

September 15, 2022
AC 229

Present: David Wain Coon, Greg Nelson, Jonathan Eldridge, Nekoda Harris, Mia Robertshaw, Isidro Farias, Maria Coulson, David King, Emma Neal (student rep), Lily Barr (student rep), Gary Gonser, Monica Applegate, and Micōl Benèt (Mici).

Absent: Maridel Barr

The meeting was called to order at 3:00 p.m. by President David Wain Coon.

1. **Agenda** - The agenda was approved without changes.
2. **Minutes** - The [minutes](#) of the May 12, 2022 College Council meeting were unanimously approved.

3. **President's Report**

Introductions

Each member of College Council introduced themselves to the group.

Review Purpose of College Council

Dr. Coon read the charge of College Council out loud.

“College Council serves as an advisory group to the Superintendent/President for Board Policies and Administrative Procedures and College goals, plans and priorities. The College Council also acts as a two-way communication vehicle for recommendations and proposals that come through the participatory governance system and serves as a clearinghouse for information.”

Semester Opening

Jonathan Eldridge, Assistant Superintendent/Vice President of Student Learning and Success, reported on College of Marin's enrollment trends. After a decline in enrollment, exacerbated by the pandemic, enrollment has improved and levelled out. This is positive news when compared to national enrollment trends in institutions of higher learning.

Non-credit enrollment has increased by 25% (ESL) since the pandemic began and there is an overall increase of 3.8% in the student headcount. Students are taking more units this semester even though fewer sections are being offered.

The District will continue to evaluate its offerings to grow back student enrollment. At the end of the fall semester students will be surveyed, as they have been in the past semesters, to determine and meet their changing needs.

Greg Nelson, Assistant Superintendent/Vice President of Administrative Services, reported on the new virtual [ipark](#) parking permit system available online. Permits issued to date are approximately 1,500 daily and 1,700 regular full-time, with 398 staff members registered for the permits, of 540 employees.

Vice President Nelson reported that the Black Tie & Blue Jeans fundraiser for the learning communities (Puente, Umoja, MAPS, and Compass) were a success. Approximately \$100,000 will go to support these learning community groups.

This is Custodial Appreciation Week.

Heat Wave Review

President Coon reported that the administration will meet for a debriefing to determine what went well and what needs improvement about how COM handled the historically extreme heatwave experienced the week of September 5-9, 2022, when air conditioning went out in several buildings on both campuses.

Maria Coulson noted that OIM was instrumental in quickly and efficiently moving faculty and students to cooler classrooms during the heatwave.

Action: Once the group has met, President Coon will report to College Council on future plans to address extreme heat waves.

Police Services Task Force Report

Two years ago, the COM Police Services Task Force was created in response to police violence and Black Lives Matter protests. Stormy Miller chairs the Task Force and will give constituents a presentation of the report, that was completed in May 2022.

4. Board Policies and Administrative Procedures

Mici Benèt, Executive Assistant to President Coon, described her role in updating policies and procedures and gave an overview of the board policy and administrative process. She emphasized the importance of having an efficient, timely participatory governance review and revision process and reminded the group about its link to accreditation.

She reported on the number of outstanding policies and procedures due for review as part of the regular cycle of review and on those under administrative review from the most recent CCLC 40 updates.

Please see links to meeting materials for the PowerPoint presentation [Board Policies & Administrative Procedures: Process Overview and 2022 Goals](#) and the September 12, 2022 Memorandum [Board Policy and Administrative Procedure Review Process](#) sent to College Council in advance of the meeting.

The College Council unanimously approved the [following board policies and administrative procedures](#).

- BP 1100 Marin Community College District
- BP 2310 Regular Meetings of the Board
- BP/AP 2800 Naming of Buildings and Facilities
- AP 3280 Grants
- AP 3300 Public Records
- AP 3430 Prohibition of Harassment
- BP/AP 3510 Workplace Violence Plan
- AP 4010 Academic Calendar
- AP 4235 Credit for Prior Learning
- AP 5015 Residence Determination
- AP 5040 Student Records and Directory Information
- BP/AP 6340 Bids and Contracts
- BP 6560 Environmental Responsibility
- AP 7600 District Police
- AP 7700 Whistleblower Protection

David King, AS Vice President, asked about the role of College Council in approving 10+1 policies and procedures.

Action: President Coon will meet with Maria and David to discuss the role of College Council in the 10+1 approval process.

Action: Mia has an upcoming meeting with Maria and David to discuss 10+1 policies and procedures.

5. **Board of Trustees**

College Council reviewed the draft Board of Trustees regular meeting agenda for September 20, 2022, 3:00 p.m.

Highlights included study session items such as Board of Trustees discussion about the future of virtual board meetings, introduction of new full-time faculty, and a sabbatical

report by Nancy Willet. The action items on the agenda are the usual course of business and there is nothing otherwise notable.

6. **Constituent Reports**

Academic Senate

Newly elected Academic Senate (AS) President Maria Coulson reported that the AS has been busy reviewing outdated by-laws, examining new general education patterns and new course numberings, and getting familiar with Title 5 regarding the role of faculty in review of 10+1 policies and procedures.

ESCOM

Gary Gonser, the new ESCOM President, reported attending ASCOM's Club Fest event and the ASCOM scholarship presentation. ESCOM recently held their first in-person coffee and enjoyed meeting COM alumni and two-time life ESCOM member Louis Bershad.

ESCOM recently met for their first council meeting of the academic year.

Classified Senate

Monica Applegate, Classified Senate (CS) Vice President, reported that the all policies and procedures were review and passed. She reported that the first in-person Classified breakfast will take place since the pandemic began. Donations at the CS breakfast, cash or text to donate, will go towards the pending Halloween event. Walks for Wellness that began during the pandemic will continue on both campuses.

The CPLC is ensuring classified staff is seated on screening committees. Brier Welch and Lauren Amundson have joined the CS and last year's CS officers were re-elected.

ASCOM

New ASCOM Vice President Lily Barr reported that this semester has gotten off to a great start and that ASCOM has been very busy with events.

Student engagement has been extremely successful. ASCOM clubs are thriving with 400-500 students in attendance at the recent Club Fest, hosted by 20 clubs across 11 departments. ASCOM had 400 students sign up for clubs over the two-day event that had live music and food.

All ASCOM board seats are filled, two of which are international students.

Upcoming ASCOM events include Constitution Day (voter registration), an alumni panel, Undocumented Students Day, and other events to continue with positive student engagement. ASCOM's Instagram gained 300 new followers, now totaling 700 followers.

7. Meeting Wrap Up

President Coon will meet with AS leaders, Maria and David, to discuss 10+1 policies and procedures and the role of College Council in the approval process.

Isidro Farias, Director of Capital Projects, reported that the Facilities Master Plan (FMP) constituent feedback and plans are on track and he will be reaching out to constituents to calendar a presentation with each individual group before the presentation goes to the Board of Trustees in January of 2023.

8. Meeting Schedule: The next meeting, and the last of this semester, will be October 13, 2022.

9. Adjourn Meeting – The meeting adjourned at 3:49 p.m.