

LOS MEDANOS
COLLEGE

Shared Governance Council

MINUTES

March 25, 2015

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

MEMBERS PRESENT: Louie Giambattista, , Kiran Kamath, Bob Kratochvil, Linda Kohler, Ronke Olatunji, Ginny Richards, Tue Rust, Diona Shelbourne, Jamila Stewart

Item #	Topic/Activity	Handouts/ References	Action(s)
STANDING ITEMS:			
1.	Public Comment President Kratochvil noted that BethAnn Robertson will be recording minutes for today’s meeting. There will also be a reporter from The Experience in attendance and using a tape recorder for the duration of the meeting.		
2.	Welcome President Kratochvil welcomed the group, including a student observer from Milton Clarke’s class.		
3.	Review <ul style="list-style-type: none"> • Agenda for March 25, 2015 President Kratochvil reviewed the agenda, which was approved by SGC. <i>MSC: Lawrence/Kohler.</i> <ul style="list-style-type: none"> ○ <i>Yeas – Horton, Kohler, Lawrence, Richards, Rust, Shelbourne, Stewart; Nays – N/A; Abstentions – N/A.</i> • Minutes (draft) from March 11, 2015 The minutes from March 11 will be reviewed at the next meeting. 		Agenda approved
4.	Old Business		
4a.	SGC Priorities & Sub-Committees <ul style="list-style-type: none"> ○ SGC Position Paper <ul style="list-style-type: none"> ○ This item will be reviewed/discussed at the next meeting. 	2003 SGC Position Paper	
4b.	Resource Allocation Process (RAP) – Review of Proposals for FY 2015-16 <ul style="list-style-type: none"> ○ The Council members viewed presentations on RAP requests for Program Improvement and Permanent Classified Staffing: <ul style="list-style-type: none"> • <u>PI #1 (Biology Lab) Update Biosc 005 lab activities at Brentwood Center – Danielle Liubicich</u> This is a one-time request, a list of what equipment/materials being requested is attached as an Appendix (i.e. BP cuffs). Some of this equipment will help with the lab and instruction of the health aspect of Biology. Q- Was this previously requested with the STEM grant? A- Bio 5 is not covered under the STEM grant. • <u>PI #2 (STEM) Undergrad STEM Research Symposium – Danielle Liubicich</u> This is to continue pilot program. Q- Has this been grant funded but is no longer? A- The funding for the symposium was pieced with random funding. The group last year was smaller and the career panel proved to be successful. The funding last year was mainly for food however, this year we want the students to do posters so ½ of the requested funds would be used to print posters and other ½ would be for food & supplies. Q- Do we have some room to lower the food costs? A- Last year it was \$10/day/pp which included 2 coffee breaks and a lunch, we can lower it this year. C- It was commented that this symposium is great for the college and the students. • <u>PI #3 (STEM) Create awareness of STEM Transfer universities and careers – Nicole Trager</u> The funding requested would be for outside speakers and to do site visits (i.e. Dow) and develop mentorship connections. We would like to go to Silicon Valley (i.e. Google, Tesla, etc.) to get students out to see the larger companies in the field. The funds would be used for gas and food for these trips. Q- Can this be funded through the operating budget? A- The budget for the MESA and STEM is very small and would not be able to fund this request. We would like to start integrating this in the framework of LMC. Q- Is this on-going or one-time? A- It is on-going as the cohort is growing and the needs are growing. 	RAP Materials	

- PI #4 (STEM/Engineering) High School Outreach – Nicole Trager We would outreach to our feeder high schools specifically low-performing students to get in to engineering. The funding is for gas, food, banner and lifeguard rental for high school students to participate in a project called “Walk on Water”. They would build water shoes in a STEM based engineering competition and test their developed shoes in a pool.
Q- Would this be held at LMC and if so when? **A-** It would be held at LMC hopefully during late Spring, early Fall.
- PC #1 (Science Lab) Reinstate time previously furloughed to Science Lab Coordinator – Jancy Rickman Biology department is requesting to reinstate time that is furloughed to Science Lab Coordinator.
Q- How is the lab work being done now with the coordinator on furlough? **A-** The coordinator is working beyond her normal work day or things are not getting done. For example, microscopes not maintained can’t be used and the maintenance can’t be done during the semester as students are using them. The Lab Coordinator ends up working over but does not ask for it and that is just to manage the number of courses as we are going, that is not even including the handling of stuff that should take place during the pre and post semester time.
- PC #3 (Math) Math Administrative Support – Tue Rust The level of IT support is growing in the department and currently Math does not have the administrative support to serve as the liaison between IT and the Math department. The support would also be responsible for the creation and printing of the quizzes and boxes.
- PC #2 (Math Lab-Brentwood) Afternoon/Evening Math Lab Coordinator 50% – Matt Stricker There were 533 Math students served in Fall 2009, in Fall 2014 there was 1136 Math students. The current full-time coordinator serves on committees, order supplies, trains tutors and provides testing.
Q- Are there student tutors that can be used instead of the 50% coordinator? **A-** There is a separate RAP proposal for program maintenance to increase the student tutor budget and for student tutoring services to be offered in the classroom.
Q- With this proposal for 50% would you have 1 ½ or 2 people? **A-** It would be 1 ½. Right now math students in the afternoon/evening are not getting the same services from the Math lab and tutoring because there not enough people to open and staff the lab.
- PC #4 (Nursing) Restoration of Administrative Support (Rescind furloughs) – Colin McDowell This is to request the furloughs for the Nursing Senior Office Assistant be rescinded (11 mo. to 12 mo.)
- PC #5 (Nursing) Increase Funding for Academic Support – Colin McDowell
Q- What would happen if this position is not funded? **A-** If we didn’t have this position we could not do the labs. We have a really good simulation lab and it is often working but this position ensures the simulations are working and happen. It has been shown that the knowledge retention is higher from simulations. We are currently asking for it to be a classified position and not faculty. Even though they would be classified the position would also be part-time clinical faculty.
Q- What are the qualifications? **A-** To qualify they must have a BSN. In the past the department felt it should be a faculty position however, we are changing it and we currently have some interested candidates who meet the qualifications and are interested in it as a classified position.
- PI #5 (Marketing & Media Design) Program Management Software Service – Bob Kratochvil It is \$300/mo for the service and the Marketing department would like to try it for a period not longer than a year, with no long term commitment.
Q- Is this the same request as last year? **A-** No last years’ request was for the web broken links service. We need the funding to try the software.
Q- We need to inquire if we can trial the software for a short time for free or a lower fee.
- PC #6 (Office of College Advancement) Senior Administrative Assistant – Ruth Goodin There is someone currently in a lower level position however, we need to establish this position at a higher level to meet the needs. As there is some job duties that the lower level position can’t do. A Secretary is a 52 and the Administrative Assistant is a 56, which is a difference in cost of \$3,410.
Q- If this position is approved through RAP, would it have to go out as a rehire? **A-** The person currently in the lower level (Secretary position) would need to apply for the higher level.
Q- What happened with the reclassification? **A-** It was not reclassified because the policy at that time was if someone is getting paid for the reclassified position as an Out of Class Assignment, the position cannot be reclassified.
Q- Is it a possibility with the hay study that this could happen without needing the RAP now? **A-** Yes, but it is taking too long for the Hay Study to come out and be implemented. I (Ruth) am having to absorb some of the responsibilities from the current lower level position (Secretary) as there are certain things the Secretary position cannot do as it is out of her classification.
- PC #7 (Foundation) Senior Office Assistant – Ruth Goodin This is for a part-time Senior Office Assistant for the LMC Foundation.

- PC #8 (Office of Planning & Institutional Effectiveness) Administrative Assistant – Kiran Kamath This is to make this position a permanent position as it is currently only temporary. Funding of this request would not cost the College any additional monies as it is currently funded through the College.
Q- Was the intention to make this position permanent? **A-** Originally, time was of the essence with the Accreditation Report and Visit, Strategic Plan, etc. It was put in last year to become permanent and it was ranked but not funded. So it was submitted again this year.
- PC #9 (Office of Planning & Institutional Effectiveness) College Research Coordinator/Coach – Kiran Kamath
Q- The District is the one that created the position, is the DO in support of this? **A-** This position would serve as a communicator and we are interested in having someone who can interpret and help frame data questions. It is difficult to get Greg and/or any additional research personnel from DO to come to LMC and assist with interpretation and framing as they are responsible for all three Colleges and the District Office.
- PC #10 (Student Life) Increase Student Services Instructional Support Coordinator – Dave Belman Increase current position from 80% to 100%.
- PM #9 (Student Life) Enhance LMC Athletic Spirit Events – Carla Rosas/Dave Belman The request is for \$3,180 to improve equipment and supplies in the Concessions Stand for clubs to sell concessions at the growing attended athletic events.
Q- Are these moveable pieces of equipment? **A-** Yes, some are (i.e. popcorn machine) others are not and we currently have to shift equipment from place to place.
Q- Could the refrigerator come from Len (Appliance) as a donation? **A-** We will look in to that.
- PC #11 (Outreach) Restoration of Administrative Assistant to 1 FTE – Jorge Cea The Administrative Assistant is responsible for sending specific, colorful, interactive e-mails to high school and general students to inform them of what stage in the process they are in and what to do next.
Q- Can you collaborate with IT to make this part of WebAdvisor? **A-** District is looking into getting it on WebAdvisor however, it will be a long time before it is, if it can be.
- PC #12 (Admissions & Records) Hire A&R Assistant I – Robin Armour Restore staffing levels by hiring an A&R Assistant I. The graduation applications have tripled this spring and need all evaluators and Senior Assistants for graduations, phones and evaluations. We have 300-400 more degree & certificate applications this spring versus last spring.
- PM #6 (Athletics) – Gail Newman/Michelle Mack – Academic Support/Tutoring specifically for student athletes.
Q- What about the Math Tutoring Center or the CORE? **A-** During the season there is such a time crunch for the athletes it makes it difficult for them to make the tutoring set hours. This tutor(s) would be housed in the Mustang Room immediately before or after their football and/or basketball practice.
- PM #12 (Veterans Services) Veteran’s Resource Center – Gail Newman Need to create a place for our Veteran students to receive tutoring, meet with their counselor and Admissions, etc. We have roughly 300 veteran students. The old Admissions & Records “swing space” has been identified as a possible location for the center.
- PC #13 (Brentwood Center) Financial Aid Assistant I – Gail Newman This is an F.A. Assistant I for the Brentwood Center. It is also associated with responding to Recommendation #1 of the Accreditation Self-Evaluation Report.
Q- Do we currently not have any Student Services at Brentwood? **A-** We do have Admissions & Records Assistants and Counseling but, we do not have a dedicated Brentwood Financial Aid Assistant, we only have one for 5 hours/week currently.
- PC #26 (Disabled Students, Programs & Services) Note Taking Classified Support 50% – Ginny Richards/Jeffrey Benford This is for note-taking classified support, as we are going from 900 to 1000 DSP&S students.
Q- Would this be able to satisfy the need? **A-** It would help, a third of our budget is interpretive services. **Q-** Is there any other options, like live scribe pens for example? **A-** The note-taker support would oversee the note-taking student workers and would also provide trainings to them on the live scribe pens.
- PC #27 (Counseling) Counseling Classified Support 50% – Jeffrey Benford/Ginny Richards This is for an Office Assistant at 50%.
Q- You are asking for a 50% Notetaker and a 50% Office Assistant which together equals 1 FTE, is the department asking for 2 separate people? Can both positions be together at a .75 FTE **A-** No, we can’t have both positions together and equal .75 FTE. We are looking for two (2) separate individuals to fill both .50 FTE positions.

Q- The backup does not indicate floating, is there floating? Who are the reports? **A-** Yes and DSP&S, Counseling and EOP&S are all direct reports to Jeffrey Benford and as this individual would be as well.

- PM #44 has been pulled from the RAP Requests
- PM #7 (Library) Library Assistant Substitute Training – Teresa Ferguson/Camme Benzler This is to allow for a pool of Library Assistants (one to two) to be trained and to call upon when needed. Currently there is no support for Teresa if she is out.

Q- Why was this given the rating it was, will it have an effect on the hours? **A-** No, the Library is open 8:45a-10:00p, we have 68 hours that need to be covered and no substitutes available.

- PM #8 and PM #9 (Office of Instruction) Develop, Implement (#8) and Annual Support (#9) of the META Automated PR & Outcome Assessment Modules and Catalog Services – Kevin Horan (8&9 being presented together) Develop & Implement META Program Review (PR), Assessment and Catalog Services modules & increased cost for maintenance agreement.

Q- Did we know we were going to have to spend this money, if so why didn't we ask for it then? **A-** We have a certain price point and it is more costly to go item by item.

- PM #10 (Instruction) Technology Training & Development – Kevin Horan This is to create a budget for the Technology Training & Development.
- PM #11 (Distance Education) Distance Education Committee Chair Reassign Time – Kevin Horan This is an on-going request. There statewide and local meetings the Chair needs to attend, webinars he/she must take and other duties/responsibilities which Kevin is currently completing.

Q- Is this mentioned in Accreditation Report? **A-** It is not a recommendation however, it is an AIP.

- PM #32 (TLC) TLC Budget – Tue Rust Requesting on-going funding for the increase of the TLC Budget. The EXITO grant which is currently paying adjuncts for their work will be going away in October 2015.

Q- Is the Professional Development portion separated out? **A-** Yes.

- PC #16 (Music) Restoring Music Coordinator's position to full-time – Nancy Ybarra Requesting on-going funding to restore the Music Coordinator position to full-time.

- PM #13 (Art/Drama/Journalism) Art/Drama/Journalism Assistant – Ken Alexander/Nancy Ybarra

Q- Do you think part-time would be enough? **A-** We would give the hourly assistant the less intense, more mundane duties and give the higher level duties to the full-time coordinator.

- PM #23 (Art Gallery) Improve and expand the Art Gallery – Judi Pettite Would like to extend the hours of the Art Gallery. It would cost \$2300 to have the gallery open for 3 days, 6 hours each day. The gallery is one of the faces of LMC and is a community institution.

Q- Is this an ongoing request? **A-** Yes.

- PM #21 (Graphic Arts) Improve and expand the Advisory Board, partnerships & student mentoring – Curtis Corlew/Rebecca Talley This request is improve and expand the Graphic Arts Advisory Board which will lead to expanding partnerships and student mentoring with companies in the field. The request was for onetime funding last year, this year it is an ongoing request.

Q- Do you have data on how many students have internships, jobs or internships that converted to jobs? **A-** Do not yet have data. I do know some of our graduates are still at a university and I have only heard of 3 or 4 graduates that are employed in the field.

- PM #14 (Graphic Arts) Improve and sustain Graphics Classroom and Lab(s) – Eric Sanchez/Curtis Corlew The RAMs are currently running out on several computers, the hard drives are as well. We are asking for funding to purchase RAMs and hard drives for our Graphic Arts Lab/Classroom. We have found the most cost-effective way to restore our computers is this method.

Q- Was this considered for Perkins? **A-** Yes, it was but, the recommendation was to submit it for RAP. **Q-** Are you getting the RAMs and hard drives per computer? **A-** May not need the hard drives right now but will definitely need the tablet and the RAMs.

- PM #15 (Art Gallery) Increase Art Gallery Director stipend – Lucy Snow The stipend has not been raised in 10 years. This is an on-going request to increase the base of the budget so the Gallery Director stipend can be increased. This is about the position and what it brings to the community

- PM #16 (Tutoring Center) Instructional Assistant (Graduate Student Writing Consultations) – Sandra Mills/Nancy Ybarra This request is for ongoing funding to hire an Instructional Assistant for the Tutoring Center and would work with the Graduate Student Writing Consultations.

- PM #17 (Brentwood Center Tutoring) Tutoring for the Brentwood Center – Sandra Mills/Nancy Ybarra Increase tutoring services for the Brentwood Center.
Q- What tutoring do you currently have there and is there a space? A- Currently we only have a tutor for 6 hours/week for all non-math subjects and there is a space next to the Math Lab at Brentwood (Room 113).
- PC #14 (Tutoring Center) Tutor Program Assistant – Sandra Mills/Nancy Ybarra Received hourly funding last year for 30hrs/week, this request is to make it a permanent Classified position.
Q- What is the difference between the current hourly and the permanent? A- the difference amounts to the benefits that would have to be paid.
- PM #18 (Debate) Co-Director of Forensics Release Time – Kasey Gardner This is for additional release time for the Co-Director to assist with Debates (i.e. scheduling, travel arrangements, etc.)
Q- What would be the addition? A- It would be an addition of .30 annually (.15 each term)
- PC #15 (Dramatic Arts) Theater Staging Specialist – Nick Garcia Our current specialist is great at working with students and is highly organized unfortunately, the OOCA ends in May and we need to make it a permanent Classified position.
Q- How much extra is it to make them permanent? A- Right now they are hourly at 30 hours/week so the benefits would be the only additional funding.
Q- Are you asking for a 12 month position? A- Anywhere from 10-12 months would be great as long as its permanent. If it was approved for a 12 month position then we could do more events and create additional revenue in the summer and work on more partnerships in the city and high schools.
- PM #36 (Fire Academy) Fire Academy Part-Time Coordinator Position – Mike This position would need to be at both the Pittsburg campus and the Fire Academy site in Concord. The request is for ongoing funding every Fall.
Q- Could this position be a professional expert & not a classified hourly? A- They would have to be experts in Fire Science and Fire Marshal rules and regulations in their role.
Q- What if we hired an instructional assistant which is a very subject specific position (i.e. similar to Nursing) and may address the needs of the Fire Academy? A- We may look at re-classifying the role, will need to talk to Natalie.
- PM #37 (Fire Academy and EMS) Increase to base budget – Mike Grillo Due to new regulations and policies for accreditation we need an increase in the budget to hire faculty to complete evaluations. Q- Does it have to be faculty for evaluations or can it be a professional expert? A- The evaluators have to wear 2 hats (the college hat and the fire marshal hat) education and college experience. Mike and German are also approved by the state to evaluate. Yes, it could be a professional expert as long as they can be an educator and are approved by the Fire Marshal.
- PC #17 (Appliance Lab/Tool Room) Restore Daytime Tool room Lab Equipment Technician II – Len Price/Jason Dearman There is maintenance that must be done on the equipment and can't be done during the semester as it is being used by the students. Restoration of the hours that were previously furloughed ensures that the maintenance can be done during recesses and summer break.
A- Who is currently doing the maintenance? A- It is not being done. We have been able to "piece meal" it together somewhat since the cut to staffing. However, there is still a lot of equipment maintenance that needs to be done.
- PC #18 (Appliance Lab/Tool Room) Restore Night Time Shop Equipment Assistant Hours – Len Price/Jason Dearman This position was cut from a six hours position to a five hour position which has left an hour of no staffing for the tool room. During this hour there are students using the lab and requiring equipment, materials, etc. from the lab (shop) and no one is present. We are asking that the hours for this position be restored to a six hour position.
Q- What is the difference in dollars? A- The night-time position use to be a six hour position and it was cut to a five hour position, we are asking for the hour to be restored. So the difference would be the hour restored on regularly scheduled days.
- PC #19 (Computer Science) Reinstatement of Classified Staff to Pre-Furlough Level – Louie Giambattista Need assistant's furloughs rescinded so they are able to work during key points on and off semesters.
- PC #20 (EMS) Reinstatement Classified Position to 30 hours per week – German Sierra Reinstatement classified position to hours before (back to 30 hours/week from 20 hours/week).
Q/C- To clarify, this request is not to rescind a furlough or to restore hours. This position used to be 16 hours/week and it was increased to 20 hours/week some time ago. Therefore, the request is to increase the hours from 20 hours/week to 30 hours/week.

	<ul style="list-style-type: none"> • <u>PC #21 (Buildings & Grounds) Restore Building Maintenance Worker Position – Russ Holt</u> This position was cut during the budget crisis in 2009. With the addition over the last five years of square footage we are requesting the restoration of this position. Q- Besides the additional square footage, does the age of some of the buildings add to the burden? A- No, the older buildings are actually easier (i.e. key card pads for entry). • <u>PC #25 (Custodial Services) Restoration of Custodial Department Worker Position – Barry Edwards/Russ Holt</u> With the additional buildings and additional restrooms we need the restoration of this position. For the current Custodial Department Worker to clean all the bathrooms on campus they would only be allotted six minutes per entire bathroom to clean. • <u>PM #39, #40, #41 (Information Technology & Services) Adjust IT&S Staff to better meet college support needs (#39), training funding to IT&S staff (#40) and Adobe Creative Suite Annual Site License (#41) – Mike Becker</u> Need to provide hours and funding for training for the IT&S staff so they are properly equipped and updated on the most current hardware and software. The license would solve the issue of having to borrow someone else’s license in order to use the program. • <u>PC #23, #24 (Information Technology & Services) Media Services Technician I and Computer Network Technician – Mike Becker</u> We currently only have one Media Service Technician and have temporarily hired a part-time Media Services Technician. We need the permanent addition of this position in order to keep up with all the SMART rooms, events and maintenance of the equipment. We need a Computer Network Technician on campus to address all the network issues that arise. Q- Do we currently have someone who could do network stuff here? A- Currently we do not, there is someone at the District Office. We used to have someone here but when the network infrastructure upgrade came on each of the campuses donated their Network Technician positions to the District. • <u>PM #38 (Library) Library Vocational Studies – Kevin Horan</u> This request is for onetime funding to experiment with an electronic database resource. • <u>PM #43 (Professional Development) Nexus Program – Ruth Goodin/Kevin Horan</u> This request is for ongoing funding to continue the Nexus Program. Q- Who used to fund Nexus? A- Four years ago Nexus was restarted after a hiatus. Prior to that there used to be reassign time provided to new faculty for the first year of their employment. At that time it came out of the Office of Instruction budget. New faculty are provided three hours release time in which they do not teach and participate in Nexus. This will continue next year if it is approved. • <u>PM #42 (Professional Development) Professional Learning Facilitator – Ruth Goodin</u> This request is to provide reassign time for the position of Professional Learning Facilitator. Q- Is this for a 50% reassign time position? A- Yes. 		
5.	New Business [no items]		
6.	Updates & Announcements/Constituency Reports: <ul style="list-style-type: none"> • President Kratochvil: no report. • Academic Senate: no report. • Associated Students: no report. • Classified Senate: no report. • Curriculum Committee: no report. 		
7.	Campus Communication: Actions & Notable Items to Report from SGC – N/A		
8.	Adjournment		