A. Open Session

1. Call to Order, Roll Call, Adoption of Agenda

The Board of Trustees of the Marin Community College District met for the organizational and regular meetings in the Cafeteria of the Student Services Building on the Kentfield Campus, all trustees having received notice as required. Board President Namnath called the meeting to order at 5:37 p.m. Trustees Conti, Dolan, Long, Namnath, O’Brien and Treanor were present. Student Trustee Reyes was absent. Also present were Superintendent/President Coon and Vice Presidents Eldridge, Nelson and Torres. M/s (O’Brien/Long) to adopt the agenda. Motion carried 6-0-1. Trustee Kranenburg was not present. Trustee Kranenburg joined the meeting at 6:36 p.m. by telephone from 222 Merchandise Mart Plaza, Suite 10-154, Chicago, Illinois.

2. Reception Honoring Barbara Dolan

Board President Namnath presented a plaque to Trustee Dolan honoring her 28 years of dedicated service to the College of Marin. Trustees presented her with gifts and expressed their appreciation of her dedicated service noting that she has always advocated for the students and the community, and represents the heart and soul of the College. Her historical knowledge will be missed. Dr. Coon presented Trustee Dolan with a T-Shirt from the most recent College of Marin Tennis Team commemorating her participation on the team in years past. He noted that Trustee Dolan is the second longest serving Trustee in the history of the District, the first being Ada Fusselman who served 34 years. Mr. George Haris, representing Assembly Member Levine, presented Trustee Dolan with a Certificate on behalf of the State of California and commended her for her service to the State and the County of...
Marin. The Academic and Classified Senates also presented Certificates of Appreciation to Trustee Dolan, thanking her for her 28 years of dedicated service to students and the community and her on-going commitment to the College of Marin. Bruce Hart, Jacobs Project Management Company, spoke as a long-time resident of Marin County and thanked Trustee Dolan for her commitment, wisdom and institutional knowledge which has served students and the County well over her term. Ann Peterson, speaking as a representative of the Kentfield Planning and Advisory Board and a friend, thanked Trustee Dolan for her many years of service to the College as well as her efforts to improve the Kentfield community.

Trustee Dolan thanked everyone for their gifts and support. She commented that she has enjoyed her years as a Trustee noting that as a former student, part of her has never left the College of Marin. She spoke of the importance of the vow taken by Trustees to support and defend the Constitutions of the United States and of California. She welcomed Brady Bevis to the governing Board and thanked her family and others in the community for their support over the years.

Board President Namnath recessed the meeting at 6:04 p.m. to a reception for Trustee Dolan.

3. **Adjourn to Board Organizational Meeting**

**B. Board Organizational Meeting**

1. **Call to Order**
   Board President Namnath called the organizational meeting to order at 6:31 p.m.

2. **Oath of Office – Brady Bevis, Diana Conti, Wanden Treanor**
   Superintendent/President Coon invited Wanden Treanor (fifth term), Diana Conti (second term), and Brady Bevis (first term) to stand before the Board. He introduced the Honorable Faye D’Opal, Marin County Superior Court Judge, who administered the Oath of Office to Trustees Bevis, Conti and Treanor.

   Mr. George Haris congratulated Trustees Bevis, Conti and Treanor on behalf of Assembly Member Levine and presented each with a certificate.

   Trustee Kranenburg joined the meeting at 6:36 p.m. by telephone from 222 Merchandise Mart Plaza, Suite 10-154, Chicago, Illinois.

3. **Meeting Schedule 2014**
   There was a request to reschedule one or two of the meetings to the Indian Valley Campus. Superintendent/President Coon noted that locations for the Board retreats on April 25 and June 27 have not been determined and that the April retreat could be held at Indian Valley and the June 27 retreat at Kentfield. **M/s (Bevis/Conti) to approve the meeting schedule for...**
2014 with the Superintendent/President considering more meetings at the Indian Valley Campus. Motion carried 7-0 with all Trustees voting yes.

January 17  Board Retreat, 1:00 – 5:00 p.m., TBD
January 21  Regular Meeting, 6:30 p.m., Cafeteria, Student Services, Kentfield
February 18  Regular Meeting, 6:30 p.m., Cafeteria, Student Services, Kentfield
March 11* Regular Meeting, 6:30 p.m., TBD, Indian Valley
April 15  Regular Meeting, 6:30 p.m., Cafeteria, Student Services, Kentfield
April 25  Board Retreat, 1:00 p.m., TBD, Indian Valley
May 20  Regular Meeting – 6:30 p.m., Cafeteria, Student Services, Kentfield
June 17  Regular Meeting, 6:30 p.m., TBD, Indian Valley
Adoption of Tentative Budget
June 27  Board Retreat, 1:00, TBD, Kentfield
July 15  Board Study Session, 3:00 p.m. Staff Lounge, Student Services, Kentfield
Regular Meeting, 6:30 p.m., Cafeteria, Student Services, Kentfield
August 19  Regular Meeting, 6:30 p.m., Cafeteria, Student Services, Kentfield
Adoption of Final Budget
September 16  Regular Meeting – 6:30 p.m., TBD, Indian Valley
October 21  Regular Meeting – 6:30 p.m., Cafeteria, Student Services, Kentfield
November 18  Regular Meeting – 6:30 p.m., Cafeteria, Student Services, Kentfield
December 9*  Organizational and Regular Meetings – 6:30 p.m., Cafeteria, Student Services Kentfield
December 15  Board Holiday Dinner

4. **Election of Officers**
   a) **President of the Board**
      Trustee Bevis nominated Trustee O’Brien for President of the Board. **Trustee O’Brien was elected President of the Board by majority vote.**
   b) **Vice President of the Board**
      Trustee Treanor nominated herself for Vice President of the Board. There was not a majority vote.
      Trustee Namnath nominated Trustee Long for Vice President. **Trustee Long was elected Vice President of the Board by majority vote.**
   c) **Clerk of the Board**
      Trustee O’Brien nominated Trustee Kranenburg for Clerk of the Board. **Trustee Kranenburg was elected Clerk of the Board by majority vote.**
5. **Appointment of Trustee Representatives**
   Board President Namnath noted that the new Board President will appoint representatives to the following organizations and committees:
   - Marin County School Boards Association and Trustee Representative to Elect Members of the County Committee on School District Organization
   - Legislative Representative to California Community Colleges Trustees/California School Board Association (CCCT/CSBA) and liaison with the Community College League of California.
   - Board Standing Committees
     - Superintendent/President Evaluation Committee
     - Board of Trustee Self-Evaluation Committee
     - Policy Review Committee
     - Fund Development Committee
   - Liaison Assignments
   - Parliamentary Appointment

6. **Board Comments and Acknowledgements**
   - Trustee Bevis offered her time and services as the Legislative Representative to the California Community Colleges.
   - Board President Namnath asked that Trustees interested in serving on committees notify the new Board President.
   - Dr. Coon presented Board President Namnath with a plaque recognizing his service as the President of the Board over the past year.
   - Trustee Bevis commented that she is looking forward to continuing the good work that has been started at the College and acknowledged her supporters.

7. **Break**

8. **Adjourn to Regular Meeting Open Session**
   The Organizational meeting was adjourned at 6:43 p.m. for a short break to honor Trustees Bevis, Conti and Treanor and to allow the new President to assign Trustee seats at the table.

C. **Open Session**

1. **Call to Order and Adoption Agenda**
   The regular meeting was called to order by Board President O’Brien at 6:56 p.m. All Trustees were present. Student Trustee Reyes was absent. Superintendent/President Coon pulled item C.3.A. and item C.8.B. regarding the Financial Audit to allow Trustees additional time to review the document. This item will come back to the Board next month. He also noted that Trustees received a revised page on blue paper for item C.7.C.1. Appointment of Academic Personnel. **M/s (Long/Treanor) to adopt the agenda with the noted changes. Motion carried 7-0.**
2. Public Comment (3 minutes per speaker)
   A. Comments regarding items not on the Agenda – There were no public comments.
   B. Comments regarding items on the Agenda – to be heard immediately before the Board of Trustees’ consideration of the item

3. Chief Executive Officer’s Report
   A. Financial Audit and Measure C Bond Performance Audit 2012/2013 Pulled from Agenda
   B. Concepts for Administrative Building Historical Elements in the Landscape
      Ms. Laura McCarty introduced Mark Cavagnero, Mark Cavagnero Associates, and John Fung, TLCD Architects, to present an option for preserving the nine columns from the Administrative Center. A copy of the presentation is posted on the College of Marin webpage under the Board of Trustees tab for this meeting. The proposed option places the columns along Circle Drive at the end of an existing historical pathway that accesses the campus from Sir Francis Drake, and provides seating and a view of Mount Tamalpais. It was not feasible to incorporate the columns into the New Academic Center. Another possible option is near Fusselman Hall. Community members participating in planning meetings were favorable of the plan. Signage will also be added on the corner of College Avenue and Sir Francis Drake. Trustees requested earlier involvement in the process so they are not put in the position of possibly taking a different position on something that the community wants. Because the corner defines the College, they want the ability to have input in the proposals early on. There was discussion about the column arches and structure, the planning process, community involvement, appropriate plantings, lighting of the columns, maintenance and preservation of the columns and signage at the corner. Dr. Coon noted that an opportunity for more specific discussion about some of the concepts for the corner and the Fusselman design option would occur at the January Board Retreat.

4. Academic Senate Report (5 minutes)
   Sara McKinnon welcomed Trustee Bevis and congratulated returning Trustees Conti and Treanor. She thanked the modernization team for remembering the columns and hopefully the arches. As mentioned before, the Senate prepared a faculty survey about best practices and keeping student engaged. She provided Trustees a copy of the latest Academic Senate News which includes the results of the survey. The Senate is also working on changes to several repeatability Administrative Procedures required due to changes in Title 5, which will be coming to the Board at a later date.

5. Classified Senate Report (5 minutes)
   On behalf of the Classified Senate, Alice Dieli thanked the trustee candidates who came and spoke to the Senate before the election, congratulated Trustee Conti and Treanor and welcomed Trustee Bevis.
6. **Student Association Report (5 minutes)**
   Dr. Coon reported that Student Trustee Reyes is busy being a student tonight studying for an exam.

7. **Consent Calendar Items (ROLL CALL VOTE)**
   M/s (Treanor/Long) to approve Consent Calendar items. Motion carried 7-0 by roll call vote.
   
   A. **Calendar of Upcoming Meetings**
      - Reference Item B.3. Meeting Schedule 2014
   
   B. **Approve Classified Personnel Recommendations**
      1. Appointment of Classified Personnel
   
   C. **Approve Academic Personnel Recommendations**
      1. Appointment of Academic Personnel – See Revised Page
      2. Resignation of Academic Personnel
   
   D. **Approve Short-Term Hourly Positions**
   
   E. **Declaration of Surplus Property - Miscellaneous Equipment**
   
   F. **Modernization (Measure C)**
      1. Ratify/Approve Modernization Contracts, Changes, Amendments ($395,236.35)
   
   G. **Approve Educational Management Personnel Recommendations**
   
   H. **Second Reading and Approval of Board Policies (None)**

8. **Other Action Items**
   
   A. **M/s (Treanor/Namnath) to approve Acceptance of Non-Cash Gifts. Motion carried 7-0.**
   
   B. **District Financial Audit and Measure C Bond Performance Audit for Year Ended June 30, 2013**
      Pulled from Agenda
   
   C. **M/s (Treanor/Namnath) to approve Addendum 4 to License Agreement with Community Action Marin for Marin Head Start Program. Motion carried 7-0.**
   
   D. **M/s (Bevis/Treanor) to approve Extension of Memorandum of Understanding Extension with Conservation Corp North Bay for the IVC Organic Farm. Motion carried 7-0.**
   
   E. **Modernization (Measure C)**
      1. **M/s (Treanor/Long) to Approve Notice of Completion for the Child Study Center Increment ADA 2 (303C), Shade Structure, JL Modular Inc.** Trustee Long commented that the building color is very attractive and that the building has nice signage. Trustee Treanor commented that she believed Notices of Completion must be approved by a Roll Call Vote. Recording Secretary will check. **Motion carried by roll call vote of 7-0.**

9. **Board Policy Review (1st Reading) - None**

10. **Future Agenda Items**
A. Health Benefits
B. Bond Spending Plan
C. Indian Valley Campus

11. Board Reports and/or Requests (15 minutes)
   A. Committee Chair Reports
      Trustee O’Brien reported that she and Trustee Long met as the Professional
      Development Committee and have begun work on developing recommendations they
      hope to bring back to the Board no later than February.
   B. Legislative Report – No Report
   C. Individual Reports/or Requests
      - Trustee Treanor commented that the Board should participate in Board bonding
      opportunities as a refresher and to help the new trustee, perhaps at the January retreat.
      Collective training will help the Board gain the information they need, the ability to work
      together for a common goal, increase productivity and assist them in making timely
      decisions. She is happy to help.
      - Trustee O’Brien passed out her report (attached) about the CCLC Conference last
      month. She is very close to finishing her Trustee Certification. She also has all of the
      presentations downloaded if anyone is interested.
      - Trustee Conti also attended the conference and found it very valuable.
      - Trustee Treanor reported that this conference had the largest attendance of trustees.
      She also encouraged individuals to sign up for the Trustee Certification program if they
      have not already. She has also been asked to speak at the Academic Senate Statewide
      Conference in La Jolla on the trustee role in accreditation and is looking forward to
      sharing that information.
      - Trustee O’Brien also commented that there were several districts that had all of their
      board members in attendance.
      - Trustee Bevis will also be attending the conference in January.

12. Approval of Meeting Minutes (2 minutes)
   A. M/s (Long/Namnath) to approve the Minutes of November 19, 2013 Board Meeting.
      Motion carried 7-0.

13. Information Items (see written reports)
   A. Warrants, Budget Transfers, and Contracts and Agreement for Services for Month of
      November 2013
   B. Modernization Update
      1. Director’s Report
      2. Program Schedule
      3. Milestones Report
   C. Administrative Procedures - None
   D. Calendar of Special Events
      - College Holiday Party, December 18, 2013, Woodlands Café, 4:00 – 6:00 p.m.
1. CCLC Effective Trustees Workshop, January 24 – 26, 2014, Sacramento
2. CCLC Board Chair Workshop, January 25, 2014, Sacramento
3. CCLC Annual Legislative Conference, January 26 – 27, 2014, Sacramento
4. Bay 10 Trustees & CEO Meeting, April 14, 2014, Ohlone College

14. Correspondence

15. Board Meeting Evaluation
   Good meeting.

   Meeting adjourned to closed session at 7:48 p.m.

D. Closed Session, Staff Lounge, Student Services, Kentfield Campus
1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Govt. Code Sect. – 54957)
2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Govt. Code Sect. – 54957)
   Title: Superintendent/President
3. Adjourn to Open Session

E. Open Session, Cafeteria

2. Adjourn Meeting
   Meeting was adjourned at 8:25 p.m.
Desired Outcome for Attendance:

- Improve understanding of trustee responsibilities in leadership role
- Learn about areas of potential improvement for Board in governing role
- Expand understanding of Accreditation

Sessions Attended:

- **THURSDAY**
  
  *Excellence in Accreditation: Using Data in Pursuit of Quality.* This workshop will cover new institutional federal regulations, learning outcomes data, standards of student achievement and other data that drives quality improvement.

  **Overview:** This was a wonderful presentation! Doug Houston, Bill McGinnis and Raul Rodriguez presented the value of effective data, and how to use it in the self-evaluation process. We explored the ‘culture of evidence’, and its meaning relative to creating transparent practices of implementing, monitoring and analyzing consistent metrics for the purpose of information decision making and documenting institutional effectiveness. I have detailed notes and the presentation for those who would like to have them.

- **FRIDAY**
  
  *Can Recent Legislation (like AB 182) and Governmental Policies Affect your District’s Ability to Issue Go Bonds and Impact Future Go Bond Elections?* The panel will discuss a number of hot button topics that may affect a district’s bond program. On September 3, 2013, legislation limiting variables in a bond financing was passed by the California Senate. It would be prudent for districts issuing their remaining authorization or planning on a bond election in the future to understand the impact on the district’s bond program. The session will discuss the key items of the legislation, present hypothetical simulations, and discuss other governmental policies (like continuing disclosure requirements) that may affect a district’s ability to issue GO Bonds.

  **Overview:** This presentation was quite interesting. I learned that the type of bonds that the District sells has an impact on program timing, board responsibilities and options going forward. VP Nelson also attended the session, and will be more adept at presenting the findings to the board than I.

  *Leading Change: Professional Development Strategies to Improve Accreditation outcomes: Student success is a priority, but accreditation can be a challenge! In this session panelists will discuss development of effective training aimed at teaching to the standards and will share their process and outcomes as well as demonstrating the potential for future training programs.*

  **Overview:** The presentation was given by Barbara Beno/ACCJC, Susan Bray/ACCCA, and Bonnie Ann Dowd/ACBO. They stressed the importance of shared professional development across the institution, and the benefits that can be reaped from this approach.
The Path To Transfer: Update on the Implementation on SB1440. This session will provide an update about the community college response to landmark legislation passed by the state of California to facilitate transfer into the CSU system, including data about student transfer and other successes.

Overview: Unfortunately I was called away from this session just moments after it started, and was not able to attend. I have downloaded the presentation and have it available for those who wish to receive it.

Bridge to Success: How Community Colleges and Adult Education are Creating Successful Pathways. This session shares information on The Bridge Program and tells the story of an adult education program working in partnership with a community college to achieve student success.

Overview: Presented by Jamillah Moore/Ventura CCD and Lordana Corson/Conejo Valley Adult School. The dynamic established by the local Adult Education community and Ventura College is a model to emulate. Adults who had no concept of becoming college students were supported in their efforts to become GED recipients, and then Ventura College Stucents.

- SATURDAY

Purposeful Institutional Change: Leadership Skills, Knowledge and Disposition. This study provides insight to how leadership development should be crafted to enable community college leaders to guide their institutions through organizational change. A survey, which we refer to as the National Survey of Community College Leaders (NSCCL) was administered to mid and executive-level community college administrators throughout the country. Study findings provide insights to future directions on leadership skill development.

Overview: This session was presented in a very dynamic and engaging manner by two CSU instructors. The bottom line about the cycle of change, and the process of enlisting all participants in a meaningful manner resonated well with me, and what we are attempting to accomplish for the students of College of Marin.

Successes of the California Community College’s Sustainability Template: The CCC Sustainability Plan “Template” serves as a roadmap and toolkit for all districts to pursue leadership in environmental, economic, and social sustainability. This presentation will share experiences with this innovative approach to sustainability planning and will offer recommendations on how to employ the Sustainability Template at your campus.

Overview: The team from SMCCD, CCCCO and AALRR presented an effective approach to engaging the college in a meaningful dialogue about sustainability, and how to enlist the students, staff and faculty in achieving the objectives in an effective manner.