College of Marin
Participatory Governance System (PGS)
Overview
Committee Structure

- PGS consists of 9 standing committees and councils.

- Total 72 committee seats:
  - 38 faculty
  - 21 classified professionals
  - 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
PGS Committee
Organizational Chart

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 PGS committees

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

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

☐ College President is the 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
- 3 College Vice Presidents
- College President, Serves as non-voting chair
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 makes recommendations to the President.

- 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 PGS committee charges.

- Serves as adjudicating body for governance issues.
PGS Operating Guidelines

- 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 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 a vote is taken on action items.

☐ See that minutes are taken and approved, and posted on the committee web page.
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.
Communication

- The Participatory Governance Web Page has links to each PGS committee’s web page where members, agendas and minutes are posted.

- Meeting Schedules are posted on the “Governance Calendar” accessible from the College Homepage or committee web pages.

- Committee members represent and are expected to report back to their constituency.
Get Involved!

Contact your constituent representative to volunteer to serve!
For More Information:

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

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