

Enrollment Services

EOPS, CARE, NextUp, CalWORKs, Undoc Student Services,
Rising Scholars, Juvenile Justice
Outreach and Partnerships
Welcome Center

Presentation Prepared for PRAC
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PRAC Guiding Principles

- All recommendations must be *student centric*, meaning that they should not only impact the least number of students possible, but also consider how we can better help as many students as possible reach their educational goals, whether by changing what we do or how we do it.
- All recommendations must be *equity-minded*, meaning that they should call attention to patterns of inequity in student outcomes by critically reassessing our practices, policies, and structures and recognizing stereotypes that harm student success.
- All recommendations must be *anti-racist*, meaning that they should produce or sustain racial equity in educational outcomes.
- All recommendations must focus on *protecting and improving teaching and learning* by illustrating efforts to employ cogent best practices and innovation.
- All recommendations must acknowledge that as a community college we are *responsive to our diverse community*, but cannot be all things to all people all the time so we must find creative ways to stay true to our mission.

Enrollment Services

Enrollment Services Overview

Enrollment Services has administrative responsibility for providing essential functions that support student access, retention, and success.

Areas of Responsibility

- Admissions
- Financial Aid
- Registration
- Records, Evaluation, Graduation, Petitions
- International Admissions
- Scholarships
- Veterans Services



Enrollment Services Budget

Description	Adopted Budget	Budget Transfers	Adjusted Budget
Permanent Academic Salaries	\$166,808.00	\$0.00	\$166,808.00
Permanent Classified Salaries	\$759,337.00	\$0.00	\$759,337.00
Benefits	\$530,653.00	\$0.00	\$530,653.00
Total Non-discretionary	\$1,456,798.00	\$0.00	\$1,456,798.00
Classified Hourly	\$5,000.00	\$0.00	\$5,000.00
Classified Overtime	\$5,000.00	\$0.00	\$5,000.00
Supplies	\$7,040.00	\$0.00	\$7,040.00
Travel	\$8,000.00	\$0.00	\$8,000.00
Dues and Membership	\$4,500.00	\$0.00	\$4,500.00
Maintenance contract/repairs	\$1,200.00	\$0.00	\$1,200.00
Other Contract Services	\$4,380.00	\$10,000.00	\$14,380.00
Postage	\$250.00	\$0.00	\$250.00
Miscellaneous	\$2,000.00	\$0.00	\$2,000.00
Furniture, Fixtures and Equipment	\$1,000.00	\$0.00	\$1,000.00
Total Discretionary	\$38,370.00	\$10,000.00	\$48,370.00
Total Budget	\$1,495,168.00	\$10,000.00	\$1,505,168.00

Financial Aid Budget

Description	Adopted Budget	Budget Transfers	Adjusted Budget
Permanent Classified Salaries	\$393,235.00	\$0.00	\$393,235.00
Benefits	\$235,422.00	\$0.00	\$235,422.00
Total Non-discretionary	\$628,657.00	\$0.00	\$628,657.00
Classified Overtime	\$200.00	\$0.00	\$200.00
Recruiting	\$100.00	\$0.00	\$100.00
Total Discretionary	\$300.00	\$0.00	\$300.00
Total Budget	\$628,957.00	\$0.00	\$628,957.00

Enrollment Services Staff

- Dean of Enrollment Services (1 FTE)
- Assoc. Director of Enrollment Services (1 FTE)
- Enrollment Services Associate III (2 FTE)
- Enrollment Services Associate II (6 FTE)
- Enrollment Services Associate I (3 FTE – 1 vacant)
- Evaluations Analyst (2 FTE)
- Administrative Assistant III (1 FTE)

Program Review Information

Financial Aid Process & Improvements

- *Leveraging technology to enable more students to access financial assistance*
- *Improving Financial Aid awareness and knowledge pre and post disbursement*
- *Disbursing remaining federal emergency funding*
- *Implementing the 24/25 FAFSA/Dream Act with changes*

Admissions, Enrollment, & Records

- *Implementation for full campus use of preferred name on student records where applicable*
- *Improving course equivalency transfer credit*
- *Improving enrollment processes*
- *Implementation of Banner 9 SSB*

EOPS, CARE, NextUp, CalWORKs,
Undoc Student Services, Rising Scholars,
Juvenile Justice

EOPS Program Overview

- The original equity program in CCC's founded in 1969
- Provides over and above services to low-income students to help them reach their educational goals. EOPS students have higher completion and retention rates than their counterparts.
- Students served in EOPS: first generation, BIPOC, undocumented, former foster youth, formerly incarcerated
- Services provided: grants, counseling, school supplies, textbook and calculator lending library, priority registration



CARE & Next Up Overview

CARE

- A sub-program of EOPS, CARE students are also in EOPS
- Student served: Single parents who are head of household, and whose children are receiving cash aid from the county
- Services provided: All EOPS services plus, gas cards, meal vouchers, all textbooks, all fees paid, transportation and emergency grants



Next Up

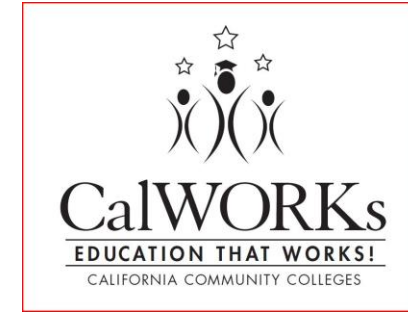
- A sub-program of EOPS, Next Up students are also in EOPS
- Student served: Current and former foster youth
- Services provided: All EOPS services plus, gas cards, textbooks, all fees paid, transportation and emergency grants



CalWORKs and Undoc Student Services Overview

CalWORKs

- A separate program that works in partnership with Marin County Health and Human Services
- Students served: Parents who are receiving cash aid
- Services provided: Counseling, gas cards, all textbooks, all fees paid, emergency grants



Undocumented Student Services

- Students served: Undoc students including AB 540 students
- Services provided: Free immigration legal services, AB 540 affidavits, financial aid app support and grants



Rising Scholars and Juvenile Justice Overview

Rising Scholars

- Students served: Current and formerly incarcerated
- Services provided: Counseling, school supplies, transportation and food grants, free legal help for expungement and felony reduction, mentorship opportunities


Juvenile Justice

- Students served: Currently incarcerated youth
- Services provided: COM courses onsite, guest lectures from COM faculty, mentorship from current Rising Scholars



EOPS, CARE, Next Up, CalWORKs, USS, Rising Scholars, Juvenile Justice Staff

- Director (1 FTE)
- Coordinator (3 FTE)
- Admin Asst (1 FTE)- to be hired soon
- Faculty Counselor (2 FTE)
- Faculty Coordinator (<1 FTE)



2023-2024 Allocations and Expenditures			
Program	Total	Personnel	Discretionary
EOPS	\$917,669	\$588,104	\$329,565
CARE	\$202,657	\$116,462	\$86,195
Next Up	\$556,223	\$75,599	\$480,624
CalWORKs	\$277,260	\$175,827	\$101,433
Undoc SS	\$126,441	\$35,362	\$91,079
Rising Scholars	\$229,500	\$78,672	\$150,828
Juv Justice	\$309,091	\$91,750	\$217,341
Equity	\$80,000	0	\$80,000
Totals	\$2,698,841	\$1,161,776	\$1,537,065

Outreach and Partnerships: Outreach, Summer Bridge, International and COMPASS Programs

Outreach and Partnerships Overview

Outreach and Partnership’s office and programs serve as the conduit between the College and the community working closely with our Pre-K-12 partners, Adult Ed Programs, and community organizations to expand engagement and access, especially among under-represented populations. Recently, the International Education office has been folded into the Outreach umbrella.

Our work falls within the **Community Engagement and Responsiveness, Student Access and Success, and Indian Valley College** areas of the Ed Master Plan.

Description	Adopted Budget	Budget Transfers
Permanent Classified Salaries	\$301,570.00	\$0.00
Benefits	\$166,205.00	\$0.00
Total Non-discretionary	\$467,775.00	\$0.00
Classified Overtime	\$0.00	\$0.00
Supplies	\$4,237.00	\$0.00
Travel	\$2,354.00	\$0.00
Total Discretionary	\$6,591.00	\$0.00
Total Budget	\$474,366.00	\$0.00

Addition programmatic funding comes from grants, advancement, and AB19 State Funding

Outreach and Partnerships Staff

- Director (1 FTE)
- International Student Advisor (1 FTE)
- Coordinator (1 FTE)
- COMPASS Coordinators (3 FTE*)

Programmatic funding comes from grants, advancement, and AB19 State Funding

*Effective FY21 – Funded through AB19 State Funding

Outreach and Partnerships Overview

Expanding access and deepening engagement especially among under-represented populations and sharing program information, student resources, career pathways, navigational strategies emphasizing the value proposition of higher education using online tools and expanded partnerships;

Summer Bridge

General sessions include COUN 105 course with English and Math prep and review.

Since 2021, we have also offered a Summer Bridge ESL Section with mirrored non-credit offerings to reduce student costs.

COMPASS – Currently at three high school sites

San Rafael, Terra Linda, Tam High

International Education

Serve as international student connection, from matriculation to on-campus liaison

Program Review Information

Summer Bridge

- *Completed 10th year in 2023, planning underway for 2024*
 - *989 students served to date*
- *SRHS ESL visit on 3/13 – Expecting 150 ESL students to visit KTD*

COMPASS

- *High School Cohort Counts*
 - *Tam - 72*
 - *San Rafael - 82*
 - *Terra Linda - 72*
- *68 current COM students*
- *Ongoing discussions with NUSD to expand services to Novato*
- *HS c/o 2023 ALL successfully graduated high school, earned 274.5 COM units, and 77% of were A-G eligible.*

International Programs

- *81 current students*
 - *From 29 countries represented*
 - *22 from Brazil*
 - *12 Colombia*

Program Discussion/Future Planning

Summer Bridge:

- Short-term or evening offering before Fall semester start
- Adult Re-Entry offering

COMPASS

- Refine AVID and COMPASS union at Tam High
- Work with NUSD leadership to re-establish program presence in Novato
- Expanded on-campus supports for COM enrolled COMPASS grads

INTL Programs

- Revamped INTL student website
- Continued INTL Recruitment, Follow-Up Travel
 - INTL Marketing and Virtual Follow-Ups
- INTL student participation in Summer Bridge



Resource Request

Personnel

Outreach and Partnerships would like to fund a 1.0 FTE Administrative Assistant II.

This position would give us more flexibility and capacity in the Welcome Center, and allow for us to build out our campus visit program. With the forthcoming LRC, it will also allow for us to prepare for additional capacity requirements in staffing both spaces.

COST: \$80,000

Welcome Center

Welcome Center

The Welcome Center has administrative responsibility for providing essential functions that support student placement, retention, and success.

- Support new students in onboarding process
- Operate Welcome Center
- Online and in-person student orientations
- Issue COM ID cards
- Support new student success

Welcome Center Staff

- Coordinator (1 FTE)
- Specialist (1 FTE)

Program Review Information

Orientation Programing

- *Updating Orientation to multiple modalities*

Improving Access

- *Developing better onboarding processes*
- *Improving outreach to recently admitted students*