

**OFFICE OF THE CHANCELLOR  
RCCD ENROLLMENT MANAGEMENT COMMITTEE**

Meeting Minutes from Thursday, May 17, 2018  
CAADO, Conference Room 209  
3:00 p.m. – 5:00 p.m.

**MEETING MINUTES**

**Meeting called to order:** 3:03 p.m.

**Present:** Christopher Blackmore; Aaron Brown; Peggy Campo; Peggy Cartwright; Carol Farrar; Dyrell Foster; Monica Green; Wolde-Ab Isaac (Chair); Samuel Lee; Carlos Lopez; Wendy McEwen; Susan Mills; Kyla O'Connor; Jason Parks; Thea Quigley; Jeff Rhyne; Art Turnier **Guest:** Melody Graveen

**Absent:** AnneMarie Amezcuita; Melissa Bader; Raj Bajaj; Mark DeAsis; Darren Dong; Nathaniel Jones; LaTonya Parker; James Reeves; Rolando Regino; Mark Sellick; David Torres; Chip West

**I. Approval of Agenda - 1<sup>st</sup> Samuel Lee / 2<sup>nd</sup> Jeff Rhyne / Abstain - 2  
Approval of Minutes - 1<sup>st</sup> Samuel Lee / 2<sup>nd</sup> Jeff Rhyne**

**II. Chancellor's Report – Chancellor, Wolde-Ab Isaac**

- Welcome to Dr. Susan Mills. Looking forward to working with her in the capacity of Vice-Chancellor, Educational Services and Strategic Planning and as the new Chair of the RCCD Enrollment Management Committee.
- New funding formula will remain at 60% Enrollment; 20% Equity and 20% Performance.
- Base funding FTES \$3,200 – 20% success. There are 1,526 who supplement with the Pell Grant.
- Each component must be addressed separately: Access – Academic Affairs, Student Services and Outreach / Marketing.
- Pell and/or Disadvantaged Students = Double Points: Associate = 3 points; ADT = 4 Points; Certificates = 2 points Transfer = 1.5 points Math/English = 2 points and CTE = 1 point.
- We must correctly document our students (i.e. First Generation, Pell Grant, ADT). How well are we documenting our students?
- Create more opportunities, sections and success paths for our students. We create more access by creating more Pathways, which is done by recruiting and advertising; creating support systems on the academic and student services side and documentation.
- The Board of Trustees (BOT) Committee appreciated the Guided Pathways Presentation(s) and they appreciate the engagement.
- The end of June = Production of the catalog – Plan a date to make it happen.
- We need a concrete location of assignment deadlines and milestones ready – sixty (60) days before implementation. We are going to look at overhauling the system and demolish the concept of “roll-overs” and “that’s how it has always been done”. We need new challenges and new strategies.
- If a college shows they are unable to meet two (2) years in a row, and this is the first year, targets will be reduced.
  - The District is here to help
  - The Chancellor’s Office is dedicated to help you reach these goals
  - Don’t start/stop processes. That uses resources. Develop a solid plan before implementation.
  - Set goals, pick an important component then achieve it. Move on from there.

**III. Update on Early Registration & Information Technology Workgroup – Dyrell Foster**

- Multi term registration or year round. Year round is on hold – we need to focus on Multi Term at this time. It may be possible of the dates are moved out one year.
- Ultimate goal is to phase in and roll-out the multiple terms and make it year round registration.
- Information Technology can accommodate multiple terms and the following sections worked fine; multiple terms, pre-requisition and billing. Some of the concerns mentioned were; payment, refunds, drops and academic standing.
- We have to look at the reality of selling it and obtaining buy-in. All Faculty needs to know this is happening so they can prepare for it.
- CTE Accreditation – We must incorporate legislative changes and clearly lay out exceptions which will have to contain provision(s) to be implemented to accommodate the changes.
- Pre-requisitions (example BIO) A policy will be needed to enroll. If students are unable to obtain the courses needed, it will have a cascade effect, which could potentially push students back 2-3 years.

- There has to be flexibility allowing enrollment during adds and add sections
- As far as addendums, they will only be used for new programs/modifications. That means the next catalog may have different requirements than the student(s) signed up for previously.
- The modifications will also have to allow for requirement changes (example CTE – Fire Program; the Fire Marshall may change requirements and/or add an elective).
- In addition, we must be aware of the potential for legal ramifications due to addendums. Legal contracts are in play and there must be something in place for the student(s) addressing changes.
- Have a plan in place for the actual roll-out, which includes faculty and student notification.

**IV. FTES Update Annual – Raj Bajaj**

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

Moreno Valley	Estimated Annual FTES generated 2017/18	6743.91	FTES Rolled from 17Sum to 2016/17	203.25
	Annual FTES estimated to be reported at P3	6540.66	College yearly target	7051.25
Norco	Estimated Annual FTES generated 2017/18	6966.24	FTES Rolled from 17Sum to 2016/17	203.25
	Annual FTES estimated to be reported at P3	6762.99	College yearly target	7051.23
Riverside	Estimated Annual FTES generated 2017/18	16,241.13	FTES Rolled from 17Sum to 2016/17	473.37
	Annual FTES estimated to be reported at P3	15767.77	College yearly target	16422.40
District	Estimated Annual FTES generated 2017/18	29951.28	FTES Rolled from 17Sum to 2016/17	879.86
	Annual FTES estimated to be reported at P3	29071.42	College yearly target	30524.90

**V. AB 705 Impacts to Enrollment Management – Susan Mills**

- An AB 705 group has been formed consisting of the following: 3-VPAA, 3-VPSS, 3-Academic Deans, 3-Discipline Chairs; 3-Deans of Discipline and Representative(s) from Information Technology. The group will complete meticulous planning for curriculum methods and development pertaining to AB 705.
- Must match MOU, update Colleague and inform our students.
- Develop a solution for the co-requisite enrollment for ENG-91 & ENG-1A.
- Clarify in Catalogue – 2 step solution. Give the students the information, be very clear and all Colleges provide the same information.
- Math is a struggle. State timeline or guidance not available. May have to create flexible quick shifts for Math.

**VI. Norco College Call Center Results – Mark DeAsis**

CALL CENTER DATA (2/5-2/9)					
One week before start of term		At start of the term		After census	
STUDENTS ON CALL LIST	Enrollment before start of term (02/02)	ENROLLED STUDENTS	Units at Start of Term 03/12	ENROLLED STUDENTS	Units after Census 03/21
5455	0 units	1403	8320.5	1787 (21.5%)	10467.5 (20.5%)
1951	1-6 units (8675 total)	1951	9276.5 (6.5%)	1749 (-10.4%)	9367 (7.4%)
7406	8675	3354	8922	3536 (48%)	11159.5 (20%)
					371.9 FTES = \$1.9M to RCCD

  

Staff members	36	Overtime Costs	\$15,124
Managers	7		

- Chancellor Isaac would like this to be adopted at all three Colleges.
- Utilizing a call center meets students where they are. Calls are personal and shows someone cares.
- Norco College makes this a regular event and Faculty, Management and Staff members are all involved in participating in the program.
- Calls were made until 9:00 p.m. every day for five days. Admissions & Records and Financial Aid were open until 9:00 p.m. that week.

**Meeting Adjourned:** 4:40 p.m.

**Next Meeting:** TBD