College of Marin
Participatory Governance System

New FT Faculty Academy
September 19, 2012
Committee Structure

- PGS consists of 9 standing committees and councils

- Total 72 committee seats
  - 38 faculty
  - 21 classified staff
  - 19 students
  - 20 administrators
Committee Appointments

- Members appointed for 2-year terms
  - Faculty appointed by Academic Senate
  - Classified Professionals appointed by CPLC
  - Students appointed by ASCOM
  - Managers appointed by the President
College of Marin’s Participatory Governance System consists of nine standing committees and councils composed of faculty, classified professionals, administrators and students plus three senates.

College Council serves as the umbrella committee that makes recommendations to the College Superintendent/President.

Recommendations flow up from the committees.

Information flows in both directions.
College Council

- Serves as the umbrella group over all committees

- Acts as advisory group to the President and clearinghouse for information.

- Recommends Board Policies, Administrative Procedures, College Plans and initiatives.

- President serves as Chair
College Council Composition

- 3 Faculty: Academic Senate President, VP and Secretary
- 3 Classified Professionals: Classified Senate President, VP and Secretary
- 3 Students: ASCOM & ASEC Presidents, Student Trustee
- 2 Vice Presidents
- College President, Chairs College Council
Board Policies & Administrative Procedures Process

- CCLC Policy and Procedure Service recommends language vetted by Law Firm of Liebert, Cassidy and Whitmore

- Administrative review, revision and sign off

- 10 plus 1 BP/APs sent to Academic Senate for approval. Go to College Council as Information Items

- Other BP/APs reviewed and recommended to College Council by BP/AP Task Force
Board Policies & Administrative Procedures Process

- College Council recommends to the President who makes final recommendation to Board of Trustees.
- Administrative Procedures approved by the President
- Board Policies adopted by the Board of Trustees
- Adopted BPs and Approved APs posted on the web. Link on Board of Trustees Web Page
Governance Review Council

- Conducts annual PGS Committee Member Evaluation and periodic college-wide PGS evaluations.

- Recommends changes and revisions based on evaluation or recommendations from committees or constituencies.

- Monitor’s committee charges

- Serves as adjudicating body for governance issues
Quorum for meetings is 50% plus one.

Quorum consists of one member from each constituency who has appointed a representative.

If one representative from each group is not present for two consecutive meetings, the remaining group will comprise a quorum.
Operating Guidelines

- Regular attendance is expected
  - Committee members may be replaced after three unexcused absences

- Constituent group may send a substitute

- Meetings are open to the public. Non-members may attend as observers.
Meeting Process

- Meetings should be conducted in a respectful manner.

- Committees should develop ground rules, annual goals/objectives and a method of evaluation.

- Representatives are responsible for reporting to their constituent group.
Meeting Process

- Committees will strive to reach consensus
  - If consensus cannot be reached after 2 meetings, a vote will be taken.
  - 50% plus one carries the motion.
  - The group in the minority may forward a minority report along with the recommendation

- All committees are recommending bodies
Committee Member’s Responsibilities

- Attend meetings regularly
- Act in a respectful and professional manner
- Regularly report back to constituent groups
- Complete committee work in a timely fashion
Committee Chair’s Responsibilities

- Establish meeting time and location
- Create and distribute agenda
- Conduct meetings in orderly manner and allow full participation
- Establish timelines to complete committee tasks
Committee Chair’s Responsibilities

☐ Ensure conduct remains professional and mediate conflict

☐ Ensure clear consensus or vote is taken on action items

☐ See that minutes are taken, approved and distributed
Communication

- Meeting Schedules & Contacts are posted on the “Faculty & Staff” calendar on the College Homepage.

- Committee members report back to Senates.

- The Participatory Governance Web Page has links to each committee page where members, agendas and minutes are posted.
Get Involved!

Contact the Academic Senate President to sign up!
For More Information:

Contact the Office of Planning, Research and Institutional Effectiveness (PRIE)

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