Minutes

April 15, 2014

The 3:00 p.m. Study Session was cancelled.

The Humiston Dedication was attended by all Trustees.

A. Open Session
   1. Call to Order, Roll Call
      The Board of Trustees met for a regular Board meeting in the Staff Lounge of the Student Services Building, all members having received notice as required. Board President O’Brien called the meeting to order at 5:51 p.m. Trustees Bevis, O’Brien, Tanenberg, Conti, Long, Kranenburg and Treanor were present. Also present were Vice President Nelson and Executive Director Combs.
   2. Adoption of Closed Session Agenda
      VP Nelson noted that Item B.5. was pulled from the agenda. M/s (Bevis/Long) to adopt closed session agenda as modified. Motion carried 7-0.
   3. Public Comment on Closed Session Agenda (3 minutes per speaker) – No Public Comment
   4. Adjourn to Closed Session

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))
      Name of Case: Puni Easton vs. MCCD, Alten Construction and Does 1 to 10
   4. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Govt. Code Section 94957)
5. **PUBLIC EMPLOYMENT (Govt. Code Sect. – 54957)** *(This item was pulled)*
   Title: Superintendent/President

6. **Adjourn to Regular Meeting Open Session**

C. **Open Session**
   1. **Call to Order, Roll Call, Adoption of Agenda**
      Board President O’Brien called the meeting to order at 6:30 p.m. in the Cafeteria of the Student Services Building on the Kentfield Campus. Trustees Conti, Tanenberg, Long, Bevis, Treanor, O’Brien and Kranenburg were present. Also present were Student Trustee Reyes, Vice President Nelson and Executive Director Combs. Board President O’Brien noted that items C.6.B. Board Membership and C.12.A. Ratification of Superintendent/President’s 2014-2018 Employment Agreement were pulled from the agenda and that Trustees have received revised copies of items C.11.E. Classified Management Personnel Recommendation, C.12.C. Resolution #2014-7 Honoring Frederic Humiston and C.12.F. Consideration of Resolution Regarding Elimination of Classified Employee Services 1.0 FTE Layoff on gold paper. Trustee Treanor asked that the meeting be adjourned in memory of Dr. Coon’s father, Charles Coon. Trustee Long asked that item C.11.P. Credit Course Revisions be moved to action from consent. **M/s (Tanenberg/Long) to approve the Agenda as amended. Motion carried 7-0, plus an advisory aye vote by Student Trustee Reyes.**

2. **Report from Closed Session** – No Report

3. **Public Comment on Open Session Agenda (3 minutes per speaker)**
   A. Comments regarding items not on the Agenda
      Steven Petker spoke about the need for food services on the Indian Valley Campus for our students. He noted that ASCOM has funds to get the food service area running, back to code and licensed and that it would not be hard to find a commercial caterer to offer food service from 7:30 a.m. – 7:30 p.m. He asked Trustees to take this into account as they are deliberating what we are going to do with the Indian Valley Campus.
   B. Comments regarding items on the Agenda – to be heard immediately before the Board of Trustees’ consideration of the item

4. **Board Reports/or Requests**
   A. Committee Chair Reports
      Trustees Long and Kranenburg will be meeting between now and the next meeting on the evaluation of our Board meetings and Fund Development.
   B. Governance Calendar Review
      Board President O’Brien will ask Dr. Coon to update the calendar for planning purposes for next year.
   C. Individual Reports/or Requests
      Trustees Treanor, Bevis and Conti attended the Bay 10 CEO/Trustee dinner. Trustee Treanor noted that there was discussion about community colleges offering baccalaureate degrees. Trustee Bevis commented that it was a good opportunity to
meet other trustees and to talk with those from other Basic Aid Districts. Trustee Long noted that she had received many compliments about the process used to appoint Trustee Tanenberg and shared her appreciation and thanks to the Board for working together. She noted that as suggested by Dr. Coon this process will be memorized for future use. She expressed her congratulations to Trustee Tanenberg and thanked Trustees Bevis and Treanor for their work in the process. Trustee Conti noted that there was also concern expressed at the Bay 10 Dinner about the push to de-emphasize accessibility of education in terms of student success, given that the community college system is supposed to be where everyone has the opportunity to get an affordable education and the remediation they need. There is also concern about the push in legislature for performance-based compensation for teachers. The emphasis should be on creating quality education for everyone. Trustee Treanor commented on the IVC Plant Sale the past weekend noting that the IVC Organic Farm is an outstanding project for our students.

5. Consideration and Approval of Meeting Minutes
   A. M/s (Long/Treanor) to approve Attachment to February 18, 2014 Minutes. Motion carried 6-0-1, with Trustee Tanenberg abstaining. Student Trustee Reyes cast an advisory aye vote.
   B. M/s (Treanor/Long) to approve the Minutes of March 11, 2014 Meeting. Motion carried 6-0-1, with Trustee Tanenberg abstaining. Student Trustee Reyes cast an advisory aye vote.

6. Chief Executive Officer Report
   A. Citizens’ Oversight Committee Annual Report
      John Hanley, Chair of the Citizens’ Oversight Committee, explained the history and purpose of the committee, noting that the committee provides oversight to ensure that Bond proceeds are expended appropriately in accordance with the Measure C Ballot language. Mr. Hanley reported the committee makes sure that no funds are used for teacher or administrator salaries or for other college operating expenses. The committee is satisfied with how the funds have been spent and the Bond expenses were audited with good results. The committee was impressed by the oversight and work provided by college employees. He also reported that the committee had toured construction sites. In answer to questions by Trustees, Mr. Hanley noted that all committee members are active and engaged and that the College has handled community concerns very well.
   B. Board Membership – Pulled from Agenda

7. Study Session
   A. Health Benefits Plan Recommendation
      Kristina Combs provided a follow-up report to the information that was provided to Trustees at the Board Study Session last month. A copy of the presentation is available on the College webpage under the Board of Trustees tab for this meeting. She noted
that the Employee Benefit Advisory Group has been meeting since January and sharing information with their constituent groups. This has provided an opportunity for shared responsibility and employee involvement in researching ways to address the health plan costs and challenges facing the College in this area. The group established monthly meetings, recommended expansion of medical plan options, recommended partnering with SISC to increase our risk pool, identified employee information and communication needs and made suggestions for open enrollment changes. Ms. Combs then introduced Lola Nickell with Self Insured Schools of California (SISC). Ms. Nickell provided history and information about SISC, noting that they are financially stable and have a very large risk pool which allows them to provide low administrative costs. SISC contracts with carriers like Blue Shield, Anthem Blue Cross and Kaiser and also include value-added features such as COBRA administration, direct billing support for retirees, employee assistance programs, wellness workshops, lunch and learn meetings, critical incident debriefing, 24-hour physician line (PPO only), $0 prescriptions at Costco (PPO only), accidental death/dismemberment benefit, on-site flu shots (no charge), on-site biometric testing. Ms. Combs then introduced Kimberly Miller, with Alliant Insurance Services and Employee Benefits, and consultant for the District. Ms. Miller noted she has been working with the College since December to help manage health benefit costs. She noted that by pooling our risk, the rate increases will be steady and not fluctuate as they have been, creating savings over the long term. She also noted that introducing lower cost plan options in additional to current plans, allows employees to choose to pay less out of pocket or higher co-pays. She shared plan options for consideration that included two Kaiser Plan options and two Blue Shield PPO options, mirroring current plans and adding lower cost options. Health Net will not be available as it is not part of the SISC program, however the Blue Shield options offer more manageable costs for employees who do not wish to be on Kaiser.

There was general discussion about SISC financial reporting, financial security, savings to the college and employees, employee education and communication, wellness programs, transferring doctors, and transitional care. Trustees agreed to move Item C.12.O. Benefit Program Plan Option, SISC, up in the meeting before Item C.12.A for action. There was additional discussion about the monthly/annual cost of joining SISC and term and termination clauses. It was noted that the SISC rate increases averaged around 8% for the last 10 years, which helps us project costs more consistently, rather than guessing. Program management fee/consulting fees are included in the rates and there are no commissions. Trustees thanked employees and the presenters for their work and for the work done by the committee.

8. Board President O’Brien acknowledged Sara McKinnon’s award as Educator of the Month as reported in the Marin Independent Journal today.
Academic Senate Report (5 minutes)
Sara McKinnon provided the Academic Senate Report, attached to the minutes.

9. Classified Senate Report (5 minutes)
Alice Dieli welcomed Trustee Tanenberg on behalf of the Classified Senate and provided the Classified Senate Report, attached to the minutes.

10. Student Association Report (5 minutes)
Student Trustee Reyes gave the Student Association report noting that students are currently on a well-deserved Spring Break, with a push towards finals when they return. The main priority of the Associated Student is the student board election.

11. Consideration and Action on Consent Calendar Items (ROLL CALL VOTE)
M/s (Conti/Treanor) to approved consent items with the exception of C.11.P. Credit Course Revisions, which has been move to Other Action for consideration. Motion carried by a roll call vote of 7 - 0, plus an advisory aye vote by Student Trustee Reyes.

A. Upcoming Board Meetings
   - April 25, 2014 Board Retreat, Indian Valley Campus
   - May 20, 2014 Board Meeting, Kentfield Campus

B. Classified Personnel Recommendations
   1. Appointment of Classified Personnel
   2. Temporary Increase/Decrease in Assignment for Classified Personnel
   3. Resignation of Classified Personnel
   4. Temporary Reassignment of Classified Personnel

C. Educational Administrators and Management Personnel Appointments
   1. Appointment of Educational Management Personnel
   2. Appointment/Contract/Terms of Continued Employment for Educational Administrator


E. Classified Management Personnel Recommendation
   1. Appointment of Classified Management Personnel

F. Classified Management Position Recommendation

G. Amendment to CSEA Salary Schedule

H. Short-Term Hourly Positions

I. Budget Transfers February 2014
J. Budget Transfers March 2014
K. Warrants February 2014
L. Warrants March 2014
M. Declaration of Surplus Property – Miscellaneous Equipment

N. Credit Course Addition

O. Credit Course Deletions

P. Credit Course Revisions
   Trustee Long questioned whether Math 123, a combination of analytical geometry and calculus, was accepted by UC and CSU. Vice President Nelson verified that the course is transferable to UC and CSU, noting this is a revision due to regular review by the Academic Senate and Curriculum Committee. Trustee Long commented that she was also informed that the course is an elective and could be used as part of the math requirement if you were a Social Science major making a transfer; however, it would not likely meet the requirements for a broad scoped class, since it combines subject areas.
   M/s (Long/Treanor) to approve Credit Course Revisions. Motion carried 7-0, plus an advisory aye vote by Student Trustee Reyes.

Q. New Associate Degrees for Transfer (ADT)

R. New Community Services Courses

S. New Community Services Collaborative Program

T. Modernization (Measure C)
   1. Modernization Contracts, Changes, Amendments ($839,141.48)

U. Second Reading and Approval of Board Policies
   1. BP 4070, Auditing

12. Consideration and Possible Action on:

   A. Ratification of Superintendent/President’s 2014-2018 Employment Agreement - This item was pulled from the agenda.

   B. 2014 California Community College Trustees (CCCT) Board Election
      Trustees Kranenburg and Bevis provided the following recommendations:
      Paul Gomez, Chaffey CCD
      Adrienne Grey, West Valley-Mission CCD
      Jeffrey Lease, San Jose-Evergreen CCD
      Pam Haynes, Los Rios CCD
      Jim Moreno, Coast CCD
      Laura Casas, Foothill-DeAnza CCD
      Stephan Castellanos, San Joaquin Delta CCD
      Nancy Chadwick, Palomar CCD
      M/s (Long/Treanor) to accept the recommendation provided by the subcommittee. Motion carried 7-0, plus an advisory aye vote by Student Trustee Reyes.

      M/s (Treanor/Tanenberg) to waive the reading of Resolutions 2014-7, 2014-8 and 2014-9. Motion carried 7-0, plus an advisory aye vote by Student Trustee Reyes.
C. M/s (Treanor/Long) to approve Resolution #2014-7 Honoring Thomas Frederic Humiston, Ed.D. Motion carried by Roll Call Vote of 7-0, plus an advisory aye vote by Student Trustee Reyes.

D. M/s (Treanor/Long) to approve Resolution #2014-8 to File Application for 501(c) 3 Status. Motion carried by Roll Call Vote 7-0, plus an advisory aye vote by Student Trustee Reyes.

E. M/s (Treanor/Conti) to approve Resolution #2014-9 - Authorization of Temporary Transfer of Funds from County of Marin for 2014/15 Fiscal Year. Motion carried by Roll Call Vote of 7-0, plus an advisory aye vote by Student Trustee Reyes.

F. M/s (Treanor/Tanenberg) to approve Resolution Regarding Elimination of Classified Employee Services (1.0) FTE – Layoff. Trustee Kranenburg noted that these situations are sometimes unfortunate and that there are opportunities, offerings and services in place to assist individuals that may be affected. Motion carried by Roll Call Vote of 7-0, plus an advisory aye vote by Student Trustee Reyes.

G. M/s (Conti/Long) to approve Board Meeting Calendar 2014. There was a proposal to move the June 27 Retreat to July 1. Some trustees were not available on June 27 and some were not available on July 1. Vice President Nelson clarified for Trustees that the recommendation before the Board was to remove the July 15 Board meeting and if they were to make other changes to the calendar, it must be clear and understandable for the minutes. Trustees discussed availability for the retreat and whether it was necessary to have a meeting in July. Vice President Nelson assured Trustees that business would continue in July, absent the meeting. The Board would need to adopt a Resolution at the June meeting to authorize the Superintendent/President (or designee) to act on behalf of the Board during the month of July until the next regularly scheduled meeting and then retroactively affirm actioned approved by the Superintendent/President in July. M/s (Conti/Long) to strike the July 15 Board meeting and change the June 27 Retreat to June 24. Motion carried 7-0, plus an advisory aye vote by Student Trustee Reyes.

H. M/s (Long/Bevis) to accept of Non-Cash Gifts. Motion carried 7-0, plus an advisory aye vote by Student Trustee Reyes.

Vice President Nelson introduced and welcomed Chris Myers, who started on Monday as the Interim Director of PRIE, taking over the position left vacant by Chialin Hsieh.

I. M/s (Tanenberg/Treanor) to approve Agreement with Northern California Career Pathways Alliance Partnership. Motion carried 7-0, plus an advisory aye vote by Student Trustee Reyes.

J. M/s (Treanor/Conti) to approve Agreements with Single Stop USA. Motion carried 7-0, plus an advisory aye vote by Student Trustee Reyes.

K. M/s (Conti/Treanor) to approve Clinical Agreements for Medical Assisting Program. Motion carried 7-0, plus an advisory aye vote by Student Trustee Reyes.

L. M/s (Conti/Treanor) to approve Clinical Agreements with Santa Rosa Memorial Hospital, SRM Alliance Hospital Services. Trustee Bevis noted that we will be seeing a
lot more in career pathways and workforce development in the future. **Motion carried 7-0, plus an advisory aye vote by Student Trustee**

M. M/s (Treanor/Tanenberg) to approve Clinical Agreement with Maxim Healthcare Services Inc. Motion carried 7-0, plus an advisory aye vote by Student Trustee Reyes.

N. M/s (Kranenburg/Treanor) to approve Contract for Kentfield Learning Resources Boiler Replacement Project #14-0217. Motion carried 7-0, plus an advisory aye vote by Student Trustee Reyes.

O. This item was moved and acted upon first under Section C.12. M/s (Treanor/Kranenburg) to approve Benefit Program Plan: SISC Option. Trustees thanked staff and the presenters, commending the process and the detail of information provided. **Motion carried 7-0, plus an advisory aye vote by Student Trustee Reyes.**

P. **Modernization (Measure C)**
   1. M/s (Kranenburg/Treanor) to approve Authorization to Bid and Pre-Authorization to Award Construction Contract and Approved Updated Project Name Austin Science Alterations 301B. Trustee Treanor asked for clarification on the scope of the project. Ms. McCarty noted it was demolition of TB1 and MS2. Motion carried 7-0, plus an advisory aye vote by Student Trustee Reyes.

13. **Board Policy Review (1st Reading)**
   1. None

14. **Board Meeting Evaluation - Duplication**

15. **Future Agenda Items**
   A. Board Professional Development
   B. ARCC/Scorecard (May)

16. **Information Items (see written reports)**
   A. Contracts and Agreement for Services for February 2014
   B. Contracts and Agreement for Services for March 2014
   C. 3rd Quarter Financial Report CCSF-311Q
   D. 3/31/2014 YTD Financial Update
   E. Modernization Update
      1. Director’s Report
      2. Program Schedule
      3. Milestones Report
   F. Administrative Procedures - None
   G. Calendar of Special Events
      - AGS End of Year Celebration, May 2, 2014, 5:30 p.m., Cafeteria
      - IEP Graduation, May 16, 2014, 11:00 a.m., IVC
      - Transfer Recognition Reception, May 21, 2014, 5:30 p.m., Cafeteria
      - Golden Bell Awards, May 22, 2014, 4:30 p.m., Dominican University, San Rafael
      - RN Pinning Ceremony, May 22, 2014, 6:00 p.m., James Dunn Theater
      - Commencement, May 23, 2014, 6:00 p.m., Diamond Physical Education Center

   It was noted that the Staff Appreciation Lunch is on May 22. Trustee Treanor noted
that Commencement is a command performance for the benefit of the new Trustees and that the Nurses Pinning is also a lovely event.

17. Correspondence

18. Board Meeting Evaluation
   Comments included appreciation to staff for work and content of presentations, well managed and effective agenda management, that the Board was hard-working, intelligent, efficient, and respectful of each other. Trustee Tanenberg thanked staff and everyone for their warm welcome and for reaching out to him. There was a request to receive more information about student activities on campus and a comment that in advance of the Board Goals discussion, there should be baseline training to get everyone on the same page, in understanding the role of PRAC and our Institutional Planning Goals. Trustees thanked staff for stepping up to help in Dr. Coon’s absence. Board President O’Brien thanked the Board for being so well prepared and participating and thanked staff for a rather difficult discussion around benefits.

19. M/s (Long/Treanor) to adjourn the meeting in memory of Charles Coon. Motion carried 7-0, plus an advisory aye vote by Student Trustee Reyes. Meeting adjourned at 8:20 p.m.
Academic Senate Report to the COM Board of Trustees – April 15, 2014

First of all on behalf of the Academic Senate, I would like to thank Kristina Combs for her efforts to come up with new healthcare options and for meeting with the Senate and telling us about them.

Last week, all day Thursday, Friday and Saturday, I attended the Academic Senate of the California Community Colleges Spring 2014 Plenary Session. I think the two most important issues at hand concerned the new accreditation standards and proposed legislation to allow the CCCs to offer Bachelor degrees. Chancellor Brice talked about it in his presentation on Friday and I believe the legislature is proposing a pilot study at the moment. Saturday’s session, which is devoted to debate and voting on numerous resolutions, spent a fair amount of time debating the pros and cons. In the end the ASCCC members voted to take time to research the implications for having this option in terms of cost and funding, available facilities, faculty minimum qualifications, curriculum, etc. I will say that a BA for Nursing is supported by our Nursing department as our students only need a couple of more classes to meet the requirements for a BA. From my perspective only, anything beyond that would require careful consideration, and frankly we should probably focus on students working towards AA degrees first.

In addition, the ASCCC has prepared a 45-page document of proposed revisions to the ACCJC’s New Standards to turn in by the feedback deadline of April 30th. In other news, under the ALO hat, with the help of various discipline groups, I completed the ACCJC Annual Report, VPFCO Greg Nelson completed the financial report, and the president submitted it by the March 31st deadline. This report keeps growing...last year it was around 4 pages and this year it is over 7 pages. This year it included several requirements for “Institutional-set Standards” for overall student success rates, graduation and transfer rates, license exam passage rates, and employment after completing a CTE program. The report also required narrative answers to a number of SLO-related questions.

I also wanted to mention that in response to the article by ACCJC that appeared in the SF Chronicle on Saturday, CCSF’s Chancellor has stated that CCSF will not request “candidacy” as such a process would require withdrawing their current accreditation before the July 31st which would put CCSF students’ courses transferability in jeopardy.

--Sara McKinnon, Academic Senate President
Classified Senate Report for Board of Trustees
April 15, 2014

Good Evening,

Every semester, we invite President Coon to present a college update and take part in an open forum with the Classified Staff. The spring forum took place at this month’s meeting on April 1. President Coon and Vice President Nelson presented updates, including:

- Information about the reorganization of Maintenance & Operations and the new structure combining Admissions and Records with Financial Aid while isolating the Bursar functions,
- An update on the college’s financial situation, and the effort to recoup student debt,
- The latest information about the Foundation, the 501c3 process, and the outlook for student scholarships, and
- The latest news from ACCJC and our upcoming self-evaluation.

These forums support the senate’s goal of building and maintaining communication bridges around campus, and after the meeting, many attendees expressed how much they appreciated hearing directly from the president and vice-president and having the chance to ask questions and participate in discussions with them.

Respectfully submitted on behalf of the Classified Senate,

Alice L. Dieli

Alice L. Dieli
Classified Senate President