

**Chabot-Las Positas Community College District**  
Office of Educational Services and Planning

**Meeting Notes**

District Enrollment Management Committee (DEMC)

Friday, May 6, 2011

10:30 am

District Office – Multipurpose Room

- I. Review and Approval of Meeting Notes – April 1, 2011
  - II. 2011-12 Enrollment Targets
    - a. College Updates
  - III. Other
  - IV. Next Meeting
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**Attendance:** Joel Kinnamon, Kevin Ankoviak, Jeff Baker, Tom deWit, Neal Ely, Dave Fouquet, MaryAnne Gularte, Kathy Kelley, Bob Kratochvil, Guy Lease, Lorenzo Legaspi, Pam Luster, Thomas Orf, Dale Wagoner, Laura Weaver, Audrey Ching

**Handouts:**

- 1) Agenda
- 2) Meeting Notes – April 1, 2011

**I. Review and Approval of Meeting Notes – April 1, 2011**

Ms. Weaver noted that she was present at the April 1, 2011 Meeting, which is not reflected in the minutes.

Mr. Fouquet requested on page 4, to add as part of his motion “if P1 growth comes through, the FTES would be adjusted upward accordingly.”

Mr. Fouquet suggested that if there is new information by the end of summer, to think about putting more FTEF back on schedule.

Dr. Kinnamon noted that once the waitlist is in place, it will help in recognizing where we are “maxed out” and adding classes quicker.

Ms. Kelley reported that at one time we had discussed having shadow courses and questioned if this approach would be something to think about. Mr. Fouquet questioned whether the system could accommodate shadow courses. Mr. Wagoner noted the problem of securing instructors to teach those courses.

The minutes were approved as corrected.

## **II. 2011-12 Enrollment Targets**

### Chabot College

Mr. Wagoner reported that there have been no significant changes, noting that Monday, May 9 will be after the first priority registration. He reported that Chabot has to get to 256 FTEF for Spring, currently at 276 FTEF. He reported 800-1000 projected FTES below last year's level for Fall (337 FTEF) and Summer (112 FTEF), for a total of 450 FTEF.

In response to a question raised by Ms. Kelley, Mr. Wagoner reported that the base for 2010-11 was 10,041 FTES and our new target of 9,033 FTES is based on workload reductions.

Mr. deWit noted that Chabot will be hard pressed to make its base because of high-productive courses.

Mr. Fouquet expressed that if the current year's growth comes through, there will be more potential revenue on the table.

### Las Positas College

Dr. Orf reported for Summer: 81% Fill Rate, 355 FTES. For Fall 37% Fill Rate, 1,244 FTES.

## **III. Other**

Mr. deWit questioned if the District/Colleges intended to put a message out to students when they are turned away. It was noted that there is a message on the websites. Mr. deWit noted that the most important time for messaging is at the actual encounter with the student the moment it happens – in A&R, in Counseling, and in the classroom.

Ms. Kelley noted that Dr. Sperling put something out last Fall and suggested getting a copy from her.

Ms. Kelley reported that she has had conversations with Staff of the TV Station with the idea of having roving reporters in the hallways the first day and first week of classes to film and interview students being turned away.

Mr. Baker reported that Las Positas College is planning on two separate workshops for students.

It was suggested that Mega Day (LPC) and Gladiator Day (Chabot) would be ideal forums for informing students of their options.

Mr. deWit questioned drops for non-payment. Dr. Luster reported that an email will be sent reminding students that they have 72 hours to make payment. Once the waitlist is fully implemented, it will take over. Dr. Luster reported that it is being tested in Summer Session.

Mr. deWit questioned if the District has a dollar amount for the cost of the FTES cuts to the schedule since last year, to which Mr. Legaspi reported \$10,650,000.

Dr. Kinnamon reported that beginning today, DBSG will be going through the budget details, beginning with LPC. Meetings are scheduled the next three weeks to review all three sites' budget details.

#### **IV. Next Meeting**

It was agreed to not schedule a meeting in August. In addition, it was agreed to avoid scheduling a meeting on Friday, September 2 as that is Labor Day Weekend, and to meet on Friday, September 9 (second Friday of the month).

Dr. Kinnamon also noted that DCC and DBSG would also be scheduled for Friday, September 9.

Next Regular Meeting is scheduled for Friday, September 9, 2011, at 10:30 a.m.

#### **V. Adjournment**

The meeting was adjourned by a motion made and seconded.

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Approved: September 9, 2011