

SBVC
**Enrollment Management &
 Student Equity**

November 8, 2016
1:00-2:30 p.m.
Orientation Conference Room - AD/SS 102C

AGENDA

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. Update on 24 Hour Drop Policy: Dr. Briggs and April		
2. San Bernardino Promise (AB 1741) and FYE Program: Johnny		
3. ValleyFest December 6 th , 3-7 p.m.: Paul		
4. Valley in the Community December 17 th : Paul, Henry and Ricky		
5. Student Equity Budget a. Carry forward 2016 b. Additional Allocation		
6. Update on Enrollment Management Plan: Committee Feedback first read		
7. Adjournment		

SBVC
Enrollment Management &
Student Equity

November 8, 2016
1:00-2:30 p.m.
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.

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

TOPIC	DISCUSSION	FURTHER ACTION
1. Update on 24 Hour Drop Policy: Dr. Briggs and April	Dr. Stephanie Briggs called the meeting to order at 1:05 p.m.	<p>April Dale-Carter is contacting Dr. Shabazz regarding moving forward with Spring because we have heard that Crafton is. However, this is not what was discussed at District Assembly.</p> <p>Paul Bratulin stated that before anything can take place a project request form must be submitted to TESS. The plan is to have a 7 day drop. The committee decided at the end of the day, this is not possible for the spring semester. There was no update from Glen Kuck as he did not attend the meeting.</p>
2. San Bernardino Promise (AB 1741) and FYE Program: Johnny	Dr. Shabazz shared the opportunity for San Bernardino Valley College to participate in a planning grant for the San Bernardino Promise.	A draft was put together by Johnny Conley to compete with other colleges regarding AB 1741, the college promise. The state has \$17M for colleges who want to develop a program similar to our Valley Bound program. The California Promise AB 1741, allows SBVC to expand Valley Bound. Success rate is bar none. We would take the current Valley Bound program to a program that serves about 700 students. Students are in need of textbooks and financial support. There are some elements of different programs in the plan.

		<p>With the grant, we would be able to expand Valley Bound from 230 students to potentially 700 students. We would request a classified staff member to assist with those additional students. We need to put together a work group to work on this. Dr. Shabazz shared that he asked Johnny to schedule a meeting with Romana Pires as there could be online component integrated into First Year Experience (FYE). There are elements of a summer bridge, FYE, a Sophomore experience and a mentor program where the second year VB students would mentor the first year students. Kay Weiss stated this is a very large pathway certificate or pathway with OER from assessment to commencement. Dr. Stephanie Briggs will be at a November 15th meeting on that topic. There is a necessity to have buy in from Faculty and Staff. If there are ideas that you would like added to it, we would like to hear from you. Dr. Shabazz is excited and yet concerned as Johnny has accepted a position at another college as is leaving the FYE program. Johnny's last day is November 30th. Johnny is currently running around to trying to tie up loose ends with Valley Bound, Student Equity and FYE. He and his support staff have had to take on a lot of responsibilities because we do not have anyone over Student Equity. This afforded him to get a higher level position at another college. We are looking to offer some kind of internal recruitment to fill the position. We need to redo the job description before this happens as there is no reference to Dreamers and Foster Care in the current job description. Please congratulate Johnny the next time you see him.</p>
<p>3. ValleyFest December 6th, 3-7 p.m.: Paul</p>	<p>Paul Bratulin discussed the ValleyFest event.</p>	<p>Paul shared that SBVC decided to launch the ValleyFest. The name has been changed to Valley Winter Fest to help people better identify what this event is. The event was also changed to December 6th from 3-7 p.m. and will be held on the entire west end of campus starting from the auditorium going South all</p>

		<p>the way to the Library quad. The event will include everything encompassing the Auditorium to the buildings along Mt. Vernon to create a triangle with the Campus Center walkway. ASG is decorating the Greek Theatre. Most of event will be located in the two parking lots by auditorium. Paul will try to have a presentation ready at the next Enrollment Management & Student Equity meeting to show everyone where everything will be located. We hope to have a Christmas train up and down the campus center walkway. Santa will be located in the Art Gallery. Cupcake Ray was vendor that was required but others would be based on availability. We need to have a mix of savory and sweet foods. Timeframe is based on need due to daylight savings time. We also need to prepare and have an inclement weather plan available. We also need to plan for events after 5 p.m. What are we doing? Are we shutting down or moving over to the Campus Center? Our signage needs to be very clear about where to go. Maintenance has also shared that it is possible to play music from the bell tower.</p>
<p>4. Valley in the Community December 17th: Paul, Henry and Ricky</p>	<p>Dr. Shabazz gave an overview of Valley in the Community.</p>	<p>Dr. Shabazz shared that there was an email that went out to staff and faculty from the President asking for volunteers to join in the Valley in the Community event on December 17, 2016. This is the first time this event has ever attempted. All staff, faculty, everyone that works here have been asked to volunteer. If interested in participating, please email the President and express your interest. We will start at 9 a.m. and meet at the Campus Center. There will be four groups with each Vice President and the President taking a group. Each group will visit one of the respected communities in San Bernardino, Colton, Rialto and Highland. We will all return at 3 p.m. for a BBQ at the college. This has the makings of something really big. Students are rallying behind it. We tried to hold this event at the last minute during the summer but didn't</p>

		<p>work out. In many ways this ties into the election season. We are hearing back from school districts, local assembly and local federal representatives. We could potentially have hundreds of people who help us with this. We are setting up meeting with local school districts who have former students here. We would love to see you here for the day. We would love to see this event turn into a tradition each semester. Dr. Shabazz stated that he is trying to strongly convince Paul to get t-shirts for this event. Please if available we would love for you to join us.</p>
<p>5. Student Equity Budget a. Carry forward 2016 b. Additional Allocation</p>	<p>Dr. Shabazz discussed the Student Equity Budget.</p>	<p>Dr. Shabazz explained the three different pots of Student Equity funding. There is a carry forward from last year which was \$600,000. We need to spend the \$600K in reallocation funds by December or we have to send the monies back to the state. People have stated that they have not spent all of their funds. One area was Professional Development. Albert Manaiol and Elaine Akers came to the last Enrollment Management & Student Equity Committee and we voted to approve their plans, contingent on the funding. The question was asked if we could we use the remainder professional development funding for the other request. Dr. Shabazz shared that it all depends. It depends if it is an allowable expense. Elaine's request for Student Health Services is an allowable expense. Faculty and staff are going directly to Dr. Shabazz and Johnny Conley requesting the funds. Dr. Shabazz has asked them to bring it forward to the Enrollment Management committee for approval. Dr. Shabazz asked, as a group, how do we want to address when people do not expend the amount of money that we allocate them?</p> <p>Albert needed to present a proposal of what the funding was to be used for in CTE. When a person has an application of sorts it needs to specify what the funding is going to do. Dr. Shabazz stated that he gave</p>

Directions to faculty and staff regarding the process for approval. Albert's plan originally was not approvable. Dr. Shabazz resent them the plan and list of allowable and unallowable and asked that they link it to the goal of the plan. Albert's plan was not approved prior to last meeting. There was concern with the amount of staffing in the plan as all of Albert's original plan was staffing. There is a current template for a proposal that comes to the committee. Dr. Shabazz shared that he will email the information and forms out to the committee so they can see it again. Dr. Shabazz stated the only area that stated they have not spent all of their funding was Professional Development. Unfortunately, we will probably find that funding has not been spent after the December deadline. After a brief discussion, it was decided that we will do journal entries for funds that were spent this year out in order to carry forward current year funding. Kay Weiss moved, Yvonne Beebe seconded. All in agreement. Motion carried.

Dr. Shabazz stated that there are three pots of money which has three stipulations on spending which gets quite complicated. Dr. Shabazz stated that for future reference that we do not surplant General funds with these funds. Shift the funding that needs to be spent by December 30th of this year anyway. Actual allocation doesn't come in until November. We will expend prior year funding first, but the technical part is journal entries against general fund because some offices elected to use General funds before the Student Equity funds were available. They will get those general funds back next semester. That is not surplanting as we are not substituting one fund for another. Dr. Shabazz shared that SBVC also submitted reallocation for \$500K we received \$100K. They did submit a proposal. On the agenda for the next meeting we need to discuss what we want to do with additional \$70K?

<p>6. Update on Enrollment Management Plan: Committee Feedback first read</p>	<p>Dr. Shabazz discussed the Update on the Enrollment Management Plan.</p>	<p>Dr. Shabazz shared that the District has an Enrollment Management Committee which Dr. Stephanie Briggs and Dr. Shabazz sit on. For the December meeting they were asked to submit the college's Enrollment Management Plan (EMP) 2017-10 plan. Henry Hua has been working with the Instructional Deans and faculty for the course offerings; marketing and outreach has a component. Given feedback that he can send it out today electronically. This is the next plan that we have been tasked with. There is no working ownership over. Dual enrollment, night and weekend college, distance education, online education (sections), non-credit, off-site locations, AB540 ESL, efficiency/retention, marketing, outreach would be the headers for the plan. There would be a sub-committee based on those sections. Dr. Briggs and Henry are working on the Instructional items. Johnny Conley and Marco Cota are working on the Outreach part. April Dale-Carter is working on the dual enrollment/concurrent enrollment portion. There will be sub-committees for some of these items as well. Dr. Shabazz asked "what did we miss that we should be in it? What is in it that shouldn't be?" Kay Weiss asked if this is going to be a one year plan. Building on a growth plan but as a college we say that we don't want to say that we don't want to grow, we mostly deal with how do we manage plans in good times and in bad. That should be the intro to the plan. Dr. Smith and Dr. Shabazz stated that they are working on this. Some things should happen where there is growth or not. Outreach, marketing, evening and weekend programs. There is a push from district as we are down FTES, and as a college we need to respond to that. We are down about 1,000 or so FTE's which equates to a lot of money. That is why it sounds like a one-year plan for EMP. Kay stated that the EMP needs to extend beyond one year and if does go beyond the one year horizon we should have triggers.</p>
--	--	---

		<p>The college needs to do something quickly. The point of discussion for this group is the plan for enrollment for next year. Some of the things that should be happening, that are both current and long-term, are not happening. An example given was that every semester whether we are growing or not, April in Admissions & Records should be running specific lists such as who registered but never enrolled in a class. We have had Outreach but have not really had much of a budget. There has not been a systematic plan on putting people where we need them.</p>
<p>7. Adjournment</p>	<p>Meeting adjourned at 2:02 p.m.</p>	