

Chabot-Las Positas Community College District
Office of Educational Planning

Meeting Notes

District Enrollment Management Committee (DEMC)

Friday, September 2, 2016

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

District Office - Board Room

DEMC Membership

VOTING

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

NON-VOTING

		Present
Stacy Thompson (A)	<i>CC</i>	<input checked="" type="checkbox"/>
Laurie Dockter (A)	<i>CC</i>	<input checked="" type="checkbox"/>
Roanna Bennie (A)	<i>LPC</i>	<input checked="" type="checkbox"/>
Barbara Yesnosky (A)	<i>DIST</i>	<input checked="" type="checkbox"/>
Angela Villasana (C)	<i>CC</i>	<input checked="" type="checkbox"/>
Heidi Ulrech (C)	<i>LPC</i>	<input checked="" type="checkbox"/>
Eric Stricklen (C)	<i>DIST</i>	<input type="checkbox"/>

Additional Meeting Attendees: Paulette Lino, Sylvia Rodriguez, David A Truelove Dial-In: Matt Kritscher

Agenda

1.0 Review and Approval of Meeting Notes – May 20, 2016

2.0 Review DEMC Charge and Membership

3.0 CEMC Update

- a. Chabot College – Dave Fouquet
- b. Las Positas College – LaVaughn Hart

4.0 2016-2017 FTES Target

5.0 Revisit Enrollment Summit Recommendation Topics

- Stability Decision
- In-Reach Efforts

6.0 Future Meeting Dates for FY 16-17: 10:30 AM – 12:00 PM

The Friday, September 2, 2016 District Enrollment Management Committee (DEMC) meeting was opened by Krista Johns with introductions conducted by the Committee.

1.0 **Review and Approval of Meeting Notes – May 20, 2016**

Corrections were asked to be made to the May 20, 2016 meeting notes under DEMC Membership Non-Voting member Laurie Dockter. Her College was listed as Las Positas College (LPC) and should be listed as Chabot College (CC). Stacy Thompson stated she was present by telephone at the May 20, 2016 meeting and the meeting notes did not indicate that in the Additional Meeting Attendees section as Dial-In. The meeting notes were moved and approved as amended and noted.

2.0 **Review DEMC Charge and Membership**

Krista reviewed and held discussion with the Committee on the DEMC charge, membership and functions. It was suggested to add a Student Representative to the Committee, which will be looked into and reviewed. Krista explained recommendations made in DEMC, then moved onto the Planning and Budget Committee (PBC) or the Chancellor is to be made by the voting members only. Non-voting members and others attending the DEMC meetings are invited to participate in the discussions that take place around enrollment management.

The Committee held a discussion if a designee was sitting in for a voting member, is that designee able to place a vote in the voting members' absence.

Lorenzo Legaspi suggested that the Committee refer to No. 8 on the Guiding Principles of the District Wide Committees located on the District website, which does not allow alternates and indicates the need to be consistent of membership to ensure the ability to function as a team in making tough decisions.

3.0 **CEMC Update**

Dave reviewed the August 28, 2016 Enrollment Update handout for Chabot College with the Committee and stated that for summer 2016 Chabot is at 1,194.7 FTES, which is up 77 FTES from the previous summer. For fall 2016, Chabot is at 4,481.5 FTES and has gone up to 4,500 FTES, but then dropped nearing census. Dave also shared with the Committee the comparisons during this time for the previous year and projected 4,300 FTES for spring. He mentioned that Chabot could do better if the bottlenecks are addressed and discussions are held about improving the FTES generation.

Stacy added to the CEMC update for Chabot College and indicated Chabot's FTES is up 1 percent with some of the FTES included in late start classes. She also mentioned that Chabot has seen a slight increase in evening enrollment and to further assist with enrollment their working on a late start campaign flyer to assist with marketing which includes social media.

Krista added to Stacy's update that Chabot has also seen an increase in non-resident FTES.

Further updates for Chabot College included Shuttle Service, Non-Credit, CTE Classes and AB 798, which the Committee held brief discussions about.

LaVaughn handed out a report on Las Positas College (LPC) enrollment for the past three years and reported that between summer 2016 and fall 2016 LPC was up 2.18 percent, which

excludes non-credit. For summer FTES was 708, fall 3163 FTES putting LPC above for fall compared to last year and at a 90 percent fill rate, not including the academy. LPC ended its year at 6,985 FTES with an increase over 4 percent.

Roanna mentioned that LPC FTES was down from last fall and could still be impacted by the summer academy. She also indicated that dropping the no pays at the lowest level helped the students get into classes.

Krista indicated that the waitlist across the district was down 25 percent and students are rolling into sections.

4.0 **2016-2017 FTES Target**

Lorenzo questioned Dave to speak and clarify on his report where the numbers for Chabot and LPC came from. Dave responded the numbers are the unofficial DEMC Target for current year.

The Committee then held a discussion on the official recommended 2016-2017 Target of 17,230 with a 1 percent growth.

Lorenzo suggested adding on the next agenda discussion about preliminary productivity level for 2017-2018.

5.0 **Revisit Enrollment Summit Recommendation Topics**

No discussion took place.

6.0 **Future Meetings – 10:30 AM – 12:00 PM**

The September 2, 2016 District Enrollment Management Committee (DEMC) meeting was adjourned by Krista with the next meeting scheduled for October 7, 2016.