

TO: College Council & Governance Review Council  
FROM: David Wain Coon, Superintendent/President  
DATE: February 1, 2016 - **REVISION**  
RE: RESPONSE TO A. DUARTE REPORT AND GRC RECOMMENDATIONS

Upon consideration of the feedback presented at the October 15, 2015 meeting of the College Council and the feedback provided by the Governance Review Council on November 18<sup>th</sup>, the following represents my position on the recommendations made to modify COM's Participatory Governance System:

1. Increase PGS visibility throughout the institution and actively work to engage new faculty and staff and especially students.

I fully **SUPPORT** this recommendation. Further, I am in favor of GRC's recommendation to:

- Add a Flex Week event. The goal of the event would be to orient faculty and staff on participating and leading in PGS.
- Publish PGS articles or information in the President's Weekly Briefing on a regular basis and keep web pages and online meeting calendar up to date.

Rather than a separate newsletter, information can be included in the President's Weekly briefing. Each committee's staff resource is responsible for posting meeting minutes on the District's website.

2. Provide PGS orientation to all new employees and training to committee members especially chairs and co-chairs.

I fully **SUPPORT** this recommendation. Further, I am in favor of GRC's recommendations to:

- Add a Flex Week training about how to make meetings effective with a component specific to PGS chairpersons. [Accomplished Spring 2016 Flex Week]
- GRC will facilitate a required Flex week activity in Fall and Spring for PGS committee chairs and members.

Spring 2016 Flex Week Schedule includes two sessions – "Making Meetings Effective" and "Chairing Effective Meetings".

- Add PGS information into the new employee orientation process where it currently does not exist (classified staff and managers) and make the information more extensive and concrete where it does exist (new faculty orientation).
  - Have a PGS point person speak to the committees at each initial meeting each fall; provide an introduction which will include information about the committee's charge, an update on the committee's progress and issues that have been discussed, and expectations of the members of the committee. Designate a substantial part of the first meeting to discussing members' roles and each person's expectations, what the year will be like, and what kinds of issues will be discussed and decisions and recommendations made.
3. Provide increased administrative leadership and support to the Governance Review Council and build in structured, ongoing contact with committee chairs.

I fully **SUPPORT** this recommendation.

GRC has committed to be in contact with committee chairs on an ongoing basis. The method for this will be determined by GRC over the course of this school year and will be addressed in the GRC end-of-year recommendations memo to the Superintendent/President and College Council.

In addition, Dr. Christina Leimer, Executive Director of Planning, Research & Institutional Effectiveness will provide administrative leadership and her office will support the PGS with coordination and logistics including, for example, maintaining the PGS website, raising PGS visibility across campus, tracking and reporting committee activity, assisting in filling vacant committee seats and assuring new member and committee chair orientation and training.

4. Consider having chair elections prior to the end of the semester to provide training for new chairs and more stability for committees. Track terms by including start date on the committee on the membership list.

I do **NOT SUPPORT** this recommendation. I **SUPPORT** GRC's position:

Terms should be tracked and listed on the web site. Because of the semester-to-semester flexibility of faculty schedules GRC does not recommend chair elections prior to the end of the semester. If chair elections are held, as they currently are, at the beginning of fall semester, GRC can hold the flex activity for chairs' orientation after the start of the semester to train newly elected chairs and co-chairs.

5. Consider having assigned administrators to committees serve as interim chairs in the event the seat is vacant and until it gets filled.

I fully **SUPPORT** this recommendation.

6. Consider having some governance committees meet at IVC or at least make teleconferencing or video conferencing an option.

I fully **SUPPORT** this recommendation. Further, I am in agreement with GRC's position:

In order to conduct business more efficiently, make teleconferencing and video conferencing an option when in-person attendance is not possible. Use email to conduct relatively simple business (e.g. approving agendas and minutes) between meetings.

7. Redefine quorum to mean simple majority (50%)+1 of filled seats without the constituent requirement. Reflect this change in the PGS plan.

I fully **SUPPORT** this recommendation. Further, I am in support of GRC and the Classified Senate's position:

Change the nature of quorum to a simple majority of 50%+1. Eliminate the constituency requirement. Simultaneously, encourage members to send a representative (proxy) from their representation group, teleconference, Skype, or email their viewpoints prior to the meeting in order to be considered.

8. Delete the information related to the Board Policies and Administrative Procedures Task Force from the PGS Plan and include the new BP/AP Review/Approval Process.

I fully **SUPPORT** this recommendation.

9. The Facilities Planning Committee requested to include the following statement to their charge: "Review and recommend new or revised facilities-related Board Policies and Administrative Procedures." Given that this is a function at a policy level, it should be approved, provided that this is done within the framework of the new review/approval process. Consider adding this to all governance committees.

I fully **SUPPORT** this recommendation.

Board Policies and Administrative Procedures that are relevant to a specific governance committee will be sent to that committee by the chapter manager as part of the Board Policy/Administrative Policy review process. The BP/AP Review/Approval Process will be updated to include committee review.

10. Create the Finance Committee as a Subcommittee of PRAC and convert the IEC into an ad hoc committee, to work through the Finance Committee.

I do **NOT SUPPORT** this recommendation at this time.

Early in the 2014-15 academic year PRAC recommended to GRC the creation of a finance sub-committee. At the time, PRAC had been focusing much of its attention on the resource allocation aspect of its charge and there was a recognition that resource recommendations were not connected to the development of the College's tentative budget. The finance sub-committee was an attempt to rectify this. Since that recommendation, PRAC has outlined an approach to the program review/resource allocation work that will leave sufficient time in the calendar for PRAC to assume the duties that were to be carried out by the finance sub-committee. PRAC has developed a revised charge/responsibilities document, which includes flowcharts for both the budget development and program review processes.

11. Conduct a meaningful dialogue first between academic and administrative leadership and then with committee chairs on the distinction between governance and management and mutually agree on the balance between the two. Include a section about this in the PGS Plan.

I fully **SUPPORT** this recommendation. Further, I am in agreement with GRC's recommendation:

This year each committee should revise its charge and submit changes to GRC. These changes should reflect the clear delineation between governance and management and separate the functions of planning and recommendations from operational activities.

Dr. Christina Leimer, Executive Director of Planning, Research & Institutional Effectiveness was assigned to GRC as a management delegate. In conjunction with GRC, she will develop a process and meet with committee chairs and each committee to review and re-write their charges as stated above and to make the charges more consistent in level, language and tone along with GRC.

Do not hesitate to let me know if additional clarification is desired. Thank you.