

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

Meeting Minutes from Thursday, February 20, 2020
CAADO, Conference Room 209/Zoom
3:30-5:00 pm

MEETING MINUTES

Meeting called to order: 3:33 pm

Present: Christopher Blackmore, Aaron Brown, Darren Dong, Carol Farrar, Nathaniel Jones, Mark Knight, Samuel Lee, Carlos Lopez, Susan Mills (Chair), Kyla O'Connor, Jason Parks, Sheila Pisa, Thea Quigley, Jeff Rhyne, Kaneesha Tarrant, David Torres, Art Turnier, Michael Paul Wong

Absent: AnneMarie Amezquita, Melissa Bader, Raj Bajaj, Quinton Bemiller, Michael Collins, Mark DeAsis, Kristine DiMemmo, Jennifer Floerke, Rebecca Goldware, Wolde-Ab Isaac, Wendy McEwen, Mark Sellick, David Torres, Chip West

- I. **Approval of Agenda:** 1st J. Parks, 2nd S. Lee
- Approval of Minutes:** 1st J. Rhyne, 2nd A. Turnier, **Abstention** D. Dong

II. SCFF Update

Vice Chancellor, Aaron Brown reviewed some of the changes to the 2019-20 Contracted District Audit Manual (CDAM). Some of the revisions/additions include:

- Retitled the section from “State General Apportionment” to “Student Centered Funding Formula Base Allocation: FTES.”
- Beginning in 2019, pursuant to education code section 68086, students enrolled exclusively in noncredit courses are not subject to residency classification requirements. This section emphasized that residency classification and documentation for student-athletes should occur per the district’s policy and process.
- Revised the District Organization Schedule to include a list of Auxiliary Organizations in good standing to include name, date of establishment, date of current master agreement with district, and name of director.
- A test was added to review data management practices over Student Centered Funding Formula related data.

The district needs to be able to convey how we accumulate this information and how we get from A to Z. There is still some time before the auditors come. Something will need to be put in place to ensure the district is in compliance. Vice Chancellor, Aaron Brown recommended forming a group to put this together.

III. FTES Updates

Vice Chancellor, Aaron Brown discussed the current targets, actuals, and targets for the spring.

CREDIT RESIDENT FTES by Term 2019-20/February 2020													
Credit Resident FTES	Target Summ19	Summ 19	Difference from Target Summ 19	Target Fall 19	Fall 19	Difference from Target Fall19	Target Winter 20	Win20	Diff from target Winter 20	Target Spring 20	Spr 20	Annual Est.	Annual College Target**
MVC	694.64	692.77	-1.87	3180.38	3262	82.09	654.64	670	15.36	2742.34		7367.58	7272
NC	650	654.81	4.81	3250	3307	57.48	554	601.55	47.55	2912		7475.84	7366
RCC	1429	1471.1	42.07	7387	7361	-25.98	1670	1565	-105	6733		17130.1	17219
District	2773.64	2818.7	45.01	13817.38	13931	113.59	2878.6	2836.6	-42.09	12387.3		31973.5	31857

Moreno Valley College updated their targets in January after P1 was submitted, the Power BI report will need to be updated. Associate

Vice Chancellor, Lijuan Zhai will work with the Vice Presidents of Academic Affairs to ensure the numbers reported on the Power BI report are accurate. Vice Chancellor, Aaron Brown asked the colleges to provide an update where they are financially with FTES.

- **Moreno Valley**

AT- tracking to see where I am with the budget. Compare fall to spring to have a ball park to what the budget is. NJ- What the schedule is translating into as far as cost. Carlos (listen to audio on his update).

- **Norco**

- **Riverside**

CF- many things in the schedule that are contractual that I don't have any control over. How granular does the district want us to get with controlling cost? AB- we are looking at big picture. Each college provided a budget to produce the FTES, want to see on a term by term basis if we are tracking appropriately.

SM - Waitlisted – only 73 people on the waitlist for BIO 1 at RCC. Over 7000 students on the waitlist.

If we are going to rely heavily on the dashboard, enrollment FTES isn't meaningful, but for the current semester it is.

HRER is a problem when trying to hire part-time faculty when dealing with waitlisting.

Aaron Brown – We know this is coming every term, why don't we have a triage to manage these situations.

Raj sent out and issue on ISAs, legislative oversight committee for the SCFF is addressing ISAs. We are not tracking these separately in the 300 report. We can break these out. AB- at some point they will put out a call, and will report separately for the 320 report. Allocating funding – they won't distribute additional funds if you exceed your growth. They will adjust the rates. We've had discussions about whether we grow beyond our funded level. It all goes into the pot, if there happens to be funding left over, rates are adjusted. Funding based on the 70/20/10 model. (look at previous minutes for this). We will have decisions to make as we look at funding for next year.

IV. **Noncredit/CDCP**

Associate Vice Chancellor, Lijuan Zhai and Executive Director, Thea Quigley have formed a strategical planning workgroup for noncredit. The first meeting was last week. This workgroup will meet every month until the end of the semester with the hope to have a draft plan by fall. With interest in noncredit growing, the district needs to ensure there are resources and technology in place. This workgroup is also looking at software to track positive attendance. Demos will be scheduled within the next two weeks.

V. **A&R Timeline for Spring 2020 & A&R Timeline for AY 2020-2021**

There were discrepancies between schedules and WebAdvisor. Corrected dates were sent out via email to RCCD. Heather is looking at the schedule of classes with the Instructional Program Support Coordinators at the colleges to identify where these dates are posted and correct them. For next year we will need to ensure the dates match up prior to sending out.

VI. **Drop Survey**

A drop survey was discussed at the DEMC meeting back in October, requesting that the district consider facilitating a survey to students who drop. Faculty have been asking for some way to document the anecdotal reasons behind why students drop. This information would be useful for faculty planning and instruction. Dean, Jason Parks discussed the survey they have been administering at Norco College through Survey Monkey. Dean, David Torres will work with Associate Vice Chancellor, Christopher Blackmore to get the survey going.

- a. **Housing and Food Insecurity**

Chancellor, Isaac would like the colleges to participate in the food and housing insecurity survey. Riverside City College participated in the fall. This will be a good starting point for discussion. Vice Chancellor, Aaron Brown would like a copy of this survey.

VII. **Workgroup Updates**

- a. **Schedule/Catalog Workgroup Update**

Vice Chancellor, Susan Mills provided an updated on the catalog workgroup. Additional time was added to the review periods prior to the roll. Educational Services will need to get a memo out with this information. The info pages are linked to the website to alleviate the necessity of continual content updates. A memo was sent out to the reviewers containing the deadlines.

b. Schedule of Online Classes

Interim Dean, Sheila Pisa discussed the need to add DE to the website. Distance Education does not currently appear on the website, fortunately students are still managing to register for the classes. The Committee discussed having a separate DE schedule in the future.

c. AB 705

ESL is charging ahead. We need to figure out how we are going to market ESL etc.

d. EduNav

Issues this week Mark DeAsis is working with EduNav on working on solutions.

192

590 needed help registering.

We need a discussion on what we do moving forward. Chris B. and Dr. Mills follow up.

Meeting Adjourned: 5:08 pm