

October 11, 2018

Academic Center, Room 303, KTD

Present: David Wain Coon; Christina Leimer; Meg Pasquel; Karen Robinson; Peggy Dodge;
Maridel Barr; Luanne Mullin, Isidro Farias, Hellen Sigaran; Kathy Joyner

Absent: Jonathan Eldridge; Greg Nelson; Kim Foulger; Monica Applegate; Anne Pearson; Liam
Campbell

Guests: Marian Mermel

1. **Agenda** –The agenda was revised to remove AP 7235 Probationary Period Confidential, Supervisory & Management for further clarification with Human Resources. The revised agenda was approved by consensus.
2. **Minutes** - The minutes of the September 6, 2018 meeting were approved by consensus.

3. **President's Report**

Housing: Dr. Coon updated the committee on a recent article in the Marin IJ about the potential for employee housing at COM. In September 2017, the Board authorized staff to engage in a feasibility study to address the potential for housing at both campuses due to the lack of affordable housing in Marin. The College is in the process of purchasing a property on Sir Francis Drake Boulevard which will house the district print and copy department and potentially housing for employees in two apartments on the upper level of the property. The college is also in negotiation for two additional properties in the same general location. The initial purchase will be funded by the bond because the facilities will be used for the print/copy department. Additional purchases would be funded from revenue bonds using the income from the rental properties to pay down the debt service. Comments included not losing focus on the need for student and senior housing in the county and a comment that the EPC has raised a concern that student housing is an issue and that students are either living at home or going to other community colleges that provide housing in order to experience dorm life.

Capital Projects Update: Isidro provided an update on the status and timelines of the current Measure B projects at the Kentfield and Indian Valley campuses. He also shared information about the LRC/SS project noting that a draft programming document will be presented to the Board in November. There were questions about process and the need to have campus-wide input. Isidro also reviewed the plan to hire capital projects staff to work on capital outlay projects. Work on capital projects has been a significant burden for district staff in addition to maintaining the current facilities. These positions

will be funded by the bond and will allow for quicker response and reduced cost, with the work being handled in-house rather than by outside contractor.

Educational Master Plan: Christina updated the group on the planning process for the new Educational Master Plan. She noted that there have been several meetings on campus and with external communities to gather feedback which will be used, with the 2018 environmental scan, to develop the new 6-year master plan. Additional forums are scheduled on October 17 (KTD) and 18 (IVC) for the internal community and external forums are scheduled on October 30 (KTD) and November 1 (IVC). The information and feedback from these meetings is being compiled to determine what rises to the top for priorities for the next six years.

LRC/SS: This topic was covered in the Capital Projects update.

- **Board Policies & Procedures**

Kathy pulled AP 7235 Probationary Period Confidential, Supervisory & Management for further clarification with HR.

The council approved the following BP/APs for forwarding to the Board of Trustees for review/approval and information:

- BP 7100 Commitment to Diversity
- AP 7126 Applicant Background Checks
- BP 7140 Collective Bargaining
- BP 7155 Commendation of District Employees
- AP 7233 Claims for Work Out of Classification
- BP/AP 7240 Confidential Employees

The following BP/APs will be held for further review by the academic senate. The classified and student senates have approved these BP/APs.

(From August 2018)

- BP/AP 3410 Nondiscrimination
- BP/AP 3518 Child Abuse Reporting
- BP/AP 4111 Posthumous Degrees (10 + 1)
- AP 7120 Employment Recruitment (10 + 1)

(From September 2018)

- BP/AP 7150 Evaluation
- AP 7216 Academic Employees – Grievance procedure for Contract Decisions (10 + 1)

The committee received the following Chapter 2 BP/APs for information. It was noted that BP 2015 Student Trustee was reviewed with administration to clarify parking permit information and that the Board Policy Committee has recommended creating an

administrative procedure based on the BP/AP review process guideline for BP 2410 Board Policies and Administration procedures. Kathy will create the AP for review.

- BP 2015 Student Trustee
- BP 2330 Quorum and Voting
- BP 2365 Recording
- BP 2410 Board Policies and Administrative Procedures
- BP 2710 Conflict of Interest
- BP 2715 Code of Ethics/Standards of Practice
- BP 2716 Political Activity
- BP 2735 Board Member Travel
- BP 2750 Board Member Absence from State

4. **Board of Trustees**

Dr. Coon reviewed the agenda for the October 16, 2018 Board of Trustees meeting which will be held at the Kentfield Campus. The study session starts at 2:30 p.m. and will cover the Board Self Evaluation, Amended Assembly Bill 705, contract discussions related to an agreement with Branson School, and an update on Measure B capital projects. During the regular meeting, new faculty members will be introduced and there will be a brief presentation by Sadika about Undocumented Student Week of Action.

6. **Constituent Reports**

Academic Senate: Meg Pasquel noted that the committee will be reviewing the BP/APs discussed at the meeting and there seems to be some confusion about which BP/APs fall under 10 + 1. She commented that there are some concerns with the new schedule format noting that it while it makes sense to reduce printed content which can quickly become outdated, it is critical that students are able to access the information by Wi-Fi on campus, which typically does not work. She also noted that there are some issues related to the accelerated registration process. Mid-terms have not been entered yet and students will not know what they need to take yet. There also were questions about drop dates and the need to disseminate that information in a timely manner.

ESCOM: Luanne provided an update on ESCOM activities noting that they had hosted League of Women Voter events on ballot measures and candidates which were very well attended and interesting. They will be hosting a table with community education at the Senior Fair on October 24 and have committed funds to continue with the author series with Book Passage. The fall journal is out in paper and on-line. She encouraged participation in monthly meetings held every 3rd Thursday from 10 – 12 and noted that they have two council seats available and are in need of a recording secretary. The winter solstice gathering is scheduled for December 1 at St. Johns in Ross.

ASCOM: Hellen reported that students are trying to balance their student and ASCOM lives during mid-term. They are reviewing their goals and strategizing on ways to increase community collaboration on campus. Club Fest was a great success with 220 attending day one and 250 on day two and there were over 100 in attendance at the Domestic Violence Awareness event. Clubs are expanding and they are distributing club brochures to increase awareness of the clubs and activities available for students. ASCOM is trying to incorporate social media into their messaging and are looking at purchasing tablets or pcs for student use for surveys. Hellen also noted that they are looking at ways to control materials that are posted on community boards to avoid scams, assure posted materials are approved and that materials are removed when outdated.

Classified Senate: Maridel reported that the senate reviewed and approved the BP/APs listed. Jon Greene from Sonoma State attended the most recent meeting to provide information about the Business Administration 4-year degree. The annual Halloween fund raiser will be held on October 31. There will be a costume contest, food, raffle and a dessert table. Always a fun event! The senate is also inviting members of participatory governance groups to report at meetings and will be updating the website to the new format.

7. Meeting Wrap Up -
 - As requested by academic senate specific BP/APs were be pulled for review.
 - Meeting Schedule
 - Next meeting is November 8, 2018
9. Adjourn Meeting – Meeting was adjourned.

Approved as revised 11/8/2018