

2015-2016

Participatory Governance System Digest

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COLLEGE OF

MARIN

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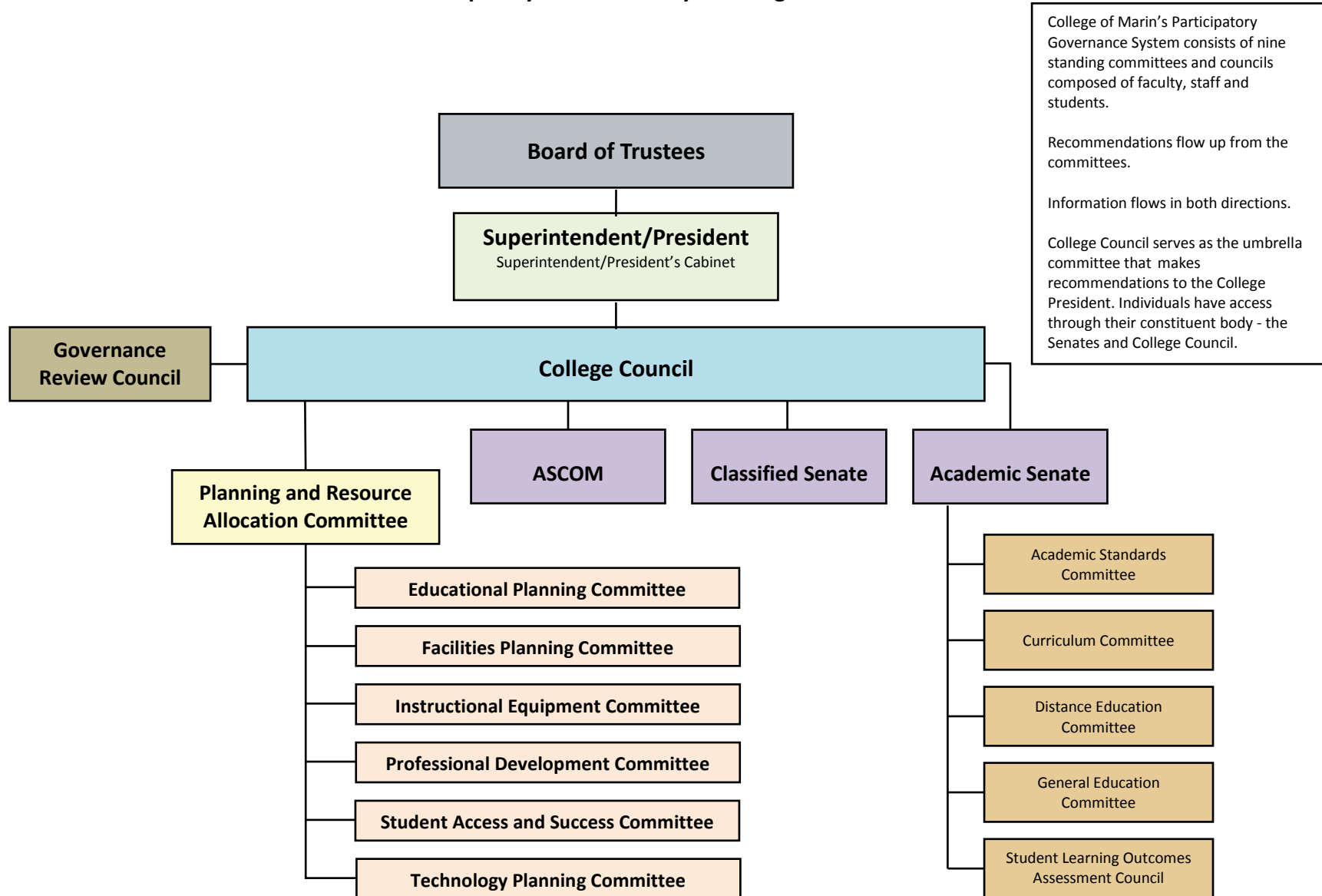
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Participatory Governance System Organizational Chart



College of Marin's Participatory Governance System consists of nine standing committees and councils composed of faculty, staff and students.

Recommendations flow up from the committees.

Information flows in both directions.

College Council serves as the umbrella committee that makes recommendations to the College President. Individuals have access through their constituent body - the Senates and College Council.

2015-2016 Governance Digest: *Governance in Action*

The Participatory Governance System (PGS) Governance Digest, published by the Office of Planning, Research, and Institutional Effectiveness, provides information about the College's participatory governance committees. This issue documents 2015-2016 governance committee activities and recommendations, as well as resulting actions taken and committee updates. Reports were compiled for the Facilities Planning Committee and Professional Development Committee by reviewing committee minutes. All other committees provided a summary.

See the [Participatory Governance Web Page](#) for more information about the College's Participatory Governance System including the PGS Plan and links to each participatory governance committee's web page. PGS Committee web pages include the committee's charge and responsibilities, membership list, meeting schedule, committee agendas and minutes.

College Council (CC)

Chair: Superintendent/President David Wain Coon (*Designated by position*)

Primary Charge: College Council will serve as an advisory group to the Superintendent/President for Board Policies and Administrative Procedures and College goals, plans and priorities. The College Council also acts as a two-way communication vehicle for recommendations and proposals that come through the participatory governance system and serves as a clearinghouse for information.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none"> • Members met 8 times in the 2015-16 academic year. • Reviewed proposed changes to the Strategic Plan and acted to remove the section regarding updating the Technology Plan. • Received information about the College Vision Statement review process. • Received presentation by consultant Angelina Duarte on Participatory Governance System review and recommended changes. • Received presentation on and DRAFT Equal Employment Opportunity Plan and provided input. • Reviewed and updated process to review and revise Board Policy/Administrative Procedure in maintenance phase, including process for non-substantive changes. 	<ul style="list-style-type: none"> • Received information from the Superintendent/President and upper management related to college plans, activities and programs occurring within the College and provided input and recommendations to staff and the President. • Members facilitated sharing of materials and information with constituent groups and provided related feedback and recommendations to the Superintendent/President. • Approved Strategic Plan update. • Shared consultant’s presentation with constituent groups. • Brought concerns and suggestions forward to the Superintendent/President related to quorum, 50+1 majority, ability to send proxy, and chair elections in the fall. • Changes to process were shared with constituent groups for review and comment, and were modified as necessary. • Revised Board Policy/Administrative Procedures Review Process.

<ul style="list-style-type: none"> • Reviewed and approved 21 Board Policies and forwarded them for approval by the Board of Trustees. • Reviewed 30 Administrative Procedures and forwarded 29 to the Board of Trustees for information. One procedure requires additional changes. • Reviewed revised PGS committee charges. • Received presentations on: <ul style="list-style-type: none"> ○ Recycling/Zero Waste Management programs at College of Marin ○ Gender Neutral Restroom and proposed locations/signage ○ Facilities Master Plan surveys, resulting general themes, and outcomes related to classroom use and community requirements ○ Facilitron online facilities use and scheduling program demonstration • Received Assessment Plan Addendum spring 2016 for information. • Received updates on: <ul style="list-style-type: none"> ○ Accreditation process and schedule ○ PRAC activities throughout the year and proposed recommendations ○ Measure C bond project process and issues ○ Other facilities-related projects ○ Activities by each of the senates ○ ESCOM • Reviewed Board Meeting agendas • Received report on Board action to pursue Facilities Bond based on assessment results of remaining facility needs. 	<ul style="list-style-type: none"> • Board Policy and Administrative Procedures reviewed/approved and forwarded for Board approval or information as appropriate: <ul style="list-style-type: none"> ○ BP 1100 Marin Community College District ○ BP 3410 Non-Discrimination ○ AP 3410 Non-Discrimination ○ BP 3430 Prohibition of Harassment ○ AP 3430 Prohibition of Harassment ○ AP 3435 Discrimination and Harassment Complaint Procedures ○ BP 3515 Reporting of Crimes ○ AP 3515 Reporting of Crimes ○ BP 3530 Weapons on Campus ○ AP 3530 Weapons on Campus ○ BP 3540 Sexual and Other Assaults on Campus ○ AP 3540 Sexual and Other Assaults on Campus ○ BP 4030 Academic Freedom ○ AP 4100 Graduation Requirements for Degrees and Certificates ○ AP 4225 Course Repetition – Non-Repetitive Course ○ AP 4230 Grading and Academic Record ○ AP 4240 Academic Renewal ○ AP 4277 Repeatable Courses ○ AP 4228 Course Repetition – Significant Lapse of Time ○ BP 5050 Student Success and Support Programs ○ AP 5050 Student Success and Support Programs ○ AP 5075 Credit Course Adds & Drops ○ AP 5520 Student Discipline and Due Process ○ BP 6100 Delegation of Authority, Business and Fiscal Affairs ○ AP 6100 Delegation of Authority, Business and Fiscal Affairs ○ BP 6200 Budget Preparation ○ BP 6150 Designation of Authorized Signatures ○ AP 6150 Designation of Authorized Signatures ○ BP 6320 Investments ○ AP 6320 Investments ○ AP 6322 Employee Indemnity Bonds ○ AP 6365 Contracts - Accessibility of Information Technology (additional changes recommended) ○ BP 6520 Security for District Property
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- AP 6520 Security for District Property
- BP 6800 Industrial Safety
- AP 6800 Industrial Safety
- AP 6805 Controlled Access Hours
- BP 6850 Bicycles, Skateboards, Roller Skates, Roller Blades, Scooters and Other Similar Devices on Campus
- AP 6850 Bicycles, Skateboards, Roller Skates, Roller Blades, Scooters and Other Similar Devices on Campus
- BP 7110 Delegation of Authority, Human Resources
- AP 7110 Delegation of Authority, Human Resources
- BP 7130 Compensation
- AP 7150 Evaluation
- AP 7211 Faculty Service Areas
- AP 7270 Student Employees
- BP 7330 Communicable Diseases
- BP 7335 Health Examinations
- BP 7340 Leaves
- AP 7340 Leaves
- BP 7700 Whistleblower Protection
- AP 7700 Whistleblower Protection

Governance Review Council (GRC)

Co-chairs: Shawn Purcell and Yolanda Bellisimo

Primary Charge: The Governance Review Council will monitor and evaluate the governance process to ensure that: The system’s processes are open and transparent; 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; The College actively maintains its participatory governance system.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none"> • Members met 8 times in the 2015-16 academic year. • Met with consultant Angelina Duarte regarding recommendations for areas of improvement/modifications to COM’s PGS. • Met with College President regarding implementation recommendations for the 2016-17 year. • Reviewed PGS Plan for areas needing updating. • Reviewed the 2015 survey in regards to creating the 2017 “post survey” following the implementation of recommendations. 	<ul style="list-style-type: none"> • Began implementing PGS recommendations: <ul style="list-style-type: none"> ○ Added a FLEX Week event about PGS ○ Added FLEX Week training about how to make meetings effective ○ Regularly published articles/newsletters to entire COM community and maintained up-to-date web pages and calendars • Prepared presentation for Convocation to inform COM employees about the PGS. • Communicated with PGS committees to solicit volunteers for informational tables following Convocation presentation. • Revised/updated the PGS Plan, including dating committee charges. • Began preparing questions for the 2017 survey.

Planning and Resource Allocation Committee (PRAC)

Co-chairs: Senior Vice President of Student Learning and Student Services Jonathan Eldridge and Academic Senate President Sara McKinnon *(Designated by position)*

Primary 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. The committee reviews all plans and recommendations made by participatory governance committees and ensures their compliance with Board policy and planning priorities. PRAC: Ensures that the College’s planning process supports student success; Aligns College plans and the budget process with Board goals and priorities; 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.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none"> • Members met 17 times in the 2015-16 academic year. • Revised committee charge. • Instituted program review presentations by division. • Budget assumption review and recommendations. • Connected budget assumptions to program review requests and resource allocation recommendations. • Final recommendations for a balanced budget. • Debriefed Program Review process. • Received update on Communication revitalization. • Reviewed subcommittee reports. • Reviewed FTFAC requests and IEC recommendations. 	<ul style="list-style-type: none"> • Updated charge. • Divisions presented to PRAC during Spring 2016. • Institutional budget assumptions for 2016-17. • Institutional resource recommendations for 2016-17. • List of items for discussion/action in Fall 2016.

Educational Planning Committee (EPC)

Chair: Christina Leimer

Primary Charge: The Educational Planning Committee operates as a subcommittee of the Planning and Resource Allocation Committee and is responsible for coordinating and setting goals for planning broad educational endeavors at the College. Planning for specific programs and disciplines should continue to be developed at the departmental level, pursuant to the broad parameters of the Educational Master Plan. The Committee will utilize the resources and expertise of the Office of Student Learning, Student Services and Office of Planning, Research and Institutional Effectiveness (PRIE).

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none"> • Members met 10 times in the 2015-16 academic year. • Discussed reporting format/template for this 3-year planning cycle. • Discussed rating system, level of detail requested in oral reports, flexibility in adherence to designated action steps, amount and types of evidence needed, and whether rating activity or performance indicator/objective achievement. • Discussed altering reporting cycle to better align with operational timing of available data and completion of objectives (e.g. the budget and advancement in fall semester to see complete year). • Included a time for committee members to share their impression of each report prior to presenters’ arrival at the meeting to hear questions/concerns raised by the written reports in order to discuss with the presenters. • Discussed how the reporting process, template, rating system, and committee logistics and interactions worked this year; periodically checked at the end of meetings throughout the year. 	<ul style="list-style-type: none"> • Developed and used new reporting format/template for this 3-year planning cycle. • Developed rating system to rate both extent of activity (red, yellow, green) and achievement of objective (Yes/No and performance indicator). • Reviewed some reports in fall semester, others in spring. • Heard oral presentations and rated progress on all reports/objectives in 2015-18 strategic plan. • Committee members reviewed combined ratings to be used as basis for annual strategic plan progress report to share with PRAC, College Council, Board of Trustees and campus community. • PRIE completed final strategic plan progress report. • Oral reports from both EPC members and presenters were that process was smooth, template worked well, interactions effective; still a fair amount of subjectivity in the rating of activity—but is the nature of rating activity as opposed to quantitative performance indicators.

Facilities Planning Committee (FPC)

Co-chairs: Heidi Rank and Sara McKinnon

Primary Charge: The Facilities Planning Committee operates as a subcommittee of the Planning and Resource Allocation Committee (PRAC) to ensure faculty, staff and student involvement in the planning, design, construction, upkeep and use of College-owned facilities to foster student success.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none"> • Members met 7 times in the 2015-16 academic year. • Discussed FPC role in PGS with consultant Angelina Duarte. • Reviewed committee charge. • Completed program review from Spring 2015. • Provided evidence for Standard III.B. in the College’s Institutional Self Evaluation Report. • Received update on the facilities master plan development and progress. • Received regular updates on the bond, status of building and other projects. • Provided feedback on written response to Standard III.B. • Reviewed and evaluated the facilities section of program reviews for the year. 	<ul style="list-style-type: none"> • Feedback from FPC used in consultant’s report to College Council. • Completed program review tracker and elevated to next step in recommendations process. • Comprehensive evidence list for the report. • Final recommendations to PRAC.

Instructional Equipment Committee (IEC)

Chair: Jonathan Eldridge

Primary Charge: The College Instructional Equipment Committee operates as a subcommittee of the Planning and Resource Allocation Committee to ensure faculty, staff and student involvement in recommending allocations for instructional equipment. The Committee will make recommendations to the Planning and Resource Allocation Committee regarding the specific instructional equipment allocations. Standard forms will be used and proposals will be elicited from every department. Requestors will send copies to the supervising Dean/Manager.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none"> • Members met 2 times in Spring 2016. • Reviewed all equipment and software requests. • Considered all potential funding sources, including CTE/Perkins/other grant funds. • Verified each request’s proper funding source. • Made recommendation to allocate approximately \$240,000 of equipment/software requests, addressing all qualified requests. 	<ul style="list-style-type: none"> • Recommended to PRAC the funding of approximately \$240,000 in equipment/software requests from the Instructional Equipment, Perkins 2015, Perkins 2016, CTE Enhancement 2015, and AEBG funds.

Professional Development Committee (PDC)

Co-chairs: Diane Traversi and Nekoda Harris

Primary Charge: The Professional Development Committee operates as a subcommittee of the Planning and Resource Allocation Committee. The PDC is responsible for overseeing professional development planning, programs and evaluation in support of the College Mission, institutional plans and initiatives, accreditation and legal requirements. The committee will utilize the resources and expertise of the Office of Planning, Research and Institutional Effectiveness, Human Resources, Campus Police, and other departments as appropriate.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none"> • Members met 11 times in the 2015-16 academic year. • Received presentations on training at COM from HR and IT. • Reviewed BP 7160 Professional Development. • Debriefed on Fall 2015 and Spring 2016 Flex. • Received 3 staff professional development funding requests. • Reviewed Standard III.A. for the college’s Institutional Self Evaluation Report. • Discussed revising the professional development webpage and reviewed other colleges’ professional development websites. • Reviewed Technology and Training Needs report from the IDT. • Reviewed surveys from Flex, other professional development activities and discussed plan on how to collect faculty and staff feedback. • Planned the staff recognition lunch in Spring 2016. • Began updating the professional development plan. 	<ul style="list-style-type: none"> • Approved funding requests for classified staff professional development. • Edited response to Standard III.A. • Suggested evidence list for the report. • Tabulated data from Flex evaluations. • List of suggestions on how to address technology training needs including Lynda.com, the PD webpage, and interdepartmental training. • Created functional work groups based on employee classification to research and devise methods to collect staff and faculty feedback. • Spring 2016 staff recognition lunch. • Updated professional development plan in progress.

Student Access/Success Committee (SASC)

Chair: Derek Levy

Primary Charge: Supporting College of Marin's commitment to providing equitable opportunities and fostering success for all members of our diverse community, the Student Access/Success Committee (SASC) reviews institutional plans and data relating to equity, access and success, in order to ensure alignment of resources and efforts with institution-set indicators/goals. The Student Access/Success Committee operates as a subcommittee of the Planning and Resource Allocation Committee (PRAC) and submits any recommendations and reports through PRAC and/or appropriate participatory governance system routes.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS / UPDATES
<ul style="list-style-type: none"> • Members met 13 times in the 2015-16 academic year. • Reviewed information/progress on previous SSSP Credit and Student Equity plans; discussed modifications and development of SSSP Noncredit plan. • Revised PRIE research on COM student success and equity as well as faculty and staff diversity. • Met with Basic Skills Initiative Steering Committee. • Collaborated on coordination of plans and contributed to transformation grant planning. • Reviewed SASC charter and recommended revisions. • Received updates from Diversity and Equity Advisory and Veteran Advisory committees. • Reviewed student access and success sections of the full program reviews submitted in 2015-16. 	<ul style="list-style-type: none"> • Submitted revised Credit SSSP, Noncredit SSSP, and Student Equity plans. • Ongoing plan implementation. • Proposed update to SASC charter reviewed by PRAC and GRC. • Recommendations submitted to PRAC for review.

Technology Planning Committee (TPC)

Chair: Derek Wilson

Primary Charge: The Technology Committee operates as a subcommittee of the Planning and Resource Allocation Committee to assure staff and faculty involvement in technology planning and provide guidance for major technological decisions. The Committee will make recommendations to the Planning Committee regarding technology related issues.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS / UPDATES
<ul style="list-style-type: none"> • Members met 16 times in the 2015-16 academic year. • Reviewed and discussed TPC charge and responsibilities. • Received consultant’s presentation on changes to the PGS. • Reviewed and discussed draft versions of the CS3 (Technology Plan) presented by the CIO/IT Director. • Presented final CS3 to College Council. • Received 2012-17 Technology Plan Initiatives (Fall 2015 and Spring 2016 Status Reports) from the CIO/IT Director. • Developed, revised, and implemented the 2016 Student and Employee Technology Surveys. • Reviewed OEI and Canvas. • Determined new/retained Technology Plan Initiatives, cycle, and dates. 	<ul style="list-style-type: none"> • Suggested revisions to TPC responsibilities. • A new CS3 draft was compiled to align with the published COM Strategic Plan and TPC charge. • College Council excluded the CS3 from the new COM Strategic Plan and requested a Technology Plan cycle. • Presented current and new Technology Plan timeline to PRAC. • Reviewed, compiled and disseminated survey results. • Addition of ongoing Technology Plan initiative for evaluation and potential adoption of new LMS every cycle. • Scheduled drafting new Technology Plan for Fall 2016.

2015-2016 Governance Committee Members

College Council (CC)

David Wain Coon (Chair, Non-Voting)
Sara McKinnon, Faculty
Becky Brown, Faculty
Patricia Seery, Faculty
Elle Dimopoulos, Classified Professional
Monica Rudolph, Classified Professional
Kim Foulger, Classified Professional
Keli Gaffney, Classified Professional
Patrick McBurnie, Student
Eric Sitzenstatter, Student
Martin Birmingham, Student
Jonathan Eldridge, Manager
Greg Nelson, Manager
Christina Leimer, Manager
Laura McCarty, Staff Resource
Kristina Combs, Staff Resource
Kathy Joyner, Staff Support

Governance Review Council (GRC)

Shawn Purcell, Faculty (Co-chair)
Yolanda Bellisimo, Faculty (Co-chair)
Marshall Alameida, Manager
Christina Leimer, Manager
Angela Olmanson, Staff Support

Planning and Resource Allocation Committee (PRAC)

Jonathan Eldridge, Administration (Co-chair)
Sara McKinnon, Faculty (Co-chair)
Yolanda Bellisimo, Faculty
Becky Brown, Faculty
Gina Cullen, Faculty
Lisa Morse, Faculty
Sarah Frye, Faculty
Kathleen Smyth, Faculty
Nancy Willet, Faculty
Gina Longo, Classified Professional
Christina Leimer, Manager
Greg Nelson, Manager
Patrick Ekoue-totou, Staff Resource
Peggy Isozaki, Staff Resource
Cari Torres-Benavides, Staff Resource
Rhonda Jones, Staff Support

Educational Planning Committee (EPC)

Christina Leimer, Administration (Chair)
Mia Chia, Faculty
Peggy Dodge, Faculty
David Everitt, Faculty
Cara Kreit, Faculty
Sara McKinnon, Faculty
Steven Newton, Faculty
Carol Hernandez, Manager
Steven Garrett, Classified Professional
Dianne Faw, Staff Support

Facilities Planning Committee (FPC)

Heidi Rank, Administration (Co-chair)
Sara McKinnon, Faculty (Co-chair)
Laura McCarty, Manager
Elizabeth Doermann, Faculty
James Kuromiya, Classified Professional
Laurie Loeffler, Classified Professional
Greg Nelson, Staff Resource
Maridel Barr, Staff Support

Instructional Equipment Committee (IEC)

Jonathan Eldridge, Administration (Chair, Non-Voting)
Andy Haber, Classified Professional
Paul da Silva, Faculty
Nick Fara, Faculty
Mark Barrall, Faculty
Patricia Hulin, Faculty
Ron Krempez, Faculty
Ron Palmer, Faculty
Beth Pratt, Manager
Patrick Ekoue-totou, Manager
David Erlenheim, Staff Resource
Rhonda Jones, Staff Support

Professional Development Committee (PDC)

Diane Traversi, Administration (Co-chair)
Nekoda Harris, Administration (Co-chair)
Cheo Massion, Faculty
Dayna Quick, Faculty
Dianne Faw, Classified Professional
Gina Longo, Classified Professional
Beth Patel, Faculty Resource
Stacey Lince, Staff Resource

Student Access and Success Committee (SASC)

Derek Levy, Administration (Chair)
Sadika Sulaiman Hara, Manager
Andrea Mann, Classified Professional
Hugo Guillen, Classified Professional
Luz Briceno-Moreno, Faculty
Meg Pasquel, Faculty
Jennifer Cox, Student
Christina Leimer, Staff Resource
Sara McKinnon, Staff Resource
Rose Jacques, Staff Support

Technology Planning Committee (TPC)

Derek Wilson, Faculty (Chair)
Patrick Ekoue-totou, Manager
Sven Jones, Manager
Joey Della Santina, Classified Professional
Stacey Lince, Classified Professional
Kana Goto, Student
Patrick McBurnie, Student
John Erdmann, Faculty
Rachel Klein, Faculty
Arthur Lutz, Faculty
Steven Newton, Faculty
Leah Sharp, Faculty
Mina Namvar, Staff Support