

SBVC
Enrollment Management &
Student Equity

October 25, 2016

AGENDA

1:00-2:30 p.m.

Orientation Conference Room - AD/SS 102C

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			Alicia Hallex		
Yvonne Beebe			Ron Hastings		
Paul Bratulin			Henry Hua		
Stephanie Briggs			Kathy Kafela		
Keynasia Buffong			Dr. Craig Luke		
Charles Burton			Joshua Milligan		
Raymond Carlos			Joseph Nguyen		
Yancie Carter			Dr. Ricky Shabazz		
Johnny Conley			Dr. James Smith		
Marco Cota			Mary Valdemar – Senate		
April Dale-Carter			Raquel Villa – CSEA		
Tin Chung - ASG			Dr. Kathryn Weiss		
Amber Gallagher			Chris Williams		
Keenan Giles			Shari Blackwell		

TOPIC	DISCUSSION	FURTHER ACTION
1. Proposal – formal request for funding – Albert Maniaol		
2. Proposal – formal request for funding – Elaine Akers		
3. Updates from Paul Bratulin a. Fall 2016 late start registration marketing campaign b. Spring 2017 enrollment and registration marketing campaigns c. ValleyFest 2016		
4. Update from Academic Senate – Stephanie Briggs		
5. Update from DAWG – Stephanie Briggs		
6. Adjournment		

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MINUTES

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Members:

	A	P		A	P
Tammy Allen		X	Alicia Hallex		X
Yvonne Beebe	X		Ron Hastings	X	
Paul Bratulin		X	Henry Hua	X	
Dr. Stephanie Briggs		X	Kathy Kafela	X	
Keynesia Buffong		X	Dr. Craig Luke	X	
Charles Burton		X	Joshua Milligan		X
Raymond Carlos		X	Joseph Nguyen	X	
Yancie Carter	X		Dr. Ricky Shabazz	X	
Johnny Conley	X		Dr. James Smith	X	
Marco Cota		X	Mary Valdemar – Senate	X	
April Dale-Carter		X	Raquel Villa – CSEA		X
Tin Chung – ASG		X	Dr. Kathryn Weiss		X
Amber Gallagher	X		Chris Williams		X
Keenan Giles		X	Shari Blackwell		X
			Albert Manaiol, guest		X
			Elaine Akers, guest		X

TOPIC	DISCUSSION	FURTHER ACTION
1. Proposal – formal request for funding – Albert Manaiol	<p>Dr. Stephanie Briggs began the meeting at 1:02 p.m.</p> <p>Albert Manaiol brought forward a formal request to the committee for Student Equity funding.</p>	<p>Albert provided an overview regarding Applied Technology, Transportation and Culinary Arts funding requested back in March where they were allocated \$20K. Albert shared that they have submitted the original work plan for CTE students, however, due to unforeseen situations they were unable to call planning meetings with Johnny Conley and Dean Cota. Marco has ok'd to approve student workers who would like to volunteer time to assist students in respected courses. Non-instructional hourly wages for stipends and faculty members. They have requested board approval and submitted volunteers for students. This was not signed by Dr. Shabazz because he was requesting a revised work plan. Further delay would be a concern regarding the timeline as funding needs to be spent by December 30, 2016.</p>

		<p>Albert has submitted a revised work plan and confirmed with Charles Burton on the best way to assess the students to have an outcome in case we utilize the Student Equity funds. They will focus on non-instructional hours for faculty to extend office hours to help respected students.</p> <p>They are also working on culminating activities for workshops and requesting funding to do promotion items or use promotional materials. This allows CTE to actively collaborate with marketing and outreach departments. This will help in the recruitment process and promotion of CTE programs. Albert provided a handout on the plan and where the monies are to be allocated. The difference from the previous plan to this plan in hiring is the removal of student tutors and the increase in non-instructional hours. Kay Weiss moves to approve the plan. Raymond Carlos seconded. No abstentions and no objections. It was so moved and approved by the committee.</p>
<p>2. Proposal – formal request for funding – Elaine Akers</p>	<p>Elaine Akers brought forward a formal request to the committee for Student Equity funding.</p>	<p>Elaine shared the proposal for \$4,000. The funding is for small groups Stress Solutions to help students decrease their stress levels. This would include replenishing supplies, extra hours for a professional expert, Gallup strengths, a Project Assistant III turning inputting data into spread sheets for analysis. There is currently a lot of data to tabulate. Elaine stated that this funding would come from Rania's expenditures in Professional Development that she has not spent. Raymond Carlos requested to approve, contingent upon verification of budget that funding is available and that the proposal meets the requirements of the plan and this committee. Joshua Milligan seconded. Mary Valdemar abstained. No objections. It was so moved and approved by the committee. There is a request at next meeting that we have budget and projection of what may be spent by December and projection of what carryover can be from after December. Approved upon all of these conditions. Stephanie Briggs will bring forward to Dr. Shabazz.</p>

<p>3. Updates from Paul Bratulin</p> <ul style="list-style-type: none"> a. Fall 2016 late start registration marketing campaign b. Spring 2017 enrollment and registration marketing campaigns c. ValleyFest 2016 	<p>Paul Bratulin stated that the fall late start campaign is complete.</p>	<p>Paul reported that all efforts are now on for spring. Next planning meeting should have an approved campaign. The focus is to be on space technology and a futuristic theme. The ValleyFest event is scheduled for December 7th. The event was moved from 8th because that is a board meeting date. There will be an open house event for instruction and student services departments; a raffle at the start of the event for students already registered for spring. The more classes the students are registered for, the more tickets they get. Possible prizes are a Macbook or iPhone 7. There will be food options, games, music and theatrical performances with a holiday theme. During brainstorming a holiday theme was decided to be more timely and relevant and will be another community event to come to. Some of the buildings will have holiday lights and they will need to increase the holiday décor inside and outside of the buildings. There will be a Santa Claus and pictures with Santa for the community members for a nominal fee. The Digital photography students will take the pictures and put them up on a web site. The location for Santa is to be determined. There will be glow in the dark necklaces and balloons which will be handed out to staff. Speakers will project holiday music around campus. There will also be sales from the arts department. Paul stated that open registration starts November 16th and the Raffle is one ticket per unit you have registered in. The raffle could be held on the first day of finals.</p> <p>ASG will have a WOW event on the Campus Center walkway. They are looking at the price of bringing an actual carnival to campus as well as a possible ice rink. There will be photo booths around campus and chalk art. This event will be held from the Auditorium down the walkway to the Library. We also hope to have film screenings with holiday related music. Paul stated that we will be advertising through the local schools. This is a community event and everyone is welcome.</p>
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<p>4. Update from Academic Senate – Stephanie Briggs</p>	<p>Dr. Stephanie Briggs gave an update from Academic Senate.</p>	<p>Dr. Briggs shared that the Academic Senate approved the 7-day layered drop for non payment proposal.</p>
<p>5. Update from DAWG – Stephanie Briggs</p>	<p>Dr. Stephanie Briggs gave an update on DAWG.</p>	<p>Dr. Briggs stated that Marco Cota, April Dale-Carter and Mary Valdemar were also in attendance at the meeting. They need to go back and make a diagram to show how the scheme of the 7 day plan would work. This needs to be done by Friday and Dr. Briggs will work with April and then send out to committee. Technology will need to be updated and they need to look at what funding is available for that purpose. There was little push toward keeping the one day drop as it is but then more individuals at the meeting thought maybe that was not the way to go. There needs to be more research and discussion. Our sister college took the lead and looking at our plan. They have tasked the district with coming up with data for us, how many folks with BOG and Pell are dropping out of classes. They will then cross reference those reports. There is no way we can do all of this by next semester. There was a commitment made that they will look at something that will capture students that are BOG and FA eligible to put a hold and do a deferral immediately. Since the meeting Stephanie looked at RCC's plan. RCC does not drop with those small fees for BOG, they will drop for tuition but not for fees. A proposal was requested that we have specific dates that they want to see in a grid. The idea with that is, what will work best if other proposal to extend open registration period extends beyond 6 week period. Priority dates match, but other areas do not match Crafton's. An example is that their STEM program gets priority registration but ours does not. Crafton also does not have an Athletic Department like SBVC. There needs to be greater follow-up from us on grant funding that Keith mentioned may be out there. The timeline for the grant is very short.</p>

		<p>We also need to do research on the technical side (Datatel) and reach out to other schools.</p> <p>April Dale-Carter stated that Admissions & Records will be at the College of the Desert, Region 9 meeting on November 4th, which is one of the schools that pulls the fees from Financial Aid. This topic will be discussed at that meeting.</p>
<p>6. Adjournment</p>	<p>Meeting adjourned at 1:55 p.m.</p>	