

Enrollment Planning & Management Committee Meeting

Members: Michael Adams, Susie Agostini, Melissa Beach, Mary Creedon, Ken Hart, Linda Hoile, Pedro Mendez, Bob Nadell, James Palmer, Becky Plaza, Brian Sanders, Karen Walters Dunlap, Ken White, Gary Whitfield, John Zamora

AGENDA

February 2, 2010

Morris Conf. Room B, 3:00pm – 5:00pm

- I. REVIEW REVISED STATUS REPORTS**

- II. REVISE 08-09 EPM PLAN AS NECESSARY**

- III. DEVELOP 09-10 EPM PLAN**

- IV. DISCUSS REPORT TO PLANNING & BUDGET COMMITTEE**

- V. OTHER**

Modesto Junior College
Enrollment Planning & Management Meeting
February 2, 2010
3:00pm-5:00pm
Morris Conf. Room B

Present: Mike Adams, Melissa Beach, Mary Creedon, Linda Hoile, Pedro Mendez, Becky Plaza, Brian Sanders, Ken White, Gary Whitfield, John Zamora
Absent: Susie Agostini, Ken Hart, Bob Nadell, James Palmer, Karen Walters Dunlap

I. REVIEW MINUTES – The 1/19/10 EPM Meeting minutes were unanimously approved.

II. REVIEW REVISED STATUS REPORTS

Ken White explained how the 08-09 EPM Strategy Status report was developed. The Enrollment Planning & Management plan was created and then aligned with the college strategic plan goals.

II. REVISE 08-09 EPM PLAN AS NECESSARY

EPM members reviewed the EPM Strategy Status Report and made suggestions of corrections. They also suggested formatting changes to the document. Melissa Beach will make corrections/revisions and send back to the work group. Members suggested the Goals be attached as a cover page with the objectives (like the 08-10 Plan) and the qualifiers (mission critical, essential and desired) be added on the side so the Planning & Budget committee would better understand the document as well.

III. DEVELOP 2010-2011 EPM PLAN

Members held a lengthy discussion on various ideas regarding our present enrollment and budget situation. Members also discussed the possible need to revise the College Strategic Plan saying it has too many goals and is too broad. Now that we are actually using it we are finding the need for refining as we go along.

Brian Sanders stated the definition of a 'stand alone' class is "Not part of CSU-GE, IGETC, MJC-GE, nor part of major requirements for an AA/AS, Area of Emphasis or Certificate." The confusion comes in regarding Activities classes. For example, there are approximately 15-20 history courses. If we reduce offerings like Social & Cultural History and put our money into History 101 and 102, it would be more beneficial over the specialized course, serving a broader base of students.

The \$850,000 that we have identified to be cut out of next year's PTOL will be an extremely difficult goal to reach. If we can accrue savings, including salary savings from unfilled positions that would help us reach this goal and balance our projected budget. The bottom line is that we must meet our FTE target. The main focus for the EPM workgroup is to develop strategies for what services we need most. Matriculation is facing a 62% cut soon and many services will be affected. Ideas mentioned were possibly rewriting the CTE Plan and/or developing a 2 year scheduling plan. The 2-year plan would be very beneficial to students and a great marketing tool as well.

Members reviewed the 3 goals from the 08-09 EPM Plan in preparation for identifying goals for 2010-11. Essentially the focus is 'how to do more, with less.' EPM work group members came up with the following goals for 2010-11. Ken suggested work group members take these goals, revise them, and if necessary, start coming up with objectives and strategies to suit our short term situation for our next meeting on 3/9/10.

- 1. Maintain access to high quality instruction**
 - 1a. Focus our resources on the fundamentals**
- 2. Maintain high quality student support services**
- 3. Improve student retention and persistence**

IV. DISCUSS REPORT TO PLANNING & BUDGET COMMITTEE

The idea is to take an EPM monthly report to the Planning & Budget Committee, as well as reports from AIE, Grants, CTE, etc., in an attempt for integration. Ken W. announced the RP Group is offering to provide assistance to up to 15 colleges on issues of assessment and institutional effectiveness. He will send out the RFP to EPM members. Ken W. will bring any planning developments from Planning & Budget to the 3/9/10 EPM meeting.

V. OTHER

Ken W. stated he attended the 2-day district budget meeting last week and would be giving reports to the divisions and the Planning & Budget committee to make certain we are all on the same page with our planned saving methods. He said the District as a whole is still short \$2-3 million. To increase enrollment and decrease PTOL will be extremely challenging. The money from the state might not be there for growth so we cannot assume it will be. If we do not address the demand for our students; we cannot assume that once we have money they will still be here. We also cannot predict what will happen with the Founders Hall project. Our focus needs to be on CTE (career & technical education), Basic Skills and Transfer classes. We have a 4-5% target goal to increase for our district.

Discussion was held that almost all of our courses fit into the CTE, Basic Skills and/or Transfer categories. However, if we cut lower enrolled courses some students will not be able to complete their programs. The least impact on students is to cut/eliminate more classes from Summer. Summer registration begins in March, so to cut more, we would need to do so ASAP. We have 900 FTEs vs. 1500 FTEs from the previous year as our projected target for this summer, saving 500-600 to use for Fall or Spring.

V. NEXT MEETING – March 9, 2010, 3:00pm-5:00pm, Morris Conf. Room B

Action Item:

- Make following changes to EPM Strategy Status Report: 1.2.2, change status to “NLR” and change narrative to “this strategy was reviewed and not implemented due to the high cost and fact that it would not be effective.” 1.1.1: change status to FIC and in narrative delete 2nd sentence on. Organize Status Report by Strategy number, my mission critical, essential and desired. Add (mission critical, essential, desired) to left if possible. 2.5.1: change “hiring” to “hired.” 3.1.1: “were” instead of “will be.” Add a header of 2008-2010 to top of Strategy Status report.
- Send updated Status Report, EPM goals to EPM members.
- Set April EPM meeting.

WHO: Melissa Beach

WHAT: Send revised Status Report to EPM workgroup. Set April meeting. Send updated Status Report, EPM goals to EPM members.

WHEN: 2/10/10

Action Item:

- Bring planning developments from PBC to 3/9/10 EPM meeting. Give budget reports to divisions and PBC.
- Send RFP to EPM members.

WHO: Ken White

WHAT: Bring planning developments from PBC to 3/9/10 EPM meeting. Give budget reports to divisions and PBC. Send RFP to EPM members.

WHEN: 2/5/10

Action Item:

- Develop objectives and strategies for our new EPM Goals to bring to 3/9/10 meeting.

WHO: ALL EPM MEMBERS

WHAT: Develop objectives and strategies for our new EPM Goals to bring to 3/9/10 meeting.

WHEN: 2/4/10-3/8/10

MEETING ADJOURNED