

## **Governance Committee Update 2007 - 2008**

1. Participatory Governance System (PGS) Revision
  - a. Status & highlights
2. Consensus & Voting
3. Committee Ground Rules
4. Board Policy/Administrative Procedure Revision Project
5. Governance Committee Resources:
  - a. Outlook Public Folders:
    - i. Individual committee folders to post minutes, agendas, committee documents etc.
    - ii. Governance Resources Folder – contains information for running an effective meeting, how to achieve consensus, minutes and agenda templates etc. These are also posted on the new ODP website (see below).
  - b. ODP Website
    - i. Go to College Home Page
    - ii. Select “People at the College”
    - iii. Click on Office of Organizational Development & Planning” or Participatory Governance to access governance information.
  - c. Online “Faculty & Staff” Calendar on College Homepage
    - i. Committee meetings are posted on the online “Faculty and Staff” Calendar. (Click on “Faculty and Staff” under the Calendar of Events section.
    - ii. To submit your meeting or revise meeting times/days etc., open the calendar and click on “Add Event”
    - iii. Your submission will be automatically emailed to Kathleen Kirkpatrick who will go online to “approve” your entry and it will then appear on the calendar.

**Participatory Governance System Revision  
Submitted to College Council  
September 13, 2007**

**Recommended by Governance Review Council**

**Background:**

In accordance with the Participatory Governance System (PGS) Plan approved by College Council in May 2005, the Governance Review Council conducted a thorough review of the PGS document in 2006-07. The GRC considered results of the Spring 2006 PGS Committee Survey, feedback from the standing governance committees and input from GRC members to develop its recommendations.

The proposed revised PGS Plan updates language and terms, provides more detailed information about consensus and clarifies operating procedures. The GRC also worked closely with the governance committees to develop proposed revisions to the charge and responsibilities of several committees based on a clearer understanding of committee roles after two years of operation.

**Highlights of Proposed Revisions:**

- Updates language, terminology and references throughout the PGS document to reflect current titles, groups, practices etc.
- Appointing bodies will notify the Office of Organizational Development and Planning by the first census date in the fall who their representatives are.
- Clarifies that if replacements are made to fill a vacancy in the middle of a term, the replacement completes the term of the person they replace.
- Clarifies that a quorum is formed by only those officially appointed to a committee. If an appointing body has not filled a seat, that vacancy is not counted in establishing quorum.
- Clarifies the responsibility of the appointing bodies to keep track a list of their appointments and keep track of of their representative's terms.
- Provides additional information about how to achieve consensus.
- Chairs send committee minutes and agendas to the three Senate Presidents.
- Chairs are to ensure that students understand committee charge and responsibilities.
- Clarifies process to use if chairs do not fulfill responsibilities or act in an unprofessional manner.
- Revises the charge and responsibilities of most governance committees

## Consensus & Voting

This is the new recommended language on consensus included in the revised PGS Plan. The language was developed by the GRC to clarify processes to help committees achieve consensus.

- 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.

*(Note: If a constituency has not made an appointment, the vacant seat does not count when establishing quorum.)*

- 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.

## Suggested Sample Ground Rules for Meeting Operation

Each committee should develop/review a list of ground rules at the beginning of each year. The list below provides sample ground rules that various committees have used.

Your committee may wish to incorporate some of these or develop new ones.

- Start / end our meetings on time
- Members will read materials, minutes etc. and be prepared to discuss at meetings.
- Stay on task; no side conversations
- Listen to others and don't interrupt.
- We will follow an agenda
- Operate on consensus - seek general agreements all can "live with."
- Make decisions based on clear information.
- Bring closure to decisions
- Identify actions that result from decisions
- Committee members will support committee recommendations
- Agree on what information goes "out" and what stays in the group.
- Accept the fact that there will be differences of opinion.
- Show mutual respect
- We will honor brainstorming without being attached to our own viewpoint.
- We will keep our own notes of the meetings
- Use Meeting Summaries (Includes Agenda Items & Minutes)
- Check egos at the door.
- Attack the problem, not the person- "no blame game"
- Share time so that all can participate
- People will speak when recognized.
- Be free to speak minds without fear or reprisal.
- Don't attribute ideas to individuals.
- Identify pending issues and agreements at end of meeting

# BP/AP Revision Project Overview

## April 2007

- College Council approves major project to revise and update existing Board Policies and District Procedures collectively known here as the “Gold Book.”
- College of Marin is a subscriber to the CCLC (Community College League of California) Policy and Procedure Service. President White recommends and College Council endorses that we work with a professional representative from CCLC to update our policies and procedures to align them with League-recommended language which has been vetted by the Law Firm of Liebert, Cassidy and Whitmore to ensure they reflect current laws and legal codes.
- Board of Trustees approves contract with CCLC to update Board Policies and District Procedures.

## May 2007

- Dr. Cindra Smith, CCLC Director of Education Services and & CCLC policy advisor Dr. Jane Wright present overview of CCLC Policy and Procedure Service and a recommended process for the policy revision project to College Council.
- College Council approves a Board Policy and Administrative Procedure\* Revision Task Force to include representatives from Senates and unions.
- Dr. Wright will facilitate monthly Task Force meetings.

## Summer 2007

- ODP Office works with Dr. Wright to outline review process, develop flow charts and timelines, identify order of chapters for review, establish meeting dates etc.
- Project will include re-numbering our existing Policies and Procedures to align with CCLC numbering system. Dr. Wright will develop matrix.
- Dr. Wright begins review of review of College of Marin policies and procedures
- Dr. Wright delivers notebooks to ODP Office for Chapters 1,2 and 6 and Accreditation-related Policies and Procedures. Notebooks include the following for *each* Policy and Procedure:
  - Recommended CCLC language including applicable legal citations
  - Notes re. current Marin policies/procedures
  - All legal citations
  - Sample policies/procedures from other schools.
  - Copy of original College of Marin Policy or Procedure

## Fall 2007

- College Council approves review process as follows:
  - Institutional Board Policies and Administrative Procedures** (Figure 1)
    - President and appropriate VPs meet with Dr. Wright to review their chapters, suggest revisions that reflect local practice and College of Marin culture before chapters are presented to Task Force.
    - Present Chapter to Task Force for review and suggested revisions in meeting facilitated by Dr. Wright.
    - Chapter presented to College Council for review
    - Chapter goes to Board
      - Policies go for approval
      - Administrative Procedures go to Board as Information Items.

## **Board-Related Board Policies and Administrative Procedures (Chapters 1 & 2) (Figure 2)**

- Dr. Wright meets with President White regarding Policies and Procedures in Chapter 1 & 2.
- Present Chapters 1 & 2 to Board Subcommittee for review and suggested revisions in meeting facilitated by Dr. Wright.
- Chapter 1 & 2 Policies and Procedures go to Task Force and College Council as Information Items before proceeding to full Board.
- President White communicates project launch to the college community in the September 10 “Presidential Briefing”. College community will receive periodic project updates via the Briefing.
- Task Force representatives are solicited through the union and Senates.

## **Task Force Fall Meeting Schedule**

1<sup>st</sup> meeting: Orientation session: Thurs. 10/11, 2:30-4:40

2<sup>nd</sup> meeting: Thurs. 11/15: Begin work on Chap. 6

3<sup>rd</sup> meeting: Thurs. 12/13: Continue work on Chap. 6, Begin Chap. 5 if time allows.

## **\*Definitions:**

### Board Policy

Board policy is the voice of the Board of Trustees and defines the general goals and acceptable practices for the operation of the College. It implements state and federal laws and regulations. The Board, through policy, delegates authority to and through the chief executive to administer the College. The CEO and College staff members are responsible to reasonably interpret Board Policy as well as other relevant laws and regulations that govern the College.

Policy is best expressed in broad statements. It legally binds the District. Therefore, policy statements should be clear, succinct, and current. Policies and procedures should be accessible, useful, and up-to-date.

### Administrative Procedure

Administrative procedures implement Board Policy, laws, and regulations. They address how the general goals of the District are achieved and define operations of the District. They include details of policy implementation, responsibility, accountability, and standards of practice. Although procedures may be developed by the CEO, administration, faculty, and staff members, it is the administrators/managers who are held responsible for upholding the specific information delineated in the procedures. Procedures do not require Board action.

**Figure 1**

**COLLEGE OF MARIN **INSTITUTIONAL** POLICY/PROCEDURE  
REVIEW AND UPDATE PROCESS**

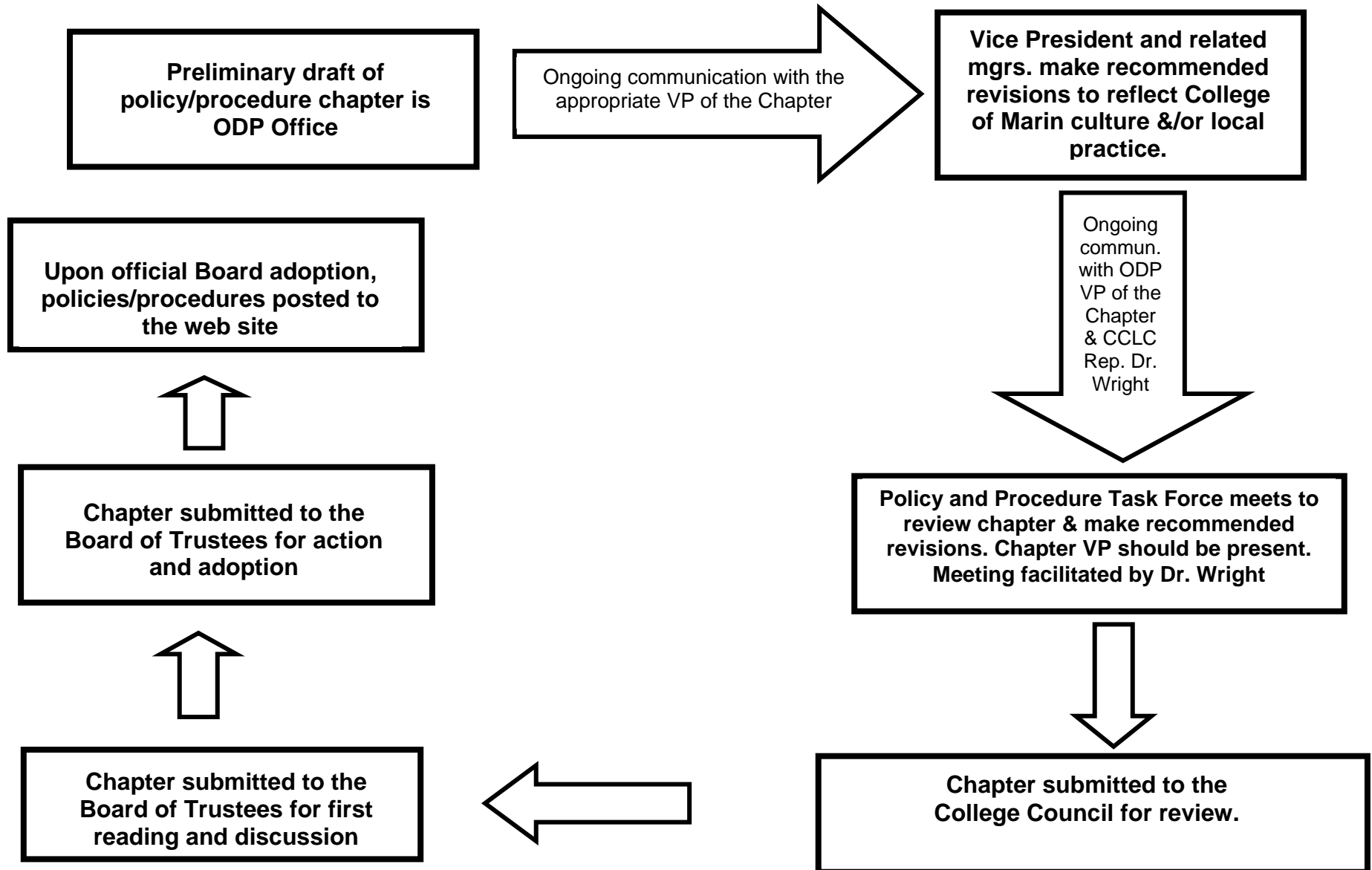


Figure 2

**COLLEGE OF MARIN BOARD-RELATED POLICY/PROCEDURES  
REVIEW AND UPDATE PROCESS**

