

# LOS MEDANOS COLLEGE

## Shared Governance Council

### MINUTES

September 25, 2024

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

MEMBERS PRESENT: R. Anicetti, C. Craig-Huddleston, L. Giambattista, A. Gonzalez, C. Montoya, P. Ralston, I. Sukhu, G. Villegas.

OTHER ATTENDEES: R. Pedersen [presenter]; M. Muterspaugh [guest]; J. Adams [support].

| Item #                 | Topic/Activity  | Handouts/ References  | Action(s)                                       |
|------------------------|---|---|---|
| <b>STANDING ITEMS:</b> |   |   |   |
| 1.                     | <b>Welcome</b> – President Ralston welcomed the SGC members and guests to the meeting.  |   |   |
| 2.                     | <b>Public Comment</b> – N/A   |   |   |
| 3.                     | <b>Review</b> <ul style="list-style-type: none"> <li>Agenda: SGC reviewed and approved the 9/25/24 agenda. <i>MSC: R. Anicetti/C. Montoya. Yeas – R. Anicetti, C. Craig-Huddleston, L. Giambattista, A. Gonzalez, C. Montoya, I. Sukhu, G. Villegas; Nays – N/A; Abstentions – N/A.</i></li> <li>Minutes: SGC reviewed and approved the draft minutes from 9/11/24. <i>MSC: R. Anicetti/G. Villegas. Yeas – R. Anicetti, C. Craig-Huddleston, L. Giambattista, A. Gonzalez, C. Montoya, I. Sukhu, G. Villegas; Nays – N/A; Abstentions – N/A.</i></li> </ul>  |   | Agenda approved<br><br>9/11/24 minutes approved |
| 4.                     | <b>Budget</b> <ul style="list-style-type: none"> <li><b>Fall 2024 RAP Cycle</b> <ul style="list-style-type: none"> <li><b>Rubric Development</b><br/>Irene Sukhu and Louie Giambattista shared feedback from their constituency groups, following discussions at their respective meetings. It was noted that adjustments could be considered (e.g. weighting certain rating criteria higher than others, based on institutional importance), but both groups conveyed that they were fine moving forward with the rubric as-is. The draft rating rubric was unanimously approved by SGC, and will be shared via college-wide email. <i>MSC: G. Villegas/L. Giambattista; Yeas – R. Anicetti, C. Craig-Huddleston, L. Giambattista, A. Gonzalez, C. Montoya, I. Sukhu, G. Villegas; Nays – N/A; Abstentions – N/A.</i></li> <li><b>Work Group Selection</b><br/>President Ralston and Vice President Montoya provided an overview of the Work Group’s role in reviewing RAP proposals, noting that it should include one rep from each constituency group. The volunteers to serve on the Work Group will be Louie Giambattista, Irene Sukhu, Armon Gonzalez, and Rachel Anicetti. Carissa Craig-Huddleston will shadow Interim Dean Anicetti, as a non-voting member (to learn more about the process for participation in a future cycle), and Vice President Montoya will support the Work Group. He noted that RAP closes on October 4, so the Business Office will have all of the proposals entered into the Budget Request Database (BRD) by October 15; the Work Group can then begin reviewing proposals.</li> </ul> </li> </ul> | <a href="#">Fall 2024 RAP Rating Sheet (approved)</a>   | Fall 2024 Rating Rubric approved                |
| 5.                     | <b>Old Business</b>   |   |   |
| 5a.                    | <b>Participatory Governance Task Group</b> <ul style="list-style-type: none"> <li><b>LMC Mission Statement</b></li> <li><b>SGC Position Paper</b></li> <li><b>Task Group Assessment Report</b></li> <li><b>SGC Charge Sheet</b></li> </ul> President Ralston briefly outlined the documents reviewed at the last meeting. She expressed reluctance to implement further Task Group recommendations – and make changes to our participatory governance structure – without full representation from three of the constituency groups. SGC discussed possible strategies for increasing membership and addressing the recommendations, including: doing a “road show” to all of the Senates to share info on SGC’s work and its role in institutional decision-making; exploring the pros and cons of changing the number of SGC reps for constituency  | <a href="#">LMC Mission</a><br><a href="#">SGC Position Paper</a><br><a href="#">Task Group Assessment Report</a><br><a href="#">SGC Charge Sheet</a> |   |

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|     | group; and inviting the Task Group members back (as guests, not to reinstate their charge) for an SGC meeting dedicated entirely to reviewing the recommendations in depth.  |   |                                   |
| 5b. | <p><b>20204-25 Institutional Priorities</b></p> <p>President Ralston provided a brief recap of the Institutional Priorities, which will be the focus of the upcoming (9/30) College Assembly. As a follow-up to SGC's dialogue and review of the draft metrics at the last meeting, Senior Dean Pedersen presented various data types as the proposed metrics for the 2024-25 Priorities: major benchmarked survey data (e.g. SENSE and CCSSE); pre- and post-year Employee Survey data (e.g. satisfaction with role, frequency of feeling motivated at work, confidence in LMC's progress on anti-racism and equity work, level of engagement in daily work; whether contributions are valued by team/supervisor, efficiency of department's processes, availability of tools/resources to perform job effectively, effectiveness of administrative communications, understanding of decision-making and changes at LMC); aligned student milestone and completion metrics (floor and stretch goals for certificates and degrees awarded, Fall to Spring persistence); and student access and support counts (floor and stretch goals for number of: students completing FAFSA, new students, special admit students, and dual enrollment sections offered).</p> <p>SGC discussed the priorities, proposed metrics, and potential confusion distinguishing goals from activities. Senior Dean Pedersen clarified the approach, suggesting that it should identify four elements: the priorities; the ways in which we measure progress on those priorities; the changes/improvements occurring in the priority areas; and the resources needed/used to address the priorities. Using SGC's feedback, Senior Dean Pedersen will update the Priorities document to include the metrics discussed today; the updated document will be part of the College Assembly presentation.</p> | <p><a href="#">Presentation: 2024-25 Institutional Priorities &amp; Metrics</a></p> <p><a href="#">2024-25 Priorities</a></p> |                                   |
| 6.  | <b>New Business</b> [no items]   |   |                                   |
| 7.  | <p><b>Accreditation</b> (<i>standing item</i>)</p> <p>Senior Dean Pedersen shared that ACCJC has a new portal for uploading all documents/information going forward. LMC's Midterm Report was approved by the Governing Board, and will be uploaded to the ACCJC portal. The Institutional Self-Evaluation Report (ISER) is due in December 2026. For the Accreditation visit in Fall 2027, the full External Team won't come to campus – only members of the Team subgroup, who will be on site to ask core inquiry questions.</p>  |   |                                   |
| 8.  | <p><b>Curriculum: New Instructional Program Proposals</b></p> <ul style="list-style-type: none"> <li>• <b>Non-Credit Business Communication Certificate (Phase 1)</b> – Professor Wilkins had a scheduling conflict, and will be invited to present the certificate on October 9. The Academic Senate has already approved the Phase 1 proposal.</li> </ul>  | <a href="#">Business Communication Certificate proposal</a>   | Tabled until the next SGC meeting |
| 9.  | <p><b>Updates &amp; Announcements/Constituency Reports</b></p> <ul style="list-style-type: none"> <li>• President – In the interest of time, President Ralston passed on providing a report.</li> <li>• Academic Senate – Louie Giambattista stated that there wasn't anything to report out from the Academic Senate meeting, other than the feedback provided earlier on RAP, the rating rubric, and institutional priorities.</li> <li>• Classified Senate – Irene Sukhu reported that, at their last meeting, the Classified Senate: discussed fundraising events for the Fall; reviewed the RAP rubric and Institutional Priorities; and received information from Sheri Woltz on Foundation scholarships. The were asked to identify a rep for the A.I. Task Team, but would like additional info before making that selection. The Senate is seeking additional reps (one each) for SGC and PDAC. Lastly, BethAnn Stone sent out a survey regarding a Classified award.</li> <li>• Associated Students – Armon Gonzalez reported that LMCAS approved the budget for 8 students to attend the CCCSAA conference, Oct. 11-13. In addition, LMCAS is working on recruiting more students to get involved in student government.</li> <li>• Management Team – Interim Dean Anicetti reminded the group about the Homecoming Celebration on Saturday, October 5; she encouraged everyone to attend and consider volunteering. Armon Gonzalez added that LMCAS/Student Life will have a "bounce house" at the event. He also noted that the Homecoming Dance will be held on Friday, October 4.</li> <li>• Curriculum Committee – Louie Giambattista shared that the committee will need to review many courses over a short period.</li> </ul>   |   |                                   |
| 10. | <b>Community College Items of Interest: Legislation, Research &amp; Best Practices</b> – N/A   |   |                                   |
| 11. | <p><b>Campus Communication: Actions &amp; Notable Items to Report from SGC</b></p> <p>Members should share with their respective constituency groups that SGC: approved the RAP rating rubric, which will be shared via college-wide email tomorrow (VP Montoya will re-send RAP message); is working through how to engage the Participatory Governance Task Group recommendations; continues to review the 2024-25 Institutional Priorities, which will be featured at College Assembly on September 30; and tabled the Business non-credit certificate to the next meeting.</p>   |   |                                   |
| 12. | <p><b>Adjournment</b></p> <p>SGC adjourned the meeting at 4:02 p.m. by consensus. <i>MSC: I. Sukhu/G. Villegas.</i></p>  |   | Meeting adjourned                 |