

LOS MEDANOS  
COLLEGE

**Planning Committee  
MINUTES**

December 5, 2013 1:00 – 5:00 pm  
Conference Room L106

**Committee Chair:** Kiran Kamath

**Recorder:** BethAnn Robertson

**Committee Members Present:** Bob Kratochvil, Carol Hernandez, Rashaad McAlpin, George Mills, Cecil Nasworthy,

**Committee Members Not Present:** Ruth Goodin, Gail Newman, Miguel Mauricio and Ryan Pedersen

**Invitees Not Present:** Gregory Stoup (*Senior Dean of Research and Planning, District Office*), Silvester Henderson, Linda Kohler

<b>CURRENT ITEMS</b>						
<i>Item #</i>	<i>Topic/Activity</i>	<i>Desired Outcome</i>	<i>Information Discussion Action</i>	<i>Lead</i>	<i>Time (mins)</i>	<i>Follow up</i>
1.	Public Comment	Information	I			
2.	Agenda Minutes	Review and approve	A	Kiran		<ul style="list-style-type: none"> <li>Reviewed and Approved by Planning Committee</li> </ul>
3.	Developing the 2014-2019 Strategic Plan for LMC	<ul style="list-style-type: none"> <li>Develop and Finalize plan for All College Day-Spring 2014</li> <li>Review timeline of the planning process</li> <li>Discuss and finalize the process               <ul style="list-style-type: none"> <li>Goal to gather widespread input and participation from the campus community and the external community</li> </ul> </li> </ul>	D, A	All	120-180	<ul style="list-style-type: none"> <li>Review handout <i>Timeline for Strategic Plan 2014-2019</i>. Current plan is for Strategic Plan 2014-2019 to be approved by all constituencies by the end of May 2014.</li> <li>Bob and Kiran met with Senate leaders yesterday regarding ideas to engage college in the process, ideas for kick-off and planning for Opening Day.</li> <li>To start Opening Day possibly have a motivational speaker to or show a 5-minute motivational video (i.e. Kiran to look into a possible speaker or view the Dewitt Jones “Dare To Dance” video.</li> <li>Identify “key people” (i.e. Planning Committee members) to lead breakout sessions of 15 people after Opening Day Ceremony concludes.</li> </ul>

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						<ul style="list-style-type: none"><li>• Through breakout sessions identify people to serve on Strategic Planning Steering Committee (outside of Planning Committee members). Include Paula Gunder and Christina Goff on steering committee.</li><li>• After Opening Day hold retreats to begin work on Strategic Plan. Ideas are:<ul style="list-style-type: none"><li>○ Three (3) half-day retreats 3-4 hours long on a Thursday afternoon or a Friday morning.</li><li>○ One (1) 8 hour retreat and one (1) 4 hour retreat.</li></ul></li><li>• Get students (one alumni) to speak at Opening Day about the future and what the vision of LMC is (i.e. If LMC could be anything you would want it to be what would it be?)</li><li>• Need to get more staff to participate in break-out sessions. Ideas on how to get them to attend:<ul style="list-style-type: none"><li>○ Close offices on Opening Day until noon</li><li>○ Bob to discuss with Managers at meeting next week on staff attendance.</li><li>○ Get at least 1-2 staff in the office to attend Opening Day and break-out sessions while rest of staff runs office.</li><li>○ Shorten Opening Day Ceremony to allow time for break-out sessions and to not run too late.</li></ul></li></ul>
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4.	2014 Employee Satisfaction Survey	<ul style="list-style-type: none"> <li>Determine whether 3-5 additional questions re. planning need to be included in the next survey</li> <li>Finalize the questions for inclusion</li> </ul>	D, A	All	15	<ul style="list-style-type: none"> <li>See attached <i>Employee Satisfaction Survey Draft Questions Spring 2014</i></li> <li>Attempt to not make survey too long and think about what we are trying to find out when forming questions.</li> <li>Crosswalk with District.</li> <li>Add open-ended comments section back to survey.</li> </ul>
5.	Accreditation – Standard I	<ul style="list-style-type: none"> <li>All Planning Committee members should read it closely and send feedback to the Co-Chairs of Standard I (Kevin Horan and Sharen McLean), before the end of January.</li> </ul>	I	Kiran	5	
6.	Announcements	<ul style="list-style-type: none"> <li>Program/Unit Review and Planning for 2014-15 has been launched. Closes on 2/18/14.</li> </ul>	I	All	5	<ul style="list-style-type: none"> <li>Feedback on tool and website has been very positive. Hands-on training will occur in L213 on Tuesday 12/10/13. Employees are very pleased with the accessibility off campus and have not reported any “bugs” or “glitches” thus far.</li> </ul>
7.	Other:					
8.	Spring 2014 meeting dates 1/16/14; 2/6/14; 3/6/14; 4/3/14; 5/1/14					<ul style="list-style-type: none"> <li>BethAnn will send committee members an Outlook meeting request tomorrow for Spring 2014 meeting dates.</li> </ul>
9.	Future agenda items: <ul style="list-style-type: none"> <li>Mid-year progress check on Committee charges</li> <li>Becoming knowledgeable about Accreditation Standard 1</li> <li>Committee feedback on Standard I of 2014 Self-Evaluation Report</li> </ul>		D	All	5	<ul style="list-style-type: none"> <li>Add to future agenda items to review Interim Strategic Priorities.</li> </ul>

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	<ul style="list-style-type: none"><li>• Develop sustainable Program/Unit Review Validation Process</li><li>• Program Review for Learning Communities</li></ul>					
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