



# CEMC Meeting Minutes

Friday, February 10, 2023 | 10:30am | via Zoom

LPC Mission Statement	LPC Planning Priorities	
<p>Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.</p>	<p>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.</p>	<p>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.</p>
Chair (voting)	Deans (voting)	Faculty (voting)
<p><input checked="" type="checkbox"/> Kristina Whalen, Co-chair <input checked="" type="checkbox"/> Thomas Orf, Co-chair</p>	<p><input checked="" type="checkbox"/> Stuart McElderry <input checked="" type="checkbox"/> Nan Ho <input checked="" type="checkbox"/> Tamica Ward</p>	<p><input checked="" type="checkbox"/> Jeremiah Bodnar <input checked="" type="checkbox"/> Rajeev Chopra <input checked="" type="checkbox"/> Sarah Thompson <input checked="" type="checkbox"/> Rafael Valle <i>Attendance (Quorum = 5 voting members)</i></p>
Administrators (non-voting)	Administrators (non-voting)	Classified Professionals (non-voting)
<p><input checked="" type="checkbox"/> Dyrell Foster, President <input type="checkbox"/> Anette Raichbart <input checked="" type="checkbox"/> Jeanne Wilson <input type="checkbox"/> Rajinder Samra</p>	<p><input checked="" type="checkbox"/> Amy Mattern <input checked="" type="checkbox"/> Kevin Kramer <input checked="" type="checkbox"/> Joel Gagnon</p>	<p><input checked="" type="checkbox"/> Carolyn Scott <input checked="" type="checkbox"/> Andrea Migliaccio</p>
Academic Senate	Classified Senate (2)	Student Senate (2)
<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Aubrie Ross <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/></p>
Guests		
<p>Heike Gecox Craig Kutil</p>		

Agenda Item	Information/Discussion	Action/Assigned To
1.	<b>Call to Order</b> Dr. Orf called the meeting to order at 10:31 a.m.	
2.	<b>Review &amp; Approval of Agenda</b> Agenda approved by the committee. We have a new committee member, Rafael Valle. The contract dictates that we have someone from counseling on the committee.	Approved Kramer/Valle
3.	<b>Review &amp; Approval of Minutes – December 9, 2022</b> Minutes approved by the committee with one abstention.	Approved Ho/Thompson
4.	<b>Latest Numbers</b> Drs. Whalen & Orf reporting: For spring semester we are hold steady. Dr. Whalen shared some info regarding totals for the year and how they line up with the resource allocation sheet.  <u><b>Fall 22 as of 12/12/2022</b></u> FTES 2341.74 FTEF 189.42 WSCH/FTEF 381.59 FTES/FTEF 12.36 Fill rate 70.66% # of Pri Sec 763 -6.81% <u><b>Spring 23 as of 02/06/2023</b></u> FTES 2284.81 FTEF 179.07 WSCH/FTEF 395.61 FTES/FTEF 12.76 Fill rate 71.09% # of Pri Sec 746 3.56%	

	<table border="1"> <thead> <tr> <th colspan="5">DRAFT – AY 22-23 Resource Allocation Totals</th> </tr> <tr> <th>Term</th> <th>FTEF</th> <th>FTES</th> <th>WSCH</th> <th>Source</th> </tr> </thead> <tbody> <tr> <td>Summer</td> <td>43.88</td> <td>654.43</td> <td>458.59</td> <td>*8/8/22 DEMC</td> </tr> <tr> <td>Fall</td> <td>190.48</td> <td>2,368.28</td> <td>383.51</td> <td>*12/8/22 DEMC</td> </tr> <tr> <td>Spring</td> <td>179.27</td> <td>2,303.33</td> <td>395.61</td> <td>*2/6/23 DEMC</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>413.63</b></td> <td><b>5,326.04</b></td> <td><b>412.57 (avg)</b></td> <td></td> </tr> <tr> <td>Allocation/Target</td> <td>438.90</td> <td>6,542.00</td> <td>490</td> <td>DEMC Resource Allocation Sheet</td> </tr> <tr> <td>DELTA</td> <td>(25.27)</td> <td>(1,215.96)</td> <td>(77.43)</td> <td></td> </tr> </tbody> </table> <p>Fill rates - add</p>	DRAFT – AY 22-23 Resource Allocation Totals					Term	FTEF	FTES	WSCH	Source	Summer	43.88	654.43	458.59	*8/8/22 DEMC	Fall	190.48	2,368.28	383.51	*12/8/22 DEMC	Spring	179.27	2,303.33	395.61	*2/6/23 DEMC	<b>TOTAL</b>	<b>413.63</b>	<b>5,326.04</b>	<b>412.57 (avg)</b>		Allocation/Target	438.90	6,542.00	490	DEMC Resource Allocation Sheet	DELTA	(25.27)	(1,215.96)	(77.43)		
DRAFT – AY 22-23 Resource Allocation Totals																																										
Term	FTEF	FTES	WSCH	Source																																						
Summer	43.88	654.43	458.59	*8/8/22 DEMC																																						
Fall	190.48	2,368.28	383.51	*12/8/22 DEMC																																						
Spring	179.27	2,303.33	395.61	*2/6/23 DEMC																																						
<b>TOTAL</b>	<b>413.63</b>	<b>5,326.04</b>	<b>412.57 (avg)</b>																																							
Allocation/Target	438.90	6,542.00	490	DEMC Resource Allocation Sheet																																						
DELTA	(25.27)	(1,215.96)	(77.43)																																							
5.	<p><b>Draft Strategic Enrollment Management College-wide Day Agenda Outline</b>  Drs. Whalen and Wilson  March 10 (9am – 1pm) is another day of campus-wide conversation on enrollment management and growth. We’ve been thinking about how to frame this. We’ve drafted an outline and welcome your feedback: Wings of Academic and Student Services.  Comments:</p> <ul style="list-style-type: none"> <li>• When using acronyms (i.e. FTES, FTEF) please explain or use reference guides.</li> <li>• Student Services has no mention of admission processes or streamlining</li> <li>• Great ideas!</li> <li>• Add OEI</li> <li>• Ways to incentivize on campus enrollment</li> <li>• Embedded tutoring – meeting students where they are</li> <li>• Students are drawn by our Honors Program (even those students out of the area)</li> </ul>																																									
6.	<p><b>Marketing for Summer/Fall 2023 – Charles (Chip) Woermer</b>  Table until next meeting when Chip has been formally invited.</p>																																									
7.	<p><b>Review or CEMC Charge for Shared Governance Handbook</b>  Dr. Orf: The FA contract says we have 4 faculty members voting but we now have 5 since we’ve added Valle today. Since he’s co-chair, Dr. Orf will remove himself as a voting member for the rest of the semester. Then later we can decide to continue or change what to do in the future.</p>	Approved Whalen/Bodnar																																								

	<p>Discussion/Comments:</p> <ul style="list-style-type: none"> <li>• We'll take out the wording "one from each division"</li> <li>• The contract says 4 faculty and one from counseling; doesn't say where they come from</li> <li>• Change to add counseling will be added to the charge and governance documents</li> <li>• Contract says "targets by discipline" which we don't do; great idea for discussion</li> </ul>	
8.	<p><b>Good of the Order</b>  Mr. Chopra: Business conference down south and 31 students have committed to go. It's the highest number of students we've ever taken.</p>	None

Meeting adjourned at 12:00pm

Next meeting: Friday, February 24