

Chabot-Las Positas Community College District

Office of Educational Services & Student Success

Meeting Notes

SPECIAL Meeting – Voting Members

District Enrollment Management Committee (DEMC)

Tuesday, May 14, 2024

8:00 A.M. - 9:00 A.M.

Zoom: <https://us06web.zoom.us/j/83315937060>

DEMC Membership

VOTING

		Present
Tom deWit (F)	CC	<input checked="" type="checkbox"/>
Jeff Drouin (F)	CC	<input checked="" type="checkbox"/>
Michael Lai (F)	CC	<input type="checkbox"/>
Heike Gecox (F)	LPC	<input checked="" type="checkbox"/>
Ashley Young (F)	LPC	<input checked="" type="checkbox"/>
Rafael Valle (F)	LPC	<input checked="" type="checkbox"/>
Jamal Cooks (A)	CC	<input checked="" type="checkbox"/>
Sadie Ashraf (A)	CC	<input type="checkbox"/>
Dyrell Foster (A)	LPC	<input checked="" type="checkbox"/>
Joel Gagnon (A)	LPC	<input checked="" type="checkbox"/>
Theresa Fleischer Rowland (A)	DIST	<input checked="" type="checkbox"/>
Jonah Nicholas (A)	DIST	<input checked="" type="checkbox"/>

NON-VOTING

		Present
Safiyyah Forbes (A)	CC	<input checked="" type="checkbox"/>
Nan Ho (A)	LPC	<input checked="" type="checkbox"/>
Daniela Ballif (A)	DIST	<input type="checkbox"/>
David Reed (A)	DIST	<input type="checkbox"/>
Mona Abdoun (F)	CC	<input type="checkbox"/>
Rajeev Chopra (F)	LPC	<input type="checkbox"/>
Thomas Dowrie (C)	CC	<input type="checkbox"/>
David Rodriguez (LPC)	LPC	<input type="checkbox"/>
Liem Huynh (C)	DIST	<input type="checkbox"/>
Theresa Pedrosa (S)	CC	<input type="checkbox"/>
Tba (S)	LPC	<input type="checkbox"/>

Additional Meeting Attendees: Estella Sanchez

Agenda

1. Welcome, Review, and Approve the Allocations Worksheet

Agenda **1. Welcome, Review, and Approve the Allocations Worksheet – Theresa, Jeff, and Jonah** Time allotted | **1-Hour** |

Discussion

Theresa welcomed the attendees and quorum was established with nine voting members present. Jeff stated the purpose of the meeting was to discuss the new allocations worksheet. Jeff mentioned a workgroup had gathered several times to review the new worksheet, with

assistance from Jonah, who compiled the document. Jonah walked the DEMC voting members through the allocations worksheet.

- Green cells indicate where data is manually input.
 - a. When Target FTES changes, the CREDIT: Main Group changes, while the Non-credit, Nursing, and Dental Hygiene projection remains the same.
 - b. District metric utilized is WSCH (Student Contact Hours), a less well-known variable divided by FTES (Full-Time Equivalent Students) divided by FTEF (Full-Time Equivalent Faculty)

The WSCH is divided by FTEF and is not a color-coded cell on the worksheet for historical purposes. Based on the FTES divided by FTEF, the WSCH/FTEF is adjusted. If the CREDIT: Main Group FTES/FTEF number changes, the WSCH/FTEF number changes, automatically calculating the allocated FTEF that gets put on schedule based upon the Target and the Productivity ratio.

- Yellow cell: allocated FTEF

Jonah explained Chabot College still has a Nursing and Dental Hygiene row on the worksheet, as the budget allocation model has subsidized the program for several years. He explained the 60/40 split between the two colleges is no longer the case as the college targets are being entered independently. The latest data from the 320 report informs what each college will likely hit as a target for the subsequent year.

Jeff mentioned the allocations worksheet's function is to negotiate everything in the green cells between the Faculty Association and the District. If the worksheet is approved today and the Chancellor accepts it, it will be used to negotiate 2025-26. The figures input now are those used in DEMC's negotiations last Fall.

Jonah indicated the target negotiated for the subsequent year would be based on the actuals from the previous year. The same process would apply to productivity, which is the second component of the negotiating process, by looking at the actual productivity and making adjustments.

Jonah explained the nonresident student adjustment is not a green cell and is auto-calculated. The term length multiplier is utilized in the main worksheet. Each college's estimated nonresident FTES is based on the P2 current-year attendance accounting report. Prior verbiage used to the nonresident student factor was the lab load factor. The lab load adjustment factor was rolled into the nonresident student factor. Based on the total nonresident FTES between the two colleges, half of the FTES generated will require additional faculty and will be driven by productivity taken from the main group, which is the 9.2 additional FTEF nonresident student adjustment. To calculate the nonresident FTES by college, it is divided by the main group productivity factor and multiplied by 50 percent.

Conclusion

The DEMC voting members further discussed the lab load factor adjustment and productivity. Jeff moved to approve the new allocation FTEF worksheet for the 2025-26 allocation. Ashley Young seconded. Estella asked for votes from the DEMC voting members. The motion passed

unanimously to approve the worksheet. Jeff thanked everyone for their time and effort in moving the allocation worksheet forward.

Action

The votes were unanimous for the voting members present.

Absent members: Sadie Ashraf and Michael Lai.

Member votes in favor:

5 - Faculty

5 - Administrators