

COLLEGE COUNCIL SUMMIT!

Friday, January 30th, 2026

10:30 am – 12:00 pm

Flex #31177



Agenda

Welcome & Introductions

Overview of Participatory Governance

College Governance Handbook

Guiding Principles

Role of Committee Chair(s)

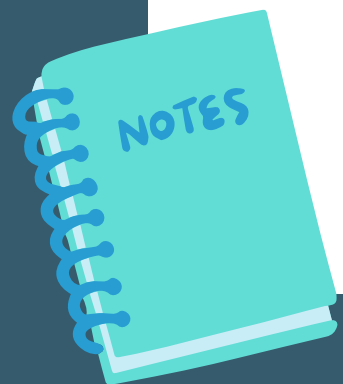
Role of Committee Members

Planning, Conducting, & Record Keeping of Meetings

Standing Committee Reporting Form

Goal Setting/Areas of Focus

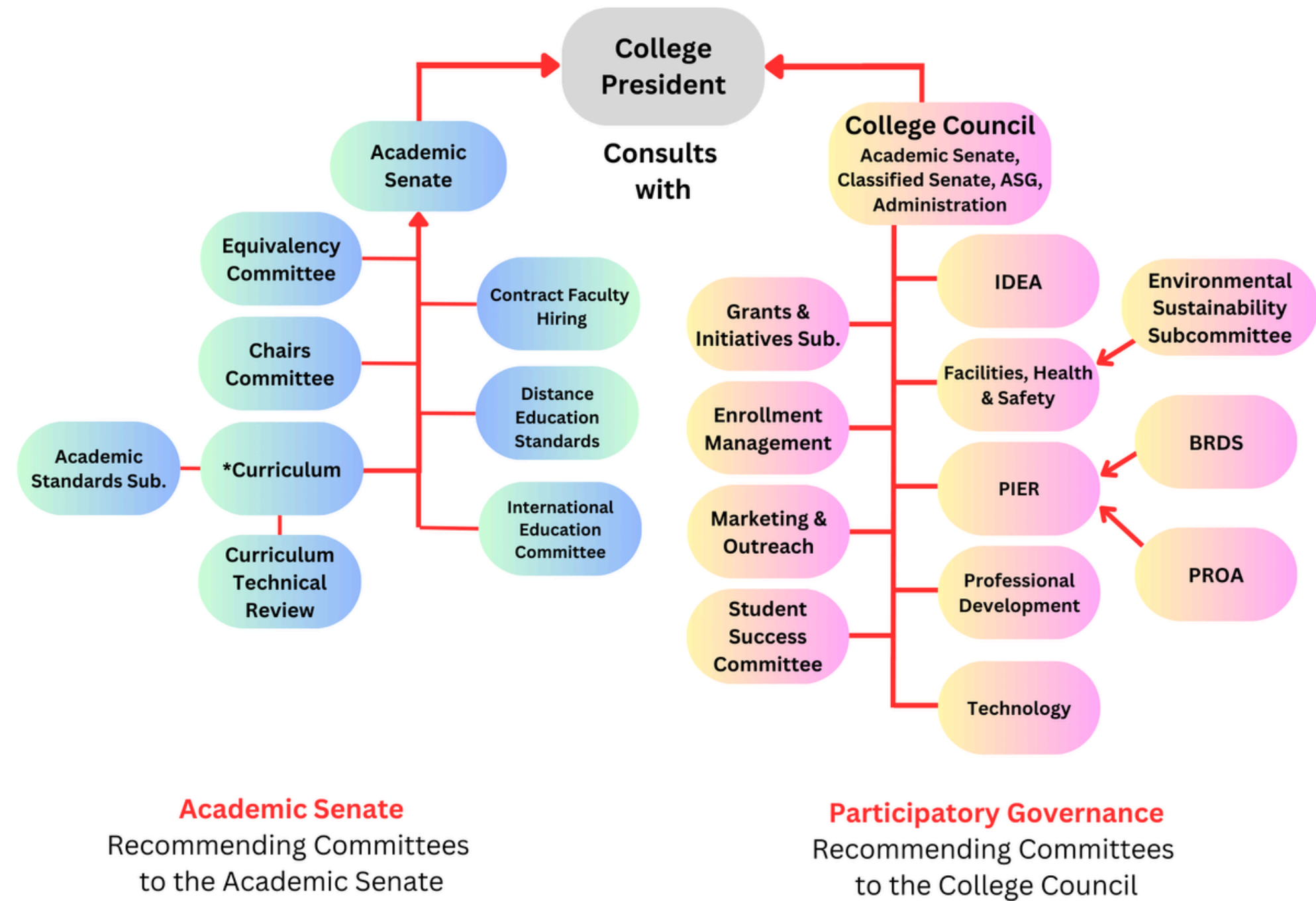
Share out & Next Steps



Welcome & Introductions

College Council: Wes Lundburg, Co-Chair Malia Kunst, Co-Chair	Grants & Initiatives: Maria Battisti, Co-Chair Vacant, Co-Chair	IDEA: Carmen Carrasquillo, Co-Chair Bill Pacheco, Co-Chair	Enrollment Management Committee: Mary Kjartanson, Co-Chair Michael Odu, Co-Chair
Facilities, Health, & Safety: Maria Battisti, Co-Chair Vacant, Co-Chair	Environmental Sustainability Committee: Ashlee Lain, Chair	Marketing & Outreach: Steve Quis, Co-Chair Sonny Nguyen, Co-Chair	PIER: David Wilhelm, Co-Chair Daniel Miramontez, Co-Chair
BRDS: Maria Battisti, Co-Chair Rebecca Bowers-Gentry, Co-Chair	Program Review & Outcomes Assessment: Patti Manley, Co-Chair Daniel Miramontez, Co-Chair	Professional Development: Nessa Julian, Co-Chair Kiyana Kiel, Co-Chair	Student Success Committee: Malia Kunst, Tri-Chair Nessa Julian, Tri-Chair Becky Stephens, Tri-Chair
Technology: Jeffrey Orgera, Co-Chair Kurt Hill, Co-Chair			

Overview of Participatory Governance



Overview of Participatory Governance

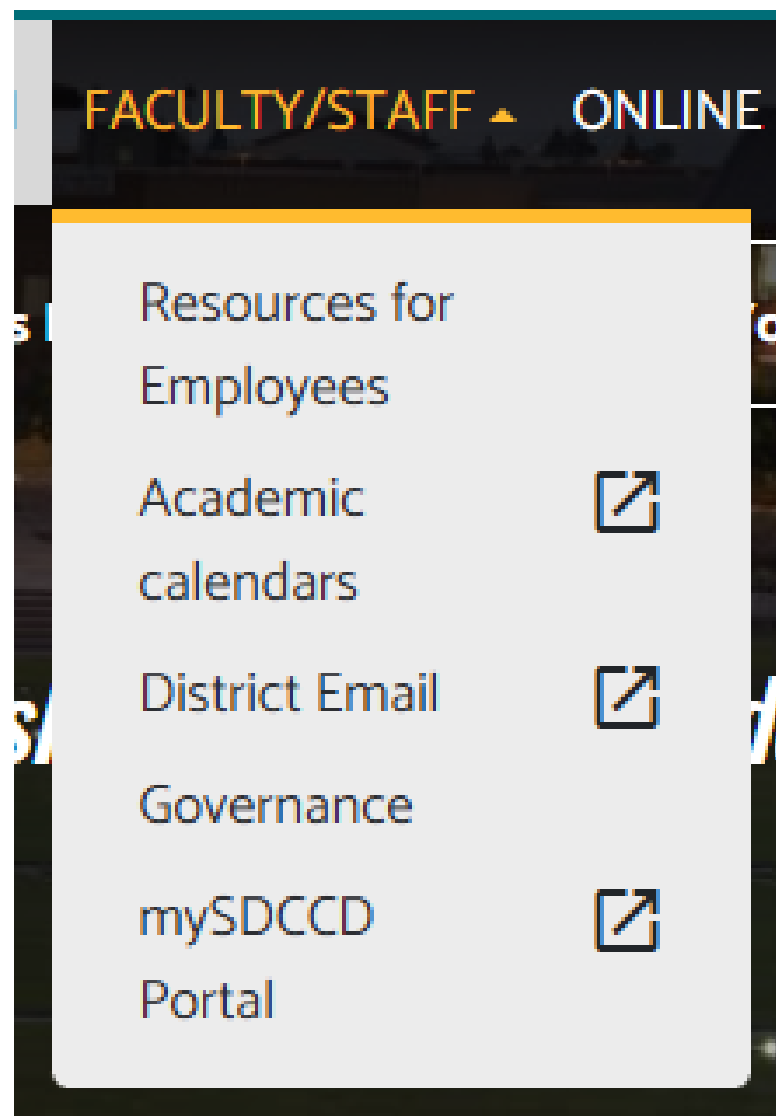
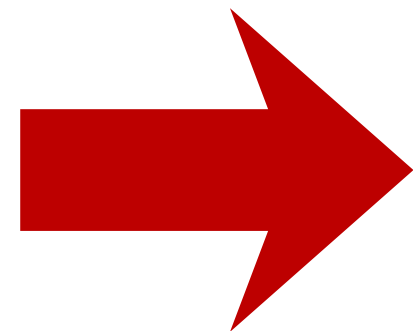
Shared Governance Approvals (routing recommendations, plans, etc.):

1. Have the chair/co-chairs add it to the College Council agenda as a first read
2. It will then move to the constituencies for vetting (via 1st and 2nd reads per group depending on their respective governance rules)
 - a. Constituencies are: Associate Student Government (ASG), Classified Senate, Academic Senate, and President's Cabinet (PC)
3. It will then head back to College Council for a 2nd read (final approval)
4. Once approved by College Council, forward the plan to the Office of IE/IR so it can be posted on the planning website

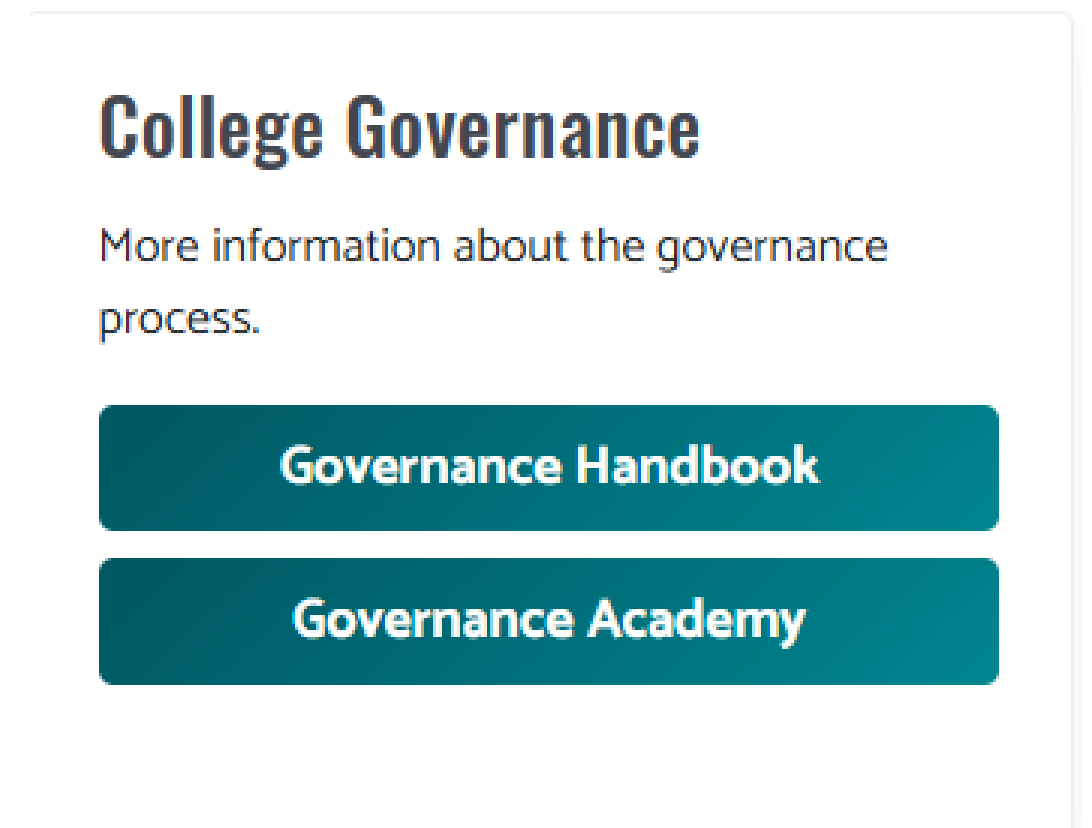
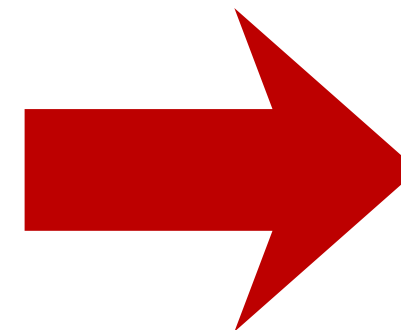
College Governance Handbook

The College Governance Handbook is posted on the College Website.

Click the
“Faculty/Staff” drop
down menu and select
“Governance”



Click “Governance
Handbook” on the
right side of the page



[Direct link to CGH](#)

College Governance Handbook

The College Governance Handbook Change Request Process & Change Log.

Overview of Change Process:

1. Steps to Completed by Requestor:

- a. Complete the “College Governance Handbook Change Form”
- b. Submit the “CGH Change Form” to College Council

2. Steps to be Completed by College Council:

- a. College Council will convene the “College Governance Taskforce” to review the requests
- b. College Council will hold a meeting to review all recommended changes to the College Governance Handbook
- c. College Council will vote on a final recommendation on all requested changes and forward to for final approval by the College President

3. The President’s Office will make all approved changes to the College Governance Handbook and update the document on the website and disseminate to the campus.

- a. All changes to the CGH are recorded in the “Change Log” which is maintained within the CGH itself.

[Direct link to CGH Change Process](#)

[Direct link to CGH Change Form](#)

[Direct link to CGH](#)

Guiding Principles

The San Diego Miramar College Governance procedures are based on the following key assumptions:

1. This governance structure has been established first and foremost to further the educational goals of San Diego Miramar College students. To accomplish this, we value and depend upon the commitment and communication of everyone. Therefore, this model invites the effective participation of the faculty, classified professionals, students, and administrators of San Diego Miramar College through their officially recognized constituent groups, respectively: the Academic Senate, the Classified Senate, the Associated Student Government, and the College President. Conflict resolution, if any, shall take place in a collegial and professional manner (see District Board Policy 7150: Civility and Mutual Respect).
2. The governance structure of San Diego Miramar College should remain dynamic, flexible, and modifiable to accommodate campus needs as well as changing situations, policies, laws, and responsibilities defined at the District and State levels.
3. The governance structure is designed to implement the San Diego Miramar College mission and goals. Thus, the campus goals will be the focus for all recommendations.
4. This governance model has been developed to facilitate recommendations and to comply with AB 1725 and Title 5, §§ 51023, 51023.5, and 51023.7, of the California Code of Regulations, 70902(b)(7) of the California Education Code, and Accreditation Standards.

Role of Committee Chair(s)

The role of the Chair/Co-Chairs of any governance committee is important in managing the business of that body. Most importantly, the Chair/Co-Chairs are responsible for ensuring all committee members have an opportunity to voice their opinions and ideas, and for cultivating an inclusive and welcoming environment for discussions. In terms of committee meetings duties, the Chair/Co-Chairs are responsible for the following:

- Each Fall at the start of the academic year, and as necessary thereafter, review the committee's purpose, goals, and procedures with the committee members and direct the committee to establish goals for the coming academic year.
- At the beginning of each academic year, the first committee meeting agenda should include a review of committee purpose, the current committee membership roster, and members' terms of service. After this review, it is the responsibility of the committee chair/co-chair to update the constituency manager (i.e. the Chair of the Committee on Committees, the President's Office, etc.) about committee membership and service term changes.

Role of Committee Chair(s)

- Review committee member responsibilities with all committee members (see section below on Role of the Committee Member).
- Schedule meetings and develop agendas (see Appendix B for meeting Agenda Template), incorporating awareness of the College's master calendar.
- It is recommended that committee chairs plan meeting calendars with the San Diego Miramar College master calendar in mind. This is the official calendaring system for governance meetings, housed in the College President's office. It contains scheduling information for planning campus-wide meetings and events in relation to participatory governance across the College and the District within the academic calendar.
- Work to ensure scheduling of items to facilitate timely discussion and processing within the participatory governance system, especially in those instances where items must be forwarded to the District Governing Board (Board of Trustees) or designees for approval.

Role of Committee Chair(s)

- Ensure that draft minutes of the previous meeting are provided and approved in a timely fashion following a timeline agreed-upon by the committee; confirm a copy of the approved minutes is posted on the college website within 48 hours after the meeting minutes are approved.
- Provide regular reports (verbal or written) to the constituency bodies providing updates on the committee's work at a time that is agreed upon with the various constituency leaders.
- Fill committee vacancies in a timely manner through a written request to the president of the appropriate constituent group from which the position was vacated. In addition, monitor member attendance and follow up with constituency leadership regarding any member who is not attending as per the handbook requirements.

Role of Committee Chair(s)

- If a committee makes a recommendation for changes in that committee's composition or purpose, the committee chair or co-chairs shall forward, in writing, all recommendations to the College Council for review and subsequent recommendation to the Academic Senate, Classified Senate, and Associated Student Government. Please reference the College Governance Change Request Process.
- Set aside one committee meeting in order to participate in the evaluation of the San Diego Miramar College Governance Structure.
- Participate in governance committee chair training.
- For Co-Chairs, equally collaborate with their committee Co-Chair on the aforementioned items.

Let's talk about it!

What are some best practices you use as a committee chair?

What are some difficulties you face as a committee chair?

What other forms of support or resources would help you in your role as a committee chair?

Role of Committee Members

- A committee member is defined as a member who has the authority to vote on a specific committee.
- Active participation by all committee members enables the College community to strive for governance outcomes that are inclusive, reflect all constituency perspectives, and expand the leadership capacity of the College.
- Committee members should come to meetings on time and prepared, having read and reviewed any materials provided in advance and/or having completed any assigned tasks.
- Committee members will ensure communication with their constituency group.
- When a committee member cannot attend a regularly scheduled meeting, that committee member should identify a proxy as a substitute before the meeting is called to order. The proxy will speak for the committee member and cast votes in the committee member's name. No committee member shall hold more than one proxy at any given meeting.
- Any committee member who misses three regularly scheduled meetings without a proper substitute (proxy) shall be voided as a committee member. A committee member who has been voided may petition to their constituency manager (i.e. the Committee on Committees, the President's Office, etc.) for reinstatement. This petition must be submitted in writing within 7 working days of the official notification of being voided and specify which absences are the focus of the petition. If the petition is denied, the constituency manager will notify both the committee member and their committee chair.
- Recommendations are made by standing committees to the College Council. All committee members, whether voting or not, are able to discuss items under review, but only voting members can participate in the voting process leading to formal recommendations.

Role of Committee Members

Constituency Committee Members: These are the appointed representatives of constituent governing bodies (voting). Constituency members representing faculty, classified professionals, students, or administrators have an important role in the participatory governance process. By representing the whole of their constituency (i.e. all faculty, all classified professionals, all students, and all administrators), they bring important viewpoints, experiences, context, and institutional memory to the meeting table.

Ex Officio Advisor: A person or group of individuals with expertise who are incorporated into a committee for the effectiveness and optimal functioning of the committee. They are non-voting. Ex Officio members' attendance at committee meetings is voluntary (i.e. not required).

District Committees: Membership positions exist for all constituencies on various SDCCD committees. These appointments are either by designation or made by their constituencies (per bylaws). SDCCD Administrative and Governance Handbook.

Committee Assignment by Designation: Committee membership assignments may occur as a function of College employment or positional role, e.g., College President, Senate President, School Dean, Associated Student Government President, Professional Development Coordinator, etc. As such, these position are filled by whomever has that position at the time.

Role of Committee Members

Quorum: This is the minimum number of committee members necessary to conduct the business of that committee. For any meeting, quorum is based on the percentages of voting committee members present (including proxies), whereby a minimum of 50% + 1 members must be present to make quorum. Committee membership positions that are vacant (unfilled) are not used to calculate quorum.

Proxy: Substitute for voting member (participating; voting). A single voting committee member can only be represented by a single individual acting solely as their proxy in that meeting, and that person must be a member of the same constituency group.

Note Taker: Each participatory governance committee shall have a note taker, responsible for recording discussion and conclusions and comprising the meeting minutes. The note taker either shall be an elected member of the committee, to serve for the term of the semester as note taker and as a voting member. If the committee is unable to identify an elected member to serve as the note taker, the Administrator assigned to the committee may provide the note taker for the term of the semester. That person will serve as a non-voting member. Exceptions to this rule are noted in specific Committee Procedures.

Guest: Three types of guests attend participatory governance committee meetings: Guests who provide expert knowledge and have been invited to attend on behalf of the chairs/co-chairs or a committee members. Guest who wish to make a statement during open comment or on an agenda item. Guests who wish to observe the meeting. Guests do not have voting privileges.

Let's talk about it!

How do you, as a committee chair, help committee members understand their role on the committee?

What are some best practices for committee members?

What are some things that committee members struggle with? What resources or support do they need?

Planning, Conducting, & Record Keeping of Meetings

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 by contacting committee chairs.
 - a. Share any changes with constituent leaders.
 - i. For faculty: updates can be shared via this form; interest can be collected via this form.
 - ii. For classified: please contact your Senate President or Vice-President.
 - b. Please make sure committee webpages are up to date.
2. Calendar/create committee meeting events. Options include:
 - a. On the committee web page, create a new committee meeting for each meeting of the semester or academic year (under “Manage: Content: Add Content: Committee Meeting”).
 - b. In the Outlook Calendar, create an entry for each meeting.

Planning, Conducting, & Record Keeping of Meetings

Before Meetings: The beginning of the semester

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 "Associate Documents,"
 - i. Note that "Important documents" on the committee page is different from "Associated Documents" on the subsidiary committee webpages*
 - ii. Some 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

Planning, Conducting, & Record Keeping of Meetings

Before Meetings: The beginning of the semester

- I. Notify committee members at least 72 hours prior to the meeting (for meeting subject to the Brown Act, notify the campus body of the meeting via email and post the agenda at a physical location of the meeting 72 hours in advance)
 - a. Option 1: Email a link to the meeting webpage (which include the time, location, agenda, and associate documents); if the draft minutes from the last meeting are not already uploaded there, attach them to the email
 - b. 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
 - c. 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)

Planning, Conducting, & Record Keeping of Meetings

Before Meetings: A note on modality

- I. The Brown Act ensure the public has access to meetings. If you committee must follow the Brown Act, as of March 2023 we now choose to follow either AB 2449 or the “Traditional Brown Act”:
 - a. If your committee opts to follow the AB 2449 guidelines, in short:
 - i. 51% of members must be present in person
 - ii. Members can only miss two meetings a year due to “just cause.” More meetings can be missed due to “emergency circumstances.”
 - b. If your committee opts to follow the traditional Brown Act, in short:
 - i. All members can attend meetings remotely (aka via “teleconference”).
 - ii. Individuals must list a physical address that they will teleconference from.

Let's talk about it!

What are your best practices, as a committee chair, before meetings?

What is working and what is not? Are there things we could change or make more efficient?

Is there anything, not listed, that should be included in the role of a committee member?

Planning, Conducting, & Record Keeping of Meetings

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.
2. Take attendance and establish quorum. Quorum is defined in RRO as 50% of the membership plus one.
3. Ensure someone is taking minutes (consider using Zoom's AI to help with/draft the minutes – best practice is to ask the committee if it is okay to record the meeting and/or use AI tools to help with minutes, etc.)
4. Follow the agenda
5. Ensure full participation but limit unnecessary reiteration of points.
6. For lengthy discussions, summarize the main points (this also helps with preparing minutes).

Planning, Conducting, & Record Keeping of Meetings

During Meetings

1. Summarize arguments for and against an issue.
2. If an issue is contentious, have each side address the chair rather than each other.
3. Follow proper procedures for making and voting on motions.
4. Specify the action items (i.e. what must be done after the meeting, including reports to constituents and/or parent committees).*
5. End on time (or take a vote to extend time if necessary).
6. AT 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 the CGH Change 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

Let's talk about it!

What are your best practices, as a committee chair, during meetings?

Are there any resources or tools that help you run a meeting more effectively and efficiently?

Are there any challenges you've faced during a meeting?

Planning, Conducting, & Record Keeping of Meetings

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 many 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

Planning, Conducting, & Record Keeping of Meetings

After Meetings

1. Each committee should determine the best way to share recommendations and make reports to the campus/constituents
 - a. Note: The College Council list 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.
2. 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.

Let's talk about it!

What are your best practices, as a committee chair, after meetings?

Are there any resources or tools that help you with your post-meeting checklist (i.e. minutes/action items)?

Do you have any other ideas for what should be done after meetings?

Planning, Conducting, & Record Keeping of Meetings

Resources

Website Services has a number of instructional guides and video tutorials available for making edits to the website. Here is the direct link [the webpage](#).

Below are direct links to the instruction guides & video tutorials helpful for committee chairs:

- [Calendar Events](#)
- [Committee Meetings](#)
- [Committee Meetings/Agendas/Minutes](#)
- [Committee Meetings: Location Information](#)

Planning, Conducting, & Record Keeping of Meetings

Resources

The Participatory Governance Academy (PGA) webpage also houses a number of resources for committees/committee chairs. Here is the direct link to [the webpage](#).

Below are direct links to PGA resources helpful for committee chairs:

- [Agenda Template](#)
- [Minute Template](#)
- [Proxy Form](#)
- [CGH Change Process](#)
- [CGH Change Form](#)
- [Guiding Principles for Committee Work](#)

Let's talk about it!

Do you use the current resources available?

Are there any additional resources that would be helpful?

Are these resources visible/known and accessible?

Standing Committee Reporting Form



Standing Committee Reporting From

Committee Name:

Committee Chairs:

Type of Report:

Beginning of current academic year report
(Please submit by the end of week 6) ☐

Mid-year report of current academic year
(Please submit by the end of fall term or the start of the spring term) ☐

End of current academic year report
(Please submit by the end of week 13) ☐

All reports are submitted via the online webform.
Committee Chairs should post the completed form to their committee webpage.

List your committee's goals* for the current academic year.
*Goal – is an outcome you want to achieve, generally broad and long-term

List your committee's objectives* for the current academic year.
*Objective – a specific and measurable action that can be reached in a relatively short amount of time, often related to a goal

Describe the goals and/or objectives that have been completed.

Describe the goals and/or objectives that are currently in progress, or that require support or collaboration before they can move forward.

Please include any additional comments, if any.

	Signature:	Date:
Chair	<input type="text"/>	<input type="text"/>
Co-chair (if applicable)	<input type="text"/>	<input type="text"/>
Tri-chair (if applicable)	<input type="text"/>	<input type="text"/>

- 1. Introduces the idea of two College Council summits, one in the fall and one in the spring.
- 2. Summits bring all of the committee chairs together for a reflective and forward-thinking process; the collective will discuss committee goals across the college, identifying college-wide “areas of focus.”

[Direct link to SCRF](#)

Goal Setting/Areas of Focus

Open dialogue on Collegewide “Areas of Focus.”

- How can we better communicate committee work and its impact across the college?
- What strategies can improve collaboration among committees?
- How can we strengthen participatory governance and ensure committee chairs and committee members understand their role in collegewide planning?
- What role should technology play in enhancing communication and transparency across committees?
- What types of training or resources would most benefit faculty, staff and students this year (or next)?

[Link to Committee Goals 25-26](#)

Goal Setting/Areas of Focus

Open dialogue on Collegewide “Areas of Focus.”

- Area of Focus #1: (based on group dialogue; to be filled in)
- Area of Focus #2: (based on group dialogue; to be filled in)
- Area of Focus #3: (based on group dialogue; to be filled in)
- Area of Focus #4: (based on group dialogue; to be filled in)

[Link to Committee Goals 25-26](#)

Share out & Next Steps

