

**LOS MEDANOS  
COLLEGE**

**Shared Governance Council**

**MINUTES**

November 14, 2018

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

MEMBERS PRESENT: Nicole Almassey, Deborah Baskin, Louie Giambattista, Natalie Hannum, Bob Kratochvil, Morgan Lynn, Dyana Ner, Alex Porter.

OTHER ATTENDEES: Chialin Hsieh, Eric Sanchez, Nicole Trager (presenters); Nikki Moultrie, Paul West (guest); Jennifer Adams (support).

Item #	Topic/Activity	Handouts/ References	Action(s)
<b>STANDING ITEMS:</b>			
<b>1.</b>	<b>Public Comment – N/A</b>		
<b>2.</b>	<b>Welcome &amp; Introductions</b> President Kratochvil welcomed the meeting attendees, including Dyana Ner, a new SGC member representing LMCAS. All of the Council member introduced themselves and welcomed Dyana to the committee.		
<b>3.</b>	<b>Review</b> <ul style="list-style-type: none"> <li>• Agenda for November 14<sup>th</sup> President Kratochvil reviewed the agenda, which was modified (i.e. order of items) to accommodate the guest presenters. The SGC members approved the agenda, as amended. <i>MSC: Almassey/Giambattista.</i> <ul style="list-style-type: none"> <li>○ <i>Yeas – Almassey, Baskin, Giambattista, Hannum, Lynn, Ner, Porter; Nays – N/A; Abstentions – N/A.</i></li> </ul> </li> <li>• Minutes (draft) from October 10<sup>th</sup> The SGC members reviewed and approved the minutes from the meeting held on October 10, 2018. <i>MSC: Hannum/Lynn.</i> <ul style="list-style-type: none"> <li>○ <i>Yeas – Almassey, Baskin, Giambattista, Hannum, Lynn, Ner, Porter; Nays – N/A; Abstentions – N/A.</i></li> </ul> </li> </ul>		Agenda approved  Minutes approved
<b>4.</b>	<b>Old Business [N/A]</b>		
4a.	<b>New Instructional Program Proposal – Associate of Arts Degree in Social Justice Studies for Transfer: Chicano/a Studies</b> SGC unanimously approved the proposal for the Chicano/a Studies ADT, which was presented and reviewed at the last meeting. <ul style="list-style-type: none"> <li>• <i>MSC: Hannum/Giambattista. Yeas – Almassey, Baskin, Giambattista, Hannum, Lynn, Ner, Porter; Nays – N/A; Abstentions – N/A.</i></li> </ul>		ADT proposal approved
4b.	<b>Proposed Policy for Student Religious Observance</b> Nicole Trager and Eric Sanchez reported that, following their last presentation to SGC, the proposed policy was presented to and approved by Classified Senate and LMCAS. The policy had already been approved by Academic Senate. As a District Governance Council (DGC) rep and Academic Senate president, Joshua Bearden will be asked to take forward the proposal to DGC. Alex Porter noted that he still has concerns about the last paragraph, which references student employees; since student workers are employed by the District, not LMC, there is existing HR policy that addresses religious leave for employees. At the District/DGC level, HR will have to weigh in on that section. SGC approved the proposed policy on Student Religious Observance. <i>MSC: Giambattista/Baskin. Yeas – Baskin, Giambattista, Hannum, Lynn, Ner, Porter; Nays – N/A; Abstentions – Almassey.</i>		Proposed policy approved
4c.	<b>Resource Allocation Process (RAP)</b> The draft RAP rubric was displayed and distributed, and a recap of the October 24 <sup>th</sup> workgroup session was provided to SGC. One of the recommendations from that session was to view the health/safety requests as “mandatory costs” and to have those taken off the top (prior to SGC rating the proposals). Otherwise, the feeling was that it would be challenging for any individual SGC member to decide that safety issue “A” is a higher priority than safety issue “B.” For that reason, health/safety was not included among the rubric rating criteria. During SGC’s discussion of the draft rubric, it was noted that question #4 may not wind up being as effective as intended. It will be difficult to attribute “moving the needle” on any of the CCCC Vision for Success or Student-Centered Funding Formula (SCFF) metrics to any single program, class, activity, or initiative. The feeling was that the <i>Vision for Success</i> and SCFF metrics should be incorporated into the rubric for the next RAP cycle, which would provide an opportunity to inform the campus community on the front end of the process. It was also determined that question #1 was not necessary, as all of the resource requests were aligned with at least one Strategic Direction by being submitted/vetted via Program Review.		

	<p>After further discussion, SGC agreed to adopt questions #2, 3, and 5 for the rubric. Question #5 will be moved up on the rubric (to #1). If SGC members score the proposal 1-10 on question #1, then they will proceed rating it on the remaining rubric questions. If they rate it “0” for question #1 (i.e. it doesn’t address compliance/regulatory issue), then they don’t evaluate it any further and take it out of consideration. <i>MSC: Hannum/Almassey. Yeas – Almassey, Baskin, Giambattista, Hannum, Lynn, Ner, Porter; Nays – N/A; Abstentions – N/A.</i></p> <p>For next steps, VP Porter will send out a campus-wide message about RAP, with a “clean” version (i.e. Box 2A and funded requests removed) of the spreadsheet attached. The resource request form will also be attached, so the campus community can submit additional areas of need to the “Parking Lot” (which can receive requests throughout the year). At the next meeting, SGC will clarify the timeline for evaluating requests, with the committee’s review/rating likely to occur in February. The SGC members noted that, with the end of Fall semester approaching, they would have little or no time for reviewing all of the proposals during that time. There was SGC consensus that, during this review cycle, the rubric would be for internal use only and not published/disseminated. Because the requests already in the “Parking Lot” (via Program Review) were submitted without seeing the rubric, SGC doesn’t want to create an uneven/inequitable playing field by enabling new requests to come in after viewing the rubric (i.e. tailoring proposals to address the criteria). For future RAP cycles, SGC wants to be clear with the campus community about publicizing the review window/period for requests (e.g. in October 2019, SGC will review all requests entered in the “Parking Lot” by 9/30/19). The “Parking Lot” will always be open for people/units to submit or modify requests, but SGC’s approved annual timeline involves reviewing and allocating requests in October and April.</p>		Rating rubric approved
<b>5. New Business</b>			
5a. <b>Employee Voice Survey – Spring 2019</b>	<p>Chialin Hsieh distributed and reviewed two handouts related to the Spring 2019 Employee Voice Survey (previously called the Employee Satisfaction Survey): an overview of the process and timeline; and copy of the draft survey. She is seeking the input of SGC members, from their committee/shared governance perspective, and is separately seeking feedback from the Senates, other committees, Accreditation Team Chairs, etc... During their discussion, SGC noted that: based on the implementation schedule on the timeline handout, there isn’t much wiggle room between the 2025 survey and 2025-30 EMP development; the questions seem to be framed around whether or not things happen (e.g. committee meetings, campus communication, etc...), rather than the extent to which those activities/efforts are effective or valuable; an “I don’t know” option and a comment box should be added for each question. Dr. Hsieh asked the SGC members to email any further comments/suggestions to her by next week (with a cc to President Kratochvil and Jennifer Adams).</p>		
5b. <b>Accreditation (standing item) – N/A</b>			
<b>6. Curriculum [no items]</b>			
6a. <b>New Instructional Program Proposal – English for College &amp; Career Success (Non-Credit Courses &amp; Certificate)</b>	<p>The item was pulled, as additional time was needed to work on the materials. This will be placed on the agenda for a future meeting.</p>		
<b>7. Updates &amp; Announcements/Constituency Reports:</b>	<ul style="list-style-type: none"> <li>• President Kratochvil: no report.</li> <li>• Academic Senate: Louie Giambattista reported that the Academic Senate held an election for its Vice President position, and the results will be announced at the next meeting.</li> <li>• Classified Senate: Nicole Almassey shared that Classified Senate hosted its first tailgating event at the LMC Football game. They also raised \$778 from the Crock Pot Cook-Off. Invitations will go out soon for the Holiday Luncheon, which will be held on December 5. The Classified Senate Coordinating Council was asked to provide a statement explaining the value of Classified participation in governance. Lastly, she reported that State Chancellor Oakley’s “listening session” at CCC was canceled.</li> <li>• Management Team: no report.</li> <li>• Student Senate: Dyana Ner shared that LMCAS held a successful Halloween event.</li> <li>• Curriculum: Louie Giambattista shared that Curriculum Committee had an emergency meeting earlier today to take action on two items.</li> <li>• Other: N/A.</li> </ul>		
<b>8. Community College Items of Interest: Legislation, Research &amp; Best Practices [no items]</b>			
<b>9. Campus Communication: Actions &amp; Notable Items to Report from SGC</b>	<p>The SGC members will share information with their respective constituency groups about: 1) next steps for RAP; 2) the Spring 2019 Employee Voice Survey; 3) endorsing the proposed Student Religious Observance policy; and 4) approving the Chicano/a Studies ADT proposal.</p>		
<b>10. Adjournment</b>	<p>The meeting adjourned at 3:59 p.m. <i>MSC: Giambattista/Baskin. Yeas – Almassey, Baskin, Giambattista, Hannum, Lynn, Ner, Porter; Nays – N/A; Abstentions – N/A.</i></p>		Meeting adjourned