

**LOS MEDANOS  
COLLEGE**

**Shared Governance Council**

**MINUTES**

May 22, 2019

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

MEMBERS PRESENT: Nicole Almassey, Deborah Baskin, Louie Giambattista, Natalie Hannum, Susie Hansen, Bob Kratochvil, Carla Rosas, Dave Vigo.

OTHER ATTENDEES: Sally Montemayor Lenz, Ryan Pedersen, BethAnn Stone, Nancy Ybarra (presenters); Shelly Baird, Paul West (guest); Jennifer Adams (support).

Item #	Topic/Activity	Handouts/ References	Action(s)
<b>STANDING ITEMS:</b>			
1.	<b>Public Comment – N/A</b>		
2.	<b>Welcome</b> President Kratochvil welcomed the attendees to the meeting.		
3.	<b>Review</b> <ul style="list-style-type: none"> <li>• Agenda for May 22<sup>nd</sup> President Kratochvil reviewed the agenda, which was approved by SGC. <i>MSC: Hannum/Giambattista. Yeas – Almassey, Baskin, Giambattista, Hannum, Hansen, Rosas, Vigo; Nays – N/A; Abstentions – N/A.</i></li> <li>• Minutes (draft) from March 27<sup>th</sup> and April 24<sup>th</sup> SGC approved the minutes from March 27<sup>th</sup>. <i>MSC: Hannum/Giambattista</i> <i>MSC: Hannum/Giambattista. Yeas – Almassey, Baskin, Giambattista, Hannum, Hansen, Rosas, Vigo; Nays – N/A; Abstentions – N/A.</i></li> <li>• Minutes (draft) from April 24<sup>th</sup> SGC approved the minutes from April 24<sup>th</sup>. <i>MSC: Giambattista/Rosas</i> <i>MSC: Hannum/Giambattista. Yeas – Almassey, Baskin, Giambattista, Hannum, Hansen, Rosas, Vigo; Nays – N/A; Abstentions – N/A.</i></li> </ul>		<p>Agenda approved</p> <p>3/27/19 minutes approved</p> <p>4/24/19 minutes approved</p>
4.	<b>Old Business</b>		
4a.	<b>Strategic Enrollment Management Committee Proposal</b> Sally Montemayor Lenz recapped the Strategic Enrollment Management (SEM) proposal presented at the last SGC meeting. She reminded the group that LMC had applied for and been accepted into the Institutional Effectiveness Partnership Initiative (IEPI) SEM program, and – later this month – an LMC team of 11 people will be attending the IEPI SEM session. This proposed SEM framework has been presented to the Academic and Classified Senates. Natalie Hannum noted that, at the open forums held yesterday for the District’s Associate Vice Chancellor of Educational Services position, this idea (SEM) came through as a strong theme from all of the finalists. The various State initiatives are no longer viewed as stand-alone efforts – instead, there is now a fully-integrated approach, and she is in support of this approach. VP Montemayor Lenz noted that this SEM info was originally brought to President’s Cabinet by Dr. Kratochvil, and then to the joint Deans’ meeting. She commended the Instructional and Student Services Deans for diving in and taking on this effort, as it is intended to bring cohesion to our work as an institution, and to improve the experience and success of our students. SGC approved the SEM Committee proposal. <i>MSC: Hannum/Giambattista. Yeas – Almassey, Baskin, Giambattista, Hannum, Hansen, Rosas, Vigo; Nays – N/A; Abstentions – N/A.</i>	<a href="#"><u>SEM Committee proposal</u></a>	SEM proposal approved
4b.	<b>Teaching &amp; Learning Committee (TLC) Final Report</b> Dean Ybarra provided an overview of the report, which had been presented to SGC at a previous meeting. SGC approved the TLC Final Report. <i>MSC: Hannum/Giambattista. Yeas – Almassey, Baskin, Giambattista, Hannum, Hansen, Rosas, Vigo; Nays – N/A; Abstentions – N/A.</i>	<a href="#"><u>TLC Final Report</u></a>	TLC Report approved
4c.	<b>2014-19 Strategic Plan Evaluation Report</b> BethAnn Stone displayed the Strategic Plan Evaluation Report and provided a brief recap, as the document had previously been presented at a prior SGC meeting. SGC approved 2014-19 Strategic Evaluation Report. <i>MSC: Baskin/Hansen. Yeas – Almassey, Baskin, Giambattista, Hannum, Hansen, Rosas, Vigo; Nays – N/A; Abstentions – N/A.</i>	<a href="#"><u>2014-19 Strategic Plan Eval Report</u></a>	Strat Plan Eval Rpt approved
4d.	<b>Planning Committee Update: 2018-19 Accomplishments</b> BethAnn Stone provided an overview of the Planning Committee’s 2018-19 accomplishments, which had been shared with SGC in advance of the meeting. Several of the Council members commended the document layout, suggesting that the template could be used by other sub-committees.	<a href="#"><u>2018-19 Planning Committee Accompl.</u></a>	

4e.	<b>Resource Allocation Process – Nursing Budget Request</b> President Kratochvil asked Ryan Pedersen to present for SGC’s consideration a resource request that had been put forward from the Nursing department. This item had been included in Program Review, but a resource request was not submitted at that time, so it was not included in the “Parking Lot” database for SGC’s review as part of RAP. During the Nursing program’s most recent accreditation visit from the Board of Registered Nursing (BRN), this was not identified as a “finding,” however the staffing issue (i.e. lack of sufficient staffing for program support) was emphasized by the BRN reps. The request is to increase the existing position from .50FTE to 1.0FTE. Dave Vigo explained that the estimated cost of the .50FTE increase is approximately \$36,000 (including salary and benefits). SGC approved the Nursing position increase. <i>MSC: Baskin/Hansen. Yeas – Almassey, Baskin, Giambattista, Hannum, Hansen, Rosas, Vigo; Nays – N/A; Abstentions – N/A.</i>		
4f.	<b>Budget Update</b> <ul style="list-style-type: none"> <li><b>Perkins</b> Natalie Hannum distributed a handout outlining the Perkins allocations, and provided an overview of the projects. She was notified yesterday that LMC has an additional \$25,000 available, so she is seeking proposals/requests from the Instructional units.</li> <li><b>Strong Workforce Program</b> Dean Hannum distributed and reviewed a handout outlining the Strong Workforce Program “R2” update and “R3” allocation. Some items detailed included: actual expenditures of \$16K for a maker space and \$42K for marketing (with unused funds reallocated to lab improvements) and Teacher Pathway funds reallocated to phase two of the Vocational Technology project. The HVAC project, which originally had a placeholder of just under \$300K, now has an updated estimate of approximately \$1.67M. Dean Hannum noted that she recently returned from visiting Chaffey College, which is going with universal design for their lab space(s). She will provide an update on “R3” in the Fall.</li> </ul>	<a href="#">Perkins allocations</a>  <a href="#">SWP R2 &amp; R3 Update</a>	
4g.	<b>Mission Statement Review Process – N/A</b>		
4h.	<b>Shared Governance</b> <ul style="list-style-type: none"> <li><b>SGC Position Paper</b></li> <li><b>Guidelines for Committees – Membership/Participation &amp; Operations</b></li> <li><b>Employee Engagement Survey Feedback</b></li> </ul> President Kratochvil reviewed and discussed SGC’s position paper, committee guidelines, and relevant Employee Engagement Survey results. He noted that some shared governance areas have been lax, including sub-committee charges and updates, conducting SGC self-evaluations, etc... SGC has previously discussed potential changes to the committee structure (sub-committees vs. advisory group vs. operational group), as well as definitions (committee vs. council vs. task force), developing a governance handbook, creating committee update templates, and having committees propose annual goals (different from their “charge”). The President’s Office will try to make progress on some of these documents over the summer and then share drafts with SGC in the Fall. SGC also discussed the prospect of holding its meetings in an alternate location.	<a href="#">Position Paper</a>  <a href="#">Committee Guidelines</a>  Survey Feedback: <a href="#">Abbreviated</a> <a href="#">Full Report</a>	
5.	<b>New Business</b>		
5a.	<b>Fall 2019 Monday Meeting Calendar</b> President Kratochvil displayed and reviewed the draft Monday Meeting Calendar for Fall 2019. He explained the need for College Assembly dates to address Accreditation, Educational Master Plan, and Mission Statement review, as well as updates on Facilities and Budget. <i>MSC: Almassey/Giambattista. Yeas – Almassey, Baskin, Giambattista, Hannum, Hansen, Rosas, Vigo; Nays – N/A; Abstentions – N/A.</i>	<a href="#">Fall 2019 Monday Mtg Calendar (draft)</a>	Monday Meeting Calendar approved
6.	<b>Budget Update (standing item) – N/A</b>		
7.	<b>Accreditation (standing item) – N/A</b>		
8.	<b>Curriculum – N/A</b>		
9.	<b>Updates &amp; Announcements/Constituency Reports:</b> <ul style="list-style-type: none"> <li>President Kratochvil wished everyone a great summer, and thanked the group for their great work throughout the year. He also provided an updated on the VPBAS recruitment, noting that interviews had been conducted, reference checks were underway, and that he hoped an announcement would be forthcoming in the next week.</li> <li>Academic Senate: Louie Giambattista reported that the Academic Senate didn’t meet, due to the Chancellor Oakley visit at CCC.</li> <li>Classified Senate: Nicole Almassey shared that Classified Senate is very interested in the continuing discussion about committees, as they want to know which/how many reps they need to appoint for Fall semester. As a result of recent elections, the Senate has three outgoing officers, including SGC member Debbie Baskin. They will also have a new VP (Robert Delgado) and two new Council members (Cat Wood and Shelly Baird).</li> <li>Student Senate: no rep present.</li> <li>Management Team: Dave Vigo noted that the RAP allocations won’t go away if not spent by end of the year (funds will be set aside for spending year).</li> <li>Curriculum: Louie Giambattista stated that Curriculum is working toward implementing eLumen.</li> <li>Other: N/A</li> </ul>		
10.	<b>Community College Items of Interest: Legislation, Research &amp; Best Practices [no items]</b>		
11.	<b>Campus Communication: Actions &amp; Notable Items to Report from SGC – SEM Committee proposal and Monday Meeting Calendar approved</b>		
12.	<b>Adjournment – The SGC meeting adjourned at 3:41 p.m.</b>		