Marin Community College District
Board of Trustees Regular Meeting

May 20, 2014

Minutes

A. **Open Session**

1. **Call to Order, Roll Call, and Adoption of Closed Session Agenda**

   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 3:12 p.m. Trustees O’Brien, Long, Kranenburg, Tanenberg, and Treanor were present. Trustee Bevis arrived at 4:18 p.m., Trustee Conti at 6:58 p.m., and Student Trustee Reyes at 6:30. Also present were Superintendent/President Coon and Vice President Nelson. *M/s (Tanenberg/Long) to adopt closed session agenda. Motion carried 5-0-2. Trustees Bevis and Conti were not present.*

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

   There was no public comment

3. **Board Docs Presentation (Bill Terry)**

   Dr. Coon stated that the College has been researching electronic format board programs to streamline our Board agenda processes and meeting facilitation. He introduced Bill Terry from Board Docs who gave a web demonstration on the product, focused on how the Board will use the program. The program greatly reduces the use of paper and staff time, allows various levels of access, and is searchable. Program features include the ability to link to references such as the College webpage and Board policies and administrative procedures, unlimited documents and links, a goals tracking system, personal and secure note taking system and can be set up to meet our current agenda needs. E-mail notifications, document changes, approvals, a speaker timer and a voting record system are also featured. There were questions and discussion about use on multiple devices, program customization, archive of documents, privacy and security and cost. The cost is approximately $1,000 for set-up and approximately $9,000 per year through CCLC. Mr. Terry noted that a 6 - 7 week lead period was needed to collect information, organize the system, and train staff. Board training would take about 60 - 90 minutes. The District will purchase and own the devices used by the Board to access the system and appropriate use policies and procedures would
be put in place. Dr. Coon noted we will aim for getting the program up and running for the fall semester.

4. Study Session
   A. Board Self Evaluation/Goals and Objectives
      Trustees Treanor, Kranenburg, Bevis and Dr. Coon all attended the CCLC Conference session on Board Self Evaluation recently which provided a great deal of information about various evaluation processes. Trustees reviewed the Board Self Evaluation information provided by the Self Evaluation Committee. It was noted that the last two years were focused on accreditation and suggested that the Board move forward to build new working relationships and shared values. The committee is recommending use of a facilitator, Cindra Smith, for the June 24 retreat in order to allow full board participation. Trustees discussed the evaluation process and made comments and suggestions. Comments included using this as a starting point, learn together, participate equally, reach out to the community, stay focused and efficient, be specific, have mutual respect, keep operations separate from Board oversight, set goals/objectives earlier in the year and align with institutional goals/strategic plan, and get goals/objectives on the governance calendar. A number of changes to the evaluation document were discussed and will be incorporated. The survey will go out shortly to Trustees. The Board Retreat will be held on June 24 off sight with a dinner following.

5. Adjourn to Closed Session

B. Closed Session, 5:31 p.m.
   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)
   3. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (54956.9 (d) (1))
      Marin Community College District v. Marcy Wong & Donn Logan Architects, et. al
      Case Number 1401135
      Attorney: Glenn Gould, Dannis Woliver Kelley
   4. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (54956.9(b))
      Potential Cases: 1
      Attorney: Glenn Gould, Dannis Woliver Kelley
   5. LIABILITY CLAIM (Govt. Code Section 54956.95)
      Claimant: John Priewe
      Agency Claimed Against: College of Marin
   6. PUBLIC EMPLOYMENT (Govt. Code Section – 54957)
      Title: Superintendent/President
   7. Adjourn to Regular Meeting Open Session

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C. Open Session, 6:30 p.m.

1. Call to Order, Roll Call, and Adoption of Agenda
   Board President O’Brien called the meeting to order at 6:36 p.m. in the Staff Lounge of the Student Services Building on the Kentfield Campus. Trustees, Tanenberg, Long, Bevis, Treanor, O’Brien, and Kranenburg were present. Trustee Conti was not present. Also present were Student Trustee Reyes, Superintendent/President Coon and Vice Presidents Nelson and Torres. Dr. Coon noted that item C.7.B. Student Success Initiative was postponed, Items C.11.F. Educational Administrator Salary Adjustment and C.12.D. Resolution on Educational Protection Act Funds, were revised and Item C.11.I. Short-Term Hourly Positions was pulled. M/s (Long/Tanenberg) to approve agenda as modified. Motion carried 6-0-1, with advisory votes by all Trustees except Trustee Conti who was not present. Student Trustee Reyes cast an advisory aye vote.

2. Report from Closed Session
   Trustee Kranenburg reported that the Board approved a compromise and release settlement for John M. Priewe in the amount of $15,000 for an outstanding claim# MSBE-388464 by a vote of 6-0-1 with Trustees Bevis, Long, Kranenburg, O’Brien, Tanenberg and Treanor voting aye. Trustee Conti was not present. The Board also took action to renew Dr. Coon’s employment agreement by a vote of 6-0-1 with Trustees Bevis, Long, Kranenburg, O’Brien, Tanenberg and Treanor voting aye. Trustee Conti was not present. The agreement will be ratified under item C.12.E.

3. Public Comment on Open Session Agenda (3 minutes per speaker)
   A. Comments regarding items not on the Agenda
      Laurie Ordin spoke and requested that the Board of Trustees consider a resolution in support of City College of San Francisco in their plight with ACCJC.
   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
      Trustees Long and Kranenburg met last week for a Board Fund Development Committee meeting facilitated by Dr. Coon and Cathy Summa-Wolfe. A number of items were discussed including transition from the Foundation to College of Marin 501(c)3 status, advancement funds, scholarships and other incentives. It is anticipated that this committee will meet another 3 or 4 times and then provide a comprehensive report for the Board for discussion at a study session or Board retreat.
      Trustees Kranenburg and Treanor met on the Board Self Evaluation to ensure there was collaboration on the questions used for the self-evaluation and to allow for input given there are two new Trustees. Trustee Treanor requested that Committee meetings, and Board Goals and Priorities be added to the governance calendar to allow enough time for committees to meet and prepare, and to stay on track and be productive.

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Trustee Long handed out a draft Board Meeting evaluation form for review and asked Board members to use it and make suggestions to improve it. It was suggested that this be discussed at the Board Retreat.

Trustee Kranenburg noted that the CCLC conference was very effective, helpful and collaborative and in addition to the self-evaluation workshop there were sessions about the Bachelor’s degree program, technology enhancement and workforce development partnerships that were very informative.

B. Governance Calendar Review
Board President O’Brien noted there had already been a request to add Board committees to the calendar and requested the calendar also be updated to include the first part of the next fiscal year for planning purposes. Dr. Coon will update the calendar and will also see if Board Docs has a feature that might help with this.

C. Individual Reports/or Requests
Trustee Treanor also attended CCLC and presented on Friday with a very interactive session. She handed out some of the information provided at the Self Evaluation session and also the Bachelor’s program, but noted that the Bachelor’s program is very specific to one workforce-related area and that colleges must show they are meeting a local need and not duplicating another community college program. There would need to be significant discussion prior to pursuing this program about whether we can meet the requirements and the timeline. Dr. Coon noted that this is an area that we must partner with faculty on as well. Trustee Treanor also noted her appreciation to the College for their support for Betty Wilson’s memorial to be held this Saturday.

Trustee Bevis also attended the conference and noted that the State passed a resolution authorizing another $15 million to be distributed to community colleges for workforce development and training. She also noted that the presentation on streamlining K-12 to community college was very encouraging.

Trustees Kranenburg suggested that we try to be a pilot for the Bachelor’s program. This will be discussed at the retreat.

Trustee Long suggested the College consider piloting small incubator projects as a way to prepare until such time funds might become available.

Trustee Conti arrived at 6:59 p.m.

5. Consideration and Approval of Meeting Minutes
   A. M/s (Long/Treanor) to approve Minutes of April 15, 2014. Motion carried 7-0 with all Trustees voting aye.

6. Chief Executive Officer Report
   A. Accreditation
      Dr. Coon handed out a letter addressed to the Accrediting Commission from Helen
Benjamin, Chancellor of Contra Costa Community College District, and President of the CEOs, about the situation with City College of San Francisco. He also provided them with an example of a Resolution from San Mateo against the ACCJC. He asked Trustees for direction on how or if they would like him to take action on this issue. There was significant discussion by all Trustees on the topic. Sara McKinnon and Laurie Ordin also commented. Dr. Coon will do more research given the information he has heard this evening.

B. Board Membership
Dr. Coon noted that there had been discussion at a previous retreat about changing the number of members of our Board and that he provided follow-up information to Trustees on May 5. He asked if the Board wished to continue to discuss this issue. Trustees agreed that this was good information and that it could be tabled for now and reactivated at a later time if needed.

C. Marketing Report (Cathy Summa-Wolfe)
Dr. Coon introduced Cathy Summa-Wolfe to give an update on marketing as had been requested by Trustees. Ms. Summa-Wolfe explained the various types of marketing tools and how marketing has changed over the years. Trustees thanked Ms. Summa-Wolfe for her presentation and her service over the past eight years. Ms. Summa-Wolfe’s presentation is available on the College of Marin website for this Board meeting.

D. Bookstore Contract (Greg Nelson)
Vice President Nelson reported on the RFP and evaluation process used to select a bookstore vendor. Follett was the successful vendor with the highest overall score and will provide substantial added benefits to our students and faculty, including annual review of services, rental programs, digital books, textbooks stocked in the Bay Area, book-based scholarships and a general use scholarship. Follett guarantees not to use sweatshop labor. The Kentfield store will be completely remodeled. The contract also includes discounts to faculty, staff and departments on purchases and provides sales commission directly to the College. Trustees asked questions and thanked Mr. Nelson for a thorough process. In response to a question about IVC services, Mr. Nelson noted that Follett has pop-up stores which will be will set up specific days at IVC with hours geared toward the evening. A copy of Mr. Nelson’s presentation is available on the College of Marin webpage for this Board meeting.

7. Study Session
A. 2014 Student Success Scorecard (Chris Myers)
Dr. Coon noted that the scorecard information had been provided to Trustees for their review and that this is a legally mandated presentation and discussion. He introduced Dr. Chris Myers to review the information. A copy of Dr. Myers presentation is available on the College of Marin website for this Board meeting. Dr. Myers shared information on the seven different indicators, current year outcomes, changes from 2013 to 2014, and comparison of our college to a group of peer colleges and touched on the most
important indicator, completion rate. College of Marin has a 54% completion rate (comparable to last year, but 2 percent lower than our peer group. He noted that most of the indicators follow students over a six-year period. He also reviewed five-year comparisons for career technical education completion rates, students who earned 30 units or more over a six year period, persistence rates, remedial English, Math and ESL completion rates and completion rates by gender and student characteristics. He noted community colleges can be affected by the economy, with students going to work when the economy is good, as possible explanation for downturns.

Trustees asked questions about whether we had information about students that may have gone to other institutions, and it was noted that we do not have that information. Dr. Myers commented that students often go to more than one college simultaneously and also may start and stop depending on what is happening in their lives. He clarified for Trustees that students who transfer to four-year institutions are included in our completion rate. There was considerable discussion about how we used the data, what the data means and who the students are. Dr. Myers explained that the cohort are students who are first-time students who complete at least 6 units, and are enrolled in either a reading or math course, within the first three years and who after six years get a degree or certificate, transfer to a 4-year institution, or are transfer-prepared having completed 60 transfer units. Dr. Coon noted that the intent was to present this information with the Student Success piece to align what we are doing to target affected groups. In response to a questions about understanding why the statistics change, Dr. Myers stated that it is difficult to do when you are reviewing over a six-year review period, but one way is to look at specific cohorts and review what has changed, i.e. administration changes, services or offering changes, and the economy, which are all factors that can affect trends. It was clarified that our comparison peer groups are based on our college characteristics and are put together based on the feeder high schools API, the percent of residents with a Bachelor’s degree or higher, and the percent of students who are age 25 and above. We are grouped with eight other colleges, Canada, Foothill, Irvine Valley, Saddleback, San Diego, Miramar, San Francisco City, San Mateo and West Valley. As we continue to review data from one year to the next we will be comparing against our peers, but will also start to see the effects of the changes we are making in student services with counseling, monitoring and early intervention.

There was a suggestion that the College recommend tutors and mentors for students who come to us unprepared as will help them to succeed. In response to a question about whether these are students who have declared that they intend to stay, Dr. Myers noted that this is specifically designed for first time students who meet the specific parameters. The Career Tech Completion rate specifically targets those students, but they must get a degree or certificate. The Board needs to understand where the targeted areas are that have the greatest need and greatest priority. The percentage of completion is based on the cohort, which is not shown in the report. Vice President Eldridge will be giving the Board an update on the Student Success Initiative, which will
further inform the Board and it is hoped that the report will cover the items such as fee increases, which may be affecting student ability to stay in school. It is clear that whenever there are fee increases, there are drops in enrollment. Trustees thanked Dr. Myers for the presentation.

B. Student Success Initiative (Jonathan Eldridge)  (This item was pulled from the agenda)
   • CCSSE
   • Equity Plan

8. Academic Senate Report (5 minutes)
   Sara McKinnon commented on the scorecard information noting that ESL is complicated and the cohort is small. ESL students taking credit courses is a long way away from when they start, as a further complication this particular group. She agreed that not showing the percentage again the cohort was confusing. Degreeworks will assist in informing students that they are close to getting a certificate, where in the past they may not have known. The cohorts are six years long, so someone who starts this year, it will take some time before we see the changes. In response to the question about tutors, English Skills and Math we have set up a system of dedicated tutors assigned to a specific class and work with the students in the class and outside of the class and it has become a very successful program. She also commended Vice President Nelson on the Bookstore, noting that the Fair Labor issue was a big deal for our students as well as the IVC services. She reported that the Senate had an election with 103 people voting, a listing of the results is attached to the minutes. PRAC had a meeting today and have finished all of their recommendations which will be forwarded to the President. Finally, she expressed her thanks to Cathy Summa-Wolfe for all of her hard work and wished her well.

9. Classified Senate Report (5 minutes)
   Alice Dieli gave the Classified Senate Report, attached to the minutes.

10. Student Association Report (5 minutes)
    Lance Reyes reported that students are right in the middle of finals and there was not much to report. He noted that the Transfer Recognition Reception is on Wednesday and it is a great way to show students that we care about them. This is his final Board meeting.

11. M/s (Treanor/Long to approve Consent Calendar Items. Motion carried by a roll call vote of 7-0 with all Trustees voting aye plus an advisory aye vote by Student Trustee Reyes.

A. Upcoming Board Meetings
   • June 17, 2014 Board Meeting, Indian Valley Campus
   • June 24, 2014 Board Retreat, Kentfield Campus

B. Academic Personnel Recommendations
   1. Appointment of Academic Personnel
   2. Academic Personnel Request for Unpaid Leave

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

D. Classified Job Descriptions

E. Classified Personnel Reclassification

F. Educational Administrator Salary Adjustment
   1. Change in Salary Range for Educational Management Personnel - Revised

G. Educational Administrator Job Descriptions

H. Classified Management Personnel Recommendation
   1. Appointment of Interim Classified Management Personnel
   2. Resignation/Retirement of Classified Management Personnel

I. Short-Term Hourly Positions – This item was pulled from the agenda

J. Budget Transfers April 2014

K. Warrants April 2014

L. Declaration of Surplus Property – Miscellaneous Equipment

M. Modernization (Measure C)
   1. Modernization Contracts, Changes, Amendments ($54,991.50)

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

12. Consideration and Possible Action on:

   A. M/s (Treanor/Long) to approve Resolution #2014 - 11 In Support of Classified School Employees Week. Motion carried 7-0 by roll call vote with all Trustees voting aye, plus an advisory aye vote by Student Trustee Reyes. The Resolution was read by Clerk Kranenburg.

   B. M/s (Long/Tanenberg) to approve Resolution #2014 - 12 in Support of Asian American and Pacific Islander Heritage Month. Motion carried 7-0 by roll call vote with all Trustees voting aye, plus an advisory aye vote by Student Trustee Reyes. The Resolution was read by Clerk Kranenburg. Trustees Long asked that the Resolution be provided to interested parties.

   C. M/s (Treanor/Conti) to approve Resolution #2014 -13 Commending Student Trustee Reyes. Motion carried 7-0 by roll call vote with all Trustees voting aye. The Resolution was read by Clerk Kranenburg. Trustees thanked and congratulated Student Trustee Reyes. Student Trustee Reyes thanked everyone for the tremendous experience over the past year, and for sharing their knowledge, professionalism, and candidness. He noted that he will take everything he learned over the past year with him for the rest of his life. He will be proud to say that he is an alumnus of the College of Marin.

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D. **M/s (Treanor/Conti) to approve Resolution #2014-14 for Use of Education Protection Act Account Revenue – Revised.** Motion carried 7-0 with all Trustees voting aye, plus an advisory aye vote by Student Trustee Reyes.

E. **M/s (Conti/Treanor) to ratify Superintendent/President’s 2014-2018 Employment Agreement.** Motion carried 7-0 with all Trustees voting aye, plus an advisory aye vote by Student Trustee Reyes. President O’Brien shared comments from the Board that Dr. Coon has moved the institution forward in so many positive ways, has changed the reality of this College and really raised the bar, is an executive who is empathetic as well as visionary, has demonstrated exemplary leadership skills, always looking for win-win, a very talented and patient communicator, have exceeded the Board’s expectations, and the Board strongly believes that this new contract is commensurate with his responsibilities, are pleased to have him and thanked him for all he does at the College.

**M/s (Bevis/Treanor) to combine items C.12.F - C.12.N.** Motion carried 7-0 with all Trustees voting aye, plus an advisory aye vote by Student Trustee Reyes.

**M/s (Conti/Treanor) to approve items C.12.F. - C.12.N.** Motion carried 7-0 with all Trustees voting aye, plus one advisory aye vote by Student Trustee Reyes.

F. **Out-of-Country Travel, John Marmysz**

G. **Agreement for Rental of Classroom and Office Space with Marin County Office of Education**

H. **Ratify Agreement with Self-Insured Schools of California (SISC) for Health and Welfare Benefits**

I. **Participation Agreements with Self Insured Schools of California (SISC) for Dental and Vision Benefits**

J. **Clinical Agreement for Emergency Medical Technician (EMT) Program**

K. **Contract with Follett Higher Education Group for Bookstore Services**

L. **Action on Tort Claim – Janet Hecht**

M. **Fee Schedule for FY 2014/15**

N. **Modernization (Measure C)**
   1. **Authorization to Bid and Pre-Authorize Award of Construction Contract, Geothermal Field KTD Project (305B)**
   2. **Authorization to Bid and Pre-Authorize Award of Construction Contract, Learning Resource Center Seismic Upgrade Project (302B)**
   3. **Authorization to Bid and Pre-Authorize Award of Construction Contract, Technology Equipment – Smart Classrooms (201B)**
   4. **Citizens’ Oversight Committee Members**

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

Trustee Long asked Trustees to please share any comments on the form with her before leaving the meeting. This item will be discussed at the retreat.

15. Future Agenda Items

A. Tentative Budget 2014/15
B. Board Professional Development
C. Board Self Evaluation
D. Indian Valley Campus

16. Information Items (see written reports)

A. Contracts and Agreement for Services for April 2014
B. Modernization Update
   1. Director’s Report
   2. Program Schedule
   3. Milestones Report
   4. Quarterly Report
      Trustee Treanor asked that information on the call back items for the IVC Main building and Science Math Nursing be provided for future discussion to help the Board to understand what happened following close-out.
C. Administrative Procedures
   1. AP 4231 Grade Changes
   2. AP 4105 Distance Education
D. Calendar of Special Events
   - Transfer Recognition Reception, May 21, 2014, 5:30 p.m., Cafeteria
   - Faculty and Staff Appreciation, May 22, 2014, 12 noon, PE Gymnasium
   - 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
   - Athletic Hall of Fame, June 7, 2014, Lodge at Tiburon

17. Correspondence

18. M/s (Treanor/Conti) to adjourn meeting. Motion carried 7-0, plus an advisory aye vote by Student Trustee Reyes. Meeting Adjourned at 9:11 p.m.
The Academic Senate’s Election Results are as follows:

# of Envelopes: 105
# of Valid Envelopes: 104
# of Disqualified Envelopes: 1 (crossed out number)
# of Empty Envelopes: 1
Total # of Ballots: 103

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Becky Brown 79
Karen Koenig 81
Arthur Lutz 73
Sara McKinnon 86
Meg Pasquel 72
Trevor Bjorklund 76
Andrea Wang 82

Officers were elected at the May 15th meeting as follows:
President Sara McKinnon
Vice-President Alicia (Meg) Pasquel
Secretary Becky Brown
And continuing as Treasurer Patricia Seery
Good Evening,

1. I promised to keep you updated on the progress of AB 2558, concerning Professional Development for Faculty and Staff at Community Colleges. This bill was the result of the Professional Development Committee’s Final Report back in March 2013. Currently this bill has passed both the Assembly and Senate with no opposition and the change to current regulation that we are most interested in and that you all supported with your resolution last fall, is the provision that provides access to professional development activities for all college employees rather than only faculty. By including all employees, colleges would be able to use calendared time and appropriate funds to support campus-wide professional development activities.

The willingness to fund the bill along with other approved items, when the funds become available, was indicated. However, when the bill went forward, specific funds were not attached to it.

Assuming that the bill is signed by the governor this summer, and that Title 5 is amended to include the provisions, the next step will be identifying and allocating a portion of the budget for that effort. I expect that the Classified Senate will come back to you in the fall to ask for your continuing support to encourage and advocate for funding of this effort.

2. Later this evening you will be considering the Resolution in Support of Classified School Employees Week, May 18-24. This is an appropriate time to mention that three outstanding Classified Professionals from the college will be recognized at the Golden Bell Awards ceremony on Thursday.

Respectfully submitted on behalf of the Classified Senate,

Alice L. Dieli

Classified Senate President