

LOS MEDANOS
COLLEGE

Shared Governance Council

MINUTES

December 10, 2014

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

MEMBERS PRESENT: L. Giambattista, S. Horton, B. Klipp (for D. Shelbourne), B. Kratochvil, L. Kohler, D. Lawrence, A. Olatunji, G. Richards, C. Rosas, T. Rust; J. Adams (presenter).

Item #	Topic/Activity	Handouts/ References	Action(s)
STANDING ITEMS:			
1.	Public Comment Gary Walker, LMCAS President, wanted to publicly thank and acknowledge Brianna Klipp, who will no longer be serving on Student Government.		
2.	Welcome President Kratochvil welcomed the Council members to the meeting.		
3.	Review <ul style="list-style-type: none"> • Agenda for December 10, 2014 The agenda was unanimously approved by SGC. <i>MSC: Rust/Richards.</i> Yeas – Klipp, Kohler, Richards, Rust; Nays – N/A; Abstentions – N/A. President Kratochvil explained that several items would be rearranged, as he had to leave early for the Governing Board meeting; Ronke Olatunji would facilitate the remainder of the meeting after his departure. • Minutes (draft) from October 22, 2014 and November 12, 2014 The October 22nd minutes were reviewed and approved by the Council members. <i>MSC: Rust/Kohler.</i> <ul style="list-style-type: none"> ○ Yeas – Klipp, Kohler, Richards, Rust; Nays – N/A; Abstentions – N/A. • The November 12th minutes were reviewed and approved by the Council members. <i>MSC: Rust/Kohler.</i> <ul style="list-style-type: none"> ○ Yeas – Klipp, Kohler, Richards, Rust; Nays – N/A; Abstentions – N/A. 		Agenda approved Minutes approved
4.	Old Business		
4a.	SGC Priorities & Sub-Committees <ul style="list-style-type: none"> • Sub-Committee Charges & Updates <ul style="list-style-type: none"> ○ Safety Committee – Proposed Charge for 2014-15 <ul style="list-style-type: none"> ○ Ronke Olatunji displayed the Safety Committee’s webpage, as the members are proposing that the current charges roll over to this year. The charges are: 1) To review and update campus emergency preparedness procedures including, but not limited to, building monitors and evacuation procedures; 2) To develop an emergency response protocol for managers including establishment of and training for an Emergency Operations Center; 3) To establish and provide training and a communications plan regarding various emergency response situations to all college personnel; and 4) To update evacuation signage and procedures, and administer a campus-wide evacuation drill (both at the Main Campus and at the Brentwood Campus). The Committee feels they have made progress, including evacuation drills at Pittsburg and Brentwood, but want to continue their work and focus; with occupancy of the Student Services Center, signage, procedures, and safety monitor assignments will need to be revisited. ○ Referencing concerns about the Math Building, Tue Rust asked that the Safety Committee consider including a charge to conduct proactive room-by-room and building-by-building safety checks. The Council discussed the idea, and several members felt that such a charge was beyond the scope of the Safety Committee, which is intended to focus on more “high-level” issues (e.g. cell phone reception in the College Complex). It was also suggested that addressing safety/maintenance issues falls under the responsibility for the Buildings & Grounds Department. However, because it had been put forward by an SGC member, Ms. Olatunji agreed to inform the Safety Committee of the suggested charge to “investigate and address safety issues on campus.” ○ The Council discussed the two recent safety incidents near the lake, campus protocols, and that such occurrences would fall under charge #3 for the Safety Committee. One SGC member expressed frustration at the dismissive response she received from Police Services following the first incident. Ronke Olatunji explained that the second incident was met with a more coordinated response, which was mostly initiated by direction from President Kratochvil. 	<u>Safety Committee website</u>	

	<ul style="list-style-type: none"> • Strategic Plan: 2014-2019 <ul style="list-style-type: none"> ○ President Kratochvil displayed the final version of the Strategic Plan, and reported that the document had already been approved by all three Senates. He acknowledged all of the contributions throughout the process, including those from the constituency groups, campus-wide, and by Kiran Kamath. Once endorsed by SGC, the Plan will go forward to the Governing Board. ○ The Strategic Plan was unanimously approved by SGC. <i>MSC: Lawrence/Horton.</i> <ul style="list-style-type: none"> ○ Yeas – Horton, Klipp, Kohler, Lawrence, Richards, Rust; Nays – N/A; Abstentions – N/A. • SGC Position Paper <ul style="list-style-type: none"> ○ President Kratochvil reminded SGC that an “under revision” version of the Position Paper had been sent to the SGC members, providing an opportunity for review and to confirm that the document reflects the discussions to date. Linda Kohler reported that she had shared a copy with the two prior Classified Senate representatives, as they participated in SGC’s dialogue last year. Carla Rosas felt that the proposed revisions captured the Council’s 2013-14 discussions. ○ The Council members engaged in a substantive discussion of the Position Paper. Tue Rust indicated that he had remaining questions, acknowledging that he didn’t have the benefit of SGC’s prior discussions; for example, he didn’t see information about how sub-committees and reporting relationships get established. Louie Giambattista suggested that Mr. Rust place the Position Paper on an upcoming Academic Senate agenda to get input. Ginny Richards recalled that, as part of its review/approval of the EEO Committee last year, the Council talked about what makes sense as SGC sub-committees, Brown Act implications, etc. . . . In response to a question from Mr. Rust, the Council expressed general consensus in support of the President serving as chair/facilitator. The SGC members also felt that their scope was broader than just the Master Plan, RAP, and Strategic Plan (as was suggested by Mr. Rust) and cited the reference to recommending/crafting policy changes on p. 5 of the Position Paper – noting that issues would work to/through the constituency groups. ○ The Position Paper will appear on the next SGC agenda so the members can have additional discussion – and, ideally, some degree of consensus – on the highlighted “up for debate” items (e.g. management voting) prior to sending it forward for Senate feedback. 	Strategic Planning Key Dates Strategic Plan: 2014-2019 2003 SGC Position Paper	
5.	New Business		
5a.	Draft Calendar of Standing Meetings – Spring 2015 <ul style="list-style-type: none"> • President Kratochvil asked Jennifer Adams to review a draft “Master Calendar,” which was based on prior SGC discussions. He also reported that the EEO Committee will begin meeting in January, with Ronke Olatunji and Ruth Goodin serving as co-chairs; he has asked the three Senate president’s to identify representatives. Tue Rust stated that the GE Committee may want to change the day and/or time of its meetings. The Council discussed the prospect of establishing a College Hour, and would like to have further dialogue at a future meeting. It was also suggested that the names of committee chairs be added to the Master Calendar, and that it could be worthwhile to create an electronic version in Outlook. • Overall, the SGC members felt that the calendar would be useful for the college community. Once finalized, it will be distributed electronically and posted online; in the meantime, the draft version will be included as a hyperlink with the meeting minutes. 	Draft Calendar of Standing Meetings	
6.	Updates & Announcements/Constituency Reports: <ul style="list-style-type: none"> • President Kratochvil: no report, as he had to leave early for the Governing Board meeting. • Academic Senate: Louie Giambattista and Tue Rust reported that the Senate approved the CSLO coordinator position, per President Kratochvil’s parameters. The Senate also discussed the budget presentation shared at the last SGC meeting, including elements related to faculty prioritization and hiring (i.e. Box 2A, restricted funds, non-tenure-track positions, handling “retro” approvals, the order of rankings, and sabbatical leave replacements). Mr. Giambattista and Mr. Rust stated that the District’s Uniform Employment Selection Guide is “silent” in some of these areas, and there isn’t a codified process for handling them. Mr. Giambattista noted that a long-tenured Senate member recalled a former LMC College President stating (but not documenting) that “retro” Box 2A approvals were not allowed – departments had to reapply each year. These discussions are going to be brought forward to the Faculty Senate Coordinating Council as a district-wide issue to determine if it should be handled at the District level or by each college. • Associated Students: LMCAS held its last meeting of Fall semester and is working on recruitment for the Spring. • Classified Senate: Linda Kohler stated that the Senate is reviewing 2013 survey results to identify focus areas and working on the Holiday Luncheon. • Curriculum Committee: no report. 		
7.	Campus Communication: Actions & Notable Items to Report from SGC The SGC members will review the Position Paper and proposed changes with their respective constituency groups.		
8.	Adjournment The SGC meeting adjourned at 3:40 p.m. <i>MSC: Rust/Kohler.</i>		