

LOS MEDANOS  
COLLEGE

**Shared Governance Council**

**MINUTES**

February 13, 2013

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

ATTENDEES: Anderson, Cea, Horan, Huffman, Kamath, Kohler, Kratochvil, Lecky, Martinez, Perfumo, Richards, Rust, Schmidt, Villegas, Breza (guest), Adams (support).

<i>Item #</i>	<i>Topic/Activity</i>	<i>Follow-Up</i>
<b>STANDING ITEMS:</b>		
<b>1.</b>	<b>Public Comment</b>	
<b>2.</b>	<p><b>Approve:</b> Agenda for February 13, 2013 The agenda was approved as-is.</p> <p><b>Review:</b> Minutes from January 23, 2013 The Council reviewed the minutes from the January meeting. Several members expressed an interest in adding a reference to the passion demonstrated by Sherrie Anderson when she described the frustration experienced by students who can't add classes. The minutes were then approved, as amended. <i>MSC: Villegas/Richards.</i></p>	
<b>3.</b>	<b>Old Business</b>	
	<p>3a. <b>Preparing for RAP</b></p> <ul style="list-style-type: none"> <li>• Judy Breza provided an overview and update on the Resource Allocation Process (RAP). She distributed several handouts, including the RAP timeline for Spring 2013, a rating sheet for reviewing proposals, and the ground rules previously used by SGC.</li> <li>• Upcoming key dates: <ul style="list-style-type: none"> <li>○ March 15 – Business Office provides copies of RAP requests to SGC members</li> <li>○ March 27 – SGC meeting (3 hours): review of RAP presentations (by managers) and materials</li> <li>○ April 3 – SGC members submit ratings to Business Office</li> </ul> </li> <li>• In preparation for the 2013 RAP process, the SGC meeting on March 13 will be used as a “norming” session; the Council will review and discuss a proposal from 2011-12.</li> </ul>	<p>The Business Office will provide hard copies (without a binder) of the RAP requests to the SGC members.</p> <p>SGC will have a closed meeting to review RAP requests on March 27.</p>
	<p>3b. <b>Update on Mission Statement Review Process</b></p> <ul style="list-style-type: none"> <li>• President Kratochvil shared that, thus far, almost 100 respondents have completed the online survey. The info/link is being widely disseminated to facilitate broad participation: sent to nearly 200 community partners; is posted on LMC’s Facebook and Twitter accounts; is currently being placed on the LMC website; and will be sent to all students at their InSite email addresses.</li> <li>• Once compiled, the survey results/feedback will be provided to the Task Force.</li> </ul>	

<b>4.</b>	<b>New Business</b>		
	4a.	<p><b>Accreditation: Items of Interest to SGC</b></p> <ul style="list-style-type: none"> <li>• President Kratochvil let the Council members know that, through the work of the Accreditation Standard Committees, some SGC-related items are being identified for further review/action; some of these items may be potential “Self-Improvement Plans” to be included in the Self-Study, some may simply require evidence to be located, and others may be carried over from the previous Site Visit. He provided several examples that have come up in the Standard IV Committee (e.g., SGC’s communication mechanisms and voting members).</li> <li>• The group discussed past practices that have been utilized to share information campus-wide and facilitate communication: <ul style="list-style-type: none"> <li>○ At the end of each meeting, the SGC members would briefly reflect on their actions taken and discussion to determine if anything warranted college-wide communication.</li> <li>○ Periodic campus-wide email/update from the President.</li> <li>○ Training for committee chairs and members.</li> </ul> </li> <li>• Kiran Kamath noted that Standard Committee Co-Chairs will be invited to attend the Accreditation Steering Committee meeting on February 28; at that time, they will be asked to share any potential self-improvement plans that have been identified by their teams.</li> </ul>	
	4b.	<p><b>SGC Retreat</b></p> <ul style="list-style-type: none"> <li>• President Kratochvil asked the Council for some background on the format and topics at past SGC retreats. The group explained that the retreats have served as a kind of professional development for SGC by highlighting initiatives on campus (learning communities and The Big “O”) or providing opportunities for deeper review/input (Educational Master Plan, Facilities Plan, etc...).</li> <li>• The group discussed possible future topics, such as “visioning” or work related to the upcoming strategic planning process.</li> <li>• These retreats have typically been held on a fifth Wednesday, and there aren’t any on the calendar for the rest of Spring semester. The group identified a fifth Wednesday in Fall 2013 (October 30), and suggested planning toward holding the next retreat then.</li> </ul>	
<b>5.</b>	<p><b>Updates &amp; Announcements/Constituency Reports:</b></p> <ul style="list-style-type: none"> <li>• President Kratochvil made mention of Richard Livingston’s retirement announcement and acknowledged him for all of his work on behalf of the College and district.</li> <li>• Academic Senate: Ginny Richards stated that the Senate had a lively session at its last meeting, which included: a first-read of the History AST Degree; a discussion about faculty support for a college budget committee; the issue of students placing Craigslist ads to pay people for attending their classes; and dialogue about Brentwood representation on District Governance Council (DGC).</li> <li>• Classified Senate: Linda Kohler reported that the Senate had a small meeting with a lively discussion. They have several fundraising events coming up, including “Have a Heart” and the Chili Cook-Off.</li> <li>• Associated Students: Sherrie Anderson shared that LMCAS: designed a sash for Senators to wear at Graduation; is developing a certificate to present Senators for their service (since stipends are being used for scholarships); and is working on their bylaws, which should be finished this semester. Ms. Anderson passed along a complaint about campus water fountains not working.</li> <li>• Curriculum Committee: no report (representative had to leave meeting early).</li> </ul>		
<p><b>NEXT MEETING:</b> Wednesday, February 27, 2013 ~ 2:00 – 4:00 p.m. in Room CO-420</p>			