

A. The Participatory Governance Council (PGC)

1. The PGC's purpose is to provide recommendations directly to the Chancellor on matters pertaining to institutional priorities, policies, procedures, planning and budget development.
2. Recommendations from the PGC are advisory. If the Chancellor does not accept the recommendation of the PGC, or if there is a minority opinion, the Chancellor shall

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ADMINISTRATIVE PROCEDURE MANUAL**

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D. Process for building agendas

1. The Chair of the PGC will set the meeting agenda

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- Planning and development of college wide initiatives*, Board policies, and administrative procedures
- Resource allocation of supplemental General funds
- Resource allocation of categorical funds

*Note: within the scope of this document, “college wide committees” are those that make recommendations through the PGC to the Chancellor and have representation from all constituency groups (including students, where appropriate). “College wide plans” or “college wide initiatives” involve input from all constituency groups (including students, where appropriate) and are recommended through the PGC to the Chancellor; college wide plans and initiatives represent the overall direction of the College and involve collaborations across divisions.

5. Academic and professional matters require the recommendation of the Academic Senate. When a committee, workgroup, task force, or other group serving under the auspices of the Participatory Governance Council, are considering matters that fall under the 10+1, the principles and steps outlined in BP and AP 2.08 Collegial Governance shall be followed.
6. Standing committees shall not be subject to the Brown Act or other state open meeting laws. However, committees shall comply with the District Public Access Sunshine Policy (BP 1.16). Agendas and all supporting materials shall be posted on the appropriate webpage at least 72 hours prior to the meetings.
7. When appointments are made, notification is sent to the person appointed, to the chair(s) of the committee, and to the Chancellor. Appointed members may serve until they are reappointed or replaced.

H. The following provisions shall apply to both the PGC and Standing Committees:

1. Process for conducting meetings:
 - a. The Chair or designee will facilitate meetings insuring open discussion and completion of agenda

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agenda of the following meeting.

- d. Discussion will follow presentation of the agenda item.
- e. Seated members will have the opportunity to provide their input and comments on the issues at hand prior to taking comments or questions from audience members.
- f. Standard meeting protocols such as, Roberts Rules of Order may be used, as determined by the Committee.
- g. The Chair will vote only in the event of a tie vote.
- h. All exclusive Academic and Professional (10+1 per Title 5) items will be presented at PGC as information items only after following appropriate Academic Senate review procedures including, if necessary, collegial consultation according to BP 2.08.

2. Record Keeping and Minutes

- a. Minutes shall be taken for each meeting. Minutes shall include the wording of all resolutions passed and record the vote of each member. Minutes shall also summarize briefly the actions taken for each agenda item and appropriate future action, if applicable. Materials distributed at the meeting will remain available on-line. Minutes should be focused on actions or on major ideas raised during deliberation, a sufficient level of detail shared with PGC members shall be included in order to capture key points raised. Data used to inform to recommendations and decisions should be noted in the minutes.
- b. Draft minutes will be shared with PGC members as soon as possible after the meeting and will be reviewed and approved at the subsequent meeting. subNTc 1.4or 3.187 -0.003 T
- c. Minutes may be approved by a vote at a

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implementation of college wide improvements and development of policies.

- f. Contribute to the work of the committee – at meetings and by sharing work that is needed between meeting times.
- g. Participate with the committee in an annual self-evaluation.

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