

LOS MEDANOS
COLLEGE

Shared Governance Council

MINUTES

October 23, 2019

2:00 - 4:00 p.m., Room CO-420

MEMBERS PRESENT: Nicole Almassey, Josh Bearden, Thyra Cobbs, Louie Giambattista, Natalie Hannum, Susie Hansen, Delores Jackson, Bob Kratochvil, Carlos Montoya, Carla Rosas.

OTHER ATTENDEES: Paula Gunder, Camille Santana, David Wahl (presenters); Melissa Inzunza, Krysh Shahin, Jinpa Tharchin, Jordyn Toscano, Paul West (guests/observers); 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 and asked the attendees to introduce themselves		
3.	Review <ul style="list-style-type: none"> • Agenda for October 23rd SGC approved the meeting agenda, with the order of several items rearranged to accommodate presenters. <i>MSC: Hannum/Montoya. Yeas – Almassey, Cobbs, Giambattista, Hannum, Hansen, Jackson, Montoya, Rosas; Nays – N/A; Abstentions – N/A.</i> • Minutes (draft) from October 9, 2019 The minutes from October 9th were approved. <i>MSC: Giambattista/Almassey. Yeas – Almassey, Bearden, Cobbs, Giambattista, Hannum, Hansen, Jackson, Montoya; Nays – N/A; Abstentions – Rosas.</i> 		<p style="text-align: center;">Agenda approved</p> <p style="text-align: center;">10/9/19 minutes approved</p>
4.	Old Business		
4a.	LMC Mission Statement Review Process President Kratochvil reminded SGC that the Mission Statement survey is currently underway and will be open until November 8. It was sent out campus-wide to all employees, and will also be sent to students and members of the community.	Mission, Vision & Values College Assembly PPT (9/30/19)	
4b.	Resource Allocation Process (RAP) Vice President Montoya displayed a spreadsheet of all the budget requests submitted, along with the rating sheet used during the last RAP cycle. He noted that more time was needed than expected to get clarification on some of the info provided for current requests. For one thing, position requests submitted didn't reflect the 5% salary increase approved in the recent union contracts, so that has to be incorporated into the RAP request; this could significantly impact how many requests can be funded. He discussed with SGC how they want to approach reviewing and rating the requests (e.g. look at all requests, or have Business Services do preliminary review to highlight requests that align with President Kratochvil's identified priorities). The SGC members indicated that they would like Business Services do a "first cut" of requests, based on the priorities, but want to see all of the requests (in case they decide to consider something not included by Business Services). Carla Rosas asked if it would be possible to add a spreadsheet column showing whether the request had been submitted repeatedly (over multiple cycles). Natalie Hannum shared questions/feedback that she has received from several faculty regarding how to put forward improvement requests for classroom and instructional spaces (e.g. broken or worn out furniture). President Kratochvil explained that such requests should be submitted and reviewed via RAP. That way College needs/requests can be identified, reviewed, prioritized, and evaluated for potential funding sources (e.g. RDA funds).		
4c.	SGC Sub-Committees <ul style="list-style-type: none"> • Safety Committee VP Montoya reported that, at its last meeting, the Safety Committee voted unanimously to change its status to an operational committee (no longer an SGC sub-committee); the Safety Committee would report to the Vice President of Business & Administrative Services. Josh Bearden and Nicole Almassey expressed that they are supportive of the change, but want to share the item to their respective Senates before voting in SGC. They noted that both Senates had in-depth discussions following the recent "lockdown" incident on campus – including communication plans, closing the loop, and lessons learned – and were hoping 		

	<p>for more follow-up info. VP Montoya shared that Chief Carney and Lt. Wehrmeister provided an incident debriefing at the Safety Committee meeting, similar to what they addressed at the President’s Council meeting, and that reps from the constituency groups were in attendance. They also presented the Safety Committee with information proposed materials for posting in classrooms and around campus (e.g. wall poster and flip chart showing evacuation info and emergency procedures). President Kratochvil recommended that the Senates invite Chief Carney and Lt. Wehrmeister to attend their meetings and provide the same information. The Safety Committee’s proposed change to operational status will be an action item on the next SGC agenda.</p>		
5.	<p>New Business [no items]</p>		
6.	<p>Budget Update (<i>standing item</i>)</p> <ul style="list-style-type: none"> • Future Topics At the last SGC meeting, following the budget update, Vice President Montoya shared some ideas about budget-related information that can be presented to the group throughout the year; suggestions were also provided by the Academic Senate. President Kratochvil noted that, as mentioned previously, some of the suggested information is already publicly available (e.g. on the District website). The College needs to be more deliberate in bringing it to SGC on a regular basis. Dr. Montoya added that the starting point will be getting additional, relevant budget info posted to/cleaned up on LMC’s Business Services webpage. 	<p>Adoption Budget PPT</p> <p>Academic Senate recommendations – sharing budget info</p>	
7.	<p>Accreditation (<i>standing item</i>)</p> <ul style="list-style-type: none"> • Institutional Self Evaluation Report (ISER) – Draft of Standards IA & IB President Kratochvil asked SGC for any feedback on the ISER drafts of Standards IA and IB, which had been distributed at a prior meeting. No additional feedback was provided, as many of the members had already reviewed/and or offered input in other venues. 	<p>ACCJC Guide & Standards</p>	
8.	<p>Curriculum (<i>standing item</i>)</p> <ul style="list-style-type: none"> • New Program Proposal <ul style="list-style-type: none"> ○ ESL Non-Credit Certificates President Kratochvil reminded the group that this is an action item today, following Dr. Gunder’s presentation at the last meeting. Josh Bearden noted that this was approved on Monday by the Academic Senate, which was impressed with the proposal. Nicole Almassey inquired about any updates on the separate credit and non-credit applications, which had been discussed, during SGC’s initial review of the proposed certificates on October 9. Natalie Hannum noted that as one of the administrative/operational items the working group is addressing. SGC approved the ESL non-credit certificates. <i>MSC: Bearden/Cobbs. Yeas – Almassey, Bearden, Cobbs, Giambattista, Hannum, Hansen, Jackson, Montoya, Rosas; Nays – N/A; Abstentions – N/A.</i> ○ Career Development & College Preparation (CDCP) – These proposals will be action items for the next SGC meeting. <ul style="list-style-type: none"> ▪ Basic Drone Piloting David Wahl reviewed the non-credit Drone certificate proposal, which had been provided to SGC in advance. At the outset, the program would only focus on small drones that don’t fly more than 400 feet. Workforce Development is looking at a public-private partnership for long-term program investment, and recently held an advisory committee meeting. They are exploring the use of Strong Workforce Program funds for seed money; if approved, the program will move into the marketing phase. ▪ Construction Pre-Apprenticeship David Wahl provided an overview of the Construction non-credit certificate proposal. Based on the demand, he noted that this certificate is one he wishes the College could begin offering yesterday. There has been great dialogue with K-12 partners (“feeder” high schools), and President Kratochvil added that the proposal arose out of demand from/conversations with our community. Josh Bearden inquired about the content/modules for course #1, as it appears to have a linkage to history/social science, and offered to partner with Workforce Development, if that option is available to other departments. ▪ Forklift, Logistics, Operations & Warehouse (FLOW) David Wahl provided a brief overview of the FLOW proposal. ▪ Counseling Camille Santana provided an overview of the Counseling non-credit certificate proposal, which had been shared with SGC in advance. Nicole Almassey inquired about high school students taking the credit or non-credit versions of these courses. Ms. Santana noted that she will take that question back to the group working on these certificates (e.g. LMC’s K-12 team, Tiffany Welter, Paula Gunder, etc.). 	<p>ESL Program Proposal – Non-Credit Certificates</p> <p>ESL Pathways (diagram)</p> <p>Drone Piloting Proposal – Non-Credit Certificate</p> <p>Construction Proposal – Non-Credit Certificate</p> <p>FLOW Program Proposal – Non-Credit Certificate</p> <p>Counseling Proposal – Non-Credit Certificate</p> <p>Counseling Proposal – Rationale</p>	

9.	Updates & Announcements/Constituency Reports: <ul style="list-style-type: none"> • President Kratochvil: no report. • Academic Senate: Josh Bearden reported that the Academic Senate approved a resolution in support of the Winter cyber-session, and he sent information to faculty. The Senate also approved Morgan Lynn as the next Curriculum Committee chair, and she will shadow Louie Giambattista. • Classified Senate: Nicole Almassey shared that the Classified Senate will be co-sponsoring/supporting Student Life’s Halloween event this Friday. During their last meeting, the Senate: had a “healthy habit” item; discussed the EEO survey (39 classified have completed it); and had a lengthy discussion about safety. The annual Holiday Luncheon is scheduled for December 4. • Student Senate: Delores Jackson reported that LMCAS funded approximately \$3,600 for the Drama Departments KCACTF trip. They also created a line item for Zero Cost Textbooks in their budget, heard a District presentation on SB 291, and debated having stipends for LMCAS reps (\$800 for Senators, \$1,000 for officers). LMCAS hosted the Student IMPACT conference on October 18. • Management Team: N/A. • Curriculum: Louie Giambattista reported that Morgan Lynn was approved as the next committee chair, as mentioned earlier. Curriculum will be holding a special session next week, in light of the upcoming November 1st deadline. • Other: N/A. 		
10	Community College Items of Interest: Legislation, Research & Best Practices – N/A		
11	Campus Communication: Actions & Notable Items to Report from SGC SGC members were asked to share with their respective constituency groups that the Mission Statement survey is open until November 8, as well as the next steps related to RAP and future budget topics.		
12	Adjournment – The SGC meeting adjourned at 4:00 p.m. <i>MSC: Hansen/Rosas. Yeas – Almassey, Bearden, Cobbs, Giambattista, Hannum, Hansen, Jackson, Montoya, Rosas; Nays – N/A; Abstentions – N/A.</i>		