Los Medanos College   Strategic Enrollment Management Agenda 10/15/19   2:00 – 5:00pm SS4-412

Members Present: Tanisha Maxwell, & Carlos Montoya (co-chairs), Rachel Anicetti, Dave Belman, Jorge Cea, Thyra Cobbs, Steven Freeman, Rikki Hall, Chailin Hsieh, Scott Hubbard (Zoom), Marie Kaufman (Zoom), Jennifer Ma, Nikki Moultrie, Ryan Pedersen, David Reyes, Ginny Richards, Carla Rosas, Eileen Valenzuela, Grace Villegas, Julie Von Bergen & Nancy Ybarra, Leetha Robertson (notetaker)
Absent: Nicole Almassey, Joshua Bearden, Jeffrey Benford, Louie Giambattista, Natalie Hannum, Sabrina Kwist, Sally Montemayor Lenz & Rudolf Rose
Guest: Nicole Trager & Christian Ortiz

	Topic/Activity	Notes
	Call to Order	2:10 pm
1.	Announcements and Public Comment	• Welcome to everyone and to newest member Steven Freeman
2.	Approve Agenda – October 15, 2019 Approve Minutes – September 17 2019	• **M/S:** J. Von Bergen/ R. Hall; Approved (20-0-0) • **M/S:** R. Hall /S. Hubbard; Approved (18-0-2) (Cobbs & Rosas)

3.	Old Business
	• Resolution of General Agreement Items from September 17 meeting:
	  o Meeting dates/time for SEM meeting
	  o SEM Academy Team as a working group of SEM 30
	  o Storage location for SEM documents
	• GP Pillar Groups (updates and meeting times)
		Group discussion on clarifying Brown Act process and requirements. General agreement items from the last meeting were presented for required action.
		• Motion to hold SEM meeting on 3rd Tuesday of the month from 2 – 5pm (first ½ of meeting on SEM business and second ½ of meeting would be to have an activity with the college community. **M/S/:** R. Hall/G. Richards; Approved (19-0-1) (Cobbs)
		• Make SEM Academy team a working group of SEM 30 and meet the first Thursday of the month from 9 – 11 am for the call to the coaches. **M/S/A:** R. Pedersen/S. Freeman; Approved (19-0-0)
		• Discussion on whether to house SEM documents on a SEM Canvas page or SharePoint. Key discussion points: who is the audience, who has access; file storage and collaboration; students do not have access to SharePoint but it could be granted. Canvas has a cleaner layout. Motion was made to use SharePoint. **M/S:** J. Von Bergen/C. Hsieh; Approved (11-3-5)
		• Ryan Pedersen volunteered to set up the SharePoint file and add the initial documents. **M/S:** G. Richards, J. Von Bergen; Approved (19-0-0)

		• Pillar 1 – Meets 3rd Friday of the month; 1-3 pm in Sharepoint. Worked on draft of degree cluster groupings. Upcoming survey of students to get their input for naming of clusters.
		
		• Pillar 2 – Meets the 2nd Friday. Working on the onboarding path; looking at what other colleges are doing and the barriers at our college.
		
		• Pillar 3 – After opening day, synthesized the feedback:
		
		    o Resource connection and communication (how to build knowledge among employees).
		
		    o Basic needs support
		
		    o How to support online students
		
		Approach: No regular meeting date but engage with groups, departments & events. Presented at all student services meeting on Friday, October 11th. Asked ambassadors to be forward thinking in the process
		
		• Pillar 4 – Big idea coming from Opening Day. Central Themes: Employees want a place to come together for more informal discussions. Centers for professional learning. Have it flushed out by the March Rap process. No regular meeting dates

4.	New Business [no items]	None
5.	Roadmap Overview (*standing item*)	
	5a. IEPI SEM Academy Meeting Recap • Guiding Principles • SEM Planning Framework & Components (translated to LMC)	**Guiding Principles** R. Pedersen provided the process for developing the draft guiding principles coming out of the college assembly activity and reviewed with the SEM Academy Group. Question: Use the term fiscal transparency vs fiscal responsibility? Does transparency move us from responsibility? Suggestion: fiscal. Action: Vote on guiding principles as a draft of the categories but the specific wording subject to be changed. **M/S:** R. Pedersen, C. Hsieh; Approved (19-0-2) (Hubbard & Kaufman) **SEM Planning Framework:** Recommendation from the Academy Working group: • From IEP Workbook (page 6), we accept the 6 buckets/categories as a starting point for collecting/reviewing data. Not an end all be all of buckets, but a

			starting point only. Suggestion from Carlos: layer in fiscal responsibility for the purpose of determining the cost associated with each to make sure we are spending appropriately/wisely. **M/S:** S. Hubbard/T. Cobbs; Approved: (19-0-0)
	5b.	EMP Process/Timeline	Information available on Planning website - Membership - Identify what information the members will be gathering, by when and for what purpose (ask feedback or give information). Suggestion: clarify what the specific gap is or Planning gaps from EMP Data requirements - Question: Can EMP Environmental Scan link/reference the 6 buckets?
6.	Updates & Announcements		
	6a.	SEM Website	None
7.	Summary & Next Steps		Next steps is engagement activity. The purpose is to inform us a little bit more about what kind of data we need and it may also inform the kind of working groups needed. Can the buckets become the working groups in terms of themes. Business portion of meeting adjourned. **M/S.** G. Villegas/M. Kaufmann (20-0-0)
8.	Adjourn to Group Activity @ 3:45 pm		
9.	• Data and the Student Experience • Activity: I *wonder what if . . .*		
10.	**Wrap Up & Next Steps**		
	2019-2020 Meeting Dates: 11/19, 12/17, 1/21, 2/18, 3/17, 4/21 & 5/19; all from 2:00 pm to 5:00 pm in SS4-412		

Agenda to be posted on the bulletin board in the lobby of the library.