

**LAS POSITAS COLLEGE
COLLEGE ENROLLMENT MANAGEMENT COMMITTEE
Minutes of December 9, 2011**

Attending: Dr. Ankoviak (voting); Ms. Aubert; Mr. Baker (voting); Dr. Ely (voting); Ms. Lee (voting); Ms. Maloney (voting); Dr. Noble (voting); Dr. Orf (chair, voting); Mr. Samra; Ms. Scott; Ms. Tomlinson; Dr. Weaver (voting)

1. **Call to order:** 9:33 a.m. by Chair, Dr. Orf; Room 2460.
2. **Approval of minutes of November 18, 2011:** MSC – Weaver/Lee
3. **Report from DEMC:**

Dr. Orf stated that the bottom line is that we are still waiting to see; Sacramento gave a temporary number of 9379 which was lowered from 10,000 and based on a 6.2% reduction.

We will probably revisit the schedule next semester due to more cuts. Sarah Thompson advised not to use the same formula if there are more cuts. Academic Senate should be involved in this if there are more cuts.

We should know more information by our next meeting.

4. **Report from State Auditors relating to FTES numbers - Marge Maloney**

Ms. Maloney stated that we just underwent a routine audit in fall where auditors looked at all classes, zeroing in on TBA hours. Some errors were found in contact hours and how we generate them. The errors were in how courses were counted, which roles over in the schedule every year. The same problem exists in each term. There was an over reporting of 858 FTES in the district which has to come out of 2010-11 (approximately 300 here and 500 at Chabot). The auditors looked at 80 courses and found 10 errors. But since we were already over-capped, we don't have to pay it back.

Discussion of hand-out: California Community Colleges Calculation of Contract Hours.

IT will upload new calculations into Banner but we can't back track. We'll have to do a manual fix for some.

5. **(Added agenda item) Discipline Plans: Learning Skills – Kimberly Tomlinson**

Ms. Tomlinson stated that last year, due to a shift in leadership, discipline plans were submitted without Learning Skills 110 program information (a 1/2 unit course/.07 FTES). This is a course that helps high school students' transition into the DSPS program. Learning Skills 120 (a 1-unit class) would have switched out in Spring but didn't end up on the discipline plans (this year either). The request is to add Learning Skills 110 for Spring 12 and Spring 13 semester.

After much discussion: Motion to approve the Student Services discipline plan to add .07 FTES for Spring 12 contingent upon us being under (in FTES). MSC – Ely/Lee. Dr. Orf will send a confirmation email.

6. Future dates of CEMC meetings

We will not meet on December 20, 2011

January 27, 2012 – tentative

February 10, 2012 – 9:30 a.m.

March 9, 2012 – 9:30 a.m.

April 20, 2012 – 9:30 a.m.

May 11, 2012 – 9:30 a.m.

7. Good of the Order: N/A

SWOXEN report for Spring semester 2012 as of this morning:

Fill rate is 86.28%, productivity is 494, FTES is 2708.

This is Marge Maloney's last meeting.

Dr. Ankoviak stated that there will be a lunar eclipse at 3 a.m. in the morning.

Adjournment: 10:42 a.m.

Next Meeting: January 27, 2012 at 9:30 a.m. (tentative)