A. Open Session

1. Call to Order, Roll Call and Adoption of Agenda

   The Board of Trustees of the Marin Community College District met for a Board Retreat at the College of Marin, Administrative Center, Room 108, Kentfield Campus, all members having received notice as prescribed by law.

   Board President Conti called the meeting to order at 9:09 a.m.

   Trustees Conti, Long, O’Brien and Treanor were present. Trustees Namnath and Kranenburg arrived at 9:12 a.m. and Trustee Dolan was absent. Also present were Superintendent/President Coon and Director of Modernization McCarty.

   M/s (O’Brien/Long) to adopt the agenda. Motion carried 4-0

2. Public Comment

   There was no public comment.

3. Facilities Plan Assessment and Analysis

   Dr. Coon shared an assessment and analysis of the 2012 Facilities Master Plan (attached) identifying the major points, policy direction, resource implications and next steps. He noted that the focus next year will be on the development of a robust Maintenance and Operations Plan to maintain our new and old buildings. Director McCarty discussed the plans for moving towards using electronic data in the Onuma system, which will eventually tie to the FUSION system used by California Community Colleges. An external consultant will be used to assist the College in creating a plan. Director McCarty answered questions from the Board and there was significant discussion about Maintenance Plan models, data needed to create the plan.
and the use of energy savings from modernization projects for funding. It was suggested that a Study session would be helpful to inform the Board how the plan will be created and what we will get out of it. Since the current financial climate makes it difficult to add staff there was discussion about looking into options for outsourcing some things and sharing resources, noting that there might be contract issues to consider. The report from Conversion Management Associates was referenced as a good source for review. It was further noted that maintenance manuals for the systems in our new buildings are critical and we should use the engineering firms to assist us in creating the maintenance plans for the sophisticated systems. Existing staff should be used to inform the process as well. In summary, it was stressed that it is important to maintain our buildings for the long term in a systematic way and fund the associated costs. There was additional discussion regarding asset management. Board members noted the importance of reviewing all of our assets prior to making any decisions, and a comment that there is no State funding for maintenance. Board Members requested a summary of the history of options considered at IVC and noted that they will need to have a discussion about the option of tearing down buildings that are no longer sustainable or rentable.

4. Educational Master Plan Assessment and Analysis
Dr. Coon handed out a memo (attached) from the Board Ad Hoc committee that gave comments about their observations after reviewing the Educational Master Plan and Strategic Plan. He also shared copies of Integrated Planning Manual (revised in July 2012) and the PRAC Recommendations from Spring 2012 (attached). Dr. Coon thanked the Trustees Long, O’Brien and Treanor for their work. Trustees noted that reviewing the Integrated Planning Manual was important in helping them to understand how the plans work together and suggested that a study session or retreat would be very helpful to inform all Board members on how the process works. There were suggestions to simplify the language, so that the action, results, evaluation and planning pieces are clear. Dr. Coon noted that we have accomplished all objectives from the first strategic plan and can now move forward with frameworks and timelines that will help us to be pro-active in our decision making. There was further discussion and suggestions about structure in meetings and agendas to focus on the big picture, tightening up discussion and using a results-oriented strategy for making decisions and taking action. Trustees noted the importance of study sessions and retreats as tools that result in collective learning that will assist in productive meetings and decision-making. Training and education of new Trustees was also perceived as a very important task to focus on. Structured discussions that define why they are meeting, allow time to ask questions early in
the process will allow the Board to make well-informed recommendations and keep them involved throughout the year. Since Board members absorb and interpret information in different ways, it was suggested that a resource binder be created that would include copies of Policies and Procedures, College Planning documents and other important information. Review of the web page and electronic access via a folder was also a suggestion and the creation of a brief overview of the College that would identify key information in a brief format. Board Goals/Priorities will be reviewed earlier (February) to see how priorities tie with the strategic plan.

5. **2012-2015 Strategic Plan**
   The 2012-2015 Strategic Plan is being developed. The draft version contains 10 recommendations, 13 objectives and 95 actions steps. The document is still under review and modification. Board Goals and Priorities tie directly to the plan. It was again stressed that the Board role is big picture. Prioritize the most important and move other items further out and fund priorities. It will be important to receive quarterly status reports to assure that we are moving forward appropriately and following process.

6. **Board Planning Calendar**
   Board members reviewed and made suggestions for changes to the Board Planning calendar that Dr. Coon and Trustee O'Brien have been working on. The suggestions will be incorporated into the calendar, keeping in mind that the document should be reviewed every year and updated to accommodate the various plan reviews, budget planning and accreditation milestones.

7. **WASC Progress Report – Recommendations #1, 2, 3, 5, 7, 8**
   Dr. Coon noted that additional language on recommendations 3, 7 and 8 had been added to the version the Board had received to clarify and provide additional evidence. He also passed out a flyer (attached) that identified the Expanded Services at both campuses in response to Recommendation #5. He shared that the College Council had approved the document at their meeting earlier in the week and that evidence is being compiled.

8. **WASC Progress Report – Recommendation #9**
   There was significant discussion about the draft response. Some Board members felt the document did not require changes and that it reflects acknowledgement of what we need to do and shows we have made progress. There were a number of suggestions including keeping the tone of the response positive, adding evidence that ties directly to the recommendation, deleting items that do not address the recommendation and that might raise red flags, tightening the scope and leaving out micro-level and opinion comments, noting specific steps and not analysis. The entire Board must be comfortable with the response and own it. Trustees will send
their suggestions and comments to Board President Conti. Trustees agreed that this was good dialog and effort and shows that Trustees are doing their homework and reviewing the information to come up with a decision that the entire Board can support. Trustee Conti will review the comments and review with the Ad Hoc Committee and notify the Trustees of substantive changes if any.

9. **Ethics Policy**

Dr. Coon shared the results of the Trustees Ethics Policy Survey (attached). Trustees discussed the results and their ideas about the current policy, adoption of a stricter policy, attendance at meetings, Trustee burn-out, and benefit of having stricter standards. There were comments that the results show the Board is committed and doing its job. It was noted that Trustees are individuals and have different personalities and styles and that the Board should consider strategies for team-building and communication that will encourage them to work as a team and improve the quality of Board performance. The importance of new Trustee orientation and training was reiterated. There were comments that our current policy should be revised to be more clear and concise and include an accountability piece. Trustees should act in a professional, cooperative and respectful way.

**Trustee Namnath left the meeting at 12:46 p.m.**

The Trustees determined that a future discussion on Ethics was important and a meeting will be scheduled in March 2013 to review this item.

10. **Adjourn**

**M/s (O’Brien/Long) to adjourn the meeting.** Motion carried 5-0. Meeting adjourned at 1:02 p.m.