

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

Meeting Minutes from Thursday, April 16, 2020

Zoom

2:00-4:00 pm

**MEETING MINUTES**

**Meeting called to order: 2:00 pm**

**Present:** AnneMarie Amezcuita, Melissa Bader, Raj Bajaj, Quinton Bemiller, Christopher Blackmore, Aaron Brown, , Mark DeAsis, Kristine DiMemmo, Darren Dong, Carol Farrar, Jennifer Floerke, Marshall Fulbright, Rebeccah Goldware, Nathaniel Jones, Mark Knight, Samuel Lee, Wendy McEwen, Susan Mills (Chair), Kyla O'Connor, Jason Parks, Sheila Pisa, Thea Quigley, Jeff Rhyne, Mark Sellick, , Kaneesha Tarrant, David Torres, Art Turnier, Lijuan Zhai,

**Absent:** Michael Collins, Carlos Lopez, Chip West, Michael Paul Wong

- I. **Approval of Agenda:** 1<sup>st</sup> C. Farrar, 2<sup>nd</sup> S. Lee  
**Approval of Minutes:** 1<sup>st</sup> A. Turnier, 2<sup>nd</sup> C. Farrar, **Abstention** A. Amezcuita

**II. SCFF Update**

Vice Chancellor, Aaron Brown reviewed some of the concerns with the 2019-2020 Contracted District Audit Manual (CDAM) in relation to COVID-19's occurrence. The district will still have an audit requirement; documentation needs to be in place. Dean, Raj Bajaj drafted procedures for data reporting in consideration to audit planning based on the feedback that was received from state reporting. Raj will send this to Vice Chancellors, Susan Mills and Aaron Brown for review.

There will be some uncertainty with the budget for fiscal year 2020-2021 as a result of COVID-19. Budgets will be approved at state level in a two-step process. The first budget will be approved in June 2020 for essential workload and carryover, followed by the second budget with augmentations around September 2020. Conversations about this are still developing, but some initial concerns include the impact of tax revenue delays due to the filing date being pushed out to July 15 as well the postponements of property taxes. The district has a similar two-step budget approval process with the tentative budget approved in June and the final budget approved in September.

**III. FTES Updates**

Dean, Raj Bajaj discussed the FTES by term for 2019-2020.

CREDIT RESIDENT FTES by Term 2019-20/P2													
Credit Resident FTES	Target Summ19	Summ 19	Difference from Target Summ 19	Target Fall 19	Fall 19	Difference from Target Fall19	Target Winter 20	Win20	Diff from target Winter 20	Target Spring 20	Spring 20	Annual College Target**	ESTIMATE Annual p3
MVC	694.64	694.65	0.01	3180.38	3260.02	79.64	654.64	634	-20.64	2742.34	2700.00	7272	7288.67
NC	650	655.15	5.15	3250	3307.64	57.64	554	604.41	50.41	2912	2901.00	7366	7468.20
RCC	1429	1487.01	58.01	7387	7361	-26	1670	1595	-75	6733	6553.00	17219	16996.01
District	2773.64	2836.81	63.17	13817.38	13928.66	111.28	2878.64	2833.41	-45.23	12387.34	12154.00	31857	31752.88

Summer, Fall, and Winter have been completely accounted for with half of Spring in, Spring is an estimate at this point. The immediate shift of instruction to Distance Education to accommodate COVID-19 changes have caused some sections to be canceled. Vice Chancellor, Aaron Brown recommends documentation be kept of those courses and any financial impact caused by the loss. At some point, if other supplemental funding becomes available, possibly through FEMA, stimulus or other opportunities, documentation will be necessary to claim any losses incurred.

Courses that could not conform to the online modality that were cancelled rapidly due COVID-19 may not have been coded appropriately. A district-wide task force will be necessary to recode and keep track of the canceled courses to ensure there are no issues with apportionment and other attendance accounting.

#### **IV. Targets for 2020-2021**

Targets outlined in the Strategic Plan, which aimed at maintaining a 3% increase, may look very different now. Schedules are being managed as all courses shift to Distance Education as the primary mode of instruction. Courses that cannot conform are being removed and others added. A preliminary recoding of courses that have transitioned to Distance Education for COVID-19 is needed. A blanket addendum will be used, however it may result in lower apportionment numbers following the attendance accounting guidance provided by the California Community Colleges Chancellor's Office. If the attendance system changes, the accounting method will change as well. Dean, Raj Bajaj will create a projected calculation of the difference in FTES. Vice Chancellors, Susan Mills and Aaron Brown will present these projections to Chancellor, Isaac to begin conversations regarding the implications.

The Committee discussed possible enrollment increases and declines for Fall, with a suggestion to revisit course caps. Due to the fluidity of the situation, it is not known when face-to-face instruction will resume or if social distancing will lead to a phased approach. At this time it is difficult to determine if there will be a surge in the Fall. The current agreements with 4-year institutions, which allows students to complete their GE classes at Community Colleges may also turn out to be a positive impact for enrollment. The Committee would like to reach a decision on which direction the district will be going in order to prepare for upcoming changes to enrollment targets.

#### **V. Student Balances and Registration Holds**

Due to campus closures students are currently unable to access Student Services to pay their balances in person with cash. Students that have a hold due to an unpaid balance will still be able to register for Summer, however students may receive inquiry as to why these balance remain unpaid. Data will be collected on the number of students who carry a balance when registering for Summer courses. These data will be compared to those registering with no balance. Information gathered from this may provide an opportunity to reach out to students with a balance to direct them to potential resources. In addition, these data will also help in determining if releasing the hold under a specific dollar amount will incentivize students to register for Fall.

#### **VI. Summer/Fall 2020 Schedule Timeline**

Vice Chancellor, Susan Mills discussed schedule timelines and the conversations about whether to keep Summer/Fall together or separate them. The Committee recommended reaching a decision and moving forward, particularly because Norco College faces challenges with staffing. The staffing issues stem from faculty now having more flexibility in teaching at multiple colleges without the typical scheduling conflicts that would normally be present with the face-to-face instruction. The recommendations will be given to Chancellor Isaac along with suggested groups that should be looped into the decision-making.

#### **VII. Grading Options**

Vice Chancellor, Susan Mills provided an update on the options to change grading to Pass/No-pass for students affected by COVID-19. After revisions, a student message will be sent to the Committee for reference. Messaging to students needs to be concise and clear. Students also need to know that the request to change grading should to be initiated by them. A separate message can go out to faculty. Additional clarifying information is needed between EW and P/NP, including whether faculty can assign EW grades and how far into the term this can be done. On the back-end, IT will need to add course coding to allow these grading changes.

## **VIII. Workgroup Updates**

### **a. AB 705**

Work is currently being done to place the ESL guided self-placement on the web as we continue to move towards full implementation of AB 705 by Fall.

### **b. EduNav**

For a variety of reasons, EduNav has been asked not to do the full launch and instead include the option to split the registration, holding the number of programs to current levels.

## **IX. Other**

Vice Chancellor, Susan Mills provided information on the CARES Act Task Force. They have been meeting this week to determine the criteria for use of emergency funds.

**Meeting Adjourned:** 4:13 pm