

**LAS POSITAS COLLEGE  
ENROLLMENT MANAGEMENT COMMITTEE  
DECEMBER 5, 2008  
1:30 P.M., ROOM 2204**

**Attendees:** Kevin Ankoviak, Greg Daubenmire, Neal Ely, Justin Garoupa, Nicole Huber, Laurel Jones, Martha Konrad, Bob Kratochvil, Amber Machamer, Philip Manwell, Jason Morris, Janice Noble, Tom Orf, DeRionne Pollard, John Williams

**Absent:** Jeff Baker, Pam Luster, Sylvia Rodriguez

**AGENDA**

1. **Call to Order:** Meeting convened by Chair, Jason Morris, at 1:35 p.m.
2. **Approve Agenda:** Agenda was amended to add #3.5 Schedule Timeline at the request of Nicole Huber. Amended agenda was approved by consensus.
3. **Approve Minutes:** MSC (Manwell/Orf) to approve minutes of November 7, 2008 as written. Minutes approved unanimously.

- 3.5 **Schedule Timeline:** Prior to discussion on the schedule timeline, Mr. Morris provided a brief enrollment report. To date we still have not received an FTEF allocation. It has been agreed upon that the Sheriff's Academy will be set at 400 WSCH/FTEF and PE at 620. He would like to fight for more FTEF at the next DEMC meeting. If we plan down to 440 FTEF, he foresees the possibility the Chancellor will give us 438 FTEF. Dr. Jones indicated she believes the Chancellor may give us the 440. A discussion regarding adding/deleting/flagging summer courses took place. Mr. Morris indicated he doesn't want to build summer at the expense of Fall and Spring. He reported he took out everything below 525 FTEF from the original additions. Various access issues and concerns were also noted. Dr. Noble commented on Business 95/96 indicating additional CAH was added due to an increase in demand. Dr. Ely expressed concern that we may need "wobble room" in light of potential access issues; a higher number preserves options.

Mr. Morris indicated that even with cuts, more is being offered than last summer. Dr. Jones spoke to the issue of the access piece, and noted it really is for the Faculty Association to look at. She feels there are a couple of issues to consider:

1. Growth for summer? Conservative?
2. Cuts should not be made in Fall. Conservative side of Summer may be the way to go; don't want to overspend; however, Summer needs to be built up. Believes Jason's numbers are conservative, as they should be

Dr. Ankoviak summarized the two options available to the committee:

1. Do we go for stability funding and meet base next year?
2. Do we plan for 2% growth (state #), then rollback?

A brief discussion regarding growth, the Summer '08 rollback and whether or not we received any funds back, and scheduling occurred. Dr. Ely reminded everyone it is easier to take courses out of the schedule than to add them in. In conclusion it was determined the Summer will be rolled forward as is, with the caveat that some courses that have been flagged may be dropped from the schedule before it goes to print.

Ms. Huber briefly highlighted scheduling and printing timelines. She provided handouts of two proposed timelines and inquired if there is a faculty preference; keeping in mind we are on limited time.

4. **Discipline Plan Adjustments (Summer):** Dr. Pollard reported she will be meeting with the Chancellor on Monday to hopefully have a more robust discussion of what we need. Her suggestion is to plan for rollback and then delete as necessary. Mr. Morris noted there is approximately 104 additional FTES for Summer '09 (684.56 FTES); whereas, Summer '08 was 580 FTES. Dr. Jones indicated she is uncertain if we will be able to make 100 FTES more, even though she initially advocated for [summer] growth. She continued by noting there are always some classes that are not as efficient as others, if more marketing to a different audience occurred, perhaps we could make the 100 FTES. She is not convinced everything we currently have scheduled will get the numbers. Mr. Morris indicated he feels we will make the 100 FTES with what is currently scheduled, as high producing classes will assist in off-setting the lower producing ones. Mr. Kratochvil suggested making a decision contingent on the outcome of the discussion between Dr. Pollard and the Chancellor; deans can be contacted afterwards.

Mr. Morris noted at a minimum, he would like to at least have a motion to tentatively approve the Summer plans as there are scheduling timelines, etc.

***MSC (Ely/Manwell) to provisionally approve the Summer '09 discipline plans as presented, based upon: 1. Outcome of discussions with the District on Monday. 2. To relay to faculty there are watch list courses that may be pulled. 3. Keeping in mind there are budget/economic issues, which are ever changing.*** Motion carried unanimously.

In conclusion, Ms. Huber reported Fall planning is due by February 2. Mr. Morris noted the watch list will be reviewed over the holiday break.

5. **Good of the Order:** Dr. Pollard requested the committee look into the possibility of changing the committee meeting day from Friday due to scheduling conflicts. It was suggested perhaps Monday or Tuesday may be better. Mr. Morris noted he doesn't anticipate having to meet every Friday in the Spring; it will more than likely only be once a month, additional discussion can occur next semester.

Mr. Daubenmire suggested committee selections be determined in May so they would be in place for Fall. For those expressing an interest in serving on the committee (faculty are appointed by FA), it was suggested Charlotte Lofft be contacted.

6. **Adjournment:** No further business raised, meeting was adjourned at 2:35 p.m.

Recording Secretary: Carie Kincaid

**Approved: February 6, 2009**