

July 16, 2015

Debra Jones, Ed.D., Dean
Career Education Practices Unit

California Community Colleges
Chancellor's Office
1102 Q Street, Suite 4554
Sacramento, CA 95811-6549

Dear Dr. Jones,

Thank you for your call today regarding the submission of the Voluntary Compliance Plan (VCP) to address the out of compliance issues identified in the recent on-site visit by the review team. Attached, please find the College of Marin's Voluntary Compliance Plan in response to the areas identified for remediation.

If you have any questions regarding the enclosed information, please feel free to contact me at (415) 485-9504 or email: kcombs@marin.edu.

Sincerely,



Kristina Combs
Executive Director, Human Resources and Labor Relations

cc: David Wain Coon, President/Superintendent
Lee Mahon, Trident Enterprises Inc.

Attachment: Voluntary Compliance Plan

VOLUNTARY COMPLIANCE PLAN
California Community College

College: __ College of Marin

Address: _ 835 College Avenue, Kentfield, CA 94904

Contact Person: __ Kristina Combs, Executive Director- Human Resources & Labor Relations, 415-485-9504; kcombs@marin.edu

Technical Assistance Requested: Yes ___ No ___ x

Compliance Issue	Plan/Activities	Timeframe	Responsible Person
I-A Annual Public Notification of Nondiscrimination	1. Brochures and Pamphlets including the college catalog are currently being updated to comply with required language. 2. Notices will be issued to advise students, staff and faculty of Title IX and Section 504 Coordinators and contact information in the language of minority population.	September 1, 2015	AVP Torres and Executive Director Combs
I-B Continuous Notice of Nondiscrimination	1. Brochures and Pamphlets including the college catalog are currently being updated to comply with required language and contact information for Title IX and Section 504 Coordinators.	December 31, 2015	Executive Director Combs and CTE Dean Pratt
I-C Designation of Compliance Coordinators	Assignment of Coordinators completed	July 31, 2015	Executive Director Combs and VP Eldridge
I-D Grievance Procedures	1. Grievance policy and procedures completed and posted to Marin.edu website.	June 30, 2015	Executive Director Combs
	2. Brochures explaining the process for filing a grievance is under development.	October 31, 2015	Executive Director Combs

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II-D Access - Signage Telecommunication	Signage or Braille will be posted in older buildings.	December 31, 2015	Director McCarty
II-H Counseling for Success	Catalog is being updated with Spanish language descriptions.	January 1, 2016	AVP Torres and CTE Dean Pratt
V-Students with Disabilities	The District is reviewing technology tools to support students with disabilities in note-taking, in addition to hiring note takers.	December 31, 2015	Dean Levy and VP Eldridge
VIII-A-Position and Promotions	<p>1. HR is meeting/training hiring managers and governance committees who appoint members to the search committees to ensure the selection process meets goals of achieving proportionate representation.</p> <p>2. salary schedules are being adjusted based market to ensure recruitment retention.</p>	Effective June 2015 - Continuous	Executive Director Combs and Assistant Director Harris
		December 31, 2015	Executive Director Combs and Assistant Director Harris

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<p>KTD Student Services; 2010 ADA Standards, (28 CFR 35.151c) 2010 ADA Standards (Section 309.4; 2010 ADA Standards, 703.1) Required <i>Corrective Action: Lack of Braille with room numbers and elevator has no handicap signage.</i></p>	<p>Elevator work is complete. The work of installing additional Braille room number signage is in progress.</p>	<p>Work will be completed by December, 15, 2015 or before.</p>	<p>Laura McCarty, Director of Modernization</p>

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Compliance Issue	Plan/Activities	Timeframe	Responsible Person
<p>KTD Village Square Portables; 2010 ADA Standards, (28 CFR 35.151c) 2010 ADA Standards (Section 404.2.7) <i>Required Corrective Action: Wheelchair accessibility. Wooden ramps above 1/2 inch standard for access.)</i></p>	<p>One wooden ramp has been replaced with new compliant metal ramp and handrails at classroom VS-1. The existing wood ramp at VS-11 classroom will be replaced with a new compliant ramp with handrails.</p>	<p>Work will be completed by December, 15, 2015 or before.</p>	<p>Laura McCarty, Director of Modernization</p>

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KTD Performing Arts Building 2010 ADA Standards, (28 CFR 35.15c) 2010 ADA Standards (Section 703.1) <i>Required Corrective Action: Directional handicap signage needed throughout the building.</i>	Signage additions will be installed at all locations discussed during site building walk.	Work will be completed by December, 15, 2015 or before.	Laura McCarty, Director of Modernization

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<p>KTD Child Study Center; 2010 ADA Standards, (28 CFR 35.15c) 2010 ADA Standards (Section 404.2.7) Required Corrective Action: <i>Wheelchair inaccessibility. Observation room window and counter too high for wheelchair.</i></p>	<p>Inaccessible counter has been removed for full access for all. Conference room table remains accessible for all for note taking and other activities. Additional full height observation room window to be installed.</p>	<p>Work will be completed by December, 15, 2015 or before.</p>	<p>Laura McCarty, Director of Modernization</p>

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<p>KTD Learning Resource Building; 2010 ADA Standards, (28 CFR 35.151(c) 2010 ADA Standards (Section 309.4) <i>Required Corrective Action: Door knobs need to be replaced with levers in order to accommodate individuals with disabilities.</i></p>	<p>The door hardware modifications are in progress.</p>	<p>Work will be completed by December, 15, 2015 or before.</p>	<p>Laura McCarty, Director of Modernization</p>