



# CEMC Meeting Minutes

Friday, February 9, 2024 | 10:30am – 12:00pm | via Zoom

LPC Mission Statement	LPC Planning Priorities	
<p>Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.</p>	<p>Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.</p>	<p>Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.</p>
Chair (voting)	Deans (voting)	Faculty (voting)
<p><input checked="" type="checkbox"/> Heike Gecox, Co-chair <input checked="" type="checkbox"/> Nan Ho, Co-chair</p>	<p><input checked="" type="checkbox"/> Stuart McElderry <input checked="" type="checkbox"/> Amy Mattern <input checked="" type="checkbox"/> Tamica Ward</p>	<p><input checked="" type="checkbox"/> Jeremiah Bodnar <input checked="" type="checkbox"/> Rajeev Chopra <input checked="" type="checkbox"/> Craig Kutil <input checked="" type="checkbox"/> Rafael Valle <i>Attendance (Quorum = 5 voting members)</i></p>
Administrators (non-voting)	Administrators (non-voting)	Classified Professionals (non-voting)
<p><input checked="" type="checkbox"/> Dyrell Foster, President <input type="checkbox"/> VP Admin Services (vacant) <input checked="" type="checkbox"/> Jeanne Wilson <input checked="" type="checkbox"/> Rajinder Samra</p>	<p><input type="checkbox"/> Kevin Kramer <input checked="" type="checkbox"/> Joel Gagnon <input checked="" type="checkbox"/> Thomas Orf</p>	<p><input checked="" type="checkbox"/> Carolyn Scott <input checked="" type="checkbox"/> Andrea Migliaccio</p>
Academic Senate (non-voting)	Classified Senate (2) - (non-voting)	Student Senate (2) - (non-voting)
<p><input checked="" type="checkbox"/> Ashley Young <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Aubrie Ross <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Mahi Bath <input type="checkbox"/></p>
Guests		
<p><input checked="" type="checkbox"/> Chip Woerner <input type="checkbox"/></p>		

Agenda Item	Information/Discussion	Action/Assigned To		
1.	<b>Call to Order</b> Ms. Gecox called the meeting to order at 10:31 a.m.			
2.	<b>Review &amp; Approval of Agenda</b> Agenda approved by the committee.	Approved Chopra/Mattern		
3.	<b>Review &amp; Approval of Minutes – January 26, 2024</b> Minutes were approved by the committee (one abstention) noting two minor corrections to item 6, fill rates: Numbers tend to stabilize at <b>week 4</b> ; and by week four we'll be around <b>457-ish</b> .	Approved Bodnar/Chopra		
4.	<b>Enrollment Updates</b> Ms. Gecox reporting: Our numbers continue to creep up. NGR rates roll on Sunday. We might see a drop. We'll look at the impact come March 8 when late start classes begin. Mr. Samra shared "filled rates three weeks into the semester" which looks really positive. <table border="1" data-bbox="264 857 1680 1211"> <tr> <td data-bbox="264 857 972 1211"> <u>Spring 24 as of 02/06/2024</u>            FTES 2600.54            FTEF 175.52            WSCH/FTEF 458.66            FTES/FTEF 14.82            Fill rate 86.04%            # of Pri Sec 722            13.82%         </td> <td data-bbox="976 857 1680 1211"></td> </tr> </table>	<u>Spring 24 as of 02/06/2024</u> FTES 2600.54 FTEF 175.52 WSCH/FTEF 458.66 FTES/FTEF 14.82 Fill rate 86.04% # of Pri Sec 722 13.82%		
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5.	<b>Review and Approval of All Discipline Plans</b> Presentations from the deans. VP Ho and Ms. Gecox collected and reviewed all discipline plans sent by the deans and prepared a summary spreadsheet with a breakdown for each division. Deans Mattern, Orf, McElderry, and Gagnon used the spreadsheet to share information about their areas with the committee. VP Ho provided explanation for PATH in Dean Kramer's absence. Committee members asked questions and had very positive remarks. A few minor revisions will be made to the BSSL breakdown.			

	allocated	FTEF submitted	Difference	WSCH	FTES	WSCH/FTE F
Total credit	419.921	417.940		203947.8	6798.25	487.983
Total noncredit	4.302	4.380		tbd	tbd	tbd
Total FTEF	424.223	422.320				
Target					6517	470

The next step is to speak to additions to approve for summer and fall.

M/S/C to approve the discipline plans (Chopra/Valle) and to approve them with discretion, giving a little leeway for deans, coordinators, VP, and chair to adjust, edit and correct (Kutil/Chopra). Committee approved.

6. **Continued Discussion of Student Services Dashboard (time allowing)**  
 During the DEMC prep meeting this morning we learned that Chabot is asking their financial aid office to periodically join their CEMC meetings in order to gather information. It was suggested that we should also pull this data and look at how it would be beneficial. We'll keep this in mind for more discussion.

There were pro and con responses to this idea. The committee will discuss more in the future.

7. **Good of the Order**  
 VP Ho: As stated earlier, part of our process is reflecting on our process and making sure we continually improve it. We've had some ideas about modifying and updating the forms and providing training. We want to give people the tools they need to reduce errors in completing discipline plans. We will use the knowledge we gained this round to inform that.

Ms. Gecox: We appreciate everyone's work on the discipline plans; it's not easy stuff. Thank you!

Dean McElderry: Thanks to VP Ho and Ms. Gecox for all the work they put into this.

**Meeting adjourned at 11:48am**  
**Next meeting: Friday, February 23, 2024**