YRO Operations Workgroup
Minutes from 5/8/02 Meeting

Present: Glasmire, G. Self, Entrican, Barrick, Feliciano, Trigales, Favila, Hall
Absent: Ramos (excused), Blake (excused), DeKorte (excused), Perez

Enrollment Update

Glasmire briefly discussed the enrollment report, which had been distributed via email. Almost 4,000 students registered via CASPER through May 3 generating just over 750 FTES. All colleges have come close to or exceeded their FTES targets, except the College of Education. The College of Education should achieve its target since many of their students register late. Just over 150 sections, nearly half of all the lecture/lab sections offered, are full.

Status Reports

Trigales reported that summer CASPER went very well. CASPER Plus will be available May 28 & 29 and then June 3-14. Trigales indicated that she would be open until 6 p.m. on Monday through Thursday of the first week of summer (June 3-6) and would consider similar hours for the first week of the second session (Session B) depending on the level of activity. The Student Services connection will also be available in the University Union on Monday through Thursday until about 8 p.m. for evening students during the summer. Glasmire reported that about 25% of the summer courses are offered in the evening. G. Self and Feliciano reported that they would provide the same hours during the first week. Feliciano said that the majority of their business during the first week is selling summer parking passes. Although the Financial Aid office representatives were not at the meeting, it appears (from a conversation that G. Self had with Linda Clemons) that the Financial Aid office will offer similar extended hours during the first week of summer.

Although no one from Financial Aid was present, Glasmire reported the following updates on Financial Aid processing for summer (obtained from their website as of May 3):

- 1,112 unduplicated applications (compared to 900 total for last summer)
- 570 applications packaged (compared to 728 total for last summer)
- $1.5 million awarded (compared to $1.2 million for last summer)

Feliciano and G. Self reported on fee payments received and refunds processed as follows:

- 4,510 student have paid registration fees as of 5/7/02
  - 1,118 paid via CasperWeb
  - 931 paid via Casper.NET
  - The remainder paid via drop box, mail, or in person
- 33 drop-in-unit refunds have been processed as of 5/8/02
• 16 because of classes not being available
• 17 because of other reasons
• 142 semester withdrawal refunds have been processed as of 5/8/02
  • 83 because of classes not being available
  • 59 because of other reasons

More refunds requests are expected as we approach the beginning of the semester and the
June 14 refund deadline.

**Term Level Security Mods for Room and Class Scheduling**

Ramos could not be at the meeting, but she provided the following report:

• Contact has again been made with the SCT consultants regarding a cost estimate
  for the proposed mods
• The SCT consultant is unavailable for the next two weeks, but should be able to
  provide some analysis and a cost estimate upon his return

Glasmire noted that we might have some remaining hours from another SCT contract that
could be used for this project. Once we receive an estimate of the cost, we will determine
the extent to which we can use the remaining hours, if any. Ramos will keep us posted
on the progress.

**Summer Meeting Schedule**

We agreed that we would not meet weekly during the summer. We set the following
summer meeting schedule to correspond with key dates related to the summer semester:

- May 29, 1-2 p.m., Lassen 3008
- June 12, 1-2 p.m., Lassen 3008
- July 10, 1-2 p.m., Lassen 3008
- July 24, 1-2 p.m., Lassen 3008
- August 14, 1-2 p.m., Lassen 3008
- August 21, 1-2 p.m., Lassen 3008

Starting September 11, 2002, we anticipate weekly meetings to prepare for Summer
2003. Please mark your calendars with these dates.

**Other Items**

Trigales asked what the billing cycle would be for summer. G. Self indicated that this
would be defined within the next week or so. She will send the schedule to the group and
other interested parties as soon as it is determined.

Meeting adjourned at 1:45 pm.