

<p>COLLEGE OF MARIN</p>	<p>GOVERNANCE REVIEW COUNCIL</p>
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Governance Review Council (GRC)

February 3, 2021: 2:10 to 3:00 pm on Zoom

AGENDA

1. Approve Agenda
2. Approve Minutes from December 2, 2020
3. Discussion
 - a. Introductions of/to new member
 - b. Update on other committees (FPC charge and committee membership)
 - c. TPC – Revised Charge
 - d. PRAC – Revised Charge
 - e. Page 14 of PGS Plan - Discontinued or Restructured Governance Committees Procedure – College Council has not met yet.
 - f. Other Business

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Governance Review Council (GRC)

December 2, 2020: 2:10 to 3:00 pm on Zoom

Minutes

1. Approved Agenda.
2. Approved Minutes from November 4th, 2020
3. Discussion
 - a. Update on other committees (FPC and TPC)
 1. Facilities Planning Committee has a small group working on its charge revision. Do not expect it will be done until Feb.
 2. Technology Planning Committee – worked on the Charge over two meetings but hasn't gotten it finalized. Their next meeting is on December 7th so it won't come to GRC until Feb at the earliest.
 - b. Approved pages 10-13 of PGS (Participatory Governance System) Plan with no revisions from current version.
 - c. Page 14 of PGS Plan - Discontinued or Restructured Governance Committees Procedure – Update on status: Meg will take this back to College Council for final approval. Will check on it in February.
 - d. Share letter from VP Eldridge – done

Jonathan Eldridge <JEldridge@marin.edu>

Fri 11/13/2020 9:33 AM

To:

Sara McKinnon <SMcKinnon@marin.edu>;

David Wain Coon DCoon@marin.edu

Thanks for this, Sara. I like the amendments to the GRC charge and the PGS philosophy statement. Nicely done!

OPERATING GUIDELINES

Quorum

- Quorum for meetings will be a simple majority (50% + 1) of the Council or Committee's filled seats.
- Seats with no appointed representatives shall not be included when establishing quorum.
- If any governance group does not 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.

Composition and Population of Participatory Governance Committees

- When recommending appointments of representatives to serve on participatory governance committees, councils, task forces etc., appointing bodies will strive to allow all interested parties to serve.
- Members will be appointed for two-year terms.
- If replacements are made, the new representative will complete the term of the original appointment.
- Appointing bodies reserve the right to remove their representatives for not fulfilling their duties as specified in this document or for other reasons specified in their governing documents.
- The Academic Senate is responsible for appointing faculty.
- The Student Senate is responsible for appointing students.
- Classified staff members are appointed by the official classified staff appointing body - the Classified Professional Liaison Committee (CPLC), a joint committee of CSEA, SEIU, and the Classified Senate.
- The Superintendent/President is responsible for appointing managers.
- By the fall and spring semester census date, participatory governance committees will submit a current list of representatives and their term of office to the Planning, Research and Institutional Effectiveness Office to be posted on the COM participatory governance web page.
- Committee **chair/s will** notify the Planning, Research and Institutional Effectiveness Office whenever there is a change in representation and will maintain current lists of committee representatives and their term of office.
- Participatory governance committees, task forces or subcommittees should have equal representation from each constituency unless they fall under the academic and professional matters as defined in Title V, Section 53200.

Meeting Process

- All meetings are open to the public.
- Non-members may attend meetings as observers and speak with permission of the chair.
- All participatory governance committees act as recommending bodies.
- Participatory governance committees will establish and publish an agenda for each meeting in a timely manner.
- Participatory governance committees should develop agreed upon ground rules for committee operation.
- Committees will develop annual goals and objectives and a method for evaluation.

Consensus and Voting

- All committees shall use the consensus method to reach decisions and make recommendations.
- Consensus is reached when members mutually agree to a decision and feel their concerns regarding the issue have been adequately addressed. It is not unanimity.
- A quorum should be present when taking action on an item.
- The chair should ensure that enough time is taken so all voices are heard and understood before any effort to finalize a decision.
- When working to build consensus, the chair can poll the members to determine the level of consensus among the group as follows:
 - Level One: I can easily accept the decision or action
 - Level Two: I can accept the decision or action, but it may not be my preference.
 - Level Three: I accept the will of the group, but I don't necessarily agree with the decision or action.
 - Level Four: I cannot accept the decision or action.
- If consensus cannot be reached after 2 meetings or if the chair or co-chairs determine that consensus is not possible and further discussion would jeopardize committee timelines, a vote will be taken.
 - A simple majority (50% plus one) will carry the motion.
 - The group(s) in the minority will have the option to forward a minority report along with the recommendation.
- Training will be provided to ensure chairs and committee members have the tools and resources required to implement the consensus model.

Responsibilities of Constituent Representatives

- Representatives of constituent groups involved in the participatory governance process are responsible for keeping their respective groups informed of the proceedings and recommendations of governance committees.
- Because of the importance of regular attendance by members of governance committees, the chair of each committee will notify the appropriate appointing body to request that a replacement be appointed after three unexcused absences.
- If a committee member is unable to attend a meeting the constituent group may send a substitute.

Duties of Chair and Co-Chairs

The Committee Chair &/or Co-chair will:

- Establish meeting times and locations.
- Establish committee ground rules.
- Create and distribute an agenda in a timely fashion.
- Maintain a page on the COM website and post copies of the agendas and minutes on a monthly basis.
- Use email or other electronic methods to conduct relatively simple business between meetings.
- Establish annual goals and objectives and a method of evaluation.
- Once a year, have the committee review the committee's charge and submit proposed changes, if needed to GRC.
- Conduct meetings in an orderly manner allowing appropriate participation of all individuals present.
- Ensure that appropriate timelines to complete committee tasks and recommendations are established.
- It is the responsibility of the chair or co-chairs to ensure that the conduct of committee members remains professional, respectful and collegial.
- The chair or co-chairs will mediate conflict and/or discuss unprofessional conduct with the appointing body who may take action, including the possibility of removing the appointed member if necessary.
- In the event that the unprofessional conduct involves the chair or co-chair, the members of the committee will provide a written request to adjudicate to College Council.
- Ensure that a clear consensus or vote is taken on action items.
- See that minutes are written, approved, and distributed promptly.

- Act as a mentor or assign a mentor to new committee members who are unfamiliar with the committee or College of Marin governance.
- Ensure that student representatives understand the tasks and procedures of the committee.
- When serving as co-chairs, inform committee members how duties will be divided.
- Committee co-chairs will communicate regularly with each other over the construction of the agenda and other relevant work.
- In the event that the committee chair seat is vacant, the administrator assigned to the committee will serve as interim chair until the seat is filled at the committee's next regular meeting.

Duties of Members

All committee members will:

- Attend meetings regularly
- Act in a respectful and professional manner.
- Keep their constituent groups informed of committee actions.
- Complete assignments associated with committee work in a timely fashion.
- Use teleconferencing or video conferencing when in-person attendance is not possible.

Staff Resources

- Governance committees may request staff resource members to support committee work, provide information and/or advise the committee.
- Staff resources do not vote on committee actions.
- A staff resource person can serve as a committee member with the consent of their constituent group.
- A committee meeting calendar will be maintained by the Office of Planning, Research and Institutional Effectiveness (PRIE).
- The agenda of the Board of Trustees includes time for a report from each of the three Senates to ensure effective communication.
- To assure timely communication between committee representatives and their respective Senates, the Senates are encouraged to have a standing agenda item, "Governance Committee Reports." One representative from each committee is encouraged to provide their respective Senate with information about committee issues and also receive suggestions and ideas from Senate members.
- Senates will distribute their minutes to the other Senate Presidents.

THE TECHNOLOGY PLANNING COMMITTEE

Charge

The Technology Planning Committee (TPC) operates as a subcommittee of the Planning and Resource Allocation Committee (PRAC) to assure student, staff, and faculty involvement in technology planning and provide guidance for major technological decisions. The TPC upholds the ground rules and guiding principles of PRAC. The TPC evaluates existing and new technology ideas and plans to promote equity-mindedness and antiracism, knowing that this work is ongoing and must be done at individual and structural levels. The Committee will make recommendations to the Planning and Resource Allocation Committee regarding technology-related issues and will be responsible for the following:

Responsibilities

- Provide oversight for the development, implementation, and updating of an integrated Technology Plan.
- Review and develop technology-related policies for the District.
- Make specific recommendations to the superintendent/president on the use of technology throughout the District with regard to both ongoing activities and future direction.
- Collect and disaggregate data to identify opportunities to advance equity-minded and antiracist technology planning.
- Ensure technology planning incorporates a broad range of college community members' voices, including those that face discrimination because of race, gender, gender identity, religion, sexual orientation, class, disabilities, age and national origin.
- Inform the College community of advances and opportunities in technology to support teaching and learning.
- Disseminate information about the current activities and future plans in each of the technology areas (Infrastructure, Information Systems, Instructional, and Student Services).
- Maintain a comprehensive overview of the entire technological effort in the District.
- Assess and develop policy on matters such as intellectual property rights, appropriate use of technology, and standards.
- Establish appropriate timelines to complete tasks and make recommendations.
- Make recommendations for the purchase of equipment to support instruction and student areas to the Institutional Equipment Committee (IEC) and other appropriate groups, in keeping with the district's existing guidelines and practices to support minority and woman-owned businesses.
- Promote equitable access to and use of technology, especially for groups that are most impacted by white supremacy culture and racism.

PRAC 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 and ensuring antiracist practices, equity, and access are embedded in all recommendations. PRAC embraces its responsibility to dismantle systems and ideologies that perpetuate inequities and white supremacy, replacing them with intentionally anti-racist policies and plans designed to eliminate equity gaps. The committee reviews all plans and recommendations made by participatory governance committees and ensures their compliance with Board policy and planning priorities.

For the purposes of our work, the following definition of **Anti-Racist** is applied: Any policy, idea, or funding decision that produces or sustains racial equity in educational outcomes by intentionally dismantling systems and ideologies rooted in white supremacy. Anti-racism recognizes not all existing policies, ideas, or decisions are intentionally designed as racist, but may produce racial disparities in educational outcomes for historically marginalized groups nonetheless.

While broad, this definition offers a measurable metric to assess programs and make data-informed decisions along the path to equity.

Charge

- Ensures that the College's planning process supports student success.
- Aligns College plans and the budget process with Board goals and priorities, as they relate to the Educational Master Plan.
- 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.

Responsibilities

Review and recommend new or revised Board Policies and Administrative Procedures related to institutional planning and resource allocation.

Planning:

The Planning and Resource Allocation Committee (PRAC):

- provides oversight for the development of the Strategic Plan including strategic objectives and action steps for each College priority;
- reviews all College plans and other related or pertinent documents and forwards recommended changes to the Superintendent/President;

- establishes appropriate timelines and processes, assessing success after the plans are implemented and reporting the activities and results;
- provides oversight of the sub-committees and ad hoc committees of the Planning and Resource Allocation Committee;
- forwards committee reports and resolutions to the College Superintendent/President as recommendations and to College Council as information items.; and
- review and recommend new or revised planning and resource-related Board Policies and Administrative Procedures.

Resource Allocation:

The Planning and Resource Allocation Committee (PRAC):

- Reviews and updates the process for the development of the tentative College budget and revenue and expense assumptions
 - Ensures compliance with the COM Resource Allocation/Strategic Planning model
 - Establishes annual committee goals by the 3rd meeting of the academic year
 - Completes an annual self-evaluation as a committee by the end of the academic year
- Reviews prior year budgets and develops budget assumptions that forecast the available resources for the coming fiscal year
 - Becomes knowledgeable about the College budget including all appropriate funds and accounts
 - Documents and communicates the budget process and yearly timeline to all campus constituency groups
- Uses documented assessment results to set funding priorities and recommend program improvements relating to all assets of the College: fiscal resources, facilities, equipment, and personnel
 - Ensures allocation recommendations are supported by instructional, student services, and administrative program review
 - Reviews requests and prioritizes budget recommendations as they relate to:
 - College Mission
 - Board of Trustees' priorities
 - President's priorities
 - College Strategic Plan
 - Reviews Accreditation Standards to ensure that the budget development process complies with the ACCJC Accreditation Standard III Section D.
 - Communicates information about changes or adjustments to the budget assumptions and expenditure recommendations to all campus constituency groups
- Submits recommendations for the tentative budget and forwards the tentative budget to the Superintendent/President.