

2017-2018
Participatory Governance System Digest

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

COLLEGE OF

MARIN

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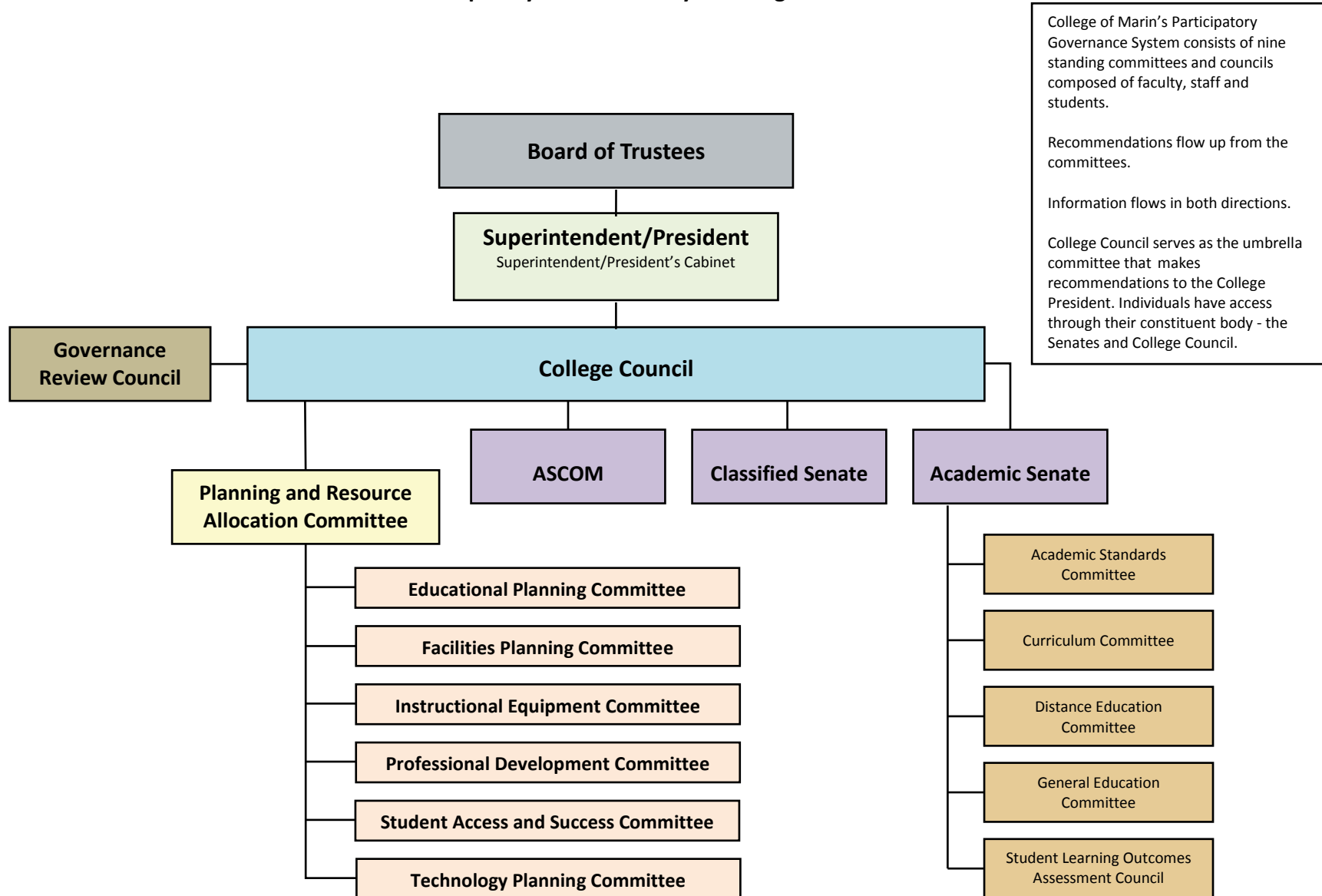
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Participatory Governance System Organizational Chart



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.

2017-2018 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 2017-2018 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 7 times in the 2017-2018 academic year. • Received updates on College Hour throughout the year. • Discussed hiatus from program review to allow for changes that will more closely improve the resource allocation process and align it with budget development. • Reviewed and approved the faculty-developed Guided Pathways self-assessment tool. • Reviewed master integration plan. • Received regular updates on Measure B and other facilities projects. 	<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. • Information was shared with constituents and College Hour will be implemented. • Revised program review process will start in fall 2018. • Approved Guided Pathways self-assessment tool. • Approved integration plan. • Members provided updates to constituents on Measure B and facilities.

<ul style="list-style-type: none"> • Tasked with the role of LRC/SS steering committee to serve as the primary interface with constituent groups and to facilitate the process and provide direction on the project. • Participated in governance committee climate survey. • Reviewed and revised PGS language regarding committee membership. • Discussed options for implementing a cyclical review process for Board policies and procedures. • Reviewed and approved 16 Board Policies and 14 Administrative Procedures during the summer and forwarded to the Board of Trustees. • Reviewed and approved 8 Board Policies and 16 Administrative Procedures during the regular semesters and forwarded to the Board of Trustees. • Received 7 Board Policies and 3 Administrative Procedures for information. • Reviewed Board of Trustees meeting agendas. • Received presentations/information on: <ul style="list-style-type: none"> ○ Guided Pathways multi-year plan ○ Facilities projects • Received regular updates from: <ul style="list-style-type: none"> ○ Classified Senate ○ Academic Senate ○ ASCOM ○ ESCOM 	<ul style="list-style-type: none"> • Discussion with WLC Architects was added as a standing agenda item and the committee will hold meetings as necessary. • Survey results used to determine how governance committees are functioning. • Approved changes in language regarding committee membership. • Revised tracking document with appropriate notations. Document will be widely shared as appropriate. • 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 2310 Regular Meetings of the Board ○ BP/AP 2320 Special and Emergency Meetings of the Board ○ BP 2345 Public Participation at Board Meetings ○ BP 2410 Board Policies and Administrative Procedures ○ BP/AP 2610 Presentation of Initial Collective Bargaining Proposals ○ BP 2710 Conflict of Interest ○ BP 2715 Code of Ethics ○ BP 2717 Personal Use of Public Resources ○ BP 2720 Communications Among Board members ○ BP 3600 Auxiliary Organizations ○ AP 4235 Credit by Exam (approved by Academic Senate) ○ AP 5012 International Students (10 + 1) (approved by Academic Senate) ○ BP/AP 6307 Debt Issuance and Management (New) ○ AP 6345 Bids and Contracts – UPCCAA (New) ○ AP 6347 Contracts – Professional Services (<i>renumbered from 6345</i>) ○ AP 6370 Contracts – Personal/Other Services ○ BP/AP 6400 Financial Audits ○ BP/AP 6450 Wireless or Cellular Phone Use
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	<ul style="list-style-type: none">○ BP/AP 6500 Property Management○ AP 6535 Use of District Equipment○ BP/AP 6750 Parking○ BP/AP 6900 Bookstore(s)○ AP 3255 Memberships○ AP 3516 Registered Sex Offender Information○ AP 3530 Weapons on Campus○ BP/AP 3570 Smoke Free Learning and Working Environment○ BP 3850 Display of Flags○ AP 4050 Articulation○ BP/AP 4100 Honorary Degree (10 + 1)○ AP 4105 Distance Education (10 + 1)○ BP/AP 4106 Nursing Programs (10 + 1)○ BP/AP 4230 Grading (10 + 1)○ BP/AP 4231 Grade Changes (10 + 1)○ AP 4232 Pass/No-Pass (10 + 1)○ AP 5013 Students in the Military○ BP/AP 5040 Student Records, Directory Information & Privacy○ BP/AP 5160 Open Educational Resources (10 + 1)○ AP 6307 Debt Issuance and Management○ AP 6365 Accessibility of Information Technology○ BP 2430 Delegation of Authority to Superintendent/President○ BP 2431 Superintendent/President Selection○ BP 2432 Superintendent/President Succession○ BP/AP 2435 Evaluation of Superintendent/President○ AP 2714 Distribution of Tickets or Passes○ BP 2740 Board Education○ BP 2745 Board Self-Evaluation○ BP/AP 2800 Naming of Facilities
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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 7 times in the 2017-2018 academic year. • Reviewed spring 2017 climate survey results. • Discussed methods to increase PGS visibility and participation. • Received proposed modification to the language describing College Council membership. • Conducted in-person climate surveys of all active PGS committees. • Received updates on inactive committees. 	<ul style="list-style-type: none"> • Feedback used to identify improvements. • Identified strategies and campus events to increase PGS visibility and participation including scheduled presentations at fall 2018 Convocation and new employee orientations. • Approved language describing College Council membership. • Results used to inform improvements to PGS and individual committees. • Results shared with leadership as appropriate.

Planning and Resource Allocation Committee (PRAC)

Co-chairs: Senior Vice President of Student Learning and Student Services Jonathan Eldridge and Academic Senate President Meg Pasquel *(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 14 times in the 2017-2018 academic year. • Reviewed prior and next year budget assumptions. • Developed zero-based budget exercise. • Developed interim budget request process. • Received presentations from divisions. • Participated in program review process and template changes. • Organized subcommittee convening. • Reviewed plan for reconstituted TPC. 	<ul style="list-style-type: none"> • Initial and follow-up budget assumptions. • Zero-based budgets for College departments. • Discretionary budget information from zero-based budget exercise and developed 2018-2019 budget. • Budget request process used for division presentations. • Resource allocation recommendations prepared for review after 2017-2018 fiscal year close. • Recommendations on revised program review process to Academic Senate and College Council. • Subcommittee convening on October 20, 2017. • Recommendations for TPC.

<ul style="list-style-type: none">• Reviewed proposal for Guidance, Resources, Integration, and Transformation (GRIT) to replace SASC.• Participated in College Hour development.• Received presentations on:<ul style="list-style-type: none">○ Strategic plan progress○ Subcommittee activities○ Guided Pathways framework and self-assessment tool○ Integration plan• Participated in governance committee climate survey.	<ul style="list-style-type: none">• Recommendations for GRIT.• Recommendations on College Hour implementation to Academic Senate and College Council.
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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 9 times in the 2017-2018 academic year. • Reviewed strategic plan, the previous year’s strategic plan progress report, educational master plan overview. • 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. • Reviewed educational master plan, strategic plan, and mission development timeline for the 2018-2019 academic year. • Conducted internal SWOT analysis. • Participated in governance committee climate survey. • Received draft environmental scan for the educational master plan. • Elected co-chairs for the 2018-2019 academic year. 	<ul style="list-style-type: none"> • The committee continued to use the same reporting format/template and rating system from the 2016-2017 academic year. • Members rated progress on all strategic plan indicators based on extent of activity and achievement of objective. • Approved timeline and activities for institutional plans and mission. • SWOT analysis results shared with leadership and will be used to inform institutional master planning. • Environmental scan will be discussed in fall 2018.

Facilities Planning Committee (FPC)

Co-chairs: 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"> • Members met 9 times in the 2017-2018 academic year. • Reviewed committee charge. • Received regular updates on solar parking lot projects, maintenance upgrades on HVAC, and other issues. • Received regular updates on Prop 39-funded gym lighting upgrades. • Received presentation on recycling pilot project at SMN by Energizes Colleges Intern. • Evaluated the facilities portion of full program reviews for the year. • Participated in planning of capital projects costing \$500,000 or more. • Received regular updates on Measure B activity. • Participated in governance committee climate survey. • Reviewed 5-year capital construction plan. 	<ul style="list-style-type: none"> • Addressed questions and concerns from various community stakeholders regarding parking, HVAC, and other issues. • Identified next steps for product purchase and recycling pilot project roll-out scheduled for summer 2018. • 5-year capital construction plan submitted to Chancellor’s Office.

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 6 times in spring 2018. • Reviewed 2017-2018 process changes per program review “lite.” • Reviewed new 5-year instructional equipment template, procedures, funding sources, timeline, and communication channels. • Reviewed all equipment requests. 	<ul style="list-style-type: none"> • Template, procedures, timeline, and communication pieces modified accordingly. • Relevant information shared with departments. • Final recommendations for equipment presented to PRAC.

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 14 times in the 2017-2018 academic year. • Assisted in planning joint Faculty Flex/Classified Staff Professional Development Day in fall and a second staff event in spring. • Assisted in planning Flex activities. • Discussed/debriefed fall 2017 and spring 2018 Flex activities and evaluations. • Received 16 classified staff professional development funding requests. • Received information on CCC pilot program for a professional learning software platform. • Gathered information and discussed need for faculty and staff professional learning space. • Reviewed other college professional learning websites. • Developed and administered needs assessment survey. • Planned annual faculty/staff appreciation lunch. 	<ul style="list-style-type: none"> • 3CSN Equity Summit and breakout sessions on October 4. • Classified Staff Professional Development Day March 22. • Flex Week and events during the 2017-2018 academic year. • Used information to inform future professional development activities. • Approved funding for 16 classified staff members. • Gathered working group and met with representatives from PLN and Cornerstone. • Established fall 2018 for software roll-out. • Shared ideas and criteria for space with architect for the new student services building. • Plan to update webpage in fall 2018. • Survey results will be used to plan 2018-2019 activities. • Faculty/staff and retiree recognition lunch May 24.

Student Access/Success Committee (SASC)

Chair: Not applicable for 2017-2018

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
<p>The Student Access and Success Committee is re-organizing and did not meet during the 2017-2018 academic year.</p>	

Technology Planning Committee (TPC)

Co-chairs: Not applicable for 2017-2018

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
<p>The Technology Planning Committee is temporarily suspended and did not meet during the 2017-2018 academic year.</p>	

2017-2018 Governance Committee Members

College Council (CC)

David Wain Coon (Chair, Non-Voting)

Becky Brown, Faculty

Meg Pasquel, Faculty

Patricia Seery, Faculty

Kim Foulger, Classified Professional

Maridel Barr, Classified Professional

Hugo Guillen, Classified Professional

Ismail Azam, Student

Mercedes Sosa Cordero, Student

Luanne Mullin, Student

Christina Leimer, Manager

Greg Nelson, Manager

Jonathan Eldridge, Manager

President's Cabinet, Resource

Isidro Farias, Resource

Keli Gaffney, Ex-Officio for CSEA

Kathy Joyner, Staff Support

Governance Review Council (GRC)

Shawn Purcell, Faculty (Co-chair)

Yolanda Bellisimo, Faculty (Co-chair)

Jon Gudmundsson, Classified Professional

Laurie Pennisi, Student

Angela Olmanson, Manager

David Snyder, Manager

Eileen Acker, Staff Support

Planning and Resource Allocation Committee (PRAC)

Jonathan Eldridge, Manager (Co-chair)

Meg Pasquel, Faculty (Co-chair)

Becky Brown, Faculty

Lisa Morse, Faculty

Nancy Willet, Faculty

Sarah Frye, Faculty

Will Coley, Faculty

Bonnie Borenstein, Faculty

Christopher Yang, Classified Professional

Karen McSween, Classified Professional

Lisette Flores, Classified Professional

Sally Wong, Classified Professional

Josef Rein, Student

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

Peggy Dodge, Faculty

Steven Newton, Faculty

Cheo Massion, Faculty

Connie Siegenthaler, Classified Professional

Emy Bagtas, Classified Professional

Alexander Vassiliou, Student

Elizabeth Pratt, Manager

Nicole Oldendick, Staff Support

Facilities Planning Committee (FPC)

Klaus Christiansen, Manager (Chair)

Trevor Bjorklund, Faculty

Jeff Cady, Faculty

James Kuromiya, Classified Professional

Vickie Lamke, Classified Professional

David Zec, Student

Stormy Miller, Manager

Greg Nelson, Resource

Maridel Barr, Staff Support

Instructional Equipment Committee (IEC)

Beth Pratt, Manager (Chair, Non-Voting)

Becky Brown, Faculty

Lisa Morse, Faculty

Ron Palmer, Faculty

Aftab Enty, Classified Professional

Andy Haber, Classified Professional

Patrick Ekoue-totou, Manager

Brianna Haggitt, Manager

Rhonda Jones, Staff Support

Professional Development Committee (PDC)

Beth Patel, Faculty (Chair)

Javier Urena, Faculty

Jim Stopher, Faculty

Shook Chung, Classified Professional

Tonya Hersch, Manager

Connie Lehua, Resource

Stacey Lince, Resource

Nicole Oldendick, Resource

Gina Longo, Staff Support

Student Access and Success Committee (SASC)

Re-organizing and did not meet in 2017-2018

Technology Planning Committee (TPC)

Temporarily suspended and did not meet in 2017-2018