A. **Open Session**
   1. The Board of Trustees of the Marin Community College District met for the regular meeting in the Cafeteria of the Student Services Building on the Kentfield Campus, all trustees having received notice as required. Board President O’Brien called the meeting to order at 5:32 p.m. Trustees Bevis, Conti, Kranenburg and O’Brien were present. Also present were Student Trustee Reyes, Superintendent/President Coon and Vice Presidents Eldridge, Nelson and Torres. Trustees Long and Treanor were not present. Trustee Namnath was absent due to illness. **M/s (Conti/Bevis) to adopt closed session agenda. Motion carried 4-0-3.**
   2. **Public Comment** – There was no public comment.

   Trustees Long and Treanor arrived at 5:33 p.m.

   3. **Adjourn to Closed Session**

B. **Closed Session,**
   1. **Call to Order**
   2. **CONFERENCE WITH LABOR NEGOTIATOR(S) (Govt. Code Section 54957.6)**
      - Agency Representative: Kristina Combs
      - Employee Organizations: United Professors of Marin (UPM/AFT); California School Employees Associations (CSEA); Service Employees International Union (SEIU); Unrepresented Employees (Confidential, Supervisors, Management)
   3. **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Govt. Code Sect. – 54957)**
4. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (54956.9 (b))**
   Number of Potential Cases: 2

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

**C. Open Session**

1. **Call to Order, Roll Call, Adoption of Agenda**
   The regular meeting was called to order by Board President O’Brien at 6:31 p.m. Trustees Bevis, Conti, Long, O’Brien, Treanor, Kranenburg and Student Trustee Reyes were present. Trustee Namnath was absent. Also present were Superintendent/President Coon and Vice Presidents Eldridge, Nelson and Torres. **M/s (Long/Conti) to adopt the agenda.**
   Superintendent/President Coon noted an addition to Item C.8.C., the Schedule of Salary and Conditions for Management Personnel and a Revised Item C.9.I.2. Updated Bond Spending Plan, both of which were provided to the Board on blue paper. **Motion to adopt agenda with changes carried 6-0-1, with Trustee Namnath absent and an advisory aye vote by Student Trustee Reyes.**

   **Report on Closed Session:** **M/s (Conti/Treanor) to take action to accept the resignation agreement of a temporary faculty member.** Motion carried by a roll call vote of 6-0-1. Trustee Namnath was absent.

2. **Public Comment (3 minutes per speaker)**
   A. **Comments regarding items not on the Agenda**
      Laurie Ordin extended an invitation to a UPM/Academic Senate sponsored event on February 6 between 2:30 and 4:30 in the Deedy Lounge. President Coon and representatives from City College of San Francisco (CCSF) will be present. CCSF has been speaking at various community colleges. Ms. Ordin noted they would like participation from all constituencies of the College.
      Linda Galliano expressed concern about the Media Center closing because of staff retirement, noting there are some projects that students cannot work on anywhere else. A group of students would like to come to the Board Meeting next month to speak to this concern. President Coon thanked Ms. Galliano and stated that he would provide the Board an update on the status of the Media Center.

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

3. **Chief Executive Officer Report**
   A. **Financial Audit and Measure C Bond Performance Audit 2012/2013**
      Jeff Jensen, from the Auditing Firm of Crowe Horwath LLP, presented details of the audit report for the District for year ending June 30, 2013, noting that there were no audit adjustments, no significant deficiencies and that this was a clean audit. Overall the District is in good shape and has a good team. We are ahead on funding our OPEB. Mr. Jensen answered questions from Trustees about the audit, STRS, PERS, OPEB and the
President Coon noted we are required to perform a compliance audit of funds expended under Measure C under Prop 39. Mr. Jenson reported that all funds reviewed were appropriately expended under the Measure C program. A copy of the report is posted on the College of Marin website on the Facilities Modernization tab.

B. **Governor’s Budget**
Vice President Nelson gave a report on the Governor’s Budget recommendations related to COLA, Scheduled Maintenance, Instructional Equipment and Student Success. He noted that we are in much better shape than other colleges, but cautioned on the importance of keeping our reserves high. He also explained details of our tax revenue calculations, energy savings and the effect the drought is having. Some of the steps being taken to reduce costs and increase revenue include reduced watering schedules, energy audits, and energy rebates with PG&E. There are projects in process to put solar covers on the pools at both campuses. Vice President Nelson answered Trustee questions about the budget information provided and thanked staff for the report.

C. **RFP/Information - One-Card Refund Program for Students**
Vice President Nelson explained the One-Card Refund program that we will be rolling out for students beginning March 1, 2014. The vendor selected to implement the program is US Bank, which has numerous branches in Marin and also partners with Walgreens and CVS where students can access their funds. The bank will also provide all necessary information on the program and financial services to eligible students. This program provides a deposit method for students to receive their financial aid refunds in real time. Students will be encouraged to use the card system, however they may still receive an actual check if they choose. There will be ATMs located on both campuses where students will have deposit capability and access to their accounts. This system will greatly reduce staff processing time and costs to process approximately 17,000 financial aid checks per year. Students will receive alerts on their phones and e-mails when their funds are available. The card serves as a debit card, can be used for ID purposes and funds can be added to it. Students cannot use the card when they reach a zero balance. Other services can be added in the future. The program complies with all security and compliance regulations and will meet the mandate requiring that all colleges have an electronic deposit option for students.

D. **Report on Fengtai Vocational School Visit**
Nanda Schorske and Dr. Jason Lau reported on their recent trip with Dr. Coon to Beijing, China to visit the Fengtai Vocational High School to explore a potential partnership opportunity. A copy of the presentation is posted on the College of Marin webpage, under the Board of Trustees tab for this meeting. They were very impressed by the two schools they visited, noting that the vocational high school system has been evolving and
is well-supported by the Chinese government, with student populations increasing significantly since 1980. During their tours they visited programs in auto technology, early childhood education, and multi-media, and saw a film and a dance program produced by the students. Dr. Coon gave presentations about what we do at the College of Marin, what our focus is, and how we might pursue complementary programs. Dr. Lau provided an overview that focused on our International Education and Intensive English programs, the main focus of the visit. They are very interested in pursuing a partnership and a local representative has already visited our international program. Many students want to come to the United States to study, and they hope to build an Intensive English program based on our program, with the assistance of one of our instructors as a consultant. This would allow students to study English in high school in China, with the goal of transferring to our credit program for a degree and the possibility to move forward to a four-year college or university. Dean Schorske, Dr. Lau and Dr. Coon answered questions from Trustees about types of degrees students would get, educational tracks for students, fluency in English upon arrival versus learning along the way, international fees, related costs, sharing global perspectives in classes, timeline, and logistics. President Coon thanked Jason and Nanda for being ambassadors for the College and Marin County.

4. **Academic Senate Report (5 minutes)**
Sara McKinnon reported that the Senate is working on revisiting the Auditing Policy and related Administrative Procedure. Ms. McKinnon applauded the recent China trip, noting that it is interesting to see China now, as she has recently transcribed letters from her grandparents as they prepared to go to China 100 years ago, when her grandfather was sent as a teacher for the Medical School. She also explained the difference between a Certificate of Achievement and an AA Degree in response to a Trustee question, noting that a Certificate is essentially like an AA Degree with the general education units (18 or more units). A Skills Certificate is generally around 12 units.

5. **Classified Senate Report (5 minutes)**
There was no Classified Senate Report.

6. **Student Association Report (5 minutes)**
Student Trustee Reyes reported on the Associated Students semester kickoff and activities scheduled in observance of the Martin Luther King Jr. Holiday.

7. **Study Session**
   A. **Measure C Bond Spending Plan**
   Dr. Coon noted that Trustees reviewed the White Paper on the Austin Center in December and toured the building. He also reported that there has been additional review by engineers of the structural and ADA issues with the building. Classroom reviews found 14 classrooms not fully utilized. Those classrooms are now being scheduled and space maximization of other spaces on campus at night, during the weekends and at the Indian Valley Campus is also under review. A well-attended
meeting informed the community about the status of Austin Center, with assurances that we are not interested in retail space and that a plan has been developed to remove the portable buildings with the exception of the portable village. President Coon noted that the revised Board item on the Bond Spending Plan recommends that we invest an additional $1 million to do necessary seismic work in the Learning Resource Center. It also recommends, and he concurs, that Austin Center funding be reduced and the building demolished after its use as swing space. The many issues and enormous costs to bring the building into compliance are not a wise use of funds. The parking spaces under Austin would be retained and $600,000 would be allocated for new 3,500 square foot modular maintenance building that would be constructed in the vicinity of the existing maintenance buildings. He also noted that the interest has also been reduced due to current financial forecasts. There was discussion about the bond spending plan, concern about staff and student safety in Austin, the need to make a decision and move forward, program management costs, and the need to manage every dollar. Trustee Long expressed concern about feeling rushed and said she still had a number of questions. She had concerns with the information provided and hoped that the District was protecting their assets and not being short-sighted. President Coon will provide an update on the ERP, Technology Plan and HP Contract. Trustees expressed appreciation for the work staff has done, providing pertinent information and being transparent and thanked President Coon for taking the time to go over this.

8. Consent Calendar Items (ROLL CALL VOTE). M/s (Treanor/Conti) to approve Consent Calendar Items. Motion carried 6-0-1 by roll call vote. Trustee Namnath was absent and Student Trustee Reyes cast an advisory aye vote.

A. Upcoming Board Meeting
   - February 18, 2014

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

C. Approve Classified Management Position Recommendation

D. Approve Classified Supervisory Personnel Recommendations

E. Approve Academic Personnel Recommendations
   1. Sabbatical Replacement
   2. Reduced Load
   3. Vacancy Replacement

F. Approve Unrepresented Employees (Management, Confidential and Supervisory Employees) Compensation Adjustment
G. Approve Short-Term Hourly Positions
H. Approve Sabbatical Leave Recommendations
I. Approve Out of Country Travel – Anuradha Vikran
J. Approve Skills Certificate Additions
K. Approve Skills Certificate Deletions
L. Approve Credit Course Additions
M. Approve Credit Course Deletions
N. Approve Credit Course Revisions
O. Approve Certificate of Achievement Additions
P. Approve Certificate of Achievement Revisions
Q. Approve A.S. Degree Revisions
R. Approve Budget Transfers for November 2013
S. Approve Budget Transfers for December 2013
T. Approve Warrants for November 2013
U. Approve Warrants for December 2013
V. Approve Declaration of Surplus Property – Miscellaneous Equipment
W. Approve New Community Services Courses
X. Modernization (Measure C)
   1. Ratify/Approve Modernization Contracts, Changes, Amendments ($172,322.12)
Y. Second Reading and Approval of Board Policies (None)

9. Other Action Items
   A. M/s (Treasnor/Long) to Approve Academic Calendar 2014/15. Motion carried 6-0-1. Trustee Namnath was absent. Student Trustee Reyes cast an advisory aye vote.
   B. M/s (Kranenburg/Bevis) to Accept District Financial Audit and Measure C Bond Performance Audit for Year Ended June 30, 2013. Motion carried 6-0-1. Trustee Namnath was absent. Student Trustee Reyes cast an advisory aye vote.
   C. M/s (Treasnor/Long) to Approve Tentative Agreements with California Schools Employees Association (CSEA), Chapter 196. Motion carried 6-0-1. Trustee Namnath was absent. Student Trustee Reyes cast an advisory aye vote.
   D. M/s (Treasnor/Kranenburg) to Approve Tentative Agreements with Service Employees International Union (SEIU), Local 1021. Motion carried 6-0-1. Trustee Namnath was absent. Student Trustee Reyes cast an advisory aye vote.
   E. M/s (Treasnor/Long) to Approve Mileage Reimbursement Rate. Motion carried 6-0-1. Trustee Namnath was absent. Student Trustee Reyes cast an advisory aye vote.
F. M/s (Treonor/Bevis) to Approve Non-Resident Tuition Fees. Motion carried 6-0-1. Trustee Namnath was absent. Student Trustee Reyes cast an advisory aye vote.

G. M/s (Bevis/Treonor) to Approve Change Order #1 for HP Computer Lease. Motion carried 6-0-1. Trustee Namnath was absent. Student Trustee Reyes cast an advisory aye vote.

H. M/s (Kranenburg/Bevis) to Approve Notice of Completion, IVC Hot Water Heater/Boiler Project. It was clarified that Notices of Completion do not require a roll call vote, per legal counsel. Motion carried 6-0-1. Trustee Namnath was absent. Student Trustee Reyes cast an advisory aye vote.

I. Modernization (Measure C)
   1. M/s (Treonor/Long) to Approve Subcontractor Substitution Request, Fine Arts Building (306C), Gonsalves & Stronck. In answer to a question from Trustee Treanor, there will not be a charge back due to minor delay. Motion carried 6-0-1. Trustee Namnath was absent. Student Trustee Reyes cast an advisory aye vote.

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

11. Future Agenda Items
   A. Health Benefits
   B. Board Professional Development
   C. Indian Valley Campus Master Plan (March)

12. Board Reports and/or Requests (15 minutes)
   A. Committee Chair Reports
      Trustee Long mentioned the upcoming MCOE Sexual Harassment Training workshop. The training can also be done online. If a Trustee has completed the training as part of their employment elsewhere, they should forward their completion certificate.
   B. Governance Calendar Review
      Board President O’Brien reported that she is adding this item for review at each meeting and requested some changes. There will be a retreat on Board Self-Evaluation.
   C. Individual Reports/or Requests
      Trustee Bevis commented on the Martin Luther King activities. Trustee Treanor reminded Trustees about the upcoming event with the City College of San Francisco on February 6. Trustee Kranenburg commented on how impressed he was with Convocation and suggested an upcoming conversation about parking.

13. Approval of Meeting Minutes (2 minutes)
   A. M/s (Treonor/Conti) to Approve Minutes of December 6, 2013 Board Retreat. Motion carried 6-0-1. Trustee Namnath was absent. Student Trustee Reyes cast an advisory aye vote.
B. **M/s (Treanor/Conti)** to Approve Minutes of December 10, 2013 Board Meeting. 
   Motion carried 5-0-1-1, with Trustee Long abstaining due to a request to revise the 
   meeting calendar. Trustee Namnath was absent. Student Trustee Reyes cast an 
   advisory aye vote.

14. Information Items (see written reports) 
   A. 12/31/2013 YTD Financial Report 
   B. Agreement for Services November 2013 
   C. Agreement for Services December 2013 
      There was a request for a report on Marketing, which Dr. Coon will provide at a later 
      date. 
   D. Modernization Update 
      1. Director’s Report 
      2. Program Schedule 
      3. Milestones Report 
   E. Administrative Procedures - None 
   F. Calendar of Special Events  
      ▪ CCLC Effective Trustees Workshop, January 24 – 26, 2014, Sacramento 
      ▪ CCLC Board Chair Workshop, January 25, 2014, Sacramento 
      ▪ CCLC Annual Legislative Conference, January 26 – 27, 2014, Sacramento 
      ▪ Bay 10 Trustees & CEO Meeting, April 14, 2014, Ohlone College 

15. Correspondence 

16. Board Meeting Evaluation 

17. **M/s (Long/Treanor)** to Adjourn Meeting. Motion carried 6-0-1. Trustee Namnath was 
   absent. Student Trustee Reyes cast an advisory aye vote.