

Enrollment Management Committee Meeting Summary

March 4, 2020
10 am to 12 pm
SCI 211

MINUTES

Attendee: Administrators/Faculty/Staff: Edward Simon Hanson, Monika Liu, Wynd Kaufmyn, Pam Mery, Anthony Costa, Kit Dai, Amber Straus, Edgar Torres, Steven Brown, Edie Kaeuper, and Cynthia Dewar.

Meeting Called to Order at 10:11 AM

No.	Item	Discussion/Outcome	Follow up/Individual Responsible
1.	Discussion	<p>Discussed the priorities from 2.27.20 meeting.</p> <p>The College does not always use the “resident” FTES. It depends on what the data is used such as Program Review and Planning use “all” FTES.</p> <p>Hold Harmless: Based on enrollments in 16-17 plus COLA, is what we will be funded at unless we get more money from SSFF. It is held through 20-21. Two more years may have been added. Lobbying efforts are taking place to extend it further. An average of enrollment patterns over a three-year period. This is the first year that it counts toward the three-year average. Hold Harmless will end 2021-22.</p> <p>In 16-17 we had a low productivity but a larger section count. Productivity was 11 (?).</p>	NA
2.	EMC Priority Recommendations to Academic Affairs for the 2020-21 FTEF Budget Motion, Seconded, Passed	<ol style="list-style-type: none"> 1. It is the number one priority of the Enrollment Management Committee that the 2020-21 College budget be applied first to classes and instruction in order to increase enrollment. All available revenue sources should be prioritized on maintaining and building instructional programs. (MSP) 2. Fund all programs at the College that serve students in meeting their educational goals which have been approved by the College-wide Curriculum Committee, the BACCC, and the State Chancellor’s Office. (MSP) 3. Fund classes that close equity gaps. (MSP) 4. Fund classes that show high historic enrollment. (MSP) 	NA
3.	Recommendation: Motion, Seconded, Passed	The Enrollment Management Committee recommends scheduling 647 FTEF for Fall 2020, 516 FTEF for Spring 2021, and 57 FTEF for Summer 2021 with the understanding that the College will secure additional funding so that Spring	NA

	Recommended amended change: Motion, Seconded, Passed	<p>2021 will be funded at 716 FTEF and Summer 2021 will be funded at 100 FTEF. (MSP)</p> <p>Amended Change The Enrollment Management Committee recommends scheduling 647 FTEF for Fall 2020, 516 FTEF for Spring 2021, and 57 FTEF for Summer 2021. (MSP) The rationale for this was that to front load the yearly allotment of FTEF from the Budget Committee will ensure a schedule in the Fall that will grow our college. The Enrollment Management Committee will work with the Budget Committee to look at possible revenue and expenditure changes that will allow Spring 2021 and Summer 2021 to have adequate FTEF to continue that growth</p>	
4.	Note	Members noted that productivity was based on 15 for the FTEF Budget recommendation.	
5.	Recommendation	Cohort protected programs will be identified when departments are given their 2020-21 FTEF budgets by course and program.	
6.	Action	Two representatives from the Enrollment Management Committee will request that the Budget Committee increase the 2020-21 FTEF Budget.	Wynd and Simon
7.	EMC Priority Recommendations to Academic Affairs if Additional Funding Given: Motion, Seconded, Passed	<ol style="list-style-type: none"> 1. If the College secures additional funding, prioritize the classes that serve communities not included in the SCFF for example the Older Adult Program. 2. If the College secures additional funding, prioritize high productivity classes (historically high enrollment with high enrollment caps). 	
8.	Adjourned	Adjourned at 11:55 pm	