

2009-10

Participatory Governance System Digest:
Governance in Action

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COLLEGE OF

MARIN

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The Participatory Governance System (PGS) Governance Digest, published by the Office of Planning, Research and Institutional Effectiveness, provides information about the college's participatory governance committees. This issue includes 2009-10 governance committee work and accomplishments as well as actions taken and updates on committee recommendations.

See the Participatory Governance Web Page at www.marin.edu for more information about the College's Participatory Governance System.

COMMITTEE	CHARGE, RELATED INFORMATION, ACCOMPLISHMENTS/RECOMMENDATIONS	RESULTING ACTION TAKEN/UPDATES
<p>College Council</p> <p>Meeting Schedule: Monthly, the Thursday before the Board of Trustees Meeting 3:00-4:30 p.m.</p> <p>2009-2010 Chair: <i>(Designated by position)</i> Superintendent/President Fran White</p>	<p>The primary charge of the College Council is to be a vehicle for communication among constituent groups. The College Council serves as advisory group to the President for Board Policies and Procedures and College goals, plans and priorities and as a clearing house for information.</p> <p>College Council members met monthly to discuss and respond to governance recommendations, review the Board of Trustees Agendas and present reports about the activities of their respective constituencies.</p> <p>The College Council also:</p> <ul style="list-style-type: none"> • Approved a recommendation from the Governance Review Council (GRC) that the Budget Committee and Institutional Planning Committee be merged to form the Planning and Resource Allocation Committee known as PRAC in November 2009. PRAC will serve as the "umbrella" planning committee over the other governance committees. • Approved a recommendation from the GRC to clarify the GRC charge and responsibilities and reduce membership to two representatives per constituency for a total of eight seats. • Reviewed and recommended that the College Mission Statement be revised to include "English as a Second Language" as one of the charges. • Reviewed and recommended 62 new and revised Board Policies and 54 new and revised Administrative Procedures. • Sponsored an accreditation workshop titled, The Changing Landscape of Accreditation, presented by ACCJC President Barbara Beno on April 8, 2010. 	<ul style="list-style-type: none"> • The Budget Committee (BC) and the Institutional Planning Committees (IPC) were dissolved and replaced with the new Planning Resource Allocation Committee (PRAC). PRAC first met 11-24-09 and has continued meeting regularly to fulfill its charge. See committee listing: PRAC. • GRC charge was updated. • Membership was reduced as recommended beginning in fall 2010. • Updated Mission Statement was approved by the Board of Trustees 4-20-10 and implemented. • New Board policies and Administrative Procedures implemented and posted on the college Web site. • College community gained useful knowledge about the accreditation issues for community colleges.

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<p>Educational Planning Committee (EPC)</p> <p>Meeting Schedule: As needed</p> <p>2009-2010 Co-Chairs: Peggy Dodge and Blaze Woodlief</p>	<p>The Educational Planning Committee’s charge is to develop the educational master plan. The EPC operates as a subcommittee of PRAC.</p> <ul style="list-style-type: none"> • The EPC having completed the 2009-2019 Educational Master Plan in spring 2009, did not meet in 2009-10. 	<ul style="list-style-type: none"> • The 2009-2019 Educational Master Plan was used to create the college’s current 2009-2012 Strategic Plan and action steps, which are now being implemented.
<p>Facilities Planning Committee (FPC)</p> <p>Meeting Schedule: As needed</p> <p>2009-2010 Chair: V-Anne Chernock</p>	<p>The Facilities Planning Committee’s charge is to ensure faculty, staff & student involvement in the planning, design, construction upkeep and use of college-owned facilities. The FPC operates as a subcommittee of PRAC.</p> <p>With the Bond work well underway, the Facilities Planning Committee focused its recommendations on facilities that are not covered by the Bond program. In order to develop the list of priority recommendations that were sent to PRAC, FPC:</p> <ul style="list-style-type: none"> • Collected and collated all known requests for facilities work • Removed requests that were: <ul style="list-style-type: none"> ○ Bond-funded ○ Routine in nature and could be accomplished within the existing M&O budget ○ Related to technology and therefore would be handled separately • Categorized remaining projects (recognizing that any given project can be cross-categorized according to the definitions above.) • Sorted remaining projects in various configurations to develop a logical list of preferred projects that was sent to PRAC. 	<ul style="list-style-type: none"> • The Master Facilities List was sent to PRAC.

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<p>Governance Review Council (GRC)</p> <p>Meeting Schedule: 3rd Tuesday of the month 2:00-3:00 p.m.</p> <p>2009-2010 Chair: Matt Markovich</p>	<p>The Governance Review Council’s charge is to monitor and evaluate the governance system to ensure that the system’s processes, decision-making and communication are available to all.</p> <ul style="list-style-type: none"> • The GRC reviewed responses to the Spring 2009 PGS Committee Participant Survey. Based on participant responses and a recommendation from IPC, the GRC recommended to College Council that the Budget and Institutional Planning Committee be merged to form PRAC, the Planning and Resource Allocation Committee. PRAC was approved by College Council in November 2009. • The GRC reviewed its charge and recommended some clarification to its responsibilities and that the composition be reduced to two seats per constituency to make the committee more manageable and easier to attain quorum. The revised GRC charge was approved by College Council in May 2010. • The GRC updated and revised its PGS Committee Participant Survey and college-wide Governance Survey. Both surveys were conducted in May 2010 and results will be reviewed by the GRC in the fall. 	<ul style="list-style-type: none"> • PRAC was established in November 2009 and has been meeting regularly to better integrate planning and budgeting. • The new GRC composition was implemented in fall 2010 using its new charge. • The results of the revised PGS Committee Participant Survey and college-wide Governance Survey are currently being reviewed by GRC in an effort to create useful recommendations for the college to improve the system. • The Governance Digest has been expanded to include committee actions and updates to improve communication about the governance system.
<p>Instructional Equipment Committee (IEC)</p> <p>Meeting Schedule: 2nd & 4th Wednesday 11:00-12:30 p.m.</p> <p>2009-2010 Chair: <i>(Designated by position)</i> Vice President of Student Learning, Nick Chang</p>	<p>The Instructional Equipment Committee’s charge is to ensure faculty, staff & student involvement in recommending allocations for instructional equipment and that requests are based on program review outcomes. The IEC operates as a subcommittee of PRAC.</p> <p>Committee work included:</p> <ul style="list-style-type: none"> • Reviewed Program Review requests for instructional equipment. • No funds were received from State for 2009-2010 year. • Recommendations were made to PRAC. 	<ul style="list-style-type: none"> • PRAC accepted the recommendations. • PRAC categorized requests to identify possible funding sources from modernization funds, Technology Plan and District unrestricted funds. • Total requests that could not be redirected via Modernization or Technology Plan totaled \$25,621.38. • Purchasing is in process and should be completed by late fall 2010.

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<p>Planning and Resource Allocation Committee (PRAC)</p> <p>Meeting Schedule: 2nd & 4th Tuesday 2:00-3:30 p.m.</p> <p>2009-2010 Co-Chairs: <i>(Designated by position)</i> Vice President of Student Learning, Nick Chang and Academic Senate President, Yolanda Bellissimo</p>	<p>The Planning and Resource Allocation Committee’s (PRAC) charge is to ensure that the college’s planning and resource allocation processes support student success and involves broad participation by all segments of the college community. PRAC also ensures planning recommendations and decisions are consistent with Education Code, accreditation standards, College Mission Statement, vision, values, and strategic institutional planning priorities.</p> <p>PRAC forwarded resource request recommendations to the President/Superintendent in May 2010, including:</p> <p><u>Programmatic Recommendations:</u></p> <ol style="list-style-type: none"> 1. Hire a Transcript Evaluator for <i>Admissions & Records</i>. 2. Increase 80% position to 100% for <i>Media Services</i>. 3. Hire a full-time Lab Technician for <i>Biology</i>. 4. Hire a full-time Administrative Assistant to be shared by <i>Nursing, Dental, MEDA, and EMT</i> for IVC campus. 5. Hire a Museum Tech for <i>Science</i> Museum once Museum is completed. 6. Continue review of Instructional Specialists program to examine how this resource can be utilized to best support students. 7. Initiate program revitalization for the <i>Auto Tech, Court Reporting, Film, and Journalism</i> programs. 8. Review program review requests and data during summer 2010 concerning the need for full time faculty. 	<ul style="list-style-type: none"> • PRAC was formed in fall 2009 from the merger of two committees, the Budget Committee and the Institutional Planning Committee. <p>Per Superintendent/President’s Response Letter to PRAC of 06-01-10:</p> <p><u>Programmatic Recommendations:</u></p> <p>Recommendation 1: “...the district does recognize the need for a Transcript Evaluator and will identify resources to comply with this recommendation.”</p> <p>Recommendations 2-4: “Due to district’s projected budget (\$1.1 million) shortfall for 2010-2011, all staffing position requests are being reviewed on a case-by-case basis.” ...Recommendations #2-4 remain status quo at this time.”</p> <p>“Recommendations 5-8 are accepted.”</p>

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<p>PRAC – <i>cont’d.</i></p>	<p>9. Hire a Counselor utilizing grant funding for <i>BSI/Puente</i>.</p> <p>10. Approve the <i>Technology Plan</i>.</p> <p><u>Recommendations for Unrestricted Funds:</u></p> <p>11. 2009-2010 instructional equipment requests recommended in the amount of \$25,621.38.</p>	<p>Recommendation 9: “This recommendation is accepted.” The district has hired and employed a counselor for BSI/Puente.</p> <p>Recommendation 10: “The district agrees that additional staffing is necessary to implement the Technology Plan. The division of College Operations has identified resources within its current general fund budget to fund 1FTE. The district agrees this is a priority. The administration will continue to review IT staffing to comply with this recommendation. However, it will be up to the district to identify the best source of funding, which may or may not fall under the Restricted Funds category. The recommendation is accepted.”</p> <p><u>Recommendations for Unrestricted Funds:</u></p> <p>Recommendation 11: “The district supports instructional equipment with dollars from state (categorical) funding, certain restricted funds and Measure C dollars identified for technology/equipment. In recent years, state funding for instructional equipment has dwindled, leaving the district to identify other sources to fund instructional equipment needs. To the extent possible and there is state funding, the district will use those dollars to fund equipment requests. Other funding sources such as Measure C, require specific criteria and requirements for funding authorization, and may not be the best source for equipment funding requests. Additionally, the recommendation \$25,621 be funded out of the general fund will be a function of appropriateness and the availability of funds.”</p>

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<p>PRAC – <i>cont’d.</i></p>	<p>12. Instructional supplies budget totals remain the same as previous year.</p> <p><u>Recommendations for Planning and Resource Allocation Process</u></p> <p>13. That Fiscal Services provide a read only report or budget view similar to former Legacy budget view.</p> <p>14. Planning Process recommendations based upon an evaluation of the Integrated Planning Process will be forthcoming.</p> <p>15. Administration provides regular updates on the implementation of the PRAC recommendations.</p>	<p>Recommendation 12: “The district accepts this recommendation”</p> <p><u>Recommendations for Planning and Resource Allocation Process</u></p> <p>Recommendation 13: “The district acknowledges PRAC’s request for a read only or budget review that can be made available to the campus. The timeline will be during fall 2010. The district accepts this recommendation.” (Fiscal Services)</p> <p>Recommendation 14: “Recommendations were made and integrated into the updated version of the Integrated Planning Manual, and are awaiting approvals via PRAC and College Council.” (Planning Process)</p> <p>Recommendation 15: The Superintendent/President’s response letter of 06-01-10 has been posted on the college’s Planning, Research and Institutional Effectiveness Web page.</p> <p>Circulation of this document also serves to provide updates to the college community.</p>

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<p>Professional Development Committee (PDC)</p> <p>Meeting Schedule: 2nd & 4th Monday 3:00 – 4:00 p.m.</p> <p>2009-2010 Chair: Paul Fanta</p>	<p>Professional Development Committee’s charge is to oversee professional development planning, programs and evaluation in support of the College Mission, institutional plans and initiatives, accreditation and legal requirements. The PDC operates as a subcommittee of PRAC.</p> <p>The PDC is a newly established committee that will utilize the resources and expertise of the Office of Planning, Research and Institutional Effectiveness (PRIE), Human Resources, Campus Police and other departments as appropriate to develop a Professional Development Plan.</p> <p>In 2009-2010, the PDC:</p> <ul style="list-style-type: none"> • Developed and recommended the approval of Board Policy 7160 and Administrative Procedure 7160 titled Professional Development. • Surveyed managers to develop a list of training that is mandated by Ed Code, laws or other regulations. They will be integrated into the Professional Development Plan that the committee will continue working on in the fall. • Conducted a college-wide online Professional Development Needs Survey in May 2010. 	<p>AP 7160 was approved in June 2010. BP 7160 was adopted by the Board of Trustees in July 2010. BP7160 and AP7160 are posted on the Board Policy Web Page.</p> <p>The committee is currently developing a master list of mandated training.</p> <p>Survey results are currently being reviewed by the PDC to use for planning professional development activities for college employees.</p>

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<p>Student Access and Success (SAS)</p> <p>Meeting Schedule: As needed</p> <p>2009-2010 Chair: Chris Schultz</p>	<p>The Student Access/Success Committee's charge is to review plans and institutional data and trends in order to make recommendations that address student access and success. It also assesses how well the college is achieving equitable student outcomes and eliminating barriers to diversity. The SAS Committee operates as a subcommittee of PRAC.</p> <p>In 2009-10, the SAS Committee:</p> <ul style="list-style-type: none"> • Reviewed academic Program Reviews to identify the factors negatively impacting student success and trends that are common across disciplines. The committee then developed a list of trend statements and presented them to PRAC. The Committee requested that these critical issues become part of the planning goals supporting student success. • The group then developed a list of trend statements and presented them to PRAC. It is the Committee's request that these critical issues become part of the planning goals supporting student success. • Developed a template for doing Student Services Program Review. The instrument is under review for possible implementation. • Focused efforts on methods to bring current Student Success programs and activities together in response to the significant statewide budgetary reductions that community colleges are confronting. The committee plans to develop recommendations in 2010-11 to academic and student service programs to enhance success with less funding through the use of research and existing program coordination. 	

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<p>Technology Planning Committee (TPC)</p> <p>Meeting Schedule: 2nd & 4th Thursday 1:30-3:00 p.m.</p> <p>2009-2010 Chair: Mike Irvine</p>	<p>The Technology Committee’s charge is to assure broad involvement in technology planning and provide guidance for major technological decisions. The TPC operates as a subcommittee of PRAC.</p> <p>The committee completed the 2010-2016 Technology Plan in alignment with the 2009-2019 Education Master Plan and the 2009-2012 Strategic Plan.</p> <p>The Technology Plan was sent out to the college community for feedback and the final plan was forwarded to PRAC, where it was approved and forwarded to the Board of Trustees.</p>	<p>Per Superintendent/President’s Response Letter dated 06-01-10:</p> <p>“The district agrees that additional staffing is necessary to implement the Technology Plan. The division of College Operations has identified resources within its current general fund budget to fund 1FTE. The district agrees this is a priority. The administration will continue to review IT staffing to comply with this recommendation. However, it will be up to the district to identify the best source of funding, which may or may not fall under the Restricted Funds category. The recommendation is accepted.”</p> <p>Based on the Technology Plan, Action Steps for the 2010-11 academic year were developed and are currently being implemented. These include the implementation of the Resource 25 and Degree Works programs.</p>

2009-2010 Governance Committee Members

College Council

Al Harrison, Administration
Andrea Hunter, Classified Staff
Becky Reetz, Classified Staff
Derek Wilson, Faculty
Fran White, Administration (Chair)
Kathleen Kirkpatrick, Classified Staff
Len Pullen, Student
Michael Dougan, Faculty
Nathaniel Parker, Student
Nick Chang, Administration
Nicolas Pampanin, Student
Yolanda Bellisimo, Faculty

**Educational Planning Committee
(2008-09 Members)**

Blaze Woodlief, Faculty (Co- Chair)
Erika Harkins, Faculty
Gaylene Urquhart, Classified Staff
Jim Arnold, Administration
Kristi Kuhn, Faculty
Meg Pasquel, Faculty
Nick Chang, Administration
Paul Fanta, Classified Staff
Peggy Dodge, Faculty (Co- Chair)

Facilities Planning Committee

Bob Thompson, Administration
Eric Dunmire, Faculty
Fernando Agudelo-Silva, Faculty
Heather Holliday, Classified Staff
John Rodriguez, Classified Staff
Mercede Ramjerdi, Student
Nicholas Minton, Student
V-Anne Chernock, Administration (Chair)

Governance Review Council

Arnulfo Cedillo, Administration
June Yokell, Classified Staff
Matt Markovich, Administration (Chair)
Sharon Jones, Student
Wendy Walsh, Faculty
Xenia Zarrehparvar, Classified Staff

Instructional Equipment Committee

Andy Haber, Classified Staff
Arthur Lutz, Faculty
Greg Grist, Faculty
Jon Gudmundsson, Classified Staff
Kyle Lobedan, Student
Mark Gorrell, Faculty
Nick Chang, Administration (Chair)
Susan Andrien, Administration

PRAC

David Snyder, Administration
Jon Gudmundsson, Classified Staff
Michele Martinisi, Faculty
Mike Irvine, Classified Staff
Nanda Schorske, Administration
Nathaniel Parker, Student
Nick Chang, Administration (Co-chair)
Patrick Kelly, Faculty
Ron Gaiz, Faculty
Sara McKinnon, Faculty
Sara Lefkowitz, Faculty
Tom Burke, Classified Staff
Win Cottle, Faculty
Yolanda Bellisimo, Faculty (Co-chair)

Professional Development Committee

Chuck Lacy, Administration
Linda Beam, Administration
Patricia Torres, Classified Staff
Paul Fanta, Classified Staff (Chair)
Radica Portello, Faculty

Student Access & Success

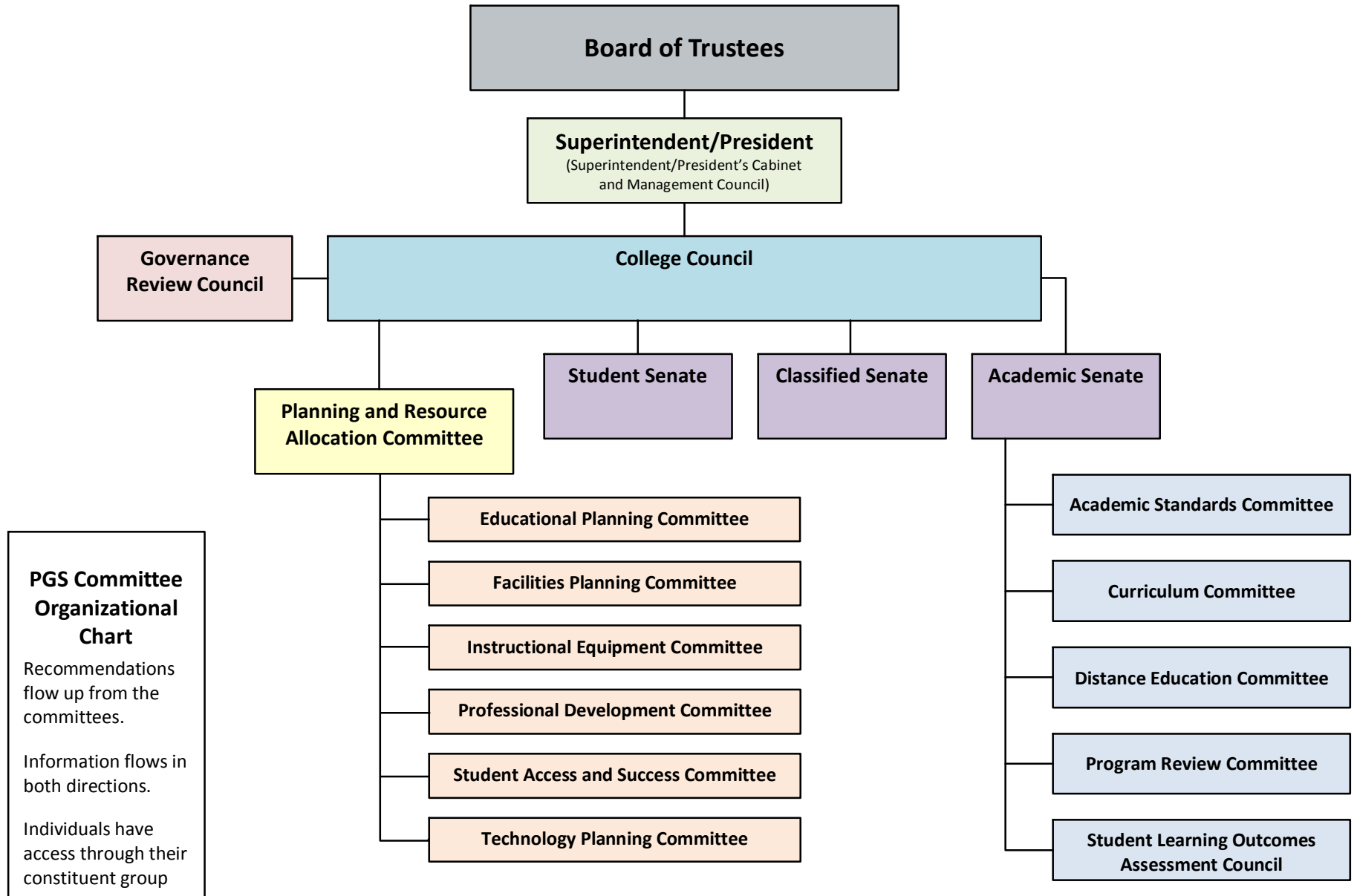
Carol Perez, Classified Staff
Chris Schultz, Faculty (Chair)
Greta Siegel, Administration
Karen Koenig, Faculty
Lyda Beardsley, Administration
Nicolas Molina, Student
Patricia Torres, Classified Staff
Taylor Lorenz, Student

Technology Planning Committee

Alice Dieli, Classified Staff
Bob Balestreri, Administration
Dong Nguyen, Classified Staff
Frank Crosby, Faculty
Harriett Eskildsen, Faculty
Jeff Cady, Faculty
Kathleen Smyth, Faculty
Marshall Northcott, Administration
Mike Irvine, Classified Staff (Chair)
Nathaniel Parker, Student

Governance Committee Organizational Chart

Rev. 09/2010



PGS Committee Organizational Chart
 Recommendations flow up from the committees.
 Information flows in both directions.
 Individuals have access through their constituent group