

District Strategic Planning Council Meeting	
Meeting Date:	May 16, 2025
Title:	District Enrollment Management Committee Minutes
Presenter(s):	Dr. Lijuan Zhai
DSPC Subcommittee:	District Enrollment Management Committee
Discussion/Information/Action:	Information only
Amount of time requested:	0
Purpose for inclusion in DSPC agenda/requested outcome:	DSPC to review the minutes for District Enrollment Management Committee meeting held on March 13, 2025.
Background Narrative:  Minutes for 3/13/25 District Enrollment Management Committee meeting included for DSPC’s review.	

**OFFICE OF THE VICE CHANCELLOR  
EDUCATIONAL SERVICES & STRATEGIC PLANNING**

**District Enrollment Management Committee**

Thursday, March 13, 2025

Zoom

3:00 pm – 5:00 pm

**MEETING MINUTES**

**Meeting called to order: 3:04 pm**

**Attendees:** Esmeralda Abejar, John Adkins, Anna Marie Amezquita, Eric Anthony, Majd Askar, Quinton Bemiller, Eric Bishop, Chris Blackmore, Aaron Brown, David Buitron, Steven Butler, Roosevelt Charles, Chris Clarke, Michael Collins, Kristine DiMemmo, Sean Drake, Jennifer Escobar, John Geraghty, Kirsten Gerdes, Nader Ghopreal, Sonia Gonzalez, Alexis Gray, Misty Griffin, Elizabeth Hilton, Sandra Martinez, Joumana McGowan, Adam Navas, Abiodun Osanyinpeju, Juan Ponce, Tony Puccio, Thea Quigley, Phillip Rawlings, Jeff Rhyne, Jo Scott-Coe, Kaneesha Tarrant, Julie Taylor, Kyla Teufel, Tom Vitzelio, Lynn Wright, Shari Yates

**I. Approval of Agenda & Minutes**

- a. Approval of March 13, 2025 Agenda: First:** Alexis Gray; **Second:** Anna Marie Amezquita; No abstentions. Approved by consensus.
- b. Approval of December 12, 2024 Minutes: First:** Alexis Gray; **Second:** Anna Marie Amezquita; No abstentions. One correction on the 12/12/24 minutes to indicate that Alexis Gray was present during the 12/12/24 meeting. Approved by consensus.

**II. FTES Update**

Steven Butler updated everyone that we have exceed our target by 11.6% for Winter 2025, and we have reached around 98.5% of our FTES targets for Spring 2025. Target FTES for Spring is 12,611 and we have reached 12,423 FTES as of now. We have reached around 72% of our FTES target for noncredit. There is a demographic shift between Spring 24 and Spring 25 as the Hispanic student proportion decreased from 65.2% to 61.7% and white students increased from 15.9% to 17.7%. Majority of the students are under 25 years old. There is a significant drop in FTES after census that is likely due to removal of fraudulent enrollments. Concerns were raised about real students being displaced by fraudulent enrollments.

### **III. Census Reporting**

Eric Bishop informed everyone that we need to adjust the census window for compliance purposes. Currently, there is a five-day window after the census date for census reporting, but we need to adjust this so census closes on the deadline. Suggestions include consistent messaging from VPAAAs and informing faculty earlier regarding census due dates.

### **IV. Fraudulent Enrollments**

Majd Askar expressed concerns about fraudulent enrollments affecting P3 reporting and revenue allocation. Chris Blackmore explained there are techniques to help root out fraudulent enrollments and they have engaged the help of a vendor who was able to detect 12,000 fraudulent applications out of 130,000 potential student applications. They are in the process of implementing procedures and software to detect fraud including analyzing and flagging potential fraudulent application so they are not imported into our student information system. These potential fraudulent applications are then placed on hold to be reviewed by college and district staff. The goal is to have the software partially implemented within the week. Norco College has a good partnership between faculty and deans to identify and deal with fraudulent students in a timely manner. Concerns were raised regarding financial consequences from fraudulent enrollment.

### **V. New Accounting Method Simulations**

Steven Butler updated everyone that the new accounting method simulation performed by his office shows a potential 2.3% FTES loss under new standardized accounting method. The main issue is with fractional unit labs that are not counted in the course outline of record. For example, for Fall 2023 the actual number of FTES was 13,193. After removing excess contact hours under the new accounting method, we are down to 12,870 FTES. Aaron Brown suggested Steven Butler contact Tram Vo of Saddleback College and Christopher Dela Rosa of Foothill College for possible solutions. Colleges must implement new method by P1 for 2026-27 academic year. Further analysis and discussions are needed before implementation.

### **VI. FTES Target for 2025-26**

The Vice Presidents of Academic Affairs updated everyone that RCC has a proposed growth of 4% with a tentative target of 17,980.48 FTES. Norco College has a proposed growth of 5% with a tentative target of 7,591.93 FTES. Moreno Valley College has a proposed growth of 15% with a tentative target of 8,019.71 FTES after correcting for previously low targets. Aaron Brown updated everyone that California statewide has 22,566 unfunded FTES at \$126.7 million for P1. Our district has 523 unfunded FTES at around \$2.7 million. Concerns were raised regarding infrastructure and funding to support growth. There was discussion

regarding efficiency improvements versus adding more class sections to support growth. Efficiency at MVC is significantly higher today than it was in the past.

Tentative 2025-26 Target: Credit Resident (as of 3/7/2025)

College	2025-26 Target Growth% (target to target)	2025-26 Target-tentative	25SUM	25FAL	26WIN	26SPR	Total	Difference from 2024-25 target	% of RCCD Total	2024-25 Projected FTES 3/6/25	Growth 2025-26 Target vs. 2024-25 Actual	Growth % to 2024-25 Actual
MOV	15.0%	8,019.71	737.30	3,379.38	944.20	2,958.83	8,019.71	1,046.05	23.9%	7,777	242.71	3.1%
NOR	5.0%	7,591.93	737.92	3,209.71	655.78	2,988.52	7,591.93	361.52	22.6%	7,447	144.93	1.9%
RIV	4.0%	17,980.48	1,460.02	7,798.89	1,630.64	7,090.92	17,980.48	691.56	53.5%	17,563	417.48	2.4%
<b>RCCD</b>	<b>6.7%</b>	<b>33,592.12</b>	<b>2,935.24</b>	<b>14,387.99</b>	<b>3,230.62</b>	<b>13,038.27</b>	<b>33,592.12</b>	<b>2,099.13</b>		<b>32,787</b>	<b>805.12</b>	<b>2.5%</b>
% of Annual			8.7%	42.8%	9.6%	38.8%	100.0%					

NonResident only

Academic Year	RCCD Target for 2025-26 (credit non-resident FTES)				
	Term	MOV	NOR	RIV	RCCD
2025-26	25SUM	11.64	11.56	31.20	54.40
2025-26	25FAL	41.78	61.22	125.08	228.08
2025-26	26WIN	9.76	9.27	23.46	42.49
2025-26	26SPR	28.68	49.17	106.68	184.53
<b>TOTAL RCCD</b>		<b>91.85</b>	<b>131.21</b>	<b>286.42</b>	<b>509.49</b>
% of RCCD Total		18.0%	25.8%	56.2%	

Resident + Nonresident

Academic Year	RCCD Target for 2025-26 (Resident + Non-resident FTES)				
	Term	MOV	NOR	RIV	RCCD
2025-26	25SUM	748.93	749.47	1,491.23	2,989.63
2025-26	25FAL	3,421.16	3,270.93	7,923.98	14,616.06
2025-26	26WIN	953.96	665.05	1,654.10	3,273.11
2025-26	26SPR	2,987.51	3,037.69	7,197.60	13,222.80
<b>TOTAL</b>		<b>8,111.56</b>	<b>7,723.14</b>	<b>18,266.91</b>	<b>34,101.61</b>
% of RCCD Total		23.8%	22.6%	53.6%	

Other Targets

Same	2025-26 Noncredit Target	MVC	NC	RCC	RCCD
	CDCP Target	13	34	66	113
	Regular Noncredit Target	8	31	126	165
	Total Noncredit Target	21	65	192	278

Targets for Special Admit and Incarcerated

10% growth

Special Admit	MOV	NOR	RIV	RCCD	Growth
2020-21	221.23	488.22	215.87	925.32	
2021-22	166.31	506.12	245.15	917.58	-0.8%
2022-23	153.9	683.9	352.3	1190.1	29.7%
2023-24	604.04	785.96	425.84	1815.85	52.6%
2024-25 Target	275.0	899.8	396.0	1570.8	
10% growth					
<b>2025-26 growth (10%)</b>				<b>1727.88</b>	<b>1367 p1</b>

2% growth	Incarcerated	MOV	NOR	RIV	RCCD	Growth
	2020-21	0	156.03	0	156.03	
	2021-22	0	130.08	0	130.08	-16.6%
	2022-23	0	245.8	10.24	256.04	96.8%
	2023-24				284.37	11.1%
	2024-25 Target		305	13	318	277 p1
	2025-26 growth	0	311.1	13	324.1	

## VII. Student Balances and COTOP Reporting

Kaneesha Tarrant and John Geraghty updated everyone there is a significant increase in our student debt balances, with a balance of over \$4 million at Norco College alone. There is discussion regarding lowering registration hold threshold from \$500 to \$100. Majd Askar motioned to recommend that we lower the registration hold threshold to \$100, and Sean Drake seconded. Discussion regarding lowering the registration hold threshold ensued and there were concerns about creating barriers for students and the need for more data before making a decision. Motion is tabled pending more information. The committee explored ways to run financial aid through student accounts to address both debt and fraud issues. This topic will be included on an earlier slot of next meeting's agenda to allow more time for thoughtful discussion.

## VIII. Workgroup Updates

### a. EduNav

Kaneesha Tarrant updated everyone that similar issues and concerns are still present for SmartPlan, and they are continuing to work through those issues.

### b. ERP Update

Chris Blackmore updated everyone that they are still in the process of resolving some functionality challenges with the vendor, and hopefully he will have more details for the committee at the next meeting.

## IX. Other:

Next meeting is April 10, 2025.

## X. Adjournment

Meeting Adjourned: 4:58 pm.