



ENROLLMENT MANAGEMENT COMMITTEE

Tuesday, March 18, 2025, 3:30-5:00 p.m., via Zoom

DRAFT MINUTES

Voting Members Present:

Lorena Chavez (Co-chair)

Claire Coyne (Co-chair)

Dr. Matthew Morin (Co-chair)

Ashley Alcantar

Huong Banh

Alan Casas

Andy Gonis

Dr. Bart Hoffman

Dr. Geena Guerrido

Dr. Vaniethia Hubbard

Dr. Jeffrey Lamb

Robert Manson

Kelly Nguyen

William Nguyen

Anthony Pagán

Andrea Picchi

Bill Reardon

Kristen Robinson

John Tashima

Guests:

Call to Order: Matthew Morin called the meeting to order at 3:30 p.m. - A quorum was not established at the start of the meeting - Matthew Morin began the meeting with an informational item (Fraud Update)

Informational: Fraud Update

Matthew Morin presented on behalf of Mark DeAsis regarding potential fraud cases:

- Since February 13th, Admissions and Records (A&R) dropped:
 - 2,295 potential fraud records (6,247 enrollments)
 - 914 waitlisted (1,717 waitlist enrollments)
- 70 records (317 enrollments) are pending verification with scheduled drops on March 18th and 19th.

Faculty Action Items:

1. **Drop for No-Show** – If the section has not yet started.
2. **Drop for Excessive Absence** – If the census date has passed.

Dr. Hubbard discussed ongoing planning regarding Drop for Non-Payment. The college is researching models at other colleges and determining the threshold amount owed by students.

****Quorum was established at 3:40 pm****

I. Review and Approve Previous Meeting Minutes - February 18, 2024

Matt Morin called for a motion to approve the minutes for the February 18, 2025, meeting as presented.

- William Nguyen suggested that data presented to the committee could be included in the minutes for members who were not present.
- The minutes were approved unanimously, with two abstentions from Dr. Hubbard and Kristen Robinson, who were not present at the previous meeting.

II. FTES Data Dashboard Exploration

Matthew Morin recalled that the committee had committed to building a process for FTES planning and scheduling by division and department.

- Dr. Lamb explained that FTES targets are currently based on past trends, conversations with deans, and current circumstances — but without an established formula.
- William Nguyen noted that the current document does not include winter and summer terms, which should be included in future planning.
- Andy Gonis emphasized the importance of a bottom-up process, starting with faculty and department chairs working with deans.
- Dr. Lamb highlighted that FTES targets would depend on state funding and available resources.
- Dr. Hubbard recommended incorporating educational planning data to anticipate student demand.

Dashboard Feedback:

- Matthew Morin presented a dashboard showing the number of sections aligned with students' education plans.
- Dr. Lamb and Dr. Hubbard noted inaccuracies in the dashboard data and recommended cleaning up the data.
- Lorena Chavez stressed the need to develop a long-term master schedule.
- Andy Gonis agreed that the dashboards align with the bottom-up scheduling approach.
- Claire Coyne acknowledged the dashboard's value but requested additional information to support planning.
- Matthew Morin proposed reviewing workflow models and scheduling timelines in the next meeting.

III. FTES Basics Presentation

- Matthew Morin proposed forgoing the FTES presentation due to time constraints. The committee agreed that a review of FTES and SCFF calculations was not necessary at this time.

Next Meeting and Adjournment

The next meeting is scheduled for April 18, 2025, 3:30-5:00 p.m. via Zoom. Dr. Matthew Morin adjourned the meeting at 5:00 p.m.

SAC FRAUD UPDATE (March 2025)

FRAUD CHART - 1PF EMAIL BATCHES & ENROLLMENT DROPS							
NOTICE DATE	RESPONSE DEADLINE	HEADCOUNT	ENROLLMENT	WAITLIST HEADCOUNT	WAITLIST ENROLLMENT	DATE DROPPED	BATCH STATUS
2/13/2025	2/18/2025	1306	4073	117	591	2/18/2025	Completed
2/20/2025	2/25/2025	757	1287	757	890	2/25/2025	Completed
2/25/2025	3/3/2025	49	139	0	0	3/3/2025	Completed
3/3/2025	3/7/2025	31	96	17	43	3/7/2025	Completed
3/7/2025	3/11/2025	54	231	14	27	3/11/2025	Completed
3/11/2025	3/16/2025	11	59	3	10	3/16/2025	Completed
3/12/2025	3/17/2025	87	362	36	156	3/17/2025	Completed
3/13/2025	3/18/2025	38	182	6	35		Pending
3/14/2025	3/19/2025	32	135	11	44		Pending
Grand Total:		2365	6564	961	1796		

Since February 13th, A&R dropped 2,295 potential fraud records (6,247 enrollment) and 914 waitlisted (1,717 waitlist enrollment). 70 records (317 enrollments) are currently pending verification with scheduled drops on March 18th and 19th.

2025SP ACTIVE FRAUD ENROLLMENT COUNT			
START DATE	HEADCOUNT	ENROLLMENT	SECTION COUNT
02/03/2025	3	3	1
02/10/2025	552	1043	225
02/24/2025	1	1	1
03/03/2025	1	1	1
03/10/2025	74	176	33
03/15/2025	2	2	1
03/17/2025	10	10	1
Running Total	631	1236	263
03/24/2025	10	12	2
03/31/2025	1	1	1
04/14/2025	61	263	86
04/28/2025	3	3	1
05/12/2025	2	2	2
Remaining Total	60	281	92
Grand Total	(undup) 688	1517	355

The 2025SP Active Fraud Enrollment Count includes sections based on start dates with fraud enrollment.

Faculty should take the following actions as appropriate:

1. **Drop for No-Show-** If the section has not yet started.
2. **Drop for Excessive Absence-** If the census date has passed.

Fraud Plans- Summer 2025 and beyond

1. A&R will continue the verification process and drop students who fail to verify identity
2. Fraud Rosters will include 1PF, 1CF, 1N2N, 2PF, 2N2N to be treated in the same manner
3. Financial Aid verification process will identify fraud before or after enrollment
4. Drop for Non-Payment is currently being discussed for redeployment