A. Open Session
   1. Call to Order, Roll Call, Adoption of Closed Session Agenda
      The Board of Trustees of the Marin Community College District met for a regular meeting in
      the Cafeteria of the Student Services Building on the Kentfield Campus, all Trustees having
      received notice as required. Board President called the meeting to order at 5:30 p.m.
      Trustees O’Brien, Long, Kranenburg, Bevis and Conti were present. Also present were Vice
      Presidents Eldridge, Nelson and Torres. M/s (Conti/Long) to adopt the closed session
      agenda. Motion carried, 5-0-1. Trustee Treanor was not present. There is one vacant
      trustee position.
   2. Public Comment - There was no public comment
   3. Adjourn to Closed Session - Meeting adjourned to closed session at 5:35 p.m.
      Trustee Treanor arrived at 5:35 p.m.

B. Closed Session
   1. Call to Order
   2. CONFERENCE WITH LABOR NEGOTIATOR(S) (Govt. Code Section 54957.6)
      Agency Representatives: Kristina Combs/Greg Nelson
      Employee Organizations: United Professors of Marin (UPM/AFT); California School
      Employees Associations (CSEA); Service Employees International Union (SEIU);
      Unrepresented Employees (Confidential, Supervisors, Management)
   3. CONFERENCE WITH LEGAL COUNSEL – Existing Litigation (Govt. Code Section 54956.9 (a))
      One: Pilli vs. Marin CCD
4. Adjourn to Regular Meeting Open Session

C. Open Session
1. Call to Order, Roll Call, Adoption of Agenda
The meeting was called to order by Board President O’Brien at 6:30 p.m. Trustees Bevis, Conti, Long, O’Brien, Treanor, Kranenburg and Student Trustee Reyes were present. There is one vacant trustee position. Also present were Vice Presidents Eldridge, Nelson and Torres. M/s (Treanor/Bevis) to approve agenda noting Item C.9.C. has been revised and is printed on blue paper for Trustees. There was a request to review the process for adopting agendas and approving consent items at a future retreat. This item will be added to a future agenda for discussion. There was another request to modify item A.2. to “Public Comment for Closed Session agenda” for clarification purposes. Motion carried 6-0 plus an advisory aye vote by Student Trustee Reyes.

2. Report from Closed Session – There was no action taken in closed session

3. Public Comment (3 minutes per speaker)
A. Comments regarding items not on the Agenda
Lori Ordin commented on the successful event with City College of San Francisco (CCSF). She noted that it was well attended by representatives from all constituencies at the College of Marin. CCSF has asked that each of our constituencies pass a resolution in support of CCSF acknowledging that there are some problems with ACCJC and encouraged the Board of Trustees to pass a Resolution. Ms. Ordin also mentioned a lobbying event Sacramento tomorrow where legislation to reform ACCJC would be presented.

B. Comments regarding items on the Agenda – to be heard immediately before the Board of Trustees’ consideration of the item

4. Chief Executive Officer Report
A. Media Center Update
In follow-up to student concerns raised at the last Board meeting, Vice President Eldridge updated Trustees on the status of the Media Center. He reported that the Media Center historically was in the Learning Resources Center and provided additional learning resources for students, when the Library was predominantly books. With the retirement the Media Center employees, the College evaluated usage patterns of the center, analyzed the equipment and the need for the center to be a stand-alone operation. A determination was made to house the Media Center in the Library and provide access to the computers and media services in a space that would provide extended hours for student use. Because the Library now has many of the media resources available, the decision to integrate the Media Center into the Library made sense. Vice President Torres updated the Board of the status of this transition, noting that we are migrating computers from the Media Center into the Library. DVDs and videos have also been incorporated into the catalog system where students can check
them out. Staff are also working with faculty members on software needs both at the center and in other building locations for student access. When the Director of Library Services position is filled, that individual will help address the staffing needs to expand Library and Media Center hours to provide more robust services to students at both campuses. Staff answered questions from Trustees about communication with students about this change.

B. **Tech Plan Update**

Vice President Eldridge gave a presentation to update Trustees on a number of technology infrastructure projects in our Strategic plan for which the Trustees approved funding at the September Board meeting. A copy of the presentation has been posted on the College of Marin website under the Board of Trustees tab for this meeting. The faculty/staff computer replacement project is underway and is being accomplished by leasing computers from HP. This project is anticipated to be complete by the end of March with 500 new computers. The lease project bought us the time to give everyone a computer right now and the infrastructure to support a variety of things moving forward. The equipment installation for the server infrastructure project is complete and migration of most elements to the server has occurred, including Banner. Special thanks to our IT staff who are working many hours over weekends on this project. There are a few more items to migrate and some configuration of new security items to be completed. Functioning IVC equipment will be modified and become part of our backup system. The College has selected a product to replace our aging voice mail system which will be compatible with whatever type of phone system we go to and has a lot of options that will be beneficial to the College. The network upgrades and Wi-Fi implementation are also underway and good progress is being made throughout the campus. Vice President Nelson reviewed the Measure C Technology Bond Funds. There was discussion about planning for funding of maintenance and future acquisitions for which leasing has proven an effective tool, given the funding can be spread out over a period of years and provides the College with opportunities to review and modify their computer needs after a four-year period. The College has also been slowly migrating Banner annual maintenance costs from bond funds to the operating fund. There should be no problem spending down the remaining budget for arbitrage requirements. There was additional discussion about BYOD (Bring your own device) which our new server and network environment will support, evaluation of the Technology Plan this year in accordance with COM Strategic Plan/ Action Step 9.6, the need for assessment of our needs for the next five years, and future technology planning. In response to further questions, staff reported that funds have been protected in the annual budget to cover the annual payment for the leasing project, that FF&E funds cover technology in the bond construction projects, that we are using collective buying power, and the work continues to upgrade our website/portal systems to make them more user friendly and logical for students. Special thanks was given to Chris Edmondson seen working over Super Bowl weekend and all of the technology staff for their hard work.
C. **PG&E - Government Code 4217**

Vice President Nelson gave a presentation on the current lighting system and a proposed plan to replace the system with LED lights through a program with PG&E. A copy of his presentation has been posted to the College of Marin website on the Board of Trustees tab for this meeting. Mr. Nelson reported that our current lighting system is inefficient and presents safety and security issues. The College is now leaving lights on 24 hours, when dark, rather than turning the lights out at 11:00 p.m. which caused concerns for students and faculty and challenges for campus police patrols. Neighbors were notified of the change with mostly positive feedback and there will be a neighborhood meeting on February 27. The proposed replacement project with PG&E would replace all exterior amber lighting in parking lots, pathways and outside buildings on both campuses with LED fixtures. The LED fixtures use sensors and step-down technology so lights dim to half-power when there is less activity and then back to full power when the sensor is activated by a car or person. The LED fixtures have a much longer life span and better visibility. This change will provide the same foot candle and reduce the number of different types of standards currently used from seven, some of which are obsolete, to two standards, one for parking lots and one for pathways. Light will be directed away from neighbors. A public notice has been issued for the past two weeks prior to the public hearing tonight. This will be on-bill financing with PG&E and there will be no up-front cost to the district. A master agreement will come to the Board for approval in March with final costs. Rebates, financing and tiered billing will allow us to finance the project so it is cost neutral, and realize savings from the project after a 10-year period, where the funds will then go back to the District. This project will reduce our carbon footprint by 64,000 lbs. and reduce our maintenance costs from $26/per light to $19/per light with added lifespan. Staff answered Trustee questions about the project and thanked Vice President Nelson for his presentation.

5. **Academic Senate Report (5 minutes)**
   Sara McKinnon provided the Academic Senate Report which is attached to the minutes.

6. **Classified Senate Report (5 minutes)**
   A copy of the Classified Senate Report is attached to the minutes.

7. **Student Association Report (5 minutes)**
   Student Trustee Reyes reported that a delegation of students attended the National Legislative Summit last week and spoke with Congressman Huffman about three main priorities: to maintain PELL grant; re-authorization and approval of the Higher Education Act; and the rising costs of textbooks. Congressman Huffman was very receptive and the students had a great time and were inspired to be in Washington DC.

8. **Consent Calendar Items (ROLL CALL VOTE)**
   Trustee Long requested that Item C.8.F. be removed from consent for separate discussion.
M/s (Treanor/Bevis) to approve Consent agenda, with the exception of Item C.8.F. Motion carried by roll call vote of 6-0, plus an advisory aye vote by Student Trustee Reyes.

A. **Upcoming Board Meetings**
   - March 11, 2014, Indian Valley Campus
   - April 15, 2014, Kentfield Campus
   - April 25, 2014 Board Retreat, Indian Valley Campus

B. **Approve Classified Personnel Recommendations**
   1. Temporary Increase/Decrease in Assignment/Salary for Classified Personnel
   2. Appointment of Hourly Personnel
   3. Resignation/Termination of Classified Personnel

C. **Approve Academic Personnel Recommendations**
   1. Appointment/Change of Temporary Credit Instructors Spring 2014
   2. Appointment/Change of Temporary Non-Credit ESL and Community Education and Services Instructors for Winter and Spring Quarters 2014
   3. Academic Personnel Lottery to Determine Order of Employment
   4. Academic Personnel Request for Unpaid Leave
   5. Leave Replacement
   6. Phased-In Early Retirement of Academic Personnel

D. **Classified Management Personnel Recommendations**

E. **Approve Short-Term Hourly Positions**

F. **M/s (Treanor/Conti) to approve New Community Services Courses.** In response to a Trustee question about tasting wine in class, Vice President Eldridge noted that this is a course that has been held before and that the Board item is a request to add it back to our course listings. All of the requisite paperwork is on file and is in accordance with Administrative Procedure 3560 which states that alcoholic beverages on campus are permitted if the alcoholic beverage is limited to beer or wine for use in connection with a course of instruction and the instructor has been authorized to use it by the Vice President of Student Learning. The course is in compliance with that regulation. **Motion carried 6-0, plus an advisory aye vote by Student Trustee Reyes.**

G. **Approve Budget Transfers for January 2014**

H. **Approve Warrants for January 2013**

I. **Modernization (Measure C)**
   1. Ratify/Approve Modernization Contracts, Changes, Amendments ($232,215.53)

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

9. **Other Action Items**
   A. **Public Hearing on PG&E Lighting Upgrade Project**
      Board President O’Brien opened the Public Hearing at 7:41 p.m. and asked if there were
any comments on the PG&E Lighting Upgrade Project. There were no comments and the hearing was closed.

M/s (Treonor/Bevis) to waive the reading Resolutions 2014- 1 and 2014 -2 (Items C.9.B and C.9.C.) appreciating the importance of both Resolutions. Motion carried 5-1, with Trustee Conti voting no. There was an advisory aye vote by Student Trustee Reyes. Resolution 2014-1 in Support of Black History Month and Resolution 2014-2 in Support of National Engineers Week passed by a roll call vote of 6 - 0 plus an advisory aye vote by Student Trustee Reyes.

B. Approve Resolution 2014 - 1 in Support of Black History Month (Roll Call Vote)

C. Approve Resolution 2014 - 2 in Support of National Engineers Week (Roll Call Vote)

D. M/s (Conti/Long) to approve Resolution 2014 – 3 to Compensate Trustee Namnath for Excused Absence (Roll Call Vote). Motion carried by a roll call vote of 6 - 0 plus an advisory aye vote by Student Trustee Reyes.

E. M/s (Treonor/Bevis) to approve Resolution 2014-4 for Supplemental Early Retirement Program (SERP) (Roll Call Vote). Motion carried by a roll call vote of 6 - 0 plus an advisory aye vote by Student Trustee Reyes.

F. M/s (Long/Treonor) to modify Board Meeting Calendar 2014. Trustee Conti asked if the June 27 retreat could be moved due to a schedule conflict. Board President O’Brien noted that she was thinking about moving the July meeting or not having a meeting in July. It was suggested that these ideas be reviewed with the Superintendent/President and Board Officers. The motion to modify the Board Meeting Calendar 2014 as written carried by a vote of 6 – 0, plus an advisory aye vote by Student Trustee Reyes. For the record, Trustee Conti will be either excused on June 27 or that the meeting will be changed and there will be further discussion on the meeting calendar.

G. M/s (Treonor/Bevis) to accept Non-Cash Donations. Motion carried 6 - 0 plus an advisory aye vote by Student Trustee Reyes.

H. M/s (Treonor/Kranenburg) to approve Clinical Agreement with Sutter West Bay dba Novato Community Hospital. Trustee Treanor thanked staff for noting review by legal counsel and insurance on the cover sheet. Motion carried 6 – 0 plus an advisory aye vote by Student Trustee Reyes.

I. Modernization (Measure C)
M/s (Treonor/Long) to combine items C.10.I.1 and C.10.I.2. for approval. Motion carried 6 - 0 plus an advisory aye vote by Student Trustee Reyes. M/s (Treonor/Long) to approve items C.10.I.1. and C.10.I.2. Motion carried 6 - 0 plus an advisory aye vote by Student Trustee Reyes.

1. Approve Notice of Completion, Angotti & Reilly, Fine Arts Mechanical (306D)
   In response to a Trustee question it was clarified that this Notice of Completion is for the contractor that did the labor on the HVAC installation. The problems we are currently having are with the manufacturer and not the contractor.

2. Approve Project Initiation Forms (PIF)
   - New Utility Building (315B)
   - LRC Seismic Upgrade Project
• KTD ADA Upgrades (309A)

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

11. Future Agenda Items
   A. Health Benefits (March)
   B. Board Membership (March)
   C. Board Professional Development
   D. Indian Valley Campus Master Plan (Gilbane Study) (April)

12. Board Reports and/or Requests (15 minutes)
   A. Filling Trustee Vacancy
      Trustees received guideline information from Dr. Coon about the process and procedure to fill the vacant seat due to Trustee Namnath’s resignation as provided by the Marin County Office of Education. Applications are being accepted now through March 5. Board President O’Brien asked Trustees for their input on criteria and question development. Based on Trustee discussion and comments, Vice President Eldridge noted that staff would customize the guideline materials to better fit our needs and bring a draft back to the Board for further review. Board President O’Brien suggested that Trustees forward their themes/concerns to the recording secretary within the next few days. Vice President Eldridge will report this information to Dr. Coon.

   B. Committee Chair Reports
      Trustee Bevis will bring a legislative report to the next meeting. Board President O’Brien noted that she and Trustee Long met today on Board Professional Development and their rough notes were provided to Trustees. They plan to do a full presentation on Professional Development at the next Board meeting.

   C. Governance Calendar Review
      Board President O’Brien noted that she had asked Dr. Coon to include the calendar on the monthly agenda. This document will be modified as necessary and points out the tasks we are required to accomplish. Much has been accomplished on these tasks under the direction of our Vice Presidents.
      In response to Trustee Treanor’s request, Vice President Eldridge reported that we received our letter from ACCJC which stated that we not only continue to be in good standing, but that in effect, we have year reprieve in terms of when we need to begin writing the next report.
      We will calendar well in advance, so we can keep the process moving.

   D. Individual Reports/or Requests
      Eva Long commented on the recent Sexual Harassment Prevention Training she attended, which was hosted by the Marin County Office of Education and Attorney Carl Corbin. She reported on six key items, noting that prevention of harassment is the key to the training. A copy of Trustee Long’s notes are attached to the minutes. Board President O’Brien reminded Trustees to complete the training if they had not already done so.
Board President O’Brien attended the Board Chair workshop at the Effective Trustee Workshop in January in Sacramento, and commended Trustee Treanor for her role in the training. She further noted that she learned a great deal, came away with a lot of information and strongly recommends it for whomever is Board President next year. Trustee Treanor noted that the Board Chair workshop was so popular that they had to turn people away and will be presenting it again May. She commented on her experience at the conference noting it was fascinating to participate as a Trustee in a conference with the Statewide Academic Senate and a wonderful opportunity and honor to speak with other panelists who were academic senate presidents. She learned about the hard work the Accreditation Liaison officers like Sara and others have done for the College and noted that we are fortunate to have the dedication and commitment of our academic leaders. She also reported that a number of institutions received their letters from ACCJC that day and there was an opportunity to call out their successes, bringing great energy to the room. The experience helped her to understand the challenges and struggles for faculty in understanding the standards and the context in which the Districts operate. She also commented on a number of resources and matrixes that the Board can use to evaluate whether they are doing their job and are good stewards for the College. Lastly, she commented that she has received several comments about the current meeting space and that it is large and unprofessional. She hoped that we could look for other meeting options.

Trustee Long supported the request to write a letter in support of CCSF and volunteered to assist with creating the letter. This will be a topic on a future agenda.

13. Approval of Meeting Minutes (2 minutes)
   A. M/s (Long/Treanor) to approve the Minutes of January 17, 2014 Board Retreat.
      Motion carried 6-0 plus an advisory aye vote by Student Trustee Reyes.
   B. M/s (Bevis/Treanor) to approve the Minutes of January 21, 2014 Board Meeting.
      Motion carried 6-0 plus an advisory aye vote by Student Trustee Reyes.

14. Information Items (see written reports)
   A. Agreement for Services January 2014
   B. Second Quarter Financial Status Report and CCFS-311 Q for 2013/14
   C. Northern California Community Colleges Self-Insurance Authority (NCCC-SIA)
      Financial Audit for Years Ended June 30, 2013 and 2012
   D. Modernization Update
      1. Director’s Report
      2. Program Schedule
      3. Milestones Report
      4. Quarterly Report
   E. Administrative Procedures
      1. AP 4225 Course Repetition
      2. AP 4227 Repeatable Course
3. AP 4228 Course Repetition – Significant Lapse of Time
4. AP 5055 Enrollment Priorities
5. AP 5075 Credit Course Adds and Drops

F. Calendar of Special Events
   ▪ Bay 10 Trustees & CEO Meeting, April 14, 2014, Ohlone College

15. Correspondence

16. Board Meeting Evaluation
   Board President O’Brien requested that the Board meeting evaluation item be moved up on
   the agenda in the future to allow for more concrete evaluation and focus from Trustees.
   Trustee comments included kudos to Vice President Eldridge and Nelson, that meeting
   content was controlled and the agenda flowed well, there was substantive discussion and
   teamwork, positive attitude, and very comprehensive staff reports. It was noted that both
   staff and Trustees are well prepared and informed, and good questions are asked and
   answered to help decisions move along productively. There were comments that Trustee
   Bevis has added a lot to the Board and that Board President O’Brien is very organized and
   chairing the meetings in a manner that is efficient, fair and inclusive. It feels very productive
   and that we are moving in the right direction.

17. Adjourn Meeting
   M/s (Treanor/Long) to adjourn the meeting. Meeting adjourned at 8:28 p.m.
You have no doubt noticed that there are further revisions to the repeatability and repetition Administrative Procedures included in the information section of your agenda this month. These will be much more easily understood once all the track changes go away. Changes have been fast and furious over the last year and we are finally catching up. You will note that there are three: AP 4225 – Repetition – Non-Repeatable Courses, AP 4227 – Repeatable Courses, and AP 4228 – Course Repetition – Significant Lapse of Time.

AP 4225 talks about repetition of Non-Repeatable courses which I realize sounds like a misnomer, but take my word – it is correct. There are specific instances where a student can repeat a course primarily in cases of substandard grades. Students may also petition to repeat if they require legally mandated training, there have been significant changes in industry or licensure standards, or for extenuating circumstances.

AP 4227 – Repeatable Courses outlines the limitations of repeatability that you have been hearing about over the last year and then outlines more specifically legally mandated courses, activity courses, courses for students with disabilities and cooperative occupational work experience courses.

AP 4228 – Course Repetition – Significant Lapse of Time outlines the circumstances under which a student may repeat a course they have already passed three or more years ago. There must be a recency requirement at another institution of higher education where the student seeks to transfer or a recency prerequisite for a course or program at College of Marin.

With the changes in repeatability regulations over the last couple of years, the performing arts departments have been scrambling to work out ways to assemble casts and ensembles for their many productions and concerts. In particular the Music Department is having trouble putting together a complete orchestra as many community musicians are out of available repeats. However, playing in an orchestra or other ensemble is necessary for music majors who want to transfer and having the opportunity to play with more experienced musicians is of tremendous value to these students. With that in mind, the Academic Senate has put together a revision of Board Policy 4070 to allow auditing. We have also created an Administrative Procedure that clearly outlines under what circumstances this will be allowed and how it will be handled. These should be on your March agenda.

I also wanted to mention that I went to the Accreditation Institute on February 7th and 8th and attended a number of interesting and informative general and breakout sessions. Our very own Trustee Treanor presented on Standard IV and Board. I would like to report that she did an excellent job and represented College of Marin well.

I would also like to thank all those at College of Marin who contributed to our Midterm Report – in particular, Barbara David, without whom we would be lost, and to all who have helped us to continue meeting the accreditation standards so that we have NO more recommendations!

--Sara McKinnon, Academic Senate President
Good Evening,

The Senate sponsored second Annual Welcome Back Breakfasts for Classified Professionals were held on January 28 at both the Kentfield and IVC campuses. Approximately 70 staff members came by to share in bagels, toast, coffee, and juice with their colleagues.

We continue to monitor the progress of the Professional Development Committee recommendations as part of the California Student Success Act. Although consideration of mandatory flex days has been dropped from the recommendations in favor of handling that within negotiations, the other recommendations remain on track for implementation this year supported by the proposed budget of $8M.

Respectfully submitted on behalf of the Classified Senate,

Alice L. Dieli
Alice L. Dieli
Classified Senate President