

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

**Meeting Notes**

District Enrollment Management Committee (DEMC)

Wednesday, February 10, 2021

5:00 P.M. - 6:00 P.M.

Zoom: <https://cccconfer.zoom.us/j/98706595247>

**DEMC Membership**

**VOTING**

		<b>Present</b>
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 checked="" 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**

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

Additional Meeting Attendees: Annette Raichbart, Chasity Whiteside, Craig Kutil, Cynthia Gordon da Cruz, Dave Fouquet, Kirti Reddy, Liem Huynh, Matt Kritscher, Paulette Lino, Rachel Ugale, Rajinder Samra, Tamica Ward, Estella Sanchez, Jamie Barancic.

**Agenda**

1. Welcome
2. Discussion: CEMC Work and Reflection on Proposed 2021-22 FTES/FTEF Reductions
3. Action Item: Vote on Revised District 2021-22 FTES/FTEF Targets
4. Agree on Follow up Action: Revised 2021-22 Allocation Recommendation to be sent to Chancellor
5. Other

2020-21 Meeting Dates (standing: First Friday/month from 10:30 to noon)

- March 5, 2021
- April 2, 2021
- May 7, 2021

The Wednesday, February 10, 2021 District Enrollment Management Committee (DEMC) meeting was opened by Theresa Fleischer Rowland.

1. **Welcome**

Theresa welcomed everyone to the DEMC meeting and shared the meeting agenda.

2. **Discussion: CEMC Work and Reflection on Proposed 2021-22 FTES/FTEF Reductions**

- a. Theresa asked the CEMC Co-Chairs to share updates.
- b. Chabot College: Stacy Thompson shared that Tom deWit and Jeff Drouin met with the Deans individually and went over the enrollment data and trend reports course by course. There were a series of questions asked in order to find out a comfortable reduction without interfering with the college's mission of helping students complete their educational goals in a timely manner. Tom and Jeff created a chart showing what each division could reduce by based on the current enrollments. Stacy then met with the Deans to dive deeper into the details relating to college-wide impact. The overall process went well and it allowed everyone to share their opinions, it also created a thoughtful way to reduce instead of just cutting across the board.

Tom deWit added that it was a very meticulous process and there were no full classes or sections that were cut. They ended with a Fall reduction number close to 2.8%.

- c. Las Positas College: Kristina Whalen shared that in December of last year LPC looked at the 3 year trend lines for all possible courses that would be added to the schedule. This information was housed in the Discipline Plans, which can be viewed on the CEMC website. Looking at this report allowed them to know where cuts could be made once the reduction number was known. While working with the research department in reviewing the previous year's enrollments it was discovered that when removing the Sheriff's Academy, which did not happen this year at LPC, the drop in enrollments was actually very similar for both colleges. Kristina explained that because of that, they felt fairly comfortable absorbing the reduction that would be proposed tonight.

Tom Orf added the draft Fall schedule went out the morning of February 10 to most of the faculty so the faculty will have the ability to see where things are headed. There is no expectation that LPC will need to pass out discipline plans to the faculty again because they should be able to absorb the cuts. If something changes, then LPC will need to take a look on a discipline by discipline basis. Tom also reiterated Kristina's statements of feeling confident with the proposed reduction.

Theresa shared the current UGLY sheet which can be found on the DEMC website. The previous reduction amount was 3.82% for a Target FTES of 16,974. Theresa pre-populated a new UGLY sheet with an additional reduction of 2.75% to show all the implications across FTES and FTEF and by college. Using this work sheet and maintaining the same split, the revised Fall FTES targets for Chabot College would be 9,534 and 6,955 for Las Positas College.

Jeff confirmed with both colleges that a further 2.75% reduction would be achievable before moving forward and opening the floor for comments.

Miguel Colon asked the group what financial impact this further reduction will have on the colleges.

Sarah Thompson noted that LPC had a big realization that by not separating the Sheriff's Academy it caused a problem with the instructional cost analysis. It caused the college to go into a larger deficit than expected, but on the flip side, the enrollments are actually not as low as they look.

Jonah Nicholas responded to Miguel's question in relation to the financial impact on the colleges, stating with the revised DEMC Targets there is an approximate difference in FTEF of 18 for Chabot and 13 for Las Positas. He noted that what is really showing here is reductions in the part-time ranks, and roughly estimating, each runs about \$50,000. Leaving the financial reduction amount to about \$800,000 plus for Chabot and \$600,000 plus for LPC.

Jeff asked for a [new target recommendation] motion to include that the reduction be held in reserves in case of a resurgence in enrollments. This would allow these sections to be placed back into the schedule later on.

Jonah added that these numbers should be reviewed again in the Fall whether there is a resurgence of enrollments or another decrease. Jonah then asked what metrics or thresholds would be used in making these decisions.

Dave Fouquet commented that Fall will be strange and if the college is allowed to open partially for in person classes, the amount of students allowed per class is still an unknown. The likelihood for a surge in enrollments will be more likely to happen in Spring of 2022 than Fall of 2021.

Theresa explained given the impact of COVID on enrollments, DEMC in the fall will not only carry out their normal charge of setting targets, but also revisit the targets for 2021-22. She further noted that with all of the variables that come with the current pandemic it is important for the group to continue to analyze and move forward together. DEMC will meet September 3 and October 1 which will be before census and should make for helpful reflection.

Tom deWit mentioned the 50% law, indicating that there needs to be a reduction on the non-academic side as there has been a reduction on the instruction side.

Miguel reiterated his concerns with the impact of further reductions on the college and the faculty.

Theresa explained the charge of DEMC is not the planning of the budget and while valid concerns, better to bring to the PBC meeting. Theresa moves the meeting to the next agenda item.

3. **Action Item: Vote on Revised District 2021-22 FTES/FTEF Targets**

Theresa calls for the motion.

Sarah made the motion to approve the 2.75% reduction with the caveat that the reduction be placed into a reserve and FTEFs can be restored and brought back on the schedule if enrollments increase. Jeff seconded. Estella Sanchez called role for the vote.

Tom deWit            Yes

Jeff Drouin            Yes

Sarah Thompson    Yes

Tom Orf                Yes

Susan Sperling     Yes

Dyrell Foster        Yes

Theresa Fleischer Rowland Yes

Jonah Nicholas     Yes

Motion passes.

4. **Agree on Follow up Action: Revised 2021-22 Allocation Recommendation to be sent to Chancellor**

Theresa will create a PDF document capturing the new target recommendations on the UGLY sheet. This document will be shared with the committee, the Chancellor, and it will also be posted to the DEMC website.

5. **Other**

Theresa reminds the group of the next scheduled DEMC meeting on March 5, 2021.