

<p>COLLEGE OF MARIN</p>	<p>GOVERNANCE REVIEW COUNCIL</p>
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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.