

Enrollment Management Committee
 1:00pm - 3:00pm on November 19 2020
 Zoom: <https://cccconfer.zoom.us/j/98580482964>

MINUTES

Attending Members Geisce Ly (Admin Co Chair), Wynd Kaufmyn (Faculty Co Chair), Monika Liu, Gregoria Cahill, Denise Selleck, Luisangela Marcano Gonzalez, Chandra Edelstein, Colin Hall, and Arnelien Draai.

Resource Attendees Pamela Mery (Resource), Leslie Milloy (Resource), Rosie Zepeda (Resource)

Alternate Attendees Monique Pascual, Simon Hanson, Joseph Reyes, Steven Brown, Vaishali Marcial, and Arlette

			Follow up/Individual Responsible
1.	Welcome	The meeting will be recorded.	Geisce/Wynd
2.	Approve 10/29 Minutes	Approved without corrections	Geisce/Wynd
3.	Approve Agenda	Approved with modifications	Geisce/Wynd
4.	Multi-Year Budget and Enrollment Plan Next Steps	VCAA Boegel presented the Instructional Budgeting and Schedule Development Process document (the document was emailed to members on November 17, 2020) as a guide in the schedule development process. He is asking for feedback from EMC on the elements of the process and the factors that will be part of that process in building instructional budgets. In the past EMC has made recommendations about budgeting prioritizations. He reviewed the, Instructional Budgeting and Schedule Development Process document as a potential process for determining instructional budgets for the next academic year. The goal of the document is to make clear who is making what decision. The intent is for the EMC to come to a consensus about what the process should look like understanding that from a timeline perspective, with instructional budgets needing to be identified by the end of January/early February. The document was live edited by VC Boegel based on EMC feed	

- Committee Discussion on the document and the plan
 The need to attach goals to the document; The need to reflect on past enrollments and schedules in order to decide on corrective actions; Identify the metrics or rubrics to determine increases or decrease in instructional budgets; Past FTES goals have been unrealistic Future goals need to be realistic, using current data and tying to the EMP; The College has shifted from semester instructional budget planning to yearly planning. VC Boegel said that we will continue to provide instructional budgets for fall and spring on an annual basis; We need to work with the State to fund us appropriately; We need to plan for the future more instead of providing an exit plan; The Plan needs to do more for NC and invest more in marketing/outreach, we can bring up the numbers; NC will lift everyone else up; This is time sensitive so that deans and department chairs can begin 2021-22 schedule planning. Department chairs are willing to do the necessary work; All attendees were encouraged to share their ideas and thoughts; In the past we have tried to put everyone in one room, like putting EMC and the Budget Committee in one room this causes more frustration. Rather than doing this together, the Office of Instruction can ask for information (for example from budget) that is not within the purview of Academic Affairs. Define other costs and considerations

VCAA Boegel asked for the 6.6r3(o)-p6(oo2r5d)2.20J -5.6r3(o)7(A)1.9(c7.6r3(o)71 v(airTJ -)

Dean Mery is open to training those interested in learning how to understand the data. This could happen at a future EMC meeting.

Meeting adjourned at 2:50m