

LOS MEDANOS  
COLLEGE

**Shared Governance Council**

**MINUTES**

September 26, 2018

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

MEMBERS PRESENT: Nicole Almassey, Deborah Baskin, Louie Giambattista, Bob Kratochvil, Morgan Lynn, Alex Porter.

OTHER ATTENDEES: Maria Magante, Eric Sanchez, Nicole Trager, Nancy Ybarra (presenter); Julie O'Brien, Paul West (guest); Jennifer Adams (support).

Item #	Topic/Activity	Handouts/ References	Action(s)
<b>STANDING ITEMS:</b>			
1.	<b>Public Comment</b> Julie O'Brien inquired about becoming a member of SGC. It was recommended that she talk with Josh Bearden, Academic Senate president, as the Academic Senate appoints the three faculty reps and there is currently one vacancy.		
2.	<b>Welcome &amp; Introductions</b> President Kratochvil welcomed everyone to the SGC meeting.		
3.	<b>Review</b> <ul style="list-style-type: none"> <li>• Agenda for September 26<sup>th</sup> President Kratochvil reviewed the agenda. The order of several items was rearranged to accommodate the guest presenters. <i>MSC: Almassey/Giambattista. Yeas – Almassey, Baskin, Giambattista, Lynn, Porter; Nays – N/A; Abstentions – N/A.</i></li> <li>• Minutes (draft) from September 12<sup>th</sup> The SGC members reviewed and approved the minutes from the meeting held on September 12, 2018. <i>MSC: Porter/Baskin.</i> <ul style="list-style-type: none"> <li>○ <i>Yeas – Almassey, Baskin, Giambattista, Lynn, Porter; Nays – N/A; Abstentions – N/A.</i></li> </ul> </li> </ul>		<p style="text-align: center;">Agenda approved</p> <p style="text-align: center;">Minutes approved</p>
4.	<b>Old Business [N/A]</b>		
4a.	<b>Resource Allocation Process</b> Vice President Porter distributed hard copies of the "Parking Lot" – a spreadsheet of the approximately \$3M in resource requests submitted in 2017-18 via Program Review (\$1.2M, not including the Box 2A requests) – along with copies of the 2015-16 RAP Rating Worksheet. SGC can use the rating sheet as-is, update it, or develop a new rubric to use for reviewing requests. He reminded the group that \$200K has been identified as available for Program Improvement allocations. He also asked SGC to decide if the full committee wants to work on the rubric, or – in the interest of time – if they want to convene a smaller work group that would include at least one representative from each constituency group. Vice President Porter indicated that he is still compiling the financial info for President Kratochvil to include in his campus-wide email, which will address the themes previously discussed with SGC (e.g. accreditation, safety, compliance, etc...). He also reiterated that the campus community will have an opportunity to submit additional requests for consideration. The Council members then discussed: possibly adding LMC's strategic priorities as criteria on the rating sheet; how to address requests submitted with the amount listed as "unknown"; the anticipated timeline for RAP (rubric completed in October, any additional requests submitted in November); providing clarification to departments about Box 2a requests not being included in the "Parking Lot"; asking departments to prioritize multiple requests they submit; and where the "Parking Lot" will be housed online. President Kratochvil commended Vice President Porter for his work on this, and thanked SGC for their thoughtful dialogue and feedback. He recognizes that this is a transition for the College, but hopes that it will result in a more streamlined and transparent (and less onerous) process. The following SGC members volunteered/were recommended for the rubric work group: Morgan Lynn/Louie Giambattista (at least one will participate, depending on availability); Debbie Baskin/Nicole Almassey (at least one will participate, depending on availability); and Carla Rosas/Natalie Hannum (to be recruited by VP Porter). LMCAS president Priscilla Tatmon will be asked to provide a student representative.	<a href="#">2015-16 RAP Rating Worksheet</a>	
4b.	<b>Comprehensive Program Review – Evaluation Report</b> This item was deferred to a future meeting, pending any additional feedback from the campus community.		

5.	<b>New Business</b>		
5a.	<p><b>Basic Skills Committee – BSI-Funded Activities for 2018-19</b></p> <p>Nancy Ybarra and Maria Magante distributed and reviewed the list of activities that the Basic Skills Committee is recommending for BSI funding in 2018-19 (see handout). Dean Ybarra noted that the practice of the Basic Skills Committee has been to identify allocations each Spring for the upcoming fiscal year, then to report their funding recommendations to SGC as an informational item in the Fall. With the Transformation Grant, the funding increased from \$90K to about \$244K. She reminded the group that, because BSI is merging with 3SP and SEP – to become the Student Equity and Achievement (SEA) Program, with a combined budget of approx. \$3.6M – this may be the last such presentation made by the committee. Dean Ybarra and Ms. Magante discussed with SGC how the process and parameters are changing (and may change further) with the SEA Program merge. SEA will be able to review the “Parking Lot” to determine if any requests may be eligible for that funding. The hope is that, with the merging of the three programs and funds, LMC will be able to do something bold and innovative to make a significant/positive difference for students.</p>	<a href="#">BSI-Funded Activities for 2018-19</a>	
5b.	<p><b>Proposed Policy for Student Religious Observance</b></p> <p>Nicole Trager and Eric Sanchez presented a proposed policy for Student Religious Observance, noting that it had already been reviewed and endorsed by the Academic Senate. Dr. Trager noted that this topic came up in the IDEA Committee several years ago, as there is currently no such District or College policy. Because the 4CD academic calendar is based on the Judeo-Christian calendar, it doesn't take into account other faiths or religions. Dr. Trager shared that, in developing this proposed policy, IDEA researched similar policies at other institutions. President Kratochvil stated that he had forwarded the proposed policy to Dio Shipp, Chief Human Resources Officer at the District, so that he could review it from an HR perspective. The SGC members were supportive of the proposal, and President Kratochvil and Vice President Porter recommended that it be presented to both the Classified Senate and LMCAS before SGC takes action. Once endorsed by SGC, IDEA will forward the proposed policy to DGC for consideration at the District level.</p>	<a href="#">Proposed Policy</a> <a href="#">Syllabus Template</a>	
6.	<b>Curriculum</b> [no items]		
7.	<p><b>Updates &amp; Announcements/Constituency Reports:</b></p> <ul style="list-style-type: none"> <li>• President Kratochvil reported that Cecil Nasworthy, 4CD's "Teacher of the Year," will be honored tomorrow evening at CCCOE's gala dinner event.</li> <li>• Academic Senate: Louie Giambattista shared that the Academic Senate is still working with developing process for its goals/objectives. In addition, they are working on Robert's Rules of Order.</li> <li>• Classified Senate: Nicole Almassey reported that, at its meeting on Monday, Classified Senate picked dates for several of its upcoming/annual activities: Crockpot Cook-off – November 5; Collaborative Meeting w/LMCAS &amp; Academic Senate – November 19; and Holiday Lunch – December 11. The Senate will also host the Classified Senate Leadership Retreat on October 4, and Nicole will attend the AB705 conference tomorrow.</li> <li>• Management Team: N/A.</li> <li>• Student Senate: no representative present.</li> <li>• Curriculum: Louie Giambattista reported that the committee is missing four members. Besides regular business, their position paper has not been updated since 2003. As a result, Curriculum is carving out meeting time for reviewing and updating the language, and forwarding changes to the Academic Senate.</li> <li>• Other: N/A.</li> </ul>		
8.	<b>Community College Items of Interest: Legislation, Research &amp; Best Practices</b> [no items]		
9.	<p><b>Campus Communication: Actions &amp; Notable Items to Report from SGC</b></p> <p>The SGC members will share information with their respective constituency groups about: 1) next steps for RAP; and 2) the proposed "Student Religious Observance" policy will be presented to the Classified and Student Senates, then return to SGC as an action item.</p>		
10.	<p><b>Adjournment</b></p> <p>The SGC meeting adjourned at 3:59 p.m. <i>MSC: Giambattista/Porter.</i></p> <ul style="list-style-type: none"> <li>• <i>Yeas – Almassey, Baskin, Giambattista, Lynn, Porter; Nays – N/A; Abstentions – N/A.</i></li> </ul>		