

## **Shared Governance Council**

MINUTES

February 26, 2014 2:00 - 4:00 p.m., Room CO-420

ATTENDEES: Laurie Huffman, Kiran Kamath, Linda Kohler, Bob Kratochvil, Aderonke Olatunji, Ginny Richards, Carla Rosas, Grace Villegas

Item #	Topic/Activity	Handouts/References	Action(s) Taken
STAN	DING ITEMS:		
1.	<b>Public Comment</b> Kiran Kamath provided a brief update about LMC's strategic planning process. The first Retreat was held on February 24, and the session included great dialogue and engagement; the second Retreat is scheduled for next Monday, March 3, and about 35 community members have submitted RSVPs. The hope is that the February 24 <sup>th</sup> participants will also attend on March 3, as well as the final retreat on Friday, March 28.		
2.	<ul><li>Approve: Agenda for February 26, 2014</li><li>The Council reviewed and accepted the meeting agenda. <i>MSC: Huffman/Kohler</i>.</li><li>Review: Minutes from February 12, 2014</li></ul>		Agenda approved.
	The draft minutes were distributed and will be listed as an action item for the SGC meeting on March 12.		
3.	Old Business		
	<ul> <li>3a. SGC Priorities for 2013-14</li> <li>Review of SGC Position Paper (Section III)</li> <li>The Council members continued their review of the 2003 Position Paper, with the dialogue today focused on Section III. They examined and discussed the entire section, noting items that need to be updated, omitted, or added (i.e. referring to SGC as "Keeper of the Plan," clarifying SGC's role in strategic planning [in relation to the Planning Committee], compensation for student representatives, etc). The recommended changes will be tracked and incorporated into a draft of the revised document.</li> <li>The group had an in-depth discussion about voting rights for management reps on SGC. Ginny Richards stated that the Academic Senate feels managers should not be given votes on SGC. However, Linda Kohler reported that the Classified Senate has expressed support for enabling managers to vote; the Classified Senate's viewpoint is that management voting rights on SGC would promote transparency and accountability. Ms. Kohler also noted that the Classified Senate was interested in obtaining information about the nature of President's Cabinet and President's Council. During their discussion of SGC voting rights, the Classified Senate inquired about minutes/report-outs and the Brown Act status of both meetings. President Kratochvil explained that President's Cabinet and Council are just staff meetings for the management team, and therefore the Brown Act is not applicable.</li> </ul>	SGC Position Paper	
	<ul> <li>Committee Charges &amp; Updates         <ul> <li>Professional Development Advisory Committee (PDAC)</li> <li>SGC reviewed and approved the 2014-15 charges proposed by PDAC at the February 12<sup>th</sup> meeting. <i>MSC: Huffman/Richards.</i></li> </ul> </li> </ul>	PDAC Update PDAC 2013-15 Goals & Objectives	2014-15 PDAC Charges approved.

	<ul> <li>Standards &amp; Guidelines         <ul> <li>President Kratochvil reviewed the draft document originally presented at the last meeting, and recapped some of the related discussions that have occurred within SGC and Standard IV. He noted that it is important for committee and department webpages to be up-to-date with live/active links. The Council members made several suggestions for the guidelines and templates, including: adding a column that lists "Actions Taken" on the minutes; listing attendees (members and presenters only) by first and last name; identifying agenda items as "first read" or "second read." Once approved, the guidelines will be sent to all committee chairs; it will also be shared with department chairs, and likely distributed to the College community via campus-wide email.</li> <li>SGC approved the guidelines for committee operations and communication, as amended. <i>MSC: Richards/Villegas</i>.</li> </ul> </li> </ul>	Draft Committee Guidelines	Guidelines approved, as amended.
	<ul> <li>Equal Employment Opportunity (EEO) Committee</li> <li>President Kratochvil distributed copies of a proposed EEO Committee charge, which had been presented to SGC by the IDEA Committee (as part of a sub-committee update) on February 8, 2012. He shared that, in researching electronic files, the President's Office wasn't able to locate documentation for any official vote taken by SGC to establish EEO as a sub-committee. The chronology of events was also somewhat unclear, as IDEA's recommendation to SGC indicates that an EEO Committee had already begun meeting. In light of the confusion around any previous actions taken, President Kratochvil's recommendation is to go back to the last known presentation to SGC and proceed as appropriate.</li> <li>The Council members were asked to review the proposed EEO description and membership, consult their respective constituents for input, and then return to the next SGC meeting with any feedback.</li> </ul>	<u>IDEA Proposal for</u> <u>EEO Committee</u>	
3b.	<ul> <li>Accreditation – Standard IV</li> <li>As a follow-up to the last SGC meeting, the Council members were asked to provide any comments on the latest Standard IV draft, which had been shared in advance. Though no additional/specific feedback was offered, the group was asked to convey any further input electronically to the entire committee (using "reply to all" in response to the most recent email to SGC members). It was noted that any feedback should be shared sooner rather than later, and preferably before the next SGC meeting (on 3/12), as the 3<sup>rd</sup> draft deadline is March 14.</li> </ul>	<u>Standard IV Draft</u>	
4. New	Business [no items]		
5. Upd	<ul> <li>ates &amp; Announcements/Constituency Reports:</li> <li>President Kratochvil announced that a total of 88 RAP proposals had been submitted: 22 for Classified Staffing; 29 for Program Improvement &amp; Development; and 37 for Program Maintenance.</li> <li>Classified Senate: Linda Kohler stated that Richard Livingston gave a 30-minute presentation on bi-directional communication at their last meeting. She also reminded SGC that the Chili Cook-Off will be held on March 5.</li> <li>Academic Senate: Ginny Richards reported that the Senate hadn't met since the last SGC meeting.</li> <li>LMCAS: no representatives present.</li> <li>Curriculum Committee: Laurie Huffman reported that, the committee is upgrading the course outline of record COOR) process COOR for streamlining and to ensure compliance.</li> </ul>		
6. Can	<ul> <li><b>President Kratochvil will share the approved committee guidelines with committee chairs (and then the campus).</b></li> </ul>		