College Council
Agenda

November 13, 2014, 3:00 p.m. – 4:30 p.m.
Humiston Reading Room, Student Services 146, KTD

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<td>Review/Revise/Approve</td>
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<td>2. Minutes</td>
<td>Approve Minutes from 10/9/2014</td>
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<td>3. President’s Report</td>
<td>- Benefits/Open Enrollment (Greg)</td>
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<td>- Lighting Project (Greg)</td>
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<td>- Cashiering Services (Greg)</td>
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<td>- Mission Statement Review Process (Christina)</td>
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<td>5. Modernization Report</td>
<td>Update on COM Modernization (L McCarty)</td>
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<td>6. Board of Trustees</td>
<td>Review November 18 Board Agenda</td>
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<td>7. Constituent Reports</td>
<td>Reports from senates and other constituent updates</td>
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<td>8. Meeting Wrap Up</td>
<td>Review/confirm actions made at meeting/identify items for next meeting.</td>
<td>Discussion</td>
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<td>9. Next Meeting</td>
<td>December 4, 3:00 p.m. Student Services 146</td>
<td>Information</td>
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<td>10. Adjourn Meeting</td>
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**Members:**
David Wain Coon, Chair

**Faculty:**
- Sara McKinnon
- Becky Brown
- Patricia Seery

**Classified:**
- Monica Rudolph
- Laura Cooper
- Emy Bagtas

**Students:**
- Vacant
- Vacant
- Marian Mermel

**Managers:**
- Jonathan Eldridge
- Greg Nelson
- Kristina Combs

**Resources:**
- Laura McCarty
- Christina Leimer
- Kathy Joyner

**Ex-Officio for CSEA:**
- Patience James, CSEA Pres.
Present: David Wain Coon, Sara McKinnon, Becky Brown, Patricia Seery, Monica Rudolph, Steven Petker, Marian Mermel, Jonathan Eldridge, Greg Nelson, Debra Mathau (for Laura McCarty), Christina Leimer, Kathy Joyner

Absent: Laura Cooper, Emy Bagtas, Michael Trump, Kristina Combs, Patience James

1. Agenda - The agenda was approved by consensus.

2. Minutes - The minutes from the September 11, 2014 College Council meeting were approved by consensus.

3. President’s Report

Dr. Coon reported on the Coast Miwok garden and plaque dedication which took place earlier today and was attended by about 35 people and was very moving. He encouraged members to view the site, located at the top of the great lawn.

Greg Nelson reported on a proposed Finance Committee which will associate college funds with PRAC recommendations and other non-academic area funding needs for a more holistic view of the total needs/requests. There are a number of questions about the process for this committee being discussed by the Governance Review Committee.

Christina Leimer reported on a proposed standing Accreditation Committee to help the College stay on top of all of the processes, reporting, and deadlines related to accreditation to help keep the college out of crisis mode. Sara McKinnon noted there are a number of processes in place and that we will need to follow the Governance Committee rules. There was concern expressed about the number of committees and how difficult it is to fill positions. It was suggested that some committees with common areas of review might be combined to reduce duplication of effort or whether there should be a review of committee activities. Sara suggested that College Council members consider attending the next GRC meeting to get a sense of what happens there.

Jonathan Eldridge reported on the Student Access and Success (SAS) and the Student Success and Support Program (SSSP) plans provided previously to the Council for review, noting we are making progress in all required areas and focusing on mandated items which will help improve our outcomes over the six-year program. Mr. Eldridge noted that the Student Success and Support Program has been reviewed with all senate groups and PRAC and asked for approval from College Council. The SSSP plan was approved by consensus.

Dr. Coon shared information from Beth Patel that provided an overview of the fall flex week activities and attendance at each activity. Additional information is available on the website. He also reported that convocation will be held mid-week in the spring, rather than on Friday to encourage participation in all flex activities. The spring speaker is Diego Navarro.

4. Board Policies/Administrative Procedures

Kathy Joyner provided a proposed review process for updates to Board policies and procedures now that the College has completed the review of all BPs/Aps and we are in a maintenance
process. It was requested that representatives share the proposal with their constituent groups for review and input. A number of Chapter 2 Board Policies and Procedures were provided for information. The Board Policy Committee has reviewed and approved BP/AP changes recommended by CCLC and is also reviewing Board Education, Board Member Travel and Board Officers BPs/APs. These policies and procedures all fall under Chapter 2.

5. Modernization Report

Debra Mathau gave an update on the status of the ADA projects in Fusselman Hall, Student Services and the Learning Center, noting that most interior work is complete except for punch list items and that ramps are either open or will be within a couple of weeks. She noted that the remaining work on the geothermal was complete and that Parking Lot 5 will be open for a couple of months. The lot will need to be closed at a later date for scheduled seismic work. Tours of the NAC have been going on and planning for furniture and signage is occurring as well. Moves into the NAC are scheduled for Spring Break for staff and classrooms will be ready for a fall start. The Austin Center demolition is scheduled for summer.

6. Board of Trustees Meeting

Dr. Coon reported that the College is moving to BoardDocs, an electronic Board meeting format, and that the Trustees will be training on the system in preparation for the next meeting. This will significantly reduce the amount of paper, staff time and costs related to producing and mailing paper Board packets. He noted that Jonathan Eldridge and Derek Levy would present the SAS and SSSP plans to the Board and that the Equity Plan would go to the Board for approval in November. There will be an update on results of the IVC Visioning meeting and a Study Session for Trustees on the Brown Act, given by legal counsel. Vice President Nelson will report on the budget as was done for staff at two budget forums. He noted that the forums were well attended at both campuses. Council members reviewed the remainder of the agenda.

7. Constituent Reports

Sara McKinnon reported that the Academic Senate reviewed and approved the SSS Plan and created an Academic Management evaluation tool which has been forwarded to management. They also saw a presentation on UMOJA given by Walter Turner and Rose Thompson and provided a letter of support of UMOJA. She also noted that they are researching AB 86 to see how it would affect the College of Marin.

Marian Memel reported the League of Women Voters will be on campus on October 22 from 2:30 – 4:00 to discuss upcoming ballot issues. Emeritus will also have a booth at the Senior Fair on October 22 from 9:00 – 3:00 p.m. ESCOM is working on providing their newsletter electronically.

Monica Rudolph reported on the Halloween fund-raiser on Thursday, October 30 noting they are gathering raffle items and looking for judges for the costume contest. Monica will participate in a webinar by CCCCS regarding professional development opportunities for classified personnel. She also reported that Anna Pilloton gave a presentation on the SSSP plan and information about the COM Care Website, a very helpful tool which she feels should be promoted more widely to staff.

Steve Petker reported on several successful ASCOM activities including the Latino/Hispanic Celebration, a blood drive and a burger sale in cooperation with the PE department prior to a soccer game. ASCOM members will be attending the SS CCC training conference in Los Angeles October 17 – 19 with Faculty Advisory, Pearl Ly.
Dr. Coon shared that the Child Development Center will be holding an Ice Cream Social at the Center on Sunday between 2 – 4:00 p.m.

8. Meeting Wrap-Up
   College Council members invited to attend Governance Review Committee meeting.

9. Next Meeting – next meeting is November 19, 2014, 3:00 p.m., Emeritus Humiston Reading Room.

10. Adjourn Meeting – Meeting was adjourned at 4:02 p.m.
Review of the Mission Statement

**Why review it?**
- to ensure the mission is updated for the College’s strategic planning efforts
- to meet accreditation requirements

**First Phase/Steps of Process**

**How?**
Ask: **Does COM’s mission statement reflect our purpose?**
(Survey will contain question, current mission statement, “yes/no” options, and “comment” box.)

**Who?**
Planning and Resource Allocation Committee (PRAC), Educational Planning Committee (EPC), the four senates, College Council and the Board of Trustees
College of Marin’s commitment to educational excellence is rooted in our mission to provide excellent educational opportunities for all members of our diverse community by offering:

- preparation for transfer to four-year schools and universities;
- workforce education
- basic skills improvement/English as a Second Language
- intellectual and physical development and lifelong learning; and
- cultural enrichment.

The College of Marin is committed to responding to community needs by offering student-centered programs and services in a supportive, innovative learning environment with a strong foundation of sustainability, which will instill environmental sensitivity in our students.

(Approved at the Sept. 18, 2012 Board meeting.)
Timeline for Mission Review Steps

2014

Prior to 11-13
- Task force developed process
- Feedback from Planning and Resource Allocation Committee (PRAC)
- Informing respondent groups (contingent upon College Council approval)

11-13
- College Council reviews/approves process

11-17 thru 11-21
- Survey distribution and response submissions (possibly extend time frame to accommodate Board’s notification of process at Nov. 18th Board mtg.)

11-21 thru 12-5
- Office of Planning, Research and Institutional Effectiveness (PRIE) collects responses
- PRIE provides responses to 3 task force members for review/recommendations

Spring 2015

No Changes
- College Council (approval)
- Board of Trustees (approval)

Changes
- College Council + 3 senates + College wide review
- College Council (approval)
- Board of Trustees (approval)
BP 2305  ANNUAL ORGANIZATIONAL MEETING

Reference: Education Code Section 72000(c)(2)(A)

The Organizational Meeting of the Board shall be held annually in connection with the regular meeting in December.

The specific business before this meeting shall be the seating election of officers and the determination of the regular meeting schedule of the Board.

Board officers shall be seated elected annually at the Organizational Meeting of the Board in accordance with Administrative Procedure 2305 Annual Organizational Meeting.

Any Board officer may be nominated and elected to the same post for no more than two consecutive years if voted and elected by the majority of the Board. A Trustee shall have the option to decline to serve in a Board officer role.

At the end of the second year, the Board member elected for a two-year term will vacate the office for at least a one-year duration.

No incumbent who is seeking re-election to the Board of Trustees is eligible to assume the responsibility of the Board of Trustees President office during the year s/he is seeking re-election to the Marin Community College Board of Trustees.

Also see AP 2305 Annual Organizational Meeting; BP 2210 titled Officers.

Date Adopted: April 21, 2009
(Replaces College of Marin Policies 1.3020, 1.3021, and 1.5010)

Date Revised: April 20, 2010
Board officer positions shall rotate annually among all elected Trustees with each Trustee moving up one position yearly except for the Board President who moves to the end of the rotation list behind any newly elected Trustees. The Trustee at the top of the rotation list shall serve as President, followed by the Vice President and Clerk.

At the time they are seated on the Board, newly elected Trustees shall be added to the rotation list following continuing Trustees and ahead of the most recent Board President. If more than one Trustee is elected or appointed to the Board, new Trustees will be added to the rotation list with the Trustee receiving the highest number of votes, followed by the next highest vote getter until all new Trustees have been added to the rotation list.

In the event a Trustee position is vacated, all Trustees below the vacant position move up one position. Any individual who occupies a rotation position or officer position for more than six months shall be considered as having occupied that position for a full year.

Trustees shall have the option of declining to serve in a Board officer role. Any Trustee who so declines shall move to the bottom of the rotation list behind any newly elected Trustees and the most recent President.

The initial sequence of rotation will be established at the December 2014 organizational meeting. Each Trustee’s names will be randomly drawn. The first Trustee drawn will have the option of placing their name in any of the seven positions available. The second Trustee drawn will have the option of placing their name in any of the six remaining positions available. This will continue until all seven positions are full. The first position in the sequence of seven will be the Board President. The second position in the sequence will be the Vice President. The third position in the sequence will be the Clerk. Positions four through seven will complete the sequence of rotation. Once the initial rotation sequence is established, AP 2305 as adopted will be followed.

Also see BP 2305 Annual Organizational Meeting; BP 2210 titled Officers.
BP 2210 OFFICERS

Reference:
Education Code Section 72000

The President of the Board as a regular member shall participate in the discussion of issues during the meeting as well as in voting. In addition, the President's duties shall include:

a) To preside at all meetings and decide questions of order.

b) To appoint Trustees to and designate chairpersons of all committees. Board Committees, and make all other appropriate trustee assignments.

c) To execute all contracts and official documents approved by the Board and requiring the President's signature.

d) To represent the Board at official functions when necessary; to serve as spokesperson for the Board regarding a Board action taken; to keep the Board promptly informed of these occasions.

e) To set the Board agenda.

f) To call special meetings of the Board as required.

g) To serve as an ex officio member of the Board of Directors of the College of Marin Foundation.

h) To perform other duties formally assigned by the Board, or by statute.

The Vice President's duties shall include:

a) To perform all duties of the President of the Board in the absence or disability of the President.

b) To discharge such other functions as the President of the Board may from time to time request.

The Clerk's duties shall include:

a) To perform all duties of the President of the Board in the absence or disability of the President and Vice President of the Board.

b) To perform any other duty assigned by the President of the Board, or required by law.

The District Superintendent shall serve as Secretary to the Board and, as such, shall have the following obligations:

a) To be responsible for such public notices as may be required by statutes, Bylaws, resolutions and policies of the Board.
b) To be responsible for recording, preparing, and maintaining the approved Official Minutes of all regular and special meetings of the Board, and properly transmitting them to the Board.

c) To retain and properly file all official records and documents of the Board.

d) To conduct the official correspondence on behalf of the Board as requested and issue all Board orders.

e) To be responsible for providing members promptly with copies of correspondence prepared in the name of the Board or Board President, as well as copies of all reports, communications, etc., developed and transmitted to members of the community.

f) To perform such other duties as may be required by law or delegated from time to time by the Board.

Also see BP/AP 2305 titled Annual Organizational Meeting and BP 2430 titled Delegation of Authority to the Superintendent/President

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**Date Adopted:** April 21, 2009

*(Replaces College of Marin Policies 1.3031, 1.3032, 1.3033, and 1.3035)*