



CEMC Meeting Minutes
Friday, September 26, 2014
10:30 AM - 12 PM | President's Office Conference Room

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	
LaVaughn Hart	Faculty, STEMPS	X	Diana Rodriguez	VP, Student Services	
Don Miller	Dean, ALSS		Lisa Weaver	Faculty, BSBA	X
Dyan Miller	Dean, BSBA		(Vacant)	VP, Academic Services	

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 (<i>present</i>)	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:

Jason Craighead
 Jeff Kingston

Minutes

Call to Order	Meeting called to order at 10:37 a.m.
Review and Approval of Agenda	MSC: Weaver/Morrissey to approve the agenda (Morrissey voting in absence of Diana Rodriguez)
Review and Approval of Minutes (9/12/14)	It was pointed out that Debbie Fields was not present, and Jason Craighead was present at the last meeting. Also it was requested that the President's Office new template for minutes indicate whether or not non-voting members are

	present, and the decision was to add a note next to their names. With this in mind, the vote was called. MSC: Weaver/Everett to approve the minutes with minor adjustments of attendees being absent or present. (Everett voting in absence of Don Miller)
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New Student Member:	Dean Rodriguez introduced our new student committee member Claire Huestis.
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FTEF/FTES Update	
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	<u>LPC</u>	<u>Chabot</u>
FTES	3250.19	4382.11
FTEF	187.54	276.10

Per LaVaughn Hart: This information is current as of yesterday on SWOXEN. It does not include the remaining amount of FTES from the academy that just ended. It's estimated to be an additional 36 – 40 FTES that's not showing up on the report. Also there's additional classes coming online in October and only some show up now. So there might be about 55 – 60 FTES that will show up by the end of the semester. Based on this, we should make our base. We will end about 85 short of the target. We are still doing well with productivity; fill rate still high.

	<u>LPC</u>	<u>Chabot</u>
WSCH/FTEF	536	487
FTES/FTEF	17.33	15.87
Fill	89.13%	84.04%
Short of base	(45.59)	(50.74)
Short of target	(135.65)	(180.14)

Summary 2014-15				
	Summer	Fall (9/25)	Spring (plan)	Total
FTEF Total	25.27	187.82	189.29	402.38
Sheriff Academy				11.64
Total Available				411.03
Total Remaining				(2.99)

Ms. Hart stated that she used the new Argos reporting tool to determine the FTEF so she thinks the Spring number is pretty accurate. It appears that we are close to where we planned to be for Spring. These numbers account for the roll back. She met with Dr. Russell after the last meeting and he approved going up to level three of the additions. At last meeting the committee discussed what courses to add to late start classes that will commence on October 20. Some courses were not included due to a lack of instructors or lack of facility. Jennifer Aries has started marketing for these late start courses. They are listed (on the website) and students are registering. If these classes are filled it could potentially give us about 21 more FTES. Ms. Hart will forward the detailed list and other info to committee members. There are other classes on the list besides the "additions" because it's being used for marketing purposes.

There's potentially 14 courses to be added to Spring. Dr. Russell has approved the committee to identify ranks 4 – 6 so that if we see that we can add more classes in Spring, we will be ready. Finding vacant classrooms is an issue we are faced with. Also we are already over FTEF. There is a

cost to everything added but if we are close to our target, it can be a good investment. A discussion ensued regarding the addition and ranking of the courses. Ms. Hart will send the summary information to the committee but everything is subject to change.

DEMC meeting is scheduled for next Friday. Conversation has already started regarding next year. Where do the numbers start? With the plan? Or the plan plus enhancements? We need to make a decision. Committee will need to look at numbers and decide. There will be a budget presentation.

Good of the Order	Dr. Weaver welcomed Debbie Fields back and thanked Ms. Hart for sending out the forms. Ms. Hart explained the Argos tool that is available to assist in report preparation. She also reported that the meeting on October 24 might be cancelled as she and Dr. Orf are due to be out of town.
Adjournment	12:40 p.m.
Next Regular Meeting: <i>October 10, 2014</i>	