

**December 3, 2015, 3:00 p.m.**  
Academic Center, Room 303, KTD

Present: David Wain Coon, Kim Foulger, Greg Nelson, Patricia Seery, Elle Dimopoulos, Eric Sitzenstatter, Christina Leimer, Becky Brown, Sara McKinnon, Laura McCarty, Kathy Joyner

Absent: Kristina Combs, Monica Rudolph, Nicolas Jones, Martin Birmingham, Jonathan Eldridge

1. **Agenda** - *The agenda was approved by consensus.*
2. **Minutes** - *The minutes from the November 12, 2015 meeting approved by consensus.*

3. **President's Report**

**Facilitron Presentation** - College Council received a demonstration of the Facilitron scheduling system that the college will be implementing for scheduling of classrooms, meeting rooms and third-party facility use. The system is currently being populated with College of Marin facilities and provides photos of classrooms and meeting rooms, the theater, fields etc. The site also includes information on available amenities and availability of the facilities. Internal and external users will be able to book rooms or rent facilities directly on the website. The program is in a soft launch phase now and is expected to go live in the spring.

**PGS Recommendations** – Dr. Coon asked for senate comments based on their review of the PGS recommendations. Students did not agree with #4 to elect chairs at the end of the semester because students change between semesters. They also had concerns with the redefined quorum. Classified senate handed out their response attached to these minutes. Academic Senate agrees with the 50 +1 and will defer to the classified senate proposed proxy language. They agree that chair elections should be in the fall rather than spring and that a manager could be appointed as an interim chair until a chair is selected when that is necessary. The Governance Review Council reviewed all 11 items as well. Dr. Coon will review the comments from GRC and student concerns and prepare a response.

4. **Modernization Report** – Laura McCarty reported that there have been some leaks and water puddling at the Academic Center and that there are still some issues with temperature controls. They are getting pricing on blackout curtains for classrooms for installation in the spring. Landscaping has started and will continue through the spring. The corner sign has also started and the granite ordered. The Austin parking lot has been opened and includes a special veteran parking space recognizing Purple Heart recipients. At IVC work is continuing on the elevator and HVAC units in the wet lab and the retaining wall work will begin soon.
5. **Board Policies and Procedures** – Sara McKinnon explained the revisions to the two administrative procedures from the Academic Standards Committee and Academic Senate. These revisions were approved by the Superintendent/President and presented to College Council for information:  
**AP 4100 Graduation Requirements for Degrees and Certificates**  
**AP 4230 –Grading and Academic Record**
6. **Board of Trustees Meeting** – Dr. Coon reviewed the agenda for the December 8, 2016

organizational and regular board meetings. There will be a study session on the feasibility of a facilities bond and potential next steps. At the organizational meeting, four Trustees will be sworn in to their next term by Marin County Superintendent of Schools, Mary Jane Burke and officers will be seated in accordance with the rotation schedule with Trustees O'Brien as President, Trustee Conti as Vice President, and Dr. Eva Long as Clerk. There will be reports on Student Equity and Accreditation. Dr. Coon also noted that as a result of work on the Tesla Project hookup, a shut-down of power is required on the 18<sup>th</sup> and 19<sup>th</sup> of December and he is recommending to the Board that December 18 be designated as a holiday this year, due to lack of power on the campus that day.

**7. Constituent Reports**

*ASCOM – No Report*

*ESCOM* – Eric reported on the ESCOM news publications, the new meeting space at IVC, progress on the registration process, a member survey that will be going to a committee for evaluation and that ESCOM has almost 1500 members.

*Academic Senate* – Sara reported that the Senate has been working on the administrative procedures shared at this meeting and the governance review recommendations. She noted that there was some concern about the e-mail move related to “sent” mail and hoped that it goes smoothly. They are also working with Cari and Stacey on putting changes together related to Distance Education associated with faculty training and how we are doing in this area.

*Classified Senate* – Elle reported that the senate had been working on the governance review recommendations. They also recommended that the resource person assigned to governance committees have the option to hold a dual role as a committee member if a seat is available. The classified senate donated \$125 to the giving tree in EOPS and that they would like to develop a scholarship in partnership with the Academic Senate.

Dr. Coon asked what people thought about the Holiday Party venue. In general people liked it. Comment that it was dark.

**8. Meeting Wrap-Up *Items for follow-up or next agenda:***

PGS Review Response from Dr. Coon. Board Policies/Procedures

**9. Next Meeting** – The next meeting is scheduled for February 11, 2016, 3:00 p.m., in the Academic Center Conference Room 303.

**10. Adjourn Meeting** – Meeting was adjourned