Marin Community College District  
Board of Trustees Regular Meeting  

Minutes  
August 19, 2014

A. Open Session
1. Call to Order, Roll Call, Adoption of Closed Session Agenda
The meeting was called to order by Board President O’Brien at 5:35 p.m. in the Staff Lounge of the Student Services building on the Kentfield Campus, all Trustees having received notice as required. Trustees O’Brien, Long, Kranenburg, Bevis, Conti, Tanenberg and Treanor were present. Also present were Superintendent/President Coon, Vice Presidents Eldridge and Nelson and Executive Director Combs. Dr. Coon noted that there are no topics to discuss at closed session and suggested the meeting recess until open session.
2. Public Comment on Closed Session Agenda – No public comment
3. Meeting recessed at 5:37 p.m.

B. Closed Session - There was no closed session

C. Open Session
1. Call to Order, Roll Call, Adoption of Agenda
Board President O’Brien called the open session to order at 6:30 p.m. in the Staff Lounge of the Student Services building on the Kentfield Campus, all Trustees having received notice as required. Trustees O’Brien, Long, Kranenburg, Bevis, Conti, Tanenberg and Treanor were present. Also present were Superintendent/President Coon and Vice Presidents Eldridge and Nelson. M/s (Bevis/Tanenberg) to adopt agenda. Motion carried 7-0 will all Trustees voting aye.
2. Report from Closed Session - None
3. Public Comment on Open Session Agenda (3 minutes per speaker)
A. Comments regarding items not on the Agenda
Carol Reyes reported that she had fallen on a wheel stop at the College and had broken her wrist. She noted that she had reported the incident to the College and was assured that the wheel stops would be painted for better visibility. As of yesterday, it had not
been done. Ms. Reyes also commented on the Adaptive PE Program and the need for staff and services. Thirdly, Ms. Reyes was concerned about the college focusing on younger students and moving services for older students out to save money.

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

4. Enrollment Services Report/Tour
Diane Traversi gave a presentation on what has occurred in Enrollment Services over the past six months, noting that all services are now handled together in a one stop model, including admissions, financial aid, scholarships, matriculation etc. The physical space has also been reconfigured, is more welcoming to students and does not require students to bounce from line to line get the services they need. A copy of Ms. Traversi’s presentation is available on the College of Marin webpage. Trustees took a tour of the new enrollment services area at 6:45 p.m. and returned at 6:57 p.m.

5. Board Reports/or Requests
A. Complete Board Self-Evaluation
Dr. Coon recommended that Trustees review the minutes from the Board retreat and provide recommended changes to him for incorporation. Trustees discussed changes to the minutes, noting that it was important for all Trustees to have the opportunity to give input on the document and to think about plans for moving forward where more work is required. Trustees will provide feedback to President Coon and the minutes will be brought back to the next meeting for final approval.

B. Committee Chair Reports
Trustee Kranenburg reported that the Investment Committee met with a representative from CalPers on the OPEB Liability fund. The fund has outperformed the 7 - 8% assumptions at 14%. The committee requested reports on the relative risk/volatility and benchmarks of the fund for Committee review to assure we are comfortable with the risk level, or to determine if changes should be made, based on our liabilities. The Board will be provided with an update after this information is received and reviewed.

C. Governance Calendar Review
Dr. Coon noted that he will be meeting with the Board Officers to review the long list of items the Board wants to discuss between now and the end of December. There was a suggestion to move the strategic planning discussion up from April to allow appropriate time for review.

D. Individual Reports/or Requests
Board President O’Brien noted that this section was added to record individual Trustee requests for Board-level discussion on specific topics, which would allow the Board to determine whether there was a need ask for additional information/resources from staff and further discussion.
Trustee Bevis would like to discuss Recognition of Alumni at a future meeting, to consider recognition of not only famous individuals, but others who have done amazing
things after leaving the College of Marin. She requested that people start brainstorming on this idea.

- **Trustee Community Involvement (Bevis)**
  Trustee Bevis noted that she goes to a number of meetings and activities as an ambassador to the College and was hoping Trustees could consider adding a stipend to the Board’s budget to help cover some of those expenses. Trustees commented that it was important to follow Education Code and the law for use of public funds, requested additional information about what the activities are and how they relate to the institution, asked for a listing of institutional memberships, suggested that advancement funds might be an option, be mindful of budget concerns, research other institutions and consider further review by the Policy Committee to incorporate into the existing policy. It was noted that Dr. Coon had done an analysis of what other institutions are paid, which he will forward to Trustees. He will also bring back institutional membership information.

  Trustee Kranenburg noted the importance of engaging the community and leveraging their talents to help the College in other ways that are none monetary. This will be discussed at a future meeting.

- **Other**
  Request to adjourn meeting in memory of Robin Williams, Donna Bjorn and Len Pullen.

6. **Consideration and Approval of Meeting Minutes**
   A. Minutes of June 24, 2014 Board Self-Evaluation Retreat – **Postponed**
   B. **M/s (Treanor/Long) to approve minutes of July 29, 2014 Board Meeting. Motion carried 6-0-1 with all Trustees voting aye with the exception of Board President O’Brien who abstained as she was not present.**

7. **Chief Executive Officer Report**
   A. Dr. Coon issued the Oath of Office to the newly elected Student Trustee Michael Trump.
   B. **Retiree Committee**
      Kristina Combs provided a brief update on the activities of the Retiree Committee over the past few months and introduced committee members, Edna Smith, Kelley Litz, Paulette Foster and Bob Peterson. Mr. Peterson gave a presentation on the committee accomplishments, projects, workshops and a retiree database. A copy of the **presentation** is posted to the College of Marin webpage for this meeting.

8. **Study Session**
   A. **2014/15 Adoption Budget**
      Vice President Nelson provided clarification on a recent article in the Marin IJ, explaining that the figures noted in the article represented comparisons of projections to actuals which is not appropriate. He further clarified that $6 million dollars noted in the article has been accounted for by decisions made in 2013/14 and is not excess money. Vice
President Nelson provided an overview of the highlights of the Adoption Budget, noted the changes from the Tentative Budget, reviewed revenues and expenditures, and noted that projections were right on target. He commented on property tax revenue, the reserve level and the impacts of a variety of fee increase, including health, parking, international student and technology fees. He noted that the STRS and PERS Trust Fund catch ups will have a significant impact on the College and we will need to plan for that. A copy of Mr. Nelson’s presentation is posted on the College of Marin webpage for this meeting. There was significant discussion about reserve levels, the structural deficit, reviewing our mission, the future impact of CalPERS/STRS, other long-term liabilities, the Community Education and Child Development program deficits, advancement funds, and utilities and pest remediation costs. Trustees were very concerned with the structural deficit and reserve level and noted that the budget must be monitored constantly and planned out over several years. There was a request for a breakdown of the changes from the Tentative to the Adoption Budget so the Board could review and be pro-active in helping to inform decisions to help raise the reserve level. There were comments that we will need to make some very difficult choices, with all groups, to figure out what we are going to do as an institution. Vice President Nelson thanked his support staff for the work they do behind the scenes to support him and finalize the budget.

9. Board President O’Brien opened the Public Hearing on 2014/15 Adoption Budget at 8:42 p.m. and asked if there were any public comments. Being no public comment the hearing was closed.
   A. M/s (Treanor/Tanenberg) to Approve 2014/15 Adoption Budget. Trustee Kranenburg added that this budget is approved knowing that staff work on appropriate adjustments and creative ideas to start to address the structural deficit. Dr. Coon assured the Board that staff have already started that dialog and the Board will be updated in October. Motion carried. 7-0 will all Trustees voting aye. Student Trustee Trump cast an advisory aye vote.

10. Academic Senate Report (5 minutes)
Sara McKinnon welcomed Student Trustee Michael Trump and in response to the comment about Retiree ID cards, she noted that faculty do not have ID cards. The Senate will have their first meeting on Thursday. Sara shared a story about one of the students that asked a question at the Huffman/Pelosi Town Hall meeting. She noted that she taught the student’s mother in the early 1980’s and was present at that student’s birth. She was proud of what the mother accomplished on her own, having come to Sara not able to read or write, and proud to be a part of their lives and successes.

11. Classified Senate Report (5 minutes) – No Report

12. Student Association Report (5 minutes)
Student Trustee Trump reported that the Associated Students met at a retreat to discuss what they would like to do this upcoming year. He reported that they hoped to incorporate
student meetings with the dance and other activities to encourage club support. He would also like to have a faculty/student luncheon and is hoping to engage students more and create a greater awareness of what ASCOM does.

13. M/s (Treanor/Long) to approve Consent Calendar Items C.13.A – C.13.O. Motion carried by roll call vote of 7-0, all Trustees voting aye. Student Trustee Trump cast an advisory aye vote.

A. Academic Personnel Recommendations
   1. Resignation/Retirement of Academic Personnel
   2. Appointment of Academic Personnel

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

C. Classified Position Recommendations

D. Classified Management Position Recommendations

E. Classified Management Personnel Recommendations
   1. Interim Appointment of Classified Management Personnel

F. Educational Management Recommendations
   1. Appointment of Educational Management Personnel

G. Educational Management Position Recommendation

H. Educational and Classified Management Salary Schedule

I. Classified Supervisory Salary Schedule

J. Short-Term Hourly Positions

K. Budget Transfers July 2014

L. Warrants July 2014

M. Declaration of Surplus Property – Miscellaneous Equipment

N. Measure C Modernization Contracts, Changes and Amendments ($195,572.63)

O. Second Reading and Approval of Board Policies (None)

14. Consideration and Possible Action on:

A. Board President Trustee Opened the Public Hearing on the District’s proposal to CSEA at 8:52 p.m. and called for public comment. Being none, the hearing was closed at 8:52 p.m.
B. **M/s (Treanor/Long) to waive reading of and approve Resolution 2014-21 - Constitution Day.** Motion carried 7-0 with all Trustees voting aye by Roll Call Vote. Student Trustee Trump cast an advisory aye vote.

C. **M/s (Treanor/Long) to waive reading of Resolution 2014-22 Gann Appropriations.** Motion carried 7-0 with all Trustees voting aye. Student Trustee Trump cast an advisory aye vote. M/s (Treanor/Long) to approve Resolution 2014-22 Gann Appropriations. Motion carried 7-0 with all Trustees voting aye by Roll Call Vote. Student Trustee Trump cast an advisory aye vote.

M/s (Treanor/Long) to combine Items C.14.D – C.14.F. into one item for action. Trustee Treanor had a question about legal review on item C.14.D. requested that cover sheets for agreements reflect legal review and by what firm. **Motion carried 7-0 with all Trustees voting aye.** Student Trustee Trump cast an advisory aye vote. M/s (Kranenburg/Conti) to approve Items C.14.D. - C.14.F. Motion carried 7-0 with all Trustees voting aye. Student Trustee Trump cast an advisory aye vote.

D. Clinical Agreement with Petaluma Health Clinic

E. Amendment 1 for Gilbane Corporate for Additional Scope of Work Associated with the Facilities Assessment

F. Modernization (Measure C)
   1. Change Order #7, Wright Contracting Inc., New Academic Center (303B)
   2. Contractor Substitution Request, Wright Contracting Inc., New Academic Center (303B)
   3. Authorization to Bid/Pre-Approve Contract, New Academic Center – Signage Project (303B)
   4. Professional Services Agreement Amendment #5, Jacobs Project Management Co., LRC Seismic Upgrades (302B) and ADA Upgrades, Phase 2 (309A)

15. **Board Policy Preliminary Review**

   Trustees Long and O’Brien reported on the work they have done on the Board Education and Travel policies, noting that have brought forward draft versions for review and discussion. Travel focuses on financial aspect and Board education focuses on professional development. An Administrative Procedure is also proposed for Board Member travel. The committee intends to meet before the next board meeting to bring forward any requested changes or recommendations. Upon agreement by Trustees, the changes and new procedure will need to go through the College Governance approval system. Trustees discussed options for an allocation process, professional development categories and how to allocate funds in a way that allows Trustees to participate in professional development that will help them in their role as a Trustee. Trustees agreed that the proposed BPs and AP were on the right track, and suggested the approval process be implemented twice per year given conference content schedules. The Committee will meet again prior to the next Board meeting.
   1. BP 2740 Board Education
   2. BP 2735 Board Member Travel
3. AP 2735 Board Member Travel

16. Board Meeting Evaluation
Trustees noted the meeting went well, seemed relaxed, appreciated committee work, appreciated opportunity to be heard, and enjoyed the extra time to share summer experiences. There was a comment that it is the Board’s responsibility to focus on the how students are affected by the decisions we make. A banner week at the College of Marin, proud to be part of this organization and excited about the future. Consider Wall of Fame.

17. Future Agenda Items
A. Board Self Evaluation
B. Board Professional Development
C. Indian Valley Campus
D. Library/MarinNet

18. Information Items (see written reports)
A. Contracts and Agreement for Services for July 2014
B. Modernization Update
   Trustee request for updates about what is outstanding, close-out information, remediation issues and related implications as we close out. Honest conversation about needs for a future bond. There will be a report on the Bond in September.
   1. Director’s Report
   2. Program Schedule
   3. Milestones Report
   4. Quarterly Report Q2 2014 (pages missing from the document were handed out to Trustees)
C. Administrative Procedures - None
D. Upcoming Board Meetings
   ▪ September 16, 2014 Board Meeting, Indian Valley Campus
   ▪ October 14, 2014 Board Meeting, Kentfield Campus
E. Calendar of Special Events
   ▪ Labor Day Holiday, September 1, 2014
   ▪ Constitution Day, September 17, 2014
   ▪ Annual Retiree Luncheon, September 19, 2014

19. Correspondence
20. M/s (Kranenburg/Tanenberg) to adjourn meeting in memory of Robin Williams, Donna Bjorn and Len Pullen. Motion carried 7 -0 will all Trustees voting aye. Student Trustee Trump cast an advisory aye vote.

Meeting adjourned at 9:31 p.m.