

2019-2020

Participatory Governance System Digest

Published by the Office of Planning, Research, and Institutional Effectiveness

COLLEGE OF

MARIN

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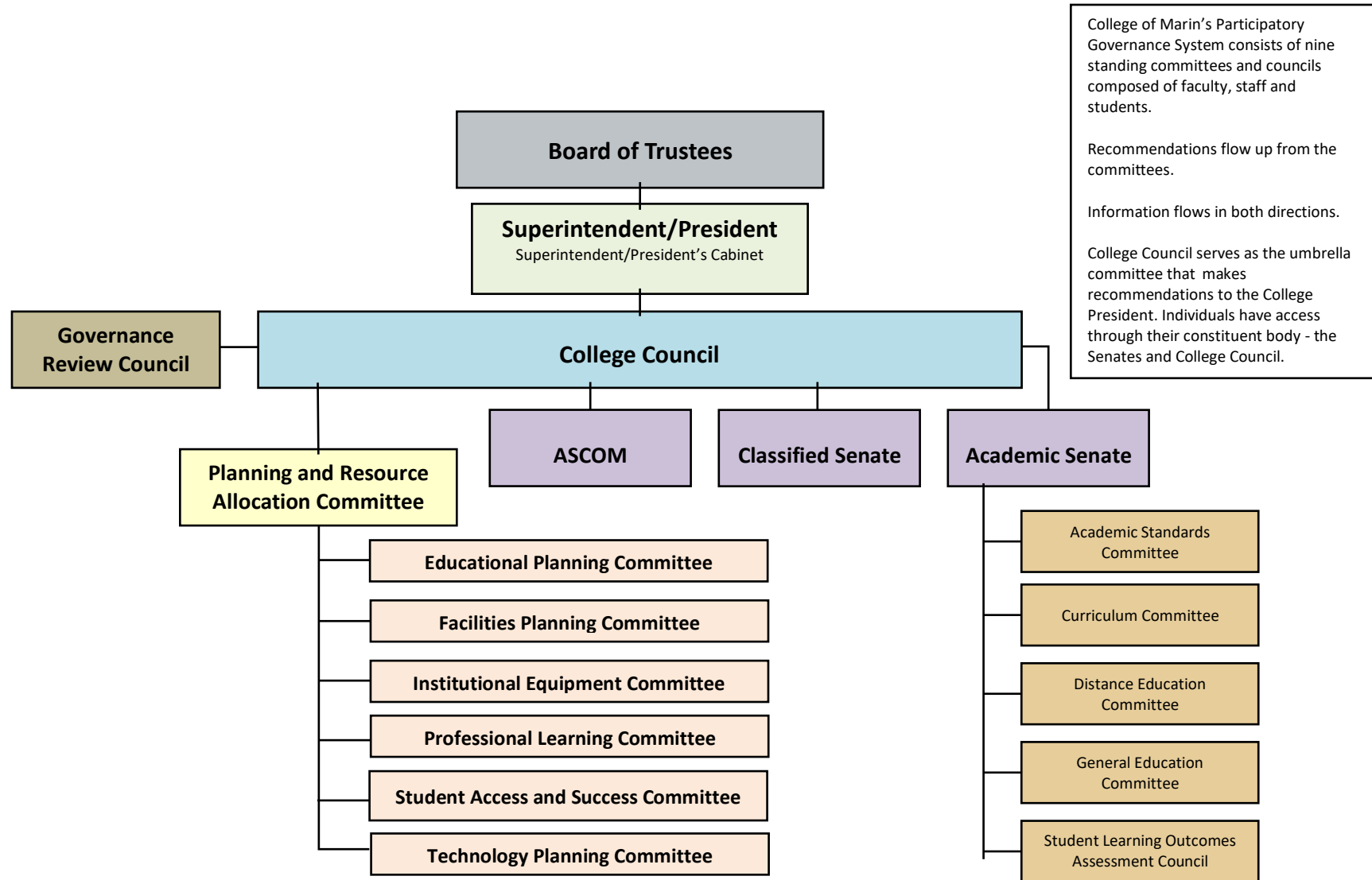
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Participatory Governance System Organizational Chart



College of Marin's Participatory Governance System consists of nine standing committees and councils composed of faculty, staff and students.

Recommendations flow up from the committees.

Information flows in both directions.

College Council serves as the umbrella committee that makes recommendations to the College President. Individuals have access through their constituent body - the Senates and College Council.

2019-2020 Governance Digest: *Governance in Action*

The Participatory Governance System (PGS) Governance Digest, published by the Office of Planning, Research, and Institutional Effectiveness, provides information about the College's participatory governance committees. Using a summary provided by each committee, this issue documents 2018-2019 governance committee activities and recommendations, as well as resulting actions taken and committee updates.

See the [Participatory Governance Web Page](#) for more information about the College's Participatory Governance System including the PGS Plan and links to each participatory governance committee's web page. PGS committee web pages include the committee's charge and responsibilities, membership list, meeting schedule, committee agendas and minutes.

College Council (CC)

Chair: Superintendent/President David Wain Coon (*Designated by position*)

Primary Charge: College Council serves as an advisory group to the Superintendent/President for Board Policies and Administrative Procedures and College goals, plans and priorities. The College Council also acts as a two-way communication vehicle for recommendations and proposals that come through the participatory governance system and serves as a clearinghouse for information.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none"> • College Council met 9 times during the 2019-20 academic year. • Received ACCJC follow-up report • Employee Housing Discussion • Educational Master Plan (EMP) Final Plan Approval • Strategic Planning • Public Safety Power Shutdowns • Discussion Discontinuance Policy for Obsolete Governance Committees • Wireless Services and Access • College Hour Updates • Student Equity Plan Progress Report • Capital Projects Updates • Portable Village & Move Updates • LRC/SS Moves • LRC Design • LRC Abatement and Demolition Updates • Reprographics Move Update • Board Policy/Procedure Review Reviewed/Approved Board Policies/Procedures (as noted) • Reviewed Board of Trustee meeting agendas 	<ul style="list-style-type: none"> • At the initial meeting, new members were introduced and the committee charge and responsibilities were reviewed. • Throughout the academic year the Committee received and reviewed information from the Superintendent/President, upper management and the college community related to college plans, activities, programs and initiatives. The committee provided input and recommendations to staff and the President. • The committee facilitated sharing of materials and information with constituent groups and provided related feedback and recommendations to the President and College Council. • The committee approved the final Educational Master Plan in conjunction with methods of measuring Strategic Planning progress towards goals. • The committee was updated throughout the year on design, outreach for the new LRC, including planning and timeline information and progress updates and feedback on Environmental Impact Report.

<ul style="list-style-type: none"> • COVID-19 Safety Measures and Campus Closure • COVID-19 Remote Work and Economic Impacts <p>Received regular updates from:</p> <ul style="list-style-type: none"> • Classified Senate • Academic Senate • ASCOM • ESCOM 	<ul style="list-style-type: none"> • Discussion related to Public Safety Power Shutdowns, during fire season, and cell tower power issues related to communications and impact on faculty instruction, student access, and staff work. • Measures related to COVID-19 health and safety, campus closure, remote instruction, training for faculty, student accessibility issues and remote work protocols. Discussion included equity, food and housing insecurity, as well as accessibility obstacles related to student needs for technology devices, WiFi, and hot spots. • The committee reviewed and approved the following Board Policies and Administrative Procedures during the 2019-2020 Academic Year. <ul style="list-style-type: none"> • AP 4250 Probation (10 + 1) • AP 4255 Dismissal (10 + 1) • AP 4105 Distance Education (10 + 1) • AP 7400 Travel
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Governance Review Council (GRC)

Chair: Sarah McKinnon

Primary Charge: The Governance Review Council will monitor and evaluate the governance process to ensure that: The system’s processes are open and transparent; Governance committees adhere to the guidelines on the Participatory Governance System Plan; Committees fulfill their charges effectively; Committee members regularly communicate with their constituent group; Recommendations are consistent with the mission of the college, The College actively maintains its participatory governance system.

<ul style="list-style-type: none"> • Members held four meetings during the 2018-2019 academic year – all meetings took place in spring 2019 • Approved addition of GRIT: Guidance, Resources, Integration, and Transformation Committee and its stated charge to the Participatory Governance structure • Questions were raised regarding document sent to campus community mentioning PRAC in regard to specific proposed staff layoffs • Reviewed Participatory Governance websites to identify anomalies with the Participatory Governance System Manual, identifying and tracking changes made by governance committees in the time since the PGS Manual was written in order to update and reconcile • GRC asked for update on Program Review process, governance and current budgeting decisions 	<ul style="list-style-type: none"> • GRIT Committee replaces SASC: Student Access and Success Committee • VP of Student Learning & Success addressed concerns stating PRAC did not have a role in creating the document or specific proposed staff layoffs • Differences between Participatory Governance websites and the Participatory Governance System Manual were identified and reconciled • GRC chair will work with COM Web Designer to update websites, and will also draft a revised PGS Plan for GRC review in fall 2020 • WASC accreditation style sheet used as standard on questions of style • VP of Student Learning & Success offered a detailed written update on revised Program Review process and answered questions on governance and current budgeting decisions
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Planning and Resource Allocation Committee (PRAC)

Chair: Jonathan Eldridge/Meg Pasquel

Primary Charge: Institutional Planning and Resource Allocation Recommendations

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none"> • Review 3-year budget reduction plan • Review mid-year institutional budget projections • Recommend revenue assumptions for next fiscal year • Reaffirm guiding principles to use for future budget discussions given financial implications of pandemic • Discuss planning issues related to Fall 2020 given implications of pandemic 	<ul style="list-style-type: none"> • Affirmed on-target status for budget reduction plan • Reaffirmed guiding principles for budget reductions • Deferred presentations on personnel and program need projections to Fall 2020

Educational Planning Committee (EPC)

Chair: Cara Kreit

Primary Charge: The Educational Planning Committee operates as a subcommittee of the Planning and Resource Allocation Committee and is responsible for coordinating and setting goals for planning broad educational endeavors at the College. Planning for specific programs and disciplines should continue to be developed at the departmental level, pursuant to the broad parameters of the Educational Master Plan. The Committee will utilize the resources and expertise of the Offices of Student Learning, Student Services and Planning, Research and Institutional Effectiveness (PRIE).

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none"> • Completed the college-wide feedback process for the Strategic Plan 2019-2022, including outreach to Senates, Board, ASCOM, and college-wide for feedback. Reviewed feedback and recommended updates to focus areas. • Completed review of performance indicators for the Education Master Plan • Organized and completed the annual review of the 6-year goals for the Ed Master Plan <ul style="list-style-type: none"> ○ Organized schedule of reporting Dec-May ○ Gave recommendations for reporting forms and EMP tracking tool to be built ○ Began Champion presentation process Dec-Mar ○ Determined next steps for annual review completion during COVID-19 disruptions ○ Reviewed written progress reports to complete the annual review cycle 	<ul style="list-style-type: none"> • Ed Master Plan 2019-2025 and Strategic Plan 2019-2022 were approved by the Board in October of 2020. • Year 1 annual review process for the Ed Master Plan completed in May 2020. • Quarterly reports of Ed Master Plan progress completed in Feb and June of 2020 and presented to the Board of Trustees.

Facilities Planning Committee (FPC)

Chair: Klaus Christiansen

Primary Charge: The Facilities Planning Committee operates as a subcommittee of the Planning and Resource Allocation Committee (PRAC) to ensure faculty, staff and student involvement in the planning, design, construction, upkeep and use of College-owned facilities to foster student success.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none"> • Facilitates related discussions with questions/concerns from faculty, staff and student members • Bond, construction and Facilities updates • Review the Charge. • Ask Chief to present what the Campus Safety Committee is working on. • Map the update for the Facilities Master Plan. Due in December 2020. The full plan update is due in 2021. • Landscape Master Plan: review the BOT presentation when it is presented. • Meet with Technology Committee. • Program Review, if applicable, next year. 	<p>Other roles for the FPC could include working on the New Facilities Master Plan, the Landscape Master Plan and the Campus Safety Plan.</p> <p>It was mentioned that Dr. Coon has designated College Council as the group to represent for the LRC programming</p>

Instructional Equipment Committee (IEC)

Chair: Jonathan Eldridge

Primary Charge: Review and recommend equipment requests

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none">• Reviewed requests related to Pomo studio and makerspace• Discussed deferral of presentations to Fall 2020	<ul style="list-style-type: none">• Approved requests• Deferred presentations to Fall 2020

Guidance, Resources, Integration, and Transformation Committee (GRIT)

Chair: Tonya Hersch

Primary Charge:

The Guidance, Resources, Integration, and Transformation (GRIT) Committee operates in collaboration with PRAC and the Academic Senate to support College of Marin's commitment to providing equitable opportunities and fostering success for all members of our diverse community. GRIT reviews institutional plans, program reviews, and data to ensure that equity and access are embedded in all plans and programs and that resources and efforts support overall student success, including credit and noncredit ESL and basic skills.

Specific responsibilities include:

Convene responsible parties working on the goals as outlined in the most recent Integration Plan to ensure alignment of efforts and the sharing of data and resources.

Review internal and external research and promising practices relating to equity with regard to access, retention, success, and completion.

Provide progress reports in accordance with the Chancellor's Office guidelines to local and statewide stakeholders.

Identify, promote, and disseminate information on exemplary programs and effective practices in serving academically underprepared and historically underrepresented community college students.

Support faculty and staff professional development and innovative instructional strategies aligned with the Integration Plan.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS / UPDATES
<ul style="list-style-type: none"> • GRIT members met 11 times during 2019-2020 • Invited programs that receive SEA funds to present at committee meetings to explain how the programs are using the funds and supporting students <ul style="list-style-type: none"> ○ SAS: Stormy Miller ○ Equity: Tea Perales ○ COMPASS: Nigel Haikins & Anna Pilloton ○ Summer Bridge: Julian Solis & Anna Pilloton ○ Tutoring and Learning Center: Oksana Pensabene 	<ul style="list-style-type: none"> • The Committee organized and facilitated the following discussions to ensure accountability and oversight for the implementation of the 2019 Student Equity Plan: <ul style="list-style-type: none"> ○ 2/26/2020: Completion of Transfer level Math & English: Educational Success, Outreach, English, Math, Academic departments, Tutoring & Learning, PRIE, Student Activities & Advocacy, Professional Learning, SAS ○ 3/11/2020: Retaining Students/Academic Probation Support: Educational Success, Counseling, EOPS, Student

<ul style="list-style-type: none"> • Created a process to ensure accountability and oversight for the implementation of the 2019 Student Equity Plan • Identified offices, departments, and programs to support the activities within the 2019 Student Equity Plan 	<p>Activities & Advocacy, IT, SAS, Enrollments Services, Student Services, Deans/Directors (Jonathan)</p> <ul style="list-style-type: none"> ○ 3/25/2020: Retaining students and transfer support: Transfer, Learning communities, EOPS, Counseling, SAS, Student Activities & Advocacy ○ 4/8/2020: Transfer & Attainment: Transfer, Career, Advancement, Counseling, Outreach ○ 4/22/2020: Increased Services: Enrollment Services, Health Services Counseling, Bookstore Student Activities & Advocacy, SAS ○ 5/13/2020: Welcome & Enrollment Processes: Enrollment Services, Counseling, Outreach
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Technology Planning Committee (TPC)

Co-Chairs: Grace Mengqi Yuan and Paul Cheney

Primary Charge: To provide guidance for major technological decisions that affect and influence the instruction and administration of the College.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS / UPDATES
<p>This year we are exclusively focused on creating a Technology Plan (TP) for the College.</p> <ul style="list-style-type: none"> • Proposed to PRAC co-chairs a TP in terms of its format, length, process for completion, and timeline • Created four sub-committees to divide up the work of making recommendations for the TP • Reviewing the IT Operations Plan for ideas for the TP • Interviewing students, staff, faculty and administrators for input for the TP • Discussing among ourselves the process for reaching agreement about the TP • Considering recommendations within sub-committees • Responding to the recommendations of other sub-committees' proposed recommendations 	<ul style="list-style-type: none"> • We have tentative recommendations for all areas of the TP and have an agreed upon process for creating a TP • We are collegially discussing differences of opinion and trying to reach consensus on recommendations • We had planned to finish our TP by May, but given the pressures and constraints brought about by COVID-19, our new goal is to finish by December. <p>New timeline:</p> <ul style="list-style-type: none"> ○ September – Finalize rough draft and submit to PRAC and college for feedback ○ October – Receive feedback from college, PRAC, and IT Dept. ○ November – Revise and submit final draft ○ December – PRAC approves TP and it widely disseminated ○ 2021 – TPC pivots towards supporting implementation of TP

Professional Learning Committee (PLC)

Chair: Cara Kreit

Primary Charge: The Professional Learning Committee operates as a subcommittee of the Planning and Resource Allocation Committee. The PLC is responsible for overseeing professional learning planning, programs and evaluation in support of the College Mission, institutional plans and initiatives, accreditation and legal requirements. The committee will utilize the resources and expertise of the Planning, Research and Institutional Effectiveness Department, Human Resources, Campus Police and other departments as appropriate..

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none"> • Met twice per month from August 2019 to May 2020 • Planned Flex Week, Classified PL Day in Nov 2019 and Classified PL Month in June 2020 <ul style="list-style-type: none"> ○ Reviewed PL survey, Ed Master Plan, faculty and classified leadership and feedback from prior years to determine the theme for the event ○ Put out a call out for proposals ○ Reviewed proposals as a committee using a rubric to determine sessions and reached out to presenters for updates ○ Put on the Flex Week and Classified PL events ○ Evaluated the events • Planned Staff Appreciation luncheon as a webinar • Provided support for increased ProLearning use 	<ul style="list-style-type: none"> • Flex Week in August 2019: <i>Transforming the Student Experience by Expanding the Equity Toolkit</i>. Included Joe Feldmen’s Grading for Equity presentation, Dr. Cesar Cruz keynote, Student Success Series workshops and Equity Series workshops. • Flex Week in January 2020: <i>Expanding and Reflecting on Our Equity Toolbox of High Impact Practices</i>. Included Grading for Equity series to reflect on practices, Student Leader Panel on student success strategies, and Project Based Learning series. • 2019 Fall Classified Staff Professional Learning Day: <i>Inspiring Ourselves to Uplift Our Students</i>. Including keynote Brandi Howard from the Peralta Colleges, tech skills trainings, and UMOJA-sponsored sessions. • 2020 Spring Classified Professional Learning Month: <i>Cultivating Empathy, Care, and Connection</i>. First time as a month (all virtual) rather than a spring day. Wellness sessions, tech skills, and Classified Senate-sponsored activities. • Staff Appreciation luncheon held as a webinar • Number of faculty successfully inputting hours in ProLearning increased

2019 – 2020 Governance Committee Members List

College Council

Chair, Non-Voting

David Wain Coon

Faculty Members

Meg Pasquel

Becky Brown

Karen Robinson

Classified Professionals

Kim Foulger

Maridel Barr

Monica Applegate

Ex-Officio for CSEA

Keli Gaffney, CSEA President

Students

Hellen Sigaran

Luanne Mullen

Fernando Sanchez Lopez

Managers

Jonathan Eldridge

Greg Nelson

Mia Robertshaw

Staff Resources

President's Cabinet, Isidro Farias

Staff Support

Micol Benet

Governance Review Council (GRC)

Faculty

Sara McKinnon

Steve Carrera

Classified Professionals

Jon Gudmundsson

Students

Vacant

Vacant

Managers

David Snyder,

Angela Olmanson

Staff Resources

Vacant

Planning and Resource Allocation Committee (PRAC)

Co-Chairs

Jonathan Eldridge

Meg Pasquel

Faculty Members

Becky Brown

Patricia France

Sarah Frye

Colleen Mihal

Lisa Morse

Kristen Perrone

Classified Professionals

Nigel Haikins

Monica Rudolph

Students

Lia Lara

Vacant

Managers

Jon Horinek

Greg Nelson

Staff Resources

Patrick Ekoue-totou

Peggy Isozaki

Cari Torres

Rhonda Jones

Educational Planning Committee (EPC)

Faculty

Gina Cullen

David Everitt

Holley Shafer

Cara Kreit

Classified Professionals

Leslie Lee

Julian Solis

Students

Amina Nakhuda

Vacant

Managers

Ryan Bryne

Sharon Goldfarb

Staff Resource

Connie Siegenthaler

Facilities Planning Committee (FPC)

Managers

Chair, Klaus Christiansen

Stormy Miller

Faculty

Blaze Woodlief

Trevor Bjorklund

Classified Professionals

Nathan Castillo

Paul Wilson

Students

Addis Gates
Vacant

Staff Resource

Maridel Barr
Greg Nelson
Isidero Farias
Patrick Ekoue-totou

Staff Resource

Stacey Lince
Tea Perales
Connie Siegenthaler

Student

Malaika Smith

Instructional Equipment Committee (IEC)

Managers

Jon Eldridge (non-voting chair)

Faculty

Ron Krempez
Patricia Hulin

Classified Professionals

David Erlenheim
Andy Haber

Staff Resource

Patrick Ekoue-totou
Greg Nelson

Professional Learning Committee (PLC)

Managers

Carol Hernandez
Tonya Hersch

Faculty

Cara Kreit (Chair)
Beth Patel (On Sabbatical)
Danila Musante

Classified Professionals

Shook Chung
Gina Longo
Ron Owen

Management Resource

Connie Lehua

Technology Planning Committee (TPC)

Administrator

Matthew J Howard
Carol Hildebrand

Faculty

Bonnie Borenstein, Co-Chair
Paul Cheney, Co-Chair
Caitlin Rolston
David Patterson
Luna C. Finlayson
[vacant]
[vacant]
[vacant]

Classified Professionals

Andy Haber
Grace Mengqi Yuan
Matthew R Kent

Students

Brandon E Grayson

Staff Resource

Vacant