



College Enrollment Management Committee

November 18, 2016 | 12:00 p.m. | 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 Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

CEMC

Members Present (voting):

Roanna Bennie
 Diane Brady
 Debbie Fields
 LaVaughn Hart
 Don Carlson
 Don Miller
 Thomas Orf
 Lisa Weaver

Members Present (non-voting):

Nan Ho
 Barbara Morrissey

Members Absent:

Andrea Migliaccio
 Sylvia Rodriguez
 Barry Russell
 Rajinder Samra

Visitors:

Krista Johns

ASLPC Student Rep: None

Meeting Minutes

1. Call to Order: The meeting was called to order at 12:07 p.m.
2. Review and Approval of Agenda – MSC: Weaver/Orf; committee approved the agenda.
3. Review and Approval of Minutes
 October 28, 2016 – MSC: Weaver/Miller; committee approved the minutes.

4. Update 16/17 FTES data

Ms. Hart stated that we are up to 3,185 FTES. This does not include the Sheriff's Academy which should be about 45 – 50 more. It has 29 students. So we are looking pretty good.

WSCH/FTEF up to 499.05 with a 500 target.

We are up 2.68% from fall 2015.

We are well positioned to make our target for spring.

Fall 16

FTES	3,185.02
FTEF	198.32
WSCH/FTEF	499.05
FTES/FTEF	16.06
Fill rate	89.69%
# of Pri Sec	846.00

5. DEMC Update – 17/18 Targets

This morning, we received the Chancellor's approval of the DEMC proposal. 17,400 FTES was the DEMC's recommendation to set the target to be split between two campuses as follows:

LPC: 7,200

Chabot: 10,200

LPC Allocated FTEF: 445.2

LPC Productivity: 500 (We've done a good job so we can keep doing what we do going forward).

Comments made: When we had 500+ in productivity, the faculty took on way too many students into our classes. We can't continue to do this, especially since there is a shortage of facilities also. So it's a safety and education consideration.

Concerning Dr. Jackson's response to the DEMC (dated November 15, 2016), is it realistic to expect the FTES targets to be established by the following academic year end of October? We received information on the FTEF/FTES targets really late this year.

Dr. Krista Johns stated that the comment by Dr. Jackson was supportive of the suggestion that the recommendation from DEMC be made a little earlier. Ms. Hart stated that she would like for DEMC to make its recommendation the first Friday in October. Then there would be time for discussion and discipline plans could go out in mid to late October.

6. Planning for 17/18

- Discipline FTEF Allocations
Distribution of Discipline Plan Templates
Deadline for Submission of Discipline Plans
- Addressing Need for Additional FTEF by New/Expanding Programs

The allocation handouts capture the enrollment data for each discipline or cluster for the last several years and the proposed FTEF allocation for 17/18. Ms. Hart explained and discussed the data with committee members.

Summary from Ms. Hart's Division Analysis

DEMC FTEF Allocation for 17/18	445.20
Total Division FTEF Allocation for 17/18	448.10
Total FTEF for 17/18 on Plans	
Current Chancellor's 16/17 Allocation	436.00
DEMC Allocation	440.00
Total FTEF for 16/17 on plans	449.99
Summer 16 FTEF	40.89
Fall 16 FTEF Estimate	198.12
Spring 17 FTES Estimate	207.33
Anticipated cancellations S17	(5.00)
Anticipated final 16/17 FTEF	441.34
Actual FTEF for 15/16	422.09

Ms. Hart stated that as a campus we made a decision to have a larger schedule this year because the campuses wanted to be well positioned coming out of our stability year. The district has decided to roll back another 104 FTES from summer, which will generate 15-16 and 16-17 funding. That funding will roll through the BAM assuming that the district receives the funding from the state which won't be known for sure until February.

VP Bennie stated that there are other campus initiatives that are requesting FTES from our allocation: UMOJA, HSI, PSCN, and the high school administrators are interested in dual enrollment. Since our FTES is flat perhaps we can look to the District for assistance.

Ms. Hart stated that going forward we'll need to have more conversation to address the need for additional FTEF by new/expanding programs. In the spring we should talk about developing criteria or ways to look at these issues. There also should be more discussion in the divisions.

MSC: Orf/Bennie to move forward with the discipline plan and the FTEF allocations to disciplines and clusters as indicated on the worksheet that has been distributed to the committee. Committee approved. Ms. Hart stated she will package up the 17-18 templates to send to the deans, as well as the 16-17 final discipline plans. Then she and VP Bennie will put together a memo and hopefully have everything to the deans by Tuesday. They will be due back to the deans from the faculty by December 9. We will meet again on December 16.

7. Update on Request from Music for Additional FTEF for Spring 17

Ms. Hart stated that as was noted at the last meeting there are significant issues surrounding this, and we do not have extra FTEF. She asked for clarification from fellow e-board members about the practice around that particular class at Chabot. It is not something that has ever been negotiated. The pay that is being associated with the class has no contractual basis. She understands the concerns but doesn't see it as a possibility right now. The request will be tabled until additional information become available which may include the need for negotiations.

8. Marketing Efforts

Ms. Hart says she's not sure about everything that's being done but she saw a TV commercial for LPC this morning. It's great; timely.

9. Good of the Order

Ms. Field stated that on Monday, December 12, 3 – 5 p.m. LLNL is having some type of information event for their employees matching them up to potential part-time community college jobs.

Dr. Weaver stated that Comcast is no longer union and they have asked us to promote classes to their employees to improve their education. Now National Food Lab wants us to come in and speak with their employees as well. She requested that deans please ask faculty to promote internships and work-experience.

Thanks to Ms. Hart for lunch!

10. Adjournment at 1:27 p.m.

NOTE: December Meeting – 12/16, 12 – 1:30 p.m.