

LOS MEDANOS
COLLEGE

Shared Governance Council

MINUTES

December 14, 2016

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

MEMBERS PRESENT: Nicole Almassey, Israel Castro, Kasey Gardner, Louie Giambattista, Natalie Hannum, Bob Kratochvil, Jonah Nicholas, Carla Rosas, Grace Villegas.

OTHER ATTENDEES: Paula Gunder (presenter); Jennifer Adams (committee support).

Item #	Topic/Activity	Handouts/ References	Action(s)
STANDING ITEMS:			
1.	Public Comment – N/A		
2.	Welcome & Introductions President Kratochvil opened the meeting by welcoming everyone, including three student observers. All of the attendees introduced themselves.		
3.	Review <ul style="list-style-type: none"> ○ Agenda for December 14, 2016 The agenda was reviewed and approved by the Council members. <i>MSC: Giambattista/Castro.</i> <ul style="list-style-type: none"> ○ <i>Yeas – Almassey, Castro, Gardner, Giambattista, Hannum, Rosas, Villegas; Nays – N/A; Abstentions – N/A.</i> ○ Minutes (draft) from November 9th The minutes from the meeting held on November 9th, were reviewed and approved by SGC. <i>MSC: Hannum/Giambattista.</i> <ul style="list-style-type: none"> ○ <i>Yeas – Almassey, Castro, Giambattista, Hannum, Rosas, Villegas; Nays – N/A; Abstentions – Gardner.</i> 		Agenda approved Minutes approved
4.	Old Business		
4a.	2016-17: SGC “Year-at-a-Glance” <ul style="list-style-type: none"> • SGC Position Paper <ul style="list-style-type: none"> ○ No items to report/discuss. • Sub-Committee Charges & Reporting <ul style="list-style-type: none"> ○ EEO Committee Update & Charges <ul style="list-style-type: none"> ▪ President Kratochvil inquired about any follow-up since the last SGC meeting, as the Council recommended revisions to the charges proposed by the EEO Committee. At this time, there aren’t any updates to be provided by the Senates. 		
4b.	Budget & Resource Allocation <ul style="list-style-type: none"> • As a follow-up to SGC’s prior discussions, as well as dialogue he’s had with Academic Senate President Silvester Henderson, President Kratochvil wanted to provide additional budget information to the Council. Silvester and the Academic Senate have expressed an interest in receiving more budget info and/or having more involvement in budget/allocation decisions. President Kratochvil briefly recapped the types of information that has been previously and/or regularly communicated and made available, including: Governing Board documents and presentations, such as the Tentative Budget (each June) and the Adoption Budget (each September); Budget reports on 4CD website; Budget Forums, held every April at each site throughout the District; SGC presentations/agenda items; and College Assembly presentations. He distributed two handouts, including a District financial statement entitled “Fund 11: General Fund – Unrestricted” for LMC’s operating budget, and provided an explanation about the structural deficit and relatively negligible discretionary amounts available. After salaries and benefits and the “roll over” of department budgets, there is a very minimal amount available to be allocated for other purposes; as available, those funds are then routed through RAP. Jonah Nicholas added that the handouts, which outline LMC’s entire budget (approximately \$40 million) on a single sheet of paper, provides a very high-level overview. He reminded the group that department reps can access the InSite budget portal to view details of their respective budgets. 		

	<ul style="list-style-type: none"> • SGC had a lengthy, in-depth discussion about District/College budget information and procedures/processes, and well as constituency group involvement (e.g. “10+1”). President Kratochvil and Mr. Nicholas noted that, at the District level, involvement in the budget process happens at DGC via the Senates’ appointed representatives; at the campus level, it occurs at SGC via RAP. Mr. Nicholas also referenced District Business Procedure 18.01 (the Allocation Model), which outlines the budget process and was approved by the constituency groups. Louie Giambattista inquired about how decisions are made regarding the number of new faculty to be hired. President Kratochvil explained that the number of positions is based on the Business Office’s analysis of available funds; then the requesting/ranking/recommending disciplines happens through the Box 2A process. • Kasey Gardner suggested that it would be helpful to have further detail about certain budget areas (e.g. utilities, travel, etc…) and to conduct an analysis/comparison of line item spending at each of the colleges. Mr. Nicholas pointed out that, although it isn’t reflected in the summary handouts distributed today, that level of detail is available in the full budget document (on the District website); he added that, even though there could be some merit to such an examination, it may not necessarily be worthwhile to engage in the extensive efforts to analyze about \$175K (amount of LMC’s travel budget) out of the College’s \$40M budget. In turn, Mr. Gardner wondered about the amount of personnel hours invested in preparing RAP proposals when there are minimal funds available. President Kratochvil recognized the time/effort that people invest in submitting proposals, but noted that – at the launch of each cycle and in the “Phase I” memo – it is clearly communicated that available funds are limited; knowing that, department can chose not to request funds – they aren’t required to submit proposals. With regard to RAP, Mr. Gardner sees the College as having two options: 1) taking on transformational change to do something totally different; or 2) approaching the process with incremental change. Natalie Hannum offered her perspective, as she has experience as both a faculty member and manager. In the faculty/department role, you have the ability to participate in and inform the process (via Program Review, analyzing data/FTES, identifying student/programmatic needs, and submitting requests); however, all of that then rolls up into the organizational budget and larger financial picture. Mr. Giambattista expressed the Academic Senate’s sentiment that there seem to be only “crumbs” leftover and available for RAP, and they have an interest in finding out if there are other “crumbs” available. President Kratochvil, Mr. Nicholas, and Dean Hannum conveyed that, unfortunately, other such sources aren’t really available – aside from funds such as 3SP, SEP, grants, etc, which have very prescribed parameters. They also noted that it is important to understand the various external constraints and requirements impacting the budget (e.g. the faculty obligation number [FON], “50% law,” vacant dollars available, etc…). The Council members agreed that further discussion about RAP is probably needed at both SGC. 		
5b.	<p>Draft “Monday Meeting” Calendar – Spring 2017</p> <ul style="list-style-type: none"> ○ A revised draft of the calendar was displayed, with an explanation of the changes incorporated based on SGC’s last discussion. ○ The Council members unanimously approved the “Monday Meeting” dates for Spring 2017. <i>MSC: Hannum/Giambattista.</i> <ul style="list-style-type: none"> ○ <i>Yeas – Almassey, Castro, Gardner, Giambattista, Hannum, Rosas, Villegas; Nays – N/A; Abstentions – N/A.</i> 		Spring 2017 Monday Meeting Calendar approved
5.	New Business		
5a.	<p>New Instructional Program Proposal – ESL Non-Credit Certificates</p> <ul style="list-style-type: none"> ○ Paula Gunder presented and reviewed the ESL program proposal materials, which had been provided to SGC in advance. She also provided two more handouts: “LMC ESL Student Success Pathways,” which outlined multi-lingual English language learners’ needs, goals, and proficiency-based pathways; and “LMC English as a Second Language Curriculum Map.” Dr. Gunder explained that LMC’s non-credit is not the same as Adult Education (Adult Ed) non-credit, noting that the former is designed to prepare students to feed into the College’s credit program – it is not intended to compete with Adult Ed, but rather designed to serve students. ○ Dr. Gunder noted that the District Research environmental scan, based on demographics in LMC’s service area, identified a recommendation to grow the ESL program. In addition, Dr. Gunder conducted her own research of all 113 community colleges in California: only 3 don’t offer ESL; for those with ESL programs, the average offering is six levels below transfer. LMC offers four levels below transfer. Carla Rosas commented that it is great to see this information, as it will enable LMC to pursue non-credit 3SP funds. Natalie Hannum added that it’s wonderful to see that this approach is competency-based, as opposed to activity-based (like Adult Ed). President Kratochvil commended Dr. Gunder for all of her work. ○ SGC unanimously approved the new program proposal. <i>MSC: Hannum/Castro.</i> <ul style="list-style-type: none"> ○ <i>Yeas – Almassey, Castro, Gardner, Giambattista, Hannum, Rosas, Villegas; Nays – N/A; Abstentions – N/A.</i> 		Program proposal approved for ESL non-credit certificates

6.	Updates & Announcements/Constituency Reports <ul style="list-style-type: none"> • President Kratochvil congratulated Carla Rosas on her new role as Senior Academic/Student Services Manager for Student Success & Retention Programs. He reminded the group about the Governing Board meeting that evening; the agenda includes a special recognition for Jack Carhart, an informational item about sanctuary campuses, and the new Chancellor’s contract. • Academic Senate: Kasey Gardner reported that the Academic Senate approved Laurie Huffman as its new Vice President and, in turn, he will fill her seat on the Senate. • Associated Students: Israel Castro explained that LMCAS is continuing to work with local businesses on a discount program for students. LMCAS also sponsored free food and coffee giveaways to students (in preparation for finals). • Classified Senate: Nicole Almassey shared that, although the tally isn’t final, the Holiday Luncheon raised more than \$1,000 for student scholarships. The Senate also held its annual cookie exchange. President Kratochvil commended the Classified Senate for a great event. Grace Villegas reported that, at the last Classified Senate meeting, Jamila Stewart gave a thorough overview of the EEO Committee’s work to date, recent discussions, and proposed charges. • Curriculum Committee: Louie Giambattista reported that the Committee completed its work for the semester. • Management Team: N/A. • Other: N/A. 		
7.	Community College Items of Interest: Legislation, Research & Best Practices <ul style="list-style-type: none"> • No items to report. 		
8.	Campus Communication: Actions & Notable Items to Report from SGC <ul style="list-style-type: none"> • The SGC members will share with their constituency groups the information about approval of the ESL program proposal. 		
9.	Adjournment The SGC meeting adjourned at 3:55 p.m.		