LOS MEDANOS COLLEGE

Shared Governance Council

MINUTES
December 13, 2017
2:00 - 4:00 p.m., Room CO-420

MEMBERS PRESENT: Nicole Almassey, Deborah Baskin, Kasey Gardner, Louie Giambattista (via teleconference), Susie Hansen, Marco McMullen, Bob Kratochvil, Alex Porter, Carla Rosas
OTHER ATTENDEES: Joshua Bearden, Laurie Huffman, Camille Santana, Dave Vigo, David Wahl, Nancy Ybarra (presenters); Marie Arcidiacono, Chialin Hsieh, Paul West (guests); Jennifer Adams (support).

Item #		Topic/Activity	Handouts/ References	Action(s)
STANDING ITEMS:				
1.		**Public Comment** o Vice President Porter introduced Dave Vigo, LMC's new Business Services Supervisor. o Laurie Huffman and Marie Arcidiacono thanked President Kratochvil and Jennifer Adams for their help/support for the TEDx event.		
2.		**Welcome** President Kratochvil welcomed the SGC members and guest to the meeting.		
3.		**Review** • Agenda for December 13th President Kratochvil reviewed the agenda, which was approved by SGC. *MSC: Rosas/Porter.* o *Yeas – Almassey, Baskin, Gardner, Giambattista, Hansen, McMullen, Porter Rosas; Nays – N/A; Abstentions – N/A.* • Minutes (draft) from October 25th The SGC members reviewed and approved the minutes from the meeting held on October 25, 2017. *MSC: Gardner/Porter.* o *Yeas – Almassey, Baskin, Gardner, Giambattista, Hansen, McMullen, Porter Rosas; Nays – N/A; Abstentions – N/A.*		Agenda approved Minutes approved
4.		**Old Business**		
	4a.	**Shared Governance** o **Proposed Committee Guidelines** o SGC approved the proposed committee guidelines, which were discussed at the last several meetings. *MSC: Rosas/Hansen.* o *Yeas – Almassey, Baskin, Gardner, Giambattista, Hansen, McMullen, Porter Rosas; Nays – N/A; Abstentions – N/A.*		Committee Guidelines approved
	4b.	**Budget & Resource Allocation** o **Resource Allocation Process (RAP)** o Vice President Porter provided a presentation about RAP to capture elements of the process and frame a discussion about ways to improve it. Based on his review of forms, historical data, and anecdotal evidence, he summarized that RAP: is a budget augmentation methodology that incorporates shared governance into the core of its decision making model; creates opportunities for college constituents to explicitly document their budgetary needs in a uniform format; provides a structured/consistent criteria for the evaluation and approval of budget requests; and is a predictable and consistent schedule for budget development. However, RAP is not: a budget augmentation methodology that is efficient in process and effort; a documentation structure that has an easily searchable/trackable information repository to see history, data, and status; or a process that is generally accepted and valued for the information and decisions it produces. The question posed to SGC is, "How do we create a process that retains the good parts of RAP, but corrects the negative parts?" o One idea proposed by VP Porter to create a "Parking Lot," where annual, mid-year, Program Review, and emergency resource requests could be housed for consideration and potential funding (note: the Parking Lot would not include faculty positions – Box 2A would remain separate). Regardless of the request type, they: would only be entered once (eliminating redundancy of Program Review and RAP): could be renewed, if not funded within the two-year period; and would be goal-driven (i.e. tied to an established goal). This approach would yield a paperless database of resource needs, and would provide a simple format for evaluation; the suggestion is to use the PRST resource request form instead of the RAP form, which is considerably longer. VP Porter noted that the idea is to broaden the ways in which requests make their way into the Parking Lot; however, the intent is also to set clear	[RAP Review PPT](#)	

		parameters for the way requests exit the Parking Lot (i.e. get funded). Under this preliminary proposal, there would be four avenues for funding: 1) SGC – allocation of new funds, ideally with a pre-set amount available for RAP; 2) President's Cabinet – mid-year allocations, such as Program Maintenance (depending on availability of funds); 3) Vice President/Dean – establish a discretionary fund for each, requiring an accountability report on how money was spent; and 4) Categorical – not subject to RAP, but funding sources could choose from Parking Lot requests that align with their program requirements.
		   o During SGC's discussion, it was noted that: it is important to have a process that is consistent, transparent (funds available, criteria, feedback provided), and recognizes the effort of proposal "authors"; the funding for student groups/clubs would remain separate; Parking Lot requests would still be vetted through managerial lines of responsibility (i.e. deans/supervisors provide feedback on whether the requests are valid/warranted); the LMC Foundation would have the ability to view/fund Parking Lot requests; and that, as a reference, it would be helpful to have a three-year trend of expenditures from the Business Office.
		   o Next steps: VP Porter will draft a narrative that outlines the Parking Lot (e.g. guidelines, timeline, etc.) and bring that back to SGC for endorsement before moving forward; and it will be clarified to Program Review/RAP "authors" that, in this transitional year, the recommendation is to enter resource requests into the PRST via Comprehensive Program Review.
		
		o **Budget Update** – N/A		

5.	**New Business**			

	5a.	**Shared Governance**
		o **Teaching & Learning Committee (TLC) Inquiry – Tracking Student Success Beyond Los Medanos College**
		   o On behalf of Scott Hubbard, TLC Chair, Joshua Bearden presented proposal being put forward by their committee. TLC has been discussing ways to track students (progress) after leaving LMC. Professor Bearden provided an example of the kind of info they want to track: as a History instructor, he would like to know whether his course(s) prepared students for their subsequent coursework at CSUEB or UCD.
		   o They talked with Admissions & Records about access to students' personal email info, and understand that there are concerns and restrictions about sharing/using student info. Now TLC would like to work with District Research & Planning to get the info. Nicole Almassey shared that, in her experience, SARS data is often more up to date than College, as students more frequently provide updated contact info when making appointments. President Kratochvil indicated that he and Chialin Hsieh will connect with Greg Stoup, Interim Associate Vice Chancellor of Educational Services at the District Office.
		
		o **Shared Governance Structure and Definitions**
		   o President Kratochvil distributed copies of a sample document containing governance definitions (e.g. committee, council, task force, ad hoc group, etc…) from a number of other community. In the interest of time, he asked the Council members to review the handout for discussion at the next meeting. Once SGC considered and agreed upon by SGC, the definitions could be compiled into a "Governance Handbook" with the committee guidelines and an overview of each committee.
			Sample definitions	

	5b.	**New Instructional Program Proposal** o Associate of Arts Degree – American Sign Language o Laurie Huffman reviewed the ASL degree proposal, which was provided to SGC in advance. She explained that, upon approval from SGC, next steps in the process include approval by the 4CD Governing Board and then the CCCCO. *MSC: Almassey/Hansen. Yeas – Almassey, Baskin, Gardner, Giambattista, Hannum, Hansen, McMullen, Porter Rosas; Nays – N/A; Abstentions – N/A.*		ASL Program Proposal approved
	5c.	**Spring 2018 Monday Meeting Calendar -- Draft** o President Kratochvil displayed/reviewed the proposed Monday Meeting Calendar for Spring 2018. He noted that the calendar includes Classified Senate meetings, which will now be held on Mondays (concurrent with Academic Senate meetings). *MSC: Rosas/Gardner. Yeas – Almassey, Baskin, Gardner, Giambattista, Hannum, Hansen, McMullen, Porter Rosas; Nays – N/A; Abstentions – N/A.*	Draft calendar	Monday Meeting Calendar approved
	5d.	**"New World of Work"** o David Wahl (Program Manager, Workforce Development) and Camille Santana (CTE/Workforce Development Counselor) presented information on the history of the "New World of Work" initiative (NWoW) and an overview of the 21st Century Skills Digital Badging project, a collaboration between the Foundation for California Community Colleges and NWoW. The project is aligned with the CCCCO "Doing What Matters for Jobs and the Economy" framework, which works to establish California Community Colleges as essential	New World of Work PPT	

	catalysts for expanding the state's workforce and closing the skills gap. The badges are based on 10 employer-driven essential 21st century "employability skills" identified by NWoW: Adaptability; Analysis/solution Mindset; Collaboration; Communication; Digital Fluency; Entrepreneurial Mindset; Empathy; Resilience; Self-Awareness; and Social/diversity awareness. ○ SGC discussed NWoW and the 21st Century Skills, noting a linkage to the College's GE/ISLOs. Natalie Hannum shared that LMC's Automotive Technology program is incorporating this into its curriculum, and that "badging" is an effective method: it marks milestones and accomplishments for students, and demonstrates to employers that students (potential employees) have received training and experience in these areas. It is also being utilized in various ways: collaborating with K-12 partners, creating a nice continuum for students; incorporating it into cooperative learning and internships; and replacing the existing materials for Earn & Learn East Bay. Dean Hannum offered kudos to Mr. Wahl for the tremendous leadership he has demonstrated District-wide for this initiative.		
	5e. **Planning & Institutional Effectiveness** – N/A		
6.	**Curriculum** – N/A		
7.	**Updates & Announcements/Constituency Reports:** • President Kratochvil reminded everyone about Opening Day (January 19). Offices will delay opening until 11:00 a.m. that day, providing classified professionals with an opportunity to fully participate. The All-College meeting will end by 10:30 a.m. • Academic Senate: Professor Gardner noted that the Senate has met 3 times since the last SGC meeting, so there may be too much to cover. • Classified Senate: Nicole Almassey reported that Senate reps attended the Academic Senate meeting. They also held the annual Soup Cook-Off. "Classified Professionals – Let the Good Times Roll" is the theme selected for 2018 JobLinks, which will be held at LMC. • Management Team: no report. • Student Senate: Marco McMullen shared that LMCAS is holding a "de-stress" event with free Starbucks tomorrow. • Curriculum Committee: no report.		
8.	**Community College Items of Interest: Legislation, Research & Best Practices** ○ **Guided Pathways** • In the interest of time, and because this topic will be featured at Opening Day, President Kratochvil deferred this agenda item. Kasey Gardner announced that the Guided Pathways Task Force will meet tomorrow, so the SGC members are welcome to attend. ○ **CCCCO Initiative – Flex Learning Options for Workers (Project FLOW)** • Laurie Huffman provided an overview of "Project FLOW," an initiative led by the State Chancellor's Office and in response to the Governor's request "to establish a community college that exclusively offers fully online degree programs to make college more accessible and affordable. A statewide workgroup was formed to identify: those whom California community colleges are not currently serving well through tradition education delivery models; online education models that will reach these students and best facilitate their completion of useful credentials; how the CA context factors into the creation of possible options, including existing models; and 3-4 options, along with pros, cons, and associated challenges. Professor Huffman indicated that the public comment period on the 3-4 FLOW options is now closed. Feedback indicated that the process was too fast and inadequate for garnering input. The Online Education Initiative (OEI) would like to have their process/format to be followed, as it has been very effective. Professor Huffman would like to have this item re-appear on SGC's agenda for a future meeting, once further FLOW info is available.	Project FLOW	
9.	**Campus Communication: Actions & Notable Items to Report from SGC** – N/A		
10	**Adjournment** The SGC meeting adjourned at 4:01 p.m.; the next meeting will be held on January 24, 2018.		