

February 7, 2019

Academic Center, Room 303, KTD

Present: David Wain Coon, Jonathan Eldridge, Greg Nelson; Christina Leimer; Karen Robinson, Becky Brown; Kim Foulger, Hellen Sigaran, Luanne Mullen, Kathy Joyner

Absent: Monica Applegate; Meg Pasquel; Maridel Barr, Liam Campbell; Isidro Farias

Guests: Marian Mermel; Yolanda Bellisimo; Gabby Hojilla

1. **Agenda** –The agenda was approved by consensus.
2. **Minutes** - The minutes of the November 29, 2018 meeting were approved by consensus.

3. **President's Report**

Capital Projects Update: Greg provided an update on projects including current progress, timetables and expected completion dates. A copy of the information is attached to the minutes. There was discussion about construction impacts on parking and wayfinding and a request that meetings be scheduled with staff to discuss the impacts of moves related to LRC.

Strong Workforce Action Committee (SWAC): Jonathan reviewed the charge of the Strong Workforce Action Committee (SWAC) which was approved by the Planning, Resource and Allocation Committee (PRAC) in October. The committee is a subcommittee of PRAC and will ensure participation by all constituents in recommendations for Strong Workforce grant funding for CTE programs. The Governance review council approved the charge with one minor edit. Jon will send a copy of the revised charge to Yolanda Bellisimo. The committee had its first meeting last Friday.

Student Participation Certificates: Yolanda Bellisimo and Gabby Hojilla reported on a proposal by the Governance Review Council (GRC) to issue certificates of participation to acknowledge students who sit on governance committees. Students will be responsible to report activities of their committee back to ASCOM. GRC will ask each committee chair to provide the names of the students who serve on committees and participate regularly starting this semester. Students who receive a certificate will get a transcript note on their file to recognize their service on a governance committee.

Discontinued/Restructured Governance Committees: Yolanda also reported that GRC has proposed adding language to the Participatory Governance Plan to define how committees are added, discontinued or restructured. The intent of the additional language is to assure that the information comes to GRC first who will then help guide

the process and inform the college. College Council members were asked to review the document with their constituents and report back at the next meeting. With agreement, the language will be added to the Participatory Governance Plan.

- **Board Policies & Procedures**

Kathy provided details of the listed BP/APs and asked for approval and/or comments. She noted that the new BP/AP (3415) and updates to three APs in response to the State regulations around immigration will go to the Board in February as they must be in place by March 1, 2019. If there are any questions or concerns raised by constituent review, please forward them to Kathy. The council approved the following BP/APs for forwarding to the Board of Trustees for review/approval and information:

- BP/AP 3415 District Response to Immigration Enforcement Activities
- AP 3518 Child Abuse Reporting
- AP 3050 Institutional Code of Ethics
- AP 3501 Campus Security and Access
- BP/AP 3505 Emergency Operations Plan
- AP 5015 Residence Determination
- AP 5040 Student Records, Directory Information and Privacy
- BP/AP 5300 Student Equity
- AP 6307 Debt Issuance and Management
- BP 6330 Purchasing
- BP/AP 6340 Bids and Contracts
- AP 6345 Bids and Contracts – UPCCAA
- AP 6400 Audits
- AP 6500 Property Management
- BP/AP 6550 Disposal of District Personal Property
- BP/AP 6750 Parking

The following BP/APs are pending review with the Academic Senate:

- AP 7120 Employment Recruitment (Aug)
- AP 6350 Contracts – Construction (Nov)

4. **Board of Trustees** - Dr. Coon reviewed the draft agenda for the February 12, 2019 meeting. The afternoon study session will include updates on Measure B and the Education Master Plan and Strategic Plan processes and timelines. A roundtable discussion on Bolinas is scheduled at 4:00 p.m. to allow open dialog with the public and the Board. During the regular meeting there will be an update on Community Education, Lifelong Learning and International Education programs.

6. **Constituent Reports**

Academic Senate – Karen noted that the senate reviewed the EMP document, provided feedback and feel they now have a better understanding of the process. They have been working with Yolanda Bellisimo and Sara McKinnon on minimum qualifications and equivalencies so the District will meet the state levels. The District can be audited if we don't have documentation and a process in place. The senate is working added language related to consensus on interview committees for AP 7120.

ASCOM – Hellen reported that ASCOM held a retreat to evaluate their progress on the creating more community involvement and social life for students. They gave themselves a B (up from a C). Students are hosting *Ask Me* tables once a month to inform students of resources available on campus. An event called *Love is Love* is scheduled for February 14. A twist on Valentine's Day, students will be provided with information about self-care, empowerment, positivity and community. Tea and snacks will be served. Upcoming events include Club Fest and a Women in History screening. Students have complaints about campus Wi-Fi. Greg Nelson will provide an update at the next meeting.

ESCOM – A copy of the ESCOM report is attached to the minutes.

Classified Senate: Kim reported that the senate did not meet in December or January. They are currently working on the welcome back breakfast for classified staff which will be held in March. The senate is also working on updating their website and employee handbook and are looking for someone to sit on the CPLC committee to fill the vacancy left by Vickie Lamke. They plan to invite Dr. Coon to a future meeting for a question/answer session and will also be inviting Greg Nelson to discuss LRC moves. They have asked that members of participatory governance committees report back to the senate on committee activities and actions.

7. Meeting Wrap Up -

- AP 6350 Contracts Construction & AP 7120 Employment Recruitment (March)
- College Hour Update (March)
- Report back on results of constituent review re: discontinued/restructured governance committees (March)
- Report back – any feedback on immigration related changes to BP/APs
- Update on wireless (Patrick)

8. Meeting Schedule: Next Meeting March 7, 2019

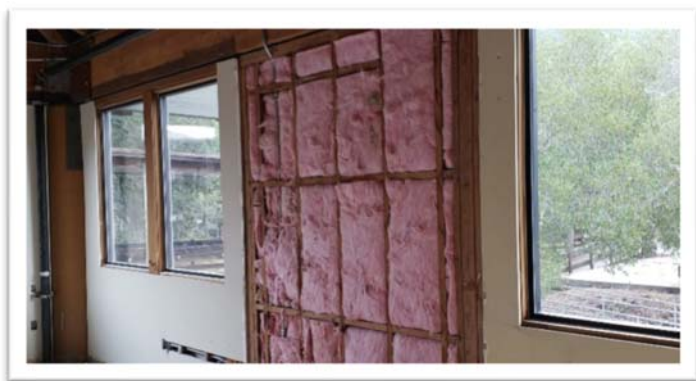
9. Adjourn Meeting – Meeting was adjourned.

Approved 3/7/2019

MEASURE B BOND PROGRAM SUMMARY UPDATE

WEDNESDAY, FEBRUARY 5, 2019

Project	Scope	Schedule	Status
PROJECTS UNDER CONSTRUCTION WINTER 2019:			
Athletic Turf Fields (Phase II)	Baseball Field	Completion: March 2019	<ul style="list-style-type: none"> • <i>Site Work: paving, bleacher installation, turf installation</i>
Pomo Cluster Phase II	Interior Renovations	Completion: Summer 2019	<ul style="list-style-type: none"> • <i>Interior framing complete, MEP systems installation ongoing, furniture selections</i>
Miwok Center	New Construction	Completion: Summer 2020	<ul style="list-style-type: none"> • <i>Removal of site utilities, installation of water line, ongoing grading activities</i>
Admin Center Roof Replacement	Roof Replacement	Completion: March 2019	<ul style="list-style-type: none"> • <i>Sloped roofing demolition complete, roofing construction in progress</i>
Building 27 Painting	Exterior Painting	Completion: Spring 2019	<ul style="list-style-type: none"> • <i>Contract awarded, pending NTP, scheduling project to begin</i>
PROJECTS BIDDING SPRING & SUMMER OF 2019:			
Site Improvements	Widening Fire Lane at PE Complex	Rebidding	<ul style="list-style-type: none"> • <i>Prior bid was high, preparing project for rebidding</i>
Admin Cluster 9 & 12 Design	Tenant Improvements	Request for Proposal from A&E Firms	<ul style="list-style-type: none"> • <i>Scope will involve abatement, MEP upgrades, tenant improvements</i>
Maintenance & Operations	New Construction	Bidding: Spring 2019	<ul style="list-style-type: none"> • <i>DSA Approval pending within a week</i>
PROJECTS IN DESIGN WINTER 2019:			
Performing Arts	AV System Upgrades	Construction: Summer 2019	<ul style="list-style-type: none"> • <i>Project currently in the Design Phase</i>
Jonas Center & Building 18	Repurposing and New Construction	Construction: Spring 2019	<ul style="list-style-type: none"> • <i>DSA Review Pending and finalizing Rotary Design Changes</i>
Fusselman Hall	Structural and Waterproofing Improvements	Design-Bid-Build Construction: Fall 2019	<ul style="list-style-type: none"> • <i>Project currently in the Design Phase</i>
Learning Resource Center	New Construction / Replacement Building for LRC	<u>Prequals Due:</u> February 19, 2019 <u>Proposals Due:</u> April 5, 2019	<ul style="list-style-type: none"> • <i>RFP/Q currently advertised, addressing questions via Addendums posted on PlanetBids</i>



Pomo Cluster Phase II - Construction

Athletic Turf Fields - (Phase II) Construction



Miwok Center - Site Improvements

Admin Cluster – Roofing Replacement

College Council

1. Hand out Book Passage newsletter

It goes out to 20,000 people worldwide. Great publicity for the College.

2. The Emeritus Council has two new members and will continue to look for new members to join.

3. We will have another new members coffee on March 8th in Deedy Lounge at 10am.

4. Beth Hampson the community ed. Program

Administrator will be leaving. Her last day is tomorrow.

5. Emeritus members participated in the Mini Medical event helping with registration and having an information table greeting people.

6. Emeritus would like to know how to receive funds that have been donated to our organization that are not Trusts or Scholarships. What is the process, how are they informed and how does the money go into their account.