



Community Education AY 2019-2020 Program Wrap up

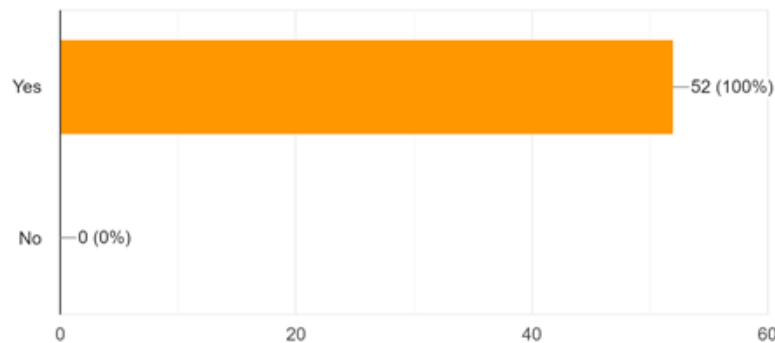
Community Education 2019-2020

Community Education had massive help from the college and the community to continue operation through the 2020 pandemic. July to February 2019 had already been seeing a downturn in enrollments, but the pandemic exacerbated the decline. This community and Las Positas college value this program, and that is why it is still in operation after the 2019-2020 AY.

Community Education once again participated in the Program Review process in Fall 2019. Due to the burdens of the pandemic on both the Coordinator and the program, we did not create a new SAO goal.

In a focus on equity, the program added an equity question to the evaluation that is sent to all students after their classes are complete. In Fall 2019, and in Spring 2020, all students felt respected by their instructor.

Did you feel respected by your instructor?
52 responses



Community Education's Program coordinator retired off the Board of the Association for Community and Continuing Education. Important legislative work was accomplished by the organization on and the main contribution the Coordinator made to statewide fee-based education was in the form of contributing significantly to the revision of the Guidelines for Community Services classes that has been updated and is posted at the CCCC website. The hope is that this document will be available in the Vision Resource center soon.

http://www.acceonline.org/uploads/1/6/2/2/16228456/community_ed_handbook.pdf

The Program coordinator updated their Certified Program Planner certification with LERN.



Overall revenue was down for the program. On campus collaborations were key to sustaining the program during 2019-2020. The program suffered greatly with the transition to online classes. Our signature classes in fencing had to move to online. Our newly successful Winery Sales and Service Certificate was dropped due to no in person classes. Many instructors had to make a difficult decision to cancel classes and did not come back to teach online. Many students did not transition to online classes and needed refunds.

The program participated in a review of all hiring and practices with the District offices in light of AB5. Hiring procedures and revisions were put into place as a result of these revisions. This revision was a major accomplishment for the program in 2019-2020.

Another revision of policy and practice had to do with student conduct. All policies and procedures related to student conduct and grievance were updated to match what the college requires of for-credit students.

Some printing delays occurred during this pandemic year for publications.

Budget projections reflected a deficit for the program for the 19-20 AY. In the end, the college decided to print summer brochures for each term as usual, in the hopes of encouraging enrollments.

Enrollment Numbers

Overall enrollment numbers decreased in 2019-2020. Below are some statistics from our lumens registration system only.

	<u>AY 2018- 2019</u>	<u>AY 2019-2020</u>
Total number of registrations (LUMENS):	2948	1563
Total Class receipts (LUMENS):	\$226,846.80	\$150,041.00
Class Cancellation rate:	22.44%	22.06%
Average Tuition fee paid:	\$84.80	\$113.24

Our partnership with UgotClass for on line certification classes continued to thrive (those registrations are now processed through LUMENS as well). In 2019, we had 25 registrations, and as of June 2020, we were in their top 50 national vendors of these classes, at #31.

Evaluation comments from 2019-2020 Classes

Evaluations were conducted in as timely a manner as staffing would allow.

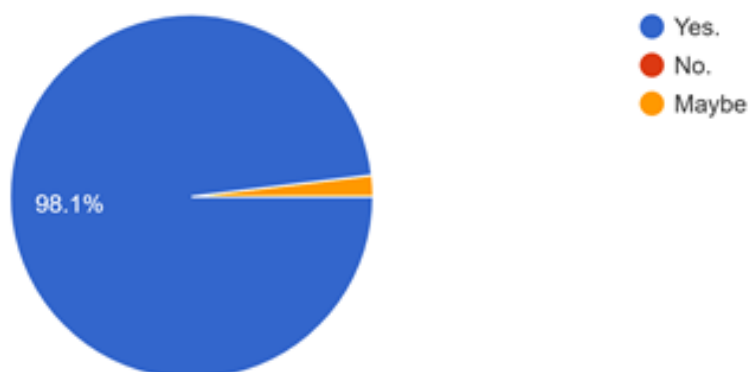
98.1 % of Fall 2019 students would take another class with Community Education, an improvement over the 87% percent from Spring 2019. 92.5% of students would take another class from the same instructor according to our Fall 2019 evaluation responses.

92.4% of students thought that their registration experience in Fall 2019 with Community Education was either good or excellent.

Spring 2020 evaluations were limited in number. However, even during the initial stress of the pandemic, 95% of respondents would take another class with Community Education.

Would you take another Community Education class at Las Positas College?

53 responses




Challenges

1. Challenges remain in finding instructors for Community Education classes. Pay is low. We have several long term instructors who are maintaining our program in Spanish language and fencing.
2. Local competition remains the biggest challenge to the program, prior to the pandemic. Trying to program classes that are unique in the Community is difficult, and lack of marketing ability further inhibits the program. Adult education programs at the 3 service area school districts have expanded into offering many of the exact same classes that CE offers, for fees, but also through the use of AEP money, so they can afford to pay more to their instructors than CE can.

3. Statewide, very few Community Education only programs are successful without a major influx of grant-related cash, or a connection with the Contract education functions, or noncredit and adult education programs on their campus in some way.
4. The pandemic significantly impacted what classes could be offered.
5. The campus rents space to competitive summer camp providers who have a national presence and a for-profit marketing campaign and mindset. Facilities became less important in Summer of 2020, however, enrollments still flagged.
6. Fee-based education and Community events are offered outside of the Community Education program by different departments and programs.

On Campus collaborations:

1. EMT Testing Center MOU is ongoing. MOU with the testing center was renegotiated to a flat rate, and more collaborative classes are planned. Converting payment for these programs to CE is a goal for 2020-2021.
2. Continued collaborations to ensure that students who are repeated out of practice classes such as music can take the classes as fee-based, enrolling 3 to 5 students in 2019-2020.
3. Continuing responsibility for advertising international trips for faculty.

Community Education at Las Positas College Presents	Summer 2020 GRAMMAR 101: WRITING STRONG SENTENCES-- ONLINE! Do you want to learn proper grammar, punctuation, and sentence structure? No matter your age or education level, you can become a more confident writer. Strengthen your sentence level skills for work, school, or your own personal development.	
Available Online Classes: • June 15 and 17: 10:00 am-12:00 pm • June 22 and 24: 10:00 am-12:00 pm • July 13 and 15: 5:00-7:00 pm • July 20 and 22: 5:00-7:00 pm	ENGLISH GRAMMAR	Taught by Megan Garcia, Las Positas College English Instructor
How to Register and Cost: To register, go to: www.laspositascollege.edu/communityed Cost: \$49.00 (not for college credit)		
		 For more information about the class, email Megan Garcia: megarcia@laspositascollege.edu

Lifelong Learning, Career and Personal Development



Summer Learning
is
Everywhere

Community Education
 Summer 2020 Schedule • Classes through August 2020
 Register Online: www.laspositascollege.edu/communityed



Community Collaborations:

1. Community Collaborations were seriously curtailed by the pandemic. Prior to that, we maintained collaborations with Galina's Music Studio and Tri-Valley Haven.

"The facility is nice and the instructor is experienced and professional, yet fun at the same time." Fall 2019

"Learned a lot on my time/schedule without feeling overwhelmed." Fall 2019

Financial:

A combination of factors, some of which are mentioned above like the student assistant and the increase in working relationships with campus partners, allowed the program to end the year with at even of \$10,309.79 according to Admin on 2.8.2021.

Plans and Ideas for next year:

1. Work in conjunction with CTE, and Adult Education to create more partnerships beneficial to students who are looking for education outside of receiving credit with Strong Workforce partnerships.
2. Continue an initiative to create an Older Adults Noncredit program for LPC, as this is a growing community in the Tri-Valley that needs to be served, and could be a way to revive the old "Quest" program and get those students back on our campus.
3. Continuing attention to ways to expand marketing without money.
4. Continuing to pursue funding for the program outside of per class revenue.
5. Hiring another student assistant to pick up some of the daily duties of the program and continue at its current level while the CE workload of the coordinator is reduced when space is available for that student on campus and we are back on campus after the pandemic is over.
6. Continue to pursue high dollar per student programs that are turnkey and require less work from the CE office, and still result in revenue.
7. Create an onboarding Handbook for 3rd party vendors who want to teach summer kids classes and bring back our partners to enhance offerings in Summer 2020.

Registration Statistics Results:

Report Criteria	Value
Class Start Date On or After:	7/1/2019
Class Start Date On or Before:	6/30/2020
Class Type:	All Classes

Item	Student Registrations	Staff Registrations	Total
Total number of registrations	1012 / 64.75%	551 / 35.25%	1563
Student initiated cancellations	42 / 55.26%	34 / 44.74%	76
Cancellations due to cancelled classes	120 / 74.07%	42 / 25.93%	162
Total number of cancellations	162 / 68.07%	76 / 31.93%	238
Student initiated transfers	15		15
Transfers due to canceled classes		5	5
Total number of transfers		20	20
Total number of fulfilled registrations	850/ 64.15%	475/ 35.85%	1325
Total number of students that have registered			911
Total number of students with one or more cancelled registrations			190
Total number of students with one or more fulfilled registrations			794
Number of classes cancelled			107
Number of classes deleted			37
Number of classes run			341
Number of active or confirmed classes			0
Total number of classes			485
Classes with Registrations			203
Total Tuition fees paid	\$ 85,844.98/ 57.21%	\$ 64,196.82/ 42.79%	\$ 150,041.80
Total Class Receipts	\$ 85,844.98/ 57.21%	\$ 64,196.82/ 42.79%	\$ 150,041.80
Average Tuition Fees	\$100.99	\$135.15	\$113.24
Average fulfilled registrations per class	4.05	2.28	6.33
Average fulfilled registrations per student	1.07	0.60	1.67
Cancellation rate (student initiated)	4.15%	6.17%	4.86%

Cancellation rate (cancelled classes)	11.86%	7.62%	10.36%
Total registration cancellation rate	16.01%	13.79%	15.23%
Transfer rate (student initiated)			0.96%
Transfer rate (cancelled classes)			0.32%
Total registration transfer rate			1.28%
Total class cancellation rate			22.06%
Total class deletion rate			7.63%

Las Positas College Community Education FY 2019/2020

Fiscal Year Expense Totals

119,702.74 Total Monthly payments (timesheets, invoices, disbursements)

17,741.24 3000 Benefits (instructors, personnel)

40,601.57 2101 Coordinator Salary

820.76 2303 Overtime

185.88 2340 student assistants

3,591.42 5837 Credit card banking fees

0.00 5210 Travel expense

2,577.98 5220 Conference Expense

0.00 5887 Program Contingencies

185,221.59 06/30/2020 updated

(185,221.59)

196,561.83 Deposits as of 06/30/2020 CE Deposit Sheet
expenses above

11,340.24 Balance 6/30/2020

(37,800.00) AUMT instruction (not yet paid out, but revenue received 6/30/2020)

(26,459.76) ? Shortfall due to Covid19

Deposits since July 1, 2019 (For the fiscal year July 1, 2019 to June 30, 2020)					
My Date	DEPOSIT DATE	TOTAL	NOTES		
	7/8/2019	\$437.00			
credit cards July	7/31/2019	\$1,113.13			
	8/6/2019	\$749.00			
	8/30/2019	\$505.00			
credit cards aug	8/31/2019	\$26,580.35			
	9/24/2019	\$987.00			
credit cards sept	9/30/2019	\$6,611.00			
	10/10/2019	\$1,948.00			
	10/16/2019	\$6,050.00	*contains EBRPD payment		
Credit cards OCT	10/31/2019	\$3,554.95			
	11/5/2019	\$1,907.35			
		(\$500.00)	check not cashable		
	11/15/2019	\$664.50			
credit cards NOV	11/30/2019	\$9,967.00			
	12/3/2019	\$2,048.00			
credit cards DEC	1/3/2020	\$14,335.00			
	1/3/2020	\$1,063.00			
	1/17/2020	\$19,877.00	EPRPD Check for EMS Initial		
	1/24/2020	\$1,667.00			
credit card january	1/31/2020	\$47,243.54			
	2/4/2020	\$4,987.00	check and cash Phlebot/ed2go		
	2/19/2020	\$447.00	checks		
credit card february		\$20,543.73			
	3/6/2020	\$1,861.00			
	3/13/2020	\$1,095.00			
credit card march	3/31/2020	\$3,226.48			
	4/1/2020	\$278.00	left with Lisa for safe		
credit card april	4/30/2020	(\$1,316.20)			
	5/6/2020	\$593.00			
	5/27/2020	\$484.00			
credit card may	5/30/2020	\$7,951.00			
credit card june	6/30/2020	\$9,304.00			
		\$196,261.83			
		\$196,261.83			
A/R		\$300.00	Advertising from CTE invoiced march 2020		
	x		BT2020		
	x		CCP Fall 2018-Jan 2019		
TOTAL		\$196,561.83			
DEPOSITS with Foundation		\$150.00	\$150 added on October 21, 2013		

RE: Community Ed's 2019-2020 budget final

Sui Song

Mon 2/8/2021 4:28 PM

To: Frances DeNisco <FDeNisco@laspositascollege.edu>; Alesia High <AHigh@laspositascollege.edu>;

Hi Frances,

Revenue	161,248.78
Expenses	-150,938.99
Balance	10,309.79

Sui

From: Frances DeNisco

Sent: Monday, February 8, 2021 3:43 PM

To: Sui Song <ssong@laspositascollege.edu>; Alesia High <AHigh@laspositascollege.edu>

Subject: Re: Community Ed's 2019-2020 budget final

I think I mean the balance at the end of the fiscal year.

thanks,

Frances De Nisco

Program Coordinator, Community Education

Having a soft heart in a cruel world is courage, not weakness.

--Katherine Henson

From: Sui Song

Sent: Monday, February 8, 2021 2:42 PM

To: Frances DeNisco; Alesia High

Subject: RE: Community Ed's 2019-2020 budget final

Hi Frances,

Do you mean the expenditure numbers and not budget?

Sui

From: Frances DeNisco

Sent: Monday, February 8, 2021 2:41 PM

To: Alesia High <AHigh@laspositascollege.edu>; Sui Song <ssong@laspositascollege.edu>

Subject: Community Ed's 2019-2020 budget final

Hello, Lisa and Sui

Can I please have the final budget numbers for Community Education for 2019-2020?

I just need the final number for the year that was recorded when the fiscal year closed.

Thank you,

Frances De Nisco

Program Coordinator, Community Education

Having a soft heart in a cruel world is courage, not weakness.

--Katherine Henson