

LOS MEDANOS  
COLLEGE

**Shared Governance Council**

**MINUTES**

October 14, 2015

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

MEMBERS PRESENT: Louie Giambattista, Bob Kratochvil, Linda Kohler, Demetria Lawrence, Ginny Richards, Carla Rosas; Cindy Goga (guest presenter); Jennifer Adams (support)

Item #	Topic/Activity	Handouts/ References	Action(s)
<b>STANDING ITEMS:</b>			
1.	<b>Public Comment</b> – Ginny Richards reminded the group about the “Fixed” film screening and dialogue scheduled for the next evening. The event is being co-sponsored by the DSPS, Athletics, and Drama departments.		
2.	<b>Welcome</b> President Kratochvil welcomed the meeting attendees, including Cindy Goga – Executive Director of District Foundation Services.		
3.	<b>Review</b> <ul style="list-style-type: none"> <li>• Agenda for October 14, 2015 President Kratochvil reviewed the agenda with the Council members. Ronke Olatunji was unable to attend the meeting, so the “Pilot Assessment of FY 2013-14 RAP Projects” item will be postponed until the next meeting. No action was taken, as there was no quorum.</li> <li>• Minutes (draft) from August 26 &amp; September 23 Copies of the August 26<sup>th</sup> and September 23<sup>rd</sup> draft minutes were distributed. Without a quorum present, action was postponed until the next SGC meeting.</li> </ul>		
4.	<b>Old Business</b> ( <i>review of carry-over topics from 2014-15</i> )		
4a.	<b>Budget/Resource Allocations</b> <ul style="list-style-type: none"> <li>○ <b>Resource Allocation Process (RAP) for FY 2015-16</b> No additional information to report at this time. The approval memo will be forthcoming, once all of the funding details are finalized.</li> <li>○ <b>Adoption Budget</b> Nothing to report.</li> </ul>	<a href="#">Phase I RAP Approvals for FY 2015-16</a>  <a href="#">2015-16 Adoption Budget</a>	
4b.	<b>Planning &amp; Effectiveness</b> <ul style="list-style-type: none"> <li>○ <b>Accreditation Follow-Up Report &amp; Visit</b> President Kratochvil passed around a printed copy of the final publication for the Accreditation Follow-Up Report, which has been approved by the Governing Board, sent to ACCJC, and sent to the two Visit Team members. The Visit will occur on November 4 &amp; 5, and the schedule is still being developed. Once finalized, the information will be shared with those involved and the campus community.</li> <li>○ <b>Pilot Assessment of FY 2013-14 RAP Projects</b> Item postponed until the next SGC meeting.</li> </ul>	<a href="#">ACCJC Notification Letter</a>  <a href="#">Follow-Up Report (FINAL DRAFT)</a>	
4d.	<b>The Year Ahead: Calendar &amp; Topics for 2015-16</b> <ul style="list-style-type: none"> <li>○ <b>Organizational Structure Assessment</b> President Kratochvil provided a recap of the presentation he shared at the last SGC meeting. The Council members provided feedback and discussed potential factors to consider, including: having a dedicated Brentwood Center manager reporting directly to the President; differences between administrative structure now and prior to 2012-13; scope/volume of responsibilities of Senior Dean of Planning &amp; Effectiveness position (i.e. too much for a single position?); having Senior Dean of Student Services report directly to the President, splitting the Vice President position, or giving more focus to Instruction; and understanding where/why plans, functions, operations, and responsibilities “live” within the organization. Overall, the group felt that a Planning &amp; Institutional Effectiveness position is still needed. It was suggested that the position’s original description and expectations be revisited to determine the extent to which goals were accomplished.</li> </ul>	<a href="#">Assessing LMC’s Organizational Structure</a>	

5.	<b>New Business</b>		
5a.	<b>District Foundation Services</b> <ul style="list-style-type: none"> <li>○ President Kratochvil introduced Cindy Goga, the new Executive Director of District Foundation Services. They provided some background on the District’s centralized approach for all three college Foundations. Ms. Goga expressed her excitement about working with/being at LMC, noting the energy and enthusiasm that she experienced at LMC’s All-College Meeting on Opening Day. She went on to review each of the pages/slides in her presentation, which outlined the new structure for District Foundation Services and its 2015-16 Work Plan: organizational structure and positions; recruitment of the Development Officer position(s) and extending the search; reporting structure and working relationships with the new department, Foundation Boards, and college administration; plans for a donor appreciation event at each college; changes to the process/oversight of scholarship checks, which will now be disbursed directly to students (following communication to all donors). Linda Kohler stated that she will discuss the new scholarship process with the Classified Senate, as it may impact their approach/parameters for the funds they raise for students.</li> </ul>	<a href="#">Overview and 2015-16 Work Plan</a>	
5b.	<b>Program Review</b> <ul style="list-style-type: none"> <li>○ Having temporarily assumed responsibility for the Planning function, with the P&amp;IE position vacant, President Kratochvil has had discussions at the Planning Committee and with the IT Department regarding Program Review, the PRST, beta-testing, and timelines. The Instructional Deans requested that the PRST deadline be moved up to December 18, which would provide them more time to review the Program Reviews in their respective areas and to provide feedback prior to submitting RAP proposals. When the suggestion was shared with the Department Chairs, some of whom voiced concerns about that timeline not providing enough time to complete Program Review. After further dialogue, there was agreement for 2015-16 to: establish the Program Review deadline for the end of January, with a “recommendation” that submission to the Deans by the end of December would be beneficial; and have RAP due to the Deans by February 14, then submitted to the Business Office by February 28. Next year, and going forward, the Program Review deadline will be December 18. President Kratochvil will be sending out a campus-wide message regarding the PRST launch and deadlines.</li> </ul>		
6.	<b>Updates &amp; Announcements/Constituency Reports:</b> <ul style="list-style-type: none"> <li>• President Kratochvil: Reported that the State Chancellor announced that he’ll be retiring in April. In response to questions, President Kratochvil stated that he will bring the Sub-Committee charges to SGC for review and the College will still be moving forward to “operationalize” the Strategic Plan (which has been slightly on hold with the P&amp;IE vacancy). Lastly, he encouraged everyone to complete the District-wide morale survey.</li> <li>• Academic Senate: Louis Giambattista reported that he was just appointed as the CTE representative for the Senate, so he is now a voting member of SGC. As such, he will now work to arrange for an SGC presentation to the Senate about the Position Paper. Mr. Giambattista shared that the last Senate meeting included a presentation from President Kratochvil about the organizational structure assessment, plans for the upcoming regional plenary session, work on review/revision of bylaws, and upcoming elections.</li> <li>• Associated Students: no representative present.</li> <li>• Classified Senate: Linda Kohler reported that President Kratochvil attended their last meeting to review the Accreditation Follow-Up Report. Janice Townsend and Tamara Green also attended to discuss “Equity in Action” and present the faculty handbook, as something similar will be developed for Classified Staff; there is a subsequent workshop scheduled for this Friday (10/23). The Senate also had a lengthy discussion about Professional Development and areas of focus for Classified Staff.</li> <li>• Curriculum Committee: Louis Giambattista reported that the Committee has several new members, including a student rep, and has been plugging away on course outlines.</li> </ul>		
7.	<b>Campus Communication: Actions &amp; Notable Items to Report from SGC</b> The SGC members identified several items to report out/share with their respective constituency groups: information about District Foundation Services; inviting people to provide org structure feedback to President Kratochvil; and forthcoming campus-wide communications from President Kratochvil regarding Program Review and RAP.		
8.	<b>Adjournment</b> The SGC meeting adjourned at 3:58 p.m.		