

Chabot-Las Positas Community College District
Office of Educational Services & Student Success

Meeting Notes

District Enrollment Management Committee (DEMC)

Friday, October 4, 2019

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

District Office - Board Room

DEMC Membership

VOTING

		Present
Tom deWit (F)	CC	<input type="checkbox"/>
Jeff Drouin (F)	CC	<input checked="" type="checkbox"/>
Tom Orf (F)	LPC	<input checked="" type="checkbox"/>
Sarah Thompson (F)	LPC	<input checked="" type="checkbox"/>
Susan Sperling (A)	CC	<input type="checkbox"/>
Roanna Bennie(A)	LPC	<input type="checkbox"/>
Theresa Fleischer Rowland (A)	DIST	<input checked="" type="checkbox"/>
Doug Roberts (A)	DIST	<input checked="" type="checkbox"/>

NON-VOTING/RESOURCE

		Present
Stacy Thompson (A)	CC	<input checked="" type="checkbox"/>
Miguel Colon (F)	CC	<input checked="" type="checkbox"/>
Kristina Whalen (A)	LPC	<input checked="" type="checkbox"/>
Rajeev Chopra (F)	LPC	<input checked="" type="checkbox"/>
Barbara Yesnosky (A)	DO	<input type="checkbox"/>
Chasity Whiteside (C)	CC	<input checked="" type="checkbox"/>
Heidi Ulrech (C)	LPC	<input checked="" type="checkbox"/>
Eric Stricklen (C)	DO	<input checked="" type="checkbox"/>

Additional Meeting Attendees: Diane Brady, Angela Castellanos, Dave Fouquet, Cynthia Gordon da Cruz, Paulette Lino, Guisselle Nunez, Estella Sanchez, Patricia Shannon, Dale Wagoner, Tamica Ward.

Agenda

1. Welcome
2. Approval of Notes
3. Enrollment Updates
4. DEMC Worksheet
5. Update: Standardized Enrollment Report

The Friday, October 4, 2019 District Enrollment Management Committee (DEMC) meeting was opened by Theresa Fleischer Rowland, Vice Chancellor Educational Services and Student Success.

1. **Welcome**

Theresa Fleischer Rowland opened the DEMC meeting with a welcome and recognition of several birthdays. She announced Jeff Drouin has accepted the DEMC Co-Chair role. Theresa called for clarification regarding voting members and what occurs in the case of absence since three voting members had pre-announced their inability to attend this meeting. The Committee revisited the Convocation DEMC meeting discussion and affirmed a regularly attending non-voting resource member is encouraged to step into the role of a non-present voting member in the event a vote needed to be cast. With three voting members (Tom deWit, Susan Sperling and Roanna Bennie) not present and voting members that were present (Jeff Drouin, Sarah Thompson, Tom Orf, Doug Roberts and Theresa Fleischer Rowland) there was a need for clarification. Theresa affirmed in the event a vote would need to take place, Stacy Thompson would vote for Susan Sperling, Kristina Whalen would vote for Roanna Bennie and Miguel Colon would vote for Tom deWit.

2. **Approval of Notes**

Theresa asked the Committee to review meeting notes from the September 6, 2019 DEMC meeting. Estella Sanchez asked for a motion, so moved by Sarah Thompson, seconded by Tom Orf.

3. **Enrollment Updates**

Theresa re-iterated a request to hear next from the Colleges about fall 2019 and projections for the next academic year. She invited each College to share what they anticipate they will be able to produce in terms of FTES for 2020-21. She then handed reporting over to Chabot College for their enrollment update.

Chabot College Report Jeff Drouin reported that Chabot College is at 4389.34 FTES and down 29.05 FTES (.66 percent) for fall. He then indicated that WSCH is up 463.02.

Theresa posed the question about Chabot College's 2021 projections. Jeff and Stacy both recommended maintaining the same target as 2019-20.

Theresa expressed cautious optimism that College 2020-21 FTES targets could be met, mentioning a meeting she attended with Interim-Chancellor, Ron Gerhard, Roanna and Susan and CSU East Bay President and Provost/Vice President to coordinate efforts to reach out and enroll leavers from CSU East Bay. This effort would involve shared data and joint messaging to invite those students to undertake lower division work at Chabot and Las Positas Colleges.

Doug Roberts asked for clarification from Stacy about the same target of 10,202 for 2020-2021. Stacy confirmed. Doug mention the reason why he brought it up was based on the target for 2018-2019 was 10,202 and Chabot College came in at 9,790. He indicated the understanding of the Sheriff's Academy and that it will potentially add, but questioned how much FTES the Sheriff Academy generates. LPC Committee members responded 150-160 FTES, it fluctuates and that it depends on how many Academies.

Dave Fouquet questioned if Doug was looking at what was actually generated. Doug responded he was looking at what was generated years ago. Dave indicated from his perspective, especially looking at Chabot College, the main group productivity assumption is a little too high given the economic condition and should be looked at when figuring out the allocation for next year.

Theresa asked the Committee to pause discussion taking place regarding target and productivity until item four on the agenda. She then moved reporting over to Las Positas College for their enrollment update.

Las Positas College Report Tom Orf reported that Las Positas College was down 4.54 percent FTES for fall and added classes a week ago, which will not change the numbers. He indicated they have the Fire Science Academy that will increase FTES dramatically and is in their favor after the Sheriff's Academy transitions to Chabot College.

Theresa questioned if Tom was talking about the 2019-2020 target of 7,447 for Las Positas College and Tom clarified he was.

Kristina Whalen mentioned that LPC projections put forth are preliminary and without full data. Kristina's preference was to stay with the same target for 2020-21.

4. **DEMC Worksheet**

Jeff Drouin began to review the current year targets with the Committee and mentioned that we are on hold harmless.

Responding to Miguel Colon's suggestion, the Committee held a discussion about the benefit of both Colleges strategizing together on effective enrollment management practices, holding a barbeque, and focusing on cross-College learning and sharing.

Theresa introduced the DEMC worksheet as a real-time tool to explore scenarios and work through implications of target setting. The DEMC worksheet was color coded and developed as the Committee worked on allocation scenarios for 2020-2021. The Committee held several discussions around the productivity number, main group, and move of the Sheriff's Academy from Las Positas College to Chabot College. After much work and discussion, Theresa asked if a special meeting needed to be scheduled. Jeff added the DEMC had done that in the past. It was the will of the Committee to resolve before the end of the meeting. Many said, "We are close" referring to consensus on the allocation. There was a call for a vote on worksheet in progress (as shown in these minutes) at a few minutes past noon.

The allocation of FTEF by FTES for 2020-2021 was passed and adopted by a roll call vote by DEMC. AYES: 8 NOES: 0 ABSENT: 0 ABSTENTIONS: 0

Theresa congratulated and thanked all for a smooth process and stated she would share a screenshot of the DEMC worksheet to the Committee and forward to Interim Chancellor Gerhard as the recommendation of DEMC for 2020-21.

DEMCC WORKSHEET 10/4/19

CLPCCD Allocation of FTEF by FTES (2020-21)

BASE (Previous Year Target) >> 17,649 FTES
 Change from Previous Year: 0.00%

FTES TARGET for 2020-21 >> 17,649 FTES
 Previous Year Target >> 10,202.0

Chabot College 57.80% **TARGET:** 10,202.0
 Change >> 0.00%

	FTE TARGET	WSCH/ FTES	WSCH	WSCH/ FTEF	Allocated FTEF	
Non-Credit Projection	100.0	30.50	3050	950	3.2	historically, inserted tutorial hours
Nursing & Dental Hygiene	190.0	30.43	5782	190	30.4	
Sheriff Academy Projection					0.0	add for Sheriff scenario
CREDIT: Main Group >>	9,912.0	30.75	304794	485	628.4	
					5.0	Lab Load Factor Adjustment >>
TOTAL	10202.0	30.74	313826	470.1	667.1	FTEF allocation % 2019-20 58.427%

Las Positas Coll 42.20% **TARGET:** 7,447.0
 Apporportionment Base >> 7,447.0
 Change >> 0.00%

	FTE TARGET	WSCH/ FTES	WSCH	WSCH/ FTEF	Allocated FTEF	
Non-Credit Projection	44.0	30.50	1342	950	1.4	historically, inserted tutorial hours
Sheriff Academy Projection	0.0	0.00	0	0	0.0	scenario, reduced by 7 FTEF
CREDIT: Main Group >>	7403.0	30.82	228160	485	470.4	
					2.8	Lab Load Factor Adjustment >>
TOTAL	7447.0	30.82	229502	483.5	474.6	FTEF allocation % 2019-20 41.573%

District Totals	FTE %	FTE TARGET	WSCH/ FTES	WSCH	WSCH/ FTEF	Allocated FTEF
NON-CREDIT	0.82%	144.0	30.50	4392	950.0	4.6
CREDIT	99.18%	17505.0	30.78	538736	477.1	1129.3
						7.8
Lab Load Factor Adjustment >>						
District TOTAL >>>	100.00%	17649.0	30.77	543128	475.7	1141.7

485 is equiv to 32.3 stud avg/class

2020-21 DEMCC Worksheet in progress 10/4/19

DEMCC Worksheet screenshot – passed unanimously on October 4, 2019.

5. **Update: Standardized Enrollment Report**

No Discussion took place.

The District Enrollment Management Committee (DEMCC) meeting was adjourned by Theresa with the next meeting scheduled for November 1, 2019.