

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

Meeting Minutes from Thursday, February 21, 2019
CAADO, Conference Room 209
3:00-5:00 pm

MEETING MINUTES

Meeting called to order: 3:04 p.m.

Present: Melissa Bader, Raj Bajaj, Christopher Blackmore, Aaron Brown, Peggy Cartwright, Michael Collins, Darren Dong, Carol Farrar, Monica Green, Samuel Lee, Carlos Lopez, Wendy McEwen, Susan Mills (Chair), Jason Parks, Thea Quigley, Jeff Rhyne, Rebecca Turner, Art Turnier,

Absent: AnneMarie Amezquita, Peggy Campo, Mark DeAsis, Jennifer Floerke, Dyrell Foster, Wolde-Ab Isaac, Nathaniel Jones, Kyla O'Connor, Mark Sellick, Kaneesha Tarrant, David Torres, Chip West

I. **Approval of Agenda – 1st Aaron Brown, 2nd Melissa Bader**
Approval of Minutes – 1st Jason Parks, 2nd Wendy McEwen, 1 Abstained

II. **FTES Update – Raj Bajaj (2:45)**

Raj Bajaj, Dean Educational Services gave an update on FTES. Census is on Monday, within about 10 days we will be in better shape for spring 2019.

Moreno Valley	Annual FTES Estimated 2018/2019	7425.17		
	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	6988.28	Annual College Target	7399.24
Norco	Annual FTES Estimated 2018/2019	7121.69		
	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	6770.87	Annual College Target	7135.45
Riverside	Annual FTES Estimated 2018/2019	16988.8		
	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	16444.34	Annual College Target	16522.41
District	Annual FTES Estimated 2018/2019	31564.6		
	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	30232.40	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 2019-20 Enrollment Targets – Aaron Brown**

Vice Chancellor Brown discussed the revised enrollment calculator and the projections for AY 2018-19. Adjustments were made based on revisions to the Original Res Credit FTES Target.

**Riverside Community College District
18-19 Enrollment Calculator**

AY 18-19		MOV					NOR					RIV					RCCD				
		18SUM	18FAL	19WIN	19SPR	TTL	18SUM	18FAL	19WIN	19SPR	TTL	18SUM	18FAL	19WIN	19SPR	TTL	18SUM	18FAL	19WIN	19SPR	TTL
Res Credit FTES Targets	ORIGINAL Res Credit FTES TARGET	500	3051	500	3000	7051	500	3051	500	3000	7051	1274	6973	1409	6766	16422	2274	13076	2409	12766	30525
	Res Credit FTES Shifted to AY17-18 to fully fund	(141)	(76)	(104)	(27)	(348)	(16)	(170)	(35)	137	(84)	0	(100)	0	0	(100)	(157)	(346)	(139)	110	(532)
	TARGET Res Credit FTES AFTER SHIFT	641	3127	604	3027	7399	516	3221	535	2863	7185	1274	7073	1409	6766	16322	2441	13422	2548	12656	31057
	ADJUSTMENT IN FTES Target	(75)	(135)	80	130	0	0	0	0	0	0	0	0	0	0	0	(75)	(135)	80	130	0
ADJUSTED Res Credit FTES TARGET AFTER SHIFT	566	2992	684	3157	7399	516	3221	535	2863	7185	1274	7073	1409	6766	16322	2366	13287	2628	12786	31057	
Res Allocation Considerations	NON-RES CREDIT FTES*	6	31	6	28	71	8	43	5	29	85	33	207	42	203	485	47	281	54	260	641
	RES Noncredit FTES	1.28	29.87	0.00	0.00	31.15	0.00	0.00	0.00	0.00	0.00	14.89	24.80	0.00	0.00	39.69	16.17	54.67	0.00	0.00	70.84
	NON-RES Noncredit FTES	0.02	0.62			0.64	0.00	0.00			0.00	0.46	0.81			1.27	0.48	1.43			1.91
	RES Career Development College Preparation (CDCP) FTES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.05	0.00	0.00	2.05	0.00	2.05	0.00	0.00	2.05
	NON-RES Career Development College Preparation (CDCP) FTES	0.00	0.00			0.00	0.00	0.00			0.00	0.00	0.03			0.03	0.00	0.03			0.03
	Inmates in Correctional Facilities RES Credit FTES						9.07	27.19	0.00	30.84	67.10						9.07	27.19	0.00	30.84	67.10
	Inmates in Correctional Facilities NON-RES Credit FTES						0.00	1.17	0.00	1.33	2.50						0.00	1.17	0.00	1.33	2.50
	Inmates in Correctional Facilities Noncredit FTES																				
	Special Admits (high school students) Credit FTES																0	0	0	0	0
	ADJUST EST FTES (CREDIT ALL)	189	94	84	229	596	0	0	0	0	0	0	0	30	30	60	189	94	114	259	656
ESTIMATED FTES (CREDIT ALL)**	597	3045	629	2696	6967	551	3192	560	2960	7263	1432	7556	1471	6793	17352	2580	13793	2660	12448	31481	
ADJUSTED FTES (CREDIT ALL)	786	3139	713	2925	7563	551	3192	560	2960	7263	1432	7556	1501	6823	17312	2769	13887	2774	12707	32137	
ESTIMATED NON-RES CREDIT FTES	6	31	6	28	71	8	43	5	29	85	33	207	42	203	485	47	281	54	260	641	
ESTIMATED Res CREDIT FTES	780	3109	707	2896	7491	543	3149	555	2932	7178	1400	7349	1459	6620	16827	2723	13607	2721	12468	31499	
DIFFERENCE FROM TARGET	DIFF FROM TARGET	214	117	23	(261)	92	27	(72)	20	69	43	126	276	50	(146)	305	367	320	93	(338)	439
	PERCENT DIFF FROM TARGET	138%	104%	103%	92%	101%	105%	98%	104%	102%	101%	110%	104%	104%	98%	102%	116%	102%	104%	97%	101%
ADDITIONAL SHIFT	Additional SHIFT TO AY17-18 AT RECALC	(5)	(40)	(5)	(38)	(89)	(16)	(120)	(16)	(115)	(267)	(27)	(200)	(27)	(191)	(444)	(48)	(360)	(48)	(344)	(800)
	2018-2019 RECALCULATED Credit Res FTES Target	571	3032	689	3195	7488	532	3341	551	2978	7402	1301	7273	1436	6957	16967	2404	13647	2676	13130	31857
	TOTAL FTES DEFICIT AFTER ADDITIONAL SHIFT	209	77	18	(299)	3	11	(192)	4	(46)	(224)	99	76	23	(337)	(140)	319	(40)	45	(682)	(358)
2017-2018 Credit Res FTES Achievement (Including all Shifts)					6943					7122					16387					30453	
Noncredit Res FTES Achievement					6					0					77					82	
BENCHMARK					6949					7122					16464					30535	
NONRES FTES EST 3-YR AVG			0.90%					1.00%					3.00%								

* NonRes Credit FTES calculation: 18SUM & 18FAL values are Final NonRes FTES reported in EMD (R Bajaj) | 19WIN & 19SPR values are estimated by percent estimate (row 39) x Res Credit FTES (row 7)
 ** Res Credit FTES calculation: 18SUM & 18FAL values are Final Total (Res Credit) FTES reported in EMD (R Bajaj) | 19WIN & 19SPR values are EMD Enrolled

The special admits and incarcerated are not part of the SCFF, they are funded at the rate that was in place prior to the adoption of the Student Centered Funding Formula. Raj Bajaj, Dean Educational Services clarified Special Admit as being K-12 students concurrently enrolled in college. Vice Chancellor Brown discussed the District FTES Data Input spreadsheet and the projected numbers based on an assumed growth factor of 1.11%. This growth factor rate does not affect the funding for the 3-year average.

District FTES Data Input

960	Riverside
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	Growth Rate:	2.23%	1.11%	1.11%	1.11%
	Remaining Available Growth:	\$ 2,457,295	\$ 25	\$ 32	\$ 49
		2015-16	2016-17	2017-18	2018-19
		2019-20	2020-21	2021-22	

Traditional Credit FTES Input

A	Reported FTES (320 Report)				29,275.96	30,948.25	31,291.77	31,639.11
	Year-to-Year Change:					5.71%	1.11%	1.11%
B	Restoration: Highest Applied FTES for Averaging plus Growth, prev. 3 years				29,613.43	29,613.43	29,940.89	30,270.77
C	Lower of A & B				29,275.96	29,613.43	29,940.89	30,270.77
-	Funded FTES (under ICR)	28,599.64	29,578.89	29,613.43				
3 year Rolling Average	Current Year				29,275.96	29,613.43	29,940.89	30,270.77
	Prior Year				29,613.43	29,275.96	29,940.89	30,270.77
	Second Prior Year				29,578.89	29,613.43	29,275.96	29,940.89
	Average				29,489.43	29,500.94	29,719.25	30,160.81
	Year-to-Year Change					0.04%	0.74%	1.48%
Growth	FTLS Available for Growth					1,334.82	1,350.88	1,368.34
	Target Growth				657.67	327.46	329.88	334.79
	Achieved Growth					327.46	329.88	334.79
	Excess FTLS					1,007.36	1,021.00	1,033.55
	Paid FTES				29,489.43	29,828.40	30,049.13	30,495.60
	Year-to-Year Change					1.15%	0.74%	1.48%

The main question on the table is what growth number the Colleges want to be at. The Vice Presidents of Academic Affairs discussed the numbers and various possibilities for growth; namely, how to set an unfunded target without going under or exceeding the target beyond what the colleges can allocate apportionment for. At this point there is no expectation to fully realize the target for 2018-19. We have summer to shift from if needed.

Decision: VPAA's will have a discussion with their College Presidents at Cabinet next Wednesday and thereafter discuss with the Chancellor and Vice Chancellor Aaron Brown.

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

a. IEPI Call for Application 2019-20 SEM

Vice Chancellor Mills asked the VPAA's if they have received applications for IEPI. Thus far there have been none.

b. CGU SEM Workshop

Vice President of Academic Affairs, Carlos Lopez discussed the CGU Strategic Enrollment Management workshop. The CGU SEM is a week-long workshop for teams to come together and talk about an enrollment management plan at Claremont Graduate University over the summer. There is a grant in with the Chancellor's office to offset costs, RCC is considering going this year.

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

Vice Chancellor Susan Mills provided an update on Early Registration. This workgroup may transition to the SCFF workgroup. The Early Registration workgroup will no longer need to meeting on a regular basis. Revisions to the catalog have been received, Darren Dong, Director Web Applications and Joan Rovin, Senior Graphics Designer are working to make changes by March 29th.

Valerie Merrill, Assistant Professor Mathematics from RCC sent the page out of the catalog regarding matriculation and Accuplacer. Updates and revisions will need to be made to this document. Vice Chancellor Susan Mills discussed with the group who will be writing this. The group decided the District office will coordinate who needs to address this. A draft will need to go to the March 6th On-boarding meeting.

Vice Chancellor Susan Mills provided a brief update from the Ab 705 meeting. As discussed with the VPSS' and the Early Enrollment group, it was decided that Academic Renewal is not the best choice to address the issue facing the AB 705 student population. The group decided the VPSS' and VPAA's should discuss at their next meeting and prepare a proposal to take to Academic Senate.

Meeting Adjourned: 4:52