Marin Community College District
Board of Trustees Regular Meeting

Minutes

July 29, 2014

A. Open Session
   1. Call to Order, Roll Call, Adoption of Closed Session Agenda
      The meeting was called to order by Board Vice President Long at 5:08 p.m., in the Staff Lounge of the Student Services Building, Kentfield Campus, all Trustees having received notice as required. Trustees Long, Kranenburg, Bevis, Conti, Tanenberg and Treanor were present. Board President O’Brien was not present. Also present were Superintendent/President Coon, Vice President Eldridge and Executive Director Combs. M/s (Treanor/Bevis) to adopt closed session agenda. Motion carried 6-0-1, with all Trustees present voting aye. Board President O’Brien was not present.
   2. Public Comment on Closed Session Agenda (3 minutes per speaker) – There was no public comment.
   3. Adjourn to Closed Session – 5:09 p.m.

B. Closed Session
   1. Call to Order
      Trustee Kranenburg left the meeting at 5:10 p.m. and returned at 6:10 p.m.
   
      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
   2. 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: One potential case.
   3. M/s (Tanenberg/Conti) to adjourn closed session. Adjourned at 6:37 p.m.
C. **Open Session**

1. **Call to Order, Roll Call, and Adoption of Agenda**
   Board Vice President Long called the meeting to order at 6:46 p.m. in the Staff Lounge of the Student Services building, Kentfield Campus, all Trustees having received notice as required. Trustees Conti, Tanenberg, Bevis, Treanor, Long and Kranenburg were present. Also present were Superintendent/President Coon and Vice President Eldridge and Executive Director Combs. Board President O’Brien was not present. **M/s (Treanor/Bevis) to adopt agenda with following changes: Enrollment Services Tour postponed; Item C.11.3.A. Appointment of Academic Personnel - Revised; Item C.11.B.3. Appointment of Classified Personnel - Pulled; Item C.11.F. Classified Confidential Position Recommendations - Revised Cover Sheet; C.11.G.2. Appointment of Educational Management Personnel – Revised; Item C.11.I. Unrepresented Employee Salary Schedules - Revised Supervisory Schedule; Item C.12.I. Amendment 1, Gilbane - Pulled. Motion carried 6-0-1, will all Trustees present voting aye. Board President O’Brien was not present.**

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 – No Comments
   - B. Comments regarding items on the Agenda will be heard immediately before the Board of Trustees’ consideration of the item

4. **Enrollment Services Tour/Report** - POSTPONED

5. **Board Reports/or Requests**
   - A. Committee Chair Reports
     Trustees Kranenburg and Treanor reported on their review of the Self-Evaluation Retreat minutes and handed out a draft for Trustee review. This item will be placed on the August agenda for discussion and action. Trustees Kranenburg and Treanor commented on the positive results of the retreat noting that it was important to take what was learned and move forward, using honest communication, transparency and keeping what is best for our students in mind. It was also noted that the Board should keep note of positive accomplishments and look at challenges as opportunities to learn and change. Other comments included being proactive and taking earlier action on the development of the self-evaluation tool. There was also a suggestion to add an agenda item that allowed for monitoring and tracking Board roles and progress, as well as how the Board is working together. This would also allow a time for Trustees to comment on items they would like more information on. Trustees expressed their thanks to Trustees Kranenburg and Treanor for their work on this task and for the great recommendations moving forward.
   - B. Governance Calendar Review
     There was a request to move the Board Holiday Dinner from Monday, December 15 to Tuesday, December 16, 2014. Staff will follow-up with Trustees on their availability.
There was also a request to notify Trustees in a timely manner when Board meetings/activities do not fall on a Tuesday.

C. Individual Reports/or Requests
Trustee Treanor noted that she has moved from her San Rafael office of 21 years to a Corte Madera location and will be able to walk to work.

6. Consideration and Approval of Meeting Minutes
A. M/s (Treanor/Tanenberg) to approve minutes of June 17, 2014 Board Meeting. Motion carried 5-0-1-1, with Trustees Bevis, Long, Conti, Treanor and Tanenberg voting aye, Trustee Kranenburg abstained and Trustee O’Brien was not present.

7. Chief Executive Officer Report
A. Accreditation
Dr. Coon introduced Dr. Chris Myers and Sara McKinnon to review the proposed procedures and timelines for the upcoming accreditation process. A copy of the draft timeline was provided to Trustees and is attached to the minutes. Dr. Myers reported that the College will be incorporating the new accreditation standards recently revised by the Accreditation Commission for our self-evaluation. Dr. Myers and Ms. McKinnon proposed that a standing accreditation steering committee be established, rather than an ad-hoc committee, which dissolved when the accreditation review was completed. An on-going standing committee will facilitate keeping accreditation at the forefront, oversee the self-evaluation, assure recommendations from the Accreditation Commission are observed, and keep the planning agenda moving forward. Dr. Myers reviewed the timeline processes from Fall 2014 through Fall 2016. Ms. McKinnon noted that in addition to the work outlined by Dr. Myers, the College will also need to update a number of our planning documents and be working on the third installment of the Strategic Plan. Comments from Trustees included a suggestion for a Board study session to review the changes to the standards, the appreciation and need to get involved at the front of the project, to understand the Board’s role in the process and to help facilitate review of the numerous documents throughout the process and not all at once. Ms. McKinnon is preparing a crosswalk to compare the old standards with the new and to identify where things have shifted, which she will share with the Board. It was noted that the Board has overarching responsibilities in each area and this is a good opportunity to learn. Board Officers can help integrate this review into the calendar.

B. Strategic Plan Update
Dr. Myers provided a review of the Progress Summary of the 2012-15 Strategic Plan noting that as of year two the plan the College has completed a number of objectives and has partially met the goal in almost every case. Comments in the document indicate the status of the objective. Overall about 3/4 of the action steps were completed satisfactorily and goals met. Dr. Myers answered questions from Trustees about how to interpret the data and explained that where the report shows 65% completion rate for year, means we are where we should be for that year in the plan. Dr. Coon noted that
there was good progress on all objectives, especially in the areas of Technology, Student Services and Fiscal. There were questions about how to use this information moving forward and how we set new goals and move into the next plan. Dr. Coon explained that this document tells us where we are and what remains to be accomplished and we have work to do to meet our objectives during the next year. He also noted that with our achievements, we will also need to update our plans as noted earlier by Ms. McKinnon as some items are now obsolete based on our progress. We can begin to move ahead and start planning and expanding our efforts based on objectives that have been completed. The Board will be included early on in those conversations. There was discussion about long-term planning and the need to start the discussion about going out for another bond now, since we will need funding to do the projects we were not able to complete and new projects. It was noted that we need to get the word out to the community about what we have accomplished for our community. In answer to a question about why certain objectives were delayed or pending negotiations, it was explained that some items are in the faculty contract and are negotiable, there has been significant staff transition and vacancies, and we are awaiting State guidelines on some student initiatives that has stalled our progress as well. The department champions briefed the Board on the key highlights in each objective. Trustees thanked staff for the excellent work.

C. IVC / Friends of IVC

Dr. Coon reported on activities that have occurred over the past several months related to the IVC campus, noting that the September Board meeting will be held at IVC and will include updates on those activities as well as a presentation of scenarios to the Board regarding options for using the remaining $2.8 million bond dollars at IVC. Trustee Bevis made a suggestion to re-institute the Friends of IVC, a group that had been quite active on the IVC campus, but had dissolved when the campus population began to decline. She has been approached by a number of individuals who would like to see the group start up again. Trustees expressed support for the concept, noting it was good timing, and important to engage the community and get their support, especially if we go out for another bond. It was also suggested that there be a defined by-laws, scope, discussion about parameters, and to be specific in modeling ideas and input, but not expectations. Another comment noted that Board members should be visible in their own communities and participate however possible, which opens dialog and allows discussion of common issues and to share ideas. Trustee Bevis would like to have the reinstitution of the Friends of IVC added to a future agenda for action by the Board.

8. Academic Senate Report (5 minutes)
Sara McKinnon presented the Academic Senate report, attached to the minutes.

9. Classified Senate Report (5 minutes)
New Classified Senate President, Monica Rudolph, gave the Classified Senate report, attached to the minutes.
10. **Student Association Report (5 minutes)**

Vice President Eldridge reported that the new Student Trustee had been accepted to USC and ASCOM is working on appointing a new trustee, which we hope to have in place for the August meeting. Dr. Arnulfo Cedillo has left the College of Marin to accept the position of Vice President of Student Services at Merritt College and staff is meeting with students to review that position description to determine what should stay the same and what can be changed. In the meantime, staff are supporting the students appropriately. There was a request to send a letter of congratulations to Dr. Cedillo on behalf of the Board.

11. **M/s (Bevis/Kranenburg) to approve Consent Calendar Items. Motion carried 6-0-1 with all Trustees present voting aye by Roll Call Vote. Trustee O’Brien was not present.**

   A. **Academic Personnel Recommendations**
      1. Appointment of Part-Time Temporary Credit Instructors Summer 2014
      2. Appointment of Temporary Non-Credit ESL and Community Education and Services Instructors for Summer 2014
      3. Appointment of Academic Personnel - REVISED
      4. Request for Reduced Load of Academic Personnel
      5. Request for Partial Unpaid Leave of Academic Personnel

   B. **Classified Personnel Recommendations**
      1. Temporary Increase/Decrease in Assignment/Salary for Classified Personnel
      2. Permanent Reassignment of Classified Personnel
      3. Appointment of Classified Personnel - PULLED

   C. **Classified Employee Change - Job Placement Technician**

   D. **Classified Position Recommendations - Enrollment Services Reorganization**

   E. **Classified Position Recommendations - Accounting Technician**

   F. **Classified Confidential Position Recommendations – REVISED COVER SHEET**

   G. **Educational Management Recommendations**
      1. Stipend for Educational Management Personnel
      2. Appointment of Educational Management Personnel - REVISED

   H. **Short-Term Hourly Positions**

   I. **Unrepresented Employees (Management, Confidential and Supervisory) Revised Salary Schedules – REVISED Supervisory Salary Schedule**

   J. **Classified Employees (SEIU) Revised Salary Schedule**

   K. **Classified Employees (CSEA) Revised Salary Schedule**

   L. **Budget Transfers June 2014**

   M. **Warrants June 2014**
N. Declaration of Surplus Property – Miscellaneous Equipment
O. New Community Services Courses
P. Modernization (Measure C)
   1. Modernization Contracts, Changes, Amendments ($150,167.06)
Q. Second Reading and Approval of Board Policies (None)

12. Consideration and Possible Action on:
A. M/s (Conti/Treanor) to approve Resolution 2014-19 for Annual Contract with California Department of Education for Child Development Services Continued Funding and Signature Authorization for FY 2014/15. Motion carried 6-0-1 with all Trustees present voting aye by roll call vote. Trustee O’Brien was not present.
B. M/s (Treanor/Conti) to approve Resolution 2014-20 Implementation of Supplemental Early Retirement Plan (SERP) for 2014/15 Academic Year. Motion carried 6-0-1 with all Trustees present voting aye by roll call vote. Trustee O’Brien was not present.
   M/s (Treanor/Kranenburg) to consolidate items C.12.C. – C.12.G. under one vote. Motion carried 6-0-1, will all Trustees present voting aye. Trustee O’Brien was not present.
   M/s (Treanor/Bevis) to approve items C.12.C – C.12.G. Motion carried 6-0-1, will all Trustees present voting aye. Trustee O’Brien was not present.
C. Academic Calendar 2015/16
D. Acceptance of Non-Cash Gifts
E. Retainer Agreement with School & College Legal Services 2014/15
F. Student Records Destruction
G. Destruction of Records, College Operations and Fiscal Services
H. M/s (Treanor/Conti) to approve Change Order No. 2 to Hewlett Packard Lease Agreement. Motion carried 6-0-1 with all Trustees voting aye. Trustee O’Brien was not present.
I. Amendment 1 for Gilbane Corporate for Additional Scope of Work Associated with the Facilities Assessment – PULLED
J. Dr. Coon provided updated pages to Trustees for information. Laura McCarty explained the FUSION system used to generate the report and that it tracks enrollment and growth and facility efficiencies for State funding purposes. There was a request to have a future report on the outside learning opportunities/partnerships the college participates in as noted in the report. M/s (Treanor/Kranenburg) to approve Five-Year Construction Plan. Motion carried 6-0-1 will all Trustees present voting aye. Trustee O’Brien was not present.
K. Board Vice President Long opened a PUBLIC HEARING on California Schools Employees Association (CSEA) Chapter 196 Presentation of Initial Contract Proposal to the District
at 8:25 p.m. and called for comment. Being no comments, the public hearing was closed at 8:25 p.m.

L. M/s (Kranenburg/Treanor) to approve the Modernization (Measure C) items 1 & 2. Motion carried 6-0-1 with all Trustees present voting aye. Trustee O’Brien was not present.
   2. Indian Valley Campus ADA, Code and Upgrades TBD, Approve Professional Service Contract, District Architect (808A) – STV

13. Board Policy Review (1st Reading)
   1. None

14. Board Meeting Evaluation

15. Future Agenda Items
   A. Board Self Evaluation
   B. Board Professional Development
   C. Indian Valley Campus
   D. Adoption 2014/15 Budget (August)
   E. Library/MarinNet

16. Information Items (see written reports)
   A. Contracts and Agreement for Services for June 2014
   B. Modernization Update
      1. Director’s Report
      2. Program Schedule
      3. Milestones Report
   C. Administrative Procedures - None
   D. Upcoming Board Meetings
      ▪ August 19, 2014 Board Meeting, Kentfield Campus
      ▪ September 16, 2014 Board Meeting, Indian Valley Campus
   E. Calendar of Special Events
      ▪ Flex Week, August 11 – 15, 2014
      ▪ Convocation, August 15, 2014
      ▪ Semester Start, August 18, 2014
      ▪ Annual Retiree Luncheon, September 19, 2014

17. Correspondence

Summary of requests:
Officers to add check on Bond Status and Accreditation Process on Governance Calendar
International Dorms
Anna Pilloton Presentation on HS
More time in closed session for negotiations
Assault on campus
Financial Aid Study Session
Dr. Coon prepare a summary of requests for Trustees.

18. M/s (Treanor/Kranenburg) to adjourn meeting. Motion carried 6-0-1 with all Trustees voting aye. Trustee O’Brien was not present. Meeting adjourned at 8:34 p.m.
Proposed Accreditation Procedures and Timeline (Draft 6/30/14)

Timeline and Tasks

Summer 2014

- **Steering Committee Co-Chairs:**
  - Establish/finalize draft of procedures and timelines.
  - Review accreditation standards and associated materials.
  - Recruit steering committee members.
  - Schedule ACCJC training for steering committee and other interested persons for fall 2014.
  - Discuss procedures and timelines at fall convocation.
  - Develop library/repository of accreditation information for (1) steering committee (2) campus community, and (3) general public.

- **PRIE** – Gather information about student, employee, and community surveys.

Fall 2014

- **Steering Committee:**
  - Review and finalize proposed procedures and timelines.
  - Schedule meeting dates.
  - Establish and oversee subcommittees.
  - Acquire/develop and implement accreditation surveys.
    - **Student**: Use ACT survey used previously or another comparable survey.
    - **Employee**: Revise survey used previously or develop new survey
    - **Community**: Develop survey.
  - Participate in ACCJC training.
  - Review previous ACCJC recommendations and self-study planning agendas and determine degree of implementation. Provide direction for those not yet completed.
  - Discuss accreditation website and printing with reprographics.

- **Subcommittees:**
  - Organize: schedule meeting dates; develop procedures and timelines.
  - Participate in ACCJC training.
  - Review accreditation survey drafts and provide feedback.
  - Gather needed information and begin outlining draft 1 report for assigned standard.

- **PRIE:**
  - Gather and disseminate data and information needed for self-evaluation introduction and for use by steering committee and subcommittees.
  - Develop, administer, and analyze the results of surveys specified by the steering committee.
• Document assigned activities and persons responsible for them.
  • Coordinate collection and posting of evidence.

Spring 2015

• Steering Committee
  • Oversee subcommittees.
  • Oversee completion of previous ACCJC recommendations and self-study planning agendas.
  • Review student, employee, and community survey results.
  • Review draft 1 reports for each standard and recommend improvements to subcommittees.
  • Align planning agendas with existing plans.
  • Draft eligibility section and responses to previous ACCJC recommendations and self-study planning agendas.

• Subcommittees
  • Gather needed data, information, and evidence.
  • Review student, employee, and community survey results.
  • Write and edit self-evaluation draft 1 report and provide supporting evidence for assigned standard.

• PRIE
  • Report student, employee, and community survey results to steering committee, subcommittees, and campus community.
  • Provide requested information to steering committee and subcommittees.
  • Coordinate collection and posting of evidence.

• Editor
  • Review and edit self-study draft 1 report.

Summer 2015

• Steering Committee Co-chairs and Editor
  • Review, edit, and finalize self-evaluation draft 1 report and supporting evidence.

• Reprographics
  • Print draft 1 report.

Fall 2015

• Steering Committee
  • Distribute self-evaluation draft 1 report to board of trustees and campus community and receive suggestions for improvement.
  • Review suggestions received from campus community for improving the self-evaluation report and distribute to the applicable subcommittees.
  • Oversee completion of previous ACCJC recommendations and self-study planning agendas.
- Review and finalize self-study draft 2 report and supporting evidence.

- **Subcommittees**
  - Make recommended changes to applicable sections of self-evaluation report.
  - Add needed supporting evidence.

- **PRIE**
  - Coordinate collection and posting of evidence.

- **Editor**
  - Edit and finalize self-evaluation draft 2 report.

- **Reprographics**
  - Print draft 2 report.

**Spring 2016**

- **Steering Committee:**
  - Make any needed suggestions for finalizing self-evaluation report and evidence to subcommittees and editor.
  - Finalize self-evaluation report and supporting evidence (by March).
  - Obtain approval of finalized self-evaluation report from governance committees and board of trustees.

- **Subcommittees**
  - Finalize applicable sections of self-evaluation report.
  - Finalize supporting evidence.

- **PRIE**
  - Coordinate collection and posting of evidence.

- **Editor**
  - Edit and finalize self-evaluation report.

- **Reprographics**
  - Prepare and print finalized self-evaluation report.

**Summer 2016**

- **Steering Committee Co-Chairs**
  - Send approved self-evaluation report and supporting evidence to ACCJC.

**Fall 2016**

- **Steering Committee**
  - Prepare for ACCJC team visit.
COM Academic Senate Report to the Board of Trustees July 29, 2014

I wanted to report that four faculty – Dave King, Curriculum Chair, two faculty members of the Curriculum Committee – Rebeca Beal and Caitlin Escobar, and myself together with Tom Hudgens from OIM attended the ASCCC Curriculum Institute for 2 ½ fun-filled extraordinarily packed days. Together we attended about 30 sessions in all on everything from repeatability, course outlines, distance education, SLOs, GE, 1440/440 degrees for transfer, etc.

Rebecca and I attended 3-4 sessions on AB 86, an Adult Education Planning Grant, which is being implemented statewide. At COM, Nanda Schorske and her office are coordinating the county’s efforts. College of Marin is in charge of the ESL section and I’ve completed the first report due July 31st regarding ESL in Marin County. Rebecca and other faculty from College Skills – credit and noncredit ESL, English skills and Math will take it from here.

This legislation came out of the Student Success Task Force which originally had recommended that all adult education be moved completely either to the community colleges or to the adult education programs. They realized that this would not be feasible and so have provided this grant to all counties in the state to bring together community college and adult education (including ROP, literacy and offerings in the jails) providers with other providers in the county so that they can assess the offerings and come up with an overall plan to address ESL, Basic Skills in English and Math, High school diploma/GED programs, DSPS, CTE – short term vocational offerings and apprenticeships.

The Academic Senate begins meeting again in August, so no further report on that.

--Sara McKinnon, Academic Senate President
Hello and Good Evening:

Thank you for welcoming me to my first Board of Trustees meeting.

1. My name is Monica Rudolph; I am the new president of the Classified Senate, as well as the Administrative Assistant for the Department of Math & Science.

2. The Classified Senate welcomed new members and held its annual elections on July 8, selecting new officers, and welcoming 4 new Senate members to replace 4 outgoing members whose experience and abilities we will count on, as they have generously offered their assistance to the new Senate officers during the transition. The names of our new 2014-2015 Classified Senate members are on the roster I have passed out, showing each member's campus positions. The new members are: Alexio Perez, Matthew Dimopoulos, Oksana Pensabene, and myself. We are joining continuing Senate members Emy Bagtas, Laura Cooper, Rodney Craig, Melody Creel, Melinda Molloy, Carol Schwartz, Ellen Shaw, and Dodd Stange. We bid a grateful farewell to our outgoing senators, Nicole Cruz, Rhonda Jones, and Shook Chung, and prior Senate President, Alice Dieli, who has left the College of Marin for an exciting new position at the American River College in Sacramento.

3. The next regular meeting of the Classified Senate will take place on September 2, when we will discuss plans for our Halloween fundraiser and development of our Classified Senate constitution to include an official Statement of Ethics in order to satisfy Accreditation Committee requirements.

I will let the Board know the date and time of our Halloween fundraiser - once it has been settled - in hopes of enticing at least some of you to attend our fun and slightly wacky event.
4. I want to thank you for your continuing support of the Classified employees. As a new member of the Classified Senate as well as its newly elected leader I anticipate learning a great deal and hope to continue promoting communication and cooperation between the groups that make up the Classified Senate. I feel privileged to be part of the support team for the College of Marin community of students and faculty. As the only group on campus that ensures that all Classified employees have a voice in the development of recommendations concerning institutional policies and procedures, college goals, plans and priorities, I take pride in representing my colleagues through the Classified Senate.

Thank you for your time and attention,

Respectfully submitted on behalf of the Classified Senate,

Monica Rudolph
Classified Senate President