

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

Meeting Minutes from Thursday, January 17, 2019
CAADO, Conference Room 209
3:00-5:00 pm

MEETING MINUTES

Meeting called to order: 3:10 p.m.

Present: Raj Bajaj, Christopher Blackmore, Aaron Brown, Michael Collins, Darren Dong, Carol Farrar, Monica Green, Nathaniel Jones, Samuel Le, Carlos Lopez, Wendy McEwen, Susan Mills (Chair), Jason Parks, Thea Quigley, Kaneesha Tarrant, Rebecca Turner, Art Turnier

Absent: AnnaMarie Amezcuita, Melissa Bader, Peggy Campo, Peggy Cartwright, Mark DeAsis, Jennifer Floerke, Dyrell Foster, Wolde-Ab Isaac, Kyla O'Connor, Jeff Rhyne, Mark Sellick, David Torres, Chip West

- I. **Approval of Agenda** – 1st Jason Parks, 2nd Wendy McEwen, Unanimous
- Approval of Minutes** – 1st Jason Parks, 2nd Wendy McEwen, Unanimous

II. **FTES Update – Raj Bajaj**

The annual FTES at this point are estimated to be 30205.29, which is in line with estimates made in December. We are assuming the winter and spring targets will be met. We are better than what we estimated with positive attendance. Carol Farrar requested a discussion at the next DEMC meeting to get a comprehensive understanding of FTES reporting and what the colleges can be looking for.

Moreno Valley	Annual FTES Estimated 2018/2019	7520.64		
	Additional rollover from SUM18@recal to 2017/2018	88.88	FTES Rolled from 18Sum to 2017/18	348.01
	Annual FTES after adjusting 18Sum projected for P3	7083.75	Annual College Target	7399.24
Norco	Annual FTES Estimated 2018/2019	7079.24		
	Additional rollover from SUM18@recal to 2017/2018	266.66	FTES Rolled from 18Sum to 2017/18	84.16
	Annual FTES after adjusting 18Sum projected for P3	6739.42	Annual College Target	7135.45
Riverside	Annual FTES Estimated 2018/2019	16926.60		
	Additional rollover from SUM18@recal to 2017/2018	444.44	FTES Rolled from 18Sum to 2017/18	100.06
	Annual FTES after adjusting 18Sum projected for P3	16382.12	Annual College Target	16522.41
District	Annual FTES Estimated 2018/2019	31537.50		
	Additional rollover from SUM18@recal to 2017/2018	799.98	FTES Rolled from 18Sum to 2017/18	532.23
	Annual FTES after adjusting 18Sum projected for P3	30205.29	Annual College Target	31057.10

FTES Est. values are best estimates as of 12/04 of Res Credit FTES only. EMD currently provides Total FTES. Annual Target = (base + 2.23% growth + 0.80% unfunded) + each college's share of the 532.23 FTES 17-18 shortfall. If the Annual Target is achieved sufficient FTES is generated to fully fund current year AND the 17-18 shortfall.
18-19 Res Credit FTES Target before 17-18 shortfall = 30,524.80 FTES

III. **Establishing FY 2019-2020 FTES Targets – Aaron Brown**

Vice Chancellor Brown discussed the 18-19 Enrollment Calculator. Dr. Carol Farrar discussed the sections and formulas of these calculations. The yellow fields indicate fields that can be shifted or adjusted.

Raj Bajaj asked the committee if the 28,860 (Annual Res Credit FTES – to Date: 01-16-2019) in the RCCD column is a projection based on the actual enrollments reflected in the EMD for winter and spring. Estimates are primarily for spring.

Vice Chancellor Brown shared the FY 2019-2020 FTES Target Planning spreadsheet. This is a 3 year average calculation that is not yet settled by the state. There is no resolution on calculation methodologies yet, resolutions will hopefully be found shortly before P1, at the end of February. There is not unlimited growth in any of these categories.

To reach these projections FY 2018-19, FY 2019-20 and FY 2020-21 (shown below), we take the old funded rate of FY 2016-17 as part of the 3-year average and FY 2017-18 as part of the 3-year average and the new calculations which excludes Special Admit.

	2016-17	2017-18	2018-19	2019-20	2020-21	3-year avg. Calculation*	Growth	
							Target %	Funded
To Be Reported on CCFS-320	29,578.89	29,613.43	30,432.00	30,990.33	31,334.32		2.23%	FY 18-19
							1.11%	FY 19-20
							1.11%	FY 20-21
2018-19	29,578.89	29,613.43	29,613.43			29,601.92	660.12	30,262.04
2019-20		29,613.43	30,262.04	30,262.04		30,045.84	333.51	30,379.35
2020-21			30,262.04	30,379.35	30,379.35	30,340.24	336.78	30,677.02

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
Estimated Actual FTES				
Credit FTES	29,613.43	30,432.00	30,990.33	31,334.32
Special Admit	802.83	820.73	829.84	839.05
Incarcerated	36.60	37.42	37.83	38.25
Total	30,452.86	31,290.15	31,858.00	32,211.62
Estimated Funded FTES				
Credit FTES	29,613.43	30,262.04	30,379.35	30,677.02
Special Admit	802.83	820.73	829.84	839.05
Incarcerated	36.60	37.42	37.83	38.25
Total	30,452.86	31,120.19	31,247.02	31,554.32
Estimated Unfunded FTES				
Credit FTES	-	(169.96)	(610.98)	(657.30)
Special Admit	-	-	-	-
Incarcerated	-	-	-	-
Total	-	(169.96)	(610.98)	(657.30)
Unfunded Percentage	0.00%	0.54%	1.92%	2.04%
Target vs. Est Actual				
Target	29,652.88	31,858.00	31,858.00	32,211.62
Estimated Actual	30,452.86	31,290.15	31,858.00	32,211.62
	799.98	(567.85)	-	-

* The State hasn't determined how the 3 Year Avg of FTES will be calculated. A decision should be made by P1.

Vice Chancellor Brown asked VPAA's to look at FY 2019-20, we are 570 short of the 31858.00 total that we need to make up. The question is, what do we think we are going to achieve in FY 2019-20? Vice Presidents of Academic Affairs, Carol Farrar, Samuel Lee and Carlos Lopez will send revisions to Vice Chancellor Brown for new projections. Special Admit will need to be factored out of the calculations.

IV. Formation of SCFF Workgroup – Aaron Brown

Talked briefly about setting up the Student Funding Formula Workgroup. Vice Chancellor Brown sent out an email correspondence to get the SCFF group together. The email correspondence recommendation was the District Enrollment Management Committee incorporate the SCFF into DEMC. This workgroup will need to be expanded beyond the District Enrollment Management Committee, it will impact funding. Committed members determined that the following staff/faculty will need to be included:

- Deans of IE/IR,
- VPSS
- VPAA
- Early Enrollment Group

Vice Chancellor Brown informed the committee that the Business/Finance department is looking at the revised budget allocation model, specifically cost per FTES in various categories. As the department gets more refined information Vice Chancellor Brown will bring information back to DEMC.

V. Vice-Chancellor, Educational Services Strategic Planning Report – Susan Mills

Committee Chair, Susan Mills updated the committee on behalf of Chancellor Isaac who was unable to attend. The DSPC continues to work on the district strategic plan. Dr. Isaac hopes to present a draft at the March board meeting. He had hoped to meet with DEMC today to discuss the measures and metrics the district is using. Dr. Isaac has been working closely with David Torres to create these baseline metrics. More information on this will be shared tomorrow at the DSPC meeting.

VI. Update On Early Registration & Information Technology Workgroup – Susan Mills

a. AB 705 Communication

We are revisiting what communication had gone out to classified staff about 705 changes. At the previous DEMC meeting Melissa Bader was drafting up something for English. English is having winter meetings for 705. Wendy McEwen updated the committee on the English AB 705 meeting she attended this week. The meeting also included faculty from disciplines outside of English. They were concerned about enrollment in ENG-91. Some of the conversations circulated around equity with enrollment to these support courses. The group is working to develop best practices, communication, and support available. Math is having their AB 705 meeting next week. Committee Chair Susan Mills will discuss messaging at this meeting.

- Thea will follow up with Wendy McEwen on the messaging piece

b. AP/BP 4250 & 4255 – College Checks on Units

Committee Chair, Susan Mills updated the committee on the discussion in Early Enrollment regarding the number of units for students on probation. Our BP/AP restricts students who are on probation to 13 units. Because of the two-term enrollment they have already enrolled for spring and consequently may be enrolled in more than 13 units. The conversation is how we are handling this.

The process as it stands:

- If students are not in good standing by the time fall grades hit, they are placed on dismissal status
- The process to run academic standing runs on January 2nd
- Holds are put on student records, forcing them to see a counselor to get a dismissal contract.
- Students with multi-term registration have already started to register for winter and spring in the fall

There now exists large numbers of students with this issue. Riverside College currently has 1,117 students on dismissal, 597 students on dismissal in the fall who broke a contract. Roughly 1,700 students that will be dropped by February 6th if they do not see a counselor. The big issue currently at Moreno Valley College is classified staff members are running this report and manually dropping the students.

The committee proposes to not drop students on dismissal for spring. For dismissed students that have broken a contract, drop them if they do not see a counselor.

Final Decision:

- Dismissal students are not dropped for Spring 2019
- Dismissed, with contract violations will be dropped unless their appeal for reinstatement is approved by counseling before February 6th.

Meeting Adjourned: 4:55 pm