

# Minutes

## Enrollment Management Committee Meeting

Monday, November 16, 2009

3:00 – 4:00pm

Room 2314

---

**Present:** Gary Houser, Catherine Jackson, Daniel Valdivia, Sheree Whaley,  
Kevin O'Rorke, Lauren Hollingsworth, Jennifer McCandless, Wade McMaster  
  
James Crandall, Rosie Gilbert-Ahrens, Ann Sittig, Carol Rupe

---

**Academic Update** – Gary Houser shared how the college has had to face a devastating 1.2 million cut in the budget. Divisions were asked to reduce Fall courses by a total of 10%. We are looking at still cutting classes for Summer and 2011. We have also been asked to cut 1,080 course hours per division for the Spring 2010 schedule. This equals about 20 courses per division that are being targeted to be cut. Target courses are those that are duplicated and those that we believe will not fill. Divisions have been encouraged to turn in their list of proposed cuts ASAP but the deadline is November 18<sup>th</sup>. Gary Lewis and Harold Lucas will be reviewing the list before moving forward. Gary Houser also mentioned that he believes we may be looking at mid-year cuts in January and/or May.

**Spring Schedule** – The spring schedule is out but has been quickly out dated due to the cuts being asked by divisions. Students are encouraged to check class status on MyShasta after the 18<sup>th</sup> of November.

**Fee Payment Policy/Update and Advertising** – There is a new fee payment policy in place for this Spring. Students will be required to pay at time of registration. There is two million dollars in owed student fees. If students do not pay they will be dropped from classes. Those students with financial aid pending in the system, third party billing or Cal Works will not be dropped. According to Title V students can not be dropped on the first day of instruction. We will no longer be offering payment plans, if students have an outstanding balance that balance must be paid prior to registration. The question was asked if this would lead to a decline in enrollment and according to the numbers for this fall, had we dropped students for non-payment, we would have lost about 1,000 FTE's. Students are also encouraged to fill out the BOGG (Board of Governor's Grant), because this is entered into DATATEL fairly quickly.

Suggested advertising ideas: Leaflets, Web page, email to students, night cast and an article in the Lance.

**Early Alert Update** – Kevin experienced some technical difficulties getting emails out to faculty so only one notice went out at the 8<sup>th</sup> week. Catherine will be looking into the data because it appears that participation remained the same. We may want to look into sending out one notice if that is the case.

**Spring Information Nights** – Kevin shared that in the past our counselors would spend about 200 hours in our local high schools recruiting students but with the reduction in staff we can no longer afford to provide this service. We are looking at hosting four informational nights, three on the student center stage and one downtown. The hope is that divisions would set up booths to meet with prospective parents and students. Financial aid, counseling and admissions will all have booths to answer questions.

**Discussion** – There was some discussion as to this committee's charge. Some believe we should be kept more in the loop as to decisions being made on enrollment issues. Catherine shared that College Council is developing an educational master plan and maybe this group should support that document instead of recreating something else. Also, shared is the thought of developing long-term plans instead of semester by semester.

Kevin asked the group to email thoughts on where we see ourselves as a committee.