LOS MEDANOS COLLEGE

LMC CTE Committee
Tuesday, February 13, 2024, at 1pm
President's Conference Room – SS4-409
or
Meeting ID: 530 630 5656
One tap mobile: +16694449171,,5306305656# or +16699006833,,5306305656#
ZOOM

Attendees: Ali Asghary Karahroudy, Bill Bankhead, Tawny Beal, Tony Blakely, Dennis Franco, Michael Kean, Lavora Mathis-Payne, Cindy McGrath, Gretchen Medel, Clark Muir, Kate Nelson, Richard Pasley, Ryan Pedersen, Tanita Richardson, Janice Townsend, Jeremy Weed, Kim Wentworth

Item Number	Topic/Activity	Lead	Notes
1	Welcome & Safety Moment	D. Franco M. Kean	Dennis opened the meeting by welcoming all attendees. Mike led our safety moment discussion and advised us of the importance of knowing the position valves are in (PTEC example).
2	Advisory Boards- Importance and Best Practices	B. Bankhead D. Franco	Bill led the discussion with advising attendees that Advisory Boards should happen every Fall & Spring. Industry Advisory Board has obligations under UF Contract, Perkins & SWP Grant. ACTION: By EOM (2/28/24) send an email to Tanita Richardson, CC: Dennis Franco & Bill Bankhead to advise us of your plan to hold an Advisory Board Meeting, if you have had a meeting, and/or if you need support. Lean on WED to support your invite list & developing the agenda (key topics & goals, trends, changes, feedback, etc.). See the toolkit in the SharePoint Workforce Development Public Folders: Labor market information, aligned occupations, etc. Ali mentioned the common meeting with DVC and requested further clarification on how WED could support the departments with setting up their Advisory Board Meetings. Bill was able to elaborate on agenda topics to discuss and how we would be able to support building the agenda and provide additional resources. Ultimately, the department decides what is created. Janice spoke to how Advisory Boards help shape what is created to support students (i.e. Dual Enrollment, apprenticeships) Boards have been robust over the years and have also provided support to High Schools, Counties and State.

			Dennis advised that ECE has one of the best Advisory Board structures that he has seen; he has been to a lot of Advisory Board meetings. He offered for others to visit Janice's meetings to see the structure and how it could support their efforts. A meeting suggestion was to keep the questions open-ended by starting with the employer. Gretchen mentioned that maybe hybrid meetings could pull in more attendees. Bill advised T/W/Th would probably be better times and to maybe have one in-person in the Spring and one online in the Fall to see what works best; Dennis supported the discussion and timeframes mentioned. Mike asked if each department needed to schedule their own meeting. Bill advised that it is up to each department to schedule their own meeting and identify a notetaker while producing meeting minutes. Dennis stated the meeting minutes should not be short hand and should provide details of the meeting discussion.
3	Perkins/SWP Applications	B. Bankhead	**ACTION:** Bill opened the discussion with advising that the applications are opening for the '24-'25 school year and are an Advisory Board pre-requisite to obtaining Perkins and SWP funds. **The deadline to apply is 3/22/24.** Focus should be on prioritizing and clearly identifying equity objectives and serving specific needs. There is a recorded video of a grant workshop and student success enrollment in the [SharePoint Workforce Development Public Folders](#). The [grant application](#) form is located in the Perkins subfolder. Dennis also advised that the applications should describe areas to support the recruitment of non-traditional people along with supporting success outcomes for African Americans.
4	Local Recruiting Opportunities	B. Bankhead	Departments can obtain tablecloths from Bill for event tabling. • PHS Trades Career Fair- Held 2/7 from 8am-12pm • MDUSD Career Fair for 7th/8th graders- Held 2/8 from 9am-2pm (Bay Point) • Women in the Skilled Trades Symposium- 2/23- Ohlone College • Pittsburg Adult Ed Tour of LMC Depts- Last week of March (*possibly*) • Deer Valley HS Career Fair- 4/10
5	New Program Development	D. Franco	Dennis advised that this is the 1st read on the program rubric to where we can think through the information prior to submission. The Nexus of new programs usually starts within CTE. Chat GPT was utilized to get started on analyzing 5 categories. There has been interest in the past 2 years to start new programs within CTE. However, a needs assessment is necessary as there is not a way to grade new program requests. Analyzing Labor Market Information (LMI) is part of the process and leveraging sonography (C3) as an example.

			Dennis will send out information and ask for feedback. Once the feedback is reviewed Dennis will send out a draft with any updates.
6	Shared Governance Council (SGC)- Committee Focus Group	R. Pedersen	Ryan opened the discussion advising that the SGC decided late Spring/Fall of last year that they wanted to take a comprehensive look at all committees so they formed a Task Force to support their efforts. The objectives are to review the general structure of committees, visit other colleges and see how their committee structures are, take surveys and hold focus group discussions. Today's focus is on the experience within this committee; structure, functions, efficiency and effectiveness. The conversation is meant to be open and neutral. The categories of focus are: • Impacts and Achievements • Communication • Challenges/Need for support **Impacts and Achievements** • Tesla and BART came to LMC to discuss opportunities. There is also an increase in cross department activity within Welding, Auto, PTEC and ETEC. • Opportunity to be a part of a community of people that you wouldn't normally see, brings us all together. • Get to know everyone, more comfortable when reaching out to others, more familiar with the process of things. • Opportunity to participate more • Opportunity to highlight and focus on information that is usually sent via email; gain a common understanding • On SGC when the funding came through it was nice to see funding streams for CTE. Great on building relationships • 1 year ago, a mentor program for African American males was discussed and it has come to fruition with funding. Some of the mentees have been hired **Communication** • Able to communicate committee activity to departments; sharing of ideas mentioned/action taken • Regular input from areas is easy • Structure is clear and efficient, easy to understand what happens next • Meeting minutes/summary are centralized • Not a subcommittee; don't make a lot of decisions (i.e. addressing concerns about Faculty workload) • Cross departmental initiatives discussed; high collaboration

			• Unofficial collegial feel • New model of having Dean/Manager lead the meetings supports department needs; efficient and effective • Consistent representation from other departments outside of CTE/WED; broader scope of critical resources • Needs to be an event calendar for departments so all are aware of events they will be attending; support collaboration and communicating who will be where • Agenda is sometimes built from department topics **Challenges & Support Needs** • No project manager role to keep track of action items/tasks • A centralized calendar of events for department, marketing, outreach, etc. is needed; something sharing of what is going on is missed • Would like to see/understand roles & responsibilities of each department; 5-minute recorded presentation for each department would be helpful • Continue with deadlines as they help to support the admin & teacher role; something balancing both can be difficult • Training and learning processes step by step are helpful
7	Black History & CTE Month Resources Future Items Additional Comments	D. Franco All	Topics tabled to support SGC Focus Group discussion. Meeting adjourned at 2:16pm.

Next Meeting: Tuesday, March 12, 2024, at 1pm