
GOVERNANCE REVIEW COUNCIL

Agenda

November 20, 2025

2:00pm – 3:00pm

Location: Zoom Meeting

<https://marin-edu.zoom.us/j/85176930067>

Membership: Emy Bagtas-Carmona, Ryan Byrne, Maria Coulson, Wendy St. John, Enrique Amador Mendieta, Melanie Palomino, Joanna Pinckney, Farhan Khaliq

Guest: Holley Shafer

Introduction of new members/attendees

Action Items

1. Approve agenda
2. [Review/Approve minutes from October 23, 2025](#) (Tabled for next meeting)

Discussion Items

1. Updates from College Council (Maria - Tabled)
2. Evaluation of PGS with Holley Shafer (Team)
 - a. Review updated draft and proposed branching logic.
 - b. Discuss strategies for engaging non-participants and students.
 - c. Gather committee feedback on content, tone, and distribution timeline.
 - d. Next steps
3. January Flex Session (Team)
 - a. Review proposal for submission – suggest edits
 - b. Confirm facilitators, materials, and goals for session.
 - c. Discuss how to integrate feedback on governance collaboration and self-evaluation into Flex activities.
4. Creating a Calendar for PGS
5. Communication with other PGS Committees (Wendy)
6. Update on committee activity and membership gaps (Ryan)
 - a. Here is the link to the [PGS Homepage](#)
 - b. Discuss next steps for inactive or struggling committees.
7. Timeline on updating the PGS Plan – [Last updated in 2022](#)
 - a. How to use Flex session and survey

- b. How to best approach the GRC charge, given its expansive nature
8. Confirm next meeting: December date

Charge

The Governance Review Council monitors and evaluates the governance process to ensure that: the system's processes are open, transparent and equitable; 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 and reflect a core commitment to anti-racism; and the College actively maintains its participatory governance system.

Responsibilities

The Governance Review Council shall:

- review and recommend new or revised governance-related Board Policies and Administrative Procedures;
- conduct an evaluation of the governance system annually or more frequently when deemed necessary by two of the three senates or the Board of Trustees;
- serve as an adjudicating body for any issues having to do with the governance process. All recommendations will be written, justified and distributed to the College Council;
- establish appropriate timelines to complete tasks and make recommendations; and
- recommend to College Council changes and revisions to the Participatory Governance System that are based on evaluation process and recommendations from governance groups consistent with current laws and regulations.
- ensure that each committee's charge reflects the clear delineation between governance and management and separates the functions of planning and recommendations from operational activities;
- maintain contact with committee chairs on an ongoing basis;
- increase participatory governance visibility throughout the institution and actively work to engage new faculty and staff and especially students.
- GRC works with the Professional Learning Committee in:
 - preparing a Flex Week faculty and staff orientation and training
 - assisting in a PGS orientation to all new employees and training to committee members, especially chairs and co-chairs
 - publishing PGS articles or information in the President's Weekly Briefing if needed
 - maintaining PGS web pages
 - ensuring that each committee's staff resource posts meeting dates and minutes on the district website
 - providing a GRC point person to provide support or guidance if requested or needed.
 - tracking and reporting committee activities and assisting in filling vacant committee seats

Composition

2 faculty appointed by the Academic Senate

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

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

2 administrators appointed by the superintendent/president

The chair or co-chairs will be elected from the group.