A. **Open Session**
   1. **Call to Order, Roll Call, Adopt Closed Session Agenda**
   The Board of Trustees of the Marin Community College District met for a regularly scheduled Board meeting in Building 5, Room 188 on the Indian Valley Campus, all members having received notice as required by law. Board President Namnath called the meeting to order at 5:10 p.m. Trustees Namnath, Conti, Dolan, Long and Treanor were present. Superintendent/President Coon and Vice Presidents Eldridge, Nelson and Torres were also present. **M/s (Long/Conti) to adopted closed session agenda. Motion carried 5-0-2.** Trustee Kranenburg arrived at 5:11 p.m. and Trustee O’Brien arrived at 5:30 p.m.
   2. **Public Comment** - There was no public comment.
   3. **Recess to Closed Session – 5:11 p.m.**

B. **Closed Session**  Building 5, Room 188, Indian Valley Campus
   1. **Conference with Labor Negotiator (Govt. Code Section 54957.6) Relative to the following organizations representing employees: United Professors of Marin (UPM/AFT); California School Employees Associations (CSEA); Service Employees International Union (SEIU); Unrepresented Employees (Confidential, Supervisors, Management) Labor Negotiator: Bruce Heid**
   2. **Conference with Legal Counsel – Anticipated Litigation:**
      Initiation of Litigation Pursuant to Government Code section 54956.9(d)(4).
      Number of Potential Cases: Three

C. **Open Session**
   1. **Call to Order, Roll Call and Adoption of Agenda**
   Board President Namnath called the open session to order at 6:57 p.m. Trustees Conti,
Dolan, Kranenburg, Long, Namnath, O'Brien and Treanor were present. Superintendent/President Coon and Vice Presidents Eldridge, Nelson and Torres were also present. Student Trustee Reyes was absent. **M/s (Conti/Treanor) to adopt agenda.**

President Coon noted revisions on blue paper to Item C.9.B., Classified Personnel Recommendations under item 4, Appointment of Classified Personnel and edit corrections to the draft minutes for August 20, 2013 noted on pages 5 and 6. He also stated that Item 5, Study Session on Affordable Health Care was being pulled from the agenda. Motion carried with noted changes by a vote of 7-0.

2. **Report from Closed Session** – No action to report

3. **Public Comment**
   
   A. **Comments regarding items not on the Agenda (3 minutes per speaker)**
   
   Gloria Kopshever spoke regarding concerns with the IVC Pool and presented questions from students. A copy of the comments is attached to the minutes. Dr. Coon stated that the hot water issue has not been resolved; but has been made a priority. Staff will research student concerns and questions and provide follow-up information to the Board.
   
   B. **Comments regarding items on the Agenda - to be heard immediately before the Board of Trustees’ consideration of the item**

4. **Chief Executive Officer’s Report**

   Vice President Eldridge introduced new managers Diane Traversi, Dean of Enrollment Services, and Derek Levy, Dean of Student Success.

   A. **Fall Enrollment Update**
   
   President Coon shared an enrollment report. Our enrollment is down as expected with over 100 course reductions since Fall of 2010 to help balance the budget. Other factors include fee increases and changes in financial aid regulations. Dr. Coon stated he has committed to adding back approximately $150,000 in courses beginning in the spring and summer semesters and that the instructional team is looking at strategies for adding back courses that meet student needs, make sense for transfer requirements, and that students will enroll in. Trustees asked questions and made comments about State comparisons, the effect of matriculation, the effect of more full-time vs. part-time students, reporting on our student achievements, that we are maintaining students and transferring students and that we should celebrate our successes.

   Dr. Coon noted that the enrollment report format was originally developed in response to media concerns about enrollment declines and that going forward we need to focus on our scorecard. It appears that we are proportionally down across all categories and groups of students.

   Vice President Eldridge suggested that a version of the Student Success scorecard, along with the enrollment and other data we are currently collecting, would provide a much
richer picture of what is going on. This year, as part of our Strategic Plan, the College will be focusing on developing a comprehensive enrollment management plan to help forecast out, set goals, and identify strategies to achieve those goals. This enrollment report shows an increase this fall in new first-time students which is a good indicator for this group of students. Continuing students, our largest category of students, is down and accounts for a large portion of the reduction. Last year more students graduated, resulting in fewer continuing students, which is also an impact. The average credit load is higher than in the past five years, which is a good sign. All of these indicators are helpful in developing our enrollment plan for the future. Vice President Cari Torres responded to a question about the process for adding courses back, stating that she is working with Deans, Departments and PRAC to analyze our schedule. They are using waitlist information and Intersegmental General Education Transfer Curriculum (IGETC), the general education pattern to transfer to the UC, as the primary criteria for adding back courses. There were additional comments and discussion by Trustees about student tracking, educational plans for students, counseling, setting benchmarks, reviewing the College’s last successful College Enrollment Management Program, and about adding back programs to vitalize both campuses. Trustees congratulated staff for all of their efforts related to student success, noting we are going in the right direction. President Coon reported that student attendance from outside the County remains about the same as last year.

B. Accreditation Mid-Term Report (McKinnon)

President Coon introduced and thanked Ms. Sara McKinnon who stepped in to finish the Mid-Term Report and done a tremendous amount of work to get it ready for submittal by October 15. Ms. McKinnon explained that the follow-up reports submitted in 2011 and 2012 addressed specific recommendations that resulted from our Self-Study. In the Mid-Term report we are required to address all recommendations and provide updates on all planning agendas from the Self-Study. A copy of the presentation is posted on the Board of Trustees Web Page for this meeting. The Mid-Term report provides a re-cap of what we accomplished last year, updates what we have done since 2012 and identifies our future plans. Sara gave a brief overview of all nine recommendations. Trustees were pleased with the presentation and the quality of the report and expressed their thanks and appreciation for the incredible amount of work done by staff. Sara commended Barbara David who has worked on these reports with the PRIE Director for the past 6-8 years.

C. Technology Plan Update and Action (Eldridge/Nelson)

Vice President Eldridge gave a brief review of the four critical technology infrastructure projects they are working on. A copy of the technology presentation is available on the Board of Trustees website for this meeting. A computer replacement program, through a lease with Hewlett Packard, will replace all faculty and staff computers, and some
classroom and lab computers with new and upgraded technology. This program would significantly upgrade our technology on campus and give our IT staff more flexibility to work on other projects. The server infrastructure upgrade will replace our current servers, which are past the end of life, with upgraded, state of the art technology. The system would also include an off-site back-up system, which we currently do not have. Our voice mail system is also aging and past life. This system will be upgraded, allowing us to route calls more efficiently and this upgrade is a pre-cursor to an upgrade of our phone system, which will occur at a later date. The final project is an upgrade to our network structure, which includes fully implementing WIFI across both campuses, a huge benefit to students. The work will be staggered to assist staff with implementation.

Vice President Nelson addressed the cost for PC upgrades, noting that lease costs have come down significantly, making it a good option. This is a piggy-back contract and terms were tightened up and reduced prices were negotiated. The servers will be purchased as opposed to a lease and funds are available for this item. The voice mail replacement system does not meet bid threshold set by the State, and does not require Board approval. The network upgrades are also a piggy-back contract and pricing was tightened up. President Coon thanked staff for working on getting these important issues moving. He further reported that we have $2.8 million of the $10 million that was set aside for the overall bond; and the cost for these upgrades falls well within that budget. The annual $130,000 cost for the computer upgrades is predictable and within our annual operating budget parameters. Trustees had comments and asked questions about off-site storage, how other items are being prioritized, longevity of the voice mail system, student technology needs, lack of human contact and auxiliary and related training costs. In answer to Trustee questions, off-site storage is included in the server upgrade; remaining items will be priced and prioritized to go through the funding process; goals to have integrated phone, voicemail and computer systems; the computer replacement program will be upgrading a number of computer labs; updated voice mail will have the capacity to route students to the right department and contact with a person; the projects include contingency costs and training costs. Trustees stated that is a good plan and brings us into the 21st Century. There was a request for a future report on a Student Technology Plan.

5. Study Session
   A. Affordable Care Act (Keenan & Associates) – This item was pulled from the agenda

6. Academic Senate Report (5 minutes)
   Sara McKinnon presented the Academic Senate report. The Senate is back to work and looking at a couple of Administrative Procedures, which are being revised. One is on repetition due to significant lapse of time, due to changes in Title 5, and the other has to do with Financial Aid and tightening restrictions on students who are participating at a minimum levels. She reported that she, Dr. Coon, Vice President Eldridge, Yolanda Bellisimo and Becky Reetz will be giving a presentation this Friday at Solano College on the College of
Marin’s SLO process for an ACCJC workshop. In response to the Trustee question about the ACCJC Resolution for City College, it was sent to City College who was very appreciative. The Senate has also approved another resolution about ACCJC in general and the contention that surrounds their relationship with most community college in California. All California community colleges are being asked to approve this resolution to present a solid statement about this problem. She also noted that there will be a meeting with Board of Trustee candidates running for election with the Classified and Academic Senates on Wednesday, September 25, 2013 at 2:00 p.m. in Deedy Lounge at Kentfield and invited anyone who is running, including Brady Bevis to attend.

7. **Classified Senate Report (5 minutes)**

Classified Senate President Alice Dieli announced that Classified Senate will be meeting year round going forward. A copy of her report is attached to the minutes. She spoke about Professional Development at the State Level and training for staff professionals. She asked that Trustees contact their representatives in support of the Classified Senate and professional development. **M/s (Long/Dolan) to direct the President to write a letter on behalf of the Board as recommended by the Classified Senate. Motion carried 7-0.** Ms. Dieli further reported that the Classified Senate reviewed the Mid-Term report, discussed it and approved it. They also reviewed the Professional Development plan and approved that as well. The Classified Senate is having the annual Halloween Costume contest on October 31 at noon. More information will be provided later.

8. **Student Association Report (5 minutes)**

No Report.

9. **Consent Calendar Items (ROLL CALL VOTE)**

**M/s (Conti/O’Brien) to approve Consent Calendar Items C.9.A through C.9.J. Motion carried 7-0 by roll call vote.**

A. **Calendar of Upcoming Meetings**
   - October 15, 2013, Regular Meeting, Cafeteria, Student Services, Kentfield Campus

B. **Approve Classified Personnel Recommendations**
   1. Appointment of Hourly Personnel
   2. Classified Request for Leave of Absence (Request Unpaid Leave)
   3. Temporary Increase/Decrease in Assignment
   4. Appointment of Classified Personnel

C. **Approve Classified Management Personnel Recommendations**
   1. Appointment of Classified Management Personnel
   2. Interim Appointment of Classified Management Personnel

D. **Approve Classified Confidential Position Recommendation**

E. **Approve Short - Term Hourly Positions**
F. Approve Budget Transfers – Month of August 2013

G. Approve Warrants - Month of August 2013

H. Declaration of Surplus Property – Miscellaneous Equipment

I. Modernization (Measure C)
   1. Ratify/Approve Modernization Contracts, Changes, Amendments ($197,381.79)

J. Second Reading and Approval of Board Policies (None)

10. Other Action Items
    Board President Namnath asked if anyone in the audience would like any of the Resolutions read out loud. **M/s (Treanor/Conti) to consolidate and approve Items C.10.A, C.10.B. and C.10.C. Motion carried 7-0 by roll call vote.** Vice President Nelson answered a question about the Agreement with the Department of Education.

A. **Resolution to Approve the Appointment of Representative and Alternate Representative for Northern California Community Colleges Self-Insurance Authority (NCCC SIA) (Roll Call Vote)**

B. **Resolution to Enter Into Agreement with California Department of Education for Child Development Services and Signature Authorization for 2013/14**

C. **Resolution in Support of Hispanic Heritage Month (Roll Call Vote)**

Board President Namnath asked if anyone wished to pull any of the remaining items under “Other Action” for separate discussion. Trustee Dolan requested that Item C.10.E. be pulled for separate discussion. Trustees Treanor and Conti stated that Item C.10.D. should also be heard separately.

D. **M/s (Treanor/Kranenburg) to approve Accreditation Mid-Term Progress Report.**
   Trustees commented that this was good work and a fabulous report. **Motion carried 7-0.**

E. **M/s (O’Brien/Conti) to approve Clinical Agreement with Marin General Hospital.**
   Trustee Dolan stated her concerns with several sections of the agreement. Dr. Coon clarified that this contract is presented to us by Marin General; it is their standard contract language and has been reviewed by legal counsel. Vice President Nelson also responded to questions, noting student responsibility and criteria they must meet to participate in the contract, all required by Marin General for participation in the program. **Motion carried 6-1, with Trustee Dolan voting no.**

Board President Namnath asked for a motion to consolidate Items C.10.F through C.10.M. **M/s (Treanor/O’Brien) to consolidate items C.10.F. – C.10.M. Motion to consolidate carried 7-0.**

**M/s (O’Brien/Conti) to approve Items C.10.F. through C.10.M. Motion carried 7-0.**

F. Approve 5-Year Construction Plan 2015-2019

G. Approve Out-of Country Travel – Tron Bykle
H. Approve Out-of-Country Travel – Walter Turner
I. Acceptance of Non-Cash Gifts
J. Approve Lease Agreement with Hewlett Packard for Faculty and Staff Computers
K. Approve Replacement of District Servers
L. Approve Replacement of District Wireless Service
M. Modernization (Measure C)
   1. Approve Notice of Completion, Child Study Center, Increment 2
      JL Modular, Inc.

11. Board Policy Review (1st Reading) - None

12. Future Agenda Items
   A. City College Impact
   B. Health Benefits

13. Board Reports and/or Requests (15 minutes)
   A. Committee Chair Reports
      Trustees Treanor reported that she and Trustee Conti had a brief exchange with Dr. Coon relative to the Board Self-Evaluation and the importance of scheduling special meetings to complete work we said we would do. As a result of our Board Self Evaluation there were a number of topics we need to work on and would like it reflected in the minutes that we intend to do that work. She suggested trying to schedule meetings in November and January to start working on these tasks.

   B. Legislative Report – No Report

   C. Individual Reports/or Requests
      Trustee Long asked about DeBorba Fund report, which Dr. Coon noted is on his list. Trustee Treanor reiterated that while on the campaign trail she is hearing very positive comments about the College, where we are and what we are doing. Good to hear how positive the community views the College and the Board and the College President. Trustee Conti echoed Trustee Treanor’s comments, noting she is hearing the same things.

14. Approval of Meeting Minutes (2 minutes)
   A. Approve Minutes of August 20, 2013 Board Meeting
      M/s (O’Brien/Treanor) to approve the minutes with the changes noted at the beginning of the meeting. Motion carried 7-0.

15. Information Items (see written reports)
   A. Marin Brain Injury Network Update
      President Coon stated that an information report was provided to Trustees and that we intend to bring the contract back next month.
B. Contracts and Agreements for Services – August 2013

C. Modernization Update
   1. Director’s Report
   2. Program Schedule
   3. Milestones Report

D. Administrative Procedures - None

E. Calendar of Special Events
   - IVC Organic Farm & Garden Fall Plant Sale, Sept 28 & 29, 10:00 a.m. – 3:00 p.m.
   - Native Feast Celebration, Sunday, Sept. 29, Noon – 3 p.m.
   - Parking Lot Sale, Indian Valley Campus, October 25, 2013

16. Correspondence

17. Board Meeting Evaluation
   Thorough and efficient meeting. Appreciate staff reports have become very focused and strategic and getting the information needed and good use of time. Much more effective and efficient in the agenda planning and the meeting procedures moving the meetings along. Staff presentations were excellent.

18. Adjournment
   M/s (Conti/Long) to adjourn the meeting with condolences to Lance Reyes and his family. Motion carried 7-0.

   Meeting adjourned at 8:43 p.m.
9/17/13
To College Of Marin Board of Trustees meeting at IVC
From: Gloria Kopshever,

Almost two years ago your attention was directed to the lack of hot water in the women’s locker room. We are grateful to learn that repairs are finally out to bid but students have been asked me to find out if the job will be complete before the cold weather arrives (October is 2 weeks away)

Students have asked me to tell you that all this time, gallons of water have been wasted because it is necessary to turn on all the showers in order to “bleed the system” for a safe temperature in the women’s shower room.

When the boiler supplying the women’s showers failed 2 years ago the temporary fix was to tap into the boiler supplying the men’s locker room. Now more students are enrolled in both credit and non-credit pool related classes and more people (especially new students) are asking questions about this and other issues.

The following are a few of the questions.

Why have classes been cancelled approximately 20 days in 4 semesters?

At the beginning of this Fall ‘13 semester, classes using the IVC pool were cancelled for a whole week? We were told the pool overflowed into adjacent field due to the failed filter system.
Will there be “make-up” classes?

Will repairs be made in the women’s toilet area? Sink faucets do not work, rusted toilet partitions are held up by a makeshift strip of metal, and one partition floor support is missing. A mild earthquake could bring the entire toilet partitions down.

What does this lack of general maintenance say about the health and safety of the water itself?

Thousands of people come from all over the bay area to COMIVC because COM/IVC has the only Olympic size pool north of SF for competitions, health or recreation. Twice this past summer, parking overflowed out into neighboring streets. How do we look to visitors and potential students?
Good Evening,

I humbly report that we held our elections this month and I have the honor to represent the Classified Professionals as President this year. Our charter for the year is to support Classified Excellence and tonight we request your assistance and support in that effort.

Last fall, you heard that College of Marin Classified Professionals enthusiastically supported the work of the California Community Colleges Student Success Initiative Professional Development Committee in their effort to Revitalize and Re-envision Professional Development. This 30-member committee was formed to develop strategies towards the implementation of the Student Success Initiative in regards to Professional Development of all Community College staff. The realization was that staff members play a large part in student success, and the Student Success Act provides strategies and processes to enhance student performance in many ways. Professional Development, however, has been targeted mainly towards faculty through the implementation of the flex calendar with up to 15 days that can be set aside each year for faculty to leave the classroom for professional development. In an effort to broaden the access to training for the entire staff, the committee’s final report included a number of recommendations that will be helpful to individual college professional development programs, in particular recommendations to increase funding, to facilitate shared resource, and to mandate support for professional development opportunities for all employees. This report was provided to the Board of Governors last week and our Classified Senate supported the effort with a Resolution that was forwarded and is attached here. (The link to the final report is at the bottom of this report.)

Action will be taken on the committee recommendations at the Board of Governors meeting in November. We request that you also support our Senate and convey that support to your representative on the Professional Development Committee, Barbara Dunsheath, the California Community College Trustee (CCCT) representative and your representative to the Board of Governors Consultation Council, Scott Lay, CCLC Representative (Trustees).

On a local level, by popular demand the Senate’s annual Halloween Costume contest and fundraiser will be held this year on Thursday, October 31st and we look forward to your participation, whether in costume, or not.

Respectfully submitted,

Alice L. Dieli

Alice L. Dieli
Classified Senate President

Link to California Community Colleges Student Success Initiative Professional Development Committee Recommendations: