

April 16, 2020, 3:00 p.m. – 4:30 p.m.
Zoom Conference

TOPIC	DESCRIPTION	Information/ Discussion Action
1. Agenda	Review/Revise/Approve	Action
2. Minutes	Approve Minutes from 02/13/2020 Meeting Approve Minutes from 03/05/2020 Meeting	Action
3. President's Report	<ul style="list-style-type: none"> • COVID-19 Update • Capital Projects Update (Greg/Isidro) 	Information/Discussion
4. Reports		Information/Discussion
5. Board of Trustees	Review April 21, 2020 Board Agenda	Information
6. Constituent Reports	Reports from senates and other constituent updates	Information/Discussion/ Approval
7. Meeting Wrap Up	Review/confirm actions made at meeting/ identify items for next meeting.	Discussion
8. Meeting Schedule	May 7, 2020 September 10, 2020 October 15, 2020 November 12, 2020 December 10, 2020	Information
9. Adjourn Meeting		

Members:

David Wain Coon, Chair

Faculty:

Meg Pasquel

Peggy Dodge

Karen Robinson

Classified:

Maridel Barr

Monica Applegate

Students:

Hellen Sigaran, ASCOM

President

Fernando Sanchez Lopez,

ASCOM Vice President

Luanne Mullin, ESCOM

President

Managers:

Jonathan Eldridge

Greg Nelson

Mia Robertshaw

Resources:

Cabinet Members

Isidro Farias

Staff Support:

Micol Benet

Ex-Officio for CSEA

Keli Gaffney, CSEA Pres.

February 13, 2020

Academic Center, Room 303, KTD

Present: David Wain Coon, Jonathan Eldridge, Klaus Christiansen, Meg Pasquel, Karen Robinson, Peggy Dodge, Maridel Barr, Valerie M., Marian Mermel, Luanne Mullin, Hellen Sigaran (student rep); Fernando Sanchez Lopez (student rep); Micö! Benèt (Mici)

The meeting was called to order at 3:01 p.m. by Vice President Jonathan Eldridge, who chaired the College Council until Superintendent/President Coon arrived.

1. **Agenda** - The agenda was approved by consensus.
2. **Minutes** - The minutes of the December 12, 2019 meeting were approved.

President's Report

Capital Projects Update

Vice President Eldridge gave an overview of the [Measure B Capital Projects](#) that included updates that all Indian Valley Campus (IVC) ongoing projects are on track (Jonas Center, Miwok center, Building 9 and 10).

- Moves: Vice President Eldridge provided updates on moves associated with the Learning Resource Center abatement and demolition. Most of the moves will take place during spring break, from March 16-21, including the following: PV1 to Fusselman Hall; Umoja to PV1; Computer lab to Village Square 5 A&B; the Bookstore to the old Maintenance and Operations building; Reprographics to its new 941 Sir Francis Drake Boulevard location; the Mail Room to AC 256, the small vestibule attached to AC 255. The Library move dates remain to be determined but will be decided soon
- Learning Resource Center (LRC): Director of Maintenance and Operations, Klaus Christiansen, showed the College Council a [map](#) of the demolition and abatement boundaries and gave a report on the process. He explained that the site will include a temporary construction fence that appears more permanent in nature because the fence is expected to be up for at least a year and a half. Abatement will begin as soon as the LRC building is empty.

Demolition is scheduled to begin this summer to minimize disruption to neighbors and on-campus activity. Demolition and construction traffic will enter from Sir Francis Drake Boulevard to College Avenue and the trucks shall be contained on the job site, within the map boundary. The anticipated timeframe for the work is 45-46 working days for the demolition and 26 days for the abatement, with traffic controls in place.

ADA parking will be available in the P6 parking lot. Because more ADA parking spaces were added to other lots on campus, such as the P3, over the winter break, the temporary loss of LRC ADA spaces should not present a concern.

Also, Vice President Eldridge has worked closely with Cari Torres-Benavides, and others, to ensure no classes are held in the Academic Center, during summer. This will present an opportunity to refresh air conditioning and utilize IVC more for summer session.

Action: Because it is unknown if everyone knows about this development, an email to alert and remind all faculty needs to be sent that no classes will be held in the Academic Center this summer.

Action: Students should be notified that the main path of travel by the LRC will be closed off, during the abatement and demolition time frame, and that they will have to use the switch-back path.

Learning Resources Center Update

G-4 lead architect David Schnee introduced himself, the architect firm, and the consultants tasked with the new LRC design. He explained the firm's student-centered approach, based on feedback from the students, faculty, community and staff, combined with library performance studies and Brightspot metrics. He reported that over 100 consultants will be working on this project, many of them local.

Limiting factors and design restrictions will be based on what is affordable, due to the bond appropriation and costs, as well as indeterminate factors. His conservative estimate from beginning to end of the build period is 4.5 years.

G-4 will create a wishlist based on everyone's input and try to figure out what functions can be incorporated into the design or absorbed in other ways. Initial determinations will address affordable square footage available, number of possible new building levels and what may go into each of those levels.

So far, over 300 unique individuals have participated in the firm's visioning workshops and kiosks to provide input. Some College of Marin students' feedback has been captured on video. A link to David Schnee's presentation, along with a design schedule, can be found [here](#).

3. Board Policies & Administrative Procedures

AP 4105 Distance Education – The Academic Senate reviewed and approved this procedure without changes. The College Council unanimously passed the procedure.

AP 7400 Travel – Administrative Services updated this procedure to add AB 1887 language prohibiting state-funded and state-sponsored travel to States with discriminatory laws and removed outdated procedural. The College Council unanimously passed the procedure.

4. Board of Trustees

President Coon reviewed the February 18, 2020 Board Meeting agenda with the Council, that included: the Educational Master Plan tracking tool presentation with anticipated quarterly reports; some LRC carryover items from the January 31 board retreat; the final measure C report; the Pre-College Pathways presentation (a way to connect all the programs and an easier and earlier entryway into college); and a resolution in support *School Bond Proposition 13: Public Preschool, K-12, and College Health and Safety Bond Act of 2020*. The Board will also discuss a potential (non-5G) Verizon antenna contract.

President Coon reported that more board meetings will take place at IVC this semester and throughout the year, due to LRC abatement, demolition and construction work.

5. Reports

Tonya Hersch, Dean of Education Success Programs, gave a report on the [Guided Pathways Scale of Adoption Self-Assessment](#) (GPSASA).

Academic Senate, Classified Senate, ASCOM, PRAC and others around campus were surveyed to help create categories in the self-assessment, originally based on a template created by Chancellor's office. The GPSASA is also aligned with COMs Strategic Master Plan to ensure we are all working towards the same goals.

In response to a question by an ESCOM member, Dean Hersch said that even if it is not obvious in the more restrictive template, college students 25 years old and over are considered in the strategic plan. She explained that just because a particular demographic isn't specifically listed in this particular document, does not mean they are not included.

An ASCOM council member noted that it is important to capture all voices. This means surveying students who take night classes, those who are struggling and those not connected to the District's support systems. Vice President Eldridge agreed that input from all students is important and informed the Council that the Community College Student Engagement Survey, scheduled to go out same day, should capture more individual feedback. The information from the latter survey will combine with the information Dean Hersch is collecting.

The College Council approved the [Guided Pathways Scale of Adoption Self-Assessment](#) (GPSASA) to move forward to the Board of Trustees.

6. Constituent Reports

Academic Senate

The Academic Senate passed AP 4105 Distance Education, without changes, and also informed the Council that they intend to pass AP 4240 soon. Meanwhile AP 7120 has been held up in the Academic Senate because language that would require the presence of a human resources representative was removed. Past screening committees have felt like their views weren't heard. Therefore, a proposal will be forthcoming. The goal is to bifurcate the administrative duties so that component would go to the department that is hiring. Facilitator training would be provided separately for staff and faculty. The Academic Senate expressed that would even things out and allow others to facilitate the meetings.

Updates Included: The Student Learning Outcome (SLO) committee will become the Faculty Led Instructional Committee (FLIC). Since Arthur Lutz retired, Maria Coulson, a math instructor, is now the new chair. PRAC hopes that some resources will become available due to unexpected retirements. Programs will be reviewed based on cost and who is availing themselves of those programs.

ESCOM

ESCOM has been very busy from the outset in 2020, beginning with a January visioning session where 21 members showed up to reevaluate their program. There are pending policy changes that will impact ESCOM so the group came up with new ideas, programs, and ways to function during the visioning session. Ideas included creating a stronger volunteer program, utilizing pop ups, and adding interesting talks. One such upcoming talk will consist of a CHP officer providing driving advice about what people see and are aware of versus what they are not aware of on highways such as the 101. Those who attend the talk can get a certificate and reduce auto insurance on March 20 from 10:00 a.m. to 12:00 p.m. Also the next in the author series will be [*The Creative Spark, by Michael Shapiro*](#).

ASCOM

ASCOM reported reflecting on last semester to grow and improve their base. Outreach is a priority. So far, a central focus has been on the upcoming elections. ASCOM desires board members from different communities. Helen stated they intend to reach out to Umoja, Puente, MAPS to get their perspective on elections and capture a wider breadth of students.

ASCOM has received 274 responses providing feedback about the class schedule booklets. A meeting is scheduled with Cari Torres-Benavides, Assistant Vice President of Instruction, the week of February 24-28.

This semester ASCOM intends to emphasize quality over quantity so there are only seven events planned for the 2020 Spring semester. Last week, Club Fest took place and was a huge success.

Over 400 people attended and Campus police BBQed for the event. While it was led by ASCOM all clubs participated.

For Black history month, in February, ASCOM planned a sponsored a block party style February 26 event, to take place in the AC Quad, during COMMunity hour. It included soul food, music and lots of information. ASCOM anticipates large numbers of faculty and staff showing up. Bracelets will be created in partnership with Umoja.

Classified Senate

The Classified Senate is working on a new version of the Classified Professionals' Handbook. Most classified professionals don't even know it exists and a major overhaul is needed. The Classified Senate has reached out to all departments to have them check relevant sections and content, under their scope, to approve or correct the accuracy of information. It is in the form of a sound draft at this time.

Other developments include that the new classified senator is Manny Rodriguez; last week Isidro spoke to the Classified Senate about the moves taking place at the Kentfield campus; Gina Cullen provided information on Guided Pathways and asked for updates on how implemented improvements are going; and there is a Classified Spring breakfast planned for March at both campuses, with information to follow.

7. **Meeting Wrap Up**
8. **Meeting Schedule:** Next Meeting will be March 5, 2020
9. **Adjourn Meeting** – Meeting was adjourned at 4:21 p.m.

March 5, 2020

Academic Center, Room 303, KTD

Present: David Wain Coon, Jonathan Eldridge, Greg Nelson, Meg Pasquel, Karen Robinson, Valerie M., Marian Mermel (on behalf of Luanne Mullin), Hellen Sigaran (student rep); Fernando Sanchez Lopez (student rep); Micöi Benèt (Mici)

Absent: Maridel Barr, Monica Applegate, Luanne Mullin, Peggy Dodge

The meeting was called to order at 3:01 p.m. by Vice President Jonathan Eldridge, who chaired the College Council until Superintendent/President Coon arrived.

1. **Agenda** – Agenda item “COVID-19” was added to the agenda and approved by consensus.
2. **Minutes** – There were no minutes submitted for approval.

President’s Report

Capital Projects Update

Vice President of Administrative Services, Greg Nelson presented the Learning Resource Center (LRC) **Abatement** and Demolition Plan PPT (please see attachment) and provided a breakdown of Spring break moves (listed on page 2 of the PowerPoint. Vice President Nelson reported on the abatement timing for the 1st and 2nd floors, along with Exit routes, explained that the library has already begun to move some items, that the whole floor will go offline at the same time, with the old bookstore the containment plastic will go up for entire 1st floor. At that time the parking lot by the LRC will go offline because hazardous materials will be dealt with there.

Demolition of the LRC will begin as soon as possible after the abatement is complete. The plan is for demolition to be completed before the end of August but it is possible it could last into September and hopefully that will only entail cleanup.

Next, Isidro Farias plans to meet with the Academic Senate, Classified Senate and ASCOM to give the same presentation, provided at this College Council meeting about the above reported on abatement, demo and next steps planned.

The Academic Senate President voiced concern about possible conflict of the abatement plan and the College Hour planned for April 20, that includes a commencement fair.

Action: Vice President Nelson will look into student access to caps and gowns or whether LRC abatement will interfere.

COVID-19 Update

Superintendent/President David Wain Coon discussed the college-wide email sent same day of this College Council meeting today and that the same information in Spanish is to be provided soon. Carol Hildebrand will forward the email to those in ESCOM. The next call with the Health Department is tomorrow, March 6, at noon, as the situation is developing rapidly.

Action: Superintendent/President Coon will forward the email to Luanne Mullin.

Vice President Nelson reported on subsequent new cleaning practices on campus and reported the procedures for classrooms, offices, labs, bathrooms, locker rooms, theatres that will be used. College of Marin will utilize hospital grade Oxivir wipes and will have custodial staff deep clean every weekend, with full access to all offices and rooms. The District hired ServePro to conduct an initial deep clean of both campuses.

3. Board Policies & Administrative Procedures

Academic Senate President, Meg Pasquel reported that AP 4240 Academic Renewal has been approved and will next go before the Academic Senate as an action item, so it can come before College Council and further approval.

4. Board of Trustees

President Coon reviewed the March 10, 2020 Board Meeting agenda with the Council, that will include: annual sabbatical reports; review of committee structures with the possibility of adding a sustainability committee and dropping the fund development committee; various Measure B items such as LRC updates, project updates, housing, and refinancing of bonds; a COVID-19 update, closed session items that include a possible settlement, and regular meeting items that include a tentative agreement with CSEA, March contract extensions for managers, CVRA election structural change to “by area” elections from “at large” elections; and, the selection of a new auditing firm.

5. Constituent Reports

Academic Senate

AP 4240 Academic Renewal is ready to be approved Academic Senate (AS) elections are coming up, with seven seats up for election this year. As previously reported, the Student Learning Outcome (SLO) committee is now the Faculty Led Instructional Committee (FLIC). This is an exciting development because the restructuring has helped

with zero cost textbooks, accreditation and provides mentors for faculty. The committee restructuring is more coherent and way to help faculty.

AP 7120 Employment Recruitment is still under review by the Academic Senate but there is finally an agreement about the idea that second layer of training be made available to the faculty and classified personnel so others can step in to assist with recruitment and hiring committees. Karen Robison suggested that the training take place at a time other than 9:00 a.m. during FLEX week.

Action: General Counsel Mia Robertshaw, one of the hiring committee trainers, will consider calendaring different hiring committee training times.

ESCOM

Marian Mermel reminded the Council about Mini Med School coming up April 4; reported that seven new desk volunteers were added to cover the phone and ESCOM drop-ins; the group is working on new wording for the upcoming summer sessions to be updated for September; and described new marketing efforts and outreach to new seniors.

ASCOM

Helen Sigaran recapped the most recent ASCOM black history week event, that was very successful and well received by students, faculty and staff. She described upcoming events that will include the town hall meeting planned for March 11, a women's panel event on the same day, with General Counsel Mia Robertshaw as a speaker, and an UMOJA speaker event sponsored by ASCOM. She also described outreach efforts to reach students about upcoming ASCOM elections, with Fernando Sanchez Lopez running for president.

Classified Senate

There was no classified senate report.

6. Meeting Wrap Up

Dr. Coon ended the meeting with a brief COVID-19 update summary, reported that both February and March minutes will be attached to the April College Council agenda for review, and reminded everyone that there are only two more College Council meetings remaining this semester.

7. Meeting Schedule: Next Meeting will be March 5, 2020

9. Adjourn Meeting – The meeting was adjourned at 3:39 p.m.