



CEMC Meeting Minutes
Friday, November 14, 2014
10:30 AM - 12 PM | 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 Focus Goals

- ❖ Equity
- ❖ Excellence
- ❖ Completion

LPC Planning Priorities

- ❖ Support for the curriculum process
- ❖ Technology utilization with an emphasis on staff development
- ❖ Success and persistence through the Basic Skills sequence
- ❖ Accreditation

Voting Members:

Quorum:

Name	Position / Department	Present	Name	Position / Department	Present
Debbie Fields	Faculty, STEMPS	X	Tom Orf	Faculty, ALSS	X
LaVaughn Hart	Faculty, STEMPS	X	Diana Rodriguez	VP, Student Services	
Don Miller	Dean, ALSS	X	Lisa Weaver	Faculty, BSBA	X
Dyan Miller	Dean, BSBA	X	Renee Kilmer	VP, Academic Services (Interim)	X

Non-voting Members:

Name	Position / Department
Lisa Everett (<i>present</i>)	Dean, STEMPS
Andrea Migliaccio (<i>present</i>)	Scheduler, Academic Services
Barbara Morrissey (<i>present</i>)	Dean, Student Services
Sylvia Rodriguez (<i>present</i>)	Dean, Enrollment Services
Barry Russell	President, LPC
Rajinder Samra	Director, Institutional Research & Planning
Carolyn Scott (<i>present</i>)	Executive Assistant, Academic Services
Claire Huestis (<i>present</i>)	ASLPC Student Representative

Other(s) present:

Jeff Kingston

Minutes

1. Call to Order	Meeting called to order at 10:39 a.m.
2. Review and Approval of Agenda	MSC: Orf /Kilmer to approve the agenda
3. Review and Approval of Minutes (10/10/14)	MSC: Lisa Weaver/Dyan Miller to approve the minutes (1 abstention)

4. 14/15 FTEF/FTES Update

	LPC	Chabot
FTES	3229.93	4376.21
FTEF	187.20	276.62
WSCH/	533	486
FTES/FTEF	17.25	15.82
Fill	88.88%	83.83%
Short of base	(71.84)	(83.93)
w/o rollback	62.16	(21.93)
Short of target	(161.90)	(213.33)
w/o rollback	(41.90)	(151.33)

Our numbers show that there was a drop in FTES (about 30+ students) over the last two weeks. Seems strange at this point of the semester (after census). The committee discussed possible reasons why. There was mention of several students dropping from a 5-unit math class before and after census that could have been the cause. The drop in FTES was a larger than expected number. Going forward it would be good to understand our numbers, trends, and things like this because it would be helpful for future planning. It was suggested that maybe in the future we could have a meeting to look back at what worked or what didn't work.

We are on a good track but not where we need to be.

5. 15/16 DEMC Recommendations

Ms. Hart provided the committee with an overview of the last DEMC meeting where the District's allocation proposal for 2015-16 was presented and discussed. There was a lengthy discussion about where to set base for 2015-16. Current base for 14/15 is 16861 FTES. The FTES target for 2015-16 is 17,191. Ms. Hart stated that there will be growth money available statewide that other districts will not be able to obtain. We will roll back summer of 2015 and 2016. The State is changing how campuses will receive growth money starting this coming year. At that time, our ability to capture unclaimed growth might not be what it is now. This is an opportunity for LPC to capture growth and have it on our books. If we can do this it could bring approximately \$3 million to the District at the cost of \$1 million. It puts a huge burden and potential on the campuses.

A proposal was made to lower the productivity from 520 to 515 FTEF. The FTEF allocation for LPC is 423.3 (12 FTEF more than last time), but it is not enough to make the numbers. One strategies would be to bump up our summer 2015 offerings. We need to be very cognizant of the need that's placed on all of us to make the numbers.

We need support in advertising with some funds from the district for marketing. Social networking and students can help. To reach this target, focus must be on high productivity. There was a concern that if LPC makes the base but Chabot falls short, what do we have to pick up and will they still receive an equal share of money. It was stated that Chabot is very aware and are doing some different things. They have been more aggressive in their CEMC, looking at course by course. They are working hard on it. But there will be an impact if they do not make their numbers; should Chabot not make their number, the allocation model percentages would need to be adjusted because it is based on FTES generated at each campus.

Stability for 2016-17 – At DEMC, there was discussion about the possibility of being in stability funding if colleges don't make base one year. The State will give us a year to bring our numbers up to

base.

6. 15/16 Discipline Plans

The committee reviewed past division/discipline numbers for years 10/11, 12/13, and 13/14 to get an idea on how to proceed with 15/16 plans. Any productivity under 400 should be carefully reviewed and questioned, keeping in mind that there are reasons for some to be lower. Disciplines will not automatically be given the same allocation they received last year. There will not be a roll over. The plan is to send discipline plans to deans by Monday (November 17).

Total FTEF for 2014/15:	397.55
Sheriff's Academy & AJ AdHoc	<u>15.50</u> (estimate)
	413.05

2015/16 Allocation	423.32
Amount to be allocated:	10.27

Committee members discussed how to obtain more accurate numbers. Suggested strategy: Ms. Hart will look at the plan numbers for 14/15 for the divisions and examine whether they are accurate (using the prior discipline plans as a standard), then propose an allocation that will be discussed with the deans before discipline plan templates are sent out. The template will have a sheet for adding proposed additions. FTEF added over the past year may be pulled out of the initial allocation. These can be added back later if needed.

Motion: This committee having become aware of the financial implications of late start and fast track sections of courses, recommends that disciplines be very selective in choosing courses that are offered on less than a full term basis. Going forward starting Fall 2015 classes should be primarily offered for full term. Serious consideration should be given to the impact on WSCH for less than full-term courses versus the WSCH advantage of offering classes for full term.

MSC: Weaver, Hart, Fields, Orf/Don Miller, Dyan Miller, Everett (unanimous)

7. Campus/District Marketing

Discussed earlier under DEMC Recommendations

8. Good of the Order

N/A

9. Adjournment

12:45 p.m.

Next Regular Meeting: *December 12, 2014*

Minutes edited by LaVaughn Hart