

# Chabot-Las Positas Community College District

## Office of Educational Planning

### Meeting Notes

District Enrollment Management Committee (DEMC)

Friday, September 5, 2014

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

District Office - Board Room

### DEMC Membership

#### VOTING

		<b>Present</b>
Tom deWit (F)	CC	<input checked="" type="checkbox"/>
Dave Fouquet (F)	CC	<input checked="" type="checkbox"/>
LaVaughn Hart (F)	LPC	<input checked="" type="checkbox"/>
Tom Orf (F)	LPC	<input checked="" type="checkbox"/>
Susan Sperling (A)	CC	<input type="checkbox"/>
Barry Russell (A)	LPC	<input checked="" type="checkbox"/>
Jannett Jackson (A)	DIST	<input checked="" type="checkbox"/>
Lorenzo Legaspi (A)	DIST	<input checked="" type="checkbox"/>

#### NON-VOTING

		<b>Present</b>
Stacy Thompson (A)	CC	<input checked="" type="checkbox"/>
Janice Noble (A)	LPC	<input checked="" type="checkbox"/>
Barbara Yesnosky (A)	DIST	<input type="checkbox"/>
Chasity Whiteside (C)	CC	<input checked="" type="checkbox"/>
Heidi Ulrech (C)	LPC	<input checked="" type="checkbox"/>
Rachel Ugale (C)	DIST	<input checked="" type="checkbox"/>

Additional Meeting Attendees: Alex Ivanov, Jeannine Methe, Don Miller, Diana Rodriguez, Sylvia Rodriguez, Estella Sanchez, Mike Sherburne, Eric Stricillen  
Dial-In: Rajinder Samra

#### Agenda

- 1.0 Review and Approval of Meeting Notes – May 2, 2014
- 2.0 Argos EMC Tools and Reports
- 3.0 CEMC Update
  - a. Las Positas College – LaVaughn Hart
  - b. Chabot College – Dave Fouquet
- 4.0 Other
- 5.0 Future Meetings – 10:30 A.M. – 12:00 P.M.

The Friday, September 5, 2014 District Enrollment Management Committee (DEMC) meeting was opened at 10:36 a.m. by Dr. Jannett Jackson. No changes were made to the meeting agenda.

- 1.0 **Review and Approval of Meeting Notes – May 2, 2014**

The May 2, 2014 meeting notes were approved.

## 2.0 **Argos EMC Tools and Reports**

Jeannine Methe provided an overview on the Argos EMC Tools and Reports and Eric Stricklen gave the Committee a quick demo. For the enrollment management report the Committee requested that there be two reports: one report “as-is” which includes independent study, positive attendance and excludes OX files, then one report with only the OX files. The creation of a third report was requested which would include cross listed courses.

## 3.0 **CEMC Update**

LaVaughn Hart provided an update for Las Positas College with FTES around 3270, WSCH per FTEF 539.54 and 187.37 FTEF was reported on schedule, which includes OX. For base, LPC is short by 25 and 115 FTES short of target. Ways to get more FTES have been addressed at the last CEMC meeting which included cancellation of low enrollment classes and setup of classes to begin in mid-October on an 8 week fast track. LaVaughn then requested that she would like FTEF to be visible, so that you can see if a staff member is assigned to a class or not.

Dr. Jackson suggested that a working Committee for Enrollment Management be created to work directly with IT (Eric and Jeannine) on the tools that are needed and issues. The working Committee for Las Positas College will include the scheduler, Sylvia Rodriguez, LaVaughn and Eric. For Chabot College the working Committee includes Stacy Thompson, Tom deWit, Paulette Lino and the scheduler.

Tom deWit provided the update for Chabot College based on the Enrollment Update handout dated September 1, 2014, which does not exclude the rollback from summer.

## 4.0 **Other**

Tom deWit asked that the Committee think about the possibilities on offering structural support classes with the equity funds that came out September 3<sup>rd</sup> and how the plan needs to be joined with 3SP funds. He then suggested that the funding formula by the state be followed on how to distribute the funds between Chabot and Las Positas College.

Dr. Jackson asked Lorenzo Legaspi to add the funding of the equity funds to the Senior Leadership Team (SLT) meeting agenda for discussion, as it relates to the allocation amounts and the recommended formula.

Lorenzo mentioned there are different criteria to the funding.

Diana Rodriguez stated that the researchers pulled information on the Colleges’ demographics, which is available and needs to be incorporated into the equity plan and the fund allocation.

## 5.0 **Future Meetings – 10:30 A.M – 12:00 P.M.**

The September 5, 2014 District Enrollment Management Committee meeting was adjourned by Dr. Jannett Jackson at 12:08 p.m., with the next meeting scheduled for Friday, October 3, 2014 at 10:30 a.m.