

December 11, 2025
AC 229 Kentfield Campus

Present: Jonathan Eldridge, Dana Emerson, Mia Robertshaw, Maria Coulson (Academic Senate), Gina Cullen (Academic Senate), Cara Kreit (Academic Senate), Sally Wong (Classified Senate), Brier Welch (Classified Senate), Lauren Amundson (Classified Senate), and Mici Benét

Absent: Arthur Hu (ASCOM), Gio Carbonaro (ASCOM), and Gary Gonser (ESCOM)

The meeting was called to order at 3:02 p.m.

Discussion: Cara Kreit has joined the council as the third academic senate seat. Gina Cullen's interim role has ended, and David King will return for the February meeting.

1. **Agenda** – The Council approved the meeting agenda.
2. **Minutes** – The November 15, 2025, meeting minutes were unanimously approved.

3. **President's Report**

Discussion with GRC Chair

Ryan Byrne (GRC Chair) met with the College Council to discuss improving the Participatory Governance System (PGS). The GRC recommends that all committees in Spring 2026 conduct self-assessments, review their charges, and evaluate their effectiveness.

College Council proposed a standardized PGS calendar, better cross-committee coordination, clearer constituent roles, and a report-out process. Members agreed the PGS plan will benefit from updates and that spring appointments by the senates will help support early training for new members, when possible.

Resources to guide PGS committees' work may include references to ACCJC Requirements 4.2 and 4.3, which emphasize establishing goals and measurable outcomes; a transition binder to ensure continuity for incoming members; and a Participatory Governance System (PGS) resource guide outlining voting procedures, consensus-building strategies, and operating guidelines.

All PGS members are invited to convene during Flex week, on **January 21, 2026, at 2:30 p.m.** for a collective review and committee self-assessments. Attendees

should read the PGS Plan introduction, operating guidelines, and their committee charge beforehand.

Naming Opportunity

The College Council approved forwarding the recommendation to name the Dr. Eva Long Serenity Garden, to be located at the Indian Valley Campus (IVC), to the Board of Trustees for action at its December 16 meeting.

End of Semester Check-In

President Eldridge noted that the past calendar year included significant achievements: College of Marin reached its highest enrollment in eight years, with record ESL enrollment; the successful IVC Centennial Celebration; progress on workforce housing planning; review and revision of numerous policies and procedures; and increased substantive engagement in the Participatory Governance System (PGS).

Maria Coulson clarified that the free textbook program will continue; however, in the spring semester responsibility for distribution will transition from the library to department faculty to better serve students and prevent costly purchases of outdated materials.

4. **Board Policies and Administrative Procedures**

Maria Coulson reported that the new pilot OneDrive folder system of policy and procedure review is very efficient and helpful.

Policy and Procedure Review: To the extent that a BP/AP is in a constituent group's purview, the College Council unanimously recommended that the following policy and procedures be forwarded to the Board of Trustees for a first read and as information items, respectively:

- *BP 2015 Student Trustee*
- *AP 2800 Naming of Buildings and Facilities*
- *AP 3500 Campus Safety*
- *AP 3516 Registered Sex Offender Information*
- *AP 3540 Sexual and Other Assaults on Campus*
- *BP 5510 Off-Campus Student Organizations*
- *BP 6250 Budget Management*
- *AP 6251 Reserve Fund Management*
- *AP 6345 Bids and Contracts – UPCCAA*
- *AP 6360 Contracts-Electronic Systems and Materials*
- *AP 6700 Civic Center and Other Facilities Use*

- *AP 6750 Parking*
- *AP 7126 Applicant Background Checks*
- *AP 7345 Catastrophic Leave*
- *BP 7365 Discipline and Dismissal - Classified Employees*

Note: An end-of-semester summary listing policies and procedures currently under review is included in the policy and procedure review [document](#).

Ongoing: Chapter 3 policies and procedures with no legal updates are under review by administrators as part of the regular six-year review cycle. This work is in conjunction with the CCLC 46 and CCLC 47 reviews and revisions that are underway.

5. Board of Trustees

The Council reviewed the draft organizational and regular board meeting agenda for December 16, 2025, in Academic Center (AC 255), at the Kentfield campus.

6. Constituent Reports

Academic Senate

Academic Senate President Maria Coulson reported that the senate is revising policies and procedures, toured the Center for Student Success, and is working on the equivalency process with outside counsel. She noted ongoing efforts to improve committee reporting, program review, and SLOs. She also highlighted strong progress by the Curriculum Committee, including improved PRAC presentations and template development.

Classified Senate

Classified Senate (CS) President Sally Wong reported that the senate welcomed a new member, Tanya Paredes, as the IVC representative, bringing the total to nine members.

November's meeting featured presentations on the 2025–2028 Student Equity and Achievement Plan and a detailed budget update, fostering greater understanding of college operations. The Classified Book Club now has 41 active members, including its first Confidential Classified participant. Fundraising efforts included successful Panda Express Dine & Donate and See's Candies campaigns, as well as the annual Halloween fundraiser. In 2025, the Senate launched several initiatives such as Tea Time, a summer Ice Cream Social, and the *Classified Know More* podcast, increasing engagement across COM.

ASCOM

ASCOM President Arthur Hu and Vice President Gio Carbonaro did not attend the meeting so there was no report.

ESCOM

ESCOM President Gary Gonser was not in attendance so there was no report.

7. **Meeting Wrap Up**

Cara Kreit will assume her role on the College Council beginning in 2026. Members were requested to submit suggested agenda items for the February meeting to President Eldridge or Mici Benét.

8. **Meeting Schedule:**

Subject to Board approval of the 2026 Board of Trustees meeting schedule, the next College Council meeting is scheduled for February 13 at 3:00 p.m. in AC 229.

Calendar invitations for spring semester meetings will be distributed by Mici Benét following approval of the schedule.

9. **Adjourn Meeting** – The meeting adjourned at 4:02 p.m.