# S.D. Miramar College Participatory Governance Academy

## Fall 2023

# Participatory Governance Academy Agenda

1. The rationale and goals for this academy

2. Updates to and highlights from the College Governance Handbook

3. Before meetings (and hosting the first meeting)

4. During meetings (including guiding principles)

5. After meetings

6. Open floor/discussion

# Rationale

This academy/workshop is the culmination of years of faculty, staff, and administrative efforts discussing ways to help Miramar's committees function at their best.

The two primary goals behind this work are to achieve:

1. optimally functioning committees
2. effective committee integration with, and communication to, the greater campus

# Disclaimer

The presenters are not "experts" on committees, nor do we pretend to have the final word on their best practices!

We are hosting this workshop because we want to promote helpful, efficient, and transparent committee processes.

This is a space for discussion. You are invited to share your ideas, experiences, and best practices—and of course, ask questions!

# Updates to and Highlights from the CGH

- Please see the "Tracked Changes to CGH Spring 2023" (a PDF version of the CGH with changes to the previous version highlighted)*

- Highlights:
  - Only the College Council, Academic Senate, Associated Student Government, Classified Senate, and the Curriculum Committee are required to adhere to the full text of the Brown Act. All other committees make recommendations to those "parent" committees and are not required to do so. Miramar College recommends that all committees follow the spirit of the Act in order to promote transparency, clarity, and trust (CGH, p. 11).
  - Taskforces and workgroups: are temporary, should report out regularly, should complete their charge and then disband.
  - Term Limits: unless by position, membership term duration is two years with the ability to hold 2 consecutive terms (CGH, p. 17)

- See the decision-making chart on the next page (CGH, p. 60). (Note that Operational Committees are not listed.)

# Updates to and Highlights from the CGH
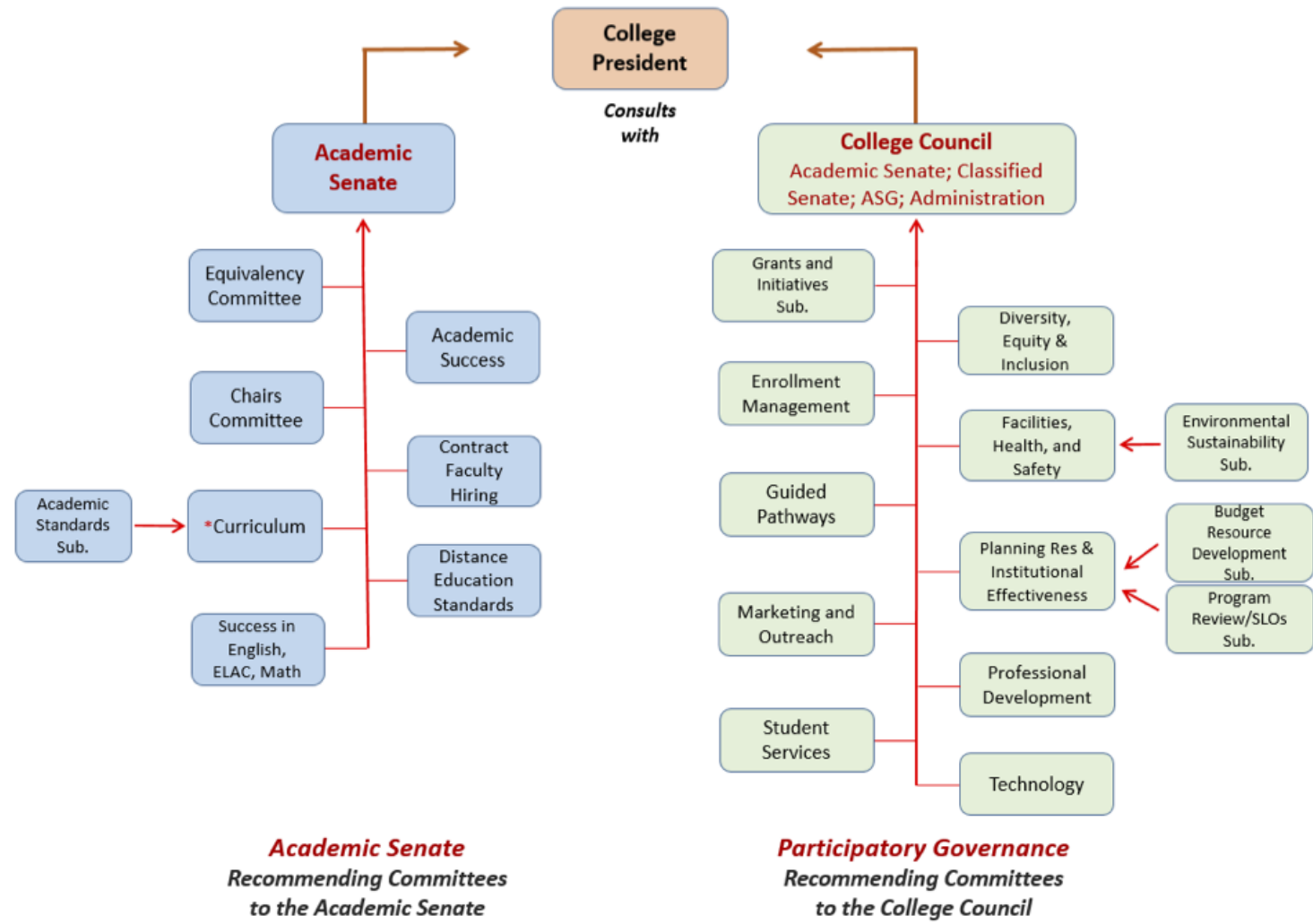
# Before Meetings: The beginning of the semester

1. Prior to the first meeting (or during the first scheduled meeting of the year), confirm membership term lengths/dates. (The President's Office keeps records of membership rosters on OneDrive—how would folx like to see those?*)
   a. Share any changes with constituent leaders. *(For faculty: updates can be shared via this [form](); interest can be collected via this [form]().)*
   b. Update your committee webpage accordingly.

2. Calendar/create committee meeting events. Options include:
   a. On the committee web page, create a new meeting page for each meeting of the semester or academic year (under "Content: Add Content: Committee Meeting) —this automatically sets a date on the Campus Calendar (see the [Curriculum Committee]())
   b. In the Outlook Calendar, create an entry for each meeting

3. Other thoughts?

# Before Each Meeting

1. Ask committee members for agenda items well before the next meeting and consider asking them to review the agenda before it's finalized
2. Post the agenda and any documents relevant to the meeting
   a. If using the Outlook Calendar, you can attach them there
   b. If using the committee meeting webpage, upload the different documents to the appropriate location (i.e. under "Agenda" or "Associated Documents," [here's an example](#))
      i. Note that "Important Documents" on the committee webpage is different from "Associated Documents" on the subsidiary committee meeting webpages*
      ii. Some folx upload "DRAFT" minutes to the webpage, the calendar entry, or email them directly to committee members only–whichever approach you use, strive to be consistent

*If you are sending an email—consider these protocols*

# Before Each Meeting

3. Notify committee members at least 72 hours prior to the meeting (for meetings subject to the Brown Act, notify the campus body of the meeting via email and post the agenda at the physical location of the meeting 72 hours in advance)

Option 1: Email a link to the meeting webpage (which includes the time, location, agenda, and associated documents); if the draft minutes from the last meeting are not already uploaded there, attach them to the email

Option 2: Share the Outlook Calendar entry for the meeting and attach the draft minutes if necessary; consider adding a link to the meeting webpage

Option 3: Email the agenda, associated documents, and draft minutes as attachments (this can be cumbersome for members, especially if any documents are updated or added prior to the meeting)

# Before Each Meeting
## *A Note on Meeting Modality Options*

4. The Brown Act ensures the public has access to meetings. If your committee must follow the Brown Act, as of March 2023 we now choose to follow either AB 2449 or the "traditional Brown Act":

1. If your committee opts to follow the AB 2449 guidelines, in short:
   a. 51% of members must be present in person.
   b. Members can only miss two meetings a year due to "[just cause](just cause)." More meetings can be missed due to "emergency circumstances."

2. If your committee opts to follow the traditional Brown Act, in short:
   a. All members can attend meetings remotely (aka via "teleconference").
   b. Folx must list a physical address that they will teleconference from.

# Before Each Meeting

5. Other thoughts?

**What are your thoughts on which approach works best regarding:**

    a.   Using the Outlook Calendar or the committee webpage?

    b.   How to post/share minutes?

# During Meetings

1. When conducting a meeting, committees should adhere to the Brown Act and Miramar's College Governance Handbook\*, follow Robert's Rules of Order, and be collegial (see these links: "Guiding Principles for Committee Work," the RRO "Cheat Sheet", and the CGH)
2. Take attendance and establish quorum. Quorum is defined in RRO as 50% of the membership plus one.
3. Ensure someone is taking minutes (see "Guidelines for Writing Meeting Minutes" in "Guiding Principles for Committee Work")
4. Follow the agenda (see "Guiding Principles for Committee Work")
5. Ensure full participation but limit unnecessary reiteration of points.
6. For lengthy discussions, summarize the main points (this also helps with preparing minutes).

# During Meetings

7. Summarize arguments for and against an issue.

8. If an issue is contentious, have each side address the chair rather than each other.

9. Follow proper procedures for making and voting on motions (see "[Guiding Principles for Committee Work](#)").

10. Specify the action items (i.e. what must be done after the meeting, including reports to constituents and/or parent committees). *

11. End on time  (or take a vote to extend time if necessary).

# During Meetings

**12. At the first meeting of the year:**

    a.   Review the committee charge as it is stated in Miramar's [CGH](#)

        i.    If the committee wishes to make changes moving forward, they can do so via [this process](#)

    b.   Review the Chair and other committee members' roles

    c.   Clarify who the voting members are and how proxies work

    d.   Clarify the role of Ex-Officio (aka resource) members and guests

13. Other thoughts?

# After Meetings

1. Post approved minutes from the previous meeting to the committee meeting webpage

2. Share draft minutes with committee members ASAP (within 72 hours, if possible)*

   a. This helps ensure their accuracy as folx are more likely to remember what transpired at the meeting

   b. This is especially helpful when there are action items for members to complete

Note: While we don't have to approve minutes in our meetings as per Robert's Rules, we are required to post meeting minutes to the committee's web page

# After Meetings

3.  Each committee should determine the best way to share recommendations and make reports to the campus/constituents*

    a.  Note: the College Council lists items to report and/or take action on and shares this with their membership immediately after each meeting. The Academic Senate highlights these items separately and includes sample ballots for constituents when necessary. Both bodies include these lists in their minutes as well ([see an example here](#)).

4.  If the committee is a subcommittee or under the purview of another body (such as the Classified or Academic Senate), schedule reports with them as needed.

5.  Other thoughts?

# Final Discussion

1.  How does your committee report information with its constituents and other committees that oversee or are related to yours?

2.  As a member of the campus community, how would you like to hear reports from other committees?

    a.  What do you think about a college-wide practice of committees creating a one-page document summarizing all that your committee has accomplished during the month/semester/year?

3.  Any other thoughts or questions?