Marin Community College District
Board of Trustees Regular Meeting
Minutes
October 14, 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 4:16 p.m. in the Staff Lounge, in the Student Services Building, on the Kentfield Campus, Kentfield, California, all Trustees having been noticed of the meeting as required. Trustees Bevis, Conti, Kranenburg, Long, O’Brien, Tanenberg and Treanor were present. Also present were Superintendent/President Coon and Vice Presidents Eldridge and Nelson.
2. Board Docs Training. Martha Crook from BoardDocs instructed Trustees on how to use the new BoardDocs system for electronic board meetings.
3. M/s (Long/Conti) to approve the closed session agenda. Motion carried 7-0 with all Trustees voting aye.
4. Public Comment on Closed Session Agenda (3 minutes per speaker) – There was no public comment.
5. Meeting adjourned to closed session at 5:25 p.m.

B. Closed Session
1. Call to Order
2. CONFERENCE WITH LABOR NEGOTIATOR(S) (Govt. Code Section 54957.6)
   Agency Representatives: Kristina Combs/Greg Nelson
   Employee Organizations: United Professors of Marin (UPM/AFT); California School Employees Associations (CSEA), Skilled Employees International Union (SEIU), Management, Supervisory and Confidential employees
3. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) and paragraph (1) of subdivision (e) of Section 54956.9
   Potential Case: 1
   Attorney: Randall Parent, Liebert, Cassidy, Whitmore
4. 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 6:36 p.m. Trustees O’Brien, Long, Kranenburg, Bevis, Conti, Tanenberg and Treanor were present. Also present were Student Trustee Trump, Superintendent/President Coon and Vice President’s Eldridge and Nelson.

   M/s (Long/Tanenberg) to adopt agenda. Motion carried 7-0, plus an advisory aye vote from Student Trustee Trump.

2. **Report from Closed Session** – There was no report from closed session.

3. **Public Comment on Open Session Agenda (3 minutes per speaker)**

   A. Comments regarding items not on the Agenda

   Lisa Morse from the Drama Department reported that 550 students from Kent Middle School attended the production of Little Women and loved the show. She shared comments and a photo from the event and noted that Kira, who played Jo, was a Kent Middle School graduate. She also reported they have raised about $6500 dollars in fund raising efforts. Save encouraged attendance at the 50th Anniversary Gallery Exhibit and opening at 6:30 p.m. and the opening of Comedy of Errors at 7:30 p.m. that night.

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

4. **Board Reports/or Requests**

   A. Committee Chair Reports

   Trustee Long noted that the Board Policy committee met and reviewed a number of policies and procedures which will be reviewed later in the meeting.

   B. Governance Calendar Review

   Superintendent/President Coon noted that the calendar had been updated to include the items through the end of the year.

   C. Individual Reports/or Requests

   Trustee Treanor shared her experiences at the recent Miwok plaque dedication honoring the Miwok people, giving kudos to Betty Goerke for her commitment and for giving historical information on the village located on the site and in how the Graton Rancheria came about. She noted the he ceremony was beautiful and began with a peace offering by one of the members of the Miwok tribe. She also commented on the ribbon cutting ceremony for the Child Development Center and noting that she enjoyed seeing the center from an instructor’s point of view and that the event was well represented by the Board and the community.

   Trustee Kranenburg reported on a prior meeting with Dr. Coon and the investment committee and asked about the status of a requested report. Dr. Coon noted the report had been compiled and was sent out electronically.

   Trustee Conti also commented on the Child Study Center reception, stating it was a great event and impressive to see the program in operation. She also noted that she was
thrilled with the turnout by the Novato community at the recent IVC visioning retreat. Stuart Tanenberg also attended the Child Development Center reception and noted that COM is at the forefront providing these critical services and training at both campuses. Eva Long echoed comments about the IVC retreat and noted that it was a good opportunity to have the presentation from the City of Novato. She also commented on the recent Retirees luncheon, noting it was well received and enjoyed by those in attendance. She urged administration to continue supporting our senior College of Marin employees.

Trustee O’Brien also noted that it was nice to have recognition of the Child Development Program by our Assembly member, Congress member and Senator. She also reported that she had received her Effective Trustees Certification from the League and has learned a great deal over the past two years.

5. Consideration and Approval of Meeting Minutes
A. M/s (Treanor/Long) to approve the minutes of the September 16, 2014 Board Meeting. Motion carried 6-0-1, with Trustees Bevis, Conti, Long, O’Brien, Tanenberg and Treanor voting aye and Trustee Kranenburg abstaining. Student Trustee Trump cast an advisory aye vote.

B. M/s (Long/Tanenberg) to approve the minutes of the September 20, 2014 Board Retreat. Motion carried 6-0-1 with Trustees Bevis, Conti, Long, O’Brien, Tanenberg and Treanor voting aye and Trustee Kranenburg abstaining. Student Trustee Trump cast an advisory aye vote.

6. Chief Executive Officer Report
A. Student Success/Equity Plans
Vice President Eldridge and Dean Levy gave a presentation on the College’s progress with the Student Success and Equity plans (a copy of the presentation is available on the college website under the Board Meeting tab for this meeting). The presentation reviewed our compliance and progress with the Student Success and Support Program plan. The Student Success plan will be submitted as required within the next three days. The Student Equity Plan was also discussed as preview of what will be discussed at the December Board meeting. The Student Equity Plan is designed to make sure that we have impact on specific student groups and their ability to have success at the College. The equity plan will be presented to the Board in December for additional discussion and approval by the Board of Trustees and is due January 1. Both plans require coordination of best practices that are already in place for these populations and are not stand alone items. There were questions and discussion about the 50% law, the effectiveness of DegreeWorks, integration with PRAC, identifying success, the early alert system, improved success and matriculation, reassessing progress and success, coordination with high schools and counseling, students that are not college ready in Basic Skills, summer bridge and tutoring programs, orientation/assessment goals and how to improve student engagement, funding, timelines, identifying at risk students.
B. Indian Valley 2014-15 Visioning
Joe Mueller, Biology Instructor, spoke to the Board about environmental concerns and long term consequences of a Bio Tech program at IVC and urged the Board to review Bio Tech programs at other community colleges that have been through similar processes. He noted that the labs are extremely costly to set up and maintain and that there are huge amounts of hazardous waste, including plastic waste that is not recyclable because it is hazardous. He commented on the ethical and potential political ramifications, and the many downsides related to this type of program and the corporations that support these programs.

Dr. Coon reported on the positive response to the IVC Visioning meeting and noted he was pleased with the turnout. He presented a number of planned next steps to keep the process moving with the intention of collecting information and feedback during the fall and having another engagement meeting in January. Trustees commented on the need for the Board to discuss what direction we want to go, to identify stakeholders, where to focus time and resources, and what the next steps are. There was significant discussion about environmental concerns, clean development, resources and partners, matriculation and workforce training, keeping students in Marin, training for skilled jobs in Marin County, serving the Hispanic population, meeting the needs of the community, facilities/energy efficiency, curriculum and new program review, focus on student education and training, develop programs and revise curriculum to meet changing needs, and providing a basic foundation for student needs. The Board agreed it needs to spend more time figuring out the process relative to the visioning of IVC. Dr. Coon commented that we are just starting the process and there will be ample time to schedule a retreat for Trustees to have further discussion.

7. Study Session
A. Brown Act
Dr. Coon reported that the Board expressed interest in a refresher course on the Brown Act. This topic will be broken up over two or three meetings. Randy Parent, Liebert Cassidy Whitmore, gave a presentation on sections 1 – 7 of the Brown Act Workbook that Trustees received earlier for review. He noted that the workbook is a good reference document and guidance tool. Mr. Parent focused on the sections that define meetings for purposes of the Brown Act, notice and agenda requirements, conducting meetings, efficient meetings, overview of policy and delegating staff to do the work, and rights of the public. Topics included serial meetings, taking notes, evaluating questions, phone conference meetings, public right to access meeting materials and agendize items, asking relevant question, requesting information through the Board President or Superintendent/President, not staff, and staying away from campaigning and personal forums. Trustees asked questions about serial meetings, agendizing items, that all Board business should be conducted in public, and the importance of avoiding getting four trustees involved in a conversation intentionally or unintentionally. Trustees thanked
Mr. Parent for the presentation and dialog. It was also noted that the Brown Act applies to new Board members upon election and prior to taking the Oath of Office and that call-in meetings must be posted at the off-site location 72 hours in advance of the meeting as well.

B. Budget Planning 2015/16
Dr. Coon introduced Greg Nelson to provide an update on the budget and budget projections and noted that there will be other opportunities for questions and dialog on this topic in the months ahead. Mr. Nelson’s presentation reviewed the key areas of the Adoption Budget, the status of the 50% law, and reviewed items that impacted the 2014/15 budget, including increased Pension costs, which will impact our budget significantly and will require attention moving forward. The College’s projected reserve for 2014/15 is 10.1%. Activities in place to help reduce the deficit include the pay as you go program, which will stop us from accumulating more debt and allow us to eventually reduce the liability of approximately $900,000 held in a trust to offset the bad debt. A new actuarial study on the OPEB unfunded liability will be done in the spring of 2015 and will show the contributions we will need to make to fund that liability. Other items that will affect 2015/16 will be the results from the SERP outcomes, tax revenue projections for the year and benefit costs. In 2015/16 we will need to look at ways to maintain an appropriate level of reserves, correct the structural deficit, and prepare for pension reform implications. Dr. Coon has engaged each Vice President to look at ways to reduce the budget in each area by $1 million each to start to address the structural deficit. Each have started to engage their employees in looking at cost saving activities, restructuring, reorganization, with a goal to have those scenarios to present in January, before the Board sets goals for strategic planning and before the budget planning process for 2015/16. Greg passed out a document that identified appropriate reserve fund balances noting that the fund should not be less than 2 months of general fund operating balance. Trustees discussed their concern with reserve level and the need to increase it, suggested shifting any adjustments from bad debt trust to the reserve, to maintain funding into a PERS/STRS liability fund after the OPEB is funded, risk management and fiduciary responsibility, lobbyists for community colleges, that we will need to make some difficult decisions and the importance of fiscally prudent decisions.

8. Academic Senate Report (5 minutes)
Sara McKinnon gave the Academic Senate report and handed out the 2013/14 Governance Digest for Trustees to review.

9. Classified Senate Report (5 minutes)
Monica Rudolph gave the Classified Senate report.

10. Student Association Report (5 minutes)
Michael Trump reported that the student Board has about 13 members with 4 to 6 of those going to Los Angeles this weekend for a leadership conference. They recently held a Hispanic/Latino Appreciation Day on campus with a taco van, which was a lot of fun. A
Halloween dance is coming up to support clubs, which will be present to represent themselves. Students have also recently approved funds for the library for the Early Alert Program for books.

11. M/s (Treanor/Long) to approve Consent Calendar Items. Motion passed unanimously 7-0 by roll call vote. Student Trustee Trump cast an advisory aye vote.
   A. Academic Personnel Appointments
      1. Appointment of Academic Personnel
      2. Continuation of Phased-in Early Retirement
   B. Academic Personnel Recommendations
      1. Temporary Non-Credit, ESL, Community Education and Services Instructor Appointments for Fall 2014
   C. Classified Confidential Recommendation - Senior Benefit Analyst
   D. Classified Management Position Recommendation
   E. Classified Personnel Recommendations
      1. Temporary Increase/Decrease in Assignment/Salary for Classified Personnel
      2. Appointment of Hourly Personnel
      3. Resignation/Termination of Classified Personnel
   F. Classified Position Recommendation - Instructional Technologist - Online Education
   G. Classified Position Recommendation - Kinesiology & Athletics Equipment Manager
   H. Classified Supervisory Salary Schedule
   I. Educational Management Personnel Recommendation
   J. Educational Management Title Change
   K. Short Term Hourly Positions
   L. Credit Course Additions
   M. Budget Transfers September 2014
   N. Warrants September 2014
   O. Declaration of Surplus Property – Miscellaneous Equipment
   P. New Associate Degree for Transfer (ADT)
   Q. Measure C Modernization Consent Contracts, Changes and Amendments ($196,788.38)
   R. Second Reading and Approval of Board Policies (None)

12. Consideration and Possible Action on:
   M/s (Treanor/Tanenberg) to consolidate items C.12.A through C.12.E. Motion carried unanimously 7-0, plus an advisory aye vote by Student Trustee Trump. M/s
(Treanor/Conti) to approve items C.12.A through C.12.E. Motion carried unanimously 7-0, plus an advisory aye vote by Student Trustee Trump.

A. Out of Country Travel – Tron Bykle
B. New Community Services Collaborative Program
C. Authorization to Bid and Pre-Approve Authorization to Award Bid for Electronic Locking System
D. Agreement with Marin General Hospital for EMT Experience
E. Modernization (Measure C)
   1. Close out Completed Projects and Transfer Funds to IVC Reserve/Add Scope to IVC ADA, Roofs and Building Improvements (411A) Fund from IVC Reserves
F. **PUBLIC HEARING** on District’s MCCD/SEIU Local 1021 Collective Bargaining Agreement Proposal
   Board President O’Brien Opened the Public Hearing on the District’s MCCD/SEIU Location 1021 Collective Bargaining Agreement proposal at 9:50 p.m. and asked for public comment. Being no public comment, the Public Hearing was closed.

13. **Board Policy/Procedure Review**
   Trustees discussed the purpose of the written plan, professional development tie-in, travel requests, exceptions, international travel, and the organizational meeting and need for a rotation policy. Further revisions will be made to these policies.
   - BP 2740 Board Education
   - BP 2735 Board Member Travel
   - AP 2735 Board Member Travel
   - BP 2210 Board Officers
   Several versions of a rotation policy were handed out for Trustee review and it was agreed that this would be an appropriate direction to move in to make the process of seating officers less contentious and to improve the effectiveness and collaboration amongst Trustees. There was significant discussion about what the process should look like, but noted that it must happen prior to the December meeting to take immediate effect. Trustees agreed there was need for a Special meeting to have discussion and input and finalize the process. A special meeting on this topic will be held on November 4, 2014 at 6:00 p.m.

14. **Board Policy First Read**
   - BP 2716 Political Activity
   - BP 2725 Board Member Compensation
   - BP 2105 Election of Student Trustee
   - BP 2315 Closed Sessions
   - BP 2330 Quorum and Voting

15. **Board Meeting Evaluation**
   Consider moving regular reports and attorney presentations earlier in the meeting when
there are large agendas and allowing at least 30 – 45 minutes for discussion topics. Consider starting meetings at 4:00 to allow time for needed Board discussions. Commend officers for hard work, transparency and opportunity for discussion on Board Officers process. Discuss items the Board is stuck on.

16. Future Agenda Items
   A. Board Professional Development
   B. Library/MarinNet

17. Information Items (see written reports)
   A. Contracts and Agreement for Services for September 2014
   B. 9/30/2014 YTD Financial Report
   C. Student Success and Support Program 2014/15 (Credit Students)
   D. Modernization Update
      1. Director’s Report
      2. Program Schedule
      3. Milestones Report
   E. Administrative Procedures
      ▪ AP 2105 Election of Student Trustee
      ▪ AP 2712 Conflict of Interest Code
   F. Upcoming Board Meetings
      ▪ November 18, 2014 Board Meeting, Kentfield Campus
      ▪ December 9, 2014, Board Meeting, Kentfield Campus
   G. Calendar of Special Events

18. Correspondence

19. Adjourn Meeting
   M/s (Treanor/Long) to adjourn the meeting. Motion carried 7-0 plus an advisory aye vote by Student Trustee Trump. Meeting adjourned at 10:45 p.m.