Amount received by each District based on the number of approved colleges and comprehensive centers it operates (same as current funding formula).
- **Enrollment**
  - An allocation based on the number of funded credit FTES served by the District, including assigned growth.
  - Calculated by multiplying the established rate, \$3,727, times a three-year rolling average of credit FTES, exclusive of current year growth and special admit and incarcerated students.
- **Equity**
  - Calculated by multiplying the established rate, \$919, by the total number of students who were: 1) recipients of financial aid under the Federal Pell program; 2) AB 540 eligible and; 3) received a fee waiver under the College Promise Grant (formerly BOG Waiver).
- **Student Success Incentive Allocation**
  - Calculated by multiplying the established rate, \$440, by the total number points for each of the following categories:
    - Approved associate or baccalaureate degree granted (3 points)
    - Approved associate degrees for transfer granted (4 points)
    - Credit certificates requiring 16 or more units (2 points)
    - Completion of both transfer level math and English within first year of enrollment (2 points)
    - Transfer to a four-year institution (1.5 points)
    - Completion of 9 or more career technical education (CTE) units (1 point)
    - Attainment of a regional living wage within one-year of completion (1 point)

- Two additional sets of points are generated for each metric described above if the student is the recipient of Federal Pell and/or College Promise awards, multiplied by the established rate of \$111. College Promise points are the same as shown above. Federal Pell points are as follows for the metrics shown above: 4.50, 6.00, 3.00, 3.00, 2.25, 1.50, and 1.50.
- **Other Provisions**
  - “Hold Harmless” protection for FY 2018-19, FY 2019-20, and FY 2020-21 to ensure that Districts receive FY 2017-18 Total Computational Revenue, plus COLA in each year or the calculated funding under the GCFF, whichever is greater.
  - Each District must adopt local performance goals in their masterplan by January 1, 2019 that align with the system-wide goals included in the Strategic Vision Plan adopted by the Board of Governors in 2017 to funding under the SCFF.
  - Full funding of the Supplemental and Student Success Incentive Allocation. Base Grant will be deficiated if there is a funding shortfall.
- **Performance Based Funding Model Taskforce:** There has been discussion of creating a Performance Based Funding Model Taskforce. The primary focus and represented department(s) are as follows:
  - **Focus:** Processes in place student funding matrix; Systems in place; Capturing the information correctly; Automatic awards; BOG/Pell procedures properly followed; MIS-capture accurate reporting; How to position ourselves to take advantage of the funding formula; Broader level for Student Center Funding Model; dual enrollment counting vs. 1<sup>st</sup> time freshman, etc.
  - **Represented Department(s):** VPAA(s), Financial Aid Representative, Admissions & Records, Faculty (Math & English), Senate President(s)/designee, VC(s) Business Services and Educational Services and Strategic Planning, Institutional Research and Faculty Association.

#### VI. AB705/Placement Questions – Thea Quigley

- Communication regarding placement for students – English chairs created a common chart in the schedule of classes.
- There will be an AB705 Math Taskforce meeting on December 14, 2018 from 2:00pm -4:00pm.
- Research Specialists and Educational Advisors are looking for a clear document that lists out our placement policy.
- A draft for English will be sent to Thea Quigley – Math has not been created yet.
- Work on communication to everyone, regarding placement, so people know about it and where to find it. This information may then be relayed to our students.
- We will determine the information should come from each College (VPAA) or if it is something to be relayed by the District Office (VCESSP).
- Possibility of reconvening the Standards Committee. Dr. Mills to determine who is on the Standards Committee.

**Meeting Adjourned:** 4:55 p.m.

**Meeting Dates:** December 6, 2018; January 17, 2019; February 21, 2019; March 21, 2019; April 19, 2019; May 16, 2019