



# CEMC MEETING MINUTES

Friday, October 8, 2021 | 10:30 a.m. | via Zoom

## LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

## LPC Planning Priorities

- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

## College Enrollment Mgmt. Committee

### Members Present (voting):

Jeremiah Bodnar (voting)  
Rajeev Chopra (voting)  
Nan Ho (voting)  
Stuart McElderry (voting)  
Thomas Orf (Co-Chair)  
Sarah Thompson (voting)  
Tamica Ward (voting)  
Kristina Whalen (Co-Chair)

### Members Present (non-voting):

Erick Bell  
Dyrell Foster  
Amy Mattern  
Andrea Migliaccio  
Anette Raichbart  
Rajinder Samra  
Jeanne Wilson

**Classified Senate:** Aubrie Ross

### Members Absent:

Carolyn Scott

### Guests:

Heike Gecox, Theresa Rowland, Anne Kennedy, Helena Cruz, Sarah Bettencourt, Craig Kutil

## Meeting Minutes

### 1. Call to Order

Dr. Orf called the meeting to order at 10:30 a.m.

### 2. Review and Approval of Agenda

Committee members approved the agenda with an adjustment to item 6, renaming it to "District Allocation Target Sheet." (Ho/Bodnar)

### 3. Review and Approval of Minutes of September 24, 2021

Committee members approved minutes (McElderry/Ho).

### 4. Latest Numbers

Dr. Orf reporting: Our numbers don't show much change. We are getting to the point where the numbers are getting solidified and won't change much. Both LPC and Chabot are down around ten percent. We're going through what most community colleges are experiencing. Chabot's numbers are likely to fluctuate when the Sheriff's Academy kicks in.

### Fall 21 as of 10/4/2021

FTES 2518.60  
FTEF 190.73  
WSCH/FTEF 407.02  
FTES/FTEF 13.21  
Fill rate 77.59%  
# of Pri Sec 782  
-9.99%

### 5. Report from DEMC

Dr. Orf: Something was brought up regarding future items. Looking at the co-chairs of DEMC, one is from Chabot and one is from the District. We felt we should have tri-chairs so we could include a chair from LPC. Dr. Rowland made the comment that it might not be viable according to the contract. Jeff Druin later called and gave his full support of the idea. So we will check the contract to see if tri-chairs are allowed and if so, we'll go ahead with this. If not, we can easily write an MOU. Then we will have input at the top level at DEMC like the others. This will be brought up at the next DEMC meeting.

### 6. Items for Allocation Target Sheet (Productivity, Offsets, Targets, etc.)

Dr. Orf: Shared the approved revised allocation target sheet from the District's website. At DEMC we began a discussion about the offsets (nursing, dental hygiene, sheriff's academy); do we want to continue to take the FTEF off the top. Do we want to stop putting up a productivity level as our goal when it is very clear we're not going to meet it. Also the lab/load factor. So let's have the discussion here, then we'll take this back to DEMC.

Dr. Whalen: We have another CEMC meeting before the next DEMC, so let's look at the data points we want to have between now and the next CEMC

meeting that will help inform our perspective as we go into DEMC, and engage in some advocacy about what the allocation sheet will look like for next year.

The committee engaged in discussion. Some comments below.

- The current process we have of trying to decide what productivity level we want to operate at is ineffective and sets us up to overspend.
- We should start at the productivity and let it drive our target.
- Identify a reasonable productivity level.
- Be cautious about basing next year's numbers on enrollments of the past three semesters.
- Choose a percentage point (i.e., we can do 30% better than our current average right now).
- Set productivity targets for each discipline as in the contract.
- Focusing on the disciplines and their targets makes more sense if we're looking at it from a holistic perspective.
- We should think about what a reduced target would look like for us (490 or 485 or 480, etc.)
- It would be a good strategy to go forward with two scenarios (one in which there is no penalty as it's been in the past, or the responsible one where we are and what we can do).
- If we significantly reduce the WSCH, then we have to significantly reduce the target or we're over budget.
- If we lower productivity down about 30%, then that would put us around 430-440; which would probably take us down to around 2000 FTES, that might be a reasonable target.
- Dr. Rowland will send us a blank allocation sheet with the formulas where we can build our own scenarios and play around with at our next meeting.
- Let's also consider for next time two scenarios for reduction: leaving the allocation the same and having a list of additions and subtractions.
- What's a modest reduction? What's a severe reduction?
- Male students are who we are losing the most and we want to come back if you want to pick one demographic.
- Right-sizing while there is no penalty (we are in hold-harmless).
- Be mindful that we are establishing our three-year average next year.
- The new scheduling software project hasn't quite been implemented yet, but is very important for establishing our three-year average. We're hoping to nudge it along.
- Regarding the offsets, should we continue to take off the top? At the last DEMC we reported out about the conversation we had here that it's probably time to let it go and move towards the understanding of the way SCFF rewards and subsidizes these programs.
  - We need to wait to see where the BAM conversation goes.
- We'll discuss the lab/load factor at the next meeting.

## 7. Enrollment Efforts

- Process/Operations
- Marketing
- Outreach

Dr. Whalen: This is a standing agenda item where we look at marketing and outreach. We have some people here today to give us an update on our outreach efforts: Anne Kennedy, Helena Cruz, both CTE Outreach Specialist, and Sarah Bettencourt, Interim Outreach Specialist. They shared a PowerPoint presentation with the committee and answered any questions.

**9. Good of the Order**

None

**Adjournment:** 12:00pm