



Strategic Enrollment Management Minutes  
Tuesday, September 5, 2023 from 3:30pm – 5:00

Voting Members in person: L109 and BRT-125

Zoom Option for Non-Voting Members and the Public:

<https://4cd.zoom.us/j/89807873783>

Meeting ID: 898 0787 3783

Tri-Chairs: A’kilah Moore (Vice President of Instruction), Tanisha Maxwell (Vice President of Student Services) and Carlos Montoya (Vice President of Business and Administrative Services)

Voting Members: Dave Belman (Dean of Student Success), Roseann Erwin (Brentwood Center & Distance Education Librarian), Rikki Hall (Admissions & Records Director), Syed Hussain (Adjunct Political Science Faculty), Connie Konsavage (Admissions & Records Assistant, Sr.), Ryan Pedersen (Sr. Dean of Planning & Institutional Effectiveness), Lawrence Punsalang (Outreach Program Coordinator), Ginny Richards (DSPS Manager), Michael Simpson (Lead Admissions & Records Assistant), Sara Toruno-Conley (English Faculty) and Grace Villegas (Curriculum Management Specialist)

Participatory Non-Voting Members: Nicole Almassey (Classified Manager – Outreach), Rachel Anicetti (Academic Manger Transfer Center), Jeffrey Benford (Dean of Counseling and Student Support), Juliet Casey (Marketing & Media Design Director), Eloine Chapman (Sr. Web Administrator), Dennis Franco (Dean of Instruction: CTE and Workforce Development), Louie Giambattista (Curriculum Chair/Computer Science Faculty), Michelle Mack (Counselor), Aprill Nogarr (Dean of Instruction: Liberal Arts), Janith Norman (DE Coordinator), Rudolf Ryan Rose (Counselor), Nicole Trager (Interim Dean of Instruction: Math & Science), and Eileen Valenzuela (Office of Instruction, Supervisor)

Meeting Logistics & Support – Irma Gregory/Michele Laruta

Topic/Activity	Notes
Welcome, Announcements, Public Comments	T. Maxwell opened the meeting at 3:38pm. Introductions.
Constituent Representatives: Verify voting members & Roll Call <ul style="list-style-type: none"><li>Managers: Dave Belman, Rikki Hall, Ryan Pedersen &amp; Ginny Richards</li><li>Classified: Lawrence Punsalang, Michael Simpson, Grace Villegas, and Connie Konsavage</li><li>Faculty: Syed Hussain, Sara Toruno-Conley, Roseann Erwin, and 1 vacancy</li><li>Students: 4 vacancies</li></ul>	Membership attendance was confirmed to establish a quorum and to determine the number of constituent vacancies. <ul style="list-style-type: none"><li>Managers: Dave Belman, Ryan Pedersen, Ginny Richards, Rikki Hall.</li><li>Classified: Michael Simpson, Lawrence Punsalang, Connie Konsavage; Absent: Grace Villegas/1 vacancy.</li><li>Faculty: Roseann Erwin, Sara Toruno-Conley; Absent: Syed Hussain.</li><li>Students: 4 vacancies.</li></ul> Quorum was met.  Vacancies to confirm: Student Representation (4 vacancies) – Request information from Teresea Archaga. Classified Representation (1 vacancy) – Request Information from the Classified Senate. Faculty Representation (1 vacancy) – Request information from the Academic Senate.

# LOS MEDANOS COLLEGE

## Strategic Enrollment Management Minutes Tuesday, September 5, 2023 from 3:30pm – 5:00

<p>Approve Agenda– September 5, 2023</p> <p>Approve Minutes– May 2, 2023</p>	<p>09/05/23 Agenda approved: M/S: M. Simpson/R. Hall, with the correction to substitute words “Academic Manager – Outreach” with “Classified Manager – Outreach” for Nicole Almassey, motion carried (9-0-0).</p> <p>05/02/23 Minutes approved: M/S: C. Konsavage/ L. Punsalang, motion carried (9-0-0).</p>
<p>One-Year Scheduling Calendar</p>	<p>R. Pedersen and N. Trager provided a presentation focused on the proposed one-year scheduling calendar.</p> <ul style="list-style-type: none"> <li>• The one-year scheduling calendar, which includes all three semesters in the following order to match our catalog: Fall, Spring, and Summer, was proposed for approval.</li> <li>• DVC has the same timeline but it is doing one semester at a time.</li> <li>• CCC has a similar approach to LMC with scheduling three semesters at once.</li> <li>• The presenters went over the proposed timeline for the scheduling process.</li> <li>• Rudolf Rose noted that the proposal seems to be tailored well for new students who have more flexibility in terms of their schedules, while our continuing students have more limitations as the schedule does not represent a full year. He requested more information on the DVC’s model, which is planned for one year but is done semester by semester.</li> <li>• One of the benefits of the proposal is that it allows to produce schedules earlier than the current practice.</li> </ul> <p>D. Belman made a motion to approve the one-year scheduling calendar as it was presented. R. Hall proposed an amendment to the motion to insert the words “subject to change by the Governing Board and United Faculty approval of the academic calendar” after the words “as it was presented”. D. Belman seconded the amendment.</p> <p>Motion: M/S: D. Belman/ C. Konsavage, motion carried (8-1-0). Roseann Erwin (Faculty) abstained.</p>

# LOS MEDANOS COLLEGE

Strategic Enrollment Management Minutes  
Tuesday, September 5, 2023 from 3:30pm – 5:00

SEA Budget Update	<p>Rosa Armendariz and Tanisha Maxwell shared an update on the SEA budget.</p> <ul style="list-style-type: none"> <li>• The ongoing funds are all used up.</li> <li>• As LMC has carry-over funds from the previous year, the goal is to identify the best ways to utilize this funding opportunity by bringing initiatives together.</li> <li>• Some SEA money will be allocated for hiring 4 Success Coaches for the Guided Pathways.</li> <li>• There is a need for more accountability.</li> </ul>
Student Success Team Model Implementation	<p>Rosa Armendariz and Dennis Franco shared an update on the Student Success Team Model Implementation.</p> <ul style="list-style-type: none"> <li>• The Screening Committee is planning interviews for the 4 vacancies for Success Coaches the week of September 11<sup>th</sup>.</li> <li>• One position has been already filled. Melina Rodriguez was appointed as a Success Coach.</li> <li>• The concept of 2 additional roles within the Success Teams should be finalized: a counseling role and a faculty mentor role.</li> <li>• The next step will be to identify interventions and milestones to ensure some level of consistency across the pathways and to develop a risk model.</li> <li>• Asana is a possible project management tool that will be used for coordinating the efforts of the Success Teams.</li> <li>• Rosa and Dennis were tasked with finding a temporary office space for the Success Coaches.</li> <li>• Master Planning is underway and will address LMC's needs for implementing Guided Pathways.</li> <li>• There is a discussion at the Cabinet level that management should be a part of the Success Teams.</li> </ul>
SEM Committee Purpose, Function and Composition	<p>Deferred to next meeting.</p> <ul style="list-style-type: none"> <li>• It was advised to review the SEM Charges and adopted priorities before the next meeting.</li> </ul>
Adjourn	<p>The meeting adjourned at 5:00pm.</p> <p>Motion: M/S: R. Hall/ S. Toruno-Conley, motion carried (9-0-0).</p>