

Regular Board Meeting (AC 255) 2:00 PM (Tuesday, November 15, 2022)

Prepared by Micol Benet on Wednesday, November 16, 2022

Meeting minutes were approved by the Board of Trustees on December 13, 2022.

A. Regular Open Meeting, 2:00 PM, Academic Center, Room 255, Kentfield Campus

Procedural: 1. Call Meeting to Order, Roll Call

Present: Wanden Treanor, Diana Conti, Paul da Silva, Stephane O'Brien, Suzanne Crow, Devin Mims. Philip Kranenburg joined the meeting at 2:05 PM and Eva Long joined the meeting at 2:31 p.m.

Roll call: Devin Mims, Diana Conti, Suzanne Crow, Paul da Silva, Stephanie O'Brien.

The meeting was called to order at 2:00 p.m.

Action: 2. Adopt Regular and Closed Session Meeting Agendas

Motion to adopt the regular and closed session meeting agendas by Wanden Treanor, second by Suzanne Crow.

Aye: Devin Mims, Diana Conti, Suzanne Crow, Paul da Silva, Stephanie O'Brien, Philip Kranenburg.

Information, Procedural: 3. Public Comment (3 minutes per speaker)

College of Marin (COM) Librarians David Patterson and Sarah Frye commented on *The 1619 Project* update and handed out free copies of the book. On December 5 the Board is welcomed to celebrate with Umoja, the Library, and the entire College to reflect on what we've learned from *The 1619 Project*. There will also be a larger *1619 Project* event on April 20, 2023 in the James Dunn Theatre.

B. Study Session

Discussion, Presentation: 1. Accreditation Commission for Community and Junior Colleges (ACCJC), 2:00 to 3:00 PM

Kevin Bontenbal, Vice President of Accreditation Commission for Community and Junior Colleges (ACCJC), and College of Marin's ACCJC liaison conducted a training with the Board of Trustees on the following topic: Accreditation and Governing Boards, Roles and Responsibilities.

ACCJC Vice President Bontenbal covered the purpose of accreditation review, its standards, the comprehensive review process, and how accreditation is primarily the practice of quality control using a peer review process. This ensures quality education for student success and that course units will transfer to other institutions. Community colleges require accreditation for Federal funding.

ACCJC reviews the strategic plan and goals to see if the institution fosters innovation, works to improve communication and collaboration, increases transparency, effective policy level advocacy efforts, and high performance as a Board.

The [ACCJC website](#) has many resources and updates as well as [guides and manuals](#) available.

College of Marin's self-evaluation report is due August 15, 2023. The team ISER review takes place in fall 2023 (September or mid-October). COM will have time to prepare for a focused site visit (Spring 2024) that may last one to two days. The site visit is only for core inquiries and not the standards that are met by the District.

Vice President Bontenbal reviewed the ACCJC Standards areas I-IV with the Board, with standard IV pertaining to governing boards. Among these standards the following are reviewed: mission directed leadership and consistent high-level policies with the District's mission, with expectations of excellence to achieve goals for the CEO to accomplish. Boards are expected to remain at a policy level and leave details and procedures to the CEO.

Board actions can affect status of an institution because trustees are held to these standards. A guide to accreditation of governing boards is that while trustees are elected to represent constituents, they are expected to serve the interest of the institution once elected and not just the election base. It is the duty of the Board to support the District's mission and act as a collective entity, with integrity. While there can be dissention, once the Board has voted the trustees are expected to act collectively.

Performance of the Board may include evaluation of ongoing training including member orientation, regular Board performance evaluations, assessing effectiveness as a standing item on public Board agenda that promote and sustain institutional effectiveness.

Certifying and approving the ISER means 1) participation by the COM community in the process and that 2) the ISER accurately reflects the substance and the nature of the institution (policies and practices).

In response to the Trustee's questions, Vice President Bontenbal reported the below.

The Board's role outside of policy is to ensure that policies and goals are being achieved by requesting reports and information, then to provide feedback to the CEO about report and give direction. When a trustee has strategic direction or input that is not tied to a policy then the majority of the Board must collectively prioritize that. Part of the trustee role and responsibility is to set goals so long as the Board collectively agrees the goal is a priority. Then the Board by majority may direct the CEO to work towards achieving the goal. Key is that the Board does not interfere with the day-to-day operations.

The Board then discussed the context and methodology of setting goals, by deferring to the experts for strategic direction, the effectiveness of study sessions, continuing Board education and knowledge of the Strategic Master Plan and the Educational Master Plan, and considering the local community when making decisions.

Discussion, Report: 2. Fire Foundry

Vice President of Student Learning and Success Jonathan Eldridge reported that the programmatic aspects of the partnership with the Fire Foundry aligns with every aspect of Strategic Master Plan such as student access to programs, equity, and the revitalization of the

Indian Valley Campus (IVC), and the community need for fire and safety. COM's conversations with the Marin County Fire department regarding the need to expand and diversify fire service, has led to expanding COM course offerings and boost enrollment.

Vice President of Administrative Services Greg Nelson reported that the Fire Foundry partnership has positive facilities implications. Two documents that show renderings and the layout of IVC buildings 21 and 17, with an overlay of the pool and layout of pre-fabricated buildings that would be for crew carriers, serve as a training facility. An attachment also includes floor renderings for Fire Foundry program. (*Please see [Attachment 1](#) and [Attachment 2](#) included in the Board Packet*).

Marin County Fire Chief Jason Weber thanked COM's Board of Trustees and the District for the Fire Foundry partnership opportunity. He reported that the program aligns with several missions: to make Marin County safer from fires while targeting underrepresented populations by providing careers for people of color and women. There is a great need for qualified mechanics and other positions and this partnership will make a pathway for traditionally underrepresented people to access sustainable wages, housing, learning.

Dr. Alina Varona, Dean of Workforce Development and Career Education, reported on the District's commitment to equity and community. COM supported 18-20 students in its first Emergency Medical Technician pilot program. Some of these students are now employed some have decided to continue with their education. Public safety partnerships are a great opportunity for the District to communicate with industry advisory committees. This informs the District of industry needs that exist now and will in the future, to facilitate an anticipatory education plan. Education to career programs with an earn and learn model attracts students, creates professional networks, and makes students more competitive as applicants.

The Board of Trustees discussed that donors may be interested in supporting the program, internship and professional development opportunities, the certification and diversity, equity and inclusion opportunities are great, and this could lead to limitless other similar bridge programs and partnerships. There may be a chance to add degree certificates in the future.

Superintendent/President David Wain Coon reported to the Board that the District seeks a long-term agreement that the County is willing to invest in. For this meeting the District staff request the Board's approval to move forward with exploring the Fire Foundry partnership. The Board of Trustees unanimously approved the District moving forward with exploring the Fire Foundry partnership.

Discussion, Report: 3. Aquatics Advisory Recommendation

Liz Foley addressed the Board of Trustees. Her complete comment may be found [here](#).

Shari Cruse, who served on the College of Marin Pool Advisory Committee, has taught the Marin Aquatic Masters swim team for the past 15 years at IVC. Shari Cruse reported that access to pools across the United States has been challenging since many pools are closing due to outdated maintenance issues. Pool access is the top concern for swim coaches across America. The Committee sought cooperation from the many different teams that represent a very diverse

group of interests. As all the teams are vying for a very limited resource they are not entitled to, most teams feel fortunate to be able to rent pool space at COM. She thanked COM for allowing all teams in the community to give their input.

Vice President Nelson reported on the [Pool Advisory Recommendation report](#) and presented the [COM Pool Usage Recommendations](#). Limited pool access is a County-wide problem and beyond the District's scope and the College complies with the Civic Center Act. Now there is a formalized pool use agreements process and also a grievance process established to guide those who wish to rent the District's pool(s).

The Board congratulated the Pool Advisory Committee for its thorough report, excellent survey for data, and devising the most equitable access possible given the limits of pool use and space for all. The Committee recommendations are fair and balanced. This formalization to pool access is a natural progression.

The Board is invited to the Miwok Center open house in April 2023.

C. Senate and Student Reports

Report: 1. Academic Senate Report

Maria Coulson reported that the Academic Senate entered COMmon Read with *The 1619 Project* for the ASCCC exemplary award, with support of President Coon and Vice President Eldridge. She attended the fall ASCCC plenary where 116 statewide senate presidents were present. One session focused on CTE legislation regarding college credit and transfers. Locally the Academic Senate has paid close attention to 10+1 and has decided to change its internal policy and procedure review processes. This will streamline review, revisions, and save the District money.

Report: 2. Classified Senate Report

Maridel Barr reported that the Classified Senate held its first in-person Halloween event and fundraiser since the pandemic began. 30 people attended to take part in the costume contest and raffle. Walking for Wellness has continued this semester and the book club is reading *Wild Swans: Three Daughters of China*, by Jung Chang. The Senate is working with Professional Learning Committee for professional development day and has reviewed policies and procedures for College Council feedback. Recent presentations to the Senate include the Facilities Master Plan presentation and Student Equity Plan from Tonya Hersh.

Report: 3. Student Report

Student Trustee Devin Mims reported on student events that included Día de los Muertos with 150 attendees, Undocumented Students day (10/19), Transfer Day with 20 higher learning institutions represented (10/24), Voter Day to inform students about ballot issues (11/7), and Interclub Council event welcoming new clubs and members.

Procedural: 4. Recess for Break: 15 minutes

The Board meeting recessed for 15 minutes.

D. CEO Report

Report: 1. Sabbatical Report

Susan Rahman was not present to give her sabbatical report.

Report: 2. Fund Development

Keith Rosenthal, Director of Advancement, [reported](#) on the outcomes of the 2022 fundraising efforts.

Highlights include three new endowed scholarships, the success of donor focused efforts, effectiveness of text to donate, increased staff and faculty fundraising, and using best practices around direct mail solicitation.

The substantial amount of growth has occurred by connecting donors to COM's mission. The Advancement office is building a plan for bigger opportunities to fundraise for, such as the Bolinas Field Station project and the Black Tie & Blue Jeans event.

Last year there was a \$2.5 million fundraising gap needed for the Bolinas Field Station and now the District is only \$337,000 away from the \$2 million mark. The Advancement office is working hard to close the gap.

The Trustees commended Keith Rosenthal for connecting donors directly to COM and its activities. Fundraising is a unique chance to bring people into the COM community and be a part of projects. Naming opportunities and the upcoming Centennial offer further chances to cultivate donor relationships. The students are benefitting from these efforts.

Action: The Board requested a study session to explore what types of projects might create donor opportunities.

Action: The Board requested bringing the Foundation Board together with the Board of Trustees at a future meeting.

Report: 3. Learning Resource Center (LRC) Social Slope & LRC Site Logistics Plan

Beth Rhodes, Senior Project Manager of Communications and Community Outreach, Capital Projects, updated the Council on the proposed social slope changes and construction logistics, including where construction equipment staging will be located and the movement of construction vehicles through campus during the construction period.

Paths accessing campus buildings and parking lots will shift to accommodate the construction. Sound blankets will be mounted on the Academic Center classrooms facing the construction site to reduce noise to lessen interference with classes. Mitigation of effects will help reduce complaints and an ongoing communication plan will make the community aware of what is happening on and around campus during the construction phase of the LRC.

The primary goal for the social slope is to create a seamless design that fits with the surroundings and the LRC, as an inviting outdoor social space for students. By keeping the existing 2017 structure in place and making improvements to it the District will save over \$1 million, reduce the number of stairs and length of travel (for ADA considerations), and eliminate the need for midden mitigation. Avoiding the need to mitigate midden will allow \$1.5 to 2 million to go back

into the project since the District is aware the area is an archeologically sensitive site. This will also allow for the continued use of ramp during the construction period and reduce carbon impact at no cost.

Isidro Farias, Director of Capital Projects, gave a general update on the Learning Resources Center (LRC) Site Plan.

For details of the LRC Site Plan from this presentation please see the following PowerPoint [presentation](#).

The Board of Trustees discussed the benefits of the proposed plan but did note that it is hard to envision how the LRC building would look with the proposed slope.

There will be a Zoom Town Hall on November 29, at 7:00 p.m., for internal and external community feedback regarding the construction logistics plan.

Action: The Board would like to see a rendering of the aesthetic alignment with the LRC.

Report: 4. Accreditation Update

E. Consent Calendar Items - Consideration and Action (ROLL CALL VOTE)

Action (Consent): 1. Approve Consent Calendar Items (ROLL CALL VOTE)

Motion by Paul da Silva, second by Wanden Treanor.

Aye: Diana Conti, Paul da Silva, Eva Long, Philip Kranenburg, Wanden Treanor, Stephanie O'Brien, Diana Conti, Suzanne Crow.

Bond list revision discussed. F. 1. and F. 2. already part of budget for LRC, F.3 and F. 4 are not.

Action (Consent): 2. Academic Personnel Recommendations

Action (Consent): 3. Classified Personnel Recommendations

Action (Consent): 4. Classified Confidential Position Recommendation

Action (Consent): 5. Short-Term Hourly Services

Action (Consent): 6. Credit and Noncredit Course Additions, Revisions, Deactivations, and ESLN CDCP Certificate Revisions

Action (Consent): 7. New Community Education Classes Spring-Summer 2023

Action (Consent): 8. Acceptance of Non-Cash Gifts

Action (Consent): 9. Purchase Orders, Contracts and Agreement for Services for Month of October 2022

Action (Consent): 10. Budget Transfers for Month of October 2022

Action (Consent): 11. Warrant Approval for Month of October 2022

Action (Consent): 12. Measure B Consent Items

F. Consideration and Possible Action (Measure B)

Action: 1. Project Assignment Amendment – AEGEO, Inc. – Learning Resources Center, Kentfield Campus

Motion to consolidate F.1 – F.4. by Wanden Treanor, second by Suzanne Crow.

Aye: Diana Conti, Eva Long, Philip Kranenburg, Wanden Treanor, Stephanie O'Brien, Diana Conti, Suzanne Crow.

Nay: Paul da Silva

Motion to approve consolidated items F.1 – F.4 by Wanden Treanor, second by Eva Long.

Aye: Diana Conti, Paul da Silva, Eva Long, Philip Kranenburg, Wanden Treanor, Stephanie O'Brien, Diana Conti, Suzanne Crow.

Action: 2. Project Assignment Amendment – Far Western, Inc. – Learning Resources Center, Kentfield Campus

Action: 3. Revision #1 to Services Contract - Aquatic Design Group, Inc. - Pool Repairs, Kentfield Campus

Action: 4. Bond List Revision (BLR) #18

G. Consideration and Possible Action

Action: 1. Resolution 2022-14 Authorization to Sign on Behalf of the Governing Board 2022-2023 - Revised

Motion to approve resolution by Paul da Silva, second Wanden Treanor.

Aye: Diana Conti, Paul da Silva, Eva Long, Philip Kranenburg, Wanden Treanor, Stephanie O'Brien, Diana Conti, Suzanne Crow.

Action: 2. DiveLab Facilities Use Agreement

Motion to consolidate G.2 – G.6. by Wanden Treanor, second by Diana Conti.

Aye: Diana Conti, Paul da Silva, Eva Long, Philip Kranenburg, Wanden Treanor, Stephanie O'Brien, Diana Conti, Suzanne Crow.

Motion to approve consolidated items G.2 – G.6. by Suzanne Crow, second by Wanden Treanor.

Aye: Diana Conti, Paul da Silva, Eva Long, Philip Kranenburg, Wanden Treanor, Stephanie O'Brien, Diana Conti, Suzanne Crow.

Action: 3. Subject Agreement Between the Marin Community College and MarinHealth

Action: 4. Marin Community College District and Cabrillo College and Regional Strong Workforce Contract Fiscal year 2023-24

Action: 5. Construction Contract Award - Maggiora & Ghilotti, Inc. - Miwok ADA Parking, Indian Valley Campus

Action: 6. Project Assignment Amendment - Verde Design, Inc. - Miwok Aquatic and Fitness Center Bleachers Project, Indian Valley Campus

H. Board Policies - First Read (Information)

Information: 1. BP 3200 Accreditation

Information: 2. BP 3430 Prohibition of Harassment

Information: 3. BP 3720 Information Technology Use

I. Board Policies - Second Read (Action)

Action: 1. BP 2310 Regular Meetings of the Board

Motion to consolidate I.1. through I.14. by Wanden Treanor, second by Diana Conti.

Aye: Diana Conti, Paul da Silva, Eva Long, Philip Kranenburg, Wanden Treanor, Stephanie O'Brien, Diana Conti, Suzanne Crow.

Motion to approve consolidated items I.1. through I.14. by Wanden Treanor, second by Diana Conti.

Aye: Diana Conti, Paul da Silva, Eva Long, Philip Kranenburg, Wanden Treanor, Stephanie O'Brien, Diana Conti, Suzanne Crow.

Action: 2. BP 2340 Agendas

Action: 3. BP 2410 Board Policies and Administrative Procedures

Action: 4. BP 3540 Sexual and Other Assaults on Campus

Action: 5. BP 3920 Communication with the Public

Action: 6. BP 4235 Credit for Prior Learning

Action: 7. BP 5015 Residence Determination

Action: 8. BP 5055 Enrollment Priorities

Action: 9. BP 5700 Athletics

Action: 10. BP 6540 Insurance

Action: 11. BP 7160 Professional Development

Action: 12. BP 7230 Classified Employees

Action: 13. BP 7340 Leaves

Action: 14. BP 7380 Retiree Health Benefits

J. Administrative Procedures (Information)

Information: 1. AP 3200 Accreditation

Information: 2. AP 3725 Information Communications Technology Accessibility Acceptable Use

Information: 3. AP 4235 Credit for Prior Learning

Information: 4. AP 7365 Discipline and Dismissal - Classified Employees

K. Consideration/Approval of Meeting Minutes

Action, Minutes: 1. Meeting Minutes October 18, 2022

Motion to approve October 18 meeting minutes, with request to include individual reports information about trustee attendance of staff luncheon and DEI awards event by Suzanne Crow, second by Wanden Treanor.

Aye: Diana Conti, Paul da Silva, Eva Long, Philip Kranenburg, Wanden Treanor, Stephanie O'Brien, Diana Conti, Suzanne Crow.

L. Board Reports/Requests

Report: 1. Additional Committee Reports

There were no additional committee reports.

Information, Report: 2. Individual Reports/Requests

Trustees attended the first Corte Madera creek symposium at the Kentfield campus, the COM Environmental Action Club, and the *Fall Y'all* learning communities event for students, faculty, and employees.

A Trustee explained why they requested that the Landscape Master Plan be on the agenda although it was not added.

Action: Add Landscape Master Plan as agenda item to the January Board meeting agenda.

M. Board Meeting Evaluation

Discussion: 1. Meeting Evaluation

The Trustees reported they were glad to all be back in person. Staff reports were very high quality and detailed.

Discussion: 2. Follow-up Items

N. Information Items

Information: 1. PARS Post Employment Benefits Trust Vanguard Quarterly Investment Report as of September 30, 2022

Information: 2. Capital Projects and Remaining Bond Funds Recommendation

Public comment was made by Chris Gabriel, of the Novato Rotary Club, thanking COM for the high level of community outreach and engagement regarding capital projects. Pedestrian access to Jonas at night continues to be a challenge and he requested improved lighting. He acknowledged additional bond measure is likely needed for improvements. He also commented on the contributions to COM by the belated [Jim Grossi](#), who will be missed.

Information: 3. Financial Status Report and CCFS-311Q for 2022/23 - 1st Quarter

Vice President Nelson reported that there are more requirements for the report than before.

O. Board Meeting Schedule

Information: 1. Upcoming Board Meetings

The next Board meetings is the Organizational and Regular Board meeting to be held December 13, in room AC 255, Kentfield campus.

Information: 2. Board of Trustees Governance Calendar

P. Upcoming Events

Information: 1. Community College League of California Annual Convention, (San Francisco) November 17-19, 2022

Q. Consideration and Possible Action (Employee Matter), 6:00 PM

Action, Discussion: 1. Public Employee Discipline/Dismissal/Release

R. Closed Session

Procedural: 1. PUBLIC ANNOUNCEMENT of Items to be Discussed in Closed Session (Govt Code Section 54957.7)

Procedural: 2. Public Comment on Closed Session Items

Discussion: 3. Public Employee Discipline/Dismissal/Release (pursuant to Government Code section 54957) 6:00 PM

Discussion: 4. Public Employee Performance Evaluation, Government Code Section 54957 - Title: Superintendent/President

S. Open Session

Procedural: 1. Closed Session Report Out

There was no action taken by the Board of Trustees.

Action, Procedural: 2. Motion to Adjourn

Adjourn in memory of [Jim Grossi](#) and in honor of International Human Rights Day.

Motion to adjourn by Paul da Silva, second by Diana Conti.

The meeting adjourned at 6:15 p.m.