

**OFFICE OF THE VICE CHANCELLOR  
EDUCATIONAL SERVICES & STRATEGIC PLANNING**

**District Enrollment Management Committee**

Thursday, May 15, 2025  
Zoom Meeting  
3:00 pm – 5:00 pm

**MEETING MINUTES**

**Meeting called to order: 3:04 pm**

**Attendees:** Esmeralda Abejar, John Adkins, Anna Marie Amezquita, Eric Anthony, Quinton Bemiller, Eric Bishop, Chris Blackmore, Aaron Brown, David Buitron, Steven Butler, Chris Clarke, Michael Collins, Kristin DiMemmo, Sean Drake, John Geraghty, Kirsten Gerdes, Sonia Gonzalez, Alexis Gray, Sandra Martinez, Joumana McGowan, Abiodun Osanyinpeju, Juan Ponce, Tony Puccio, Phillip Rawlings, Jeff Rhyne, Jo Scott-Coe, Kaneesha Tarrant, Julie Taylor, Kyla Teufel, Tom Vitzelio, Lynn Wright, Shari Yates, Lijuan Zhai

**I. Approval of Agenda & Minutes**

- **Approval of May 15, 2025 Agenda: First:** Jeff Rhyne; **Second:** Alexis Gray; No abstention. Approved by consensus.
- **Approval of April 10, 2025 Minutes: First:** Jeff Rhyne; **Second:** Anna Marie Amezquita; No abstention. Approved by consensus.

**II. FTES Update**

David Buitron updated everyone that for Summer 2025 enrollment, RCC has achieved 30.8% of their target, NC has achieved 18.3% of their target, and MVC has achieved 25.7% of their target. For Fall 2025 enrollment, RCC has achieved 19.6% of their target, NC has achieved 11.0% of their target, and MVC has achieved 10.9% of their target. fraudulent enrollment. Aaron Brown asked for an update on the reconciliation process for fraudulent FTEs, and Lijuan Zhai updated everyone that the IT department is using technology to identify possible fraudulent enrollments and sharing them with colleges for verification. IT is actively working on removing fraudulent enrollments for the spring semester. They will work with the colleges to clean all fraudulent enrollments before submitting the final report.

### III. FTES Target for 2025-26

Lijuan Zhai updated everyone that Norco College identified areas for growth within STEM and changed their target growth from 5% to 6%. There were concerns about the timing and the process of setting growth targets, and the committee agreed to establish a timeline for setting these targets in the future, so everyone is on the same schedule.

Motion to approve Norco College's increase in target growth from 5% to 6% –  
**First:** Alexis Gray, **Second:** Quinton Bemiller.

### IV. Student Balances

Steven Butler updated the committee about the demographics of students with outstanding balances. Currently, about 42% of student accounts outstanding balances are held by our students ages 20 to 24. Outstanding balances owed by non-resident students are around 10 times higher than resident students. There is a 173% increase in outstanding balances owed by students ages 20 to 24 for the years of 2024 to 2025. There is a 184% increase in outstanding balances owed by Asian students for the years of 2024 to 2025. Majority of outstanding balances are owed by Hispanic students for the years of 2024 to 2025. Student debt has grown substantially over time, and the average debt is rising across all demographics. Hispanic students between ages 20 to 24 are the most affected population of students.

Recommendations for the outstanding student balance issue include applying manual PERC holds to balances over \$1,000 so students with outstanding balances over \$1,000 are unable to enroll in classes. Automate outstanding balances and available resources communications with students regularly and apply financial aid awards to clear outstanding balances before disbursing funds to students. Establish payment plans for students to repay outstanding balances and review Colleague programing for students to pay outstanding balances over \$500 before enrolling for the next term.

### V. Workgroup Updates

#### a. EduNav

Kaneesha Tarrant updated the committee that common course numbering is not in effect in Smart Plan yet, and students have difficulty finding courses under new titles. Curriculum analysts are working to resolve this issue.

#### b. ERP Update

Chris Blackmore updated the committee that the project is still moving forward, and they are in the process of negotiating a contract update. They just completed another ETL cycle, but unfortunately there is not a lot of progress at this time. They will regroup in the Fall with more information for the committee.

**VI. Other:**

- Math and English disciplines will conduct meetings to develop FTES target for the next year. There will be a memo with more guidelines, and we will have more information regarding FTES targets during the first meeting in September 2025.

**VII. Meeting dates for next year:**

- September 11, 2025
- October 9, 2025
- November 13, 2025
- December 11, 2025
- March 12, 2026
- April 9, 2026
- May 14, 2026

**Adjournment: 4:20 pm**