

SBVC
Enrollment Management &
Student Equity

September 12, 2017
 1:00-2:30 p.m.
 President's Conference Room

Minutes

San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.

Members:

	A	P		A	P
Tammy Allen	x		Heather Johnson	X	
Yvonne Beebe		x	Kathy Kafela	X	
Paul Bratulin	x		Dr. Craig Luke	X	
Stephanie Briggs	x		Joshua Milligan	X	
Keynasia Buffong		x	Joseph Nguyen	X	
Abe Fulgham		x	ASG Rep	X	
Raymond Carlos		X	Maria Del Carmen Rodriguez		X
Yancie Carter	X		Dr. Scott Thayer		X
Marco Cota		X	Dr. James Smith	X	
April Dale Carter		X	Mary Valdemar – Senate	X	
Keenen Giles	X		Raquel Villa – CSEA		X
Alicia Hallex	X		Dr. Kathryn Weiss		X
Ron Hastings		X			
Cindy Huerta		x	Amanda Moody		x
Ernesto Nery		x			

TOPIC	DISCUSSION	FURTHER ACTION
1. Minutes for Review	Review and approval of prior meeting minutes. July 11, 2017 September 12, 2017	Pending approval. Will approve minutes when we meet quorum at next scheduled meeting.
2. Committee make-up/faculty assignments.	No discussion.	No action taken.
3. Student debt update	<p>Dr. Thayer gives an update on student enrollment fees. We waived our same day drop policy and adopted a non-drop policy giving students the semester to pay for fees, if payment was not made they couldn't register for the next semester. Students who owed less than \$200 are now allowed to register for the following semester, this included students who might have owed from spring and summer.</p> <p>This was done to capture growth, increase enrollment, and was a change in policy. April keeps track of fees owed, have we seen an increase?</p> <p>April Dale Carter explains, yes, over the last year we have seen a significant increase.</p> <ul style="list-style-type: none"> Spring 2017 – 628 students owe a total of \$1,777, 043. Summer 2017 – 286 students owe a total of \$51,648.90 	Action taken prior to meeting - \$200 threshold allowing students to register for next semester with fees owed.

- Fall 2017 – 3097 students owe a total of \$9,00,021.00.

Prior to this policy change of non-drop, when our same day drop policy was in place, we had little to no balances owed.

Dr. Weiss states that those number are scary numbers. Are students still waiting for their financial aid?

April Dale Carter states that it is possible, however two disbursements have already gone out.

Ernesto Nery states that FA is several weeks backed up, and that the number should decrease slightly, but FA disbursements have gone out to the majority.

Ray Carlos asked is we have a number to compare it to from last year?

April Dale Carter says she can run the report.

Dr. Thayer states that we are dealing with a population where 70% of our students receive financial aid, and studies show they have been paying their fees on time when they receive their disbursement; aa third disbursement will not wipe it out. It is our students that are paying their way through, that are not paying initially.

Ron Hastings asks if out of the 3900 student balance, do we know how many of those students were the students who owed from spring or summer?

April Dale Carter responds, that no were are not tracking that but Dr. Smith's office would have the ability to do so.

****Discussion continues regarding student debt and trying to maintain it. Points were made about students who receive a BOG waiver, \$200 threshold will carry them through to graduation. Dr. Thayer makes a point that we must track the numbers and not let it get out of control****

Dr. Thayer suggests that one solution, is adding in a extra step to the FA process. Once a student is awarded and registered, district would automatically deduct fees owed before FA disbursements are mailed by our third party company.

April Dale Cater agrees and adds that many students think that is what happen already. Many students come in and state that they are on financial aid and do not owe anything. They think whatever is owed if anything, is already taken out.

Dr. Thayer feels we need to keep this conversation going so that we can make some recommendations.

Ray Carlos mentions that District Assembly meets on October 5th.

<p>4. Student drop policy update</p>	<p>April Dale Carter asks what our drop policy is going to be? We did put forth a recommendation and district went in another direction. We cannot continue allowing students to pay whenever, we should start discussing it again.</p> <p>Keynasia Buffong asks if we can drop the threshold before registration? If you owe, you cannot register, or, set it up where they have to pay prior to their priority registration date. Financial aid would have reached them by then.</p> <p>Ernesto Nery makes a point that if you receive FA you most likely receive a fee waiver, which means you have a balance of \$50 at most.</p> <p>Ray Carlos mentions that he feels allowing students to carry \$200 is such a bad thing. If they are attending it means they plan on paying.</p> <p>April Dale Carter mentions that it could carry them all the way through to graduation then block them from receiving their transcripts.</p> <p>Keynasia Buffong feels that they should pay before registration, priority A& B have two months to figure it out.</p> <p>Dr. Thayer clarifies that enrollment management and student success are two separate things. We have to be clear and consistent with what we want to recommend, and it has been inconsistent and frustrating to all.</p> <p>**Discussion continues regarding registration thresholds, drop policy and possible avenues of payment plans. The district does have the ability to help with programming. Cindy Huerta mentions that students are given messages that they owe upon registration, so they are informed**</p> <p>Committee decides to form a subcommittee to cover drop policy and student debt solutions to put forth at district assembly.</p> <p>Ray Carlos states that we will need recommendation by October 1st at least so that it can presented or discussed at the DA October 5th meeting.</p> <p>Marco Cota mentions that we also need to speak with the Chancellor. Yes, district assembly takes recommendations but within Chancellors Cabinet is where the decisions are made, most of the time without our buy in, we need to work with them and support each other. We need a timeline, and some hard answers, taking too much time will hurt our students.</p>	<p>Sub Committee Members:</p> <p>April Dale Carter</p> <p>Ron Hastings</p> <p>Keynasia Buffong</p> <p><i>*Will meet to discuss and develop a recommendation to district regarding student debt/student drop policy.</i></p>
<p>5. Conference review – Ruffalo Noel Levitz</p>	<p>Dr. Thayer briefly covered the Ruffalo Noel Levitz conference that he, Cindy, Ray and a couple of other members were able to attend and hear from a guru on student retention and attended many workshops.</p> <p>Ray Carlos recapped the conference, giving many options and thoughts on retention for the campus, such as:</p> <ul style="list-style-type: none"> Utilizing student satisfaction/exit surveys 	

	<ul style="list-style-type: none"> • Focus on EM – how are we stopping them from leaving? Let's focus on keeping them not some much outreach. • Do we market to parents and guardians? • Engagement of Hispanic students? They are the largest first year college student population. <p>The conference really focused on keeping the students you already have. Colleges lose 20% of students in their first year, and 10% in their second.</p> <p>Cindy Huerta also attended the conference, and mentioned that another big proponent was how are we reaching our students, parents and high school counselors? Through email, text, social media? We want to utilize a company that can send out random text messages regarding registration or fees owed.</p> <p>**Discussion continues regarding retention, and specific programs offered. Committee decides to develop a Retention sub-committee to discuss and recommend various ways to increase our retention campus wide**</p>	<p>Sub Committee Members:</p> <p>Abe Fulgham</p> <p>Cindy Huerta</p> <p>Kay Weiss</p> <p>April Dale Carter</p> <p>Keynasia Boffong</p> <p>*Will meet to discuss and develop method for student retention.</p>
<p>6. Enrollment Management Plan review/update</p>	<p>Dr. Thayer provides a copy of the EM plan for the committees reference. We do need to update the plan as far as activities completed, assignments and making sure we are following our plan, completed our tasks and tracking our progress. Concurrent enrollment was one tasks that we have worked hard on and have started.</p> <p>Dr. Weiss gives an overview of concurrent enrollment, how it is going, an update on classes that were canceled due to low numbers and also gives a very big thankyou to admissions, assessment and Cindy for all of the hard work that was done.</p> <p>Marco Cota also gives a big thank you and mentions one thing he thinks will smooth out the process it meeting with principals and their staff. There was a lack of communication on the K-12 part which in turn caused some confusion and frustration for us.</p> <p>Cindy Huerta agrees, and feels that the liaisons needs to be much more involved.</p>	<p>**develop timeline for highschool sites to follow. Work closely with liaisons to lessen confusion and close the gap on lack of communication**</p>
<p>7. Adjourn</p>	<p>2:34pm</p>	