LOS MEDANOS COLLEGE

Proposed Operational Guidelines for Committees
(consolidated from 2024 Task Group Report, 2014 SGC Committee Operational Guidelines & 2017 SGC Committee Guidelines addendum)

In an effort to promote engagement, communication, and transparency, the following guidelines are intended to provide LMC committees with a foundational structure for overall operations. While committees should feel free to expand upon and create a community that is reflective of their work, these basic guidelines should be consistent across all committee operations, regardless of their Brown Act status. Those committees that are required to adhere to the Brown Act must follow additional guidelines to maintain compliance with public reporting legislation. This operational foundation provides transparency for participatory governance at the institution, promotes equitable access and engagement for members of the College community, and improves the effectiveness of LMC's committees and processes.

1. **Guiding Principles**
   ➢ Every committee member and constituency group possess knowledge, expertise, and unique perspectives that are critical to institutional dialogue and decision-making. It is important to ensure that all voices are heard and considered, and to maintain an environment centered on communication, collaboration, transparency, and trust.
      - *SGC Position Paper (p. 1)*
        - *"The [shared governance] model… [benefits] from a focus on collective interests and from the coalescing of diverse perspectives contributed by all constituency groups."*
   ➢ Committee members and meeting participants should demonstrate civility at all times during meetings, even (and especially) when issues of disagreement arise. All members of the College community – classified professionals, faculty, managers, and students – are deserving of, and must be treated with, respect.
      - *Model the principles reflected in the "We Are Los Medanos College" campaign:*
        - *Respect, Compassion, Humility, Inclusion, Civility & Empathy*
   ➢ Those serving on committees have been appointed to represent their constituency group, but must also work toward what is in the best interest of the institution and its focus on educating, serving, and supporting students.
      - *SGC Position Paper (p. 1)*
        - *"[LMC's] Shared Governance Model gives the College a structure for creating its vision with the guiding question: what does this issue, decision (etc.) mean for us as an institution?"*
   ➢ The work of the committee – through its action and communication – should reflect LMC's commitment to equity and inclusion: increasing equitable outcomes and success for all students; providing equitable opportunities for all employees; and establishing institutional practices, policies, and processes that are equitable.
      - *SGC Position Paper (p.1)*
        - *"This model aspires to continually move us toward forward-looking decision-making, with an emphasis on equitable outcomes and processes."*

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2. **Roles and Responsibilities:**
   - ➢ **Committee Chair:**
     - Facilitate committee meetings, set/prepare agendas, and ensure that discussions remain focused and productive.
     - Encourage participation from all members, manage any conflicts that may arise, and guide the committee toward consensus when making decisions.
     - Ensure that all voices are heard during discussions and that all viewpoints are given due consideration.
     - Serve as the primary liaison between the committee and other participatory governance bodies.
   - ➢ **Committee Members**
     - Actively participate in meetings, contribute expertise and insights relevant to the committee's objectives, and follow through on assigned tasks.
     - Arrive prepared for each meeting, to be in the best position to provide input and actively engage in dialogue (e.g. review agenda and handouts in advance, share feedback/updates on follow-up items identified at prior meeting(s), etc…).
   - ➢ **Committee Recorder**
     - Each committee should designate a group recorder responsible for taking accurate and comprehensive meeting minutes.
     - Minutes should include: the meeting date, time, and location; a list of attendees; a summary of discussions and decisions/votes; and any action items assigned.
     - Distribute minutes to all committee members within a reasonable timeframe (within two weeks) following the meeting for review and approval.
     - Post approved minutes on the College website and archived for future reference.

3. **Meeting Participation, Decision-Making & Voting**
   - ➢ Robert's Rules of Order is the recommended method to organize and conduct a meeting.
   - ➢ In the event of conflicts or disagreements among committee members, the Chair should facilitate open and respectful dialogue to resolve issues.
   - ➢ A clear voting process should be outlined in the committee bylaws. Committee decisions should follow these bylaws when voting on items.
   - ➢ For each action item/decision (or at the end of each meeting), the committee members should consider the following:
     - Are there equity issues that arise from decisions we have made (e.g. equitable distribution of resources, access to services, potential barriers created, etc…)?
       - What is the impact to our students?
       - How will various members/groups of our College community be impacted?
     - Has this meeting/process been equitable?
       - Were all members/constituencies heard and given an opportunity to contribute?
       - Were there any voices/perspectives missing that should be considered?
     - Is there any additional information or support needed to facilitate our dialogue and/or decision-making?

4. **Training & Support**
   - ➢ New committee members should receive orientation and training on their roles, responsibilities, and expectations.
   - ➢ At its first meeting of the academic year, each committee should review:
     - Its charge(s)/purpose (and update, as necessary)
     - LMC Mission Statement
     - Reporting relationship within the College governance structure
     - Appointed members and vacancies (if any)
     - Roles and responsibilities (e.g. Chair, officers, members, support, etc…)
     - Meeting logistics (e.g. day, time, location, frequency, agenda items, etc…)
     - Protocols for action items (i.e. voting and quorum)
   - ➢ Ongoing support should be provided to committee members, including access to resources and assistance with navigating committee processes.

5. **Communication**
   - ➢ Sharing Information
     - At the end of each meeting, identify all "report-out" information for members to share with their respective constituency group and specify any follow-up/action required for next session (e.g. bringing back constituency feedback to the committee). To facilitate consistent information sharing, "talking point" bullets can be emailed to all members following the meeting.
     - Meeting guests and presenters must email to participants any documents or slides they shared during or immediately after the meeting, so members can share them with their constituents or areas.
   - ➢ Website
     - The LMC website features a dedicated section for committee information, including a list of (and links to) all committees, their respective charges, meeting schedules, minutes, and membership rosters.
     - The committee Chair, or designated member, should be responsible for ensuring that committee information on the website is kept up-to-date and accurate.
     - Updates should be posted promptly (within two weeks) following any changes to committee membership, meeting schedules, or other relevant information.
     - Each committee's webpage should include:
       - ▪ Meeting agendas and minutes
       - ▪ Time, date, and location of meetings
       - ▪ Current members and representation
       - ▪ Charge/purpose
       - ▪ Active/functioning links to key documents, information related to committee processes/products, and relevant resources
       - ▪ Links to any sub-committees and group(s) with reporting relationship

6. Evaluation & Reporting

- ➢ Committees should regularly (annually) evaluate their operations and effectiveness, soliciting feedback from members and stakeholders to identify areas for improvement.
- ➢ Evaluation results should be used to inform improvements to committee operations and inform decisions about committee structure and composition.
- ➢ Feedback received should be used to make adjustments/improvements to committee processes, communication strategies, and decision-making practices as needed.
- ➢ Committees should provide a summary of the self-evaluation and an update regarding charges and goals outlined in the original committee application. This update should be completed/submitted by the first week of May.

2025 Draft Committee Guidelines "Addendum"
(working draft of required practices and recommended practices)

TOPIC/ITEM	MUST	RECOMMENDED
Posting meeting agenda	At least 24 hours in advance	72 hours before the meeting
Posting minutes	X	
Attendance for committee members	In person or Zoom (camera on for members)	In person preferred
Voting	Quorum must be present (based on committee parameters)	At least 1 rep present from each constituency group
Training & Support *(#4 in 2025 draft document)*	- New committee members should receive orientation and training on their roles, responsibilities, and expectations. - At its first meeting of the academic year, each committee should review: - Its charge(s)/purpose (and update, as necessary) - LMC Mission Statement - Reporting relationship within the College governance structure - Appointed members and vacancies (if any) - Roles and responsibilities (e.g. Chair, officers, members, support, etc…) - Meeting logistics (e.g. day, time, location, frequency, agenda items, etc…) - Protocols for action items (i.e. voting and quorum) - Ongoing support should be provided to committee members, including access to resources and assistance with navigating committee processes.	
Communication *(#5 in 2025 draft document)*	Sharing Information - At the end of each meeting, identify all "report-out" information for members to share with their respective constituency group and specify any follow-up/action required for next session (e.g. bringing back constituency feedback to the committee). To facilitate consistent information sharing, "talking point" bullets can be emailed to all members following the meeting. - Meeting guests and presenters must email to participants any documents or slides they shared during or immediately after the meeting, so members can share them with their constituents or areas.	

	Website	
	• The LMC website features a dedicated section for committee information, including a list of (and links to) all committees, their respective charges, meeting schedules, minutes, and membership rosters.	
	• The committee Chair, or designated member, should be responsible for ensuring that committee information on the website is kept up-to-date and accurate.	
	• Updates should be posted promptly (within two weeks) following any changes to committee membership, meeting schedules, or other relevant information.	
	• Each committee's webpage should include:	
	o Meeting agendas and minutes	
	o Time, date, and location of meetings	
	o Current members and representation	
	o Charge/purpose	
	o Active/functioning links to key documents, information related to committee processes/products, and relevant resources	
	o Links to any sub-committees and group(s) with reporting relationship	
Evaluation & Reporting *(#6 in 2025 draft document)* • *SGC wants to review details further before specifying as a "must" or "recommended"*	• Committees should regularly (annually) evaluate their operations and effectiveness, soliciting feedback from members and stakeholders to identify areas for improvement. • Evaluation results should be used to inform improvements to committee operations and inform decisions about committee structure and composition. • Feedback received should be used to make adjustments/improvements to committee processes, communication strategies, and decision-making practices as needed. • Committees should provide a summary of the self-evaluation and an update regarding charges and goals outlined in the original committee application. This update should be completed/submitted by the first week of May.	
Committee Chair		
SGC	Considering rotating model (similar to DGC)	
Subcommittees	Considering rotating model (similar to DGC)	