

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

Thursday, November 14, 2024

Zoom

3:00 pm – 5:00 pm

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

Present: John Adkins, Anna Marie Amezcuita, Majd Askar, Raj Bajaj, Kimberly Bell, Quinton Bemiller, Eric Bishop, Aaron Brown, Steven Butler, Chris Blackmore, Steven Butler, Chris Clarke, Jamie Clifton, Michael Collins, Sean Drake, Oscar Escobar, Kristen Gerdes, Elizabeth Hilton, Mark Knight, Sandra Martinez, Joumana McGowan, Adam Navas, Abiodun Osanyinpeju, Juan Ponce, Thea Quigley, Phillip Rawlings, Dan Reade, Jeff Rhyne, Corey Rodgers, Kaneesha Tarrant, Julie Taylor, Kyla Teufel, Lynn Wright, Shari Yates, Lijuan Zhai

Absent: Kristine DiMemmo, Courtney Doussett, Alexis Gray, Jo Scott-Coe, Lorena Valencia

I. Approval of Agenda & Minutes

a. Approval of November 14, 2024 Agenda: First: Kaneesha Tarrant; **Second:** Sean Drake; No abstentions, Approved by consensus.

b. Approval of October 10, 2024 Minutes: First: Quinton Bemiller; **Second:** Lynn Wright; Approved by consensus.

II. FTES Update

Raj Bajaj updated everyone that the target credit FTES for Fall 2024 is 13,621 and the target non-credit FTES is 228 for Fall 2024. We are on track to meet the resident and non-resident FTES targets for Fall 2024. If we achieve our 2023-24 target of 31,493 FTES, we will recover completely based on 2019-20 FTES.

III. New Accounting Method Simulation

Raj Bajaj updated everyone regarding the new accounting method simulation. The state is trying to normalize the accounting method for face-to-face, online, and hybrid courses with the use of flex and compressed calendars. The state has

given all districts two years to implement this new accounting method. Based on 2023-24 resident credit FTES of 30,211, the FTES will increase around 0.87% to 30,476 based on the new accounting method. For Summer to Fall resident credit FTES of 16,722, the FTES will increase around 0.82% to 16,860 based on the new accounting method. However, not all FTES are in the system and not all FTES are accounted for. If district decides to utilize this new accounting method, it can possibly be implemented in P2 of 2025. The new accounting method benefits our district with an increase of FTES during computation.

IV. Registration Balance Threshold

Eric Bishop updated everyone regarding the threshold that allows students with outstanding balances to register. The account receivable in our district has continued to grow to around \$6 million at this time, which impacts enrollment and registration. Our threshold pre-Covid is \$100, and students with over \$100 outstanding balances are not permitted to register for new classes. During Covid, this threshold was removed so enrollment is not greatly impacted, and the district racked up quite a bit of debt in the process.

HEERF funding was used to offset this debt during Covid, but HEERF funding is no longer available at this time. The registration balance threshold was reset to \$500 during Fall of 2021, and students are able to register for 2 semesters at the same time which may contribute to the debt incurred. Students with outstanding balances are subsequently referred to COTOP. From the student success perspective, students are able to continue their education, but can potentially be saddled with debt and damaged credit in the process.

V. Student Debt and AB 1313

Discussion continued regarding student debt as the registration balance threshold looks at previous semesters, and balances from the Fall semester are not considered when determining if students can register for Winter and Spring semesters. The district cannot withhold student transcripts due to debt issues. Some recommendations include payment plans and manually setting up registration holds for students with outstanding balances of over \$2,000. Summer and Fall 2025 registration will take place during Spring 2025, so decisions should be made in a timely manner. In the future, Anthology can take deduct tuition fees from students' financial aid before distributing the funds to students. Eric Bishop will consult with appropriate groups and come up with recommendations for this committee.

VI. BOT Students

Jeff Rhyne discussed BOT and fraudulent students that made it through the application portals and were able to take classes at our colleges. BOT students can impact our retention and success rates as well as discipline efficiency. Chris Blackmore updated everyone that majority of our applications come from CCCApply and there are multiple screening processes to detect fraudulent applications through CCCApply. Our IT staff members work with financial aid and

admission and records departments to vet applications that passed CCCApply screening. IT department monitor suspicious student activity and alert student services of fraudulent activity. For the month of October, around 64% of the applications (over 10,000 applications) from CCCApply were fraudulent. Around 5,099 applications were not fraudulent, and around 1,853 applications were reviewed before enrollment. This is a huge problem across California community college systems. Faculty can help clear their rosters and census and report fraudulent students to admission and records to help combat this problem. Jeff Rhyne suggested standardized communication and guidance for all faculty to spot and report fraudulent students. Academic Senate will work on this issue and come up with some guidance and suggestions.

VII. FTES Target for 2025-26

Discussion continued for FTES target for 2025-26. There was a suggestion to increase our FTES targets along with adopting the new accounting method for P2. Aaron Brown clarified that a growth in FTES may or may not result in additional increase in revenue for us depending on state funding. If there is an increase in revenue, the funds will be allocated to colleges at the end of the year after accounts are reconciled. VPs of Academic Affairs would like to see a simulation using the new accounting method before discussing 2025-26 FTES targets with deans and department chairs. Aaron Brown requested that colleges break down their FTES targets for different categories with different funding rates such as credit FTES, noncredit FTES, incarcerated, special admit, dual enrollment, enhanced noncredit, and non-resident FTES.

VIII. Workgroup Updates

a. EduNav

Kaneesha Tarrant updated everyone about registration issues with SmartPlan that the team is currently working on. Some issues occurred during priority registration that seemed to be related to SmartPlan rules and parameters.

b. ERP Update

Chris Blackmore updated everyone that ETL5 has been completed, and the final evaluation number is around 58%. The team is re-grouping to strategize on ways to improve the evaluation score for the next ETL cycle.

IX. Other:

December meeting will be rescheduled to 12/12/24 at 3 pm.

X. Adjournment

Meeting Adjourned: 4:40 pm.