



CEMC MEETING MINUTES

Friday, May 8, 2020 | 10:30 a.m. | via Zoom

Meeting Minutes

LPC Mission Statement

Las Positas College provides 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 life-long learning.

LPC Planning Priorities

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ 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):

Rajeev Chopra (voting)
Ruth Hanna (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):

Elizabeth David
William Garcia
LaVaughn Hart
Amy Mattern
Andrea Migliaccio
Anette Raichbart
Carolyn Scott

Members Absent:

Dyrell Foster
Rajinder Samra

Guests:

Theresa Fleischer-Rowland
Emerald Templeton

1. Call to Order

Dr. Orf called the meeting to order at 10:31 a.m.

2. Review and Approval of Agenda

Committee approved the agenda with addition of "Summer/Fall Adds" after item 5

3. Review and Approval of Minutes of April 24, 2020

Committee approved minutes

4. Latest Numbers

Ms. Hart reporting: Good news and not so good news. Summer is strong, but fall isn't. It has improved; now we are 18.5% down as opposed to 40% as last reported. Ms. Hart will send everyone a copy of the report.

Summer 20 as of 5/4/2020

FTES	364.13
FTEF	41.99
WSCH/FTEF	268.47
FTES/FTEF	8.67
Fill rate	66.77%
# of Pri Sec	177
	-33.42%

Fall 20 as of 5/4/2020

FTES	1,325.60
FTEF	
WSCH/FTEF	
FTES/FTEF	
Fill rate	31.22%
# of Pri Sec	960
	-18.65%

5. Productivity for Fall – Memo from Chancellor

Dr. Orf discussed the memo from our Chancellor in terms of our numbers. It was requested at DEMC that our productivity be 485. We will be staying at 490. But we sort of built our schedule around 485. (For spring it was 458). It will be difficult to get back to 490 especially with this pandemic. So now we are looking again at high productivity courses. The Chancellor will be discussing this today at DEMC. We have already allocated our FTEF; wondering what he expects about raising productivity in May after registration is open for the fall. VC Rowland believes we should try accommodate now. Most of this is based on the economic reality. She is working on an update to the "ugly sheet."

Discussion comments:

- Hack at the fall
- Spend less on adjunct regardless of enrollments (letter states reduction in FTEF)
- We could take a stab at what our share of the 18 FTEF be and strategically think how much we want to take from fall, how much from spring
- Look at changes we can make that have no impact on students right now: Sections with zero enrollment for fall; or recover FTES during our typical enrollment management of low enrolled classes and just not add anything back into the schedule as we have done in previous semesters.
- 18 FTEF is approximately 90 sections; our share would be approximately 40 sections. This could be 20 sections each for fall and spring.
- If we have to trim the schedule, we should go class by class (some have multiple sections and all might not be full).
- Different enrollment pattern than we are used to.
- We can't afford to run all the classes that we can potentially fill.
- Look at the very low sections and cancel those now; trim the sections that way. This could also help with the transition plan.
- We should have more clarity after DEMC; might have to do some deliberations to talk about the deduction rate.
- We can call another CEMC meeting if needed.

6. Summer/Fall Additions

We had agreed back in January to add 2 FTEF to the summer schedule. We don't have any money after that to add anymore. We could reduce further in fall and spring and capture the audience we have now (one option). But we'll see what happens at DEMC. We can look at a list of disciplines where the summer wait lists are full. But given what we just discussed it be a challenging time. We can consider course caps of 35 (rather than 24). Classes must be highly productive to be considered. VP Whalen and the deans will review and come up with a list of additions and cuts. They will share back, and if there are strong objections, we'll schedule another CEMC meeting.

7. PBC reaction to budget shortfall on part time instructors' salaries and benefits

This will come up again at the next PBC. The meeting got a little uncomfortable. The concern is that we covered the shortfall this year (\$3.3M), but we used SCFF money. Would like to do this more in an equitable fashion (LPC ends up paying the biggest bulk). It's important to go back and say, going forward, there should be some truing of how the budget line is getting formulated into our budgets, so that we have a reasonable estimate. VC Roberts is supposed to go forward with the actual budget. The PT faculty budget is under budget, but we need to know what the true budget is (it should be developed with facts, accurate numbers). VP Raichbart is reviewing the past year budget versus actuals for adjunct faculty; looking at what we actually budgeted versus what we are spending. It was voted on in PBC that this money be paid by the District. And we are looking at projections for next year (salaries and benefits) trying to be as realistic/accurate as possible.

8. Fall Planning Taskforce: Feedforward

VP Whalen, Dean Ho, and Chad McMullen are the LPC representatives for the Fall Planning Taskforce. The first meeting is on Monday, May 11. Our understanding is that recommendations on changes for fall will be in front of SLT on May 18. What is needed from this body is a sense of where people want LPC to position themselves in the discussion about what fall will look like.

Comments:

- Good plan to transition now to DE before decision
- Earlier decisions are best for students
- Support discipline and faculty to make the transitions
- DE classes are filling more than others
- Gear towards mostly online (since not all discipline can be converted well)
- A lot of this will be guided around facilities and safety concerns

9. Good of the Order

Ms. Thompson shared that this was a meeting with really hard conversation and everyone is being so generous (not throwing around accusations). She's grateful to be at LPC having these discussions. Mr. Chopra stated he feels the same way; great people at LPC.

10. Adjournment: 12:00 p.m.

11. Next meeting: Friday, May 22, 2020 (unless an emergency meeting is called)