

**April 12, 2018**

Academic Center, Room 303, KTD

Present: David Wain Coon, Jonathan Eldridge, Greg Nelson; Christina Leimer; Patricia Seery, Jeff Cady (representing Academic Senate); Maridel Barr; Kim Foulger; Luanne Mullin; Mercedes Sosa Cordero; Isidro Farias, Kathy Joyner

Absent: Meg Pasquel, Becky Brown, Ismail Azam; Hugo Guillen

Guests: Yolanda Bellisimo; Leo Raylynch and Wendell Vaughn, WLS Architects; Anne Pearson, ESCOM

1. **Agenda** –The agenda was approved by consensus.

2. **Minutes** - The minutes of the March 8, 2018 meeting were revised to include Isidro Farias as present at the meeting and approved by consensus.

3. **President's Report**

Governance Committee Climate Survey:

Yolanda Bellisimo handed out a climate survey for council members to complete. The GRC survey will help determine how governance committees are functioning and where there is room for improvement.

LRC/SS Steering Committee:

Leo Raylynch and Wendell Vaughn from WLS Architects provided information about the SS/LRC project noting that they are compiling information for the project based on budget, need and construction costs. They stressed that numbers are not final at this time and will be adjusted. Currently the target square footage is approximately 70,000 square feet based on current configurations and more efficient use of space. They have had meetings with users groups and are compiling information received to help define basic programming for the spaces. More meetings are scheduled as well. Once the information is compiled and figures adjusted, next steps will be presented to College Council. There has been effective participation input at the meetings and discussion about creating cohesive spaces with visual connections, identifying what works and what doesn't, identifying numbers of students served, welcoming spaces and consolidation of function for students and service providers. Another matter that will be presented to College Council will be options on how to house the various programs during construction. Dr. Coon noted that he will make recommendations to the Board of Trustees. It was also noted that we should be planning classroom needs for the present and the future as part of this process.

Measure B Update -

Isidro Farias provided a project update. At IVC the siding renovation at the Pomo cluster is continuing; the temporary classrooms are being modified for access; building 11 (HR) is scheduled for completion by mid-June; demolition at the Miwok cluster will begin in a month; and the organic farm and garden project should be complete by August for a fall start. At KTD, work on the PA floor will be done between June and August; FA is on-going; there will be a board study session item to discuss cost/scope issues with the M & O project; the fire road project is in DSA and will provide access to M & O; field projects have been delayed due to rain and phase I should be completed by next week; there is continued discussion about the field phase II project due to budget overages.

Greg Nelson reported that the solar project at IVC is behind schedule but should be completed by the end of May. The KTD solar project will be complete by the end of April.

**5. Board of Trustees**

Dr. Coon reviewed the agenda for the April 12, 2018 Board meeting. Dr. Coon reviewed the agenda for the April 17 board meeting. He noted that there will be a study session starting at 1:30 to discuss Measure B items and a discussion about the Bolinas Lab at 4:00. The regular meeting will begin at 6:30 p.m. and there will be a reception for newly tenured faculty members.

**6. Constituent Reports**

Classified Senate: Kim Foulger gave an update from the classified senate which is attached to the minutes.

ASCOM: Mercedes Sosa Codero provided the student senate report noting that Ismail is attending the APAHE conference. Student elections are in process for the next school year. There will be an Earth Day celebration on April 23 from 11 a.m. to 3:00 p.m. sponsored by the Environmental Action Club. Activities will include yoga and vegetarianism. There will be food trucks on campus. The final ASCOM meeting will be on May 7. Mercedes provided a petition for an ASL class with 25 signatures to VP Eldridge who will give it to the dean.

Academic Senate: Patricia Seery reported on a number of items being discussed at the senate. The senate is looking into options to assist the COM Cupboard through the advancement office. Joe Mueller presented an update on Bolinas which received general support, but there was a request for additional information and cost. Senate elections are in process. The senate is also reviewing a number of policies and procedures and would like to look at 3260 as it relates to 10 + 1 for the new fiscal year and update the procedure related to emergency hires. AP 4231 Grade Changes was approved. A copy will be sent to Kathy.

ESCOM: Luanne Mullin reported that ESCOM is also holding their elections for the upcoming year. The membership coffee is on April 20 from 10 – noon and all are invited to attend. There will be a full membership meeting on June 23. She noted that the author series is very successful and draws many people from the community. George Omi is the next speaker on April 27. There is a new editor for the journal so looking forward to getting that back on track. \$4,000 was designated for EOPS scholarships and applications are currently under review.

Dr. Coon noted that the last college council meeting is May 10, but also reminded the committee that there may be additional meetings scheduled over the summer as needed in relation to the SS/LRC project.

7. Meeting Wrap Up -

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- Meeting Schedule
  - As scheduled

9. Adjourn Meeting – Meeting was adjourned.

Approved 5/10/2018

**CLASSIFIED SENATE UPDATE FOR COLLEGE COUNCIL/BOARD MEETING  
APRIL 12, 2018**

- **PROFESSIONAL DEVELOPMENT DAY**

For the most part, the day went well. In the introductory morning meeting, the video shown by Campus Police was very distressful. While any active shooter information is stressful, it would have been good to have a warning that the video had seriously graphic images in it. I also attended the active shooter session in the student services building lunchroom on 3/28 and the video shown there was different. The Chief gave a warning to those attendees before he showed that video.

The rest of the day went well. The two favorite sessions were Shook Chung's presentation on "The Way We See It" and Lana Panfilova's presentation of "Art of Listening and Giving Feedback." Lunch was great and much appreciated!

- **EMERGENCY PREPAREDNESS**

After having seen the Run. Hide. Fight. video, classified staff voiced their concerns that it seemed like it was assumed that they were familiar with the Emergency Guidelines Handbook (a number of them haven't read it). Also the College website says that everyone is trained in emergency procedures, but a large number are not.

According the Emergency Preparedness Statement on our website: "As a staff member of the Marin Community College District and as a designated government Disaster Service Worker in California Government Code Section 3100-3109, you have the responsibility to be prepared to provide emergency assistance in support of the students and your fellow employees."

Many classified staff, faculty and Administrative employees are not trained.

Does COM have plans to provide CPR/First Aid classes to everyone?

The Fire Department does this training inexpensively for groups. If not, this should be

It's important to know what expectations COM has of its classified employees in this regard.

- Another concern was that there aren't any emergency backpacks in classrooms. I believe that there should be flashlights, first aid supplies, and whistles at the very least in each classroom/office. The power went out during one of Shook's presentations, and no one had an actual flashlight. Providing an emergency backpack for each classroom is something that Kim Foulger would like to talk about more in length with Dr. Coon. We could make this happen, perhaps over the summer, in conjunction with the Campus Police/Isidro. Would it be possible for funding to come out of the bond money or somewhere else to make this happen?

- **FACULTY/STAFF APPRECIATION LUNCHEON**

We discussed the Faculty/Staff Appreciation Luncheon and the Retiree Reception and doled out responsibilities for this. Hugo Guillen sent out the nomination forms this week for an individual, a department, and an unsung hero. In addition to these nominations, the Classified Senate will nominate a teacher or administrator for an outstanding award. These awards will be presented at the Faculty/Staff Appreciation luncheon.

- **OTHER**

Maridel Barr and Ellen Shaw are working out the details of how to break up/share the duties of the CPLC.

Respectfully submitted by Kim Foulger, April 9, 2018