

**Chabot-Las Positas Community College District**  
Office of Educational Planning

**Meeting Notes**

District Enrollment Management Committee (DEMC)

Friday, October 3, 2014

10:30 A.M. - 12:00 P.M.

District Office - Board Room

**DEMC Membership**

**VOTING**

**Present**

Tom deWit (F)	<i>CC</i>	<input checked="" type="checkbox"/>
Dave Fouquet (F)	<i>CC</i>	<input checked="" type="checkbox"/>
LaVaughn Hart (F)	<i>LPC</i>	<input checked="" type="checkbox"/>
Tom Orf (F)	<i>LPC</i>	<input type="checkbox"/>
Susan Sperling (A)	<i>CC</i>	<input type="checkbox"/>
Barry Russell (A)	<i>LPC</i>	<input type="checkbox"/>
Jannett Jackson (A)	<i>DIST</i>	<input type="checkbox"/>
Lorenzo Legaspi (A)	<i>DIST</i>	<input checked="" type="checkbox"/>

**NON-VOTING**

**Present**

Stacy Thompson (A)	<i>CC</i>	<input checked="" type="checkbox"/>
Renee Kilmer (A)	<i>LPC</i>	<input checked="" type="checkbox"/>
Barbara Yesnosky (A)	<i>DIST</i>	<input type="checkbox"/>
Angela Villasana (C)	<i>CC</i>	<input checked="" type="checkbox"/>
Heidi Ulrech (C)	<i>LPC</i>	<input type="checkbox"/>
Rachel Ugale (C)	<i>DIST</i>	<input type="checkbox"/>

Additional Meeting Attendees: Tim Dave, Kathy Kelley, Paulette Lino, Carla Walter, Estella Sanchez

**Agenda**

1.0 Review and Approval of Meeting Notes – September 5, 2014

2.0 CEMC Update

- a. Las Positas College – LaVaughn Hart
- b. Chabot College – Dave Fouquet

3.0 Enrollment Management Working Committee Update

4.0 Equity Funds Allocation

5.0 Webpage Update

6.0 Other

7.0 Future Meetings – 10:30 A.M. – 12:00 P.M.

The Friday, October 3, 2014 District Enrollment Management Committee (DEMC) meeting was opened at 10:41 a.m. by Lorenzo Legaspi. Introductions were made for new members.

**1.0 Review and Approval of Meeting Notes – September 5, 2014**

Motion to approve the meeting minutes was moved by LaVaughn Hart, seconded by Tom deWit and passed that the September 5, 2014 meeting minutes be approved.

## 2.0 **CEMC Update**

LaVaughn Hart provided an update for Las Positas College with FTES at 3250, 187.5 FTEF, 536 WSCH per FTEF and is on schedule for fall. For base, LPC is short by 45 due to a Sheriff's Academy that recently ended and as part of a daily census only a portion of FTES currently was showing within the 3250. LaVaughn estimated 140 FTEF will be generated based on the 70 students enrolled in the Sheriff's Academy, which 104 FTEF should already be on schedule and 36/40 additional FTES. In addition, LPC added classes to their fall schedule and should generate an additional 12/15 FTES totaling 50/55 FTES by the end of the semester to get LPC up to meeting base. LaVaughn mentioned that LPC is short on target and planning for spring to identify additional classes to add on schedule using FTES that has not been allocated or canceled.

Lorenzo asked for clarification if the deadline for the Colleges to complete their spring schedules is in October. The Committee responded yes and both Colleges are currently working on them. Stacy Thompson responded that the deadline for Chabot is October 10. LaVaughn mentioned LPC is currently on their final draft and maybe a little behind Chabot on when they're going to print.

For Chabot College, Tom deWit provided an update with 10 added to spring, 490 WSCH per FTEF for fall. He mentioned to keep in mind that Chabot has dropped down 15 with nursing and dental hygiene. Tom also reported that the fill rate is at 90 percent, which has dropped over the past 5 years with classes not being 100 percent full. He's not sure Chabot will reach their CAP, but will hit their original allocation target.

The Committee held a discussion about having a CAP, so they may plan the schedules around it. Tom deWit stated that further discussion is needed on (1) Target for 2014-15 (2) WSCH per FTEF number for the group, which is 520 (3) Percentage Growth.

Lorenzo questioned if the Committee can table the items for the next meeting agenda on November 7. He also informed the Committee that beginning 2015-16 there will be a new way of calculating our growth.

The Committee agreed to meet over CCC Confer on Friday, October 10 at 4 PM to have further discussion on the Target for 2015-16. Dave Fouquet mentioned the variables to be discussed, and then questioned if the rollback from current year into last year is final.

## 3.0 **Enrollement Management Working Committee Update**

No Discussion.

## 4.0 **Equity Funds Allocation**

Lorenzo provided an update on the equity funds allocation as requested by Dr. Jannett Jackson and reported that the District will receive \$826,000 in student equity program funds. He also mentioned that both college Presidents have met and are still discussing how the funds would be allocated between both colleges.

Stacy Thompson questioned Lorenzo on how a decision is going to be made and what the process is with that decision. Is it the Chancellor's decision, is there recommendations that will be made from the Presidents to the Chancellor.

Lorenzo responded that he believes the Presidents will come up with a percentage allocation and make a recommendation to the Chancellor, then go thru PBC for approval.

**5.0 Webpage Update**

Lorenzo provided to the Committee a quick update on the Educational Services webpage where they can view meeting dates, agendas, meeting notes and other documents for DEMC.

**6.0 Other**

No Discussion.

**7.0 Future Meetings – 10:30 A.M – 12:00 P.M.**

The October 3, 2014 District Enrollment Management Committee meeting was adjourned by Lorenzo Legaspi at 11:51 a.m., with the next meeting scheduled for Friday, November 7, 2014 at 10:30 a.m.