

**OFFICE OF THE VICE CHANCELLOR  
EDUCATIONAL SERVICES & STRATEGIC PLANNING****District Enrollment Management Committee**

Thursday, November 9, 2023

Zoom

3:00 pm – 5:00 pm

**MEETING MINUTES****Meeting called to order: 3:05 pm**

**Present:** Esmeralda Abejar, John Adkins, Anna-Marie Amezcuita, Melissa Bader, Raj Bajaj, Quinton Bemiller, Chris Blackmore, Peggy Campo, Jamie Clifton, Michael Collins, Sean Drake, Oscar Escobar, Carol Farrar, Felipe Galicia, John Geraghty, Scott Herrick, Elizabeth Hilton, Jake Kevari, Sandra Martinez, Juan Ponce, Philip Rawlings, Jeff Rhyne, Corey Rodgers, Kevin Stewart, Kaneesha Tarrant, Julie Taylor, Tom Vitzelio, Lynn Wright, Lijuan Zhai

**Absent:** Aaron Brown, Majd Askar, Kimberly Bell, FeRita Carter, Maria Gonzalez, Susan Mills, Jo Scott-Coe

**I. Approval of Agenda & Minutes**

**a. Approval of November 9, 2023 Agenda: First:** Melissa Bader, **Second:** Kaneesha Tarrant; No abstentions, Approved by consensus.

**b. Approval of September 14, 2023 Minutes: First:** Melissa Bader, **Second:** Lynn Wright; 5 abstentions: Quinton Bemiller, Peggy Campo, Carol Farrar, Scott Herrick, Jeff Rhyne, Approved by consensus.

**II. Election of Faculty Co-Chair of DEMC**

Lijuan Zhai updated everyone that we need to elected a faculty co-chair for DEMC. Sean Drake has graciously accepted this position of faculty co-chair.

**III. Student Debt Notification/COTOP**

Kaneesha Tarrant wanted to understand more about the process of COTOP notification for students, and John Geraghty updated everyone that they have been using COTOP for the past three or four years. Since RCCD participates in the tax offset program, we are required to send three notices to students before we send the debt to the tax program. These notices are usually sent in September, October, and November. The cut off amount is \$25, and any balance less than \$25 is not included in the COTOP. Our outstanding student balances has decreased from \$3,809,975 in September 2023, to \$3,089.915 as of November 2023.

**IV. FTES Update**

Raj Bajaj updated everyone that the credit FTES for Fall 23 is estimated at 2,850 for Moreno Valley College, 2,920 for Norco College, and 7,100 for Riverside City College. We have a 12% increase in FTES compared to the previous year. We

are expected to meet our target of 262 non-credit FTES this year. The FTES for non-resident is fluctuating, and this data is accurate as of November 2023. As of today, we have 39 census roster that have not been submitted.

#### **V. Census Date**

Raj Bajaj wanted to share some information and process regarding the census date and roster, since there was a request for this information during our last meeting. Raj Bajaj explained that census date is dependent on how the sections are set up and the mode of instruction, and census date is used to clear students who are not actively enrolled for attendance accounting purposes. Instructors have 5 business days from census date to turn in their rosters, and the last VPAA of MVC (Carlos Lopez) noticed that some instructors cleared their rosters further during this 5-day period which affects apportionment. Some instructors are not clear on whether a student should be cleared for census if they attended a class initially and then stopped attending. Census is meant to inform the state about the number of students that are enrolled. Elizabeth Hilton reminded everyone of Title IV financial aid issue when a student's drop is backdated, and that shows a lack of financial aid capability in our organization which can be a liability.

#### **VI. 24-25 Enrollment Targets**

##### **a. Credit targets**

Lijuan Zhai updated everyone that the target FTES has been set for 2023-24 as well as 2024-25. The same target percentage is applied at every college. For 2023-24, the target FTES is 6,705.50 for Moreno Valley College, 6,952.39 for Norco College, and 16,624.11 for Riverside City College. For 2024-25, the target FTES is 6,973.66 for Moreno Valley College, 7,230.42 for Norco College, and 17,288.92 for Riverside City College.

##### **b. Non-credit targets**

Lijuan Zhai updated everyone that the target FTES for non-resident is the same as last year. We have a non-resident FTES target because it is part of our current AMD data. We are unable to separate the resident and non-resident data.

##### **c. Special population targets**

Lijuan Zhai updated everyone regarding special population targets from Aaron Brown. The target for Special Admit is 1,300, the target for Incarcerated is 280, and the target for CDCP is 105. These targets are based on expected increase this year on enrollments and past data. This data is reported district wide, and Raj Bajaj can calculate the proportionate contribution for each college based on past ratios. The committee will discuss this further at the next meeting.

#### **VII. Principles of Enrollment Management**

Lijuan Zhai updated everyone that we need to share the colleges' enrollment management plan, and requested all colleges to send their enrollment management plans to her before the next meeting.

## **VIII. Workgroup Updates**

### **a. ERP Update**

Chris Blackmore updated everyone that ERP project is in ETL4 phase where data is pulled out of colleague and put into the new system. They will go through a series of validation and testing sessions to ensure the data looks good, and correct any error found during these sessions. There was some challenges with Anthology because some data did not transformed correctly and was missing in the new system. They are working to remediate some of these issues, and so far, they have a success rate of around 60%. The success rate needs to be in excess of 90% for the data to be effective. They are aiming for the system to go live by Fall 2024.

## **IX. Other**

### **X. Adjournment**

Meeting Adjourned: 4:54 pm

DRAFT