

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

Meeting Minutes from Thursday, May 21, 2020

Zoom

3:00-5:00 pm

MEETING MINUTES

Meeting called to order: 3:00pm

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 Amezcuita, 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. Rhyne, 2nd W. McEwen
Approval of Minutes: 1st A. Turnier, 2nd W. McEwen

II. **SCFF Update**

Vice Chancellor, Aaron Brown provided the Committee with an update on the SCFF. The District Budget Allocation Committee (DBAC) met prior to this meeting to discuss some concerns that were raised in respect to budget issues. The district can expect a \$16 million deficit for the general fund. This situation is being addressed and is in the planning stages. At this point there needs to be a conversation to discuss solutions. The tentative budget will go to Board in next couple of weeks. After P2 there was a reapportionment of funds that will likely solve most of the issue. For fiscal year 2020-21 the recommendations based on new revise indicate that the SCFF will be reduced by 8%.

III. **SCFF Draft**

Dean, Raj Baja shared the SCFF data management document and gave the Committee some background information beginning with the 320 report. Courses are the core foundation of everything we do at the system level. Vice Chancellor, Aaron Brown requested the draft reflect position titles instead of individual names. Raj asked that the Colleges streamline their internal process and identify who will be running the reports so this can be included in the document. Raj reviewed the program award flowchart.

IV. **FTES Updates**

Dean, Raj Baja shared the current projections based on student enrollments. Estimates for spring 2020 for the Credit Resident FTES, indicate MVC at 2589 which may change with the academies. Changes are not expected for Norco and Riverside. The estimate for the district for P3 is 31503.88. The Committee discussed the teach out plans in place for each of the colleges. Raj provided the Committee with some clarification on the reporting.

- P1: is a reflection of what happened during summer/fall in the previous year and what is expected for winter/spring.
- P2: accounts for previous summer, fall, winter and part of spring. P2 again, is another realistic estimate of what we will have at P3.
- P3: is the actuals of what has happened in the previous year completely. After P3, there is another opportunity to do recalculation in October. We have the option to report the higher of the three now because of the circumstances.

There is a disconnect between the nonresident number and the FTES we collected. We need to identify what the difference is between what we budgeted based on tuition fee, calculation of units, and the FTES.

CREDIT RESIDENT FTES by Term 2019-20/May18													
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	Est Spring 20	Annual College Target**	ESTIMATE Annual p3
MVC	694.64	694.65	0.01	3180.38	3260.02	79.64	654.64	634	-20.64	2742.34	2589.00	7272	7177.67
NC	650	655.15	5.15	3250	3307.64	57.64	554	604.41	50.41	2912	2855.00	7366	7422.20
RCC	1429	1487.01	58.01	7387	7361	-26	1670	1595	-75	6733	6461.00	17219	16904.01
District	2773.64	2836.81	63.17	13817.38	13928.66	111.28	2878.64	2833.41	-45.23	12387.34	11905.00	31857	31503.88

V. Target for FY 2020-2021

Vice Chancellor, Susan Mills provided an update on the targets. There were a number of items from our last meeting to follow up on; the strategic plan, targets for FY 2020-21, and to add the 3%. Vice Chancellors Susan Mills and Aaron Brown had a follow-up discussion with Chancellor Isaac regarding these conversations. The decision that was reached is to hold at the FY 2019-20 targets and will not add the 3%. Given the current circumstances, it does not make sense to grow now.

VI. Student Balances and Registration Holds

Vice Chancellor, Susan Mills provided the Committee with an update. Several weeks ago the Vice Presidents of Student Services and Admissions & Records raised the issue with student balances and registration holds. The decision last year that was reached, was to allow students to continue to enroll so long as they were under the \$100 threshold. At the previous meeting Associate Vice Chancellor, Lijuan Zhai shared that roughly 7,000-8,000 students owed close to \$200 which may be a result in the increase to student fees. Now an added layer is the situation with COVID and students being unable to pay with cash. Ultimately, the decision was to let students register for summer and messaging went out. Chancellor Isaac requested data to be collected in respect to who those 7,000-8,000 students are. Messaging may need to get out again as we get closer to registration.

VII. Summer/Fall 2020 Registration Update/Timeline

We are in priority registration for summer. As of today's report from this morning, after the first 3 days of registration we are at about 20% for FTES targets for summer. Regular registration opens on the 26th. Fall schedules are to be posted on June 15th and priority registration on July 6th.

VIII. Fall 2020 Schedule of Classes Update

A memo was sent out 3-4 weeks ago, discussing the approach for fall in respect to the recoding of classes. We are going to follow the same format/process as we did for summer, with temporary online.

IX. P/NP and EW Grading Options and Deadlines

The deadline is set for July 15th. For summer classes, August 15th. Dean, Kyla O'Connor inquired if there was any discussion about the EW deadline. Vice Chancellor, Susan Mills will review the memo and discuss at the next A&R meeting. The Committee also discussed FWs which will affect financial aid and grades, an EW does not.

X. Workgroup Updates

a. AB 705

Associate Vice Chancellor, Lijuan Zhai provided an update for AB 705. Dr. Zhai's team has been working with ESL faculty districtwide for self-guided placement. This is now live, students can take it. Dr. Zhai's team will work with IT to get it on WebAdvisor and CCCApply and filter the data into the dashboard.

b. EduNav

Vice President, Kaneesha Tarrant provided an update to EduNav.

- An issue came up with priority registration, it was fixed within an hour.
- Another issue reported during this meeting, students are not being added to the waitlist. They get an error message.
- EduNav is looking at doing some data reports for us. This would be very helpful for projecting out sections needed for students. During the call next Tuesday, we should get an update on what is in production on this.
- The last piece, they are releasing new updates. Some additional lead time in versions they are moving to, it creates functionality for us.

Meeting Adjourned: 4:47 pm