



# Districtwide Enrollment Management Subcommittee

Meeting Minutes – December 07, 2023, 3:00 p.m.  
 Via Zoom: <https://sbccd-edu.zoom.us/j/83149994595?from=addon>

	Present	Absent		Present	Absent
Nohemy Ornelas		X	Delmy Spencer Proxy Ivan Peña	X	
Christopher Crew	X		Davena Burns Peters		X
Luke Bixler	X		Amber Martin		X
Angel Rodriguez		X	Kevin Palkki Proxy Karen Peterson	X	
Larry Strong		X	Joshua Milligan		X
Steve Sutorus		X	Leslie Swindell		X
Linda Fontanilla (Interim)		X	Joanna Oxendine	X	
Kevin Horan	X		Gio Sosa		X
Tenille Norris (Interim)		X	Paul Bratulin	X	
Mike Strong		X	Michelle Riggs		X
Dina Humble	X		Heather Ford		X
Keith Wurtz		X	Nelva Ruiz-Martinez Proxy Dyami Ruiz-Martinez		X
Olivia Rosas (Interim)	X		Connie Leyva		X
Shalita Tillman		X	Joe Cabrales	X	
Rejoice Chavira		X	Corrina Baber Proxy Ernest Guillen	X	

Guest: Rena Salayeva and Myung Koh.

## I. CALL TO ORDER

C. Crew called the meeting to order at 3:05 p.m.

## II. CONSENSUS APPROVAL OF MINUTES

[Minutes](#) from the 11/02/2023 meeting were approved by consensus.

Abstentions: D. Spender and C. Baber

### • [STUDENT HOLDS PRESENTATION](#)

R. Salayeva provided an overview of student holds at SBCCD.

#### Data breakdown:

6.9% of the District's 18,400 students currently have holds on their accounts.

1,264 of 18,400 students.

1,791 total holds.

98.3% of holds are placed for academic reasons.

1.7% of holds are placed for unpaid fees, non-returned books, SAS equipment, and U.S. Visa Issues.

\*Data presented does not include unit overloads or unit limits\*

Feedback:

- The committee would like to see the data broken down by college so that they can take this information to student service council and enrollment strategics committee.
- Further data analysis was requested to determine the effect of holds on the students, including identifying which students have academic holds versus other holds.
- It was requested that the colleges review the follow-up data before sharing it with the committees.

**III. ENROLLMENT UPDATE**

C. Crew shared an enrollment update as of November 27, 2023.  
The update reflects an upward enrollment projection.

**IV. CAMPUS UPDATES**

**A. SBVC**

D. Humble reported that there is currently an increase of 50 FTES every day.  
It is anticipated that SBVC will surpass the district target and meet its internal goal of 9,428 FTES.

**B. CHC**

D. Spencer reported a 26% increase in FTES compared to spring 2023. Projections reflect that CHC will exceed the district goal and is continuing its efforts in student retention.

**V. FUTURE AGENDA ITEMS**

- A. Review enrollment data and identify trends.
- B. Enrollment Management 101 Presentation (Keith Wurtz and Dina Humble)
- C. Basic Needs Discussion ( Erika Sherman and Lacreteria Smith)
- D. Starfish Presentation ( Spring 2024)
- E. Student Holds Presentation ( December 2023 )

**VI. NEXT MEETING**

February 01, 2024, at 3:00 p.m. via Zoom.

**VII. ADJOURNMENT**

The meeting adjourned at 3:52 p.m.

Daniella Esparza, Senior Executive Administrative Assistant  
SBCCD, Educational & Student Support Services  
Committee Support