



ENROLLMENT MANAGEMENT COMMITTEE

Tuesday, November 19, 2024, 3:30-5:00 p.m., via Zoom

MINUTES

Voting Members Present:

Lorena Chavez (Co-chair)	Andy Gonis	Anthony Pagán
Mark DeAsis (Co-chair)	Dr. Vaniethia Hubbard	Andrea Picchi
Matt Valerius (Co-chair)	Robert Manson	Kristen Robinson
Alan Casas	Dr. Daniel Martinez	Larisa Sergeyeva
Dr. Maria Dela Cruz	Kelly Nguyen	John Tashima
Dr. Marvin Gabut	William Nguyen	Dr. Gregory Toya

Guests:

Dr. James Kennedy

Call to Order: Mark DeAsis called the meeting to order at 3:30 p.m.

1. Additions and Corrections to November Meeting Agenda

Item #6 was postponed. Item would be discussed in Spring 2025.

2. Review and Approve Previous Meeting Minutes

- ***October 15, 2024***

Mark DeAsis called for a motion to approve the minutes for the October 15, 2024 meeting as presented. Matt Valerius motioned, Robert Manson seconded, no oppositions, three abstentions, all in favor the motion carried.

3. Enrollment Management Glossary Updates

Mark DeAsis shared the updated Enrollment Management Glossary. This glossary would be a working glossary as legislation items and calculation related matters changes. In the meantime, this glossary could be utilized. It would be posted in the Teams page for everyone's access.

4. Enrollment Management 101 Workshop in Spring 2025

Matt Valerius informed the committee that based on members' interests, he submitted a request to host flex week workshops during the Spring 2025 semester. They would be hosted by the Enrollment Management Committee co-chairs. Some of the topics would include, the funding formula, FTES target settings, how FTES are calculated based on both current methodology and the new State proposed standardized attendance. Possible date for a workshop is February 3, 2025, during the afternoon. Once date is confirmed the committee would be informed.

5. Review FTES Target Setting

Matt Valerius and Dr. James Kennedy presented on target settings for credit and noncredit.

Matt Valerius showed what Dr. Lamb uses for FTES target settings. One data source is the FTES & Enrollment by Funding Method, which is located in the District's website. Another helpful resource in the District's website is the EM Dashboard created by Dr. Martinez. Discussion followed.

Dr. James Kennedy shared some tools that he uses in a daily basis for target settings. Some of these tools are the RG0542 and 320 reports. Another target setting is consultation with the President (what kind of growth do we want to achieve? what is funded?). Discussion followed.

6. Proposed Enrollment Management Committee Structure

This agenda item was postponed by Matt Valerius on Claire Coyne's behalf.

7. Spring 2025 Meeting Schedule

Tuesday, November 19 (3:30 pm – 5:00 pm)

Lorena Chavez reviewed and confirmed the upcoming meeting dates and times for next semester:

Meetings would be held on the 3rd Tuesday of each month from 3:30 pm to 5:00 pm (February 18, March 18, April 15, May 20). Calendar invites with Zoom link would be sent out.

8. Future Agenda Items for Spring 2025

- **New Attendance Accounting Methodology**

Lorena Chavez informed the committee that the new Attendance Accounting Methodology would be added to the agenda in upcoming meetings.

- **Fraudulent Student Enrollment Issues**

Lorena Chavez informed the committee that Fraudulent Student Enrollment Issues would be added to the agenda in upcoming meetings as well.

9. Good of the Order

William Nguyen mentioned that the State is moving to a different format with respect of calculating FTES. Matt Valerius stated that this item: "New Attendance Accounting Methodology" would be discussed in future meetings.

Next Meeting and Adjournment

The next meeting is scheduled for February 18, 2025, 3:30-5:00 p.m. via Zoom. Lorena Chavez adjourned the meeting at 4:50 p.m.