

LOS MEDANOS
COLLEGE

**Shared Governance Council
MINUTES**

March 12, 2025

2:00 – 4:00 p.m., In Person (L-109 & BRT-135) and via Zoom

MEMBERS PRESENT: R. Anicetti, C. Craig-Huddleston, L. Giambattista, C. Montoya, P. Ralston, I. Sukhu, M. Trujillo, D. Valencia.

OTHER ATTENDEES: C. Chiu (Zoom), T. Maxwell, R. Osburn, R. Pedersen, A. Smith [presenters]; R. Armendariz (Zoom) [guest]; J. Adams [support]

Item #	Topic/Activity	Handouts/ References	Action(s)
STANDING ITEMS:			
1.	Welcome – President Ralston welcomed everyone to the meeting.		
2.	Public Comment – N/A		
3.	<p>Review</p> <ul style="list-style-type: none"> Agenda: President Ralston reviewed the agenda, which was approved by SGC. <i>MSC: L. Giambattista/C. Craig-Huddleston. Yeas – R. Anicetti, C. Craig-Huddleston, L. Giambattista, C. Montoya, I. Sukhu, D. Valencia. Nays – N/A; Abstentions – N/A.</i> Minutes: SGC approved the 2/26/25 minutes. <i>MSC: R. Anicetti/C. Craig-Huddleston. Yeas – R. Anicetti, C. Craig-Huddleston, L. Giambattista, C. Montoya, I. Sukhu, D. Valencia. Nays – N/A; Abstentions – N/A.</i> 		Agenda approved 2/26/25 minutes approved
4.	<p>Budget (<i>standing item</i>)</p> <ul style="list-style-type: none"> Spring 2025 RAP Cycle – Fund 12 Process Improvement Vice President Montoya presented proposed changes to the Fund 12 process and RAP cycle calendar. The main updates include integrating a review process by Fund 12 managers, adding a week-long review period in both Fall and Spring, and implementing an annual clean-up of the Budget Request Database (BRD) over the summer. The group discusses potential improvements like reviewing the RAP rubric earlier and pre-screening requests that don't fit funding criteria. They also considered future changes, such as updating the submission form to include additional signature spots for Facilities and IT requests, and sending out the BRD in May and August for review. The goal is to implement these changes to streamline the process and better align with other funding timelines. SGC approved a motion to make the proposed Fund 12 improvement process an action item. <i>MSC: R. Anicetti/C. Craig-Huddleston. Yeas – R. Anicetti, C. Craig-Huddleston, L. Giambattista, C. Montoya, I. Sukhu, M. Trujillo, D. Valencia. Nays – N/A; Abstentions – N/A.</i> Following the discussion, SGC approved the Fund 12 process improvements. <i>MSC: M. Trujillo/I. Sukhu. Yeas – R. Anicetti, C. Craig-Huddleston, L. Giambattista, C. Montoya, I. Sukhu, M. Trujillo, D. Valencia. Nays – N/A; Abstentions – N/A.</i> 	Fund 12 Process Improvements Spring 2025 RAP Overview	Fund 12 process improvements (RAP) approved
5.	New Business		
5a.	<p>Planning Committee Proposal on Strategic Planning Timeline and Interim Strategic Priorities Senior Dean Pedersen provided background/context for the upcoming process to develop LMC's 2026-31 Educational Strategic Plan (ESP). Planning Committee wants SGC to consider extending 2024-25 Institutional Priorities for an additional year, bridging the gap until a new strategic plan is developed. They are also seeking feedback on the proposed timeline for developing the new ESP. Senior Dean Pedersen presented a draft timeline for the strategic planning process, which includes: surveying the campus about mission, vision and values; conducting an environmental scan; and developing new goals and objectives. SGC was asked to get feedback from their respective constituency groups on extending the institutional priorities and the proposed planning timeline, both of which will be action items at the next meeting. The Planning Committee would also like SGC to consider a hybrid approach, which would involve both governance bodies. SGC discussed the potential merits and challenges of this new approach compared to previous methods, with some members expressing concerns about potential complications and others seeing benefits in increased collaboration; there was also a review of the expanded planning committee membership previously used in developing the strategic plan. The intent behind having an expanded committee structure is to ensure proper representation from various areas of the college and all constituency groups. SGC was asked to provide feedback on the "hybrid" approach at the next meeting.</p>	Proposed Strategic Planning Calendar	
6.	Old Business		
6a.	<p>Technology Advisory Group – Proposed Charges</p> <p>Due to time constraints, this item was tabled until the next meeting.</p>	TAG Charge Sheet	Tabled

6b.	<p>Teaching & Learning Committee – Position Paper Randi Osburn provided an overview of TLC’s revised position paper. Among the changes is TLC’s reporting relationship – it currently reports to both SGC and the Academic Senate, but going forward TLC is requesting to report solely to the Academic Senate. Professor Osburn also shared information about TLC’s collaboration with the General Education Committee and the Curriculum Committee. SGC approved the revised TLC Position Paper. <i>MSC: R. Anicetti/C. Craig-Huddleston. Yeas – R. Anicetti, C. Craig-Huddleston, L. Giambattista, C. Montoya, I. Sukhu, M. Trujillo, D. Valencia. Nays – N/A; Abstentions – N/A.</i></p>	Revised TLC Position Paper	
6c.	<p>SEM Committee Restructure Proposal – Charge Sheets Vice President Maxwell and Vice President Smith provided an overview of the updated Charge Sheets for the Student Success Team group and the Enrollment Strategy & Planning group, respectively. Louie Giambattista noted that the membership listing of faculty should include language indicating that they are appointed by the Academic Senate. It was suggested that an “FAQs” document would be helpful to provide clarification about the similarities/differences between SEM and these two work groups, the change (if any) to LMC’s Guided Pathways work, etc. SGC voted to adopt both groups, based on the content of the Charge Sheets presented. <i>MSC: L. Giambattista/R. Anicetti. Yeas – R. Anicetti, C. Craig-Huddleston, C. Montoya, I. Sukhu, M. Trujillo, D. Valencia. Nays – N/A; Abstentions – L. Giambattista.</i></p>	Enrollment Strategy & Planning Group SST Group	Approved
6d.	<p>Participatory Governance</p> <ul style="list-style-type: none"> • Brown Act – Determining Practices to Retain for SGC & Subcommittees • Shared Governance Council Operations • Committees – Operational Guidelines, Charge Sheets & Communication <p>Following the last presentation/discussion of the proposed committee guidelines at SGC, the Classified Senate reps garnered feedback from their constituents. The Academic Senate didn’t have an opportunity to do so at their last meeting, but Professor Trujillo was able to take notes on some of the faculty feedback. President Ralston indicated that, because this item holds broad institutional importance, the discussions and decisions should be thorough and inclusive. Further discussion today was tabled, and the SGC reps were asked to return with their Senate feedback for the next SGC meeting.</p>	Task Group Assessment Report SGC Brown Act Resources (incl. AB 2449) 4CD Brown Act Legal Opinion (2021) SGC Charge Sheet (draft) 2025 Draft Committee Guidelines – UPDATED SGC Committee Guidelines: 2014 & 2017 Addendum Committee Charge Sheet (blank)	Tabled until Senate feedback is collected and reviewed
7.	<p>Accreditation (standing item) Senior Dean Pedersen reminded SGC that the Standard III training is scheduled for next Thursday (March 20), 2:00 – 3:30 p.m.</p>		
8.	<p>Curriculum: New Instructional Program Proposals – Louie Giambattista noted that a proposal will be on the next SGC agenda.</p>		
9.	<p>Updates & Announcements/Constituency Reports</p> <ul style="list-style-type: none"> • President Ralston shared information about AB 335 (“The Designation of California Black-Serving Institutions Grant Program”), noting that LMC will be submitting a support letter to the State Assembly by 5:00 p.m. today. She shared several success stories, including: LMC Journalism won 17 awards at a conference over the weekend; four LMC students are semi-finalists for Jack Kent Cooke scholarships; and a Women’s History Celebration was held on campus yesterday. • Academic Senate – Louie Giambattista reported that the Academic Senate: voted on BP 1020 and BP 1020.1; formed a grade appeal committee; looked at categorical program funds; and reviewed the proposed TAG charge. • Classified Senate – Irene Sukhu shared that, Lawrence Punsalang was selected as the inaugural recipient of the LMC Classified Professional Exemplary Leadership & Service Award. At its last meeting, the Classified Senate: created a workgroup for Spring 2025 elections; created a workgroup for scholarships; brainstormed ideas for Graduation name-readers; and discussed creation of a workgroup to review the Classified Senate’s mission, vision, and values. • Associated Students – no rep present • Management Team – VP Montoya shared that MCEB has been reviewing/discussing a number of District policies, which are making their way through the relevant governance committees, including one related to data classifications. It involves classifying various types of data into different tiers, determining usage/access (e.g. confidential data, sensitive data, public data, etc.), and identifying appropriate tools. • Curriculum Committee – no report 		
10.	<p>Community College Items of Interest: Legislation, Research & Best Practices – AB335 (info shared by President Ralston above)</p>		
11.	<p>Campus Communication: Actions & Notable Items to Report from SGC Members should share with their respective constituency groups that SGC: received info regarding the strategic planning timeline and review of the mission, vision, and values; approved the charge sheets for the Enrollment Strategy & Planning Group and the Student Success Group; approved the revised position paper for TLC, which will no longer report to SGC; and continued review of proposed committee guidelines, which will return on the next agenda.</p>		
12.	<p>Adjournment – SGC adjourned the meeting at 4:01 p.m.</p>		Adjourned