

**LOS MEDANOS
COLLEGE**

Shared Governance Council

MINUTES

February 13, 2019

2:00 - 4:00 p.m., Room SS4-409

MEMBERS PRESENT: Nicole Almassey, Deborah Baskin, Louie Giambattista, Natalie Hannum, Bob Kratochvil, Morgan Lynn, Alex Porter; Carla Rosas.

OTHER ATTENDEES: Coronado, Hsieh, Vigo (presenters); Shelly Baird, Steven Freeman, Paul West (guest); Jennifer Adams (support).

Item #	Topic/Activity	Handouts/ References	Action(s)
STANDING ITEMS:			
1.	Public Comment – N/A		
2.	Welcome President Kratochvil welcomed everyone to the meeting. With several guests present, he asked attendees to introduce themselves.		
3.	Review <ul style="list-style-type: none"> • Agenda for February 13th President Kratochvil reviewed the agenda, which was approved by the SGC members. <i>MSC: Giambattista/Almassey.</i> <ul style="list-style-type: none"> ○ <i>Yeas – Almassey, Baskin, Giambattista, Hannum, Lynn, Porter, Rosas; Nays – N/A; Abstentions – N/A.</i> • Minutes (draft) from December 12th The SGC members reviewed and approved the minutes from the meeting held on December 12, 2018. <i>MSC: Giambattista/Porter.</i> <ul style="list-style-type: none"> ○ <i>Yeas – Almassey, Baskin, Giambattista, Hannum, Lynn, Porter, Rosas; Nays – N/A; Abstentions – N/A.</i> 		<p style="text-align: center;">Agenda approved</p> <p style="text-align: center;">Minutes approved</p>
4.	Old Business [N/A]		
4a.	Resource Allocation Process (RAP) President Kratochvil reminded SGC about recent campus-wide communications related to RAP: his own budget message, VP Porter’s follow-up email; and Dave Vigo’s correspondence with the budget request form. VP Porter and Mr. Vigo then displayed and reviewed their Business Services website, demonstrating where to access the Budget Request Database and budget request form. The SGC members were asked to submit their RAP proposal ratings to Dave Vigo (with a cc to Jennifer Adams) by February 25, which will provide time to compile the scores in advance of the meeting. The rating rubric will be emailed to SGC, along with an Excel version of the updated Budget Request Database. VP Porter and President Kratochvil offered kudos to Dave Vigo for all of his work on RAP.		
5.	New Business		
5a.	Strategic Plan 2014-19: Progress & Evaluation Dr. Chialin Hsieh, Senior Dean of Planning & Institutional Effectiveness, explained that this agenda item was intended to get SGC’s feedback about progress on the 2014-19 Strategic Plan. She displayed and reviewed the “Strategic Plan 2014-19 Progress & Evaluation” page on LMC’s website. The SGC members offered “success stories” related to each of the four goals/Strategic Directions: <ul style="list-style-type: none"> • Goal #1: SGC’s role/approval of new certificates, degrees, and programs; SGC’s encouragement and support for student engagement in shared governance. • Goal #2: Launching Community Ed series (focusing on emeritus enrichment, entrepreneurship, and youth) • Goal #3: Providing transparency and engagement in shared governance; reviewing and/or endorsing budgetary sources. • Goal #4: RAP allocations Dr. Hsieh encouraged everyone to continue sharing their “stories” on the Strategic Plan 2014-19 website by March 15.		
6.	Budget Update (<i>standing item</i>) Vice President Porter reported that Business Services is working on the Tentative Budget and preparing for/working toward the Student-Centered Funding Formula. The Governor’s Budget released in January includes a proposed COLA increase of 3.46%. District Budget Forums are scheduled for later this semester: Brentwood Center – 3:00 p.m. to 4:30 p.m. on April 15 in Room 8; Pittsburg Campus – 3:00 p.m. to 4:00 p.m. on April 22 in L-109.		

	On a related note, President Kratochvil provided a brief overview of a proposed Strategic Enrollment Management Committee for LMC. He noted that Interim Vice Presidents Newman and Montemayor Lenz are working on its development, in consultation with others, and that the committee will involve many elements (e.g. reviewing/understanding enrollment data and trends, helping departments/programs make good decisions about course offerings, consideration of success metrics, etc...).		
7.	Accreditation (<i>standing item</i>) <ul style="list-style-type: none"> Mission Statement Review President Kratochvil reminded the group of their discussion at the last meeting regarding an approach for reviewing the Mission Statement, and the agreement to have several people provide draft versions for consideration. SGC was originally planning to review drafts at the February 27 meeting; however, since much of that meeting will be devoted to RAP proposals, the draft Mission Statements will be reviewed on March 13. The “drafters” were asked to submit their versions by March 11. 		
8.	Curriculum		
4a.	New Instructional Program Proposals <ul style="list-style-type: none"> Certificate of Achievement: American Sign Language Certificate of Achievement: Spanish Victor Coronado provided an overview of two program proposals that were provided to SGC in advance: Certificate of Achievement – American Sign Language (ASL); and Certificate of Achievement – Spanish. He noted that both proposals already went through Curriculum Committee and Academic Senate. For the ASL proposal, Mr. Coronado shared that the department wanted to provide more options to students beyond the Skills Certificate; he added that this proposal also includes Sign Language 70 and 71, which aren’t listed on the copy provided to SGC. For the Spanish proposal, the SGC members inquired about options for students who have already taken Spanish 50 or 51 in high school. Mr. Coronado will talk with Dean Ybarra and explore additional options. The proposals will return as action items at a future meeting.		
9.	Updates & Announcements/Constituency Reports: <ul style="list-style-type: none"> President Kratochvil shared that Cindy Goga, Executive Director of District Foundation Services, is leaving 4CD. The Development Officers at the colleges will now report directly to the Presidents, and the accounting component will move under Jonah Nicholas at DO. Academic Senate: Louie Giambattista reported that the last meeting included a discussion about the Program Discontinuance process. Classified Senate: Nicole Almassey provided info about the joint meeting held by the three Senates on Monday, with about 50 attendees. The topics discussed included identifying areas of overlap/shared focus and finding ways to keep students informed/engaged. Nicole reminded SGC about the Crab Feed that Classified Senate is holding on March 9 (co-hosted with the Foundation). The Senate has designed a logo, and will be sending six attendees to the Classified Leadership Institute at Granlibakken. Lastly, it was noted that the Employee Picnic – which is held each year in June – is not specifically a Classified Senate event, but the Senate has been organizing the activity and covering a portion of the expenses. President Kratochvil agreed to discuss other options for coordinating and funding the Picnic. Management Team: no report. Student Senate: no rep present. Curriculum: Louie Giambattista reported that the committee participated in the eLumen kick-off on Friday. Other: Debbie Baskin announced that LMC has four Jack Kent Cooke semi-finalists. 		
10.	Community College Items of Interest: Legislation, Research & Best Practices [no items]		
11.	Campus Communication: Actions & Notable Items to Report from SGC The SGC members will share information with their respective constituency groups about next steps for RAP.		
12.	Adjournment The SGC meeting adjourned at 3:52 p.m.		