

LOS MEDANOS
COLLEGE

**Planning Committee
MINUTES**

February 1, 2024 2:00 – 4:00 pm
President’s Conference Room SS-409 & Via Zoom

Committee Chair: Ryan Pedersen

Recorder: BethAnn Stone

Committee Members Present: Christina Goff, Scott Hubbard, BethAnn Stone, Tatiana Pak, Tanisha Maxwell, Nicole Trager

<i>Item #</i>	<i>Topic/Activity</i>	<i>Desired Outcome</i>	<i>Information Discussion Action</i>	<i>Lead</i>	<i>Notes</i>
1.	Welcome and Public Comment	➤ Listen to our college community	I	Pedersen	<ul style="list-style-type: none"> • Ryan Pedersen welcomed the committee members to the first meeting of the semester. • No Public Comment given.
2.	AB2449	➤ Review and approval of AB2449 Teleconference Waiver Forms	I, D, A	Pedersen	<ul style="list-style-type: none"> • No waivers submitted.
3.	Agenda and Minutes from December 7, 2023	➤ Review and approval	A	Stone	<ul style="list-style-type: none"> • The Committee reviewed and approved the agenda with <i>(N. Trager motioned, T. Maxwell seconded; approved 6-0-0)</i> • The Committee reviewed and approved the December 7, 2023 minutes with one (1) correction to item #7, remove “Pedersen” <i>(N. Trager motioned, S. Hubbard seconded; approved 6-0-0).</i>
4.	District Updates	➤ District updates	I, D	Pedersen	<ul style="list-style-type: none"> • Joy Hakola Dardin (DO Research Analyst) retired from the District, currently they are seeking to hire a new Senior Research Analyst. • Annually the College has to complete a Title III and Title IV eligibility process. CCC and LMC are automatically eligible under the current guidelines, however DVC is not. Essentially, 50% of enrollments must be Title III students, meaning our population locally much be disproportionately impacted, and Pell Grant students. • It was noted that our populations are changing, and it is possible in the near future that we may lose that eligibility. It is also noted, that there is a process for an exception waiver (as DVC has done).
5.	Committee Membership & Spring 2024 Agenda <ul style="list-style-type: none"> • Spring 2024 Membership • Spring 2024 Committee Agenda 	<ul style="list-style-type: none"> ➤ Review and discuss committee membership for SP24 ➤ Review, discuss and revise (if necessary) the agenda of activities/projects for SP24. 	I, D, A	Pedersen/ Stone	<ul style="list-style-type: none"> • Ryan informed the committee that the new Academic Senate Co-Presidents are working on a call-out to identify a new Academic Senate Representative. The committee is still hopeful that one of the co-presidents will join as it has been extremely valuable having Senate leadership part of the committee membership considering how much institutional work the committee engages in. • The committee welcomed new members Scott Hubbard (AS Rep) and Abigail Thinn (LMCAS Rep), at the end of last semester.

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					<ul style="list-style-type: none"> • As a reminder, the committee approved a change to our meeting time. The committee now meets from 2-4:00 p.m. • The committee reviewed and discussed the spring 2024 semester agenda. The work of the project teams (Institutional Effectiveness & Goal Setting-ISS, Program Review, Use of Survey Data) will continue through this semester. • It was also noted that our current EMP ends in 2025, so next semester we may want to start the work of evaluating our current plan and preparing to develop a new EMP. • It was commented that the Planning Calendar should also be updated this semester. • In addition, LMC will be developing, reviewing, providing input and approving our 2024 Midterm Report to ACCJC. <p><i>*The committee is seeking an Academic Senate representative to replace the vacancy left by Mark Lewis in December. Members are hopeful one of the new AS Co-Presidents may be appointed, as it has been extremely valuable to have Senate leadership on the committee.</i></p> <p><i>**The committee will continue through this semester with Project Teams, and will work on updating the Planning Calendar. It was noted that the committee will need to develop a process to assess our current EMP next semester and prepare to develop a new EMP.</i></p> <p><i>***The committee noted that this semester the College will go through the development, review, feedback and approval of our 2024 ACCJC Midterm Report.</i></p>
INSTITUTIONAL EFFECTIVENESS					
6.	Focus Group for Participatory Governance Assessment Task Group	➤ Provide information for task group in assessing participatory governance structure and operations	D	Pedersen	<ul style="list-style-type: none"> • Ryan Pedersen facilitated the focus group session as part of the work of the Participatory Governance Assessment Task Group (tasked by SGC to evaluate the institution’s participatory governance structure, process and operations). • The committee had a very robust discussion on the committee’s membership, communications and operations. <p><i>*The committee had a robust discussion on committee operations during the Participatory Governance Assessment Task Group Focus Group Session.</i></p>

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7.	<p>NACCC Staff Survey</p> <ul style="list-style-type: none"> • 2023 Survey Results • Next Steps 	<ul style="list-style-type: none"> ➤ Review and discuss results from 2023 survey ➤ Discuss and determine next steps for sharing results with the College 	I, D, A	Pedersen	<ul style="list-style-type: none"> • Ryan Pedersen presented the overview and highlights of the NACCC Staff Survey results. The results should be shared with the college community very soon, and Ryan would like feedback from the committee on how best to share it (i.e. college assembly, senates, e-mail, etc.). • A brief history of the survey was provided. There are three (3) NACCC Surveys – students (conducted in fall 2021), staff (conducted in spring 2023), and faculty (to be done in spring/fall 2024). • 198 Classified Professionals, Staff and Managers were invited to participate in the survey, approximately 90 respondents completed the survey (45.5% of those invited). <ul style="list-style-type: none"> ○ 36 White/Caucasian (40.0%) ○ 16 Latine (17.8%) ○ 12 Black/African American (13.3%) • The committee had a robust discussion on the survey results summary. The results summary also included key goals in the content areas of the survey and recommended actions. <ul style="list-style-type: none"> ○ 58% of White Staff and 50% of Staff of Color indicated their perspective is mostly/strongly valued in decision-making processes at the workplace. ○ 83% of Asian Staff, 25% of Black Staff, 53% of White Staff, 69% of Latine Staff, and 40% of Staff identifying as 2 or more races reported they mostly or strongly matter at LMC. ○ 31% of White Staff and 48% of Staff of Color were satisfied with the overall quality of the racial equity, diversity, and inclusion training at LMC. ○ 25% of White Staff and 41% of Staff of Color reported ever experienced racism at LMC ○ 35% of White Staff and 39% of Staff of Color somewhat/strongly agreed that promotions or tenure are given based on employee performance. ○ 30% of White Staff and 24% of Staff of Color believed campus administration dealt with racism or racist incidents very effectively/extremely effectively.
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					<ul style="list-style-type: none"> ○ 50% of White Staff and 59% of Staff of Color felt moderately/completely welcome in the neighborhood surrounding campus. ● The committee recommended that we wait for a College Assembly on the NACCC Survey results until after the NACCC Faculty Survey is complete and the results are received. However, the committee recommended to do a road show to all three (3) Senates, SGC, IDEA and EEO with this summary of the NACCC Staff survey results. <i>*The P&IE Office will reach out to Senate leadership and the chairs of SGC, IDEA and EEO to share the results of the NACCC Staff Survey.</i> <i>**These results will also be posted on the Institutional Data & Research webpage.</i>
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REPORT-OUTS ON WORK/PROJECTS

8.	Institutional Effectiveness & Goal Setting ● Meeting Updates ● Next Steps	➤ Review and discuss updates and spring 2024 projects/activities ➤ Discuss and determine next steps	I, D, A	Pak	● This item was tabled due to time constraints.
9.	Use of Survey Data ● Meeting Updates ● Next Steps	➤ Review and discuss updates and spring 2024 projects/activities ➤ Discuss and determine next steps	I, D, A	Goff	● This item was tabled due to time constraints.
10.	Program Review ● Meeting Updates ● Next Steps	➤ Review and discuss updates and spring 2024 projects/activities ➤ Discuss and determine next steps	I, D, A	Trager	● This item was tabled due to time constraints.

CAMPUS COMMUNICATION/CONSTITUENCY REPORTS

11.	Campus Communication/Constituency Reports a. Academic Senate b. Classified Senate c. SGC d. TLC	Actions and Notable Items to Report from Planning Committee to Constituency; or from Constituency to Planning Committee			
12.	Meeting adjourned at 4:05 p.m. (<i>B. Stone motioned, S. Hubbard seconded; approved (6-0-0)</i>)				

Spring 2024 Meeting Dates: March 7th, April 4th, May 2nd