

Governance Review Council (GRC)

September 2, 2020: 3:10 to 4:00 pm on Zoom

Minutes

1. Agenda was approved with change in order.
2. Minutes from May 6th, 2020 was approved
3. Discussion

Reordered agenda:

- a. Affirm who will lead the committee: Sara McKinnon was nominated and approved as the Chair of GRC for 2020-2021.
- b. Establish the number, duration, days, time etc. of committee meetings
Please see attached calendar of meetings – 8 meetings on the first Wednesday of the month from 3 to 4 pm.
- c. Meetings will be conducted through **Zoom**.
- d. The committee reviewed its committee charge and plans to ensure anti-racism is established and integrated as a core commitment and approach. Please see attached draft version.
- e. Determine the committee's priorities for the semester/year
 - 1) review draft 2020/2021 PGS Plan
 - 2) review the PGS Plan as a whole through additional lens of "anti-racist" priorities/commitments.
 - 3) review/approve and incorporate new/revised charges from all committees (w/anti-racist language)

The committee made the following recommendations:

1. Each charge should include a line under "responsibilities" for the committee to review its charge annually.
2. Recommendation regarding # of students – choose one:
 - 1) It should remain at 2 for all committees
 - 2) It could possibly say 1 to 2 students since it is difficult to get students; however,
 - 3) ASCOM needs to decide this (#2) if that were suggested or chosen by a committee.

GRC Meeting Dates 2020-2021

ACADEMIC CALENDAR 2020-21																								
SEPTEMBER 2020								OCTOBER 2020								NOVEMBER 2020								
Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		
		1	2	3	4	5			4	5	6	7	8	9	10		1	2	3	4	5	6	7	
6	7	8	9	10	11	12		11	12	13	14	15	16	17		8	9	10	11	12	13	14		
13	14	15	16	17	18	19		18	19	20	21	22	23	24		15	16	17	18	19	20	21		
20	21	22	23	24	25	26		25	26	27	28	29	30	31		22	23	24	25	26	27	28		
27	28	29	30													29	30							
Sep. 07 : Labor Day								Oct. 12 : Columbus Day								Nov. 11 : Veterans Day Nov. 26 : Thanksgiving Day								
DECEMBER 2020								JANUARY 2021								FEBRUARY 2021								
Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		
		1	2	3	4	5							1	2			1	2	3	4	5	6		
6	7	8	9	10	11	12		3	4	5	6	7	8	9		7	8	9	10	11	12	13		
13	14	15	16	17	18	19		10	11	12	13	14	15	16		14	15	16	17	18	19	20		
20	21	22	23	24	25	26		17	18	19	20	21	22	23		21	22	23	24	25	26	27		
27	28	29	30	31				24	25	26	27	28	29	30		28								
Dec. 25 : Christmas Day								Jan. 01 : New Year's Day Jan. 18 : Martin Luther King Jr. Day								Feb. 15 : President's Day								
MARCH 2021								APRIL 2021								MAY 2021								
Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		
		1	2	3	4	5	6				7	8	9	10					5	6	7	8	1	
7	8	9	10	11	12	13		4	5	6	7	8	9	10		2	3	4	5	6	7	8		
14	15	16	17	18	19	20		11	12	13	14	15	16	17		9	10	11	12	13	14	15		
21	22	23	24	25	26	27		18	19	20	21	22	23	24		16	17	18	19	20	21	22		
28	29	30	31					25	26	27	28	29	30		23	24	25	26	27	28	29			
May, 31 : Memorial Day								Jul. 04 : Independence Day								Aug. 01 : Independence Day								
JUNE 2021								JULY 2021								AUGUST 2021								
Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		
		1	2	3	4	5						1	2	3		1	2	3	4	5	6	7		
6	7	8	9	10	11	12		4	5	6	7	8	9	10		8	9	10	11	12	13	14		
13	14	15	16	17	18	19		11	12	13	14	15	16	17		15	16	17	18	19	20	21		
20	21	22	23	24	25	26		18	19	20	21	22	23	24		22	23	24	25	26	27	28		
27	28	29	30					25	26	27	28	29	30	31		29	30	31						
Jul. 04 : Independence Day								Aug. 01 : Independence Day								Aug. 01 : Independence Day								

GOVERNANCE REVIEW COUNCIL

DRAFT Charge – September 2, 2020 Revisions

The Governance Review Council monitors and evaluates the governance process to ensure that:

- **the system's processes are open, and 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 PRIE in: >>> change PRIE to PLC**
 - 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 and ~~keeping online meeting calendar up to date~~

- 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.**
~~Speak to committees if each fall on the committee's charge, issues, recommendations, and expectations~~
- tracking ~~and reporting~~ committee activities by monitoring minutes and assisting in filling vacant committee seats

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) **a**dministrators appointed by the superintendent/president
- **The chair or co-chairs will be elected from the group.**