

LOS MEDANOS  
COLLEGE

**Shared Governance Council**

**MINUTES**

August 27, 2014

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

MEMBERS PRESENT: Louie Giambattista, Kiran Kamath, Bob Kratochvil, Linda Kohler, Demetria Lawrence, Ronke Olatunji, Ginny Richards, Tue Rust

Item #	Topic/Activity	Handouts/ References	Action(s) Taken
<b>STANDING ITEMS:</b>			
1.	<b>Public Comment</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>		
2.	<b>Welcome &amp; Introductions</b> <ul style="list-style-type: none"> <li>• President Kratochvil welcomed the two new SGC members in attendance, and asked everyone to introduce themselves. Several members are yet to be identified: 1 Classified Senate representative; 1 Academic Senate representative; and 3 LMCAS representatives (will be selected at their meeting on September 8).</li> </ul>		
3.	<b>Review</b> <ul style="list-style-type: none"> <li>• Agenda for August 27, 2014 President Kratochvil reviewed the agenda, which was unanimously approved by the SGC members. <i>MSC: Richards/Kohler.</i></li> </ul>		Agenda approved
4.	<b>Old Business</b>		
4a.	<b>SGC Priorities &amp; Sub-Committees</b> <ul style="list-style-type: none"> <li>• <b>Accreditation – Site Visit (October 6-9)</b> <ul style="list-style-type: none"> <li>○ Kiran Kamath, Accreditation Liaison Officer, reminded the SGC members about the upcoming ACCJC Site Visit scheduled for October 6-9. A “pre-visit” was held on August 22 with the Team Chair and Team Assistant. The full team will consist of 13 members, and Kiran is currently working with the Team Chair and Assistant to construct the visit schedule. While here on campus, the members of the Visit Team will meet with our Standard Teams, committees, and various program/department representatives. As such, members of the campus community should be prepared to expect Visit Team questions about LMC’s Self Evaluation Report, accreditation process, successes, and challenges.</li> <li>○ Linda Kohler noted that District Governance Council (DGC) is scheduled to meet at the District Office on October 7 at 1:00 p.m., as Chancellor Benjamin wants to hold a regular meeting during the week of Site Visits.</li> </ul> </li> <li>• <b>Strategic Planning</b> <ul style="list-style-type: none"> <li>○ President Kratochvil reported that, at the September 24<sup>th</sup> SGC meeting, Kiran will be joined by Iris and Keith Archuleta (strategic planning consultants) to present the draft Strategic Directions and to seek feedback. Kiran explained that they can return for another presentation, if further discussion is needed, and that the final draft of the Strategic Plan will come before SGC for a vote in November. She outlined the members of the “Core Team” for the strategic planning process, along with the vetting steps through committees and constituency groups.</li> </ul> </li> <li>• <b>SGC Position Paper</b> <ul style="list-style-type: none"> <li>○ President Kratochvil displayed the SGC website, where the 2003 Position Paper and other committee materials are posted. He explained that the Council conducted a thorough examination of the Position Paper last semester, noting many recommended changes, and this year the updates will be incorporated and reviewed.</li> </ul> </li> <li>• <b>Sub-Committee Charges &amp; Updates</b> <ul style="list-style-type: none"> <li>○ While reviewing the SGC website with its members, President Kratochvil outlined the Council’s sub-committees. Now that SGC has been deemed a Brown Act body, the designation extends to all of its sub-committees. SGC will need to review the current shared governance structure, determine the Brown Act’s impact on sub-committees, identify institutional needs (re: committees), and recommend any changes. After conducting a similar assessment, the District Office has converted some DGC sub-committees to “advisory groups.” SGC could reach a similar decision, keep sub-committees as-is, or alter reporting relationships. Recognizing</li> </ul> </li> </ul>	<a href="#">Accreditation 2014</a>	

	<p>that it will require time to go through this process, Chancellor Benjamin is enabling the three colleges to use this semester to determine what is best suited for each campus.</p> <ul style="list-style-type: none"> <li>○ The District will be holding a Brown Act training on each campus to provide people with a better understanding of its provisions; the training at LMC is scheduled for 3:00 p.m. to 4:00 p.m. on Wednesday, September 10, in L-109.</li> </ul>		
4b.	<p><b>Monday Meeting Calendar for Fall 2014</b></p> <ul style="list-style-type: none"> <li>● President Kratochvil distributed and reviewed the calendar approved by SGC at its May 14<sup>th</sup> meeting. He provided an update about some of the topics since identified/requested for College Assembly, including: Student Equity Plan, student stories from the Historically Black Colleges &amp; Universities (HBCUs) Tour, “Habits of Equity,” etc...</li> </ul>	<p><a href="#">Monday Meeting Calendar for Fall 2014</a></p>	
<b>5. New Business</b>			
5a.	<p><b>Academic Senate Proposal for LMC Budget Committee</b></p> <ul style="list-style-type: none"> <li>● Ginny Richards and Louie Giambattista provided a brief overview of the proposal, which had initially been shared as an informational item during the Academic Senate update at SGC’s final Spring semester meeting; Mark Lewis served as the lead on the proposal, with a great deal of input from several other faculty and Academic Senate representatives.</li> <li>● President Kratochvil and others on SGC had some questions about the proposal, such as: overlapping with the roles of other committees/processes (i.e., Enrollment Management Committee and productivity targets, Faculty Hiring Prioritization [“Box 2a”] and new faculty positions); determining the amount of funds to make available for RAP requests; and establishing another committee, when it can be challenging to get full representation on existing ones. Ginny and Louie provided some clarification, indicating that the intent of the proposal was to achieve a better understanding about the budget process (i.e., what happens between the time LMC gets “the number” from the District, to the time the discretionary dollars fall to the bottom line). Ronke Olatunji, Director of Business Services, and President Kratochvil outlined some of those steps and explained that – with approximately 92-95% of the college budget tied up in salaries and benefits, and after departments’ operating budgets – there is a relatively small amount left as “discretionary funds.”</li> <li>● SGC engaged in a lengthy discussion about LMC’s budget process, the District’s allocation model, RAP, the mechanisms currently in place to communicate budget information to the campus community, and the steps that have been taken to improve understanding. Ultimately, the consensus among Council members was that – at this point – the College did not need to create a new Budget Committee. If the intent is to improve awareness and understanding about fiscal matters, SGC felt that outcome could be achieved by: increasing/enhancing communication about budget development and resource allocation processes; better articulating SGC’s role in RAP and allocations; and perhaps, in advance of the RAP application process, have SGC recommend (to the President) 1-5 institutional priorities designed to guide funding decisions. Louie will share SGC’s feedback with the Academic Senate, and will confirm that he correctly conveyed the proposal goals to SGC.</li> </ul>	<p><a href="#">Academic Senate Proposal for Budget Committee</a></p>	
6.	<p><b>Updates &amp; Announcements/Constituency Reports:</b></p> <ul style="list-style-type: none"> <li>● President Kratochvil reminded SGC that, at the time of the first RAP allocations (in May) for 2014-15 funding, he indicated that “Phase II” would be announced after the Adoption Budget. With the Adoption Budget on the September 10<sup>th</sup> Governing Board agenda, he is about ready to send out the second memo. SGC briefly discussed the timing of the RAP announcement and how available funds are identified.</li> <li>● Classified Senate: Linda Kohler reported that the Senate is scheduled to hold its first meet next week. At the Opening Day pizza lunch, 37 people participated in the fundraiser; the next event will be the Soup Cook-Off in November.</li> <li>● Academic Senate: Louie Giambattista stated that the Senate held its first meeting, during which they: made some committee appointments, received an update on the Veterans Task Force, discussed the Baccalaureate proposal, and reviewed three State initiatives – assessment, online education, and planning. This semester there will be an election to find a new Vice President, and the Senate has added “campus communication” as one of its goals.</li> <li>● Associated Students: no representative present.</li> <li>● Curriculum Committee: Louie Giambattista reported that Curriculum held its first Fall meeting, at which they approved a few Course Outlines of Record (COORs). Currently 16 of 18 Transfer Degrees have been approved, and 2 are pending approval from the State. He added that, at the last Senate meeting, he brought up the issue of SB 440 (a “tag-on” to SB 1440) but isn’t sure whether it applies to LMC.</li> </ul>		
7.	<p><b>Campus Communication: Actions &amp; Notable Items to Report from SGC</b></p> <ul style="list-style-type: none"> <li>● N/A</li> </ul>		