



# College Enrollment Management Committee

February 26, 2016 | 10:30 a.m. | Room 1687

## 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.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

## CEMC

### Members Present (voting):

Roanna Bennie  
Debbie Fields  
LaVaughn Hart  
Thomas Orf  
Lisa Weaver (via phone)

### Members Present (non-voting):

None

### Members Absent:

Jason Craighead  
Lisa Everett  
Don Miller  
Dyan Miller  
Barbara Morrissey  
Diana Rodriguez  
Sylvia Rodriguez  
Barry Russell  
Rajinder Samra  
**ASLPC Student Rep** – absent

## Meeting Minutes

1. Call to Order: The meeting was called to order at 10:38 a.m.
2. Review and Approval of Agenda – MSC: Weaver/Orf. Committee approved.
3. Review and Approval of Minutes (February 5, 2016) – MSC: Orf/Fields. Committee approved.
4. Update on 15/16 FTES data  
As of 3/3/16  
LPC Total = 6,967.38 FTES  
Chabot Total = 9,970.89 FTES  
Grand Total = 16,938.27  
FTES Target = 17,191  
Shortfall (252.73)

### LPC Spring 2016 (as of 2/22/16)

FTES*	3,106.51
FTEF	196.64
WSCH/FTEF	489.00
FTES/FTEF	15.80
Fill Rate	85.89%
# of Pri Sec	830.00
*154 <sup>th</sup> Academy	38.00
155 <sup>th</sup> Academy	90.00

Ms. Hart stated that we are doing well. She had a conversation with Lorenzo Legaspi (regarding our budget) explaining how there are a number of things that are real FTES but won't show up on Argos Census data. For example, there is 38 FTES from the 154th Sheriff's Academy that does not show up in Argos data right now because it is a positive attendance. Only 65% of the anticipated will show up until after the Academy ends. The 155<sup>th</sup> Academy ends June 16. It began in December. We are trying to figure out how we can have it counted as a Spring class (or at least some of it) as it will generate ~90FTES. Per Mr. Legaspi, if the FTES is not showing up in Argos, he doesn't think it should be used to determine 16/17 budget; eventually, the funding will come to the campuses but it might be in two years. Ms. Hart stated that we would be at 16,900 actuals as of right now if non-credit,

and the academies are not included, which would put us at 17,069 for the budget. There is a revision (based on the May revise) where Mr. Legaspi could possible advocate to include whatever is in Argos at that time.

There will be more discussion of this at DEMC, PBC, and with the chancellor to clarify the budget situation.

#### 5. 16/17 Planning

- a. Review Summer 16/Fall 16
- b. Finalize Spring 17 adds

Ms. Hart provided handouts. She stated that she updated all the discipline plans to reflect what is approved for Summer and Fall.

	Allocation	Plans	Sum 16	Fall 16	Sp 17	Prop. Addl
<b>ALSS</b>	179.39	182.18	16.46	84.46	81.26	10.22
<b>BSBA</b>	79.71	82.57	7.08	38.99	36.50	1.98
<b>STEMPS</b>	171.02	177.64	19.08	78.74	79.82	7.49
<b>SS</b>	7.40	7.60	0.40	3.97	3.23	-
<b><u>Total FTEF</u></b>	<u>437.52</u>	<u>449.99</u>	<u>43.02</u>	<u>206.16</u>	<u>200.81</u>	<u>19.69</u>

The committee reviewed the data and had a discussion about additions for Spring 17. Ms. Hart stated that we are well over our allocation. Committee members agreed that we should not add anything else for Spring right now until the budget situation is clearer.

There is still an issue of classroom space so we are still looking at using a couple of rooms at the District for daytime classes.

#### List of upcoming Academies

- 156 – April 25, 2016 - November 1, 2016
- 157 – August 29, 2016 to March 2017
- 158 – Tentative-will close summer 2017

#### 6. Marketing Efforts Update

Not covered

#### 7. Review of Committee Structure

VP Bennie requested to discuss this item first since the committee has not been able to cover it over the past meeting. She read the language regarding CEMC from the faculty contract section 26E:

*“Each college will have a College Enrollment Management Committee (CEMC). The CEMCs shall be composed of four (4) representatives appointed by the Faculty Association and four (4) representatives appointed by the College President, as well as*

*non-voting support staff as necessary. The CEMCs will be co-chaired by a Faculty member and one of the appointees of the College President.”*

VP Bennie stated that the President requested that we either follow the contract or change the contract. She stated that she needs to report back to the President on this issue. Both chair and co-chair are responsible for carrying out the duties of the committee. VP Bennie stated that she has sufficient input so she is not asserting herself to have more influence; she is comfortable with the label “co-chair” so that we can move forward. It’s contractual. Attaching the label to her role as co-chair and leaving things as-is seems amicable. The VP at Chabot currently co-chairs CEMC.

Ms. Hart stated that the way it has worked for her and previous chairs is to work closely with the VP. We will follow up and have one more discussion. Ms. Hart confirmed that at Chabot, VP Stacy Thompson co-chairs CEMC.

#### 8. Good of the Order

Ms. Hart stated she was approached by president to follow up after the visit from IEPI Partnership Resource Team. The group had a series of questions about our enrollment management process, enrollment growth trends, productivity, and other challenges. She worked with Sylvia Rodriguez to compile and submit a report to them. They covered FTES trends over five years. They also provided information on enrollment trends in terms of where students are coming from, and described the enrollment management process referring to contract language, DEMC, and CEMC. They also included information about our challenges, growth and productivity. Ms. Hart stated that the team is supposed to respond with information to a help us.

VP Bennie added that the group is a technical assistance group that we asked to help us. They are here to provide us with some options and ideas for ways to address various aspects of enrollment management. There is potentially funding available to implement strategies that the college determines could be beneficial. There was discussion on what challenges the committee would like the IEPI group to focus on. Marketing/outreach were areas where the committee felt input would be particularly helpful.

Ms. Hart stated that she will be meeting with them again on Monday and welcomes feedback.

#### 9. Adjournment – 11:55 a.m.

Next meeting scheduled for March 11.