

**LAS POSITAS COLLEGE  
COLLEGE ENROLLMENT MANAGEMENT COMMITTEE  
SEPTEMBER 3, 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; Ms. Miller; Dr. Noble (voting); Dr. Orf (chair, voting); Ms. Rodriguez; Ms. Tomlinson; Dr. Weaver (voting)  
Excused:

1. **Call to Order:** 12:33 p.m. by Chair, Dr. Orf; Room 2490.
2. **Approval of Minutes:** Moved by Dr. Noble, seconded by Dr. Ely, to approve the minutes of April 16, 2010; April 23, 2010; May 21, 2010; and August 23, 2010. Approved, with two abstentions.
3. **Enrollment numbers:** Today's FTES indicate that the College and the District are on target to make their FTES numbers for Fall 2010 (3387 FTES today with basically only large lecture, census-load classes, and Sheriff's Academy still to be entered).

Those who attended DEMC this morning learned that Spring 2011 will definitely require section reductions (3.5 LPC, 4.5 Chabot), but the District has also offered the colleges the opportunity to adopt a higher efficiency rate and, by doing so, to receive monies in compensation that can be applied to the 4s, 5s, and 6s. History indicates that it should be possible to adopt a higher WSCH/FTE (today's WSCH/FTE is 538; last spring, the College achieved 542). Some of the LPC reduction should be recoverable from the 1.8-1.9 FTEF for QUEST, which will move to Community Education this spring.

There is still information needed before this decision can be made, including confirmation that the amounts on the table have been annualized, whether the actual amount is half that given on the distributed chart, and to review the email sent by the Chancellor immediately following the DEMC meeting. A reduction of 3.5 FTEF for LPC at this time would require that that LPC cut spring by nearly 7 FTEF. Dr. Ely expressed his opinion that, because the numbers won't increase appreciatively for fall, but may decrease for spring, the decision could be made with considerable confidence at this time. Dr. Luster agreed with the assumptions and noted that it is certainly the Committee's purview to proceed with decisions on productivity, how many FTEF to cut, and how the reductions should be distributed to the areas; but she recommended that some preliminary work be done by the Deans to review some reduction scenarios, to maintain the integrity of degrees and programs requiring advanced courses, as well as support services. Dr. Ely's reminder that the District still "owes" the College some 2.8 FTEF from District for enhanced lab load for this year prompted the question of how the College would receive this FTEF. Ms. Huber reported that the FTEF for the enhanced lab load is accounted for in the actual FTEF numbers, but has not been included in the discipline plans. It was also generally agreed that this FTEF have not included in any allocation to the College as of this date, and it is anticipated that the College will receive it as a "check" paid by District into actual expenses.

Mr. Baker re-emphasized the need to proceed carefully with decisions and for appropriately applying any money in this time when not only instructional reduction is required, but also the need to maintain the accompanying support services.

Dr. Ankoviak observed that, based on our history, it seems realistic to adopt the 525 WSCH/FTEF, putting 520 in fall and 530 in spring to annualize 525, noting that we were very efficient in Spring 2010.

Dr. Lease asked Mr. Kratochvil to update the Committee on whether adopting a more efficient WSCH/FTE along with other planning and cost savings and cost reduction measures could bring the College to a "close-to-balanced" budget for the year. Mr. Kratochvil explained how the College was planning to leverage cost savings of not filling a number of vacant positions, using some of the savings to fund the CDC Director position, applying all available funding sources—including the District money for adopting a higher WSCH/FTE, factoring in the new Ricoh contract and replacement of equipment. He predicted that, with all sources, including a one-time gift from the Foundation, the College would come "very close."

Dr. Luster suggested that the decision of what to cut and what WSCH/FTE to adopt not be done today, even though the consensus is that 525 is probably "very doable." She requested to wait until the Fall numbers have become real numbers at census and a comparison of the actuals with the discipline plans has been done. She recommended time for the various scenarios at 408.5 and 405.2 to be modeled and reviewed to see what the impacts are. Ms. Huber's Spring Class Schedule timeline can accommodate late deletions before it is released in print in October. Consensus was that Dr. Luster and the Deans will bring their recommendations to the next meeting in two weeks, on September 17, by which time clarification on the concerns identified above will have been received. The Committee can then look at the impact of these levels and decide about adopting 525 WSCH/FTE (or another efficiency) for spring. Dr. Orf requested that he be kept in the information "loop."

4. **CEMC Procedures:** Dr. Ankoviak requested to table this item to a future meeting.
5. **Meeting Schedule:** Following the decision at the August 23 CEMC meeting to set an "every other week schedule, beginning September 3, and, probably, to add weekly meetings when discipline plans come in," the District has changed its schedule and is working to consolidate District DCC, DEMC, and DBSG meetings to a single first Friday each month. This is proposed to begin on October 8 (a second Friday), so the LPC CEMC will adhere to its next few meetings, September 17 and October 1, and can accommodate a schedule that will compensate for the loss of November 5 and December 3. Following a productive discussion on timelines, including publication of the 2011-12 guidelines, submission of discipline plans, print schedule deadlines and faculty schedules, receiving the final "numbers" from District probably in November, etc., the consensus was to put out the guidelines after the next CEMC meeting on September 17, to give the faculty an October 22 (a non-CEMC meeting week) deadline for submission of the plans, and for the Committee to begin review and deliberation on the plans October 29—possibly meeting weekly for the remainder of the

semester. Dr. Ely reminded that much of the planning for the next year is already under way, but needing to make significant reduction of FTEF will require careful consideration as these “cannot just be rollovers of last year's plans.”

6. **Good of the Order:** Dr. Luster commended Dr. Orf “for the time you are spending on this; you are doing a good job.”
7. **Adjournment:** 1:10 p.m.
8. **Next meeting:** September 17, 2010

Recording Secretary: Martha Konrad