

SBVC
**Enrollment Management &
 Student Equity**

February 28, 2017

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 | | | Cindy Huerta | | |
| Yvonne Beebe | | | Kathy Kafela | | |
| Paul Bratulin | | | Dr. Craig Luke | | |
| Stephanie Briggs | | | Joshua Milligan | | |
| Keynasia Buffong | | | Joseph Nguyen | | |
| Charles Burton | | | Neri Perez - ASG | | |
| Raymond Carlos | | | Dr. Ricky Shabazz | | |
| Yancie Carter | | | Dr. James Smith | | |
| Marco Cota | | | Mary Valdemar – Senate | | |
| April Dale Carter | | | Raquel Villa – CSEA | | |
| Keenen Giles | | | Dr. Kathryn Weiss | | |
| Alicia Hallex | | | Chris Williams | | |
| Ron Hastings | | | Shari Blackwell | | |

| TOPIC | DISCUSSION | FURTHER ACTION |
|----------------------------------------------------------|------------|----------------|
| 1. Minutes for Review | | |
| 2. Review SEP Allocations | | |
| 3. Review MOU/Class Concurrent Enrollment | | |
| 4. HACU Application Process | | |
| 5. Review FYE Plan | | |
| 6. Outreach/Marketing | | |
| 7. Integrated Planning for BSI, SSSP, and Student Equity | | |
| 8. Adjournment | | |

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 Orientation Conference Room - AD/SS 103C

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.

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| Tammy Allen | | | X | Cindy Huerta | | | X |
| Yvonne Beebe | X | | | Kathy Kafela | | X | |
| Paul Bratulin | | X | | Dr. Craig Luke | | X | |
| Dr. Stephanie Briggs | | X | | Joshua Milligan | | X | |
| Keynesia Buffong | X | | | Joseph Nguyen | | | X |
| Charles Burton | | X | | Neri Perez – ASG | | | X |
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| Yancie Carter | X | | | Dr. James Smith | | X | |
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| April Dale-Carter | | X | | Raquel Villa – CSEA | | | X |
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| TOPIC | DISCUSSION | FURTHER ACTION |
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| 1. Minutes for Review | Dr. Shabazz asked the committee members to review the three sets of minutes for approval or corrections. | Dr. Briggs made a motion to approve the three sets of minutes. Paul Bratulin seconded the motion. All approved. Motion carried. |
| 2. Review SEP Allocations | Dr. Shabazz reviewed the SEP Allocations with the committee. | Dr. Shabazz discussed the Student Equity budget and carryover. The committee reviewed to have a general idea of allocation and who is responsible. Johnny Conley's name is currently still there because we have not filled the position and Marco Cota is covering three management positions currently. Dr. Shabazz e-mailed out a webinar that you can attend to receive information. Dr. Shabazz stated that a former VP created committee called COMPASS which had representatives from three committees. Would like this committee to come back and integrate plans. Effective, December 2017 a combined SE, SSSP and BSI plan will be in place for the college. We can spend the money on what we believe we can spend it on. We can buy t-shirts with these funds where in the past we couldn't. The allowable expenditures have been relaxed. No longer need approval to send people out of state for conferences as long as it meets the goals for the 3 plans. |

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| | | <p>The allocation for the Student Equity budget was provided at the meeting. We need to shore up the 2016-17 because some people have not spend their funding. Kay Weiss stated that personnel expenses would be helpful if we received a monthly expenditure report. Dr. Shabazz stated that everything personnel related is expected this year and next year. Any foreseen changes are if the budgets go up or go down. The amount of carry forward and remaining one-time funds are to be decide as a committee how we want to allocate those funds. Dr. Shabazz will advocate for us to look at tutoring in the Student Success Center moving off of Title V as there is a huge need on campus for tutors. The President has established priorities for 2017, ensuring adequate funding for tutors, marketing and outreach. A lot of our struggle has to deal with how long it takes to hire people. Keep in mind that tutoring is not only happening in the success center but in several areas that need the kind of structure we are looking for.</p> <p>Mary Valdemar asked if the Diversity allocation will continue as a permanent funding. Speakers funding through Latino Heritage, Black History and Opening Day has been funded with Student Equity. Dr. Shabazz assured Mary that the funding will continue.</p> |
| <p>3. Review MOU/Class Concurrent Enrollment</p> | <p>Dr. Shabazz stated that he would email out a copy of the MOU for concurrent enrollment.</p> | <p>SBVC is not be able to offer classes this spring. We will be meeting with superintendents of the 3 major districts that feed into SBVC to start planning courses in the fall. We would like to have 3 or 4 classes per high school. We are in talks with Deans and Faculty Chairs to identify the numbers with the district. We did not need FTES for spring as much as we thought we would due to the enrollment numbers. We need to look at what are the realistic numbers because our schools are asking for these courses as well as what is feasible in terms of these courses. Instructional Deans are in the final stages of fall planning now.</p> |

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| | | <p>The MOU and the list of classes to go out to Superintendents and meetings will be scheduled to ensure what courses they are. We will look at other arenas where we can hire other adjuncts. We will need to work with HR to post recruitments. We are losing some of our current adjunct faculty because people are being hired FT elsewhere. We will be recruiting for both the high school and college courses. Anyone can take the classes offered at the high schools.</p> <p>Our Outreach Dept. will create flyers and will work with counselors and teachers to fill the courses. There will be a session during Flex Day as an informational session to get the right information out to the Faculty Chairs and Deans. If they are not sure what concurrent enrollment is, this would be a good meeting to attend. The lunch will begin at 12 p.m. on April 11th in North Hall 164 and the session will begin shortly thereafter.</p> <p>The committee discussed that sometimes K-12 districts come to us and want to offer courses not appropriate for their students. We have a list of classes that are appropriate for high school students by way of the chairs and deans. Dr. Shabazz will email out the public list of classes. The gateway for students coming to take courses at SBVC are what the concurrent offsite classes are intended for. We have to be careful in terms of advising. The student should take an assessment test and advising to find out which courses are appropriate for them. They should pay attention to advisories and advisory coming from the high school counselors. Many of the students are trying to make up courses. We want the students to be successful and their first experience in college to be fun. We do not want to set them up for failure.</p> |
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| <p>4. HACU Application Process</p> | <p>Joseph Nguyen provided information regarding the HACU Application Process.</p> | <p>Joseph stated that the HACU application has been out since Monday through and will continue through the 22nd of March. There will be Information sessions to walk students through the application process. The requirements are on the application. The students need to have done a minimum of 12 units at SBVC already and also be enrolled for the fall. We are doing the application process early as we hope to take 30 students to the HACU Conference in San Diego. Students work on their resumes and team building and is a wonderful and exciting experience for them. Joseph stated that the flyer and application has been emailed out to all of the students.</p> <p>There is also a HACU internship that Mary Valdemar is assisting with as well. A workshop was held last week. So far there are 16 students that have applied. This is a paid internship anywhere from the Smithsonian to NASA or the White House. This includes housing. The summer deadline is this Friday and the deadline for the fall semester is in July.</p> |
| <p>5. Review FYE Plan</p> | <p>Tabled.</p> | |
| <p>6. Outreach/Marketing</p> | <p>Paul Bratulin provided an alternative table format of the Enrollment Management timeline.</p> | <p>Paul stated that the college continues to look at the college. The college is investing a lot more resources to outreach and marketing. Paul submitted a proposal for funding additional funding last year of \$280K. The competitor colleges in our region have 3 to 4 times the resources that we have. We are hoping to get the same amount of money as last year or more. Paul stated that he is hopeful to get some news about the funding at the next District Enrollment Management Meeting.</p> <p>The committee members asked about giveaway items. Dr. Shabazz stated that staff should see Cindy for items as giveaways when going out into the community. Cindy will be putting in orders for promotional items once funding becomes available. Cindy handles everything via Outreach besides just high schools. Anyone that visits our campus regarding Outreach goes to Cindy.</p> |

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| <p>7. Integrated Planning for BSI, SSSP, and Student Equity</p> | <p>Dr. Shabazz provided information on integrated planning for BSI, SSSP and Student Equity.</p> | <p>Dr. Shabazz emailed out information from the state which is moving to all three plans. Dr. Shabazz is proposing that we reform the COMPASS committee. We would want two members of this committee to join COMPASS. One faculty and one classified member. Dr. Shabazz asked for volunteers. Alicia Hallex and Charles Burton both agreed to be on committee. Shari is to include them on the Doodle Poll for the meeting date. This group will be the ones working globally to submit the college's plan that is due December 17th.</p> |
| | <p>Tammy Allen inquired if we are allowed to recruit through the VA and if we provide Outreach for those students.</p> | <p>April Dale-Carter shared that we have representatives that come out from the VA to our Veteran's Resource Center (VRC) once per month.</p> |
| | | <p>Dr. Shabazz stated that we have surpassed our FTES goal which was 4700+ for spring. Our numbers are dipping slightly but it is after census. If we include the non-residents or AB540 students, we came in just under 5,000 FTES. We are purchasing 200 FTES through the Police Academy. We have a very aggressive first summer session which has posted. Many of the other colleges are not meeting their numbers.</p> |
| <p>8. Adjournment</p> | <p>Meeting adjourned at 1:32 p.m.</p> | |