

LOS MEDANOS  
COLLEGE

**Shared Governance Council**

**MINUTES**

September 23, 2015

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

MEMBERS PRESENT: Louie Giambattista, Natalie Hannum, Bob Kratochvil, Linda Kohler, Aderonke Olatunji, Ginny Richards, Carla Rosas

Item #	Topic/Activity	Handouts/ References	Action(s)
<b>STANDING ITEMS:</b>			
1.	<b>Public Comment – N/A</b>		
2.	<b>Welcome</b> President Kratochvil welcomed the meeting attendees, including six students observing from Professor Clarke’s class; introductions ensued.		
3.	<b>Review</b> <ul style="list-style-type: none"> <li>• Agenda for September 23, 2015 President Kratochvil reviewed the agenda with the Council members. No action was taken, as there was no quorum.</li> <li>• Minutes (draft) from May 13 &amp; August 26 Copies of the August 26<sup>th</sup> draft minutes were distributed. Without a quorum present, action was postponed until the next SGC meeting.</li> </ul>		
4.	<b>Old Business (review of carry-over topics from 2014-15)</b>		
4a.	<b>Budget/Resource Allocations</b> <ul style="list-style-type: none"> <li>○ <b>Resource Allocation Process (RAP) for FY 2015-16</b> President Kratochvil reminded SGC about the “Phase I” RAP memo and approvals. With the Adoption Budget now approved by the Governing Board, he has been provided with funding-level recommendations from Ronke Olatunji and expects to send out the “Phase II” memo in the next several weeks.</li> <li>○ <b>Adoption Budget</b> President Kratochvil provided an overview of the Adoption Budget and distributed a handout from the Governing Board packet, noting: stability funding and FTES; additional funds for hiring full-time faculty; and funding for deferred maintenance and instructional equipment.</li> </ul>	<a href="#">RAP Materials</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> The final draft of the Follow-Up Report, had a preliminary review by the Governing Board at its meeting on September 9<sup>th</sup>. The Report will then be an action item on the Board’s October 7<sup>th</sup> agenda, and subsequently sent to ACCJC. The members of the Visit Team have been identified, and there will be here November 4 &amp; 5 (likely one day at the District Office, and the other day at the College).</li> <li>○ <b>Pilot Assessment of FY 2013-14 RAP Projects</b> Ronke Olatunji and President Kratochvil provided an overview/recap of the need to “close the loop” for the Resource Allocation Process (RAP). Ms. Olatunji distributed blank copies of the RAP Assessment Form that had been completed by projects funded for 2013-14. She also handed out copies of the Evaluation &amp; Effectiveness Worksheet that is being used to review the Assessment Forms (President’s Cabinet has reviewed the Program Maintenance forms, and SGC will review the forms for Permanent Classified Staffing and Program Improvement). Natalie Hannum noted that, from the perspective of the Deans, it would be useful to see the assessment process move toward having a strategic tool that can be used to provide constructive feedback to faculty about their programs (e.g. when a department requests additional funds, being able to work with them to identify innovative ways to use their existing dollars more effectively).</li> </ul>	<a href="#">ACCJC Notification Letter</a>	

	<p>4c. <b>Shared Governance, Bi-Directional Communication &amp; Campus Engagement</b></p> <ul style="list-style-type: none"> <li>○ <b>SGC Position Paper</b> Jennifer Adams brought printed copies of the revised Position Paper, but realized that it was not the final version. The correct document will be distributed at a future meeting. President Kratochvil reminded the new Council members that SGC had conducted a thorough review of the original 2003 Position Paper, ultimately approving the revised document at the end of Spring 2015.</li> </ul>	<p><a href="#">2003 SGC Position Paper</a> <a href="#">SGC Position Paper ("clean copy")</a></p>	
	<p>4d. <b>The Year Ahead: Calendar &amp; Topics for 2015-16</b></p> <ul style="list-style-type: none"> <li>○ <b>Organizational Assessment</b> President Kratochvil provided a recap of the organizational structure/assessment presentation at the last College Assembly. Linda Kohler stated that the Classified Senate has discussed this at their last two meetings, but they would also like to review the job description for the PIE position (Senior Dean of Planning &amp; Institutional Effectiveness). She shared that some people thought the position would have a heavier research element/focus, and wondered if there could be an opportunity to save resources by adjusting/lowering the position level. President Kratochvil reminded the group that the position was intended to serve as the “liaison” for research, since that function is centralized at the District Office.</li> </ul> <p>Several SGC members suggested that, beyond the standard org chart, it would be helpful to see/know the functional responsibilities associated with each of the management positions (rather than just titles). It was also noted that it is important to have a year-round Accreditation Liaison Officer (ALO) function, not just as we ramp up for institutional reports and visits; this position could also have more of a role in/connection to shared governance (e.g. to “corral” evidence, streamline committee practices/efficiencies, “crosswalk” ACCJC Standards/AIPs, etc...) – working as our “Chief Consistency Officer.”</p>		
<p><b>5. New Business</b></p>			
	<p>5a. <b>Friday Afternoon Meeting Schedule</b></p> <ul style="list-style-type: none"> <li>○ Linda Kohler shared that the Classified Senate has a 1992 document – an agreement between the Senate and administration – noting that Friday afternoons (every Friday from 3:00 p.m. to 5:00 p.m., except during the first two weeks of the semester) were to be designated/“protected” for Classified needs: either for Senate meetings or as a time to process paperwork and catch up. Lately, it seems that more and more activities are being planned on Friday afternoons, thus presenting a challenge for Classified Senate meeting attendance, staff participation, and/or completing work tasks. President Kratochvil appreciated that Ms. Kohler brought forward this concern, as he was not aware that such a document/agreement existed. He asked if a copy could be provided, and said that he would be mindful about scheduling activities during that timeslot. He added that, for some activities that have been scheduled on Friday afternoons, he believed the intent was to select that time so that more Classified would be able to participate.</li> </ul>		
	<p>5b. <b>District Foundation Services</b></p> <ul style="list-style-type: none"> <li>○ Cindy Goga, the new Executive Director of District Foundation Services, encountered a scheduling conflict as is unable to attend the meeting today. Her presentation will be rescheduled for the next SGC meeting.</li> </ul>		
	<p><b>6. Updates &amp; Announcements/Constituency Reports:</b></p> <ul style="list-style-type: none"> <li>• President Kratochvil: provided information about a recent visit from Noel Levitz, a consulting firm that met with various groups on campus regarding enrollment management and recruiting. They have met with all three colleges and have provided some recommendations on areas for improvement (e.g. website navigation).</li> <li>• Academic Senate: no report.</li> <li>• Associated Students: no representative present.</li> <li>• Classified Senate: Linda Kohler reported that Carla Rosas and Gail Newman attended their last meeting and provided info about 3SP. Prior to that, the Senate had an organizational meeting to fill committee slots and discuss events/fundraising activities.</li> <li>• Curriculum Committee: Louie Giambattista reported that they had their first meeting with a quorum last Wednesday. The voting members are all new to the Committee, so they held a training session prior to the regular meeting.</li> </ul>		
	<p><b>7. Campus Communication: Actions &amp; Notable Items to Report from SGC – N/A</b></p>		
	<p><b>8. Adjournment</b> The SGC meeting adjourned at 4:00 p.m.</p>		