

Chabot-Las Positas Community College District
Office of Educational Services & Student Success

Meeting Notes

District Enrollment Management Committee (DEMC)

Friday, May 7, 2021

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

Zoom: <https://cccconfer.zoom.us/j/95786135903>

DEMC Membership

VOTING

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

NON-VOTING

		Present
Stacy Thompson (A)	<i>CC</i>	<input checked="" type="checkbox"/>
Miguel Colon (F)	<i>CC</i>	<input checked="" type="checkbox"/>
Kristina Whalen (A)	<i>LPC</i>	<input checked="" type="checkbox"/>
Rajeev Chopra (F)	<i>LPC</i>	<input checked="" type="checkbox"/>
Thomas Dowire (C)	<i>CC</i>	<input checked="" type="checkbox"/>
Heidi Ulrech (C)	<i>LPC</i>	<input checked="" type="checkbox"/>
Liem Huynh	<i>DIST</i>	<input checked="" type="checkbox"/>

Additional Meeting Attendees: Anette Raichbart, Billy Delos Santos Jr, Chasity Whiteside, Cynthia Gordon da Cruz, Dave Fouquet, Dawn Neideffer, Dale Wagoner, Jamal Cooks, Jennifer Lange, Kirti Reddy, Kyle Johnson, Nathaniel Rice, Noell Adams, Paulette Lino, Patricia Shannon, Rajinder Samra, Ronald Gerhard, Tamica Ward, Estella Sanchez, Jamie Barancic.

Agenda

1. Welcome
2. Approve Notes from March 5, 2021 DEMC Meeting
3. Enrollment Updates
 - a. Chabot College
 - b. Las Positas College
4. P-2 Update
5. Fall Planning Update
 - a. Chabot College
 - b. Las Positas College
6. Approve DEMC 2021-22 Fall and Spring Meeting Dates
7. Summer Meeting
8. Good of the Order

9. Adjournment

The Friday, May 7th, 2021 District Enrollment Management Committee (DEMC) meeting was opened by Jeff Drouin.

1. **Welcome**

Jeff welcomed everyone to the DEMC meeting. He then mentioned that VC Fleischer Rowland was out on medical leave and VC Nicholas would co-chair the meeting.

2. **Approve Notes from March 5, 2021 DEMC Meeting**

Jeff moved the meeting to the approval of the March 5th, 2021 meeting notes. Thomas Orf made the motion to approve, seconded by Stacy Thompson.

3. **Enrollment Updates**

- a. Chabot College enrollment management report: Jeff shared that Chabot's spring numbers have not changed and moved directly into summer enrollment. Jeff shared the DEMC dashboard for Summer 2021. Jeff explained that Chabot is currently down 33% for FTES compared to last year at this time. Jeff also mentioned his curiosity to see how the uncoupling of summer and fall will play out.
Stacy Thompson said that she does not see a cause for concern and is optimistic that they will have a good summer just like years past.
- b. Las Positas enrollment management report: Thomas Orf said that the spring numbers also reflect no change at LPC. As for summer, there was an error in the Dashboard report for Las Positas College, it will need to be corrected in order to comfortably talk about the enrollment numbers. Thomas shared a spreadsheet showing how the LPC summer WSCH/FTEF numbers are not calculated correctly. This error has happened before in the past and Thomas explained how IT had to manually go in and correct the errors.
Kristina Whalen shared that there are 168 classes that are not being captured in the current enrollment spreadsheet. Kristina is still in conversations to find out why this error keeps coming up, and what can be done to correct it from happening again in the future.
Thomas Orf said that the report correction should be done by Sunday when the dashboard numbers are run again, and then they will have a better idea of how the summer enrollments are really doing.

4. **P-2 Update**

Jeff moved to the next item on the agenda for a P-2 update from Vice Chancellor Nicholas. Jonah Nicholas shared the P-2 attendance report with the group and thanked Tamika Ward and Paulette Lino for their hard work. Jonah reminded everyone that the previous P-1 report created earlier in the year was an estimate of the number of FTES that the district would probably end up serving. Jonah mentioned that while those numbers have not changed much, that estimation turned out to be very accurate. Jonah then moved on to P-2, he first shared the factored FTES for the district as a whole. For state resident students the number was currently at 15,279 which was an increase of 8 FTES compared to the P-1 report. The current numbers for nonresident students were 377 FTES for the district as a whole. Jonah then

shared the individual numbers by college. Chabot makes up 9,100 and LPC makes up 9,172 of the FTES for resident students. For nonresident students, Chabot makes up 221 and LPC makes up 156. Jonah then pointed out a few things specific to the student center funding formula such as the AB 540 Headcount Report number of 679. That number was reported on all of the 320 reports, and is where the state chancellor's office gets their information. This document also displays the Special Admit Credit FTES report number of 400. Jonah wanted everyone to understand where the numbers in this document come from and where they can be found.

Dave Fouquet asked Jonah to clarify if the 540 number will impact next year's SCFF, if the district is not on hold harmless. And if the special admit number impacts the current years SCFF because it is part of the base allocation.

Jonah confirmed that was correct.

Stacy asked given the current situation and the pandemic, has there been any discussion on delaying the starting of the three year rolling average?

Jonah explained that the state chancellor's office is using last year's pre-pandemic P-1 report numbers for this year's numbers. Jonah's opinion was that for 2021-2022 they will use the actuals because there will be such an increase in in-person instruction and a more return to normalcy.

Jonah then shared the 2020-2021 attendance report showing the P-1 and P-2 numbers. The report showed a shift in FTEF by 8.5%. The report also showed the difference between the targets and the actuals, that number was down by 2,369.

Tom deWit asked Jonah to share the document showing what the 2019 P-1 number was he referred to earlier.

Jonah shared the document and reminded the group the number was 17,164.

Dave noted that last year the AB 540 headcount was over 700 so with the current 679 number that reflection seems to be declining.

Jonah explained that this number can still go up, last year it started at 607 and then grew to 717.

Dave shared his curiosity for how the district numbers would look if they were not on hold harmless, but on SCFF funding.

Jonah answered that it would be a part of the budget allocation model of just under 11 million.

Dave reminded the group that when SCFF first started back in 2018, most districts were undercounting the AB 540 number, including ours, which had an impact on the supplemental allocation.

Jonah agreed and stated that is why most districts have the financial incentive to correctly calculate that number moving forward.

5. **Fall Planning Update**

- a. Chabot College: Stacy reminded everyone that summer and fall were separated as to allow more time for planning at the colleges. The fall schedule will be printed around the 19th of May, and will be mailed out as soon as printing is complete. There were a few pages open for additional content because of the uncoupling. Therefore, Chabot included information on student services and other and support services available to students. Stacy informed the committee that they had a group of hygienists come on campus and walk through each classroom to check on the health and hygiene practices being used. Any faculty members that were interested in coming to these walk throughs were invited to join as well.
Tom deWit added his gratitude towards the district and administrators at Chabot who have been very supportive in listening to the needs and the concerns of the faculty who will be returning to campus.
- b. Las Positas College: Kristina shared a link to a flip grid schedule that was just signed off by the Chancellor earlier that morning. The schedules will be printed in 2 weeks and then mailed to homes all over the Tri-Valley. Kristina explained how LPC set their schedule by modality and listed in-person classes separately from online. They also listed detailed explanations so the students can make an informed decision on which classes they want to register for. Kristina noted that they were really trying to signal to the community that classes are coming back to campus. While most classes will still be offered online, there are about 30% available face to face. The reopening task force has created communication materials that will also be sent out with the schedule, this material will explain how LPC has made the campus safe for returning to the classroom.

Tamica added that this schedule was also added to the website on the 3rd of May.

Stacy shared that on the Chabot College website there will be information about the Covid-19 vaccine available to those who are interested.

Miguel Colon stated the need to take deeper look into the budget creation being based off of unattainable productivity numbers. He implored the committee to put together a realistic and achievable number and then follow that up with a plan to increase productivity.

Stacy Thompson explained that the enrollment targets are usually discussed in the fall.

Miguel suggested taking a look earlier, maybe in August.

Stacy shared that she agrees with Miguel and added that this group has been mindful of this topic in the past. She explained that it is not an easy task, especially given the current state of the economy and unemployment rates.

Dave Fouquet added that being on hold harmless means the district has been funded as if the classes were actually full. Dave also noted that the numbers are down due to the pandemic and the situation that needs to be met when hold harmless ends does not exist yet.

Miguel added that low productivity has been a problem before the pandemic, and there are historical documents that can be reviewed for reference.

6. **Approve DEMC 2021-22 Fall and Spring Meeting Dates**

Jeff moved to the approval of the 2021-2022 DEMC meeting dates. Jeff shared the dates with the group and called for a motion to approve. Thomas Orf motioned to approve, seconded by Stacy Thompson.

First Friday/Month from 10:30 to Noon
<u>Fall 2021 Meeting Dates</u>
– Convocation Day, Monday, August 16, 2021
– September 3, 2021
– October 1, 2021
– November 5, 2021
– December 3, 2021
[Census Day for full term classes: September 8, 2021]
<u>Spring 2022 Meeting Dates</u>
– February 4, 2022
– March 4, 2022
– April 1, 2022
– May 6, 2022

7. **Summer Meeting**

Jeff moved to the next agenda item and opened the discussion on whether the committee should meet during the summer.

Stacy said that most likely there will be items needed to discuss. The administrators work during the summer, so really it would be a question to the faculty members.

Thomas Orf added that in the past, the summer meeting has always been done on an emergency/as-needed basis only.

Jeff explained that since there has not been a regularly scheduled summer meeting, he wanted to see how the committee felt about adding one in.

Sarah Thompson believed that the district is in a state of emergency given the current situation, and the unknown state of how fall will look until June most likely.

Tom deWit agreed with Sarah's point, and recommended looking into a July meeting date. Thomas Orf agreed to scheduling the summer meeting because it could always be cancelled later if no longer needed.

Jeff shared some Thursday options since the district offices are closed on Fridays in the summer, the group consensus was meeting on July 15th, 2021.

8. **Good of the Order**

No items to discuss.

9. **Adjournment**

Jeff closed the last meeting of the 2021 academic year and thanked Jonah for serving as co-chair.