

LOS MEDANOS
COLLEGE

Shared Governance Council

MINUTES

October 9, 2019

2:00 - 4:00 p.m., Room SS4-409

MEMBERS PRESENT: Nicole Almassey, Josh Bearden, Thyra Cobbs, Louie Giambattista, Natalie Hannum, Susie Hansen, Dolores Jackson, Bob Kratochvil, Carlos Montoya.

OTHER ATTENDEES: Paula Gunder, Chialin Hsieh, Nikki Moultrie (presenters); Jeffrey Benford, Angela Fantuzzi, Steven Freeman, Krys Shahin (guests); Jennifer Adams (support).

Item #	Topic/Activity	Handouts/ References	Action(s)
STANDING ITEMS:			
1.	Public Comment – N/A		
2.	Welcome President Kratochvil welcomed everyone to the meeting.		
3.	Review <ul style="list-style-type: none"> • Agenda for October 9th SGC approved the agenda, which was amended to move the curriculum item to the beginning of the meeting. <i>MSC: Almassey/Hansen. Yeas – Almassey, Bearden, Cobbs, Giambattista, Hannum, Hansen, Montoya; Nays – N/A; Abstentions – N/A.</i> • Minutes (draft) from September 25, 2019 The minutes were corrected for the Classified Senate report-out. Nicole Almassey clarified that the joint meeting with LMCAS was on October 7; also, Chris Long is a new member of the Planning Committee and EMP group, while T'Sendenia Gage is on the Classified Senate Council. SGC approved the minutes from September 25th, as amended. <i>MSC: Hannum/Bearden. Yeas – Almassey, Bearden, Cobbs, Giambattista, Hannum, Hansen, Montoya; Nays – N/A; Abstentions – N/A.</i> 		Agenda approved 9/25/19 minutes approved
4.	Old Business		
	4a. LMC Mission Statement Review Process President Kratochvil briefly reviewed the PPT and activity presented at the September 30 th College Assembly, including the questions that would serve as the framework for the campus-wide Mission Statement survey.	Mission, Vision & Values College Assembly PPT (9/30/19)	
	4b. Educational Master Plan – Timeline Senior Dean Hsieh distributed hard copies of the Educational Master Plan (EMP) timeline, which has been approved by the Planning Committee since originally presented to SGC. The group discussed receiving periodic updates regarding the process.	EMP Timeline	
	4c. Monday Meeting Calendar for Spring 2020 (Draft) SGC approved the proposed Spring 2020 Monday Meeting Calendar, which was originally presented/reviewed at the last meeting. <i>MSC: Montoya/Cobbs. Yeas – Almassey, Bearden, Cobbs, Giambattista, Hannum, Hansen, Montoya; Nays – N/A; Abstentions – N/A.</i>		
5.	New Business		
	5a. Update on eLumen Nikki Moultrie provided an update on the College's work to prepare for implementation of eLumen, the new curriculum management system purchased by the District. This effort was launched back in January and, up to this point, the work has primarily been behind the scenes (e.g. making sure that eLumen "talks" to Colleague). This week, work begins to input the course outlines of record (COORs); a temporary employee has been hired to assist with entering the info, and this phase should be completed by December. Then, in January 2020, the focus will shift to "work-flows," each step of which will be developed together with the Curriculum Committee. The plan is to launch eLumen in Fall 2020. The other two eLumen modules are Program Review and Assessment, the latter of which will see work begin in Spring 2020. Dean Moultrie shared that, although there have been a few hiccups encountered on the set-up side (as have other colleges), eLumen appears to be very efficient and she believes that faculty will be pleased with it. President Kratochvil inquired about concerns previously raised at an Academic Senate meeting. Louie Giambattista explained that the frustration was around the November 1 st curriculum deadline, and not about the product itself. Josh Bearden added that the issue has been worked out; he asked that, once a demonstration is ready to share, it be presented to the Academic Senate.		

5b.	<p>SGC Sub-Committees</p> <ul style="list-style-type: none"> Updating Committee Information & Charges President Kratochvil explained that he had emailed all of the sub-committee chairs to gather information about their respective membership and meeting time/location. Each sub-committee will be asked to visit an upcoming SGC meeting for review and endorsement of their charges and goals. Planning Committee – 2019-20 Charges Dr. Hsieh displayed the Planning Committee’s information on the website and shared a PPT previously presented at their October meeting. The slides included: committee guidelines and membership; committee operations; 2018-19 goals and accomplishments; 2019-20 charges and goals; and planning timeline and milestones. Josh Bearden asked if program discontinuance would “live” with Program Review, as that’s what he believes is suggested by the Academic Senate of California (ASCCC). Dean Moultrie stated that the ASCCC actually recommends that program discontinuance not live in the same place as Program Review, although Program Review data is an integral part of discontinuance. Safety Committee – 2019-20 Charges VP Montoya displayed the Safety Committee website and charges, which were approved as-is at the last Safety meeting. The group discussed the prospect of shifting to an operational committee, rather than a Brown Act governance group. They didn’t vote yet, but will address it further at their next meeting. VP Montoya also provided an overview of the “first-meeting items” that Dr. Hsieh referenced in her PPT. The Safety Committee also talked about updating building safety monitors. SGC discussed several safety-related topics, including: the recent fire alarm “drill” at the Pittsburg Campus; evaluating/relocating evacuation area at the current Brentwood Center; ensuring that the Brentwood Center is represented on the Safety Committee; having a training and communications plan. 	<p>Planning Committee 2019-20 Charges/Goals</p>	
6.	<p>Budget Update (<i>standing item</i>)</p> <ul style="list-style-type: none"> 2019-20 CCCCD Adoption Budget Dr. Carlos Montoya displayed a PPT detailing the District’s 2019-20 Adoption Budget and distributed a handout related to the Student-Centered Funding Formula (SCFF). The PPT outlined: major policy changes; the district-wide Adoption Budget; the Adoption Budget related to LMC; and a three-year comparison (2017-18, 2018-19, and 2019-20). VP Montoya noted that, for LMC: salaries and benefits = 92.5%, supplies and ongoing operating expenses = 6.6%; and the surplus = .73%. An electronic copy of the presentation will be sent to the SGC members for sharing with their respective constituency groups. Future Topics VP Montoya outlined budget-related topics and information that can be provided to SGC throughout the year, including (but not limited to): Adoption Budget (annually); info on current-year RAP cycle and update/status report on prior year’s cycle; Governor’s Budget (January); and State budget. He noted that the information contained on page two of his handout (“Data Source”) will be part of what is incorporated into/reviewed by the Strategic Enrollment Management (SEM) Committee. Josh Bearden distributed a handout delineating information requests and feedback from the Academic Senate. President Kratochvil commented that some of the info listed is already available and/or has previously been presented to SGC, but may not have made its way back to the Academic Senate; he added that, because much of it is already online or prepared by the District, it can be brought to SGC. This discussion will continue at SGC’s next meeting, and VP Montoya will explore how to make the information available and understandable to the campus community. 	<p>4CD FY19-20 Adoption Budget Adoption Budget PPT SCFF handout Academic Senate recommendations – sharing budget info</p>	
7.	<p>Accreditation (<i>standing item</i>)</p> <ul style="list-style-type: none"> Institutional Self Evaluation Report (ISER) – Draft of Standards IA & IB In the interest of time, this item was deferred to the next meeting. An electronic version of the document will be provided to the group, and SGC members can send any IA or IB feedback to President Kratochvil. 	<p>ACCJC Guide & Standards</p>	
8.	<p>Curriculum (<i>standing item</i>)</p> <ul style="list-style-type: none"> New Program Proposal – ESL Non-Credit Certificates Dr. Paula Gunder distributed and reviewed the English as a Second Language (ESL) program proposal. The group discussed: that the goal is to also begin offering these courses in Brentwood beginning Fall 2020; future consideration of adding a second full-time ESL faculty position; the role and approach of Adult Eds; data on the non-English-speaking population in LMC’s service area; the program structure for non-credit ESL and the parameters of AB 705; the challenge of having students complete separate CCC Apply applications for credit and non-credit. 	<p>ESL Program Proposal – Non-Credit Certificates ESL Pathways (diagram)</p>	

9.	Updates & Announcements/Constituency Reports: <ul style="list-style-type: none"> • President Kratochvil: no report. • Academic Senate: no report. • Classified Senate: Nicole Almassey shared that they held a joint meeting with LMCAS on October 7. They also rolled out a beta test of the EEO survey and welcomed T'Sendenia Gage as a new Classified Senate Council member. • Student Senate: Dolores Jackson reported that, at their last meeting, LMCAS went over several accreditation Standards. LMC will be hosting the District Student Trustee Advisory Council (STAC) meeting on October 11. The College will also hold its annual Student Impact Leadership Conference on October 18. Lastly, Ms. Jackson shared that LMCAS has a record number of student senators. • Management Team: N/A. • Curriculum: Louie Giambattista stated that the committee has achieved quorum at its last two meetings. • Other: N/A. 		
10	Community College Items of Interest: Legislation, Research & Best Practices – N/A		
11	Campus Communication: Actions & Notable Items to Report from SGC – N/A		
12	Adjournment – The SGC meeting adjourned at 4:08 p.m.		