

LOS MEDANOS COLLEGE

Shared Governance Council

MINUTES

January 22, 2014

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

ATTENDEES: Kratochvil, Olatunji, Kamath, Huffman, Rosas, Villegas, Kohler, Schmidt, Hernandez, Perfumo, Adams, Richards

Item #	Topic/Activity	Handouts/References
STANDING ITEMS:		
1.	<p>Public Comment Kiran Kamath reminded the group about completing the Employee Satisfaction Survey by the January 31st deadline.</p>	
2.	<p>Approve: Agenda for January 22, 2014 President Kratochvil recommended a change to the order of agenda items, in order to provide ample time for discussion of the RAP forms. It was suggested that future listings of the SGC Position Paper include the specific section to be addressed, so that Council members can prepare accordingly. The agenda was accepted, with the noted adjustment for RAP dialogue. <i>MSC: Perfumo/Huffman.</i></p> <p>Review: Minutes from December 11, 2013 The Council reviewed and unanimously approved the minutes from the meeting on December 11. <i>MSC: Hernandez/Kohler.</i></p>	
3.	<p>Old Business</p>	
	<p>3a. SGC Priorities for 2013-14</p> <ul style="list-style-type: none"> • Review of Position Paper <ul style="list-style-type: none"> • In the interest of time, this item was postponed. At the next SGC meeting, the group will review Section III. • Committee Charge – IDEA <ul style="list-style-type: none"> • The Council revisited the IDEA Committee’s proposed 2013-14 charge, which had been presented at the last SGC meeting. The charge (bullet #2) had been revised to incorporate SGC’s suggestion made that day. SGC approved the 2013-14 IDEA charge, as amended. <i>MSC: Hernandez/Villegas.</i> 	<p style="text-align: center;">SGC Position Paper</p> <p style="text-align: center;">IDEA Committee revised charge for 2013-14</p>
	<p>3b. Resource Allocation Process (RAP)</p> <ul style="list-style-type: none"> • Ronke Olatunji distributed copies of the four revised RAP forms (3 request forms and 1 rating sheet), which had been revised to incorporate prior SGC discussions and to consolidate info (definitions, criteria, etc...) that had previously been found in a separate document. President Kratochvil noted that the Classified Staffing Request form now contains details of the types of positions that should be sought via this process, including prior reductions in force. He explained the rationale behind this approach, which took into account several factors: 1) the confusion/lack of clarity around this issue not being specified in the forms last year; and 2) the understanding between the District (Human Resources) and Local 1 that the personnel actions taken were permanent in nature (and not “furloughs”). • The Council members further discussed the RAP forms, including: how to address hourly and permanent classified staffing requests; ways to achieve a more “holistic” process (to streamline for user-friendliness and to facilitate review of proposals); providing post-review feedback to requestors; adding a box for Perkins funding consideration; and making a few changes to the rating sheet, such as adding a column for “0” points. There was consensus about exploring the possibility of merging all 3 request forms into a single document, as well as sharing the rating sheet with the campus. Ronke will further revise the forms, and will share them with SGC prior to sending them College-wide. When SGC hears the RAP presentations, the meeting will be held in L109; proposals will be presented by each manager and/or requestor. 	<p style="text-align: center;">2013-14 Program Improvement & Development Form</p> <p style="text-align: center;">2013-14 Program Maintenance Form</p> <p style="text-align: center;">2013-14 Classified Staffing Form</p> <p style="text-align: center;">2013-14 Rating Sheet</p> <p style="text-align: center;">2013-14 Timeline</p>

3c.	<p>Campus Safety</p> <ul style="list-style-type: none"> President Kratochvil reminded the group about their previous discussions of campus safety and the Classified Senate’s resolution. Plans were already in place for the related Focused Flex activity, when a break-in occurred over Winter Break. He provided a summary of the Focused Flex session, which included presentations and interactive exercises on emergency preparedness, personal safety, active shooter scenarios, and operating fire extinguishers. He also recapped the information he sent to the campus community about the burglary incident and re-keying process underway. 	<p>Classified Senate Resolution 2013-002</p> <p>Focused Flex Program: Spring 2014</p> <p>Campus Safety Notice – 1/8/14</p>
4.	New Business	
4a.	<p>LMC Strategic Planning</p> <ul style="list-style-type: none"> President Kratochvil provided an overview of the District’s current strategic planning initiative; he hasn’t seen the final document yet, but understands it was sent to District Governance Council within the last day. Kiran Kamath shared an update on LMC’s strategic planning effort that was launched at Opening Day. An initial meeting was held with the two Senate Presidents, and work has been underway by the Planning Committee since the Fall (2013). The Strategic Planning Steering Committee will consist of the Planning Committee and all three Senate Presidents/designees. Kiran distributed copies of the timeline for this semester, and reported that her office is working to transcribe/compile the “Strategic Directions” index cards from the Opening Day breakout sessions. SGC briefly discussed when, where, and how to have dialogue about how effectively the College has addressed its Interim Strategic Priorities. Kiran Kamath noted that President’s Cabinet discussed the same topic earlier today and indicated that she will work with District Research & Planning to provide data related to LMC’s Interim Strategic Priorities. She also indicated that, for the soon-to-be-developed Strategic Directions, the Planning Committee will review them each semester and will work to keep the campus community apprised of progress. 	<p>LMC Strategic Planning Timeline – Spring 2014</p>
5.	<p>Updates & Announcements/Constituency Reports:</p> <ul style="list-style-type: none"> President Kratochvil distributed and reviewed a handout related to the proposed 2014-15 Governor’s Budget. He noted that, although the proposed State budget has been portrayed in the media as a windfall, the prospect of “new” dollars for community colleges is relatively negligible. He also reported that Spring enrollment numbers are looking good – currently about 5% higher than this time last year. Classified Senate: Linda Kohler had no report, as the Senate will hold its first meeting on February 7. Academic Senate: Ginny Richards shared that the Senate will hold its first meeting next Monday with their new President. Associated Students: no representative present. Curriculum Committee: Laurie Huffman reported that the Committee had its first meeting, which included good discussions. 	<p>2014-15 Governor’s Proposed Budget Talking Points</p>
6.	<p>Campus Communication: Actions & Notable Items to Report from SGC</p> <ul style="list-style-type: none"> N/A 	