

**LAS POSITAS COLLEGE
ENROLLMENT MANAGEMENT COMMITTEE
FEBRUARY 6, 2009
12:30 P.M., ROOM 2205**

Attendees: Kevin Ankoviak, Jeff Baker, Greg Daubenmire, Neal Ely, Justin Garoupa, Nicole Huber, Laurel Jones, Martha Konrad, Pam Luster, Amber Machamer, Philip Manwell, Jason Morris, Janice Noble, Tom Orf, DeRionne Pollard, Sylvia Rodriguez, John Williams

Absent: Bob Kratochvil

AGENDA

1. **Call to Order:** Meeting convened by Chair, Jason Morris, at 12:35 p.m.
2. **Approve Agenda:** Agenda was amended to add #3.5 Spring committee schedule and 3.5.A, Enrollment update. Amended agenda was approved by consensus.
3. **Approve Minutes:** MSC (Ely/Garoupa) to approve minutes of November 14, 2008 and December 5, 2008 as written. Minutes approved with one abstention.
- 3.5 **Spring Committee Meeting Schedule:** It was determined the committee will meet at 12:30 P.M. on March 6, April 3, and May 1, 2009.
- 3.5.A **Enrollment Update:** Jason Morris provided a brief report. Fall '08 FTES were 3295.84, Spring '09 3248.46. A planning question of whether an estimation of 150 non-credit FTES would be safe to assume arose. Ms. Rodriguez reported summer FTES has been updated; it is 665.45. Mr. Morris indicated he doesn't want to use the rollback number. Upon review of the discipline plans and proposed adjustments, we have overspent by approximately seven (7) FTEF. It was suggested this be taken to the DEMC for further discussion. Fall '08 WSCH/FTEF – 508, Spring '09 WSCH/FTEF – 504.
4. **DEMC Update:** Mr. Morris indicated the last meeting was very productive. Reporting continued under item #5. Dr. Jones provided a written update which was distributed to the committee prior to the meeting. (attached)
5. **2009-10 FTEF Allocation and FTES Target:** Mr. Morris reported we have been given our allocation and target; the “finalized” 2009-10 allocation report was distributed. LPC's (FTEF) allocation is 439.3, our target is 7305 FTES, base is 7200 (1.46 % over 08-09 target). Chabot was allocated 642.8 FTEF, a target of 10,414 FTES, and a base of 10,265 (1.45 % over 08-09 target). There will be no funding for growth next year. Both the Sheriff's Academy and PE allocated FTEF and WSCH/FTEF was discussed. Dr. Ely indicated the allocation of 12 FTEF for four (4) Sheriff's Academies is actually low. WSCH/FTEF is set at 450. The discipline plan reflects 13.5 FTEF for 2009-10. However, due to the budget, it is likely only three (3) academies will occur. For PE; FTEF allocation is 26.5 and WSCH/FTEF was set at 640 (higher than the requested 600.) WSCH/FTEF for the “Main Group” is 505.
6. **Discipline Plan Adjustments:** Mr. Morris reported discipline plans submitted totaled approximately 456 FTEF; the committee is in the process of attempting to scale this down to approximately 444 FTEF. From a productivity standpoint, he was of the opinion that discipline plan adjustments/cuts need to be made; Summer shouldn't be “beefed up” at this time. Since we are over the DEMC provided allocation [439.3], the committee is tasked to determine which courses from the previously compiled flagged course list should be cut and deleted from the schedules. He requested Summer deletions be reviewed first so Ms. Huber can continue her work on the schedule(s). Two proposals for the deletion process were brought forward.

1. If the committee moves forward with Fall and Spring deletions, approximately five (5) FTEF will need to be pulled out of Summer.
2. Leave Summer as is; let Academic Services decide which five (5) to pull from Fall and/or Spring.

Ms. Luster commented on the LRNS/PSCN courses on the flagged course list for Fall. She noted they cannot be deleted due to obligations to offer them for disabled students. Mr. Baker clarified the courses on the flagged course list are additions to what is currently offered and could be deleted. Dr. Pollard commented on the economy, expectations, and natural attrition; expressing the opinion that strategic deletions are necessary in combination with communication with faculty. Dr. Ankoviak inquired as to the solidity of the decision to go for stability; a one percent (1%) growth is still being forecast by the state budget office. Dr. Jones indicated her preference is to stick with the philosophy of trying to build Summer; not attempting to cut in the Fall, and taking "a little more" out of Spring.

The proposed Summer flagged course list was reviewed. The following courses will be cancelled and deleted from the [Summer] schedule:

- AJ 69 VO1
- BUSN 40 V01 MW
- BUSN 95 V01
- BUSN 96 V01
- BUSN 55 DE1 W
- CIS 50 DE2
- MATH 41/44/42B DE1
- MATH 57
- MKTG 50 V01
- MUS 49
- PE BKL WE1 S
- SOC 1 DE3
- SPCH 1 V02 MTWR
- THEA V1 MW

Dr. Manwell requested he be given the opportunity to speak with the appropriate faculty regarding ESL 126, 133, FREN 1A, ART 5, and ITLN 1A for assessing the desire to "barter" other courses. It was determined CNT CCNP Bootcamp will be removed from the flagged course list; it is a certification prep course and is currently working its way through curriculum. Other courses removed from the flagged course list are: CS 7, CHEM 31, MATH 42A, and MATH X.

Mr. Morris reported approximately 3.6 FTEF (approximately equal to 15 cancellations) still remains to be cut in Fall and Spring. It was clarified this number does not include Dr. Manwell's data, which should lower it. Regarding the Summer cancellations, Dr. Jones recommended faculty be informed of the reasoning behind the decision for the choices made. First, the committee is looking at the [Summer] attrition component, Secondly, the budget situation. She noted cancellations for Fall and Spring are not anticipated to be significant.

There was a brief discussion regarding timelines and scheduling. It was suggested deans go back to their divisions within the upcoming week to work with faculty to "negotiate" or "bargain" for potential courses which may be able to be switched, etc. Dr. Jones cautioned the committee, noting there is not much time; she prefers not to see a situation of "cutting and bargaining." Dr. Pollard spoke about the importance of communication, emphasizing it be thoroughly explained to faculty why the committee made the decisions it did. It was requested Mr. Morris draft talking points and distribute to the committee and faculty.

The discussion turned to Fall and Spring cancellations. Prior to going through the flagged courses list, a brief discussion ensued regarding historic growth percentages. Dr. Ankoviak inquired what the number for next year is; noting that historically LPC has planned 2% over because we knew classes would be cancelled. The committee was informed that the district will apply for stability funding this year since the [Summer] rollback deficit has been increasing. It was explained this means LPC will not have to rollback any of Summer '09 in order to meet our 2008-09 FTES target. Dr. Pollard remarked on the philosophy of decision making and enrollment strategy; she noted it seems reasonable to plan (over-schedule) by 1%. It was noted that a consequence to over-scheduling is that no additional sections will be added in. Increased cancellations are expected and will need to be prepared for.

In conclusion, it was decided the flagged courses list for Fall and Spring will be reviewed by the dean and faculty to look for ways in which to reduce FTEF spending in the plans. Deans will be responsible for informing Mr. Morris of the outcome as soon as possible in an effort to meet scheduling timelines. Mr. Morris will work on refining the discipline plans once he receives this data. Faculty will be notified of the revisions to their discipline plans and are encouraged to proactively seek out clarifications, etc. regarding the process or rationale involved in the committee's decision making process.

7. **Good of the Order:** Dr. Pollard inquired how much a class cost. Dr. Ankoviak explained it cost \$18,000 for a 3-unit class. This amount covers faculty and staff.
8. **Adjournment:** No further business was raised. Meeting adjourned at 2:20 P.M.

Recording Secretary: Carie Kincaid

Approved:

Attachment: DEMC Report – Dr. Laurel Jones

To: CEMC
From: J. Laurel Jones
Re: DEMC summary

Hello,

At the DEMC meeting today, January 30th, 2009 a robust discussion took place regarding district enrollment and future planning. Jason will be presenting information regarding numbers and spreadsheets and I wanted to share the context of our discussion.

DEMC talked at great length about the upcoming stimulus package with a healthy discussion regarding the packaging of the dollars, possible emerging program and areas of study and initiative related communication that will need to take place between us and our sister college and between the colleges and the district. We also discussed the possibility of fee increases (noted in the newspaper today) and the ramifications of that as well as the numbers of students who are coming to us because the CSU has limited enrollment as well. Within this global overview the DEMC agreed to three tenets that we will be moving forward with for this upcoming year (2009/2010).

- The first is that there will be no rollback for our 2009 summer ftes
- The second is that for this academic year we are claiming stability. If you have questions about what this means, please bring them to the meeting on Feb. 6th, 2009
- Last, we have been given an FTEF target that has been agreed upon at DEMC that Jason will speak to at our Feb. 6th meeting, and we will need to look at how we can create a schedule that will live within the allocated ftef amount. Discussion regarding efficiency and growth will be part of the discussion Jason provides to all of us

Looking forward to seeing you on the 6th!
Laurel Jones