

## OFFICE OF THE VICE CHANCELLOR EDUCATIONAL SERVICES & STRATEGIC PLANNING

### District Enrollment Management Committee

Thursday, March 10, 2022

Zoom

3:00-5:00 pm

### MEETING MINUTES

Meeting called to order: 3:02 pm

**Present:** Aaron Brown, John Adkins, Majd Askar, Melissa Bader, Raj Bajaj, Quinton Bemiller, Christopher Blackmore, Chris Clarke, Jamie Clifton, Michael Collins, Torria Davis, Mark DeAsis, Kristine Di Memmo, Kevin Fleming, Rebecca Goldware, Elizabeth Hilton, Jake Kevari, Samuel Lee, Vigil Lee, Carlos Lopez, Sandra Martinez, Jason Parks, Jeff Rhyne, Mark Sellick, Christopher Sweeten, Kaneesha Tarrant, Kyla Teufel, David Torres, Tom Vitzelio, Lynn Wright, Lijuan Zhai

**Absent:** Esmeralda Abejar, AnnaMarie Amezquita, Eric Anthony, Darren Dong, John Geraghty, Maria Gonzalez, Wolde-Ab Isaac, Jeannie Kim, Chip West,

**I. Approval of Agenda & Minutes**

- a. **Approval of March 10, 2022 Agenda:** 1<sup>st</sup> K Tarrant, 2<sup>nd</sup> S. Lee; No abstentions
- b. **Approval of December 9, 2021 Minutes:** 1<sup>st</sup> K. DiMemmo, 2<sup>nd</sup> J. Parks; No abstention

**II. FTES Update**

Dean Raj Bajaj shared the FTES updates for Spring estimates. Currently, FTES are showing 22 percent below the target. Moreno Valley College is expecting more FTES and will forward their conservative estimates to Dean Bajaj. Serval areas of Noncredit are being streamlined and better estimates should become available after P2. To clarify, we have about 90 FTES potential outstanding update for SCE (Senior Citizen).

**Credit FTES**

FTES by Term 2021-2022/p1 MARCH 7TH													
Credit FTES	summ21	Actual Summ21	Difference	Target Fall 21	Fall 21 FTES	Difference	Target Winter 22	WIN22	Difference	Target Spring 22	Est Spring 22	Annual P3 projected	College Yearly Target
MVC	624.48	528.56	(95.92)	2,956.37	2,228.00	(728.37)	600.66	488.00	(112.66)	3,090.49	1,984.00	5,228.56	7272
NC	650.00	526.32	(123.68)	3,250.00	2,354.23	(895.77)	554.00	420.42	(133.58)	2,912.00	2,083.00	5,383.97	7366
RCC	1,377.52	1,479.26	101.74	7,748.55	6,172.00	(1,576.55)	1,549.71	1,320.00	(229.71)	6,543.22	5,357.00	14,328.26	17219
District	2652	2534	(117.86)	13955	10754	-3201	2704	2228	(475.95)	12546	9424	24,940.79	31857

**Nonresident FTES**

College	Summer 21	actual sum21	Fall 21	Winter 22	Est. Spring 22	Estimated Annual FTES
MVC	12.58	8.00	28.00	5.00	32.00	100.18
NC	12.80	13.00	51.00	9.00	50.00	143.27
RCC	33.09	21.00	112.00	15.00	110.00	316.13
District	58.47	42.00	191.00	29.00	192.00	512.47

**Noncredit FTES**

NONCREDIT FTES	Target	Est 21-22
MVC	50	5
NOR	35	15
RCC	55	35
District	140	55

**III. FTES Targets 2022-23**

Associate Vice Chancellor Lijuan Zhai presented two potential FTES target models for review and input using a five-year

average to set FTES targets for next year. The first model reviewed uses data from 2016/17 to 2020/21 and the second model uses data from 2017/18 to 2021/22 through P1. DEMC recommends using the second model for setting FTES targets to be reflective of what RCCD can realistically produce and achieve for next year. 2021-22 FTES data will be updated using the most recent FTES projections by Raj. For Non-resident FTES target calculations, it was recommended to use 2020-21 actuals possibly minus ten percent. 2022/23 target FTES will be recomputed and shared with DEMC.

**IV. Multi-term Registration**

Vice President Samuel Lee inquired about possibly decoupling the multi-term registration for 22Sum and 22Fal and several impacted areas were considered. An additional DEMC Special Meeting was requested for March 24 at 3:00pm to continue the conversation with the latest information from the Board of Trustees meeting on Tuesday, March 15.

**V. Academic Calendar: Juneteenth**

Vice President Kristi DiMemmo inquired if the State Chancellor's office has put out guidelines for Juneteenth observance. If the holiday falls on a weekend, can the observance be flexibly moved to the Friday/Monday preceding the holiday or is the observance date specific? Dean Bajaj reported that the communications received from the State Chancellor's office indicate that unofficially it is a local decision because they are still trying to get this under control.

**VI. Strategic Enrollment Management**

Vice President Kristi DiMemmo informed that Riverside City College is part of a grant that focuses on the adult learner and is working to integrate the recommendations of the grant into a Strategic Enrollment Management Plan. The requirements of the grant are being looked at carefully and RCC will work with their CIO. RCC also reached out to MVC and NC to collaborate so the strategic enrollment management plan will be a districtwide plan. The deadline is August 1<sup>st</sup> and RCC will take it to their leadership and governance structures for vetting with plans to present to the Board by December. The other two colleges will be engaging in the same process.

**VII. Noncredit Strategic Plan and Timeline**

Vice Chancellor Emeriti Dr. Susan Mills presented an overview of the Noncredit Strategic Plan and Timeline for review and input. The plan objectives don't have targets yet. However, it was recommended to use the same targets set in the RCCD Strategic Plan for better alignment. Enrollment growth target will be at least 3% per year and could go higher. The feedback received highlighted the plan's solid framework that is not overly prescriptive and not too vague which allows the colleges ample areas for noncredit growth. RCCD will want to work together to meet the communities' needs to grow at least 3 percent, but core programs need to be developed without overlapping with our K12 partners.

**VIII. Workgroup Updates**

**a. EduNav**

Vice President Kaneesha Tarrant shared an EduNav report ahead of the meeting and provided an overview stating there are no new core updates, only simple bug fixes. If you hover over the EduNav logo it will show the current platform version of EduNav. Outstanding is the customization messages in response to some errors and view screens for non-counseling staff. EduNav is providing a new reporting structure with breakdowns weekly.

**b. ERP Update**

Associate Vice Chancellor Chris Blackmore provided an update and informed that Anthology Student started spin 2 with ongoing testing scheduled through June. The configuration of new student and faculty portals will have their own branded portal for each college. The ongoing testing of 3<sup>rd</sup> party application integrations is about halfway through. We are still seeing curriculum and scheduling gaps. Testing of MIS FTES in new reporting ERP is needed before going live.

**c. Student Debt Collection**

This item has been completed and no further update is needed.

**IX. Other**

No other item was discussed.

**X. Future Meeting Dates**

Thursday, March 24 from 3-4 pm \* Additional Special Meeting requested during 3/10/22 meeting.  
Thursday, April 14 from 3-5 pm

Thursday, May 12 from 3-5 pm

**Meeting Adjourned:** 4:33 pm