

# Chabot-Las Positas Community College District

Office of Educational Services & Student Success

## Meeting Notes

District Enrollment Management Committee (DEMC)

Friday, April 1, 2022

10:30 A.M. - 11:00 P.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 checked="" 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 type="checkbox"/>
Thomas Dowire (C)	CC	<input checked="" type="checkbox"/>
Liem Huynh (A)	DIST	<input checked="" type="checkbox"/>
Theresa Pedrosa (S)	CC	<input checked="" type="checkbox"/>
Kyle Johnson (S)	LPC	<input type="checkbox"/>

Additional Meeting Attendees: Noell Adams, Tracey Coleman, Dave Fouquet, Heike Gecox, Ronald Gerhard, Brian Goo, Craig Kutil, Jennifer Lange, Dionicia Ramos Ledesma, Paulette Lino, Bobby Nakamoto, Dawn Neideffer, Anette Raichbart, Christina Read, Kirti Ready, Nathaniel Rice, Estella Sanchez, Tamica Ward, Deonne Kunkel Wu

#### Agenda

1. Welcome
2. Roll Call of Voting Members and March 4, 2022 DEMC Notes Approval
3. Enrollment Updates
  - a. Chabot College
  - b. Las Positas College
4. Revisiting the Sheriff Academy FTEF Offset
5. Multi-year Planning Feedback from the College CEMCs
  - a. Chabot College
  - b. Las Positas College
6. Other

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

**Discussion**

Theresa open the meeting by welcoming everyone in attendance.

Theresa asked Estella to run the vote for the March 4, 2022 meeting notes.

**Conclusion**

Meeting Moved to Agenda Item 2

**Action items**

No Action.

Agenda **2. Roll Call of Voting Members and March 4, 2022 DEMC Notes Approval – Estella** Time allotted | **10 mins** |

**Discussion**

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

Jeff Drouin moved and Jonah Nicholas second.

**Conclusion**

Jeff Drouin motion to move. Jonah Nicholas second the motion to approve the March 4, 2022 meeting notes.

Meeting Moved to Agenda Item 3

**Action items**

March 4, 2022 meeting notes approved.

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

**Discussion**

Jeff mentioned Chabot is currently down 23% and ask if anyone had any questions.

Tom Orf said Las Positas College is at 17% down and mentioned a few late start classes with a few students coming in.

**Conclusion**

No further discussions took place.

**Action items**

No Action.

Agenda **4. Revisiting the Sheriff Academy FTEF Offset – Jeff Drouin**  
Time allotted | **30 mins** |

**Discussion**

Jeff shared his screen to show Chabot College is asking for FTEF allocation for the ACSO Academy to be adjusted to reflect actual expenditures in FTEF in 2021-22 and ongoing for future years. The allocated FTEF shall be the actual expenditure by Chabot for the ACSO Academy. The FTEF and FTES allocated for ACSO Academy is not to be used on the DEMC FTEF Allocation sheet as a metric in the percentage split between the colleges, as it will be a separate offset.

Jeff gave an example if 39.6 is spent than Chabot would like 39.6 to be allocated to them.

Jeff mentioned that Chabot is asking for the expenditures for the ACSO Academy incurred during the 2021-22 academic year be restored to the college. Speaking on behalf of VP Wagoner who was not in attendance, Jeff indicated Chabot is currently down 1.34% in Academic Salaries and that 1.34% Academic Salary budget deficit can be attributed to the ACSO Academy's unfunded 16 FTEF on schedule for AY 2021-22. Being down places Chabot at 458,000 and unfunded FTEF at 16 that will go up when some of the other academy FTEF comes in, including timesheets but is currently at 504,000.

Sarah Thompson questioned if you take 40 FTEF off the top and subsidize it as a district, what happens. Jeff replied that it would go back to the District.

Jonah expanded on Sarah's question and mentioned there are a lot of ins and outs with the Sheriff academy's ISA, as they bill us we bill them there's revenue that is generated and it's more complicated than just here is our cost. He then shared his thoughts of what Sarah asked on considering if we were to adopt either of the two recommendations.

Tom Orf questioned if Jeff was speaking about the restorative to cover the unfunded FTEF that was shared earlier. Jeff confirmed and indicated at the moment Chabot has 16 on schedule and 10-12 more will come in once the last two academies for the fiscal year come in. He mentioned that he is looking to restore the 16 that is unfunded on schedule and what it ends up being in the last two academies.

Rajinder asked for clarification if the 1.34% academic salary budget deficit only represents the sheriff's academy. Jeff replied it's the total deficit in our academic salaries, which includes part time.

Sarah indicated that she would like to see those FTES taken out and treated separately or you run into double dipping, then when negotiating FTEF we are looking at the FTES split and just the general population.

Jeff asked to highlight in the notes that he will be bringing back the issue of the allocation moving forward in May and add to the agenda. He pointed out that he mentioned the FTEF and FTES allocated for ACSO Academy will not be used on the DEMC FTEF Allocation sheet as a metric in the percentage split between the colleges and that it will be a separate offset.

David Rodriguez mention how some of the decisions impact classified and that he would like to elevate it being a non-voting member of the Committee. He indicated that he wanted to highlight how important it is to have really good conversations and how he understands the circumscribe aspect of the DEMC Committee.

Theresa followed David's remarks and acknowledge all that was said. She indicated that it is a management discussion around the obligations that a college may take on and how resources are used. Theresa also mentioned that we are gathering internally to look at the current Alameda County Sheriff agreement to detail out what is and isn't working for us in the agreement. We are moving to renegotiate the agreement that expires June 30 and have the option to roll forward for a few years. Current conversations have indicated that we will not be rolling forward and that we will go back to the table to discuss some of the issues that are complex for our district, along with smoothing out some of the business processes.

David clarified his point that by creating an offset off the top it further disenfranchises classified, as its not considered as a whole on how the College balances their budget.

In response, Theresa stated restorative FTEF will not be decided here and that it's a PBC conversation where there is a broad-based participatory governance and voting membership. She mentioned DEMC is a contractual meeting and that discussion about restorative and impacts are matters of the planning and budget committee, but hopes the committee will get to a motion to move the recommendation forward to PBC were all aspects can be looked at, the subsidized and unsubsidized FTES thought through with impact to district budget and the college's budgets.

Jonah piggyback on what Theresa said and mention PBC follows the DEMC meeting at 12:30 pm with a discussion item on the agenda to utilize the special meetings solely for an already established subcommittee to review the budget allocation model and that in some ways it makes sense as DEMC flows through the budget allocation model affects the percentages. He indicated that he is open to have discussion and looking at it through the lens of the budget allocation model and try not advantage or disadvantage anyone to a large degree, including David's point that PBC has classified voting members as well.

Tom deWit mentioned that he trusts PBC to work out how to make the dollars flow and to David's point when you take FTES off the top, where are the classified roles being funded. Assumption of running FTES through the model is everything supporting academics, which makes it hard to separate it out when it's actually being supported at a college as a district function with the college figuring out how to support it.

Theresa reiterated that this is a contractual committee and not a participatory governance committee. We are here as this committee is a FA contract and stipulated that administration and faculty will discuss enrollment management through a committee and make the allocations. She expressed that we do a great job airing all issues and encourage that the comprehensive conversations that include the impact to the colleges and ironing through that these are conversations structure to take place in PBC.

### Conclusion

Theresa asked if anyone would like to make a motion that DEMC recommends for PBC to look at the restorative FTEF for 21-22 year to cover the Sheriff academy at Chabot College.

Dr. Jamal Cooks moved the motion. Sarah Thompson second.

Tom Orf asked for a five-minute break out by college before we vote. Theresa and the committee approved to take a five-minute break.

Returning from the break, Theresa stated we have a motion on the table by Dr. Jamal Cooks. Seconded by Sarah Thompson and asked for a roll call vote by Estella Sanchez.

Estella called the voting members for a roll call vote.

Tom deWit – Yes.

Jeff Drouing – Yes.

Sarah Thompson – Yes.

Susan Sperling, proxy Jamal Cooks – Yes.

Dyrell Foster – Yes.

Theresa Fleischer Rowland – Yes.

Jonah Nicholas – Yes.

The motion was approved to move forward.

### Action items

Theresa thanked the committee and DEMC will report out at PBC. She moved the meeting to the next agenda item Multi-year Planning feedback from the College CEMCs.

Agenda **5.0 Multi-year Planning Feedback from the College CEMCs – Theresa Fleischer Rowland** Time allotted | **30 mins** |

### Discussion

Theresa clarified multi-year planning is in the context of the DEMC charge, enrollment management planning and was mentioned during the last meeting about going forward to a three-year time frame to think not just one year at a time for FTEF/FTES allocations, but building back a series where those years are connected to strategies and so forth. She indicated the request was that the CEMCs have a discussion first in order for conversation at district level district wide could be built on conversations happening at the College. Theresa defer to the CEMC chairs to hear any information coming forward from CEMC.

Dr. Cooks indicated that Chabot is at a developmental point and there has been conversations around the beginning of the semester to put a good plan in place about how to move forward in terms of planning at the division levels. He mentioned Tom deWit had a great idea and laid

out a structure for the Deans going back to discipline plan as they have been done in the past and in the last few years different divisions have done them at different levels, so it's a matter of going back to the basics. The Deans are having conversations with their leads and coming up with a draft of a discipline plan to discuss and put it out on the table to have further conversations about allocations of FTEF. In terms of multi-year, Dr. Cooks mention they will not have a three-year kind of plan that was shared at DEMC in the past of trying to increase enrollment by about 300 students every year over the next three years, but are having conversations about how to do that with their dual enrollment, FYE, noncredit and are looking at distance education for ways to try and increase their students, as well as FTES. He mentioned in the next year or so they will be able to project out what it would look like in terms of multi-year planning in order to produce a multi-year plan.

Tom deWit shared Chabot's discipline planning process with the committee and mentioned they began asking questions about modality and for the disciplines to think through access equity, quality and the education they want to provide to their students. Disciplines were asked to write thoughtful responses that they will trend out to the questions and will be the way to reset as Dr. Cooks described. Tom indicated that they did not jump right into a multi-year planning as they wanted to rebase themselves in a way by asking deeper questions as they create the plan.

Theresa thanked Chabot and mentioned its helpful, as we want to engage District-wide where the College's are and appreciate Chabot's identity questions. She asked both Dr. Cooks and Tom how they see this work connected to and building on with coming off recent years of master planning and writing the institutional self-evaluation report for accrediting teams coming in October.

Dr. Cooks responded that by having conversations on PLOs and SLOs that become topics on a regular basis, we make sure that the SLOs in CurricNet or the syllabus of all the instructors that were talking about instruction and were talking about who's teaching, which allows us to think what is high quality teaching, as well as what do want included in our curriculum, in our instruction and in our assessment. He indicated that it's not part of FTEF, but its about the work that we do, which is working with the students by making sure were providing the best possible product for students.

Tom deWit added the schedule that is put out in the modalities, the schedule times, etc... is who they are and that is their interface with their students.

Theresa thanked Chabot College and moved to hear from Las Positas College CEMC on multi-year planning.

Dr. Kristina Whalen mentioned she will be meeting with some partners which is tied to multi-year planning and has to do with a new curricular pipeline that Las Positas is building out with industry in the area of the tri-valley. In CEMC their using it as a place to bring together conversations that are happening in the academic senate about enrollment management and how they are going to analyze the Community to put together a schedule and a multi-year

schedule that understands the Community need and the people in it. She mentioned that in CEMC they have been talking about analysis of programmatic growth strategies that is tied to their workforce and economic development plan that they finished last year where there is programmatic growth with both existing programs and new programs. Dr. Whalen shared in their CEMC they are having discussions about what tools are they going to employ as they have always looked at fill rate and wait list, but now they are looking at those areas with a new level of granularity which is going to help them create schedules that look at how their schedule has changed post the pandemic. She mentioned the data of the fill rate that their institutional research looks at by class, by modality, by division and the most recent tool added is waitlist looks at a course, its waitlist and its waitlist by the different modality that exists is telling a story that is going to help us set the stage for multi-year planning. Dr. Whalen shared the Ad astra software that was invested at the district level as all their program maps loaded into it and tells a story about how many students are in a pipeline for a degree program, then providing a predictive analytic of need. Once the software is all validated and working, it will provide the ability to indicate the number of actual students in the pipeline and the need that we're not funded currently, which would allow to ask other questions such as are we not funded currently because we don't have the facilities for those classes and once those questions are answered we can put together our classes that would fill but we don't fund and that could help plan for multiple years.

Tom Orf mentioned that one of the things they should look into is more of the details from the planning, all the way down to doing three-year discipline plans, but have not got to that stage yet. He mentioned that all the Faculty who do planning right now think with the idea of one year, two years ahead, but it has never been placed in writing and we do see that kind of coming in the future.

Theresa thanked both Dr. Whalen and Tom Orf. She mentioned that every week we pull up the DEMC dashboard and one of the things that we follow is head count. Theresa questioned both Rajinder and Brian in terms of the work at the colleges if we have looked at who the nearly 6,000 students are just any demographics and stated that her question was not an ask for new data.

Rajinder Samra responded that the report that comes through DEMC for head count is not accurate, as the students who are withdrawing out are taken out. He mentioned that he does not have access to how its generated and knows its not right, which was a topic that came up before when Eric Strickland was around. Rajinder indicated that his numbers are not matching with the report and that he can validate his numbers.

Theresa asked that we revisit this topic for discussion as she needs to understand more.

Liem Huynh mentioned that we run the DEMC which is ran the end of Saturday evening that captures the previous week data for the term.

Rajinder indicated there is too much of a difference to consider.

Brian Goo asked Rajinder how far off are we based on his metrics. Rajinder responded that he did not have the numbers in front of him to speak to it and that its quite off.

### **Conclusion**

Follow-up discussion to take place off line to investigate as a smaller group and revisit the topic at the next DEMC meeting.

### **Action items**

No action taken.

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

### **Discussion**

Theresa thanked everyone for their participation and reporting. She mentioned that there is one remaining DEMC that will be on May 6 and traditionally we kind of break for the summer.

Sarah asked that we have on the agenda to meet over the summer to look at the impact of AB 1705 on our enrollments and offerings within math and English as the bill would have a tremendous impact that would also bring our noncredit under scrutiny.

Tom deWit thanked Sarah for bringing this up and that its very important.

Theresa pointed out future meetings for fall and spring are listed on the meeting agenda.

### **Conclusion**

AB 1705 to be placed on the May 6 meeting agenda.

### **Action items**

Meeting adjourned.