

2016-2017
Participatory Governance System Digest

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COLLEGE OF

MARIN

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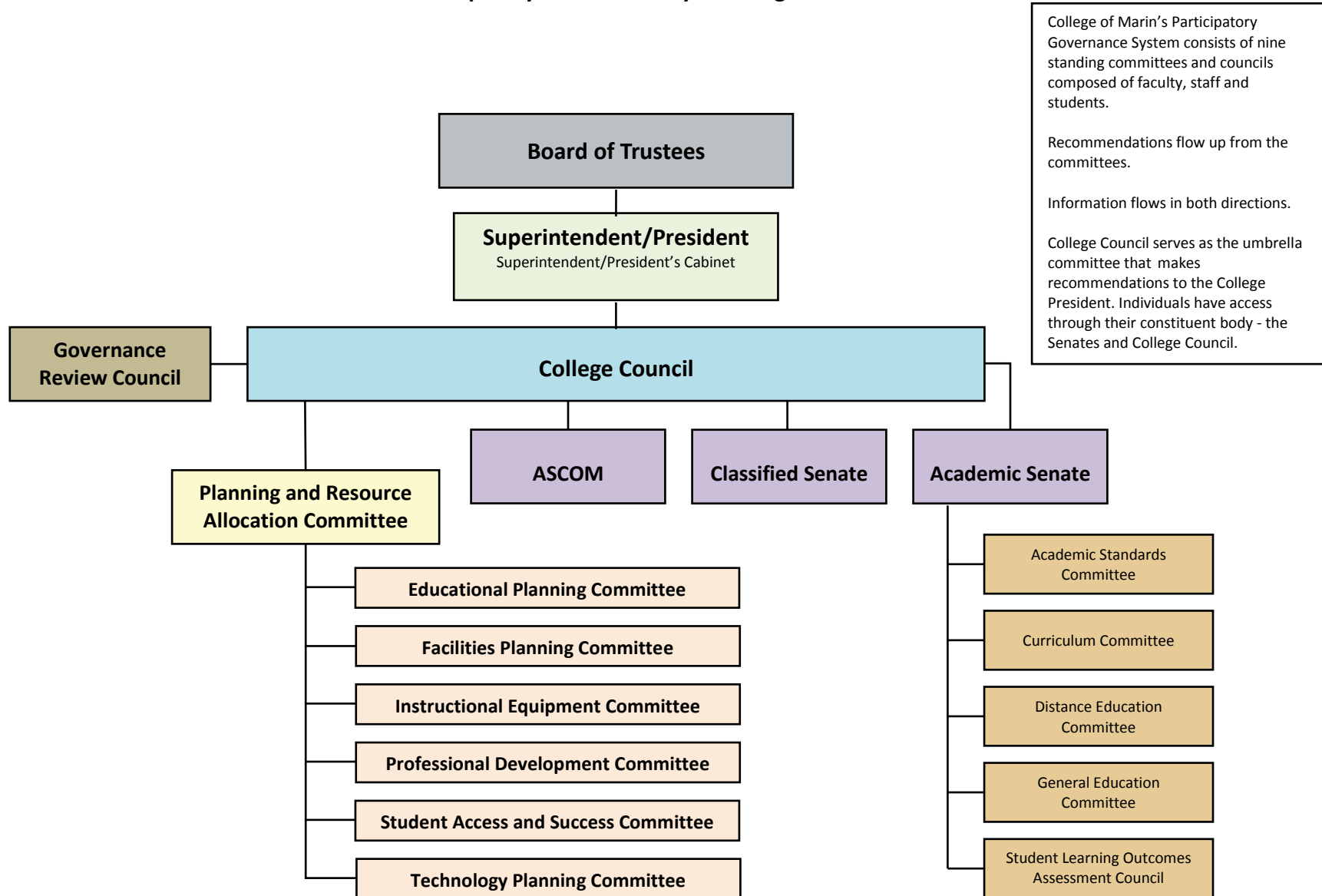
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Participatory Governance System Organizational Chart



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.

2016-2017 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 2016-2017 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 will serve 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"> • Members met 8 times in the 2016-2017 academic year. • Reviewed updated Facilities Master Plan (Measure B). • Discussed options for systematic review of policies and procedures, especially those that have not been reviewed in five or more years. • Reviewed proposal and charge of new Diversity and Inclusion Committee. • Reviewed Institutional Self Evaluation Report (ISER) for reaffirmation of accreditation. • Reviewed updated Distance Education Plan. • Reviewed updated Professional Development Plan. 	<ul style="list-style-type: none"> • Received information from the Superintendent/President and upper management related to college plans, activities and programs occurring within the College and provided input and recommendations to staff and the President. • Members facilitated sharing of materials and information with constituent groups and provided related feedback and recommendations to the Superintendent/President and College Council. • Members informed constituent groups on status of Measure B and related projects. • Members discussed options with constituent groups. • Approved Diversity and Inclusion Committee concept and forwarded to Governance Review Council. • Shared new committee charge with constituents. • Approved ISER. • Approved Distance Education Plan. • Approved Professional Development Plan.

<ul style="list-style-type: none"> • Reviewed Board meeting agendas. • Reviewed and approved 39 Board Policies and forwarded to Board of Trustees for approval. • Reviewed 32 Administrative Procedures and forwarded to Board of Trustees for approval. • Reviewed the IVC Vision Plan and provided input. • Received presentations/information on: <ul style="list-style-type: none"> ○ IVC Visioning/Farm ○ EEO Model Plan ○ New Athletics logo ○ ACCJC site visit ○ Accreditation updates • Received regular updates from: <ul style="list-style-type: none"> ○ Classified Senate ○ Academic Senate ○ ASCOM ○ ESCOM 	<ul style="list-style-type: none"> • Members informed constituent groups on Board of Trustees meeting agendas and topics. • Board Policy and Administrative Procedures reviewed/approved and forwarded to the Board of Trustees for approval or information as appropriate: <ul style="list-style-type: none"> ○ BP 2000 Board Title and Authority ○ BP 2010 Board Membership ○ BP/AP 2015 Student Trustee ○ BP 2100 Board Elections ○ BP/AP 2110 Vacancies on the Board ○ BP 2200 Board Duties and Responsibilities ○ BP 2210 Officers ○ BP 2220 Committees of the Board ○ BP/AP 2340 Agendas ○ BP 2350 Speakers ○ BP 2355 Decorum/Conduct ○ BP/AP 2360 Minutes ○ AP 2710 Conflict of Interest Code ○ BP/AP 3050 Institutional Code of Ethics ○ BP/AP 3100 Organizational Structure ○ BP/AP 3200 Accreditation ○ BP/AP 3280 Grants ○ BP/AP 3550 Drug & Alcohol Free Environment ○ BP/AP 3820 Gifts ○ BP/AP 3840 Fundraising ○ BP/AP 3845 Artwork Displays ○ BP/AP 3900 Speech: Time, Place and Manner ○ BP/AP 4010 Academic Calendar ○ BP/AP 4020 Program and Curriculum Development ○ AP 4022 Program Revitalization ○ BP/AP 4050 Articulation ○ AP 4105 Distance Education ○ BP 4675 Programs for Older Adult Students ○ AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students
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- BP/AP 5030 Fees
- BP 5040 Student Records and Directory Information
- BP/AP 5140 Student Accessibility Services
- BP/AP 5150 Extended Opportunity Programs and Services
- BP/AP 5400 Associated Students Organizations
- BP/AP 5410 Associated Students Elections
- BP/AP 5420 Associated Students Finance
- BP 5450 ESCOM (Emeritus Students College of Marin)
- BP 5500 Standards of Student Conduct
- AP 5520 Student Discipline and Due Process
- BP/AP 6200 Budget Preparation
- BP/AP 6250 Budget Management
- AP 6251 Reserve Fund Management
- BP/AP 6740 Citizens' Bond Oversight Committee
- BP/AP 7120 Employment Recruitment
- BP 7400 Travel

Governance Review Council (GRC)

Co-chairs: Yolanda Bellisimo and Shawn Purcell

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 outlined in 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.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none"> • Members met 8 times in the 2016-2017 academic year. • Reviewed consultant Angelina Duarte’s recommendations for areas of improvement/modifications to COM’s PGS. • Discussed and prepared PGS presentation for Fall Convocation. • Reviewed PGS plan for areas needing updating. • Members attended meetings for all PGS committees. • Reviewed 2015 survey results to inform design of the 2017 post-survey. • Maintained/monitored website and college-wide correspondence. • Prepared members for the ACCJC site visit. 	<ul style="list-style-type: none"> • Began implementing recommendations for improved PGS. • Presentation at Fall Convocation. • Solicited PGS committee volunteers for informational tables after presentation. • Updated PGS plan, including dating committee charges. • Survey created to administer to PGS committees upon GRC visits. • Members reported out on PGS committee meeting visits and forwarded recommendations to the College President. • Administered survey in Spring 2017 and posted results to PGS web page. • Up-to-date web pages and calendars. • Regularly published articles/newsletters to entire COM community.

Planning and Resource Allocation Committee (PRAC)

Co-chairs: Senior Vice President of Student Learning and Student Services Jonathan Eldridge and Academic Senate President Sara McKinnon *(Designated by position)*

Primary Charge: The Planning and Resource Allocation Committee provides oversight and makes recommendations for institutional planning and resource allocation, linking program reviews and strategic planning to the resources needed to accomplish College goals. The committee reviews all plans and recommendations made by participatory governance committees and ensures their compliance with Board policy and planning priorities. PRAC: Ensures that the College’s planning process supports student success; Aligns College plans and the budget process with Board goals and priorities; Ensures that the planning process is broad-based, offers opportunities for input by appropriate constituencies, allocates necessary resources, and leads to improvement of institutional effectiveness; Prepares planning recommendations and decisions consistent with the Education Code, the mission, vision and values of the College, accreditation standards, and strategic institutional planning priorities; Reviews and makes recommendations for long-term budget planning, revenue and expense assumptions, the tentative budget, and resource allocations, including from supplementary sources; Reviews and makes recommendations for adjustments between approved funding and actual expenditures.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none"> • Members met 15 times in the 2016-2017 academic year. • Received information on the Strong Workforce Initiative. • Reviewed committee charge. • Reviewed updated AP 4022. • Program review presentations by divisions. • Reviewed FTFAC requests and IEC recommendations. • Reviewed subcommittee reports. • Continued assessment of program review process. • Members approved proposed changes to the Instructional Equipment Committee. 	<ul style="list-style-type: none"> • Recommended ad hoc committee and shared proposal with Academic Senate. • Approved charge. • Updated AP 4022 sent through PGS for approval. • All funds allocated by PRAC through the 2016-2017 program review process were approved by the College President and dispersed to departments. • Approved resource allocations for 2017-2018. • Plan for PRAC to meet with all subcommittees in Fall 2017 as a group to discuss strategic plan and each subcommittee’s role. • Proposed name change and new charge forwarded to GRC for approval.

<ul style="list-style-type: none"> • Discussed Five-Year Instructional Equipment Plan. • Received preparation materials for ACCJC site visit. • Discussed and received presentations on the draft Technology Plan. • Received presentations on: <ul style="list-style-type: none"> ○ College President’s recap of 2015-2016 achievements and goals for 2016-2017 ○ Let’s Bond: Guidelines for Determining Allowable Bond Expenditures ○ Strategic Plan 2015-2018 Progress Report, Year One: 2015-2016 ○ Facilities Master Plan Process Update ○ FLIT Report history, process and final recommendations ○ Updated 2016-2017 budget information ○ Mid-Year Budget – Review of Budget Assumptions ○ Distance Education Plan ○ Professional Development Plan ○ BSI/SSSP Integration 	<ul style="list-style-type: none"> • Proposed Five-Year Instructional Equipment Plan discussed with Deans/Directors. • Co-chairs met with Technology Planning Committee and gave recommendations on the draft Technology Plan.
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Educational Planning Committee (EPC)

Chair: Christina Leimer

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 Office of Student Learning, Student Services and Office of Planning, Research and Institutional Effectiveness (PRIE).

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none"> • Members met 7 times in the 2016-2017 academic year. • Reviewed committee charge, Strategic Plan, the previous year’s Strategic Plan Progress Report, and the planning cycle for the next Strategic Plan and Educational Master Plan. • Discussed reporting format/template and rating system for the year. • Received reports and corresponding oral presentations on all strategic plan indicators from Champions or their designees. • Received presentation on the proposed Diversity and Inclusion Committee. • Prepared for ACCJC site visit. • Members determined format for the 2016-2017 Strategic Plan Progress Report. 	<ul style="list-style-type: none"> • The committee continued to use the same reporting format/template and rating system from the 2015-2016 academic year. • Members rated progress on all strategic plan indicators based on extent of activity and achievement of objective. • Members participated in a mock interview to prepare for the ACCJC site visit. • Final Strategic Plan Progress Report completed and approved by the Board of Trustees in Summer 2017.

Facilities Planning Committee (FPC)

Co-chairs: Heidi Rank and Sara McKinnon

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"> • Members met 9 times in the 2016-2017 academic year. • Reviewed committee charge. • Provided evidence for Standards III.B.2 and III.B.3 in the ISER. • Received regular updates on Measure C and Measure B Bonds, status of buildings, and maintenance issues. • Received updates and presentations on the development of the Facilities Master Plan. • Evaluated the facilities portion of full program reviews for the year. 	<ul style="list-style-type: none"> • Comprehensive evidence list. • Elevated final recommendations from program review to PRAC for appropriate action.

Instructional Equipment Committee (IEC)

Chair: Elizabeth Pratt

Primary Charge: The College Instructional Equipment Committee operates as a subcommittee of the Planning and Resource Allocation Committee to ensure faculty, staff and student involvement in recommending allocations for instructional equipment. The Committee will make recommendations to the Planning and Resource Allocation Committee regarding the specific instructional equipment allocations. Standard forms will be used and proposals will be elicited from every department. Requestors will send copies to the supervising Dean/Manager.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none"> • Members met 3 times in Spring 2017. • Reviewed committee charge. • Reviewed instructional equipment processes, sources of funding, and COM’s purchasing process. • Discussed options for asset management and tracking systems. • Reviewed all equipment requests. • Discussed timelines for equipment requests and committee meetings. 	<ul style="list-style-type: none"> • Recommendations to adjust the program review and equipment request processes elevated to PRAC. • Recommended that COM pursue asset tracking software. • Recommendations for equipment procurement and funding classification presented to PRAC. • Proposed adjusted timeline for equipment requests and committee meetings.

Professional Development Committee (PDC)

Chair: Beth Patel

Primary Charge: The Professional Development Committee operates as a subcommittee of the Planning and Resource Allocation Committee. The PDC is responsible for overseeing professional development 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 Office of Planning, Research and Institutional Effectiveness, Human Resources, Campus Police, and other departments as appropriate.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none"> • Members met 12 times in the 2016-2017 academic year. • Planned inaugural Classified Staff Professional Development Day in fall and a second event in spring. • Discussed need for designated member to facilitate classified staff training. • Discussed/debriefed Fall 2016 and Spring 2017 Flex activities and evaluations. • Received five classified staff professional development funding requests. • Updated the Professional Development Plan through review of other College plans and related research. • Prepared for accreditation site visit. • Planned faculty/staff appreciation lunch on May 25. • Discussed development of new employee orientation. 	<ul style="list-style-type: none"> • Classified Staff Professional Development Days on October 14 and on February 24. • Added new classified staff member to PDC to provide oversight for classified staff professional development. • Used information to inform future professional development activities. • Approved funding for five classified staff members. • 2017-2020 Professional Development Plan presented to PRAC, College Council, and approved by the Board of Trustees. • Spring 2017 faculty/staff appreciation lunch. • New employee orientation started in Fall 2017.

Student Access/Success Committee (SASC)

Chair: Lisa Webb

Primary Charge: Supporting College of Marin's commitment to providing equitable opportunities and fostering success for all members of our diverse community, the Student Access/Success Committee (SASC) reviews institutional plans and data relating to equity, access and success, in order to ensure alignment of resources and efforts with institution-set indicators/goals. The Student Access/Success Committee operates as a subcommittee of the Planning and Resource Allocation Committee (PRAC) and submits any recommendations and reports through PRAC and/or appropriate participatory governance system routes.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS / UPDATES
<ul style="list-style-type: none"> • Members met 7 times in the 2016-2017 academic year. • Reviewed information/progress on previous SSSP Credit and Student Equity plans. • Discussed Laptop Loan Program. • Received updates on: <ul style="list-style-type: none"> ○ Basic Skills ○ Learning Communities ○ Diversity and Inclusion Committee • Discussed planning and launch of campus food pantry. • Received and reviewed recent data on student retention. • Discussed post-election issues. • Received and reviewed information on Math Jam. • Reviewed proposal for equity funding support. • Discussed support for underrepresented students (including undocumented students). 	<ul style="list-style-type: none"> • Submitted budget reports on SSSP and Equity Plan. • Eighty six laptops purchased. Loaned to students (60 for Learning Communities, 20 for Veterans, and 6 for Foster Youth). • Food pantry launched in December 2016. • Implemented community discussions. • Recommended on-going support and equity funding for Math Jam. • Recommended working with SSSP/Equity/BSI integration team prior to implementation. • Implemented weekly “support space.”

<ul style="list-style-type: none">• Discussed and received updates on integration of SSSP/Equity/BSI plans.• Reviewed student access and success sections of full program reviews.• Other discussions on:<ul style="list-style-type: none">○ Strategic Plan with PRIE○ Professional development	<ul style="list-style-type: none">• Ongoing program and integration plan implementation.• Recommendations submitted to PRAC for review.
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Technology Planning Committee (TPC)

Co-chairs: Leah Sharp and Derek Wilson

Primary Charge: The Technology Committee operates as a subcommittee of the Planning and Resource Allocation Committee to assure staff and faculty involvement in technology planning and provide guidance for major technological decisions. The Committee will make recommendations to the Planning Committee regarding technology related issues.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS / UPDATES
<ul style="list-style-type: none"> • Members met 18 times in the 2016-2017 academic year. • Reviewed and discussed TPC charge and responsibilities for new members. • Developed new three-year cycle Technology Plan based on 2016 COM student and employee surveys, and the status of the previous Technology Plan Initiatives (Fall 2016). • Submitted 2017-2020 Technology Plan to PRAC and Academic Senate. • Began discussion and development of four technology request rubrics for: <ul style="list-style-type: none"> ○ Software requests ○ Hardware requests ○ Distance education requirements ○ ADA compliance ○ Other technology requirements (e.g. Scantrons, Clickers) 	<ul style="list-style-type: none"> • Technology Plan approved by Academic Senate in February 2017. • PRAC Co-chairs met with committee in April 2017 to discuss the draft plan.

2016-2017 Governance Committee Members

College Council (CC)

David Wain Coon (Chair, Non-Voting)
Becky Brown, Faculty
Meg Pasquel, Faculty
Patricia Seery, Faculty
Sara McKinnon, Faculty
Keli Gaffney, Classified Professional
Lindsay Bacigalupi, Classified Professional
Maridel Barr, Classified Professional
Monica Rudolph, Classified Professional
Paul Wilson, Classified Professional
Amy Diaz, Student
Darlene Baten, Student
Eric Sitzenstatter, Student
Jessica Sanchez, Student
Mercedes Sosa Cordero, Student
Christina Leimer, Manager
Greg Nelson, Manager
Jonathan Eldridge, Manager
President's Cabinet, Resource
Kathy Joyner, Staff Support

Governance Review Council (GRC)

Shawn Purcell, Faculty (Co-chair)
Yolanda Bellisimo, Faculty (Co-chair)
Angela Olmanson, Manager
David Snyder, Manager
Eileen Acker, Staff Support

Planning and Resource Allocation Committee (PRAC)

Jonathan Eldridge, Manager (Co-chair)
Sara McKinnon, Faculty (Co-chair)
Becky Brown, Faculty
Christine Li, Faculty
Lisa Morse, Faculty
Nancy Willet, Faculty
Sarah Frye, Faculty
Will Coley, Faculty
Yolanda Bellisimo, Faculty
Christopher Yang, Classified Professional
Karen McSween, Classified Professional
Lisette Flores, Classified Professional
Christina Leimer, Manager
Greg Nelson, Manager
Cari Torres-Benavides, Resource
Patrick Ekoue-totou, Resource
Peggy Isozaki, Resource
Rhonda Jones, Staff Support

Educational Planning Committee (EPC)

Christina Leimer, Manager (Chair)
Cara Kreit, Faculty
David Everitt, Faculty
Mia Chia, Faculty
Peggy Dodge, Faculty
Steven Newton, Faculty
Connie Siegenthaler, Classified Professional
Paul Wilson, Classified Professional
Ismail Azam, Student
Carol Hernandez, Manager
Nicole Oldendick, Staff Support

Facilities Planning Committee (FPC)

Heidi Rank, Manager (Co-chair)
Sara McKinnon, Faculty (Co-chair)
Trevor Bjorklund, Faculty
James Kuromiya, Classified Professional
Vickie Lamke, Classified Professional
Preston Romero, Student
Greg Nelson, Resource
Maridel Barr, Staff Support

Instructional Equipment Committee (IEC)

Beth Pratt, Manager (Chair, Non-Voting)
Becky Brown, Faculty
Jason Dunn, Faculty
Lisa Morse, Faculty
Ron Palmer, Faculty
Aftab Enty, Classified Professional
Greg Nelson, Manager
Marc Woerlein, Staff Support

Professional Development Committee (PDC)

Beth Patel, Faculty (Chair)
Javier Urena, Faculty
Jim Stopher, Faculty
Connie Lehua, Classified Professional
Nicole Oldendick, Classified Professional
Tonya Hersch, Manager
Stacey Lince, Resource
Gina Longo, Staff Support

Student Access and Success Committee (SASC)

Lisa Webb, Manager (Chair)
Meg Pasquel, Faculty
Troy Stevenson, Faculty
Yosifa Craver, Faculty
Emy Bagtas, Classified Professional
Hugo Guillen, Classified Professional
Sadika Sulaiman Hara, Manager
Christina Leimer, Resource
Christopher Yang, Resource
Sara McKinnon, Resource
Rose Jacques, Staff Support

Technology Planning Committee (TPC)

Derek Wilson, Faculty (Co-chair)
Leah Sharp, Faculty (Co-chair)
Arthur Lutz, Faculty
Rachel Klein, Faculty
Steven Newton, Faculty
Ferhat Indi, Classified Professional
Sheldon Carroll, Classified Professional
Stacey Lince, Classified Professional
Carol Hildebrand, Manager
Patrick Ekoue-totou, Manager
Mina Namvar, Staff Support