MINUTES

A. Open Session

1. Call to Order, Roll Call and Adoption of Agenda
   The Board of Trustees of the Marin Community College District met for a Board Retreat in the Staff Lounge of the Student Services Building on the Kentfield Campus, all members have received notice as required by law. Board President Namnath called the meeting to order at 9:07 a.m. and asked the Clerk to call roll. Trustees Conti, Namnath O’Brien and Treanor were present. Trustees Dolan, Kranenburg and Long were not present. Also present were Superintendent/President Coon and Vice President Eldridge. M/s (O’Brien/Conti) to adopt agenda. Motion carried 4-0-3.

2. Public Comment – There was no public comment.

3. Mission Statement
   Dr. Coon shared Board Policy 1200 Mission and the related section of the College of Marin Integrated Planning Manual noting that we are required to revisit and reaffirm the mission annually in addition to review/revision that ties with our three-year institutional planning cycles. The governance review process for the mission will begin in fall 2013 with the results forwarded to the Board for review and approval in January 2014.

   Trustee Long arrived at 9:12 a.m.

   Trustees discussed the importance of using accreditation standards, faculty goals, and requirements of the Student Success Act, when reviewing and modifying the mission. Due to changes in the law, there should be discussion about whether our mission includes enrichment courses or focuses specifically on State mandates.

   Trustee Dolan arrived at 9:16 a.m.

   There were suggestions to review other community college mission statements, consider a broad mission statement that speaks to mandates, include supportive statements, track changes that show evidence of 2013 review, and review what in our
current mission is not mandatory, i.e. physical development/life-long learning/cultural enrichment. Resources come in to play given the student success mandates. There were comments that the mandates don’t speak to our population, and a suggestion that these are areas that can be addressed if funds are available, but are not our priority for student matriculation and transfer.

4. **Student Services Reorganization – Phase I**
   Vice President Eldridge gave a presentation on a proposed Student Services reorganization plan to assist the College in implementing the requirements of the Student Success Act that will make our student processes more effective and efficient. The plan includes assessment of our current enrollment process, a broader use of technology, and additional positions to assist in coordinating an overlap of services which we do not have currently. The plan allows for input from faculty and staff and will encourage early intervention to keep students off probation and on track. The Board will be informed on progress and of the impact on student success rates. Trustees thanked Mr. Eldridge for a clear and informative presentation. It was noted that this is an opportunity to review staff positions and reallocate staff and funds to meet current needs. Dr. Coon shared that as a result of the Supplemental Early Retirement Plan (SERP), there will be an opportunity to re-engineer positions and resources given our budget situation, the 50% law and the 75/25 Full-Time/Part-Time ratio requirement. Mr. Eldridge also noted that there will be a process in place for faculty to note concerns with student progress and follow-up processes put in place. A copy of the presentation is available on the College of Marin Website, Board of Trustee Meetings tab for this meeting.

   **M/s (Treonor/Long) to merge items 4.a. and 4.b. Motion carried 6-0-1. Trustee Kranenburg was absent. M/s (Treonor/Long) to approve Items 4.a. and 4.b. Motion carried 6-0-1. Trustee Kranenburg was absent.**
   a. Approve Management Job Description – Dean of Enrollment Services
   b. Approve Management Job Description – Dean of Student Success

5. **Board Compensation**
   Dr. Coon provided Trustees with information outlining Board compensation and benefits and copies of Board Policies 2725 Board Compensation and 2730 Board Member Health Benefits. There was significant discussion about Trustee benefits, related costs, requests to continue to review this item and the total Board compensation package, to look at trends at other colleges, comments that Trustees have the option not to take benefits, that the benefits are at the same level as employees, that Trustees spend significant time at meetings and reviewing materials, and that this item has been voted on and approved by the Board. While some Trustees wished to continue this discussion and review and possibly revise policies, others noted that the Board had reviewed these policies and approved them. It was noted that all Trustees should have the option to speak to this issue.

6. **Board Travel**
   Dr. Coon provided Trustees with a copy of Board Policy 2735 Board Member Travel and information on Trustee balances for travel expenses. Trustees discussed the importance of travel to the Board. There was a suggestion to review all Board policies that relate to compensation as a whole rather than per item to get a better picture and look for possible ways to change policy if necessary.
7. **College of Marin Foundation Audit/Next Steps**

Dr. Coon and Trustee Conti, acting as Board Members of the College of Marin Foundation, updated the College of Marin Board on the results of the Foundation Audit and on the current status of the Foundation. Dr. Coon noted that this would be the first in a series of updates to the Board on this topic. President Namnath made a Point of Order that when he assumed the role of Board President in December, he became the ex-officio to the College of Marin Foundation; however, he is delegating those duties to Trustee Conti for actions related to the Foundation for his term. One Trustee requested records of meeting minutes for June and July of 2012 for review and suggested it would be a good idea for the Board to make a public statement on the matter. Dr. Coon and Trustee Conti reviewed the activities that have occurred since the Foundation Board resigned in September 2012, including the results of the audit findings, the status of the endowment funds and the program funds, the costs incurred by the College of Marin related to this issue, and next steps. Dr. Coon noted that he will be meeting with the College departments who lost program funds to determine critical needs and how we will move forward in coordination with the College’s advancement program. Trustees will be updated as more information becomes available.

8. M/s (Namnath/O’Brien) to adjourn the meeting. Motion carried 6-0-1. Trustee Kranenburg was absent. Meeting adjourned at 12:26 p.m.