

**LAS POSITAS COLLEGE  
COLLEGE ENROLLMENT MANAGEMENT COMMITTEE  
AUGUST 27, 2010**

Attending: Dr. Ankoviak (voting); Mr. Baker (voting); Dr. Ely (voting); Ms. Huber; Ms. Konrad; Mr. Kratochvil; Dr. Lease; Ms. Lee (voting); Dr. Luster (voting); Dr. Machamer; Dr. Manwell; Dr. Orf (chair, voting); Ms. Rodriguez; Dr. Weaver (voting)

Excused: Ms. Miller; Dr. Noble (voting); Ms. Tomlinson

1. Call to Order: 11:05 a.m., August 27, 2010 by incoming chair, Dr. Thomas Orf, thanking all for coming to this first meeting,, noting it was not being held at the "regular" time (previous meetings normally 12:30 p.m.).
2. Approval of Minutes: Three sets of minutes not approved from the previous year—April 16, 2010; April 23, 2010; May 21, 2010 (distribution at today's meeting). Since these minutes were not distributed prior to the meeting, Dr. Orf asked all to review and be prepared to vote at the next CEMC meeting.
3. Enrollment Numbers for Summer and Fall (see today's agenda handout) and Remarks by Dr. Orf: Faculty are "taking in a lot of students." The Summer FTES total was 499, lower than the target of 533 FTES (per Sylvia Rodriguez, this is likely to be reduced to a final total between 485-490 FTES). Total FTES target for LPC for 2010-11 is 7,001; and, judging from the trend, there will be no difficulty in meeting, and probably exceeding, this target. Remaining to be factored in, directives from the District vis-à-vis Spring 2011.
4. Future Meeting Dates for Fall 2010: Recommendation by Dr. Orf to schedule two meetings per month through Fall semester. Regular meetings have previously been scheduled from 12:30 p.m. to approximately 2 p.m. Dr. Orf's preference: to hold the meetings on the first and third Fridays, having the first monthly meeting on the same day as the District Enrollment Management Committee (DEMC) meeting, and canceling the second monthly meeting if not needed. Supported by Dr. Ely for approving discipline plans and Spring scheduling. *Approval by consensus to calendar the first and third Fridays during Fall 2010, beginning September 3.*
  - A. Dr. Weaver suggested an earlier meeting time, at least for one of the meetings, if possible. While Ms. Konrad observed that having different start times for meetings can be confusing, Dr. Orf expressed openness to flexibility, particularly when there are discipline plans to review. *For the present, the meetings will be scheduled at 12:30.* It may also be necessary to schedule weekly, rather than bi-weekly, meetings when discipline plans come in.
5. Remarks by Chair and Discussion: Commending previous Chair, Mr. Morris, for his leadership and expertise "in the numbers," Dr. Orf contrasted his chairmanship, with his intent to have the CEMC review and discuss discipline plans, allocate out FTEF to the disciplines through the divisions, and division deans to work with their faculty in bringing their plans to the Committee. Faculty proposing changes would work with their deans, who, with the faculty, would bring these items to Committee. Dr. Ely supported this as the "contractual process." Dr. Ankoviak remarked that this process might assist the work of the Committee to proceed "better and faster." Dr. Orf will "pull the numbers" with the Enrollment Management tool, and will verify with the Office of Academic Services in case of discrepancy or question. He alerted that meetings will move through agenda

quickly. Dr. Luster reported that she is looking forward to working with the Committee this year in her new role; she introduced Ms. Konrad, who will provide the meeting record.

6. Good of the Order: Dr. Orf invited items from the floor. Dr. Ankoviak asked for a listing of the Committee voting membership.
  - A. Voting Membership:
    - Faculty: Dr. Ankoviak, Dr. Orf, Dr. Weaver, Ms. Lee
    - Administrators: Dr. Luster, Dr. Ely, Mr. Baker, Dr. Noble
    - Tiebreak: President Lease
7. Adjournment: 11:21 a.m.
8. Next Meeting: Friday, September 3, 12:30 p.m.

Recording Secretary: Martha Konrad