Committee Structure

- PGS consists of 9 standing committees and councils.

- Total 72 committee seats:
  - 38 faculty
  - 21 classified professionals
  - 19 students
  - 20 managers
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
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
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
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
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
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
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.
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
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.
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
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
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
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
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
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/