



# CEMC Meeting MINUTES

September 28, 2018 | 10:30 a.m. | Room 1687

## Meeting Minutes

### LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

### LPC Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
- ❖ Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals.

### CEMC Meeting

#### Members Present (voting):

Don Carlson (voting)  
Ruth Hanna (voting)  
Nan Ho (voting)  
David Johnson, Co-Chair  
Thomas Orf, Co-Chair  
Sarah Thompson (voting)

#### Members Present (non-voting):

Roanna Bennie  
Diane Brady  
LaVaughn Hart  
Amir Law  
Andrea Migliaccio  
Stuart McElderry

#### Members Absent:

Rajeev Chopra (voting)  
Elizabeth David  
William Garcia  
Rajinder Samra  
Tamica Ward (voting)

#### Visitors

#### 1. Call to Order

Dr. Orf called the meeting to order at 10:32 a.m.

#### 2. Review and Approval of Agenda

Committee approved the agenda adding a recommendation by Dean Ho to include "Classes Added at the High Schools" (Carlson/Ho).

#### 3. Review and Approval of Minutes of September 14, 2018

Committee approved the minutes (Johnson/Ho).

#### 4. Latest Number (Where we stand)

Ms. Hart provided an updated report. There has not been much change since the last meeting. The 162<sup>nd</sup> Academy ended and she believes it should come in at around 62 FTES.

#### Sum 2018 as of 9/23/2018

FTES	689.52
FTEF	42.20
WSCH/FTEF	501.82
FTES/FTEF	16.34
Fill rate	82.22%
# of Pri Sec	176
(Up 11.32%)	

#### Fall 2018 as of 9/23/2018

FTES	3,313.18
FTEF	210.41
WSCH/FTEF	487.02
FTES/FTEF	15.75
Fill rate	87.36%
# of Pri Sec	876
(Up 2.89%)	

#### 5. Rollback pt. 2 (What does LPC want to do?)

The committee had a very robust discussion on this issue, outlining pros, cons, and various concerns about the impact on growth and solvency. Pros: Rollback would produce immediate access to funds to use to move our non-FTES targets.

Rollback may not count towards 3 year total if we do not have to make up the rollback numbers. Is it a “free year”?

Cons: Rollback numbers would be impossible to make up, even the current rollback of 371 will be a challenge to make up over the next few years.

PBC does not have a history of allocating funds, only increasing reserves and putting money through the model.

No parameters laid out for windfall monies.

The eventual enrollment cliff may disproportionately affect LPC, especially if we kept Chabot as a 10,000 student institution.

Conclusions: Send forward the DEMC representatives with instructions to advocate for no or very moderate additional rollbacks (200 FTES maximum). Also, this may not be within the purview of DEMC, PBC is the more appropriate recommending body.

#### 6. Template changes for 2018-19 (Includes what do we do with non-credit)

The committee discussed how to incorporate non-credit with the current template form. For the purpose of the discussion, it was mentioned that there is some FTEF attached to non-credit (Math Jam).

It was decided that for this year an extra tab can be added for non-credit to the current template, with a drop down list of terms; then have a summary page for non-credit. Once non-credit has its separate descriptors, then it can be moved to its own worksheet.

#### 7. Classes Added at the High Schools

Dean Ho shared information from the meeting with Tri-Valley Partnership Projects regarding the high school districts. They would like to add more classes; they want to expand the programs but where do we get extra FTEF. It is more expensive to build programs at the high schools. How do we plan for this? Rajinder Samra is collecting data for the past 4 years on how many high school students are actually taking the classes. Dublin shared that there were only 2 high school students in a Computer Science class of 21.

#### 8. Marketing Issues

We are working with Guisselle Nunez (Public Information Officer) to push our late start classes. Adds students respond to the most at LPC are for transfer, unlike Chabot. We maybe should ask IT to list our courses off site.

There is an open classes page advertisement on the web and also on Facebook.

Division assistants have access to “students seeking open classes” where they can add any courses and these will appear on the web. There was discussion about whether Banner can be used to automatically identify “open classes” instead of manually identifying them through Division offices, etc.

#### 9. Good of the Order

(None)

#### 10. Adjournment: 11:50 a.m. (Johnson/Hanna)

Next meeting: October 12, 2018, 10:30 a.m. – 12:00 p.m.