



# CEMC MEETING MINUTES

Friday, August 27, 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)  
Tamica Ward (voting)  
Kristina Whalen (Co-Chair)

### Members Present (non-voting):

Erick Bell  
Elizabeth David  
Dyrell Foster  
Amy Mattern  
Andrea Migliaccio  
Anette Raichbart  
Rajinder Samra  
Carolyn Scott  
Jeanne Wilson

**Classified Senate:** Aubrie Ross

### Members Absent:

Sarah Thompson (voting)

### Guests:

Ron Gerhard, Vicki Shipman, LaVaughn Hart, Heike Gecox, Theresa Rowland, Crystal Berry, Mujeeb Dadgar, Richard Dry

## Meeting Minutes

### 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 a minor adjustment to add "or majors" to item 6. (Ho/Bell) 1 abstention

### 3. Review and Approval of Minutes of May 14, 2021

Committee approved minutes (Ho/Ward) with one abstention.

### 4. Latest Numbers

Dr. Orf reporting: Fall enrollment is not as bad as expected. It's down around 11.5% down. We've been hit in all areas. But we were 15% down so this is an improvement.

### Summer 21 as of 8/23/2021

FTES 694.83  
FTEF 45.69  
WSCH/FTEF 463.59  
FTES/FTEF 15.21  
Fill rate 79.23%  
# of Pri Sec 192  
-9.30%

### Fall 21 as of 8/23/2021

FTES 2658.36  
FTEF 190.28  
WSCH/FTEF 433.49  
FTES/FTEF 13.97  
Fill rate 81.92%  
# of Pri Sec 778  
-11.55%

### 5. Report from DEMC – Chabot's Sheriff Academy

Dr. Orf: The latest DEMC meeting was during Convocation week. We went over the numbers and Chabot is sitting similarly to where we are. One thing that came up is that Dale Wagoner requested an additional 7 FTEF for the Sheriff's Academy (SA). Before deciding, we wanted to do some research on the history and bring it back to our CEMC for discussion. It's recalled that when LPC was looking for additional money for the SA within the last few years, a lot of the money came from growth money we had from the State. And it was decided at that point that all additional money would go to LPC, much of it going to the SA. Chabot agreed with this but is saying originally when we got the SA they gave up the FTEF to help us get this started. So they now want help.

LaVaughn Hart was invited back to share a little history regarding this issue. Although the SA contract was long negotiated before Ms. Hart's involvement with CEMC or DEMC, she does offer the following:

- For the last number of years we have received in the DEMC allocation around 7 FTEF for the SA;
- The amount varied from year to year because we had different amounts of academies;
- This amount covered a portion of the cost;
- During that time because of the way the courses are taught it was very hard to distinguish the FTEF cost of those programs;
- We did some analysis several years ago where we tried to figure out the FTEF and WSCH (productivity);
- The numbers on the allocation sheet reflect the correct FTEF;
- The amount of FTES generated by the SA has varied in the 150-220 category;
- The cost is more than 7 FTEF however the college has received monies for those programs;
- There is a kickback that is given to the SA, and when you compare the money that the college pays for the SA you can determine it wasn't a money maker;
- It was costing about \$400K/year to run;
- Reviewing Chabot's contract relating to this, it appears to be a similar contract that LPC had.

Dr. Orf: There was an email request to have a meeting next week to look at off-set programs (i.e. nursing, dental hygiene) where we take money off the top to pay for these programs before the FTEF allocations are sent to the colleges.

Regarding the historical perspective Dr. Whalen shared the 2018-2020 District allocation sheet which was the last time there was that 7 FTEF. When she came onboard 2 years ago it had already been decided that the Sheriff's Academy would be moved to Chabot. They were still negotiating that contract, and the allocation sheet did not have the SA on it. It was agreed in DEMC that we would stay steady on what the actual FTEF allocation was. We were working on having the sheet decided before we came back to our colleges to work on discipline plans. This year the resource allocation went down for both colleges to address the structural deficit, and true-up we were trying to do between what we were setting as FTES targets and productivity, and what we were actually producing year over year. So the allocation sheet this year, again does not show the 7 FTEF set aside on either side of the ledger. In our discussions, we should think about whether these offsets make sense since all the related programs get heavily rewarded in the SCFF.

The committee engaged in discussion. Dr. Orf will be meeting next week with VC Rowland to look at this historical perspective in order to prepare for DEMC.

## **6. Funding Sources to pay for key courses required for completion or majors**

Dr. Whalen: We would like to have a discussion about some of the pain points that divisions are experiencing towards servicing student to the completion of their degree program because of the decreased FTEF allocation. Most of those pain points are in CTE programs. The disciplines have run out of FTEF to get to those students to the finish line. Vicki Shipman put together a spreadsheet of courses identified (in discussion with the deans) as in need to be put on schedule (fall 2021 – Spring 2022) to service these goals. The funding source is the Strong Workforce Program. We're sharing this information with the committee to see if there are any concerns.

Vicki Shipman: We are not replacing any of the courses. We are making it possible for student completion. As long as the funding criteria is met, a plan can be written for the Strong Workforce Program.

There were a few last-minute amendments to the discipline plan to add these to the schedule. And based on Ms. Shipman's discussions with the deans, the list might grow. VP Whalen requests we bring the additions back to the next meeting once she's had a chance to review.

Viewing list of majors of our students, there are over 500 majors in biology alone. This is a serious area of impaction for the college. We're having difficulty serving these students. We're proposing to add additional sections to the schedule at the start of this semester.

MSC: (McElderry/Chopra) committee approved additional biology courses to be added to the discipline plan

## **7. Comprehensive Strategic Recruitment for Spring 2022**

Dr. Whalen: Conversation with Jennifer Aries and Crystal Berry of the PRMG office; we want to have a story about the offerings to students and the environment in which we offer; committee members offered comments to add to the story.

- Help students understand our schedule
- Start dates can be confusing
- Class notes on each section possibly sent to students
- Look at why students started here
- What does it look like to learn from home, on a laptop, etc.
- Shift visuals
- Vaccine mandate
- Message of student support services needs to be seen

## **8. Enrollment Strategic Directions**

- **Communication of Safety Protocols to increase enrollment**
- **Communicating late start and 8-week sessions**
  - i. Strategies for getting messages out
  - ii. Want to do a last-minute push on fast track course
  - iii. Partner with people in Student Services to point them to the open classes list
  - iv. Any feedback from students about how they are feeling as they come back to campus? Feedback welcome to Dr. Whalen via email.

## **9. Update on HyFlex Pilot**

KW: We have some instructors who want to be in person in classroom but also have an audience at home. The instructor can teach two different modalities at the same time. Those who are concerned about their late-start classes not filling think this might help. We have identified some instructors who will pilot this and will share their experience. Scott Vigallon will help with professional development for this.

## **10. Good of the Order**

None

**Adjournment:** 12:00 pm