

LOS MEDANOS COLLEGE

Shared Governance Council

MINUTES

September 25, 2013

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

ATTENDEES: Kratochvil, Kamath, Huffman, Rosas, Perfumo, Kohler, Villegas, Schmidt, Olatunji, Tatmon, Adams (support).

Item #	Topic/Activity	Handouts/References
STANDING ITEMS:		
1.	Public Comment Six students sat in on SGC as part of a class assignment. They were welcomed to the meeting and introductions were provided.	
2.	Approve: Agenda for September 25, 2013 The Council members approved the agenda, with the addition of one item (“Resource Allocation Process”). <i>MSC: Perfumo/Schmidt.</i> Review: Minutes from September 11, 2013 The Council reviewed and unanimously approved the August 28 th minutes, which now include hyperlinks to the documents presented to/reviewed by SGC during the meeting. <i>MSC: Huffman/Kohler.</i>	
3.	Old Business	
3a.	SGC Priorities for 2013-14: Meeting Schedule & Committee Charges <ul style="list-style-type: none"> • Review of SGC Position Paper <ul style="list-style-type: none"> ○ President Kratochvil invited the Council members to share any feedback they had about the SGC Position Paper, which had been distributed at the last meeting. The group discussed several items related to the Position Paper and shared governance, including: considering an update/addendum to the document, as it was developed in 2003; determining how best to proceed with an evaluation of governance structure and committees, which hasn’t been conducted in a number of years; identifying areas of Position Paper that require clarification, such as membership, voting, and committee roles in processes (e.g. SGC and Planning Committee leadership in strategic planning). President Kratochvil asked SGC to revisit the Position Paper and bring forward any additional discussion topics for further exploration at the next meeting. Pam Perfumo and Laurie Huffman mentioned that the Academic Senate plans to review the SGC Position Paper at one of its upcoming meetings. ○ Jennifer Adams displayed and reviewed several draft items that had been developed based on SGC’s discussions this year and during 2012-13: 1) outline for Governance Handbook; 2) meeting agenda template; and 3) committee web page template. These drafts will continue to be “fleshed out” and brought back for SGC’s review as progress is made. The Council members felt the content looked good and believe the information will be very helpful. They asked to have an opportunity to review the online version of the web template (via a Contribute link to the temporary upload). • Committee Charges & Membership <ul style="list-style-type: none"> ○ Ronke Olatunji reviewed the Safety Committee’s draft mission and charge, which were displayed on the screen. Since the committee hasn’t been active in some time, there are many items to review, discuss, and update. The SGC members discussed: Safety Committee membership; keeping the campus community informed about emergency plans, training available resources, and related items being worked on; and landline phones in classrooms. It was suggested that a college-wide email about the work underway would be helpful in keeping people apprised of the latest campus safety efforts. ○ Kiran Kamath distributed a handout that included the Planning Committee’s 2011-12 charge (from SGC) and its proposed charge for 2013-14. 	<p style="text-align: right;">SGC Position Paper</p> <p style="text-align: right;">Governance Handbook outline (draft)</p> <p style="text-align: right;">Safety Committee Mission & Charge (draft)</p> <p style="text-align: right;">Planning Committee Charge (draft)</p>
3b.	Accreditation <ul style="list-style-type: none"> • President Kratochvil informed the Council members that the Standard IV Co-Chairs will attend the meeting on October 23 to share information that has emerged related to SGC, governance, and communication. 	

	<p>Accreditation (cont'd)</p> <ul style="list-style-type: none"> Kiran Kamath reported that the first draft of the Self-Evaluation is done, and that the Standard Teams are working on the feedback they've received for the second draft. To incorporate broader input into the process, Standard content will be brought to other groups for review: I – Planning Committee; IIA – TLC and Curriculum Committee; IIB – Student Services Managers; IIC – more Library personnel, lab coordinators, etc...; III – District Administrative Services managers; and IV – SGC. Each team can also hold focus groups, during which participants would be asked specific questions (rather than having to read the full section). 	
3c.	<p>Resource Allocation Process (RAP) – <i>item added to agenda at start of meeting</i></p> <ul style="list-style-type: none"> Pam Perfumo asked President Kratochvil to share any thoughts he had about the 2012-13 RAP cycle. He referenced the campus-wide message he sent out in May to provide an update about the process; had a decision been made or required at that time, the College wouldn't have been in a position to allocate any dollars (other than Perkins Funds) for RAP requests. Through subsequent developments over the summer, information was obtained that helped hone in on the “bottom line” of the budget and monies available for RAP. The Adopted Budget identifies approximately \$498K as “Unrestricted Reserves”; President Kratochvil explained not all of those funds have been allocated for this year, in the hopes of using the balance to front-load dollars for the next RAP cycle (for 2014-15 funding). One possible approach is to have a two-phased cycle (e.g. initially approve \$100K for RAP in the Spring, then determine a second allocation for other projects once the Adoption Budget is approved). The Council members discussed how to go about evaluating the last RAP cycle. It was suggested that SGC conduct both internal and external evaluations of the process: internally (within SGC) to review the forms, rating criteria, deliberations, etc...; and externally (with requestors) to assess the process from the user perspective. The Planning Committee is also going to work on a broader campus-wide survey of employees, and that instrument could potentially include a few questions about RAP. This topic will be continued at the next SGC meeting, during which the group will review the RAP forms and previous evaluation questions. 	<p>RAP Update Memo (5-24-13)</p> <p>RAP Memo to Campus Community (9-19-13)</p>
4.	New Business	
4a.	<p>District Goals & Strategic Planning</p> <ul style="list-style-type: none"> 2012-13 Accomplishments Report <ul style="list-style-type: none"> President Kratochvil provided some background about the annual Accomplishments Report, which is based on the “Strategic Directions” outlined in the District-wide Strategic Plan; each Fall, the three colleges present their respective Reports to the Governing Board. A copy of LMC’s 2011-12 Accomplishments Report was shared with SGC in advance of the meeting, and the Council members were invited to suggest ideas/items that could be included in the 2012-13 document. Strategic Planning Charrette <ul style="list-style-type: none"> President Kratochvil reminded SGC about the District-wide strategic planning event at DVC on October 2. He encouraged participation and reiterated that District’s process will provide the framework for LMC’s subsequent strategic planning. 	<p>LMC’s 2011-12 Accomplishments Report for the Governing Board</p>
5.	<p>Updates & Announcements/Constituency Reports:</p> <ul style="list-style-type: none"> President Kratochvil: no report. Classified Senate: Linda Kohler shared that the Senate had a very lively meeting last Friday. Lindy Maynes attended and sought input on ways to support the College; she also provided info about the District’s 65th anniversary festivities. Ms. Kohler also reported that some classified are upset about getting accreditation work completed on top of the work of their respective positions; in addition, they expected that the Self-Evaluation draft would be in “one voice” by now. Lastly, they received a safety video from the Statewide Senate; the LMC Senate is working on a resolution that outlines their campus safety concerns. Academic Senate: no report (representatives had to leave prior to announcements). Associated Students: On behalf of LMCAS, Carla Rosas stated that they currently have 7 senators in place; 3 more candidates will be interviewed on Monday. LMCAS has also approved funding to attend leadership conference in October. Curriculum Committee: Laurie Huffman thanked President Kratochvil for their RAP allocation. She reported that the committee is busy as usual approving curriculum, and welcomes the input and participation of students. 	
6.	<p>Campus Communication: Actions & Notable Items to Report from SGC</p> <ul style="list-style-type: none"> The Council members suggested having a campus-wide email sent out regarding campus safety. 	