LOS MEDANOS COLLEGE

Shared Governance Council

MINUTES
September 11, 2019
2:00 - 4:00 p.m., Room SS4-409

MEMBERS PRESENT: Nicole Almassey, Josh Bearden, Thyra Cobbs, Robert Delgado, Louie Giambattista, Natalie Hannum, Susie Hansen, Bob Kratochvil, Carlos Montoya, Carla Rosas.
OTHER ATTENDEES: Chialin Hsieh (presenter); Sally Montemayor Lenz, Tanisha Maxwell, Nikki Moultrie, BethAnn Stone, 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 first meeting of the new academic year, and asked the attendees to introduce themselves.		
3.		**Review** - Agenda for September 11th President Kratochvil reviewed the agenda, which was approved by SGC. *MSC: Giambattista/Almassey.* *Yeas – Almassey, Bearden, Cobbs, Delgado, Giambattista, Hannum, Hansen, Montoya, Rosas; Nays – N/A; Abstentions – N/A.* - Minutes (draft) from May 22, 2019 It was noted that the minutes needed to be amended to include Carla Rosas' first name to the list of attendees. SGC approved the minutes from May 22nd, as amended. *MSC: Almassey/Hannum.* *Yeas – Almassey, Bearden, Delgado, Giambattista, Hannum, Hansen, Montoya, Rosas; Nays – N/A; Abstentions – Cobbs.*		Agenda approved 5/22/19 minutes approved
4.		**Old Business**		
	4a.	**Monday Meeting Calendar for Fall 2019 (updated topics)** President Kratochvil displayed the Fall 2019 Monday Meeting Calendar, with dates approved by SGC in May. The calendar has been updated to include tentative presentation topics, including: Strategic Enrollment Management, Mission Statement Review and Budget/Student-Centered Funding Formula, Guided Pathways Pillar 4/Pedagogy, Accreditation, Educational Master Plan, and Facilities.		
5.		**New Business**		
	5a.	**Review of Shared Governance Materials** **SGC Position Paper** President Kratochvil displayed the Position Paper, which is posted on the SGC webpage, and asked that the new members familiar themselves with the document. He explained that it was revised several years ago and provides an overview of SGC's role related to institutional policies, RAP, the Mission Statement, etc… President Kratochvil listed SGC's sub-committees, noting that several may request/recommend being designated as operational committees (not governance sub-committees), as SGC discussed last year. It was noted that, for Accreditation purposes, it is important to ensure that all of the Position Paper – including Sections IV and V ("Committees and Task Forces," "Evaluation") are up-to-date. President Kratochvil noted that, at the May meeting, he referenced establishing a more regular/sustainable for those two areas. He added that he will be emailing the sub-committee chairs regarding committee guidelines/operations and providing updates to SGC. **Committee Guidelines** President Kratochvil displayed and reviewed the aforementioned committee guidelines previously approved by SGC (Spring 2014 and Fall 2017). It was suggested that the footers of these documents could be updated to reflect each time SGC reviews them, as a means of documenting that a review occurred. Alternatively, it was suggested that documenting each review would be achieved by reflecting it in the meeting minutes. **Master Calendar of Standing Meetings (draft)** President Kratochvil displayed a draft "Master Calendar" document that the President's Office has been working on, as it had previously discussed by SGC a possible component to be included in a Governance Handbook (which also saw progress over the	Position Paper Committee Guidelines: 2014 & 2017	

		summer). It was suggested that SGC consider meeting in L-109, as some faculty had expressed a desire to attend if SGC was held in a larger space. President Kratochvil explained that SGC discussed this option last semester, as it was a comment reviewed in the Employee Engagement Survey; L-109 was not available on SGC's meeting dates this semester, but it will be reserved for available dates in the Spring. He added that the comment is an interesting one, as no one has ever been turned away from the SGC meetings in CO-420 for lack of space. Additionally, using L-109 for SGC meetings will require time/work by Buildings & Grounds to set up the room and will prevent a larger meeting/event (that can't fit in CO-420) from using the space. Josh Bearden voiced concern about the scheduling conflict between SGC and the General Education (GE) Committee. He explained that GE used to meet on Fridays, but the committee changed to Wednesdays last year – making it challenging for some people to attend both. His recommendation is that GE find an alternate meeting day/time. Jennifer Adams pointed out that, as noted on the draft Master Calendar, committees that want to change the day/time of their standing meeting will need to coordinate with the President Office to avoid creating scheduling conflicts.	
	5b.	**Review of LMC Mission Statement** President Kratochvil displayed the LMC Mission Statement and reviewed it with the group. He noted that SGC reviews this at its first meeting each year, as the Mission guides so many important processes at the College.	Mission Statement
	5c.	**Resource Allocation Process (RAP)** Vice President Montoya distributed a spreadsheet outlining the RAP projects approved in the Spring. The document included a column to provide an update on the status of each allocation (e.g. funds loaded to budget or expended, item purchased, program impact, etc.)	RAP Update
6.	**Budget Update** *(standing item)* VP Montoya stated that there aren't any updates to share at this time, as the District budget hasn't been adopted by the Governing Board yet.		
7.	**Accreditation** *(standing item)* • Institutional Self Evaluation Report (ISER) – Draft of Standard IIID Senior Dean Hsieh displayed the draft of the ISER narrative for Standard IIID, along with a review template that was used by the Planning Committee. With SGC's responsibility for RAP and role as the "budget committee," SGC is being asked to provide feedback on IIID ("Financial Resources"). SGC will also be asked to review IA, IB, IVA, and IVB over the course of the semester, because of its alignment with those Standards. Hard copies of the Standard IIID narrative were distributed to SGC, and the Council members were asked to review it and be prepared to provide feedback at the next meeting.		Standard IIID (draft) Feedback Template
8.	**Curriculum** – N/A		
9.	**Updates & Announcements/Constituency Reports:** • President Kratochvil reminded the group about the College Assembly SEM presentation (9/30) that he mentioned earlier in the meeting. He added that the Governing Board meeting tomorrow will include an Accreditation presentation by Stephanie Droker, Vice President with ACCJC (and LMC's "liaison" for the Accreditation process). Lastly, he provided an update on the electric vehicle (EV) charging stations being installed in the west end of Lot A. • Academic Senate: Josh Bearden reported that the Academic Senate held its first meeting. During public comment, they were made aware of changes to the hours of operation in the Computer Lab; they are concerned about transparency and the impact on students, and Vice President Montemayor Lenz is arranging a meeting for further discussion. For the first time, there were more Curriculum Committee applicants than there were spots available. Another item discussed was and eLumen update, and some faculty expressed surprise and/or concern about the November 1 deadline for curriculum (required to accommodate the District-wide shift to eLumen). • Classified Senate: Nicole Almassey shared that Classified Senate held its first meeting on Monday, and that the annual Holiday Lunch will be held on 12/4. On a non-Senate note, she asked that a Zoom link to the Brentwood Center be arranged for College Assembly. • Student Senate: Thyra Cobbs shared that LMCAS allocated $1,500 for the Student Impact conference being held on October 18. Christian Ortiz, a student rep on the Planning Committee, is conducting a survey of students regarding what is offered at Brentwood Center (and what students want/need). LMCAS is going over budget updates, and will vote on 9/23 to fill its Treasurer vacancy. • Management Team: N/A. • Curriculum: Louie Giambattista reported there was such demand for several of the membership slots that they wound up turning away several people who expressed interested. Several vacancies still need to be filled (e.g. CTE and DE). • Other: N/A.		
10	**Community College Items of Interest: Legislation, Research & Best Practices** [no items]		
11	**Campus Communication: Actions & Notable Items to Report from SGC** – N/A		
12	**Adjournment –** *MSC: Cobbs/Giambattista. Yeas – Almassey, Bearden, Cobbs, Delgado, Giambattista, Hannum, Hansen, Montoya, Rosas; Nays – N/A; Abstentions – N/A.*		