Marin Community College District
Measure C
Capital Improvement Program (CIP)

District Modernization Committee Charter

The District Modernization Committee has been established to guide the Measure C Capital Improvement Program. Membership will include three representatives each from faculty, student body, staff, and administration, and two Trustees.

The intent of this committee is to:

- Set the guiding principles and ensure compliance with the District's Facilities Master Plan and the Board of Trustees resolution on environmental stewardship.

- Put in place a mechanism for controlled implementation of the Capital Improvement Program and a review process to ensure work products comply with the District's Facilities Master Plan.

- Provide member recommendations to the Board of Trustees following established consensus protocols (see attached consensus guideline).

- Establish project priorities and budgetary management processes in coordination with the Board of Trustees and the Facilities Department for the Capital Improvement Plan consistent with the program schedule and budget.

- Ensure that the direction and guidance given is consistent, unambiguous and represents the mandates of the Measure C Bond Initiative.

Primary functions will be to:

1. Ensure plans and documents are established to depict the desired architectural themes and site development strategies for each campus
2. Ensure development of district building equipment and material standards
3. Ensure development of district design guidelines
4. Ensure development of district furniture, fixtures and equipment standards
5. Review and comment on project specific design submittals, as required
6. Review construction bid summaries, as required
7. Monitor program and project schedules

Subcommittees will be established as needed to participate in detailed reviews of the work described above. Based on member consensus, subcommittee chairpersons will be empowered to make recommendations for actions to be taken on issues within their defined scope of responsibility to the District's Modernization Committee and the President's Cabinet.

The President, or designated representative, will periodically update the Board of Trustees regarding the work of the District's Modernization Committee.
Consensus Decision Making

Consensus decisions are based on all members supporting the decision or action. Consensus is not a compromise because members work to seek mutual understanding and agreement on the decision. Consensus building incorporates all members’ opinions and values into the decision. This approach is more difficult because it utilizes the tension created by a diversity of opinions to reach a creative agreement. Consensus building can be quite time consuming. The benefit of building consensus on complex, high stake decisions is that it fosters group empowerment, builds group cohesion, and improves interpersonal relationships and accountability.

Reaching consensus requires time and hard work. Whereas people generally understand majority rule, consensus is not so easily understood. There are many misconceptions such as it takes too long, or that everyone must agree unanimously on a decision. 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. Consensus means that:

- All participants contribute.
- Everyone’s opinions are used and encouraged.
- Differences are viewed as helpful rather than hindering.
- Everyone can paraphrase the issue.
- Everyone has a chance to express feelings about the issue.
- All members share in the final decision.
- Enough time is taken so that all voices are heard and understood before any effort to finalize a decision is made.
- All members agree to support the final decision and accept responsibility for its implementation.

When working to build consensus, it can be very helpful to have 4 levels of consensus. The group may prefer to work with fewer levels for simplicity but the following 4 levels are given as an example:

- I can easily accept the decision or action.
- I can accept the decision or action but it may not be my preference.
- I accept the will of the group, but I don’t necessarily agree with the decision or action.
- I cannot accept the decision or action.

If a member expresses a level 4 concern, the group does not have consensus. If everyone has a level 3 or higher, consensus is reached. Using levels of consensus helps groups to be more time efficient while still addressing the concerns while building mutual agreement. The decision to use consensus levels should be made prior to any discussion of the issues at hand.

Sometimes, a member expresses a level 4 concern and after an ample time for discussion, consensus still may not be reached. Group members may agree to proceed by offering to those who cannot agree to write their opinions to forward with the group’s recommendation. This prevents a lone dissenter from holding up a group’s charge, while still respecting everyone’s opinion.

Based on Community Leader Guide
http://www.unce.unr.edu/publications/EBPubs/EB0103/mtgparlproced.htm