

Chabot-Las Positas Community College District

Office of Educational Services & Student Success

Meeting Notes

District Enrollment Management Committee (DEMC)

Friday, March 4, 2022

10:30 A.M. - 11:30 A.M.

Zoom: <https://cccconfer.zoom.us/j/95548713977>

DEMC Membership

VOTING

		Present
Tom deWit (F)	CC	<input checked="" type="checkbox"/>
Jeff Drouin (F)	CC	<input checked="" type="checkbox"/>
Tom Orf (F)	LPC	<input checked="" type="checkbox"/>
Sarah Thompson (F)	LPC	<input checked="" type="checkbox"/>
Susan Sperling (A)	CC	<input type="checkbox"/>
Dyrell Foster (A)	LPC	<input type="checkbox"/>
Theresa Fleischer Rowland (A)	DIST	<input checked="" type="checkbox"/>
Jonah Nicholas (A)	DIST	<input checked="" type="checkbox"/>

NON-VOTING

		Present
Jamal Cooks (A)	CC	<input checked="" type="checkbox"/>
Kristina Whalen (A)	LPC	<input checked="" type="checkbox"/>
Miguel Colon (F)	CC	<input checked="" type="checkbox"/>
Daniela Ballif (A)	DIST	<input type="checkbox"/>
David Rodriguez (LPC)	LPC	<input checked="" type="checkbox"/>
Rajeev Chopra (F)	LPC	<input checked="" type="checkbox"/>
Thomas Dowire (C)	CC	<input checked="" type="checkbox"/>
Liem Huynh (A)	DIST	<input checked="" type="checkbox"/>
Theresa Pedrosa (S)	CC	<input type="checkbox"/>
Kyle Johnson (S)	LPC	<input type="checkbox"/>

Additional Meeting Attendees: Noell Adams, Tracey Coleman, Ann Marie Fisher, Dave Fouquet, Heike Gecox, Ronald Gerhard, Brian Goo, Matt Kritscher, Jennifer Lange, Dionicia Ramos Ledesma, Paulette Lino, Bobby Nakamoto, Dawn Neideffer, Christina Read, Kirti Ready, Nathaniel Rice, Estella Sanchez, Patricia Shannon, Dale Wagoner, Tamica Ward, Jeanne Wilson, Deonne Kunkel Wu

Agenda

1. Welcome
2. Approve Notes from February 4, 2022 DEMC Meeting
3. Enrollment Updates
 - a. Chabot College
 - b. Las Positas College
4. Revisiting the Sheriff Academy FTEF Offset
5. Multi-year Planning
 - a. Advancing the recommendation from February 4 DEMC
 - b. What data do we need?
 - c. What factors exist, e.g. alternative academic calendar exploration, online instruction and the changing nature of it, program offsets.
6. Other

Agenda **1. Welcome – Theresa Fleischer Rowland** Time allotted | **5 min** |

Discussion

Theresa open the meeting by welcoming everyone in attendance and mentioned requests to shorten the meeting to an hour. She then mentioned the shift of meeting notes and proposed to follow the model used for Educational Support Services committee and PBC.

Both Co-chairs have agreed to using the model of note taking. Theresa asked Estella to run the vote for the February 4, 2022 meeting notes.

Conclusion

Meeting Moved to Agenda Item 2

Action items

No Action.

Agenda **2. Approve Notes – February 4, 2022 – Estella** Time allotted | **15 min** |

Discussion

Estella asked if she could get a motion to approve the February 4, 2022 meeting notes.

Theresa mentioned she met with Co-chairs Tom and Jeff to discuss the modality for the April DEMC considering PBC is hosting their first hybrid meeting in March and the two meetings are consecutive (DEMC typically ends noon, PBC starts 12:30pm). She asked that folks speak with any of the committee chairs if they have a strong preference about in person or zoom and feedback will be collected in prep for the next meeting.

Conclusion

Tom Orf motion. Jonah Nicholas second the motion to approve the February 4, 2022 meeting notes.

Meeting Moved to Agenda Item 3

Action items

February 4, 2022 meeting notes approved.

Agenda **3. Enrollment Updates – Chabot and Las Positas** Time allotted | **5 min** |

Discussion

Chabot is just under 16% and looking back at week 2, Chabot was down just over 18%. Some contributing factors are late start classes that got moved due to low enrollment and some classes converted to online synchronous.

LPC is right at 17.72% and has improved in the last 6 weeks.

Conclusion

Meeting Moved to Agenda Item 4

Action items

No Action.

Agenda **4. Revisiting the Sheriff Academy FTEF Offset – Jeff Drouin**
Time allotted | **15 min** |

Discussion

Jeff shared 2021-22 Alameda County Sheriff Office Academy (ACSOA) FTEF spent in Summer 21, Fall 21 and what is current for Spring 22. Projected for Spring 22 FTEF will likely be above 17, exceeding Fall 2021. A single academy runs as high as 10.97 FTEF.

Chabot College is asking for FTEF allocation that “right sizes” the expense for the college. Chabot College has added 45 FTEF to date onto schedule, which comes at a cost to offer other courses. Additionally, there are support services provided to assist registration billing and takes a lot of time. On behalf of Chabot College, Jeff is asking for FTEF to be allocated for prior academic year and to be trued up to the true cost of the academy, acknowledging there is already an offset of 13 FTEF on the DEMC Allocation. Jeff clarified that he is not asking for a hard number, the ask is the FTEF/FTES Allocation be trued up for ACSOA actuals.

Jeff mentioned a healthy ACSOA is good for us all. Annual productivity is at 628, though as FTEF gets added for the Spring it will probably adjust down a bit.

There are no constraints or limits on the number of academies in the contract. It would be up to the college to hold limits on running additional academies.

When LPC hosted the ACSOA, the college struggled with the absorption of the extra costs. The question is: will we set the precedent of making request to PBC for separate FTEF funding by programs? This will tap rollback funds, so everyone has a stake in the decision. The discussion continued to consider if we proceed, anytime a college needs or asks to bring in a new program - parameters would need to be in place, and we would need to separate subsidized from unsubsidized FTES.

Whether we run the academies or don't run the academies there is no change in revenue while we are on Hold Harmless. Conversation continued: we are going to need the FTES at some point and want to be pro-enrollment growth.

Jonah asked if the Chabot College ask is something being requested outside of the ugly sheet, which would change the overall FTES percentage and would take roll back dollars that are currently allocated.

Conclusion

Theresa thanked all, noted the importance of the ACSO contract and remarked on the potential for continuing the conversation in PBC.

Meeting moved to Agenda Item 5

Action items

Conversation to continue in DEMC.

Agenda **5.0 Multi-year Planning – Theresa Fleischer Rowland** Time allotted | **15 min** |

Discussion

In February, the DEMC forwarded a planning recommendation to create a special advisory group to the Chancellor, brought to PBC and the Chancellor to address the district need.

Within DEMC charge, multi-year planning is about enrollment planning. The conversation picked back up on program offsets. The DEMC chairs drafted a rough definition on what qualifies for a program offset. Feedback was requested.

Dale mentioned to add: supportive of other programs at both campuses. Patricia said its fairly generic right now in current form.

Tom de Wit provided history of the offsetting at the start of enrollment management. He mentioned there were 5 different variations, and in the end, it was the Sheriff's Academy, Dental Hygiene and Nursing offsets to decrease the complexity.

Conclusion

CEMC chairs agreed to agendize multi-year planning to bring ideas forward to DEMC on April 1.

Action items

CEMCs to bring forward feedback on multi-year planning to the next DEMC meeting.

Agenda **6.0 Other – Theresa Fleischer Rowland** Time allotted | **5 min** |

Discussion

None.

Conclusion

None.

Action items

None.

Meeting adjourned at 11:30 AM