

LOS MEDANOS
COLLEGE

Shared Governance Council

MINUTES

August 23, 2017

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

MEMBERS PRESENT: Nicole Almassey, Debbie Baskin, Kasey Gardner, Louie Giambattista, Natalie Hannum, Bob Kratochvil, Alex Porter, Carla Rosas, Grace Villegas.

OTHER ATTENDEES: Chialin Hsieh (presenter); Justin Nogarr and Paul West (guests); Jennifer Adams (committee support).

Item #	Topic/Activity	Handouts/ References	Action(s)
STANDING ITEMS:			
1.	Public Comment – N/A		
2.	Welcome & Introductions President Kratochvil opened the meeting by welcoming everyone and asking all of the attendees to introduce themselves.		
3.	Review <ul style="list-style-type: none"> o Agenda for August 23rd President Kratochvil provided an overview of the agenda. 		
4.	Old Business [no items]		
5.	New Business		
5a.	Shared Governance <ul style="list-style-type: none"> o SGC Position Paper <ul style="list-style-type: none"> o The position paper, which is posted on the SGC website, was displayed on the screen; President Kratochvil distributed and reviewed an abridged version of the document, including an outline of LMC committees and advisory/operational groups. At a future meeting, SGC will further review the charge/role of each committee to determine if any could be identified differently (i.e. shared governance vs. advisory/operational). Vice President Porter has suggested – as SGC has previously discussed – that the Safety Committee, Sustainability Committee, and Technology Advisory Group (TAG) could be more effective and more appropriately categorized as operational o Committee Guidelines <ul style="list-style-type: none"> o Two handouts were distributed to the group: 1) “Shared Governance Guidelines for Committees,” a working draft on which President Kratochvil is seeking SGC input, with the idea that the document could ultimately serve as a model for all committees; and 2) “Committee Operations & Information,” a memo originally distributed to the sub-committee chairs (and then campus-wide) in April 2014. o The Council members discussed the handouts and various elements of the shared governance structure, including: the prospective benefit(s) of examining the structure (e.g. meeting time, frequency, etc.) to identify any areas for improving efficiency/effectiveness; how helpful it will be to have standardized guidelines (e.g. membership/representation, operations, etc.); and the suggestion to add a link to the Brown Act on the LMC website (e.g. on the SGC page). 		
5a.	Review of LMC Mission Statement <ul style="list-style-type: none"> o The College Mission Statement was displayed on the screen via the LMC website and reviewed by the SGC members. The group discussed the last two college-wide processes to review the Mission (2012-13 and 2014-15). Based on LMC’s planning cycle, the Mission Statement will be reviewed every three years. 		
5a.	Budget & Resource Allocation <ul style="list-style-type: none"> o 2017-18 Budget Update <ul style="list-style-type: none"> o Vice President Porter provided a brief budget update. He reminded the group that, at the beginning of FY16-17, LMC had a structural deficit of approximately \$975K. Now, with additional funds coming down from the State, the College may wind up being about \$280K to the good. VP Porter noted that, although this is positive news, we still need to be cautious of committing those additional resources going forward (e.g. there are still STRS/PERS scheduled for next year). 		

	<ul style="list-style-type: none"> ○ Updates on Categorical Funding <ul style="list-style-type: none"> ○ Student Equity Plan (SEP) <ul style="list-style-type: none"> ▪ Dean Kwist was unable to attend the SGC meeting, so President Kratochvil provided the update on her behalf. She will be sharing a proposal with the SEP Advisory Committee in two weeks, but wanted to share preliminary details with SGC today. The proposal involves changing the SEP Coordinator position from a Program Coordinator (temporary role, \$61K) to the level of Senior Program Coordinator (permanent role, \$73K), as the latter is intended for higher-level/complex programs or multiple programs. ○ Strong Workforce Program <ul style="list-style-type: none"> ▪ Dean Hannum provided details about the Strong Workforce Program (SWP), including an update to the information she shared with SGC last year. She reviewed the allocation and model for year 1 and year 2: <ul style="list-style-type: none"> • Year 1 (2016-17): 4CD allocation – \$3,250,714M (60% local share) and \$1,852,907 (40% regional share); LMC allocation – \$905,015 (60% local share) and \$465,000 (40% regional share). • Year 2 (2017-18): 4CD allocation – \$3,351,671 (60% local share) and \$1,982,494 (estimated regional share); LMC allocation – \$933,121 (local share). <p>She also provided the group with a recap of Year 1 local planning and implementation, Round 2 and 3 funding formulas, performance-based funding, and changes to the program.</p>		
5a.	Operational Updates <ul style="list-style-type: none"> ○ Business & Administrative Services <ul style="list-style-type: none"> ○ Based on his evaluation of Business & Administrative Services operations during the last five months, and as a result of recent (Ann Starkie, Linda Kohler) and upcoming retirements (Kathy Griffin, Linda Maniscalco) in the unit, VP Porter has developed a new staffing structure for the Business Office. The structure adheres to the parameters provided by President Kratochvil, who required that the plan stay within the unit’s existing FTE and budget (there will be a savings of \$16). The staffing plan will include an Accountant, Account Clerk, College HR Liaison, and a Business Office Supervisor. 		
6. Curriculum [no items]			
7.	Updates & Announcements/Constituency Reports <ul style="list-style-type: none"> • President Kratochvil shared information about ongoing activities intended to support the campus community following the incidents in/related to Charlottesville. He also invited SGC to provide ideas for additional things the College could be doing, particularly things that are more proactive and less reactive. Carla Rosas suggested offering professional development to give faculty and staff tools to support students and/or address issues directly (in classrooms and at service departments). President Kratochvil also informed the group that the State Chancellor has issued travel restrictions, prohibiting community colleges from traveling to the 8-10 states that have adopted anti-LGBTQ legislation/policies. Lastly, he stated that the study abroad group (including Professor Jennifer Saito) was not in Barcelona at the time of the recent terrorist attack. They will arrive there in several weeks, and measures are in place to keep the group safe. • Academic Senate: Louis Giambattista and Kasey Gardner provided a report on the Academic Senate’s first meeting held on August 21, including: forming a Guided Pathways task force (a possible topic for Focused Flex); a survey request related to offering baccalaureate degrees; and a presentation by VP Porter regarding participation of faculty on non-faculty hiring committees. • Associated Students: no representative present. • Classified Senate: With the retirement of Linda Kohler, Nicole Almassey is now Classified Senate President and Debbie Baskin is serving as Interim Vice President. The Senate’s first meeting is scheduled for September 1. • Curriculum Committee: Louie Giambattista reported that there will be a legislative change on COORs, but the timeframe isn’t known yet. • Management Team: no report. • Other: N/A. 		
8.	Community College Items of Interest: Legislation, Research & Best Practices <ul style="list-style-type: none"> • No items to report. 		
9.	Campus Communication: Actions & Notable Items to Report from SGC <ul style="list-style-type: none"> • The SGC members will share with their constituency groups information about: draft committee guidelines; the budget update; Strong Workforce Program and Student Equity Plan updates; and the operational update for Business & Administrative Services. 		
10.	Adjournment – The SGC meeting adjourned at 3:54 p.m.		