

LOS MEDANOS
COLLEGE

Shared Governance Council

MINUTES

September 11, 2013

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

ATTENDEES: Kratochvil, Kamath, Anderson, Huffman, Richards, Rosas, Hernandez, Perfumo, Kohler, Villegas, Schmidt, Olatunji, Belman (presenter), Adams (support).

<i>Item #</i>	<i>Topic/Activity</i>	<i>Handouts/References</i>
STANDING ITEMS:		
1.	<p>Public Comment</p> <p>Sherrie Anderson announced that, regrettably, she is resigning from SGC. She stated that she appreciates the experience of participating last year and learned a lot. Ms. Anderson left the meeting following her announcement.</p>	
2.	<p>Approve: Agenda for September 11, 2013</p> <p>President Kratochvil reviewed the agenda, which was accepted by the Council members. <i>MSC: Villegas/Rosas & Hernandez.</i></p> <p>Review: Minutes from August 28, 2013</p> <p>The Council reviewed and unanimously approved the minutes from the meeting on August 28. <i>MSC: Villegas/Perfumo.</i></p>	
3.	<p>Old Business</p>	
3a.	<p>Accreditation: Substantive Change Proposal – Fire & Police Academies</p> <ul style="list-style-type: none"> • Kiran Kamath provided an overview and background of the Substantive Change Proposal for LMC’s Fire and Police Academies; the document [see link] was displayed on the screen and had been sent to SGC in advance. • There were several discussion points and questions regarding the proposal, including: a reference/connection to institutional goals (Interim Strategic Priorities) within the programs’ goals; the amount of actual time spent on campus; and whether training is conducted at a real or “virtual” firing range. Ms. Kamath indicated that she would follow up on each item mentioned and address it within the proposal, if appropriate. • The Council accepted the Substantive Change Proposal, with the noted clarifications incorporated. <i>MSC: Schmidt/Kohler & Hernandez.</i> 	<p>Substantive Change Proposal: Fire & Police Academies</p>
3b.	<p>Budget</p> <ul style="list-style-type: none"> • As a follow-up to discussion at the last SGC meeting, Ronke Olatunji displayed and reviewed a document [see link] that she developed related to the LMC budget; the information includes assumptions/factors impacting the 2013-14 budget, components of the Adoption Budget, and budget cycle flow chart. The Adoption Budget will be presented to the Governing Board at their meeting this evening. • President Kratochvil talked about the forthcoming RAP decisions/memo, the process timeline, and the factors that contributed to a later announcement than in the past. In prior years, the College had various fund balances available/identified; this made it possible for RAP decisions to be communicated in May, well in advance of the Adoption Budget. For the most part, those funds – which have been diminishing in recent years – have been depleted; as a result, it was necessary to delay this year’s announcement until the finalization of the Adoption Budget, which has identified some minor fund balances available for allocation. 	<p>2013-14 Budget Overview & Process</p>

	<ul style="list-style-type: none"> The Council members had several suggestions related to the information presented: adding a timeline to the budget flowchart; examining the possibility of adjusting the RAP cycle to better align with the District budget development process; exploring ways to reduce the frustration of RAP requestors who “bought a lottery ticket, only to find that there wasn’t a prize.” It was noted again that available funds have been diminishing in recent years, and that the campus philosophy was to still conduct the process of requesting and prioritizing needs in the event that resources became available. President Kratochvil explained that, in the Adoption Budget, the College has identified almost \$500K in unrestricted reserves; the plan is to allocate only a portion of that for 13-14 RAP funding, and to use some of the balance to “front-load” funds for the RAP requests made in Spring 2014 (for 14-15 funding). This may allow the College to adhere to the existing timeline. During the review of budget assumptions and factors, the SGC members discussed: FTES targets; 2012-13 enrollment shortfall and contributing factors (pre-Prop-30 worries among students, less marketing District-wide, increased availability at CSUs/UCs, upturns in the economy, etc...); exploring ways to increase Spring 2014 enrollment; strategies for outreach to the non-high-school demographic (ages 21 and up, returning students, etc...). 	
	<p>3c. SGC Priorities for 2013-14: Meeting Schedule & Committee Charges</p> <ul style="list-style-type: none"> President Kratochvil distributed copies of the SGC Position Paper, which was adopted in 2003. He would like the group to review the document and become familiar with it, as the Council will be exploring it further throughout the year. They will revisit some of the discussions that have come up in the last year (in SGC, Standard IV Team, and elsewhere) regarding such topics as committee membership, voting, reporting structure, and evaluation. 	SGC Position Paper
4.	New Business	
	<p>4a. Certificates of Achievement – IGETC & CSU-GE-Breadth</p> <ul style="list-style-type: none"> Dave Belman presented an overview of both certificates [see link], which were approved last week by the Curriculum Committee. He explained that many students come to LMC intending to transfer, but they don’t currently earn anything (degree/certificate) for the College to award. These new certificates would provide many benefits, including: enabling students to participate in Commencement; allowing LMC to further promote transfer as a goal; meeting requirements of the Student Success Act (e.g. students declaring “IGETC pathway” as an academic goal, building an education plan, etc...). Mr. Belman noted that many other institutions (including DVC) are using this approach, and that the certificates present no additional cost to LMC. A “negative certification” plan is being developed with A&R, so that – unless they opt out – students would automatically be awarded the certificate(s) when they apply for transfer certification. The Council members had a dialogue about the ways in which the certificates will be marketed to new and current students, and the roles/responsibilities for assessment of SLOs. Laurie Huffman invited Dave to present the certificates at an upcoming TLC meeting. SGC voted to approve the IGETC and CSU-GE-Breadth certificates. <i>MSC: Huffman/Villegas.</i> 	IGETC Certificate CSU-GE-Breadth Certificate
5.	<p>Updates & Announcements/Constituency Reports:</p> <ul style="list-style-type: none"> President Kratochvil: Ronke will hold a meeting of the Safety Committee next week. Classified Senate: Linda Kohler reported that the Senate met, is planning, and will meet again on September 20. Academic Senate: Ginny Richards shared that the Academic Senate held its first meeting on August 26. Associated Students: no representative present. Curriculum Committee: no report. 	
6.	<p>Campus Communication: Actions & Notable Items to Report from SGC</p> <ul style="list-style-type: none"> The meeting time elapsed prior to reaching this item on the agenda. 	