

LOS MEDANOS COLLEGE

Meeting Minutes

Date: October 9, 2025

Time: 2:00 – 4:00 pm

Location: Library Professional Learning Room L-215 (Pittsburg) & BRT-125 (Brentwood)
Via Zoom (for non-committee members)

Committee Chair: Ryan Pedersen

Recorder: Ryan Pedersen

Members Present: Christina Goff, John Schall, Tanisha Maxwell, Nicole Trager, Sheri Woltz, Shannah Hermano

Members Absent: Paula Gunder, Richard Stanfield, Bill Bankhead

1. Welcome and Public Comments

- Welcome Shannah from LMCAC.
- Program Review training on Zoom on Friday 10/10 at 1pm.
- Percival Everett *James* event is in full swing, come one come all on 11/8

2. AB2449 Teleconference Waiver Request

- None

3. Agenda and Minutes from September 4, 2025, Planning Meeting

- Times on agenda were incorrect.
- Eliminate charges and goals on agenda and replace with program review training update and plan.
- Agenda approved with changes M/S (Trager/Woltz) passed unanimously.
- Minute approval for September tabled.

4. District Updates

- The drafts of the new dashboards that are available was shared.

5. Program Review Training Plan and Update

- There was discussion about communicating more about the trainings. Also concern about the lag with the dashboards.
- Nocole shared the training calendar.
- There was a question about whether the trainings were on Zoom or not. The suggestion was that Nov. 7 would be hybrid.
- There was discussion about the distribution and storage of the templates. There is a need to develop a list of program reviews that are expected. This list would be developed and shared with the responsible managers who will be reading the program reviews upon completion.
- Ryan said he would create a SharePoint with the templates and materials as they grew and allow access to all employees.

6. Administrative Unit Template

- The committee began by reviewing a draft template that was developed utilizing other colleges and our administrative unit power point in business and administrative services areas.
- The group suggested having a page that documents resources requested for the past 3 – 5 years and documenting whether they were received and if so, what improvements they led to.
- The group suggested to collapse several categories to just unit mission and key functions.
- The committee wanted to be clear that these would be 5 year plans with 3 and 5 year updates consistent with the instructional and program review templates.
- The committee accepted these as drafts for review by SGC/Expanded Cabinet and other stakeholders M/S (Trager/Goff). The vote was unanimous.