

## 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  
Dyan Miller  
Thomas Orf  
Lisa Weaver

### Members Present (non-voting):

Lisa Everett  
Don Miller  
Barbara Morrissey  
Diana Rodriguez  
Sylvia Rodriguez  
Carolyn Scott

### Members Absent:

Jason Craighead  
Andrea Migliaccio  
Barry Russell  
Rajinder Samra

## Meeting Minutes

1. Call to Order: The meeting was called to order at 10:35 a.m.
2. Review and Approval of Agenda – MSC: Weaver/Orf with one addition from VP Bennie to add Town Meeting on Dec. 2 (which will be covered under Marketing Efforts).
3. Review and Approval of Minutes (October 23, 2015) – MSC: Orf/Bennie (1 abstention)

### 4. Update on 15/16 FTES Data (Handout – LPC Enrollment Summary)

Ms. Hart stated that she did a comparison of the last three years. For summer and fall we are 3.85% over for the same period last year. This shows growth and that we are moving forward. There's still a lot of work to do. Ms. Hart also compiled data for both LPC and Chabot with estimates for spring 2016. Based on this data she thinks we are in fairly good shape for spring.

Ms. Hart stated that this afternoon she would be meeting with parties from Chabot to discuss some of their data to get a better understanding.

### 5. Report on Chancellor's response to DEMC Recommendation Targets for 16/17

Ms. Hart compiled the following information to inform the committee of the Chancellor's response and what it would mean for us.

#### **14/15**

*Base: 16,700*

*Target: 16,861*

*Rolled back from Sum 15 to 17,196*

#### **15/16**

*Base: 17,020*

*Target: 17,191*

*Current Estimated FTES: 16,900-17,050 based on reports for colleges CEMC*

#### **16/17**

*DEMC Recommendation:*

*Base: 17,191*

*Target: 17,362*

*(Build budget on 17,191)*

*Planned rollback from Sum 15 to 15/16 to fund district at 17,362.*

*Use this as stability year.*

*Chancellor's Decision*

*Base: 16,700*

*Target: 16,867*

*Need to add ~500 FTES*

*In 17/18 to come out of stability OK*

### **17/18**

*Base: 17,362+*

*No rollback because we will have been on stability in 16/17*

*Funding going forward is based on 17,362+ growth*

Ms. Hart stated that the Chancellor has not yet put her recommendation in writing or presented it to the DEMC. Ms. Hart stated that she met with President Russell and VP Bennie to discuss this issue and they have decided to go forward with the DEMC recommendation. Ms. Hart stated that due to a previous roll back the District has an additional \$1.55 million so there is funding. She stated that in PBC it was recommended that this money be used to primarily fund the growth of the campuses. Ms. Hart stated that VP Bennie and President Russell have been extremely helpful and she thanked them for the help and support they have provided.

#### **6. Report on Spring Class Additions**

VP Bennie stated that an additional 4 or 5 FTEF was added to the schedule. These consisted of bottlenecks and high efficiency classes. So there are additional sections of Math and English classes. They are all in the system but not all of them are staffed.

VP Bennie stated that she is really encouraged by the workshop and recruiting event tomorrow. There are about 170 people signed up including counselors. They have been asked to bring resumes. Human Resources staff will be in attendance.

#### **7. 16/17 Discipline Plans**

Ms. Hart provided a handout that included information on FTES, FTEF, WSCH/FTEF, and FTES/FTEF for the last several years as well as the FTEF allocation for each discipline by division. She stated that she met with the deans to discuss the information. A lot of FTEF allocation amounts were rollovers from 15/16 that included FTEF that was add this year. Some notes were made where we might want to add. There were a couple disciplines that were adjusted down but most of the time they stayed steady or were bumped up. She asked that everyone look through the information to see if there are any issues. She stated that she and Roanne hadn't yet developed the memo to go out with the discipline plans but it is coming. She opened up the topic for review and discussion.

**Summary**

Total FTEF for 16/17 on Templates	437.50
Total FTEF for 16/17 Allocation	440
Sheriff's Academy & AJ Adhoc	?
Chancellor's 16/17 Allocation	427
Total FTEF for 15/16 Plan	411.47
Total FTEF for 15/16 Scheduled	431.86
Sheriff's Academy Adhoc*	15.50
	447.36
Spring 16 FTEF	205.26
*estimate	

Ms. Hart stated that she made the requested template changes. A drop-down was added for summer. She also informed the committee that the 2016 summer session dates are set across the District now. There is no change in Fridays off for Summer so classes should be planned for a 4-day schedule. There may be ways to make accommodate if there are classes that really need to meet on Friday,. Also for the template a drop-down was added for the Term field on the potential additions sheet. Also the question "Was course offered in 15/16? If so when?" was added since it is helpful to know this information when making decisions. She asked the committee to let her know if other changes are needed. Ms. Hart states that the plan is for discipline plans to be due to deans by December 2. The goal is to have the discipline plan templates out to faculty by early next week. She and VP Bennie will write the memo to accompany the plans.

**8. Marketing Efforts**

VP Rodriguez stated that this topic was covered last time. But she had given President Russell in depth information at another meeting where most of the CEMC committee members were in attendance.

Ms. Hart stated that we should do anything we can to market the college. She plans to take some class schedules to hand out in the community. VP Rodriguez stated that they will happily send schedules to anyone's office if needed.

VP Bennie stated that Chabot has launched strategies to increase their enrollments which has caused discussion around the District. So President Russell would like to use the second hour of Town Meeting for the campus to discuss strategies to increase enrollments. The hope is to have discussion groups, pros and cons of possible strategies (weekend college, night classes, DE, outreach), and rank them. President Russell might call on some from this committee to lead the breakout groups.

**9. Good of the Order (1:15)**

Committee members thanked Ms. Hart for her work.

Ms. Hart stated that the next meeting will be on December 11 and we should have information on discipline plans by then.

10. Adjournment – 11:47 a.m.