

LOS MEDANOS
COLLEGE

Shared Governance Council

MINUTES

October 25, 2023

2:00 - 4:00 p.m., In Person (L-109 and BRT-135) and via Zoom

MEMBERS PRESENT: J. Boyle, C. Craig-Huddleston (via Zoom), W. Cruz, L. Giambattista, A. Nogarr, P. Ralston, C. Reyes, I. Sukhu, G. Villegas.
OTHER ATTENDEES: D. Belman, N. Friend, R. Pedersen, P. Roach, I. Zildzic (presenters); M. Lewis, S. Woltz (guests); J. Adams (support).

Item #	Topic/Activity	Handouts/ References	Action(s)
STANDING ITEMS:			
	Welcome		
1.	President Ralston welcomed everyone, including Grace Villegas, who had previously served on SGC and is returning as a representative of the Classified Senate.		
2.	Public Comment – N/A		
	Review		
3.	<ul style="list-style-type: none"> • Agenda: Dr. Ralston reviewed the agenda and asked to move up the President’s Report, as she had to leave early to attend the 4CD Educational Planning & Full-Time Faculty Staffing meeting; she’s asked Dean Nogarr to then facilitate the rest of the meeting. SGC approved the agenda, as amended. <i>MSC: I. Sukhu/A. Nogarr. Yeas – J. Boyle, C. Craig-Huddleston, W. Cruz, A. Nogarr, C. Reyes, I. Sukhu, G. Villegas; Nays – N/A; Abstentions: N/A.</i> • Minutes (draft) from October 11: SGC reviewed the 10/11 draft minutes. It was noted that, in the item on the Participatory Governance Task Group, the classified professional representation includes Irma Gregory (not Cesar Reyes). SGC approved the minutes, as amended. <i>MSC: W. Cruz/J. Boyle. Yeas – J. Boyle, C. Craig-Huddleston, W. Cruz, A. Nogarr, C. Reyes, I. Sukhu, G. Villegas; Nays – N/A; Abstentions: N/A.</i> 		<p>Agenda approved</p> <p>10/11/23 minutes approved</p>
4.	New Business		
4a.	<p>Draft Monday Meeting Calendar for Spring 2024</p> <p>The draft Spring 2024 Monday Meeting Calendar was displayed for SGC’s review and feedback. It was noted that the notation for the Labor Day holiday should be changed to President’s Day. The group discussed the difference between and rationale for dates designated as “College Assembly” and “TBD.” It was suggested that the April 15 date (originally labeled as “TBD”) could be designated as “Department/Project Meeting,” which would provide an opportunity for groups working on college-wide initiatives or inter-departmental activities to have a built-in time slot for a large-scale meeting. The Calendar will return as an action item at the next SGC meeting.</p>	<p style="text-align: center;">Spring 2024 Monday Meeting Calendar (draft)</p>	
4b.	<p>Narcan Training & Distribution Procedure</p> <p>President Ralston provided some context for the agenda item today, explaining that there had been discussions at Chancellor’s Cabinet related to addressing the epidemic of opioid overdoses and ways to keep our district and college communities safe. Dave Belman, Dean of Student Success, presented/displayed a draft procedure for coordinating the necessary training, as well as distribution of Naloxone (Narcan) to members of the campus community. Dean Belman has met with Contra Costa Health Services (CCHS), who would partner with LMC and administer the training. Next steps would include getting the procedure approved and in place, receiving the inventory of Naloxone, and working with CCHS to schedule the trainings (at LMC and possibly via Zoom). In response to questions from Dean Belman, SGC expressed an interest in having him present to all three Senates prior to SGC taking a vote on the draft procedure.</p>	<p style="text-align: center;">Draft Naloxone Distribution Procedure</p> <p style="text-align: center;">Addressing the Opioid Overdose Epidemic (PPT)</p>	
4c.	<p>Facilities Master Plan</p> <p>Members of the 4CD Facilities team, Ines Zildzic and PJ Roach, together with Nicole Friend from Steinberg Hart (FMP consultants) provided a presentation on the process to develop LMC’s new Facilities Master Plan. The presentation included: the overarching purpose of the FMP; the four-phase process; stakeholder groups; and timeline. They then led SGC through an interactive exercise to gather feedback about their vision for the College with regard to: meeting, office, and outdoor spaces; mobility and sustainability; and “big ideas” (internal and external development strategies). Next steps in the FMP process include the November 6th College Assembly and the Steering Committee meeting on November 7th. SGC was also reminded that the college-wide FMP survey is still open.</p>	<p style="text-align: center;">Facilities Master Plan 2023</p>	

5.	Old Business [no items]		
6.	Budget Update <ul style="list-style-type: none"> ▪ Resource Allocation Process (RAP) – Fall 2023 Cycle <ul style="list-style-type: none"> ○ Review/Update Rating Criteria Cesar Reyes provided a brief update on the RAP review process. He shared that the Business Office has all of the RAP proposals entered in the Budget Request Database (BRD) and prepared a summary of the overall request figures, which was displayed for SGC. 	Fall 2023 RAP Summary	
7.	Accreditation (<i>standing item</i>) Ryan Pedersen, Senior Dean of Planning & Institutional Effectiveness and Accreditation Liaison Officer (ALO) for LMC, reported that he will visit the Classified Senate and Academic Senate this coming Monday to share information about the Midterm Report template.	ACCJC Accreditation Handbook (p.15) – Midterm Report LMC Timeline for 2024 Midterm Report	
8.	Curriculum: New Instructional Program Proposals – N/A		
9.	Updates & Announcements/Constituency Reports <ul style="list-style-type: none"> • President – Dr. Ralston provided an overview of 4CD’s recent change to moderate the “All” district-wide and college-wide lists. She also shared information about an issue that occurred this morning with electronic and software glitches, resulting in the inability to open some doors via keyfob access. Lastly, Dr. Ralston provided a recap of The Great ShakeOut on October 19, as well as the response to the real earthquake the day before. She explained that, with the District-wide transition to Zoom Phones, it was discovered that a software update had inadvertently turned off the notifications to desk phones and the classroom communication system. • Classified Senate – Cesar Reyes noted that there are several activities planned for Halloween, and that the Classified Senate is partnering with LMCAS for the “Trick Your Ride” and “Trunk or Treat” events in Lot A at 4:00 p.m. that day. The Senate is also working on a “Spooky Fun Run” and planning toward holding another Crab Feed in the Spring. • Academic Senate – It was shared that the Academic Senate reviewed a study regarding artificial intelligence (AI), and is working on plans for a mixer. • LMCAS – Jacob Boyle also reminded the group about the “Trunk or Treat” event planned for Halloween. LMCAS is also planning a dodgeball event and separately will be working with the Marketing Department. • Curriculum – Louie Giambattista shared that, at its last meeting, the Curriculum Committee addressed 64 items (and with time left over), which may be a record for the body. He noted that Early Childhood Education and Auto Tech are working on curriculum items, but he isn’t sure when they will come forward to the committee. • Management Team – no report • 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 Members should share with their respective constituency groups that SGC: received information from President Ralston regarding the District’s change to moderated “All” email lists and the recent technical glitch with doors (access) at the Pittsburg Campus; reviewed the draft Spring 2024 Monday Meeting Calendar; received information on the proposed Naloxone (Narcan) training and procedure; had a presentation and opportunity for input on the Facilities Master Plan; and were updated about the timeline/process for the Fall 2023 RAP cycle.		
12.	Adjournment SGC adjourned the meeting at 3:57 p.m. by consensus. <i>MSC: G. Villegas/I. Sukhu.</i>		Meeting adjourned