

**College of Marin
Participatory Governance
System (PGS)
Overview**

Committee Structure

- PGS consists of 9 standing committees and councils.

 - Total 72 committee seats:
 - 38 faculty
 - 21 classified professionals
 - 19 students
 - 20 managers
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Committee Appointments

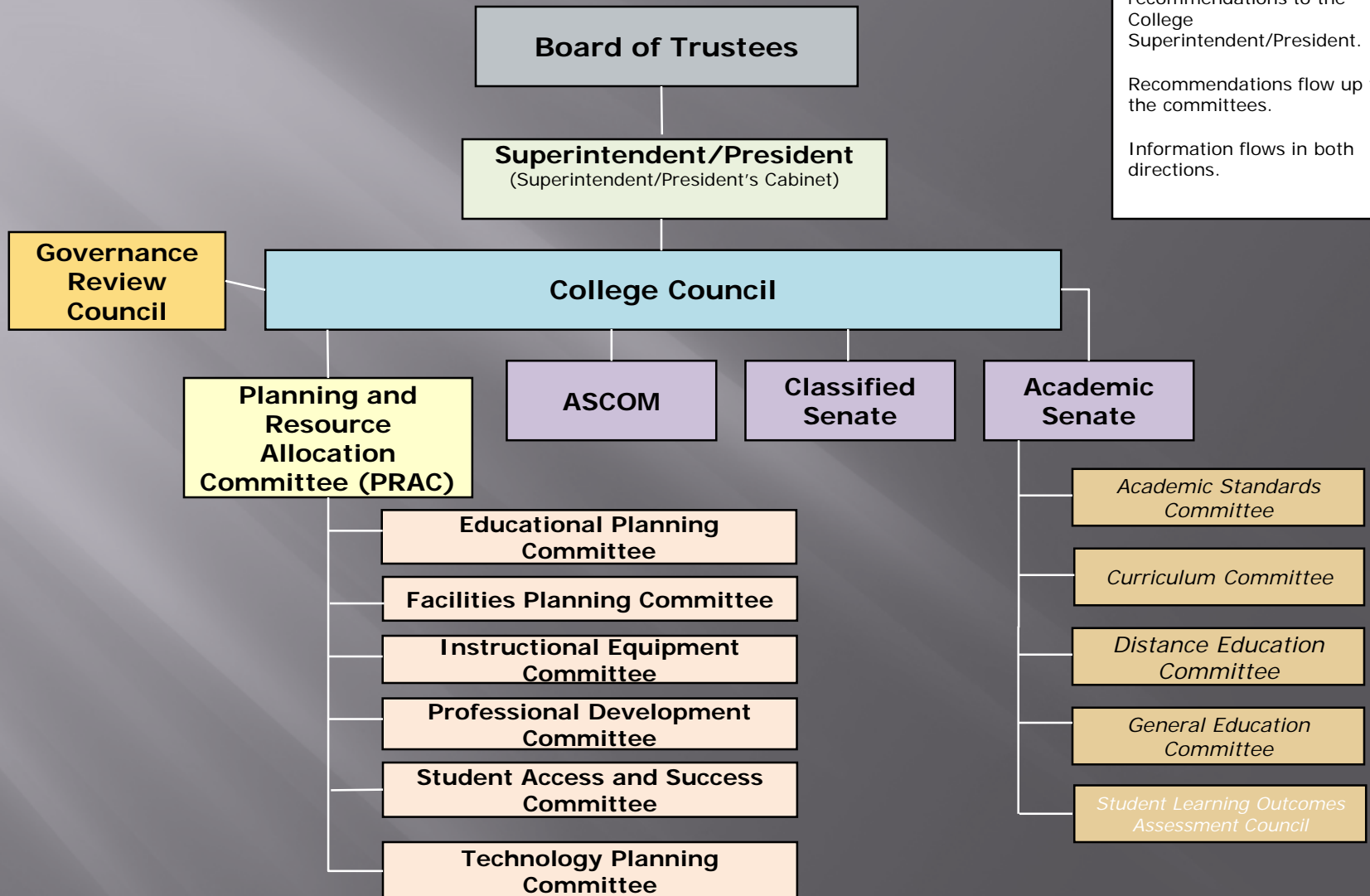
- Members appointed for 2-year terms
 - Faculty appointed by Academic Senate
 - Classified Professionals appointed by CPLC
 - Students appointed by ASCOM
 - Managers appointed by the President
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**PGS Committee
Organizational Chart**

College Council serves as the umbrella committee that makes recommendations to the College Superintendent/President.

Recommendations flow up from the committees.

Information flows in both directions.



College Council

- ❑ Serves as the “umbrella” committee over all PGS committees
 - ❑ Acts as advisory group to the President and clearinghouse for information
 - ❑ Recommends Board Policies, Administrative Procedures, College goals, plans, and priorities
 - ❑ College President is the non-voting chair
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College Council Composition

- 3 Faculty
 - 3 Classified Professionals: Classified Senate President, VP and Secretary
 - 3 Students
 - 3 Managers
 - College President, Serves as non-voting chair
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Board Policies & Administrative Procedures Process

- ❑ CCLC Policy and Procedure Service provides legally vetted policy and procedure templates and two updates per year
 - ❑ Proposed changes to template language vetted with College legal counsel as appropriate
 - ❑ BP/AP review and revisions are initiated by CCLC updates, administration, Academic Senate (10 +1), Classified Senate, ASCOM, governance committee, or as regular review cycle (see review process on Board of Trustees web page)
 - ❑ Review/input is provided by administration, Academic Senate (10 + 1), governance committee(s) if relevant, and senates through College Council representatives
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Board Policies & Administrative Procedures Process

- ❑ APs are approved by the Superintendent/President
 - ❑ BPs are presented to College Council for approval and APs are provided for information
 - ❑ BPs are presented to the Board of Trustees for adoption and APs are presented as information
 - ❑ Adopted BPs and approved APs are posted to the web page and in policy binder in Superintendent/President's Office
 - ❑ A link to policies and procedures and the review process is on the Board of Trustees web page
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Governance Review Council

- ❑ Conducts an annual evaluation of the governance system
 - ❑ Recommends changes and revisions based on evaluation or recommendations from governance groups
 - ❑ Monitors PGS committee charges
 - ❑ Serves as adjudicating body for governance issues
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PGS Operating Guidelines

- Quorum for meetings is 50% + 1
 - If any governance group doesn't provide at least one representative for a meeting, the remaining group will comprise a quorum and can take action provided they comprise a simple majority
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Operating Guidelines

- Regular attendance is expected
 - Committee members may be replaced after three unexcused absences

 - Constituent group may send a substitute

 - Meetings are open to the public; non-members may attend as observers
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Meeting Process

- ❑ Committees will establish and publish an agenda for each meeting in a timely manner
 - ❑ Committees should develop ground rules, annual goals/objectives, and a method of evaluation
 - ❑ Representatives are responsible for reporting to their constituent group
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Meeting Process

- Committees will strive to reach consensus
 - If consensus cannot be reached after 2 meetings, a vote will be taken
 - 50% + 1 carries the motion
 - The group in the minority may forward a minority report along with the recommendation

 - All committees are recommending bodies
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Committee Chair's Responsibilities

- Establish meeting time and location
 - Create and distribute agenda
 - Conduct meetings in orderly manner and allow appropriate participation
 - Establish timelines to complete committee tasks
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Committee Chair's Responsibilities

- Ensure conduct remains professional and mediate conflict
 - Ensure clear consensus or a vote is taken on action items
 - See that minutes are written, approved, and distributed promptly
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Committee Members' Responsibilities

- Attend meetings regularly
 - Act in a respectful and professional manner
 - Keep their constituent groups informed of committee actions
 - Complete committee work in a timely fashion
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Communication

- ❑ The Participatory Governance web page has links to each PGS committee's web page where members, agendas, and minutes are posted.
 - ❑ Meeting schedules are posted on the PGS Events web page
 - ❑ Committee members represent and are expected to report back to their constituency
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Get Involved!

Contact your constituent
representative to
volunteer to serve!

For More Information:

Contact the Office of Planning, Research &
Institutional Effectiveness (PRIE)

(415) 485-9570

Or visit

<http://gov.marin.edu/>
