

**December 12, 2019, 3:00 p.m. – 4:30 p.m.**  
Academic Center, Room 303, KTD

TOPIC	DESCRIPTION	Information/ Discussion Action
1. Agenda	Review/Revise/Approve	Action
2. Minutes	Approve Minutes from 10/10/2019 and 11/14/2019 Meetings	Action
3. President's Report	<ul style="list-style-type: none"> <li>• End of Year</li> <li>• Capital Projects Update (Greg/Isidro)</li> <li>• LRC Moves (Jonathan)</li> </ul>	Information/Discussion
4. Board Policies/Administrative Procedures	<ul style="list-style-type: none"> <li>• GRCs Discontinuance Policy (Meg)</li> <li>• Tracking Policy Changes (Mici)</li> <li>• Announce Upcoming APs for February Meeting (Mici)</li> </ul>	Information/Comment
5. Board of Trustees	Review December 17, 2019 Board Agenda	Information
6. Constituent Reports	Reports from senates and other constituent updates	Information
7. Meeting Wrap Up	Review/confirm actions made at meeting/ identify items for next meeting.	Discussion
8. Meeting Schedule	February 13, 2020	Information
9. Adjourn Meeting		Procedural

**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.

**October 10, 2019**

Academic Center, Room 303, KTD

Present: David Wain Coon, Greg Nelson, Jonathan Eldridge, Mia Robertshaw, Meg Pasquel, Peggy Dodge, Karen Robinson, Kim Foulger, Maridel Barr, Valerie M., Isidro Farias, Luanne Mullin (student rep); Marian Mermel (Luanne's backup); Hellen Sigaran (student rep); Fernando Sanchez Lopez (student rep); Micöi Benèt

Guests: Cara Kreit, presenting the Educational Master Plan/Strategic Plan status.

1. **Agenda** –The agenda was approved by consensus.
2. **Minutes** - The minutes of the September 12, 2019 meeting were approved by consensus following minor edits.
3. **President's Report**

Dr. Coon checked in with the College Council regarding PG&E power shut offs and followed up regarding the effectiveness of the College's Emergency Communications. For those who have not done so, staff should sign up for AlertUs – the College's version of Nixle.

#### Final EDU/Strategic Plan

After providing the College Council with a brief process timeline of the Educational master Plan (EMP) and Strategic Plan over the past year, including the synthesis of College-wide feedback and initial presentation to the Board in September, Cara Kreit asked the Council for approval of the final Plan. The College Council approved the EMP and Strategic Plan so it can move forward for Board approval at the October 15, 2019, Board of Trustees Meeting.

Once the Board approves the Final EMP/Strategic Plan then the next phase will be the implementation and the Plan will be available on the website with supporting documentation.

#### Capital Projects Update (Greg/Isidro)

Isidro provided updates on active projects at both campuses. The dive tower completion is anticipated in Spring of 2021, the Jonas Center in Fall of 2020, and the Maintenance and Operations and POMO buildings are on schedule for Spring of 2020. Building 9 and 12 draft design handouts were provided the Council. The designs match existing building 11 in openness and with flexible spaces.

Reprographics staff is expected to move into 941 Sir Francis Drake Blvd. this December with equipment to follow later December/early January. Site work at the Kentfield campus for Circle Drive and trailers has also begun and completion is expected in November when portable structures will populate the area. Fusselman Hall has been delayed by one month. Because some concern exists about the safety of Circle Drive because an increase in pedestrian traffic is expected, President Coon and VP of College Operations Greg Nelson will meet to discuss preventative measures, such as speed bumps, to slow traffic.

The Learning Resource Center project is in the contract negotiations stage and demolition is expected in Summer of 2020. In the future, the architects will meet with the College Council to give a presentation, discuss the vision and obtain Council feedback.

Lastly, anytime the faculty or staff is interested in Bond projects they should contact Isidro Farias because such input is project specific.

**4. Board Policies & Procedures**

There were no BPs or APs for the Council to review.

**5. Board of Trustees -**

Dr. Coon reviewed the agenda for the October 15, 2019 Board meeting which will be held at the Kentfield Campus. The study session will include a review of College of Marin's sustainability practices, fiscal impacts, and wider implications should the College cease to sell plastic water bottles and implement a ban on single use plastics.

**6. Constituent Reports**

**ESCOM**

Luanne reported that ESCOM seeks more campus events. Collaboration with organizations is beginning to flourish, including a Financial Abuse Presentation, and successfully attracting more people to Campus. ESCOM has been collecting data on their student population to learn who and why they attend college. So far ESCOM has learned that academic stimulus at the College is invigorating and provides diversity for their students. Events continue to be very popular.

The ESCOM's Winter Solstice Celebration takes place on December 7, 2019, at St. John's Parish Hall in Ross from 11:30 a.m. to 2 p.m.

**Academic Senate**

Meg reported that the senate has four representative candidates for the Landscaping Committee. Also the Revitalization effort has failed for the ELAN (environmental

Landscaping) program. There is now a discontinuance procedure in place. The process involves a program review committee that will make recommendations based on the review of programs that appear to be failing.

#### ASCOM

Hellen conveyed that with midterms, it is a very busy time in the semester. However, the community events for students has not slowed. From Spooky Spice to Know Your Rights to Migration is Beautiful, ASCOM is keeping very busy. More activities are coming up: Día de los Muertos will take place in October 30 (even though it is traditionally November 1-3). The event is in collaboration with the Puente program. There will be many surprise events planned.

Fernando updated the Council on survey work being conducted regarding the class schedule. With Nicole Cruz's assistance over 156 students responded in one day. Although the new Spring schedule is already in production the students' feedback will be considered for future schedules.

The Council asked ASCOM to remind students that they may request their grades even if they are not posted by teachers, so students can assess their course load and make course load adjustments if needed.

#### Classified Senate

Maridel reported that Classified Senate is happy to partner with ASCOM this year for its annual Halloween fundraiser that will include BBQ, a raffle, a costume contest and other surprises. Lastly, the Classified Senate website is still in progress and should be updated within the next 2 months.

7. Meeting Wrap Up -
  - Revisit Planning and Resource Allocation Committee (PRAC) for ad hoc committee to address parking issue;
  - Reminder that about 20 volunteers are needed to put on the ASCOM/Classified Event on October 30; and
8. Meeting Schedule: The next meeting will be in November.
9. Adjourn Meeting – The meeting was adjourned.

**November 14, 2019**

Academic Center, Room 303, KTD

Present: David Wain Coon, Greg Nelson, Isidro Farias, Jonathan Eldridge, Meg Pasquel, Peggy Dodge, Karen Robinson, Maridel Barr, Valerie M., Marian Mermel, Luanne Mullen, Hellen Sigaran (student rep); Fernando Sanchez Lopez (student rep); Micöi Benèt

Absent: Mia Robertshaw

1. **Agenda** –The agenda was approved by consensus.
2. **Minutes** - The minutes of the October 10, 2019 meeting were not attached the meeting packet and therefore were not approved.
3. **President's Report**

Debrief: Power Outages

Superintendent/President Dr. Coon reported on the COM emergency team efforts and daily county-wide District communications, during the PSPS school closures. After the Council members shared their experiences and effects of power loss, all agreed communication was a major challenge once the WiFi went out. Because communications by phone and internet are limited or impossible, the Superintendent/President reminded staff to use hand-cranked radios to stay informed during emergencies.

Employee Responsibilities

Vice President of Administrative Services, Greg Nelson, reminded the Council that all COM staff are sworn as emergency disaster responders. Few, if any, of the Council members recall signing the oath even though it is a form all staff complete during COM employee on-boarding. Vice President of Student Learning and Success, Jonathan Eldridge, explained that duties can vary dramatically based on the type of emergency and what staff is available, so there is no concise directive about what emergency duties specifically entail. COM staff questioned if there is an assembly location in the event of an emergency to receive instructions and assignments.

*Action Item:* The topic of employee responsibilities during an emergency is appropriate for a future FLEX week, to serve as an important reminder and provide clarity to staff about roles and responsibilities during an emergency. This topic should be considered for a future College Council agenda item if any questions remain after close review of today's explanatory agenda attachments.

Capital Projects Update

Isidro Farias, the Director of Capital Projects, updated the Council on facilities progress. This included status reports on the Miwok and POMO project, at IVC, the portables on Circle Drive, at KTD, which are almost complete, and the delay to the 941 Sir Francis Drake Blvd. project due to the PSPS power outages. While there have been complaints about Circle Drive construction activity, College Operations staff has reassured residents and staff that the DSA requires permanent foundation and that these structures will only be in use the 3-4 years needed to build the new Learning Resource Center.

VP Nelson advised the Council that at the end of the Spring semester the Learning Resource Center (LRC) is coming down and that this will neither be a quiet nor still process. Because of State law, related to demolition and reclaiming materials, the process is going to disrupt the whole campus.

The Superintendent/President also notified the Council that the Kentfield School District is suing College of Marin, over the Maintenance and Operations building and alleged environmental impact issues.

**4. Board Policies & Procedures**

The following AP, with changes by Human Resources, was reviewed by the Academic Senate but returned for further discussion and changes:

- **AP 7120 Employment Recruitment:** Academic Senate wishes to include language that was crossed out by Human Resources. The Academic Senate desires further discussion with Human Resources to address some concerns before they are willing to sign off on the proposed AP. In particular, the Academic Senate would like to discuss search committee neutrality issues and how this affects advocating for or against candidates.

*Action Item:* Academic Senate to meet with Human Resources and General Counsel to discuss AP 7120.

*Action Item:* Mici Benet will address some of the confusion with understanding the color coding to track changes in revised Administrative Procedures.

Academic Senate reported that the Guidance, Resource, Integration and Transformation committee has come up with a discontinuance policy. However, because there is already a mechanism for the discontinuance process involving the Governance Review Council (GRC), the policy should be added to the College Council's December agenda for review before presenting the recommended policy to the GRC.

*Action Item:* Provide College Council the opportunity to review the discontinuance policy.

## 5. Board of Trustees

Dr. Coon reviewed the November 19, 2019 Board of Trustees Meeting draft agenda with the Council. The League of Women Voters will present their position in support of changes to Proposition 13 at this month's study session. While the Board will provide a venue for League of Women Voters, the Trustees won't advocate a political positions or opinion.

General Counsel Mia Robertshaw will brief the Board of Trustees on discussions with the Emeritus Students of College of Marin (ESCOM), including changes to the structure and operations of ESCOM student organization to ensure compliance with the California Education Code, Title 5 of the California Code of Regulations, and other state and federal laws and regulations. The changes also ensure consistency with how other student organizations operate.

Lastly, COM will seek the Board's approval to abandon plans to acquire the Chapter 8 properties, for V.P. Nelson to report on COM's facilities rental income, and to remind the Board about all current projects and discuss types of Environmental Impact Reports (EIR), on a project basis versus a program basis.

## 6. Constituent Reports

### ASCOM

Helen reported that it has been an extremely busy Fall semester with a recent alumni panel presentation, a mental health forum for minority students, and undocumented student events. The October events, such as Día de los Muertos, were extremely successful despite the need to reschedule them at short notice due to the PSPS.

*Action Item:* Consider balancing promotion of cultural events on campus for underrepresented students with fostering respect for other cultures by creating a conversation about cultural appropriation. This may ensure that cultural events are not inadvertently presented in way that are disrespectful.

*Action Item:* Circulate a COM campus letter next year about Halloween costume considerations including a note to remind people that posting certain types of selfies can be harmful long-term.

College activities are really enlivening the campus and ASCOM is getting great student feedback including that College of Marin has become a more engaged place with positive impacts on students.

Classified Senate

Maridel reported that the annual fundraiser raffle, BBQ, and Halloween costume contest was a success even though it too had to be rescheduled due to the PSPS.

*Action Item:* Superintendent/President Coon would like to meet Maridel to hold a follow up discussion to the Halloween party.

Council mentioned it is difficult to follow all the events that take place on campus.

*Action Item:* Revisit the need for a centralized electronic calendar of all College of Marin events.

Academic Senate

Peggy reported that due to the PSPS, the Academic Senate canceled their meeting but that Meg attended a plenary session for the Regional Academic Senates.

Peggy reminded the Council that Springtime is when resolutions come down the pipeline. Because of the joint responsibility of the 10+1 and the contract and UPM negotiations there is active consultation between the UPM and the Academic Senate. In particular there are current active discussions about AP 7120 Employment Recruitment.

ESCOM

Luanne reported ESCOM will hold an upcoming January visioning session to refresh their mission statement and establish how to get more involved with college itself, how to increase their volunteer pool since members include attorneys, teachers, and many more professionals. ESCOM volunteers could work with COM students for mutual enrichment and benefit.

The ESCOM holiday gathering takes place on December 7, at St. John's Parish Hall, in Ross, from 11:30 a.m. to 2 p.m.

**7. Meeting Wrap Up**

- Mici to address color coding to track changes in revised Administrative Procedures
- Meg to share the discontinuance policy for the December CC agenda
- AP 7120 Employment Recruitment pulled for further discussion (Meg to meet with Human Resources and General Counsel)
- Maridel to meet with Superintendent/President re: Halloween follow-up
- Perimeter fence around Fusselman Hall with banners to warn people that trees will be removed - active construction zone



8. **Meeting Schedule:** Next Meeting will be in December (12/12/2019).
9. **Adjourn Meeting** – Meeting was adjourned at 4:16 p.m.

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