

Chabot-Las Positas Community College District

Office of Educational Services & Student Success

Meeting Notes

District Enrollment Management Committee (DEMC)

Friday, October 6, 2023

10:30 A.M. - 12:00 P.M.

Zoom: <https://us06web.zoom.us/j/85373842444>

DEMC Membership

VOTING

		Present
Tom deWit (F)	CC	<input checked="" type="checkbox"/>
Jeff Drouin (F)	CC	<input type="checkbox"/>
TBD (F)	CC	<input type="checkbox"/>
Heike Gecox (F)	LPC	<input checked="" type="checkbox"/>
Ashley Young (F)	LPC	<input type="checkbox"/>
Rafael Valle (F)	LPC	<input checked="" type="checkbox"/>
Jamal Cooks (A)	CC	<input checked="" type="checkbox"/>
Sadie Ashraf (A)	CC	<input type="checkbox"/>
Dyrell Foster (A)	LPC	<input type="checkbox"/>
Joel Gagnon (A)	LPC	<input checked="" type="checkbox"/>
Theresa Fleischer Rowland (A)	DIST	<input type="checkbox"/>
Jonah Nicholas (A)	DIST	<input checked="" type="checkbox"/>

NON-VOTING

		Present
Safiyah Forbes (A)	CC	<input checked="" type="checkbox"/>
Nan Ho (A)	LPC	<input checked="" type="checkbox"/>
Daniela Ballif (A)	DIST	<input checked="" type="checkbox"/>
David Reed (A)	DIST	<input checked="" type="checkbox"/>
Mona Abdoun (F)	CC	<input checked="" type="checkbox"/>
Rajeev Chopra (F)	LPC	<input checked="" type="checkbox"/>
Thomas Dowrie (C)	CC	<input type="checkbox"/>
David Rodriguez (LPC)	LPC	<input checked="" type="checkbox"/>
Liem Huynh (C)	DIST	<input checked="" type="checkbox"/>
Theresa Pedrosa (S)	CC	<input checked="" type="checkbox"/>
Omar Au (S)	LPC	<input checked="" type="checkbox"/>

Additional Meeting Attendees: Jamal Cooks, Cynthia Gordon da Cruz, Dave Fouquet, Ron Gerhard, Brian Goo, Paulette Lino, Bobby Nakamoto, Dawn Neideffer, Stuart McElderry, Anette Raichbart, Dionicia Ramos, Norberto Ruiz, Rajinder Samra, Estella Sanchez, Patricia Shannon, Craig Shira, Dale Wagoner, Tamica Ward, Kristen Whittaker

Agenda

1. Welcome and Agenda Review
2. Notes Approval
3. College Enrollment Updates
 - a. Chabot College
 - b. Las Positas College
4. 2023-24 FTEF Allocation Discussion

5. 2024-2025 Allocation Discussion
 - a. SCFF Rolling Three Year Average
 - b. Exchange on Considerations for Setting the Targets
6. Counseling Data Dashboard Update
7. Closing Thoughts and Future Meeting Topics

Agenda **1. Welcome and Agenda Review**
- **Heike Gecox** Time allotted | **5 mins** |

Discussion

Heike Gecox and Jonah Nicholas served as Co-chairs for the October 6, 2023 DEMC meeting in the absence of Theresa Fleischer Rowland and Jeff Drouin. Heike opened the meeting by welcoming all attendees and requesting that the Committee review the meeting agenda for any necessary changes. Once the review was complete, she asked for a motion to approve the agenda for the October 6, 2023 meeting.

Conclusion

Theresa Pedrosa moved to approve the agenda for the October 6, 2023 meeting, with a second from Rafael Valle. The meeting moved to Agenda Item 2.

Action items

The agenda for the October 6, 2023 meeting was approved.

Agenda **2. Notes Approval – Estella Sanchez**
Time allotted | **5 mins** |

Discussion

Estella Sanchez called for the review and approval of the meeting notes from September 1, 2023.

Conclusion

Theresa Pedrosa moved to approve the September 1, 2023 meeting notes; seconded by Heike. The meeting then moved to Agenda Item 3.

Action items

The meeting notes from September 1, 2023, were approved.

Agenda **3. College Enrollment Updates – Chabot College and Las Positas College** Time allotted | **10 mins** |

Discussion

Jeff Drouin and Safiyyah Forbes were absent from the meeting, therefore they could not present their report. Heike presented the latest enrollment report and updated the Committee on the current enrollment status of Chabot College and Las Positas College. She informed the Committee that enrollment had increased and productivity had also gone up. Afterward, she asked the Committee if they had any comments or questions.

Conclusion

Nan Ho raised a concern she had spoken to David Reed about regarding an irregularity in the FTEF of the non-credit section of the enrollment report for Las Positas College. She noted that the reported figure of 1,500 FTEF was inaccurate. Jonah inquired if the non-credit section primarily consisted of traditional non-credit, and Nan confirmed this to be true. With the clarification that most were traditional non-credit, the meeting proceeded to Agenda item 4.

Action items

No Action.

Agenda **4. 2023-24 FTEF Allocation Discussion – Jonah Nicholas** Time allotted | **5 mins** |

Discussion

Jonah addressed the DEMC FTES/FTEF Recommendation Response from Chancellor Gerhard. The request was to allocate additional FTEF in the spring semester based on an increase in enrollment. After a thorough review of the data, it was decided to add 20 extra FTEF to the schedule for spring, while ensuring the traditional 60/40 split between Chabot and Las Positas College. This decision is certainly a step in the right direction, and further conversations will be had on topics such as the 3-year rolling average on the SCFF, as well as the DEMC allocation for the year 2024-25.

Conclusion

The meeting moved to Agenda item 5.

Action items

No Action.

Agenda **5. 2024-2025 Allocation Discussion – Jonah Nicholas and Heike Gecox** Time allotted | **30 mins** |

Discussion

4a. SCFF Rolling Three Year Average

Jonah discussed the SCFF 3-year rolling average and reminded everyone that it's calculated based on the FTES earned from the current year, the year before, and the year prior to that. [Refer to the SCFF 3 Year Rolling Average Info](#). Jonah also mentioned that we need around 16,400 FTES to be funded on the SCFF by 2025-26. According to the Colleges' estimates, there will be 15,067 FTES in 2023-24, which is a component of the 3-year rolling average. To achieve this, there would need to be an 8% increase in 2024-25 and another 8% increase in 2025-26.

Before discussing the 2024-25 targets, Jonah emphasized that the District's best interests should be taken into account from both a student and financial perspective. He stated that reaching a 3-year rolling average that gets us to the SCFF is worth pursuing, but not at the expense of productivity.

4b. Exchange on Considerations for Setting the Targets

The Committee expressed concerns about the recent drop in productivity numbers since the previous semester. They recommended that a closer examination of these numbers might be necessary. In addition, the Committee agreed to establish targets earlier to improve the chances of securing the best part-time faculty. They planned to have further discussions over the next few weeks and may hold a special meeting to reach a consensus sooner. One member noted that the FTES target for Las Positas College was currently conservative and expected to increase soon due to ongoing efforts to eliminate duplicate numbers. The same increase in the FTES target was anticipated for Chabot College.

Conclusion

The meeting moved to Agenda item 6.

Action items

No Action.

Agenda **6. Counseling Data Dashboard Update – David Reed** Time allotted | **10 mins** |

Discussion

David Reed provided an update on the Counseling Data Dashboard and the strides that have been made in counseling service-related metrics. Refer to Counseling Data Dashboard Update: October 6, 2023 DEMC Meeting. (request presentation from David) Specifically, he noted that the advising system has effectively configured and completed the completion rate data (metric 2), which has been introduced to counselors at both colleges. Next, David mentioned his intention to incorporate this data into the upcoming week's DMC dashboard report. Additionally, he touched on metric 1, which tracks the number of students served in SARS, and the obstacles encountered when determining the contact ratio for counselors.

Conclusion

David emphasized the significance of data alignment and how utilizing various platforms can enhance accuracy. He also highlighted the potential advantages of exploring alternative tools, such as CRM, for data management, but recognized that this would require a medium-term effort. The Committee held a discussion associated with using diverse reason codes in SARS and the importance of maintaining consistency. David asked if anyone had any additional questions for discussion. The meeting moved to Agenda item 7.

Action items

No Action.

Agenda **7. Closing Thoughts and Future Meeting Topics – Jonah Nicholas** Time allotted | **5 mins** |

Discussion

Jonah expressed the possibility of a special meeting in the upcoming weeks to discuss the productivity and FTEF/FTES Target numbers.

Conclusion

Heike pointed out the future meeting dates on the agenda and asked the Committee to adjourn the meeting. Theresa Pedrosa moved to adjourn the October 6, 2023 DEMC meeting, and Rajeev Chopra second. Meeting adjourned.

Action items

No Action.