Present: Christine Li, Matt Markovich (Chair), Joan Rinaldi, Cathy Summa-Wolfe and Barbara David (Staff Resource)  
Absent: Julie Oyle, Steve Petker, Lance Reyes, Wendy Walsh  

Agenda  
1. AGENDA  
2. MINUTES  
3. PGS MEMBER SURVEY RESULTS  
4. PGS MEMBER SURVEY  
5. PGS TRAINING AND ORIENTATION  
6. WRAP UP  

Minutes  
Agenda  
➢ Agenda was approved by consensus.  

Minutes  
➢ Minutes of 12-11-2013 were approved by consensus.  

PGS Member Survey Results (continuation of discussion)  
• Issue  
A significant number of respondents indicated Unknown and Not Applicable in response to question #20 which states: 
   Our committee’s recommendations and proposals moved through the Participatory Governance System and received a response.  

• Resolution  
After re-examining the survey question and reviewing the committee’s discussion in the recent meeting minutes, GRC members agreed to address this issue using the following three-step approach:  
➢ Re-word the question in the survey to clarify the nature of the “unknowns”—more clearly identify whether respondents know where to look (or who to ask) about the progression/result of their committee’s recommendations and proposals through the PGS since an answer of “unknown” to the currently worded question could mean any of the following:  
   a. The respondent lacked the time or forgot to check (but knows how/where to do it);
b. The respondent lacked the interest to check (but knows how/where to do it); or

c. The respondent lacks the knowledge needed of the PGS in order to know how to check.

- **Analyze the re-worded question’s results in the next survey.**
- **To promote Participatory Governance System (PGS) transparency, GRC will place monthly “teaser questions” about the PGS in the President’s Weekly Briefing (similar to the Monthly Data Nuggets) – which will guide COM employees to the appropriate PGS web pages for answers. (Staff Resource Barbara David volunteered to draft the first teaser question for the Chair’s review based upon the “Issue” question.)**

- **Additional Note:**
  **Issue:** The question arose how GRC can monitor “non-usage of the PGS” for instances when it should be used (i.e., for purchase recommendations, etc.)
  **Response:** PGS training/orientation was cited as the key solution to prevent lack of appropriate PGS usage due to lack of managerial PGS knowledge. Although it was mentioned that PGS orientation currently is not occurring due to the retirement of the former PGS Staff Resource, the committee agreed this particular function has a high importance, and for the best interests of the College, should continue (see next agenda item).

**PGS Training and Orientation**

- **Issue:** Status of replacement for PGS Staff Resource K. Kirkpatrick (retired)
  - **GRC Chair’s Update:** Other than “the position’s duties may be reallocated”, there were no further updates from last meeting’s report of:
    - **Research indicates that Vice President of Student Services Jonathan Eldridge reported the College is looking into the situation; with possibilities of either opening up the position for a stipend or filling the position.**

**PGS Surveys**

- **Using the “Participatory Governance System (PGS) Survey Tools” sheet and the “PGS Committee Organizational Chart”, Staff Resource B. David explained the differences between the annual PGS Member Survey and PGS Employee Survey (distributed every other year).**
  - The committee agreed to start finalizing the questions for the PGS Member Survey at the next meeting (setting a deadline of April 2014 for survey distribution in early May 2014).
  - The committee agreed to start finalizing the questions for the PGS Employee Survey at the beginning of the fall semester (for survey distribution in early December 2014).
  - **Staff Resource B. David agreed to find out from M. Creel and A. Dieli if they have access to the previous year’s survey instrument.**

*(Agenda items may be e-mailed to barbara.david@marin.edu)*

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**Governance Review Council Meeting Summary**

February 12, 2014