

**LOS MEDANOS  
COLLEGE**

**Shared Governance Council**

**MINUTES**

November 13, 2019  
2:00 - 4:00 p.m., Room SS4-409

MEMBERS PRESENT: Nicole Almassey, Thyra Cobbs, Robert Delgado, Louie Giambattista, Natalie Hannum, Delores Jackson, Marie Arcidiacono Kaufman (for Josh Bearden), Bob Kratochvil, Carlos Montoya, Carla Rosas. OTHER ATTENDEES: Chialin Hsieh, David Wahl (presenters); Melissa Inzunza, Jinpa Tharchin, Paul West (guests/observers); Jennifer Adams (support).

<b>Item #</b>	<b>Topic/Activity</b>	<b>Handouts/ References</b>	<b>Action(s)</b>
<b>STANDING ITEMS:</b>			
1.	<b>Public Comment – N/A</b>		
2.	<b>Welcome</b> President Kratochvil welcomed all of the attendees to the meeting. He noted that several members were participating in interviews, and would arrive after 2:30 p.m.; Marie Arcidiacono Kaufman is attending SGC today for Josh Bearden.		
3.	<b>Review</b> <ul style="list-style-type: none"> <li>Agenda for November 13<sup>th</sup>                      SGC approved the meeting agenda, with the understanding that the order of several items would be rearranged to accommodate presenters and the arrival of other Council members. <i>MSC: Giambattista/Montoya.</i>  <i>Yea</i>s – Almassey, Delgado, Giambattista, Kaufman, Montoya, Rosas; <i>Nay</i>s – N/A; <i>Abstentions</i> – N/A.</li> <li>Minutes (draft) from October 23, 2019                      The minutes from October 23<sup>rd</sup> were approved. <i>MSC: Almassey/Rosas.</i> <i>Yea</i>s – Almassey, Delgado, Giambattista, Montoya, Rosas; <i>Nay</i>s – N/A; <i>Abstentions</i> – Arcidiacono.</li> </ul>	Agenda approved  10/23/19 minutes approved	
4.	<b>Old Business</b>		
4a.	<b>LMC Mission Statement Review Process</b> President Kratochvil displayed and reviewed results from the Mission Statement survey, going through the responses to each of the 10 questions. He shared that the results have been sent to Diane White, the EMP consultant who is also helping to facilitate the Mission revision, and she will join SGC at its December 11 <sup>th</sup> meeting for next steps.	<a href="#">Mission, Vision &amp; Values</a> <a href="#">College Assembly PPT</a> <a href="#">(9/30/19)</a>	
4b.	<b>Resource Allocation Process (RAP)</b> President Kratochvil reminded SGC of their discussion at the last meeting, regarding Business Services doing a preliminary review aligned with the identified priorities and SGC still being able to view all requests. Vice President Montoya distributed a proposed rating criteria sheet with categories for reviewing the requests against the priorities: Category 1 – Brentwood Center; Category 2 – Kinesiology & Athletics Complex; Category 3 – Student Union Building; and Category 4 – currently TBD, in case SGC creates additional criterion. He provided an overview of the 111 requests in the Budget Request Database (BRD) in the “Combined” tab totaling approximately \$1.7M (\$1.145M ongoing, \$611K one-time), noting that there is about \$650-700K available to fund the requests (about \$500K from the Brentwood Center lease and about \$150K in RAP funds/College surplus). VP Montoya also reviewed the column headings and request categories (on different tabs), into which he has incorporated different fields/info that will be useful once the BRD spreadsheet is converted to an actual database (e.g. running reports). For next steps, Business Services needs additional info/guidance is needed from District Office regarding the funds to be used for the negotiated 5% salary increases (as that isn’t currently built into the Adoption Budget/existing college budgets). VP Montoya wants to make sure that SGC has time to become familiar with all of the requests and to gain an understanding of the needs (staffing and operations) for each new building. He suggested that Business Services create a Sharepoint site through which SGC can review the requests prior to group dialogue/deliberation. It was also suggested that SGC have an extended meeting on December 11, to provide more time for RAP review and the Mission Statement process.	<a href="#">Proposed Rating Criteria</a>	

4c.	<p><b>SGC Sub-Committees</b></p> <ul style="list-style-type: none"> <li><b>Safety Committee</b> President Kratochvil reminded the group that, at the last SGC meeting, VP Montoya reported that the Safety Committee had endorsed a recommendation to become an operational committee. It would no longer be an SGC sub-committee, instead reporting to the Vice President of Business &amp; Administrative Services, but would retain the same constituency representation. This change will enable the committee to have more flexibility in addressing/responding to incidents on campus. SGC did not vote at its last meeting to provide additional time for members to discuss the change with their respective constituents. Marie Arcidiacono Kaufman and Louie Giambattista indicated that the item was not discussed at the Academic Senate meeting.  SGC approved the change in status/reporting relationship of the Safety Committee, from an SGC sub-committee to an operational committee. <i>MSC: Almassey/Delgado.</i> <i>Yea – Almassey, Delgado, Montoya, Rosas; Nays – N/A; Abstentions – Giambattista, Kaufman.</i></li> <li><b>Strategic Enrollment Management (SEM) Committee</b> VP Montoya reported that the SEM Committee has been holding regular meetings on the 3<sup>rd</sup> Tuesday and 1<sup>st</sup> Thursday of each month. The next meeting will include an EMP presentation, along with updates on the Guided Pathways (GP) Pillar work. Prior meetings have included reports from each of the GP Pillar groups, and SEM agreed that it would be helpful for those updates to be provided in writing (for documenting the work and ease of sharing). The Committee also agreed to establish a Sharepoint site for meeting materials and SEM information. President Kratochvil noted that the VPs and SEM members are working diligently; he has encouraged the VPs to continue moving things forward, so that the committee and campus can see tangible progress. He added that, with the size of that committee and the identified tasks/scope, SEM may discuss becoming an advisory group.</li> </ul>		
4d.	<p><b>Educational Master Plan</b> Senior Dean Hsieh displayed and reviewed the Educational Master Plan (EMP) information on the Planning &amp; Institutional Effectiveness webpage, noting the various data posted under “External Data Analysis Profiles.” She asked the SGC members to review the data online, and encouraged them to provide feedback via the online tool. Dr. Hsieh highlighted the “Set 3” data metrics, which outline county economic and labor market data, projections, and LMC program gaps. The last bullet point on page 1 indicates that “LMC does not offer degree or certificate programs, which would prepare students for entry into 11 of the fastest growing occupations in the County, or for entry into several of the top growing industries in terms of new jobs (e.g., construction, waste management, accommodation/food service, transportation/warehousing).” Dr. Hsieh offered kudos to David Wahl, Natalie Hannum, and the Workforce Development team for their work forward-thinking approach on the new non-credit certificates approved by SGC earlier in the meeting – particularly Construction Pre-Apprenticeship and FLOW – as those directly address that program gap.</p>		
5.	<p><b>New Business</b></p>		
5a.	<p><b>Grant/Initiative Updates</b></p> <ul style="list-style-type: none"> <li><b>Institutional Effectiveness Partnership Initiative (IEPI)</b> Senior Dean Hsieh distributed a handout providing an update on the Planning &amp; Institutional Effectiveness portion of the IEPI Partnership Resource Team (PRT) project. The three “Applicable Objectives” identified for the Area of Focus (“Integrated Planning, Resource Allocation &amp; Institutional Effectiveness”) include: A1b – providing the College with a clear understanding of the roles and responsibilities in participatory governance; A4 – improving research and institutional effectiveness by addressing the data/research needs of the College; and, A5 – purchasing and implementing District software (eLumen) for curriculum, assessment, program review, and planning. Dr. Hsieh reviewed the IEPI funds allocated to date for this Area of Focus. She was asked if funds would be allocated toward participatory governance training for Classified Senate and LMCAS, as resources were allocated for Academic Senate (A1b). Dr. Hsieh explained that those funds had been requested by the Academic Senate president.</li> <li><b>California Virtual Campus – Online Education Initiative: Improving Online CTE Pathways Grant (CVC-CTE-OEI)</b> Dean Hannum displayed the CVC-OEI-CTE Grant page created on the LMC website, and provided an overview of the information posted there. She reported that, to date, the College has spent about \$47,000; there are currently about \$50,000 in encumbrances. The budget is located on p. 11 of LMC’s application, which is accessible via the grant webpage. In addition to the periodic updates that Dean Hannum provides at SGC and to other College groups, Irene Sukhu will be posting burn-rate spend-down info on the webpage about once a month.</li> </ul>	<a href="#">IEPI Update</a>  <a href="#">CVC-OEI-CTE Grant webpage</a>  <a href="#">LMC CVC-OEI-CTE Grant Application</a>	

6.	<p><b>Budget Update (standing item)</b></p> <p>VP Montoya distributed copies of a District first-quarter financial statement for LMC (for the period ending 9/30/19), which consists of two pages from a document being presented at the Governing Board meeting this evening. He noted that the back page is similar to the information he shared during SGC's October 9<sup>th</sup> meeting, and that the figures don't include the 5% salary increases approved via contract negotiations. Once incorporated, and without additional District funds, those salary increases would result in LMC being approximately \$2.2M overspent; VP Montoya is working with District Office to get clarification of those dollars. He also reported that Business Services is working to true-up the budget.</p>		<a href="#">4CD Financial Statement: Los Medanos College (Qtr. 1, ending 9/30/19)</a>
7.	<p><b>Accreditation (standing item)</b></p> <ul style="list-style-type: none"> <li><b>Institutional Self Evaluation Report (ISER) – Draft of Standards IVA &amp; IVB</b></li> </ul> <p>Printed copies of the Standard IVA and IVB drafts were distributed to the SGC members for review and feedback at the next meeting.</p>		<a href="#">ACCJC Guide &amp; Standards</a> <a href="#">LMC ISER 2020 Draft (Standard IV, p124-145)</a>
8.	<p><b>Curriculum (standing item)</b></p> <ul style="list-style-type: none"> <li><b>New Program Proposals – Career Development &amp; College Preparation (CDCP Non-Credit Certificates): Basic Drone Piloting; Construction Pre-Apprenticeship; Forklift, Logistics, Operations &amp; Warehouse (FLOW); and Counseling</b></li> </ul> <p>As a follow-up to the presentation at the last SGC meeting, David Wahl returned to address any additional questions regarding the CDCP non-credit certificates prior to the vote. He shared that a few updates had been made: Basic Drone Piloting – dropped third course; Construction Pre-Apprenticeship – with DVC's existing program, was originally going to be listed through their catalog, but will now be in LMC's catalog following feedback from our Academic Senate; no changes to FLOW or Counseling proposals. It was noted that the Construction certificate is going back to Academic Senate for a "third read" following their feedback regarding the catalog; that change has since been incorporated. The Counseling certificate appeared on the Academic Senate agenda, but didn't have a full presentation. SGC had a procedural discussion about voting on the certificates before the Academic Senate. Ultimately, SGC determined they could move forward with the vote, as there isn't a tiered process (with one vote dependent upon the other).</p> <p>SGC approved the non-credit certificates for Basic Drone Piloting, Construction Pre-Apprenticeship, and Forklift, Logistics, Operations &amp; Warehouse (FLOW). <i>MSC: Hannum/Cobbs. Yeas – Almassey, Cobbs, Delgado, Hannum, Jackson, Montoya, Rosas; Nays – N/A; Abstentions – Giambattista, Kaufman.</i></p> <p>SGC approved the non-credit certificate for Counseling. <i>MSC: Hannum/Jackson. Yeas – Almassey, Cobbs, Delgado, Hannum, Jackson, Montoya, Rosas; Nays – N/A; Abstentions – Giambattista, Kaufman.</i></p>		<a href="#">Drone Piloting Proposal – Non-Credit Certificate (final)</a> <a href="#">Construction Proposal – Non-Credit Certificate (final)</a> <a href="#">FLOW Program Proposal – Non-Credit Certificate (final)</a> <a href="#">Counseling Proposal – Non-Credit Certificate</a> <a href="#">Counseling Proposal – Rationale</a>
9.	<p><b>Updates &amp; Announcements/Constituency Reports:</b></p> <ul style="list-style-type: none"> <li>President Kratochvil: no report (had to leave meeting early for the Governing Board Study Session).</li> <li>Academic Senate: Marie Arcidiacono shared that the Academic Senate is going to have a lengthy discussion regarding eLumen and 10+1 concerns (e.g. what is housed in eLumen for COORs and what is housed elsewhere).</li> <li>Classified Senate: Nicole Almassey reported that, at its last meeting, the Classified Senate updated its scholarship criteria and continued its "healthy habits" with an item about the psycho-dynamics of food; they also donated for the Umoja baskets. The Senate is working on a bowling night for Classified, developing plans for a professional development day for Spring recess, and possibly rolling out a "Caring Campus" initiative in the Spring. Lastly, she reminded the group that the Holiday Luncheon will be held December 4.</li> <li>Student Senate: Thyra Cobbs shared that LMCAS voted on senator stipends, which didn't pass, and had a training on parliamentary procedures attended by five people. She is working on a ZTC initiative celebration for the Spring; she has also learned that there are some concerns around DSPS students not feeling represented on campus.</li> <li>Management Team: no report.</li> <li>Curriculum: Louie Giambattista reported that the Curriculum Committee had last call for course changes (with the Nov. 1<sup>st</sup> deadline), and have several meetings to work through the backlog. The Committee is also dealing with a Brown Act issue that recently came to light regarding members participating via phone (i.e. the requirement to have any such off-site meeting locations publicly accessible).</li> <li>Other: In light of questions/issues/confusion around the Brown Act and parliamentary procedures, Nicole Almassey recommends having this as an agenda item for the next SGC meeting.</li> </ul>		
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 4:12 p.m.		