

**LAS POSITAS COLLEGE**  
**College Enrollment Management Committee**  
**Minutes of Special Meeting**  
**October 11, 2013**

Attending: Mr. Craighead; Dean Garoupa (voting); Ms. Hart (chair, voting); Ms. Migliaccio; Dr. Orf (voting); V.P. Rodriguez (voting); Ms. Scott; Dr. Weaver (voting).

Absent: Dr. Ankoviak (voting); Dr. Everett (voting); Dean Miller (voting); Dean Morrissey; Dr. Noble (voting); Dean Rodriguez; Mr. Samra

**1. Call to order:** 10:35 a.m. by Chair, Ms. LaVaughn Hart; Room 2450

**2. Approval of minutes**

MSC: T. Orf/J. Garoupa to approve (unanimous)

**3. Spring FTEF Additions (status)**

Ms. Hart provided a detailed spreadsheet (handout) for discussion. It showed each division's breakdown of FTEF for Spring 2014, including additions. Total came out to be 8.35 (.11 short of the FTEF target of 8.46). Ms. Hart requested the committee to review for accuracy. Dean Garoupa requested that ANTH 12 be changed to ANTH 1 (faculty choice). Dean Morrissey noted that one of the PSCN 15 classes should be PSCN 25.

As of yesterday:

180.69	FTEF
554	WSCH
3238	FTES
92.24%	Fill rate

(FTES year goal for 2013-14 is 6721.51; need 3099.06 for Spring 2014)

Ms. Hart will email this information to committee members. If there is some restoration money left from other campuses, we will try to pursue it.

**4. FTEF Information from DEMC/Timeline**

The decision at DEMC was to recommend a 2% restoration number. It's being approved by the Board of Governor (BOG) and looking good. BOG also looking at 4% (Super COLA) to make up for the years that we had negative COLA.

New District number for 2014-15 Target: 16689 FTES (can be changed)

Current base 2013-14:	16362 FTES
LPC Target:	6855.9 FTES

400.6 FTEF

7.8 FTEF additional for 2014-15

Another thing that was determined at DEMC: FTEF allocated through the DEMC process will not be used for reassign time.

#### **5. Discipline Plans 2014 - 15**

Need to discuss this and other issues at this meeting because the meeting scheduled for October 25 is canceled due to many attending an accreditation workshop.

We have a contract with the Sheriff's Academy to provide two academies per year. We have only been providing one and not meeting this contractual obligation. So we need a second academy at 3 FTEF. Grants and other funding sources are being explored. Discussion ensued on how it would look if 3 FTEF was taken off the top of all divisions for this reason. This program brings in a very significant FTES number. It's been said (by Mark Tarte) that a high number of students who complete the academy come back for other classes.

More discussion ensued and suggestions were made. Final recap of what deans will tell their faculty: We will do a straight roll over. We do anticipate growth but don't have a firm idea of what that would be or how it will be distributed because there are a number of factors in play, including the need to accommodate a second academy which is contractually required. Then at the CEMC meeting on November 8, we will have a more detailed discussion on how we will handle the academy issue, and determine the exact number we need to plan for. Plans are due back to the deans by November 15, and presentations by the deans will occur on November 22. Think about what you will do with an increase because we do believe there will be some FTEF.

Dr. Orf presented an issue that came up in Senate: The Senate is concerned that as we start adding classes back, that it not be a haphazard process. Ms. Hart reminded that a small group (Orf, Hart, and Morrissey) will meet to discuss some ideas of how this will be handled before November 8. In the meantime use the criteria we used before.

#### **6. Tracking FTEF Effectively - Discussion continued**

This is an ongoing discussion to come up with ideas as we go on. It's good to go through as Fall and Spring are finalized to look at what our plans say and how close we were to following them.

**7. Good of the Order** (none)

**8. Adjournment:** 12:00 p.m.

**Next Meeting:** Friday, November 8 at 10:30 a.m. room 2450