

LOS MEDANOS  
COLLEGE

**Shared Governance Council**

**MINUTES**

September 12, 2018

2:00 - 4:00 p.m., Room CO-420

MEMBERS PRESENT: Nicole Almassey, Deborah Baskin, Louie Giambattista, Susie Hansen, Bob Kratochvil, Morgan Lynn, Alex Porter, Carla Rosas, Priscilla Tatmon

OTHER ATTENDEES: Nancy Ybarra (presenter); Shelly Baird, Nikki Moultrie, Julie O'Brien, 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 all of the attendees to SGC's first meeting of 2018-19, and asked each of them to introduce themselves.		
3.	<b>Review</b> <ul style="list-style-type: none"> <li>• Agenda for September 12<sup>th</sup> President Kratochvil reviewed the agenda, which was unanimously approved by SGC. <i>MSC: Giambattista/Almassey.</i> <ul style="list-style-type: none"> <li>○ <i>Yeas – Almassey, Baskin, Giambattista, Hansen, Porter, Rosas; Nays – N/A; Abstentions – N/A.</i></li> </ul> </li> <li>• Minutes (draft) from May 9<sup>th</sup> The SGC members reviewed and approved the minutes from the meeting held on May 9, 2018. <i>MSC: Porter/Giambattista.</i> <ul style="list-style-type: none"> <li>○ <i>Yeas – Almassey, Baskin, Giambattista, Hansen, Porter, Rosas; Nays – N/A; Abstentions – N/A.</i></li> </ul> </li> </ul>		Agenda approved  Minutes approved
4.	<b>Old Business [N/A]</b>		
5.	<b>New Business</b>		
5a.	<b>Review of Shared Governance Materials</b> <ul style="list-style-type: none"> <li>• <b>SGC Position Paper</b> President Kratochvil provided a brief overview of the Position Paper, which was displayed on the screen and had been sent to the SGC members in advance of the meeting. He asked that they review and familiarize themselves with the document, as it guides SGC's work. He also recapped the thorough Position Paper revision process that SGC undertook several years ago, and referenced the Council members' prior discussions about clarifying definitions related to committees, task forces, etc. (page 7).</li> <li>• <b>Guidelines for Committees – Membership/Participation &amp; Operations</b> The "Guidelines for Committees" document, which SGC developed and approved last year, was also reviewed by the group. President Kratochvil noted that SGC is subject to the Brown Act, as are all of its subcommittees.</li> </ul>	<a href="#">Position Paper</a>  <a href="#">Guidelines for Committees</a>	
5b.	<b>Review of LMC Mission Statement</b> Because it was the first meeting of the year, President Kratochvil asked the group to review LMC's Mission Statement (displayed on the screen and provided in advance). He indicated that LMC will be reviewing it as part of the upcoming strategic planning efforts, and briefly recapped the process used for a college-wide review of the Mission several years ago.  During their discussion, the SGC members commented that: the Mission doesn't reflect the "Respect Campaign" principles; "lifelong learners" seems like an outdated concept that community colleges have moved away from; and the statement focuses only on learning within the institution, with no meaningful reference to preparing students for success in the workforce, community, and beyond. It was also noted that the last sentence of the Mission seems unnecessary/redundant (e.g. "Our mission is to support this mission").	<a href="#">LMC Mission, Vision &amp; Values Statements</a>	

	<p>5c. <b>Budget Update</b>  Vice President Porter distributed/reviewed a handout that provided a three-year comparison of the Adoption Budget (2016-17, 2017-18, 2018-19), pointing out several notable changes between the figures for 2017-18 and 2018-19. One example is the difference of approximately \$473K in Classified salaries, the result of increases resulting from the Local 1 agreement (effective July 1). VP Porter also reported that he received word today that the amount to be allocated for new, full-time faculty positions may increase. When asked how the District’s new <i>FT<sup>3</sup></i> initiative affects the fiscal outlook, he indicated that it hasn’t been factored into the budget model yet. President Kratochvil informed the group that, at its meeting tonight, the Governing Board will take action on the 4CD Adoption Budget.</p>	<p><a href="#">3-Year Comparative Adopted Budget Summary</a>   <a href="#">2018-19 4CD Adoption Budget</a></p>	
	<p>5d. <b>Resource Allocation Process</b>  Vice President Porter distributed a handout entitled “Annual Budget Allocation Schedule, which outlines a refined timeline and details for the RAP improvements (e.g. the “Parking Lot” of resource requests) that SGC approved last semester. He reminded the group that this process only applies to operational dollars (not categorical programs), with three categories: President’s Cabinet reviews/funds Program Maintenance requests; SGC reviews/recommends Program Improvement requests; and a newly-created discretionary fund (\$50K) for the Vice President of Instruction &amp; Student Services to address nominal requests from instructional and/or student services units. Full-time faculty positions are not included in RAP, as those are managed through the Box 2A process. VP Porter stated that, at this point, \$200K has been identified for Program Improvement allocations. To the extent possible, he suggests that SGC only make recommendations for one-time funding. He views his role as providing the necessary budget information to SGC (re: available funds) and keeping the process moving forward, but not dictating the rubric SGC uses to review requests and make recommendations. The “Parking Lot” currently includes resource requests identified via Program Review last year, but the campus community will be provided another opportunity to submit additional requests for consideration. VP Porter is working with Eloine Chapman to build a web-based form, similar to what is used for business card requests. It was noted that these streamlined improvements should make the process less onerous, and that it would be helpful to have a read-only feature that enables the entire campus community to view the “Parking Lot” (and avoid submitting duplicate requests). The SGC members approved the Annual Budget Allocation Schedule. <i>MSC: Almassey/Giambattista. Yeas – Almassey, Baskin, Giambattista, Hansen, Lynn, Porter, Rosas; Nays – N/A; Abstentions – N/A.</i></p> <p>President Kratochvil reminded SGC about a related item from their May meeting, during which he sought and received their approval to allocate approximately \$100K for several high-priority needs linked to accreditation, safety, and compliance. Although he appreciates their endorsement, he realized that the info provided at the time was not as thorough and in keeping with the usual practice, so he did not implement those approved allocations. In light of VP Porter’s review of the RAP timelines/categories, Dr. Kratochvil explained that he was bringing back those requests and seeking SGC’s input on whether to implement them as approved, or to hold off and review them as part of the upcoming RAP cycle. Louie Giambattista felt that, since the question/option was being posed to SGC, it would be best to adhere to the process by including the requests in the “Parking Lot” review. If it hadn’t been revisited, Professor Giambattista believed it was within the President’s purview to proceed with the approved allocations; since asked, however, the recommendation is to wait. President Kratochvil expressed his appreciation for SGC members’ feedback and engagement, and agreed to hold off on the allocations.</p>	<p><a href="#">Annual Budget Allocation Schedule</a></p>	<p>Schedule approved</p>
	<p>5e. <b>Comprehensive Program Review – Evaluation Report, Goal Report &amp; Assessment Report</b>  Nancy Ybarra presented three Comprehensive Program Review documents on behalf of Dr. Hsieh: Evaluation Report, Goal Report, and Assessment Report. She summarized the Committee’s evaluation of/reflection on the process: 1) feedback on the overall process was positive and indicated that it created opportunities for dialogue; 2) the process and template promoted dialogue within most departments and unit Deans, however some units didn’t initiate intra-department dialogue; 3) additional guidance/training for unit leads regarding the analysis and goal-setting sections may improve response quality; 4) Deans indicated the feedback and certification phase was time-consuming, particularly for units that did not utilize the data; 5) for the assessment section, there is still some confusion for programs with multiple certificates and degrees; 6) clearer and broader communication is needed to delineate the role of the Assessment Coordinator from the Program Review process; 7) Deans will meet with their unit leads in the next 2-3 years to develop, implement, and assess established goals; and 8) data sets for Student Services were minimal, making it difficult for those unit leads to use data for completing Program Review. The Planning Committee identified five ways to turn learning into action to improve the comprehensive process: 1) revise template questions to be more prescriptive and guided (e.g. on goal-setting/action steps/timeline, add section on innovation); 2) change “Program Review” to “Program Reflection &amp; Planning”; 3) structure the process as a program/unit-level strategic plan; 4) improve the technology and tracking of COORs, CSLOs, and PSLOs; and 5) review and possibly revise the PSLO assessment templates. President Kratochvil offered kudos to Senior Dean Hsieh, Dean Ybarra, Louie Giambattista, Beth Stone, and the other Planning Committee members for their work on this.</p>	<p><a href="#">Evaluation Report</a>   <a href="#">Goal Report</a>   <a href="#">Assessment Report</a>   <a href="#">“What We Learned from Comprehensive Program Review”</a>  (PPT summary)</p>	

6.	<b>Curriculum</b> [no items]		
7.	<b>Updates &amp; Announcements/Constituency Reports:</b> <ul style="list-style-type: none"> <li>• President Kratochvil referenced the budget/RAP items he discussed earlier (from the May 2018 meeting), and reminded the group that the Governing Board will be taking action on the Adoption Budget at its meeting this evening.</li> <li>• Academic Senate: Louie Giambattista shared that the Academic Senate had its first meeting on Monday, with many attendees, new members, and high energy. They spent time reviewing and discussing internal procedures, and made a few committee appointments.</li> <li>• Classified Senate: Nicole Almassey reported that Classified Senate also held its first meeting on Monday. They reviewed procedures, talked about 2018-19 fundraisers, and discussed the prospect of holding a joint meeting with LMCAS and Academic Senate. District colleagues are interested in LMC hosting 2019 JobLinks. The Senate is holding an Open House with Local 1 this Friday.</li> <li>• Management Team: Carla Rosas reminded everyone about the College Assembly on LMC Connect this coming Monday; they are planning to hold a similar session at the Brentwood Center in the coming weeks. A planning retreat was held on Friday for the Student Equity &amp; Achievement (SEA) Program – the merging of 3SP, Basic Skills, and Student Equity – and there will be further discussions.</li> <li>• Student Senate: no report. (LMCAS rep had to leave early)</li> <li>• Curriculum: Louie Giambattista reported that Curriculum held their first meeting of the semester and reviewed committee processes.</li> <li>• Other: Alex Porter provided a brief facilities update: external framing is being completed on the Student Union, and they have begun “skinning” the building (applying exterior materials); there will soon be a camera view available at the Brentwood Center site; and he expects to send out a campus-wide project update in about a month.</li> </ul>		
8.	<b>Community College Items of Interest: Legislation, Research &amp; Best Practices</b> [no items]		
9.	<b>Campus Communication: Actions &amp; Notable Items to Report from SGC</b> The SGC members will share information with their respective constituency groups about the additional details approved for RAP.		
10.	<b>Adjournment</b> The SGC meeting adjourned at 3:51 p.m. <i>MSC: Giambattista/Baskin.</i> <ul style="list-style-type: none"> <li>• <i>Yeas – Almassey, Baskin, Giambattista, Hansen, Lynn, Porter, Rosas; Nays – N/A; Abstentions – N/A.</i></li> </ul>		