



CEMC Meeting Minutes

September 13, 2019 | 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

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

College Enrollment Mgmt. Committee

Members Present:

- Rajeev Chopra (voting)
- Ruth Hanna (voting)
- Nan Ho (voting)
- Thomas Orf (Co-Chair)
- Sarah Thompson (voting)
- Kristina Whalen (Co-Chair)
- Diane Brady
- Roanna Bennie
- Stuart McElderry
- Andrea Migliaccio
- Rajinder Samra
- Carolyn Scott

Members Absent:

- Elizabeth David
- William Garcia
- Amir Law
- Tamica Ward (voting)

Guests:

- Estella Sanchez (Exec Assistant, VC Ed Svcs.)

1. Call to Order

Dr. Orf called the meeting to order at 10:32 a.m.
Introduction of Amy Mattern, Interim Dean

2. Review and Approval of Agenda

Committee approved the agenda (Hanna/Chopra) with one addition: "Report on our additions" (see item 5).

3. Review and Approval of Minutes of August 23, 2019

Committee approved the minutes (Ho/Hanna) with one abstention.

4. Our Latest Numbers

Ms. Hart reporting.

Handout provided: Enrollment report.

Not any significant change since last week. By next week all census data should be in. Those numbers (next week) should be pretty stable. The 165th Academy should come in this fall at about 88 FTES (on the low side).

Summer 2019 as of 9/9/2019

FTES	640.71
FTEF	40.40
WSCH/FTEF	490.10
FTES/FTEF	15.86
Fill rate	77.51%
# of Pri Sec	177
	-1.28%

Fall 2019 as of 9/9/2019

FTES	3,166.50
FTEF	212.95
WSCH/FTEF	460.50
FTES/FTEF	14.87
Fill rate	86.13%
# of Pri Sec	881
	-4.64%

Dr. Orf informed the committee that he was contacted by representatives of two discipline plans that wanted his assistance to see how they compare to other discipline plans. Music was one. The other was a counselor who felt that STEM is competing against itself (general education courses vs. other STEM). Dr. Orf asked the counselor to come speak with the committee when possible. In the meantime, Dean Ho will reach out to the counselor.

5. Report on our additions (Spring 2020)

The deans, (Chopra and VP Whalen for BHAWK in Dean Law's absence) discussed their additions for spring. They pretty much adhered to the previously approved additions.

6. Report from DEMC (PT instructor budget information)

In regard to reporting consistent data at DEMC, there will be a conference call this afternoon on this issue. We also have to be consistent in what we report week-by-week. We would still include FTEF, FTES, productivity, fill rate, and head count. Hopefully this conversation will lead to us (District and colleges) speaking the same language, including in terms of non-credit.

Part-time instructor budget information: We are in the hole. Over the last several years we have usually been under \$1M short in the PT budget category and this is usually the largest line item in our budget (\$850K over budget last year; Chabot was over \$3.3M).

7. Non-Credit Targets

We are two months away from having our targets set. How do we target non-credit? DEMC wants us to have a discussion here and bring back some ideas to them.

Some comments made:

- We cannot set targets for the purpose of identifying potential revenue until we have actually been through this for a while; we can target costs but have no clue as to what we can bring in.
- Based on our offerings for next semester, what do we estimate?
- We should treat non-credit like a regular discipline plan...
- We need to be able to examine several semesters first.
- Math Jam is the only one that's completed all semesters.
- Without having a history of the past semesters that we can look back on we'll have over-estimates of enrollments which leads to other problems.
- Deans in these areas can work with their faculty over the next couple of weeks to come up with recommendations of what we can do.
- Put in a SCFF application using our costs for this semester (ask for direct labor cost).
- We are only ready to discuss from a cost perspective; not a revenue perspective.

8. Marketing Issues

IP Bennie attended a real estate association meeting where they asked her who they could contact for public relations information. They said they see information on buses, malls, etc. but nothing about specific programs. They were interested in Community Education as well. Some comments: We could ask Guisselle to complete something designed specifically for this. Also strong workforce money was used to create some area videos; feedback was received and District is doing second versions.

9. Good of the Order

Thompson: In the area of the SCFF where we are most successful (student success), there have been more parameters put around it, making it really difficult for any college

to grow that area. Unless parameters change, the only areas we can make up deficit is FTES and financial aid. It falls on this body to deal with this. Some folks have presented ideas on how to bring new bodies to campus which is really what we need. During this period of hold-harmless we need to think about what types of programs would bring folks here. Public Safety has taken this and run with it so we have asked that they come here and present their ideas. We need to think about anything in terms of increasing our headcount. Meeting with Theater today as they have new ideas for attracting new folks; new populations on campus.

Comments:

Needs to be sustainable; don't keep dying programs.

Half the students that applied to LPC actually enrolled. 2017-18 data – 45% applied and enrolled; 62% enrolled at any community college; 17% didn't pick LPC.

Dean McElderry stated that he and Dean Law are working on a SCFF project regarding student housing; many students would love to live in the area.

Adjournment: 11:56 p.m.

Next meeting: September 27, 2019