The Board shall act on posted items and shall not deliberate items that are not on the posted agenda.

The Board of Trustees may consider the items listed in Section C at any time during the Open Session portion of the meeting unless a specific time is stated on the agenda.

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact Human Resources at 485-9340. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting.

If you wish to speak, complete card available at entrance and give card to recording secretary. Persons desiring to address the Board on items not on the agenda may speak under item number “A.2.A” on the agenda. Public comment presentations will be limited to no more than 3 minutes each. Persons reading statements aloud or distributing material should give a copy to the Recording Secretary.

Government Code §54957.5 states that public records which relate to any item on the open session agenda for a regular Board meeting should be made available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the Office of the Superintendent/President at 835 College Avenue, Administrative Center 123, Kentfield, for the purpose of making those public records available for inspection.

Per Board Policy 2365 the Board meetings of the Marin Community College District may be audio taped and video broadcasted via the internet.
A. **Open Session** – 6:00 p.m., Administrative Services, Room 108, Kentfield Campus

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

2. Public Comment
   A. Comments regarding items not on the Agenda (3 minutes per speaker)
   B. Comments regarding items on the Agenda - to be heard immediately before the Board of Trustees’ consideration of the item

3. Approve Minutes
   A. September 8, 2012
   B. September 15, 2012
   C. September 18, 2012

4. Approve WASC Accreditation Follow-Up Report 2012

5. Adjournment
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 Special Board Meeting and Retreat at the College of Marin, Kentfield Campus in the Staff Lounge of the Student Services Building, all members having received notice as prescribed by law. Board President Conti called the meeting to order at 9:05 a.m.

Trustees Conti, Treanor, O'Brien, Long and Kranenburg were present. Trustee Namnath arrived at 9:18 a.m. and Trustee Dolan was absent. Also present were Superintendent/President Coon, Debra Mathau from Swinerton Management and Consulting, Mark Kelley from Dannis Woliver and Kelley and Leslie Lowe from ESA Associates.

M/s (O'Brien/Long) to adopt the agenda. Motion carried 5-0

2. Public Comment

There was no public comment.

3. Child Study Center Final Environmental Impact Report (EIR)
   a. Approve Resolution 09-08-2012 A.3. to adopt the Final EIR (Exhibit A) and CEQA Facts and Finding (Exhibit B), approve the mitigation monitoring reporting plan (MMRP) and approve the project.

   Mr. Kelley gave an overview of the process to this point, reviewed the Resolution with the Board and identified the required steps necessary to move forward with the project. He noted that the Board should be comfortable with the review and findings prior to approving the Resolution and project start.

   Ms. Mathau briefly discussed the content of the five letters received in response to public comment and noted that the letters and detailed response information
was included in the report. She explained that the report sufficiently addresses the concerns raised by the public. There was discussion in response to questions from the Board about the process, the level of communication with neighbors, impact on Clapper Rail habitat, flood issues and evacuation plans, and the request by the Friends of Corte Madera Creek for parking lot 13. There was concern expressed by the Board that they were not involved in the process from the beginning and therefore were not given the opportunity to review the initial study and have dialog about the process. Moving forward the Board requested a staff report to help inform the Board on these processes. M/s (Toreanor/O’Brien) to approve Resolution 09-08-2012 A.3 to adopt the Final EIR and CEQA Facts and Findings, approve the mitigation monitoring reporting plan and approve the Child Study Center Project. Motion carried 5-0-1-1, with Trustee Namnath abstaining. Trustee Dolan was absent.

4. Technology Plan (Discussion)
Dr. Coon informed the Board that the Technology Plan was aligned with the Educational Master Plan and has been vetted with various committees and College Council. The plan will come to the Board for endorsement and approval at the September 18, 2012 Board meeting. He noted that the College has made significant progress since 2004 and that this plan continues to enhance and upgrade technology for the future. Assessment of priorities and funding requirements will take place during the Fall Semester. There was significant discussion about the plan and how to prioritize and fund the initiatives. There were suggestions about possible cost saving options such as using data centers/cloud where appropriate; shared services and partnerships; review of staffing; making informed business decisions; identifying priorities and funding them; assuring that FF&E budgets remain within funded bond projects; and including language that ties the plan to student success. There was a request for a break down on how the $10,000,000 set aside for technology from the Bond has been used by category (i.e. infrastructure, IT staff, telephone, audio visual, labs). There was also a request for the College’s internal vendor selection process. It was noted that the Board should review the plans and assure we are moving in the direction we want to go. It was suggested that a workshop on the Integrated Planning process would be helpful to understand the process and how the plans work together.

5. Distance Education Plan (Discussion)
President Coon gave a brief overview of the accomplishments made in Distance Education since 2010 noting we had moved from Blackboard to Moodle. The Board had questions and discussion about how the courses are taught, the differences between distance education and hybrid courses; looking at expanding the program by partnering with other schools; the need for additional support if the program grows; the ability to grow without needing additional space; and how to measure
success of the program. Sara McKinnon answered questions about how the courses are taught and how much time is involved for the instructor to teach an on-line course. There was discussion about the need to have policies in place to assure security and to verify identity.

Trustee Kranenburg left the meeting at 11:45 a.m.

Kathleen Smyth and Chialin Hsieh gave a presentation on how a course is viewed on-line including the interactions between the student and the teacher, and student to student. It was noted that this program will continue to be evaluated and modified as noted in the Strategic Plan. That process will allow for feedback and future planning, which is a good example of the integrated planning process, where there is review, evaluation, and discussion.

Trustee Namnath left the meeting at 12:30 p.m.

6. Mission (Discussion)
The Board discussed the purpose of the mission statement and the need for periodic review and modification as the College priorities and focus change. Trustees were in agreement that the mission statement will be approved with the intent that it will be reviewed in the future. Dr. Coon will look for other mission statements for comparison purposes and propose a review timeline.

7. M/s (Treasner/Long) to adjourn the meeting. Motion carried 4-0.

Trustees Kranenburg returned to the meeting at 1:00 p.m.

B. Closed Session, 1:16 p.m., Staff Lounge, Student Services Building, College of Marin, Kentfield Campus, Kentfield, California

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
   Initiation of litigation pursuant to subdivision (c) of Section 54956.9
   One (1) potential case
   Nancy Klein

C. Open Session, Staff Lounge, Student Services Building, College of Marin,
   Kentfield Campus
   1. Reconvene to open session at 2:20 p.m.
   2. There was no action taken at Closed Session
   3. M/s (O’Brien/Treasner) to adjourn meeting. Motion carried 4-0. Meeting adjourned at 2:22 p.m.
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 at the College of Marin, Administrative Center, Room 108, Kentfield Campus, all members having received notice as prescribed by law. Board President Conti called the meeting to order at 9:09 a.m.

Trustees Conti, Long, O’Brien and Treanor were present. Trustees Namnath and Kranenburg arrived at 9:12 a.m. and Trustee Dolan was absent. Also present were Superintendent/President Coon and Director of Modernization McCarty.

M/s (O’Brien/Long) to adopt the agenda. Motion carried 4-0

2. Public Comment

There was no public comment.

3. Facilities Plan Assessment and Analysis

Dr. Coon shared an assessment and analysis of the 2012 Facilities Master Plan (attached) identifying the major points, policy direction, resource implications and next steps. He noted that the focus next year will be on the development of a robust Maintenance and Operations Plan to maintain our new and old buildings. Director McCarty discussed the plans for moving towards using electronic data in the Onuma system, which will eventually tie to the FUSION system used by California Community Colleges. An external consultant will be used to assist the College in creating a plan. Director McCarty answered questions from the Board and there was significant discussion about Maintenance Plan models, data needed to create the plan...
and the use of energy savings from modernization projects for funding. It was suggested that a Study session would be helpful to inform the Board how the plan will be created and what we will get out of it. Since the current financial climate makes it difficult to add staff there was discussion about looking into options for outsourcing some things and sharing resources, noting that there might be contact issues to consider. The report from Conversion Management Associates was referenced as a good source for review. It was further noted that maintenance manuals for the systems in our new buildings are critical and we should use the engineering firms to assist us in creating the maintenance plans for the sophisticated systems. Existing staff should be used to inform the process as well. In summary, it was stressed that it is important to maintain our buildings for the long term in a systematic way and fund the associated costs. There was additional discussion regarding asset management. Board members noted the importance of reviewing all of our assets prior to making any decisions, and a comment that there is no State funding for maintenance. Board Members requested a summary of the history of options considered at IVC and noted that they will need to have a discussion about the option of tearing down buildings that are no longer sustainable or rentable.

4. Educational Master Plan Assessment and Analysis
Dr. Coon handed out a memo (attached) from the Board Ad Hoc committee that gave comments about their observations after reviewing the Educational Master Plan and Strategic Plan. He also shared copies of Integrated Planning Manual (revised in July 2012) and the PRAC Recommendations from Spring 2012 (attached). Dr. Coon thanked the Trustees Long, O’Brien and Teanor for their work. Trustees noted that reviewing the Integrated Planning Manual was important in helping them to understand how the plans work together and suggested that a study session or retreat would be very helpful to inform all Board members on how the process works. There were suggestions to simplify the language, so that the action, results, evaluation and planning pieces are clear. Dr. Coon noted that we have accomplished all objectives from the first strategic plan and can now move forward with frameworks and timelines that will help us to be pro-active in our decision making. There was further discussion and suggestions about structure in meetings and agendas to focus on the big picture, tightening up discussion and using a results-oriented strategy for making decisions and taking action. Trustees noted the importance of study sessions and retreats as tools that result in collective learning that will assist in productive meetings and decision-making. Training and education of new Trustees was also perceived as a very important task to focus on. Structured discussions that define why they are meeting, allow time to ask questions early in
the process will allow the Board to make well-informed recommendations and keep
them involved throughout the year. Since Board members absorb and interpret
information in different ways, it was suggested that a resource binder be created
that would include copies of Policies and Procedures, College Planning documents
and other important information. Review of the web page and electronic access via
a folder was also a suggestion and the creation of a brief overview of the College
that would identify key information in a brief format. Board Goals/Priorities will be
reviewed earlier (February) to see how priorities tie with the strategic plan.

5. 2012-2015 Strategic Plan
The 2012-2015 Strategic Plan is being developed. The draft version contains
10 recommendations, 13 objectives and 95 actions steps. The document is still
under review and modification. Board Goals and Priorities tie directly to the plan. It
was again stressed that the Board role is big picture. Prioritize the most important
and move other items further out and fund priorities. It will be important to receive
quarterly status reports to assure that we are moving forward appropriately and
following process.

6. Board Planning Calendar
Board members reviewed and made suggestions for changes to the Board Planning
calendar that Dr. Coon and Trustee O’Brien have been working on. The suggestions
will be incorporated into the calendar, keeping in mind that the document should be
reviewed every year and updated to accommodate the various plan reviews, budget
planning and accreditation milestones.

7. WASC Progress Report – Recommendations #1, 2, 3, 5, 7, 8
Dr. Coon noted that additional language on recommendations 3, 7 and 8 had been
added to the version the Board had received to clarify and provide additional
evidence. He also passed out a flyer (attached) that identified the Expanded
Services at both campuses in response to Recommendation #5. He shared that the
College Council had approved the document at their meeting earlier in the week
and that evidence is being compiled.

8. WASC Progress Report – Recommendation #9
There was significant discussion about the draft response. Some Board members
felt the document did not require changes and that it reflects acknowledgement of
what we need to do and shows we have made progress. There were a number of
suggestions including keeping the tone of the response positive, adding evidence
that ties directly to the recommendation, deleting items that do not address the
recommendation and that might raise red flags, tightening the scope and leaving
out micro-level and opinion comments, noting specific steps and not analysis. The
entire Board must be comfortable with the response and own it. Trustees will send
their suggestions and comments to Board President Conti. Trustees agreed that this was good dialog and effort and shows that Trustees are doing their homework and reviewing the information to come up with a decision that the entire Board can support. Trustee Conti will review the comments and review with the Ad Hoc Committee and notify the Trustees of substantive changes if any.

9. Ethics Policy

Dr. Coon shared the results of the Trustees Ethics Policy Survey (attached). Trustees discussed the results and their ideas about the current policy, adoption of a stricter policy, attendance at meetings, Trustee burn-out, and benefit of having stricter standards. There were comments that the results show the Board is committed and doing its job. It was noted that Trustees are individuals and have different personalities and styles and that the Board should consider strategies for team-building and communication that will encourage them to work as a team and improve the quality of Board performance. The importance of new Trustee orientation and training was reiterated. There were comments that our current policy should be revised to be more clear and concise and include an accountability piece. Trustees should act in a professional, cooperative and respectful way.

Trustee Namnath left the meeting at 12:46 p.m.

The Trustees determined that a future discussion on Ethics was important and a meeting will be scheduled in March 2013 to review this item.

10. Adjourn

M/s (O'Brien/Long) to adjourn the meeting. Motion carried 5-0. Meeting adjourned at 1:02 p.m.
Marin Community College District
Board of Trustees Regular Meeting

September 18, 2012

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 in Building 12, Room 100
      on the Indian Valley Campus located at 1800 Ignacio Boulevard, Novato, California, all
      members having received notice as prescribed by law. Board President Conti called the
      meeting to order at 5:19 p.m. Trustees Conti, Long, O'Brien, Namnath, and Treanor were
      present. Trustee Dolan was not present. Superintendent/President Coon and
      Vice Presidents Duarte, Harrison and Kenney were also present. Attorney Adam Sachs, from
      Folger Levin attended via telephone. M/s (Long/O'Brien) to adopt the agenda. Motion
      carried 5-0-2.
   2. Public Comment- No Comment
   3. Recess to Closed Session

B. Closed Session - Building 12, Room 100, Indian Valley Campus

   Trustee Kranenburg arrived at 5:22 p.m.

   1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
      Initiation of litigation pursuant to subdivision (c) of Section 54956.9 - Nancy Klein
      One (1) potential case
   2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code
      §54956.9(a))
      Names of Cases: Mize-Kurzman vs. MCCD

C. Open Session
   1. Call to Order, Roll Call and Adoption of Agenda
      Board President Conti called the meeting to order at 6:30 p.m. Trustees Conti, Long, O'Brien,
      Namnath, Kranenburg, and Treanor were present. Trustee Dolan and Student Trustee Blood
      were not present. Superintendent/President Coon and Vice Presidents Duarte, Harrison and
      Kenney were also present. M/s (O'Brien/Long) to adopt the agenda. Motion carried 6-0-1.
Dr. Coon noted that there were two revised items on blue paper distributed to the Board, items C.9.B.3 and C.9.E.1.

2. Report from Closed Session
Trustee Namnath reported that there was a motion to conduct any further discussions of the College of Marin Foundation only in public session at the Board’s earliest convenience. The motion did not carry 2-4-1 with Trustees Kranenburg, O’Brien, Treanor and Conti voting no and Trustees Long and Namnath voting yes. Trustee Dolan and Student Trustee Blood were not present. There were no other actions taken. Trustee Kranenburg commented that it was his opinion that the motion was immaterial as the Board had been told there could be legal issues.

3. Public Comment — No Public Comment
   A. Comments regarding items not on the Agenda (3 minutes per speaker)
   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
Dr. Coon welcomed the Board to the Indian Valley Campus and also introduced the Interim Executive Director of Human Resources, Ms. Anita Morris.
   A. Accreditation
      Dr. Coon updated the Board on the status of the follow-up visit confirming that the team lead would be Dr. Jose Ortiz. Dr. Ortiz will be joined by two individuals, yet to be identified, and the visit will occur between November 7 and 14. Dr. Coon will update the Board when he has the names of the additional team members and the date of the visit. He thanked the Board for their work on the accreditation response at the last two Saturday Board retreats, noting that a great deal was accomplished and reflected in the Board agenda items for this meeting. A special meeting will be held on October 9, 2012 to approve the Final Report.
   B. Fall Enrollment Update
      Dr. Coon introduced Dr. Chialin Hsieh and Dr. Rebecca Kenney who presented a power point Enrollment Report for fall 2012, attached. Drs. Hsieh and Kenney commented on the numerous factors that affect enrollment trends, including Basic Aid, expansion of course offerings, course fees, enrollment from outside the county and student demographics. Our enrollment is down 1.8% overall, however much less than other community colleges statewide. It was noted that the student demographic information will help us adjust and make changes to serve our students.

Student Trustee Blood arrived at 6:43 p.m.

The student unit load average has increased showing that our students are able to complete coursework more quickly. This reduces the impact on our services and allows us to meet recent State restrictions. Baseline enrollment information for all students is now being compiled and will assist us in decision-making moving forward. Unit
allocations have decreased with course and unit reductions directly in direct relation to decreased funding and the structural deficit. Waitlist information and state average comparisons were provided and it was noted that Financial Aid applications have increased and will continue to do so, in correlation with the economy and increased fees. There were questions and discussion about enrollment management, including, reaching out to and making stronger connections with high school students, the growing Hispanic community, veterans and returning students who have Bachelor’s degrees. Trustees agreed that this information helps us to make decisions based on data, and staff confirmed that more data will be made available as we move forward. There was discussion about our successes, including a comparatively small decrease in enrollment, even with fee increases, increased success of Hispanic students moving into credit programs, increased veteran services and stable enrollment over the past three semesters. There was discussion of the need to monitor financial aid needs of students, the Community Education program as we work to expand offerings, but try to make the program self-sustainable, and to continue to look at and reduce high waitlists and under enrolled courses.

C. Budget Update
Dr. Coon reported that the 2012-2013 Adoption Budget was approved at the last meeting with $1.2 million in reductions, including $625,000 from the instructional budget. He shared that one of his initial strategies had been to cancel the summer session, which would have resulted in a savings of $600,000 over two fiscal years. Based on comments from Instructors Patrick Kelley and Sara McKinnon, and their subsequent work together with other instructors, deans, directors and the Vice President of Student Learning, the faculty identified $700,000 in course reductions that will occur over the fall, spring and summer. As a result, we will be moving forward with a very modest summer session, located in the non-construction areas on campus. He thanked all involved for a tremendous job using student focused criteria to come up with this productive alternative.

5. Academic Senate Report
Senate President Sara McKinnon read the attached Academic Senate Report and distributed the COM Academic Senate Recommendations regarding Distance Education, also attached.

6. Classified Senate Report
The Classified Senate Report is attached to the minutes.

7. Student Association Report
Student Trustee Blood reported that students have been busy with a very successful welcome week for students where food was served and clubs and business showed up to recruit students for jobs and provide services. This was paired with an equally successful Road to Success, which also provided great benefits to the students. Students also celebrated Constitution Day this week and handed out constitutions to a very high turnout of students.

8. Board Study Session - None
9. Consent Calendar Items M/s (Trenor/O'Brien) to approve Consent Calendar Items. Motion carried 6-0-1, plus an advisory aye vote by Student Trustee Blood. There was a request that Dr. Coon consider an identity theft policy related to staff, faculty and administrators, which Dr. Coon will research. There was also a question about the average age of surplus equipment in the Science Center, responded to by Vice President Harrison, and the suggestion that the College be mindful when spending one-time thirty-year money for replacement equipment in this area.

A. Calendar of Upcoming Meetings
   ▪ October 9, 2012 Special Meeting, 6:00 p.m., Administrative Center, Room 108
   ▪ October 16, 2012 Regular Meeting, 6:30 p.m., Cafeteria, Student Services Building

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

C. Approve Classified Management Personnel Recommendation
   1. Change Title and Qualifications of Executive Dean of Human Resources and Labor Relations

D. Approve Short-Term Hourly Positions

E. Approve Educational Management Personnel Recommendations
   1. Revisions to Management Structure
   2. Educational Management Increase in Assignment

F. Budget Transfers – Month of August 2012

G. Warrant Approval- Month of August 2012

H. Surplus Equipment

I. Second Reading and Approval of Revised Board Policies
   ▪ BP 3420 Equal Employment Opportunity
   ▪ BP 3520 Local Law Enforcement
   ▪ BP 3715 Intellectual Property
   ▪ BP 3820 Gifts
   ▪ BP 4020 Program, Curriculum and Course Development
   ▪ BP 5800 Prevention of Identity Theft in Student Financial Transactions
   ▪ BP 7130 Compensation
   ▪ BP 7380 Retiree Health Benefits - Academic Employees

J. Modernization (Measure C)
   1. Approve/Ratify Modernization Contracts, Changes and Amendments ($583,091.00)
   2. Approve Subcontractor Substitution Request – Lathrop Construction Assoc., Inc. Science Math Central Plan Complex Increment 2 & 3, Site Development & Building Project (305A) (handrails) $0
   3. Declaration of Surplus Disposal
      Austin Science Center Relocation (850E)
4. Approve Professional Services Agreement with Gayner Engineers ($10,000.00)
   Fine Arts MEP Modification Project (306C)

10. Other Action Items.

   A. Resolution 09-18-2012 C.10.A. in Support of Hispanic Heritage Month
   B. Resolution 09-18-2012 C.10.B. Authorizing Use of Property and Land Use Agreement
      for Operation of Weather Station

      M/s (Namnath/Treanor) to merge items 10.A. and B into one item and waive the
      reading of the Resolutions. Motion carried 6-0-1 plus an advisory aye vote by Student
      Trustee Blood. Items C.10.A. and C.10.B. were approved as one item by Roll Call Vote
      of 6-0-1, plus an advisory aye vote by Student Trustee Blood.

   C. M/s (Treanor/O’Brien) to approve Agreement for Training with Alta Bates Summit
      Medical Center. Motion carried 6-0-1, plus an advisory vote by Student Trustee Blood.

   D. M/s (O’Brien/Treanor) to approve Out of Country Travel. There was a request for
      information about the trip and related funding answered by Vice President Kenney. A
      report will be shared with the Board after the trip. Motion carried 6-0-1, plus an
      advisory aye vote by Student Trustee Blood.

   E. M/s (O’Brien/Treanor) to approve Student Health Fee Increase. Student Trustee Blood
      noted that the Associated Students Board reviewed this item and unanimously approved
      support of the Board’s decision to increase the health fee. Motion carried 6-0-1, plus an
      advisory aye vote by Student Trustee Blood.

      M/s (Namnath/Long) to merge items 10.F. through 10.K. into one item. Motion
      carried 6-0-1, plus an advisory aye vote by Student Trustee Blood. Trustees
      commented that the Board has spent many hours reviewing and discussing the items to
      be merged, both at two recent retreats and in committees in preparation for those
      retreats, which is why they are requesting the items be merged and voted on without
      discussion at this meeting. There were questions about the 5-Year Construction plan,
      project costs and State funding and a request for clarification that the item was approval
      of the plan and not the allocation for the plan. These questions were answered by
      Vice President Harrison, Dr. Coon, and Director McCarty. Motion to approve Items 10.f.
      through 10.K. carried 6-0-1, plus an advisory aye vote by Student Trustee Blood.

   F. Approve College of Marin Mission Statement

   G. Approve Board of Trustees 2012-2013 Goals and Priorities

   H. Approve College of Marin 2012-2015 Distance Education Plan

   I. Approve College of Marin 2012-2017 Technology Plan

   J. Approve College of Marin 2012 Facilities Plan

   K. Approve 2014-2018 Five-Year Construction Plan

   L. Modernization (Measure C)
      1. M/s (Treanor/Long) to Approve Resolution # 09-18-2012 C.10.L.1. Approving
         Change Order #14 to Midstate Construction Contract Performing Arts
Modernization Project (306A) ($122,824.00) There was concern expressed that this project is creeping up in cost and a question raised about the rails and the content of the change order which were answered by Director McCarthy. Motion carried by a Roll Call Vote of 6-0-1, plus an advisory aye vote by Student Trustee Blood.

2. M/s (O’Brien/Kranenburg) to Authorize Procurement of Specialty Theater Lighting Equipment PA Lighting (306A) ($150,000.00). There was a suggestion to contact Los Angeles City College about a comprehensive performing arts lighting project bid they had done recently. Dr. Coon noted that we would do so and that we were exploring maximizing energy savings and rebates on this project. He also shared that the College had received a $50,000 gift toward the lighting in the theater. Motion carried 6-0-1, plus an advisory aye vote by Student Trustee Blood.

3. M/s (Treenor/Kranenburg) to Approve Authorization to Bid Fine Arts Building Weatherization Project (306D). It was confirmed that this is the authorization to go out for bid and is not for new money. Motion carried 6-0-1 plus an advisory aye vote by Student Trustee Blood.

4. M/s (O’Brien/Treenor) to Approve New Professional Services Agreement Science Math Central Plant Complex Increments 2 & 3, Site Development & Building Project. PAE Consulting Engineers ($43,060.00). In response to Trustee questions, Director McCarty clarified the purpose of this agreement as one-time training related to turnover of the new construction project. These costs will be included in project cost projections moving forward and will be included to connect-the-dots in the Maintenance and Operations planning. It was noted that proactive education of our staff on these new systems is very important and ties in with the Board’s discussions on Saturday. Motion carried 6-0-1, plus an advisory aye vote by Student Trustee Blood.

5. M/s (O’Brien/Treenor) to Approve Award of New Construction Contract to Jeff Luchetti Construction Corporation ($1,164,500.00) Child Study Center – Increment One Project (303C). Motion carried 6-0-1, plus an advisory aye vote by Student Trustee Blood.

6. M/s (Treenor/O’Brien) to Approve New Project Inspection (PI) Agreement with 4Leaf, Inc. ($88,400.00) Child Study Center Project (303C). Questions about inspection costs were answered by Director McCarty and Mr. Bill Krill of Swinerton Management and Consulting, indicating that inspectors (and sometimes two inspectors) are required to be on site daily and costs are projected by the hour not as a percentage of the project. Motion carried 6-0-1, plus an advisory aye vote by Student Trustee Blood.

7. M/s (O’Brien/Treenor) for Authorization to Request Qualifications and Proposals for Program and Construction Management Services. It was clarified that this item is authorization to develop the RFP, in coordination with counsel, and advertise for proposals. Motion carried 6-0-1, plus an advisory aye vote by Student Trustee Blood.

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

12. Future Agenda Items
   A. Pension Reform
      Dr. Coon is working on the answers to questions raised by the Board on Pension Reform.
   B. WASC Interim Report (October 9, 2012)
13. Board Reports and/or Requests (15 minutes)

A. Committee Chair Reports

B. Legislative Report – Trustee O’Brien. A copy of the Legislative Report is attached to the minutes.

C. Individual Reports/or Requests

Board Present Conti reported that she had received some of the minor non-substantive edits from Trustees which she will incorporation to the Recommendation 9 response and share with the officers.

Trustee O’Brien reported that there was a need for professional development and training for new trustees to help inform them about the community, the college, legislative issues etc. as well as a need for on-going training. Trustee Trenor reiterated the importance of training and reported that CCLC will be implementing a two-year certification program that is based on a successful model used in K-12. The program will be piloted at the May conference in Tahoe. A glossary will also be developed for new members to help new members understand what is what and who is who. Trustees Kranenburg and Long were glad to see that CCLC was using the K-12 program model for Trustee training, and it was noted that this will be a critical tool in how boards work as a team.

Trustee Long informed the Board that the Kent Woodlands Property Owners have requested information in relation to the Academic Center EIR and swing space and how it may impact traffic in the area. Dr. Coon and Trustee Long will meet to discuss how to respond to this request. She also requested that the President, on behalf of the Board, acknowledge and thank Len Pullan, who coordinates the Emeritus art exhibits, and the editors of the newsletter, Don Polhemus and Alicia Warcholski, for their excellent work and reporting. She noted that this high quality newsletter and other events and activities are possible due to the generous donation of Joan Hopper, and that we should consider a form of acknowledgement on the newsletter.

14. M/s (O’Brien/Trenor) to Approval of Meeting Minutes of August 21, 2012 Board meeting.

Trustee Long requested the words “and time delays” be added to the language on item 10.B.6, which was agreed to be appropriate. Motion carried 6-0-1, plus an advisory aye vote by Student Trustee Blood to approve the minutes with the noted change.

15. Information Items (see written reports)

A. Contracts and Agreements for Services – Aug 2012

B. Modernization Update

Dr. Coon commented on items 5 & 6, noting that the Board has expressed concern about the delay in receiving reports that relate to modernization. The reports on these two items have been provided to the Board for review and that there will be a subsequent conversation on the two reports in the future.

1. Director’s Report
2. Contract Milestones Report through August 2012
3. Program Schedule
4. Quarterly Progress Report
5. COM Austin Center Assessment Report – Swing Space Program
6. New Academic Center, Environmental Impact Report/Initial Study
   There was a request for a study session on how to address the major issues and that
   the presentation include main issues during construction, the issues raised by
   Kentfield Property Owners, and any issues related to trees as that is a very sensitive
   subject. We want to be prepared. Decisions need to be made about swing space
   project scope cost, using the lab etc.

C. Administrative Procedures - None
D. Calendar of Special Events
   ▪ Hooked on Marin Speaker Series
     The Organic Food Movement in Marin, September 20, 7:00 p.m.
     Olney Hall 96, Kentfield Campus
   ▪ IVC Organic Farm Plant Sale, September 22 & 23, 10:00 a.m. to 3:00 p.m.
     Organic Farm, Indian Valley Campus

16. Correspondence

17. Board Meeting Evaluation

18. Adjournment
   M/s (Namnath/Long) to adjourn the meeting in memory of Bob Ohrenschall who was a
   strong supporter of the College and member of the President’s Circle, and also in memory
   of Joe Garbarino Senior who was also a supporter of the College, K-12 districts and the
   community. Motion carried 6-0-1, plus an advisory aye vote by Student Trustee Blood.

   Meeting adjourned at 8:10 p.m.
MARIN COMMUNITY COLLEGE DISTRICT  
Kentfield, CA 94904 

BOARD AGENDA ITEM

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<th>Board of Trustees</th>
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<td>Superintendent/President</td>
<td>Item &amp; File No.</td>
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<td>Subject:</td>
<td>2012 Accreditation Follow-Up Report</td>
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<td>Reason for Board Consideration:</td>
<td>APPROVAL</td>
<td>Enclosure(s):</td>
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BACKGROUND:

In response to the College’s submission of its 2011 Progress Report in October 2011 to the Accrediting Commission for Community and Junior Colleges (the Commission), the Commission indicated it “acted to issue Warning,” with a requirement that the College complete a Follow-Up Report to be submitted by October 15, 2012.

The Commission indicated the Follow-Up Report should demonstrate the institution has addressed the recommendations cited in its letter of February 1, 2012 (attached).

Since the College received the seven recommendations in the above-referenced letter at the beginning of February, the College has collectively taken each recommendation very seriously and committed significant time and resources to ensure the standards associated with the recommendations have been fully met. The Follow-Up Report is submitted with full support of each of the college’s constituent groups.

(Note: The report will be followed by a visit by Commission representatives on November 7 and 8, 2012.)

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees review and approve the College’s 2012 Follow-up Report which fully addresses the seven recommendations cited in the Commission’s letter.

Administrator Initiating Item  

David Wain Coon, Ed.D, Superintendent/President
September 20, 2012

Dr. David Coon
Superintendent/President
College of Marin
835 College Avenue
Kentfield, CA 94904

Dear President Coon:

At the meeting of January 10-12, 2012, the Accrediting Commission for Community and Junior Colleges took action with regard to College of Marin, which included a Follow-Up Report and visit. This letter will confirm that the visit will take place Wednesday, November 7-Thursday, November 8, 2012. Please send copies of the institutional Follow-Up Report to the team.

The team roster is attached. Should any member of this team represent a conflict of interest or otherwise warrant attention, please contact me promptly. The team will devote its attentions primarily to the matters that are identified in the Action Letter (attached) and to which the report is directed. You will be hearing from the team chair to discuss the visit and take care of any logistical matters that might be involved.

Upon completion of the visit, the Team Chair will prepare a short report which will be presented to the Commission at its meeting in January 9-11, 2013. Soon after the meeting the College will be informed of the action taken by the Commission. I must remind you that after the visit the College will be billed for the visit itself (direct costs plus fifteen percent for office overhead).

Thank you for all of your work in support of accreditation processes. Quality assurance, institutional effectiveness and ongoing improvement can only result with the kind of special efforts that you and College of Marin are making.

Sincerely,

[Signature]

G. Jack Pond
Vice President

GJP/tl

cc: Dr. Chialin Hsieh, Accreditation Liaison Officer

Enclosure: Action Letter, Team Roster
February 1, 2012

Dr. David Wain Coon
Superintendent/President
College of Marin
835 College Avenue
Kentfield, CA 94904

Dear President Coon:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 10-12, 2012, reviewed the Follow-Up Report submitted by College of Marin and the report of the evaluation team which visited Monday, October 31, 2011. The purpose of this review was to assure that the recommendations made by the evaluation team were addressed by the institution.

The Commission acted to issue Warning and to ask that College of Marin correct the deficiencies noted. The College is required to complete a Follow-Up Report. The report will be followed by a visit of Commission representatives.¹

Warning is issued when the Commission finds that an institution has pursued a course of action which deviates from the Commission’s Eligibility Requirements, Accreditation Standards, or policy to an extent that raises a concern regarding the ability of the institution to meet The Standards. The accredited status of the institution continues during the warning period. Warning is being issued at this time for deficiencies identified in the team report and associated with Recommendations 1, 3, 5, 7, 8, and 9.

The Commission requires that the Follow-Up Report be submitted by October 15, 2012. The Follow-Up Report should demonstrate that the institution has addressed the recommendations noted below, resolved the deficiencies, and now meets Accreditation Standards.

¹ Institutions that will be preparing and submitting Midterm Reports, Follow-Up Reports, and Special Reports to the Commission will want to review the new publication Guidelines for the Preparation of Reports to the Commission. This publication contains the background, requirements, and format for each type of report and presents sample cover pages and certification pages. It is available on the ACCJC website under College Reports to ACCJC at: (www.accjc.org/college-reports-accjc).
The board should act as a whole and adhere to board policy once a decision has been made, and support the superintendent/president’s authority in administering board policies and procedures. (IV.B.1; IV.B.1.a; IV.B.1.f; IV.B.1.j; IV.B.2; IV.B.2.c)

Recommendations #1, #7, #8, and #9, and the texts of the Evaluation Team Report related to these recommendations, identify issues with integrated planning and board governance. These issues have been subject to several Commission sanctions on College of Marin in the past decade. It is very important that College of Marin address these issues quickly and fully.

I wish to inform you that under U.S. Department of Education regulations, institutions out of compliance with Accreditation Standards or on sanction are expected to correct deficiencies within a two-year period or the Commission must take action to terminate accreditation. College of Marin must correct the deficiencies noted in Recommendations 1, 3, 5, 7, 8, and 9 by October 2012 or the Commission will be compelled to act.

I have previously sent you a copy of the Evaluation Team Report. Additional copies may now be duplicated. The Commission requires that you give the report and this letter appropriate dissemination to your College staff and to those who were signatories of your report. This group should include campus leadership and the Board of Trustees.

The Commission also requires that the College make all reports and action letters available to students and the public by placing them on the institution’s website. The Follow-Up Report will become part of the accreditation history of the College and should be used in preparing for the next comprehensive evaluation. Should you want an electronic copy of the report, please contact Commission staff.

Finally, ACCJC staff is available to assist the College with consultation and advice on the recommendations identified above.

On behalf of the Commission, I wish to express continuing interest in the institution’s educational quality and students’ success. Professional self-regulation is the most effective means of assuring institutional integrity, effectiveness, and quality.

Sincerely,

Barbara A. Beno, Ph.D.
President

BAB/tl

cc: Dr. Chialin Hsieh, Accreditation Liaison Officer
    Board President, Marin Community College District
    Dr. Jose Ortiz, Team Chair