

Regular Board Meeting 1:00 p.m. (Tuesday, May 16, 2023)

Prepared by Jesse Klein on Wednesday, May 17, 2023

Meeting minutes were approved by the Board of Trustees on June 20, 2023.

A. Regular Open Meeting, 1:00 PM, Academic Center, Room 255, Kentfield Campus

Action, Procedural: 1. Adopt Regular and Closed Session Agendas

Present: Suzanne Brown Crow, Diana Conti, Philip Kranenburg, Paul da Silva, Wanden Treanor, Stephanie O'Brien

Absent: Eva Long

Discussion: Recommendation to adjourn the meeting in memory of [Harry Cordellos](#), November 28, 1937 - April 10, 2023.

The Superintendent/President recommends the Board of Trustees adopt the study session and closed session meeting agendas.

Motion by Paul da Silva, second by Wanden Treanor.

Final Resolution: Motion Carries

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

Procedural: 2. Call Meeting to Order, Roll Call

The meeting was called to order at 1:09 p.m.

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

Keith Rosenthal, Director of Advancement, reported the College of Marin Foundation reached a historical benchmark of raising funds for a total of \$3.5 million, in comparison to last fiscal year's total of \$950,000. Director Rosenthal thanked the Board for their continued support to the important work of the Foundation and Advancement.

B. Study SessionDiscussion, Information: 1. Sexual Harassment Prevention Training

General Counsel Mia Robertshaw conducted a [two-hour training](#) with questions, answers, and discussion that included a [pre-test](#). Highlights of the training included a review of terminologies and protected characteristics as defined by law; differences between unlawful discrimination and sexual harassment statute of limitations; the California Fair Employment and Housing Act (FEHA), as of January 2023, including protection of reproduction health decision making; recognizing protected characteristics and preventing a hostile work environment; the District's responsibilities when a complaint is received and the investigation process. She also described variables that affect staff time devoted to sexual harassment related issues as these vary based on the nature of the matter, whether the complaint concerns a student, employee, or trustee, and the legally required timeline.

College of Marin (COM) employees are required to undergo Sexual Harassment Prevention Training every 2 years, and during the first 6 months for new employees. The College continues to strengthen and align its policies and procedures with the laws and regulations to educate and protect students, employees, and trustees from engaging in unlawful discrimination and sexual harassment.

The Trustees thanked General Counsel Robertshaw for an informative and thorough training.

Discussion, Presentation: 2. "Master" Nomenclature in District Plans

At the [May 2, 2023 Board Policy Review Committee \(BPRC\) meeting](#), General Counsel Robertshaw provided appropriate legal citations for the use of term "master" in institutional plans such as the Educational Master Plan, Facilities Master Plan, and Landscaping Master Plan.

Upon review, the Committee discovered only one reference to the term "master" in the Education Code which was in the May 2 BPRC meeting handout, [§ 55190. Review and Approval by Chancellor](#). Before undertaking a thorough

review of nomenclature in District plans of the term “master”, the Committee seeks feedback on what staff should follow up on for the Board’s further discussion.

The Trustees discussed whether the term “master” is offensive to everyone; to continue the use of the term in academic subject or recognition (e.g. master’s degree); and if this topic can be best addressed by aligning with local or statewide efforts, while also recognizing and ensuring COM continues to lead in its anti-racist work.

Action: Staff will give the Board an update on the efforts being made by Marin County, Community College League of California (CCLC), and other college superintendents/presidents with regards to “master” nomenclature in institutional or district plans.

C. Senate and Student Reports

Report: 1. Academic Senate Report

Academic Senate (AS) President Maria Coulson reported AS held 30 meetings and fulfilled 42 requests for faculty representation on screening committees during 2022-2023 academic year. AS held its election and the new senate will be seated on May 18, 2023. AS President Coulson thanked the senators for their great work and the Trustees for their continued support.

The Trustees expressed gratitude for all faculty in celebration of National Teacher Appreciation Week.

Report: 2. Classified Senate Report

Classified Senate (CS) Senator Lauren Admundson reported on behalf of CS President Maridel Barr. CS partnered with Human Resources to host the Monday Walks with Wellness Health Challenge on both campuses. A Classified Senator expressed interest in attending the Classified Senate Institute in June, so CS will explore financial support from the District to support this excellent leadership development opportunity. The book club read “Lab Girl” by Hope Jahren, and they welcomed new members last month.

CS celebrated the history of women with Women’s History Trivia games and continues to fulfill requests for staff representation on committees including the new Superintendent/President screening committee. They look forward to reviewing the nominations and will recognize classified professionals at the Employee Appreciation luncheon on May 24, 2023.

Report: 3. Student Senate Report

Student Trustee Ryan Barbosa gave a summary of the events that students led and/or participated in during spring 2023 semester. His presentation included highly-engaged student clubs, well-attended events, ASCOM delegates attending student-senate conference for community colleges, first AAPI heritage event, and more recently “cramming festival” to prepare and support students for finals week.

The Trustees expressed appreciation for Trustee Barbosa’s efforts in engaging the students and giving thoughtful student perspectives during the Board meetings. They wished him success in his role as the new ASCOM President for 2023-2024 school year.

Read full student senate report [here](#).

D. CEO Report

Report: 1. Accreditation Update

Faculty and Accreditation Co-Chair Alicia “Meg” Pasquel reported accreditation work is well underway. Standard I will be sent this week for constituent groups’ review. Standards II and III are being revised based on the feedback they received from ISER editor and constituent groups. Meg thanked the Standards co-chairs for their hard work and accomplishing much given the time constraint to complete the College’s accreditation report. Read full accreditation update and timeline [here](#).

Report: 2. Health Sciences

Director of Nursing Alicia Bright, Dean of Workforce Development and Career Education Alina Varona, and Director of Student Accessibility Services Stormy Miller-Sabia provided updates and answered questions about the community-centered, community-responsive healthcare programs and educational pathways in College of Marin's Health Sciences programs. Their presentation included post-pandemic challenges and opportunities that the healthcare workforce face. Notably, the College partnered with Canal Alliance to offer a Certified Nursing Assistant (CNA) program starting in June 2023 with its first cohort of 15 students. Vice President of Student Learning and Success Jonathan Eldridge noted that the COM Nursing Program was one of the few schools in the Bay Area whose nursing program graduated students during the pandemic.

Student success in the allied health programs continues to increase, and more recently a significant shift in the Fire/EMT program has been a result of the College's partnership with Fire Foundry in Marin, and with the high schools in San Rafael and Novato. Efforts to improve and expand behavioral health and recovery services in the County and State continue to bridge the equity gap, to cultivate and foster the well-being and a sense of belonging for students and the communities we serve, as well as to expand curriculum in order to educate and train students into the workforce as more mental health and licensed behavioral health professionals reach retirement age. Read full presentation [here](#).

The Trustees expressed appreciation for the important work and impact the Health Sciences programs are making to the students and the communities the District serves as COM continues to expand and collaborate with other health care providers and community partners. The Trustees asked questions including the length of the CNA program; what partnerships the College currently has and/or is exploring to accommodate more students and strategies to address funding needs; and if COM will be expanding medical career pathway partnerships with other high schools in the County.

Information: 3. New Faculty Introductions

Joined by Vice President Eldridge, deans and directors introduced full-time faculty who were recently hired during 2023-2024 academic year.

Dean Varona introduced Fire Technology full-time faculty Ken Allen.

Director Bright introduced Nursing full-time faculty Julie Mark.

Information for Later Action (Consent): 4. Oral Recommendation for Management Personnel

Nekoda Harris, Executive Director of Human Resources, read the oral recommendation that Nicole McIntyre, MESA Program Director be placed at Range M2, Step 3 at a monthly rate of (\$9,482) on the Management, Supervisory, and Confidential Salary Schedule effective July 1, 2023, with fringe benefits pursuant to that Salary Schedule.

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

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

Resolution: The Superintendent/President recommends the Board of Trustees approve the Consent Calendar Items.
Motion by Wanden Treanor, second by Suzanne Brown Crow.

Final Resolution: Motion Carries

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

Action (Consent): 2. Academic Personnel Recommendations

Resolution: The Superintendent/President recommends that the Board of Trustees approve the Academic Personnel Recommendations for the May 2023 Board meeting.

Action (Consent): 3. Classified Personnel Recommendations

Resolution: The Superintendent/President recommends that the Board of Trustees approve the Classified Personnel

Recommendations and update the Classified Staffing Plan accordingly.

Action (Consent): 4. Short-Term Hourly Services

Resolution: The Superintendent/President recommends that the Board of Trustees approve the Short-Term Hourly Services for May 16, 2023.

Action (Consent): 5. Appointment of Management Personnel

Resolution: The Superintendent/President recommends that the Board of Trustees approve the Management Personnel recommendation effective July 1, 2023, and update the Classified Staffing Plan accordingly (as per the oral recommendation in agenda item D.4.).

Action (Consent): 6. Associate Degree and Transfer Degree Revisions, CR and NC Course Additions, Revisions, and Deactivations

Resolution: The Superintendent/President recommends the Board of Trustees approve the attached associate degree and transfer degree revisions, noncredit and credit course additions, revisions and deactivations.

Action (Consent): 7. Destruction of Records - Office of the Superintendent/President

Resolution: The Superintendent/President recommends the Board of Trustees authorize the destruction of Class 2 records identified below.

Action (Consent): 8. Destruction of Records, Administrative Services, Fiscal Services and Human Resources

Resolution: The Superintendent/President recommends that the Board of Trustees authorize the destruction of the Administrative Services, Fiscal Services and Human Resources Class 3 Disposable records identified below.

Action (Consent): 9. Contracts and Agreements for Services for the Month of April 2023

Resolution: The Superintendent/President recommends that the Board of Trustees approve the Contracts and Agreements.

Action (Consent): 10. Budget Transfers for the Month of April 2023

Resolution: The Superintendent/President recommends that the Board of Trustees approve the Budget Transfers.

Action (Consent): 11. Warrant Approval for the Month of April 2023

Resolution: The Superintendent/President recommends that the Board of Trustees approve the payments for goods and services.

Action (Consent): 12. Non-Measure B Consent Items

Resolution: The Superintendent/President recommends that the Board of Trustees approve or ratify the listed Construction Contract and Purchase Orders.

F. Consideration and Possible Action (Measure B)

Action: 1. Architectural Services Contract- Revision #2 – Group 4 Architecture – Learning Resources Center, Kentfield Campus

The Superintendent/President recommends that the Board of Trustees approve Revision #2 for Group 4 Architecture, in the amount of \$513,299, for the Learning Resources Center at the Kentfield campus.

Motion by Wanden Treanor, second by Stephanie O'Brien.

Final Resolution: Motion Carries

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

Discussion: A Trustee asked for a brief update on the Learning Resources Center (LRC) project and another trustee requested clarity on the shoring issue that staff encountered this week.

Action: Staff will provide the Board a full budget update and to request Guaranteed Maximum Price (GMP) contract approval for the LRC project at the June board meeting.

G. Consideration and Possible Action

Action: 1. Resolution 2023-08 Asian American Pacific Islander Heritage Month

Trustee Philip Kranenburg read the resolution into the record.

The Superintendent/President recommends that the Board of Trustees adopt Resolution 2023-08 in support of Asian American Pacific Islander Heritage Month.

Motion by Paul da Silva, second by Suzanne Brown Crow.

Final Resolution: Motion Carries

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

Action: 2. Approval of Faculty Professional Development Leave Applicant - Turner

Motion to approve consolidated agenda items G.1. through G. 5.

Motion by Paul da Silva, second by Suzanne Brown Crow.

Motion to consolidate agenda items G.1. through G. 5.

Motion by Stephanie O'Brien, second by Wanden Treanor.

Motion Carries

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

Action: 3. Community Violence Solutions Operational Agreement

Action: 4. State contract with Bluum Technology for purchase of 106 PCs for labs

Action: 5. Construction Contract Change Order No. 1 – W.R. Forde - Miwok Additional Accessible Walkway, Indian Valley Campus

H. Board Policies - First Read (Information)

Information: 1. BP 3530 Weapons on Campus

Information: 2. BP 3710 Securing of Copyright

Information: 3. BP 4107 Health Science Programs

Information: 4. BP 4225 Course Repetition

Information: 5. BP 6580 Excavations Occurring in Native American Midden Areas

Information: 6. BP 6700 Civic Center and Other Facilities Use

Information: 7. BP 6850 Bicycles, Skateboards, Roller Skates, Roller Blades on Campus

Discussion: Return BP 6850 and AP 6850 for the Board Policy Review Committee to consider if it is necessary to enumerate e-bicycles in the policy.

Information: 8. BP 7120 Employment Recruitment

Information: 9. BP 7210 Academic Employees

Information: 10. BP 7400 Travel

I. Board Policies - Second Read (Action)

Action: 1. Approve Board Policies by Consent (agenda items I.2. through I.13.)

The Superintendent/President recommends that the Board of Trustees approve the second read Board Policies presented for action.

Motion by Stephanie O'Brien, second by Suzanne Brown Crow.

Final Resolution: Motion Carries

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

Action: 2. BP 2000 Board Title and Authority

Action: 3. BP 2010 Board Membership

Action: 4. BP 2110 Vacancies on the Board

Action: 5. BP 2210 Officers

Action: 6. BP 4030 Academic Freedom

Action: 7. BP 4226 Multiple and Overlapping Enrollments

Action: 8. BP 4675 Programs for Older Adult Students

Action: 9. BP 5040 Student Records Directory Information and Privacy

Action: 10. BP 6150 Designation of Authorized Signatures

Action: 11. BP 6200 Budget Preparation

Action: 12. BP 6520 Security for District Property

Action: 13. BP 6740 Citizens Bond Oversight Committee

J. Administrative Procedures (Information)

Information: 1. AP 3530 Weapons on Campus

Information: 2. AP 3550 Drug and Alcohol Free Environment

Information: 3. AP 3710 Securing of Copyright

Information: 4. AP 4225 Course Repetition Non-repeatable Courses

Information: 5. AP 4228 Course Repetition - Significant Lapse of Time

Information: 6. AP 5045 Student Records Challenging Content and Access Log

Information: 7. AP 6580 Excavations Occurring in Native American Midden Areas

Information: 8. AP 6700 Civic Center and Other Facilities Use

Information: 9. AP 6805 Controlled Access Hours

Information: 10. AP 6850 Bicycles Roller Skates etc.

Information: 11. AP 7120 Employment Recruitment

Information: 12. AP 7400 Travel

K. Consideration/Approval Meeting Minutes

Action: 1. Minutes April 27, 2023 Special Board Meeting

Discussion: Recommendation to amend the meeting minutes to include that at least one ESCOM representative will serve on the Superintendent/President Screening Committee in addition to one ASCOM representative.

The Superintendent/President recommends the Board of Trustees approve the special Board Meeting Minutes as amended.

Motion by Wanden Treanor, second by Paul da Silva.

Final Resolution: Motion Carries

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

L. Board Reports/Requests

Report: 1. Individual Reports/Requests

The Trustees reported events, conferences and meetings they participated in the last month including the EOPS graduation ceremony (May 10), Increasing Enrollment and Success for College of Marin of Color webinar, the 1619 Culminating Celebration Evening with Dr. Angela Davis (April 19); Bolinas Field Station event; California Community Colleges 2023-2024 budget analysis; and the annual California Community College Trustees conference (May 5-7) which emphasized establishing and implementing robust Diversity, Equity, Inclusion, and Accessibility (DEIA) hiring process.

Report: 2. Committee Reports

The Board Policy Review Committee gave their report during the Study Session, agenda item B.2 of this meeting.

The Board Self-Evaluation Committee requested staff support to set up a meeting and to send out the self-evaluation survey to all Trustees.

M. Board Meeting Evaluation

Discussion: 1. Meeting Evaluation

The Trustees appreciated staff and student reports as well as receiving materials ahead of time especially for the Sexual Harassment Prevention Training. A summary email providing context and instructions as to whether they are expected to review all materials prior to a meeting or training was suggested to facilitate meaningful and effective discussions.

Information: 2. Follow-Up Items

A Trustee requested updates about the Land Acknowledgment Process and Centennial Celebration Fund.

N. Information Items

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

Vice President Nelson responded to a Trustee question that the revenue on the Quarter 3 status report for FY 2022/2023 may be understated because the College doesn't receive property tax allotment until the end of April.

Information: 2. Board Governance Calendar 2023

A Trustee requested the Land Acknowledgment Process and Centennial Celebration Fund be added in the Board Governance calendar.

O. Board Meeting Schedule

Information: 1. Board Meeting Schedule

The next regular Board meeting will be held June 20, 2023.

P. Calendar of Special Events

Information: 1. When We Were Young and Unafraid: Performing Arts Building (PA32, Kentfield), from May 5 through May 20

Information: 2. Umoja Graduation Celebration: Portable Village 1 (Kentfield) on May 17, 2023 at 12:30 p.m.

Information: 3. Employee Appreciation and Retiree Recognition: Performing Arts Plaza (Kentfield) on May 24, 2023 at 12:00 p.m.

Information: 4. Nursing Pinning Ceremony: James Dunn Theatre (Kentfield) on May 25, 2023 at 6:00 p.m.

Information: 5. Commencement Ceremony: Pieper Field (Kentfield) on May 26, 2023 at 4:00 p.m.

Information: 6. Marin County School Board Association (MCSBA) End of Year Event: May 31, 2023 5:30 to 7:30 p.m.

Information: 7. Summer Bridge Session 1 Celebration: AC 255 and AC Quad (Kentfield) on July 6, 2023 at 11:00 a.m.

Information: 8. Bolinas Field Station Ground-Breaking: July 21, 2023 (time to be determined)

Information: 9. Summer Bridge Session 2 Celebration: AC 255 and AC Quad (Kentfield) on July 27, 2023 at 11:00 a.m.

Information: 10. Learning Resources Center Ground-Breaking: August 2023 (details to follow)

Q. 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 Employment (pursuant to Government Code section 54957). Title: Superintendent/President.

Discussion: 4. Conference with Legal Counsel – Anticipated Litigation (pursuant to Government Code Section 54956.9, subd. (d)). Significant exposure to litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9: 1 potential case.

R. Adjourn Meeting

Procedural: 1. Closed Session Report Out

There was no action taken and nothing to report out by the Board of Trustees.

Action, Procedural: 2. Motion to Adjourn Meeting

The Superintendent/President recommends the Board of Trustees adjourn the meeting.

Motion by Paul da Silva, second by Stephanie O'Brien.

Final Resolution: Motion Carries

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

The meeting adjourned at 6:25 p.m. and in memory of [Harry Cordellos](#).