

**LAS POSITAS COLLEGE**  
**College Enrollment Management Committee**  
**Minutes**  
**March 28, 2014**

Attending: Dean Garoupa (voting); Ms. Hart (chair, voting); Ms. Migliaccio; Dean Miller (voting); Dean Morrissey; Dr. Noble (voting); Dr. Orf (voting); Ms. Scott; Dr. Weaver (voting); Vice Chancellor Kingston.

Absent: Mr. Craighead; Dr. Everett (voting); Ms. Debbie Fields replacing Dr. Ankoviak (voting); V.P. Rodriguez (voting); Dean Rodriguez; Dr. Barry Russell; Mr. Samra;

**1. Call to order:** 10:05 a.m. by Chair, Ms. LaVaughn Hart; Room 2450

**2. Approval of minutes**

MSC: T. Orf/D. Miller to approve minutes of February 28, 2014 meeting - (unanimous)

**3. FTEF Update**

Good news! At the DEMC and senior management meeting last Friday, it was approved that the FTES target base will be raised with a 2.5% growth. 16,861 is the new target FTES for 2014-16. New FTEF is 411.3 so there are 10 positions to fill. This comes with a 520 WSCH/FTEF so we need to do whatever is in our power to achieve this goal.

**4. Additional 2014 - 15 FTEF Review**

Ms. Hart met with deans regarding what courses to add and where. When looking at these we need to discuss productivity and ask the right questions. We are not looking at allocating all 10 positions today, but we should look at Fall to see if we are on track to reach our numbers.

- First we need to determine the new level (other levels are 1.83, 5.73, and 7.63);
- Then we need to look at classes that are critical for Summer and Fall; Dr. Noble has determined that we can put these new changes/additions in the Fall schedule that's about to print; she has coordinated with the scheduler and Student Services;
- Then we need to discuss.

Deans present (Garoupa, Miller, Morrissey) presented their recommendations of what classes in their area are crucial for Summer and Fall, and other classes they would like to offer in Spring 15. Ms. Hart had previously received Dean Everett's report and shared this information. Ms. Hart recorded each dean's recommendations on the attached spreadsheets.

(Note: Attached spreadsheets may contain additional data and calculations that were reported to Ms. Hart after the meeting).

Vice Chancellor Kingston stated that some of this additional money goes to support services through instruction, which could include classified and management salaries, etc.

After the deans' information was reported out and there was thorough discussion, the new level was determined to be 9.3049 FTEF. This supports approximately 24 Fall and 3 Summer additions. MSC: T. Orf/L. Weaver to approve (unanimous).

Ms. Hart will email the updated spreadsheet to committee members.

#### **5. Good of the Order**

Ms. Hart has created pivot tables to share with deans and coordinators in order to help their process. She will email them once completed.

#### **6. Adjournment: 11:55 a.m.**