

**Governance Review Council (GRC)**

**April 3, 2024:**

**2:00 to 3:00 pm on Zoom**

1. Approve Agenda
2. Approve Minutes from February 7, 2023
3. Discussion
  - a. Final Recommendations – approval (see next page)
  - b. Facilities Planning Committee name and charge revision to *The Facilities and Safety Planning Committee (FSPC)* (see last two pages)
  - c. Discussion of the idea of a budget presentation by fiscal.
  - d. Creating a how-to-find-a-report guide.....
  - e. Developing an Equity Guide for Governance Committees

## **GRC Recommendations and Plans 2023-2024:**

### **I. Strategies to continue to raise awareness of the governance committees:**

1. Ask faculty to mention participatory governance to their classes and encourage students to get involved.
2. Go to clubs and Learning Communities to try to get more student participation.
3. Put up attention-grabbing posters that would encourage participation. Suggestion was made to have a poster competition among students – need to check on College Services' parameters for posters and outside participation in designs.
4. Put photos of committees at work on the PGS homepage
5. Make a video of people talking about their experiences on committees to put on the website or to show at Convocation.
6. Make a video of a meeting that could be posted to YouTube.
7. If Board of Trustees meetings are recorded or live-streamed – advertise this.
8. Remind committee chairs that information could be put up on the TV screens located in various campus locations. KTD – Sadika; IVC – Monica Rudolph; and Performing Arts – Joanna Pinckney. (Content submitted must be in jpg format.)

### **II. Budget and Decision-making Transparency**

Tony Clark described his ideas for creating a presentation (to be put on the website, or given at Convocation or other flex workshop) that would explain how the budget is developed in relation to the guiding principles of the strategic plan, how the college determines what money is available from various sources, how much of that is discretionary and then how decisions are made about how to spend it.

Since he is new to the college, Tony asked what input various constituencies have in the budgeting process, how that input is gathered, and what role that has in the final decision-making process. How do wish-lists dovetail with an accurate understanding of what funding is available?

### **III. Developing an Equity Guide for Governance Committees**

The idea for an Equity Guide for Governance Committees was brought up. The committee plans to find resources to develop a guide that committees could use to increase diversity and make sure that they have equitable representation. Sadika will reach out to the EEO Committee to see if some of the resources used in hiring could be used in this situation.

## **The Facilities and Safety Planning Committee (FSPC)**

### **Charge**

The Facilities and Safety Planning Committee (FSPC) operates as a subcommittee of the Planning and Resource Allocation Committee (PRAC) to ensure faculty, staff, and student involvement by providing feedback, making recommendations, and sharing information regarding the planning, design, construction, safety, upkeep, and use of district-owned facilities to foster an equitable, inclusive, and accessible experience for all constituents.

In alignment with our board policy and procedures, the Facilities and Safety Planning Committee (FSPC) acknowledges the district college occupancy of indigenous land and honors the protection and history of its cultural elements.

### **Responsibilities**

- Review and recommend, as needed, new or revised Board Policies and Administrative Procedures related to health and safety of district facilities.
- Make recommendations to the Planning and Resource Allocation Committee (PRAC), including recommendations related to facility emergencies.
- Review and evaluate annual program review data.
- Provide reports for strategic planning and accreditation self-evaluations, as needed.
- Review automated work order system data to ensure preventative maintenance needs and priorities are being addressed, as needed.
- Review, as appropriate, cases of reported safety accidents and/or incidents as it relates to district facilities.
- Review, as needed, insurance carrier Property and Liability Inspection Audit report and make recommendations around district responsibilities in ensuring and promoting overall health and safety of district facilities.
- Review, as needed, the Emergency Preparedness Handbook, making recommendations and updates and supporting periodic professional learning and training for the campus community.
- Ensure that a Facilities Master Plan, including facilities usage needs based on the Educational Master Plan, is created and updated regularly.
- Review the Facilities Master Plan and any related updates as needed.
- ~~Make recommendations to the Planning and Resource Allocation Committee.~~
- Share and disseminate information on capital renewal (Measure B), capital improvement, facilities renewal, maintenance, and preventative maintenance.
- Review and make recommendations regarding requests for memorials on district facilities.

### **Composition**

Two (2) faculty appointed by the Academic Senate

Two (2) classified staff appointed by the Classified Professional Liaison Committee (CPLC)

Two (2) students appointed by the Associated Students of College of Marin (ASCOM)

Two (2) administrators appointed by the Superintendent/President Asst. Superintendent/Vice President, Admin. Services, and the Director of Capital Projects will serve as non-voting staff resources.  
The Chair or Co-Chairs will be elected from the group.

**2023-2024 Members**

**Administrators**

Chair, Klaus Christiansen 2017

Stormy Miller 2017

**Faculty**

Vacant

Vacant

**Classified Professionals**

Andy Haber 2021

Paul Wilson 2018

**Students**

Fatimah Nakhuda (2023)

Amely Feiler (2023)

**Staff Resource**

Maridel Barr 2011

Patrick Ekoue-totou

~~Greg Nelson~~