

May 11, 2017

Academic Center, Room 303, KTD

Present: Christina Leimer; Eric Sitzenstatter, Darlene Baten, Monica Rudolph, Becky Brown, Patricia Seery, Kathy Joyner

Absent: David Wain Coon, Jonathan Eldridge, Lindsay Bacigalupi, Amy Diaz; Kelley Gaffney, Meg Pasquel, Mercedes Sosa Cordero, Paul Wilson, Maridel Barr, Sara McKinnon; Greg Nelson

Guests: Stacey Lince, Beth Patel

Christina Leimer chaired the meeting in the absence of Jonathan Eldridge and Greg Nelson.

1. **Agenda** –It was noted that Greg Nelson was not able to attend to provide an update on the Summer Projects for Measure B. The agenda was approved by consensus.
2. **Minutes** - The minutes of the April 13, 2017 meeting were approved by consensus.
3. **President's Report**

Distance Education Plan

Stacey Lince was present to provide information and answer questions about the College's Distance Education Plan. The plan has been reviewed with PRAC, the Academic Senate (a subcommittee of PRAC), and by ASCOM. The Classified Senate has not had a chance to review it. They will review the document and notify Cari if there are any questions or concerns. Given the level of review that has already occurred, and the educational nature of the plan, it was approved by consensus.

Professional Development Plan

Beth Patel was present to provide information on the updated Professional Development Plan. The plan has been reviewed with faculty, staff, administration and the professional development committee and updated to focus professional development training on four key areas over the next three years. The four areas are: Equity, diversity, and inclusion; Student Learning Outcomes; Leadership Development; and the creation of a Teaching and Learning Center. These areas will be the guide for flex programs and staff training opportunities. The plan was approved by consensus.

Summer Projects Measure B – There is information related to the summer projects and related facility closures on the Measure B website. There was a question about whether class scheduling has been included in the facility closure discussions, especially with respect to IVC. Kathy will contact Cari to confirm.

4. Board Policies and Procedures

The following BP/APs were approved to move forward to the Board of Trustees:

BP/AP 3845 Artwork Displays – Eric asked if this would apply to art in the ESCOM area. Kathy will check with the Advancement and Fine Arts departments.

AP 4020 Program and Curriculum Development. Becky will check with the Curriculum Committee to see if the 2-week lead time for submitting Community Ed courses to the Board is enough time for review.

BP/AP 5150 Extended Opportunity Programs and Services (10 + 1)

BP/AP 7120 Employment Recruitment (10 + 1). This policy has been through extensive review. In response to a question about the name of the appointing body for classified screening committee representatives, the classified senate will review the policy after it has been approved and if there are additional concerns with language will notify Human Resources.

5. Chapter 2 Board Policies and Procedures

The following BP/APs from Chapter 2 were presented as information.

BP 2200 Committees of the Board

BP/AP 2340 Agendas

BP 2350 Speakers

BP 2355 Decorum/Conduct

BP/AP 2360 Minutes

- 6. Board of Trustees Meeting** – Christina reviewed the study session items which will include discussion of BP 2725 Board Compensation and the Board Self-Evaluation survey questions. There will also be discussion on Measure B items, Sustainability and Outreach plans, Corte Madera Creek Flood Control, the Grand Jury Housing Report and nominating Dr. Coon for the ACCT CEO award. The CEO report will include a brief on accreditation and updates on the UMOJA program, Distance Education and the EEO plan. There will be a commendation resolution honoring student trustee Darlene Baten and resolutions for Classified School Employees Week and Asian Pacific Islander Month.

6. Constituent Reports

Student Senate – Darlene reported on a number of activities that have been well attended over the past month including the Closeline project, Earth Day, the Youth Connect event and the Club showcase event. She also stated that Amy was unable to

attend today but wanted to let everyone know that she has enjoyed serving on College Council this year.

Academic Senate – Becky reported the senate has been working on AP 5012 International Students with Jon Horinek and 4235 Credit by Exam. AP 7120 Employment Recruitment was approved today. Patricia noted that the senate is planning for the retiree gifts and will be holding an election for four seats that will become vacant.

Classified Senate –Monica reported that they are also working on the retiree gifts and the recognition luncheon awards. They are also holding an election and have six seats that will be available.

ESCOM – Eric’s report is attached.

7. Meeting Wrap-Up Items for follow-up or next agenda:

Wrap-up. This is the last meeting of the semester. Upcoming end of year events and activities were reviewed. Encouraged to complete the Physical Fitness Center Survey

8. Next Meeting – The next meeting is scheduled for September 14, 2017, 3:00 p.m.
9. Adjourn Meeting – Meeting was adjourned.

Community Education Update
College Council Meeting May 11, 2017

Final Friday Afternoon Author Series Event, April 28: Phil Cousineau spoke about his book *The Art of Pilgrimage: The Seeker's Guide to Making Travel Sacred* in the College of Marin Library, Kentfield Campus, on Friday, April 28th to a crowd of over 70 students and community members. The free event was the last of three events this spring as part of the author series presented by ESCOM, Book Passage, the College of Marin Library, and Community Education.

Summer Quarter 2017: Community Education's summer quarter registration began Monday, May 8. Summer themed and summer only courses include Plein Air Painting, Travel Sketching, Summer Surfing Workshop, Intaglio Printmaking, Joy of Tennis (this summer at IVC), and Native Americans: Past, Present, and Future. In total, over 70 classes are being offered. ESCOM member, retired high school teacher, and local trivia master Howard Rachelson is teaching a new Community Education course this summer---Financial Literacy Basics for Students and Young Adults---designed to help high school students, college students, and young adults get money wise.

Haddie Scholarships: Thanks to the generosity of the Haddie fund, Community Education is continuing to offer \$50 Haddie Scholarships for adults age 55 and older with financial need in summer 2017. Over 150 Haddie Scholarships have been awarded in 2016-17.

ESCOM Report

ComEd and ESCOM offer over 100 courses about half are ESCOM Courses supported by the ESCOM Curriculum Committee.

ESCOM membership is about 1750. Gold Card program has been closed.

ESCOM currently supports 28 about half at IVC, half at KTD.

HOME

Charge

College Council will serve 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.

Responsibilities

- Communicate proposed Board Policies, Administrative Procedures, College goals, plans and priorities to the respective governance bodies.
- Represent the respective governance bodies by making recommendations to the Superintendent/President regarding proposed Board Policies and Procedures, and College goals, plans and priorities.
- Serve as the participatory governance "umbrella" committee over the standing governance committees of the Participatory Governance System.
- Serve as a clearinghouse.
- Establish appropriate timelines to complete tasks and make recommendations. Disseminate information to the respective constituencies in a timely manner.
- Review the Board of Trustees Agenda.

Composition

- 3 faculty appointed by the Academic Senate
- 3 classified staff including the Classified Senate President, Vice President and Secretary
- 3 students appointed by the Associated Students of College of Marin
- 3 managers appointed by the Superintendent/President
- The Superintendent/President will serve as the non-voting chair

2017-2018 Members

Chair, Non-Voting

David Wain Coon, Superintendent/President, Spring 2011

Faculty Members

Meg Pasquel, Academic Senate President, appointed Fall 2017

Becky Brown, Academic Senate Officer, appointed Spring 2012

Patricia Seery, Academic Senate Officer, appointed Fall 2013

Classified Professionals

Paul Wilson, Classified Senate President, appointed Fall 2016 (Pending for 2017/18)

Lindsay Bacigalupi, Classified Senate Officer, appointed Fall 2016 (Pending for 2017/18)

Monica Rudolph, Classified Senate Officer, appointed Fall 2014 (Pending for 2017/18)

Ex-Officio for CSEA

Keli Gaffney, CSEA President, Spring 2016

Students

Ismail Azam, ASCOM President, appointed Fall 2017

Mercedes Sosa Cordero, ASCOM Vice President, appointed Fall 2016

Luanne Mullen, ESCOM Representative, appointed Fall 2017

Managers

Jonathan Eldridge, Senior Vice President of Student Learning & Student Services, appointed Spring 2013

Greg Nelson, Vice President of Finance and College Operations, appointed Fall 2013

Christina Leimer, Executive Director of Planning, Research and Institutional Effectiveness, appointed Fall 2014

Staff Resources

President's Cabinet

Staff Support

Kathy Joyner, Executive Assistant to Superintendent/President and Board, appointed Fall 2012

COLLEGE COUNCIL

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[Archived Agenda/Minutes \(http://www.marin.edu/sharedgov/committee/cc/archives.htm\)](http://www.marin.edu/sharedgov/committee/cc/archives.htm)

EVENTS

SEP 14 [College Council Meeting \(/event/college-council-meeting-3\)](/event/college-council-meeting-3)
3:00pm AC 303

OCT 12 [College Council Meeting \(/event/college-council-meeting-4\)](/event/college-council-meeting-4)
3:00pm AC 303

REVIEW PROCESS

BP/AP REVIEW/APPROVAL PROCESS

CCLC Updates and Revisions - April 7, 2016

The College of Marin subscribes to the Community College League of California (CCLC) Policy and Procedure Service. The service provides the College with legally vetted policy and procedure templates that are either legally required, advised or best practice. CCLC also provides the College with two updates per year to revise policies and procedures to incorporate new or revised laws and/or changes in Title 5 and the Education Code.

All College policies and procedures were reviewed and revised in accordance with the CCLC recommended templates and numbering system. This extensive process began in 2007 and was completed in 2012.

Effective January 29, 2015, Board Policies and Administrative Procedures will be modified using the updates provided by CCLC, revisions recommended by the managers charged with maintenance of a specific chapter, or by the Academic Senate for BPs/APs that fall under 10 + 1, following the processes identified below. This process removes the Board Policy Task Force, instrumental in the original project, and assures that college constituent groups and relevant governance committees are informed of the proposed changes and given the opportunity for input into the process through College Council representatives.

Effective October 15, 2015, College Council agreed by consensus that non-substantive changes, such as added references, code changes and editorial modifications to Board Policies and Administrative procedures may be made without going through the governance approval process. Revisions of this nature will be provided as information to senate presidents to share with their constituents and with managers and forwarded to the Board as information at the next scheduled Board meeting.

CCLC Updates

The Office of the Superintendent/President will incorporate changes recommended by CCLC and forward to the manager charged with maintenance of the policy/procedure for review and approval. The chapter manager will review recommended changes with

appropriate staff and other stakeholders, including relevant governance committees. It is important to assure that policies and procedures referenced within the policy/procedure are also reviewed and updated as appropriate.

Manager Generated Revisions

The chapter manager will communicate recommended policy/procedure changes to the Office of the Superintendent/President who will incorporate the changes into the existing policy/procedure. These changes will have already been reviewed with appropriate staff, stakeholders, and relevant governance committees and will move forward through the approval process. Note: Changes that are not a result of a CCLC update should follow the CCLC template as closely as possible to assure compliance with law and code, especially with regard to Board Policies. Additional legal review may be required if there are substantial changes to the template language.

Academic Senate Generated Revisions ("10 + 1" Categories)

The Academic Senate will communicate recommended policy/procedure changes to the chapter manager. The Chapter manager and the Academic Senate will review the changes to assure that there are no issues of concern. Chapter manager will forward the recommended changes to the Office of the Superintendent/President.

Process after Chapter Manager Review

For Institutional Board Policies/Administrative Procedures ("10 + 1" Categories)

1. Unless the changes were initiated by the Academic Senate, Superintendent/President's Office will forward proposed changes to Academic Senate for review and approval. Changes or concerns raised by the Academic Senate will be sent to the chapter manager for further discussion.
2. After Academic Senate approval, proposed changes to "10 + 1" policies/procedures will go to the next scheduled College Council meeting for information.
3. After College Council, proposed changes to "10 + 1" policies/procedures will go to the next scheduled Board meeting.
4. Board Policies will go to the Board for a first read and then to the following Board meeting for a second read and approval.
5. Administrative Procedures will be approved by the Superintendent/President and presented at the next Board meeting for information. The Superintendent/President has approval authority for Administrative Procedures.

For Institutional Board Policies/Administrative Procedures (Not "10 + 1" Categories)

1. Superintendent/President's Office will forward proposed changes to the Senate Presidents to share with their constituent groups for review and approval as part of the Governance Review

Process. Relevant governance committees and managers will also receive the proposed changes for review/comment. The proposed BP/AP will be agendaized on the next scheduled College Council meeting where Council members will report the results of the review.

College Council will determine whether it is appropriate to move the policy/procedure forward or if more review and discussion is warranted. Upon recommendation by College Council, proposed policies/procedures will go to the next scheduled Board meeting.

2. Board Policies will go to the Board for a first read and then to the following Board meeting for a second read and approval.
3. Administrative Procedures will be approved by the Superintendent/President and presented at the next Board meeting for information. The Superintendent/President has approval authority for Administrative Procedures.

Chapter 2 (Board of Trustees)

1. Board of Trustees Policy Committee will review all Chapter 2 Policies/Procedures.
2. May take to Board for information/discussion
3. College Council for information only
4. Board Policies will go to the Board for a first read and then to the following Board meeting for a second read and approval.
5. Administrative Procedures will be presented at the Board meeting for information.

Reference: BP 2410 Board Policy and Administrative Procedure

Chapter 1: The District – Superintendent/President

Chapter 2: Board of Trustees – Superintendent/President

Chapter 3: General Institution – Varies (See specific Policy/Procedure)

Chapter 4: Academic Affairs – Vice President, Student Services/Learning

Chapter 5: Student Services – Vice President, Student Services/Learning

Chapter 6: Business and Fiscal Affairs – Vice President, Finance & Operations

Chapter 7: Human Resources – Executive Director of HR/Labor Relations

For questions about policy/procedures processes contact Superintendent/President's Office.

CAMPUS POLICIES

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[Guidelines \(/guidelines\)](#)

[Review Process \(/review-process\)](#)

CONTACT INFORMATION

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BOARD POLICIES

Board Policy (BP) is the voice of the Board of Trustees and defines the general goals and acceptable practices for the operation of the District. It implements federal and state laws and regulations. The Board, through policy, delegates authority to and through the Superintendent/President to administer the District. The Superintendent/President and District employees are responsible to reasonably interpret Board Policy as well as other relevant laws and regulations that govern the District.

ADMINISTRATIVE PROCEDURES

Administrative Procedures (AP) implement Board policy, laws, and regulations. They address how the general goals of the District are achieved and define operations of the District. They include details of policy implementation, responsibility, accountability, and standards of practice. Although procedures may be developed by the Superintendent/President, managers, faculty, and staff members, it is the administrators/managers who are held responsible for upholding the specific information delineated in the procedures. Administrative Procedures do not require Board action. Not all Board Policies have a related Administrative Procedure.

GUIDELINES

Guidelines, handbooks and answers to frequently asked questions have been developed by departments to provide additional information and assistance for students, employees and the community.

CAMPUS POLICIES

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Kathy Joyner

From: Kathy Joyner
Sent: Tuesday, August 15, 2017 6:01 PM
To: Alicia Pasquel; Becky Brown; Christina Leimer; David Wain Coon; Greg Nelson; Ismail Azam (iazaml136@gmail.com); Jonathan Eldridge; Keli Gaffney; Lindsay Bacigalupi; Luanne Mullin (Luanne.Mullin@comcast.net); Maridel Barr; Mercedes Sosa Cordero; Patricia Seery; Paul Wilson
Cc: Sadika Sulaiman Hara; Christopher Yang; 'Marian Mermel'; 'Anne Pearson'
Subject: RE: Summer 2017 Board Policy/Administrative Procedures Actions

Please note correction at the very bottom of the e-mail to AP 3600. The title of the AP was listed incorrectly.

Thank you.

From: Kathy Joyner
Sent: Monday, August 14, 2017 3:32 PM
To: Alicia Pasquel <APasquel@marin.edu>; Becky Brown <BBrown@marin.edu>; Christina Leimer <CLEimer@marin.edu>; David Wain Coon <DCoon@marin.edu>; Greg Nelson <GNelson@marin.edu>; Ismail Azam (iazaml136@gmail.com) <iazaml136@gmail.com>; Jonathan Eldridge <JEldridge@marin.edu>; Kathy Joyner <KJoyner@marin.edu>; Keli Gaffney <KGaffney@marin.edu>; Lindsay Bacigalupi <LBacigalupi@marin.edu>; Luanne Mullin (Luanne.Mullin@comcast.net) <Luanne.Mullin@comcast.net>; Maridel Barr <MBarr@marin.edu>; Mercedes Sosa Cordero <sosacordero.m@gmail.com>; Patricia Seery <PSeery@marin.edu>; Paul Wilson <PWilson@marin.edu>
Cc: Sadika Sulaiman Hara <ssulaimanhara@marin.edu>; Christopher Yang <cyang@marin.edu>; Marian Mermel <mmermel1@yahoo.com>; Anne Pearson <pearsonap@comcast.net>
Subject: Summer 2017 Board Policy/Administrative Procedures Actions

Sent on behalf of David Wain Coon:

Senate Officers and College Council Members

A number of Board Policies and Administrative Procedures were reviewed by administration and/or the Board Policy Committee over the summer and provided to the Board of Trustees for information and/or action at the June 20, July 18 and August 15, 2017 Board meetings. These reviews continued through the summer in order to maintain forward movement with assessment of policies and procedures that have not been looked at in five or more years and to incorporate legal updates from the Community College League of California. The Board was informed that these policies/procedures would be reviewed with the senates and college council upon return from the summer break. The majority are from Chapter 2 – Board of Trustees and Chapter 6 – Business/Fiscal Affairs.

The policies/procedures are provided for review and input, if any, from the senates and college council as part of the participatory governance review process. Please log on to [Board Docs](#) to review the documents and any changes that were recommended. This group of policies/procedures will be an agenda item at the next College Council meeting on September 14,

2017 at 3:00 p.m. If you have questions or concerns about any of the policies or procedures listed, please contact Kathy Joyner as soon as possible.

June 20, 2017 Board Meeting

The Board received the following Board policies for a first reading:

BP 2310 Regular Meetings of the Board
BP 2320 Special and Emergency Meetings of the Board
BP 2345 Public Participation at Board Meetings
BP 2410 Board Policies and Administrative Procedures
BP 2610 Presentation of Initial Collective Bargaining Proposals
BP 2710 Conflict of Interest
BP 2715 Code of Ethics
BP 2717 Personal Use of Public Resources
BP 2720 Communications Among Board members

BP 6307 Debt Issuance and Management (New)
BP 6400 Financial Audits
BP 6750 Parking
BP 6900 Bookstore(s)

Note: College Council reviewed the second read policies at their May 11, 2017 meeting. Review is not necessary for the second reads at the June 20, 2017 Board meeting.

The Board received the following Administrative Procedure as information:

AP 2320 Special and Emergency Meetings
AP 2610 Presentation of Initial Collective Bargaining Proposals
AP 4235 Credit by Examination (10 + 1) – Reviewed/Approved by Academic Senate
AP 5012 International Students (10 + 1) – Reviewed/Approved by Academic Senate

AP 6307 Debt Issuance and Management (New)
AP 6345 Bids and Contracts – UPCCAA (New)
AP 6347 Contracts – Professional Services (*renumbered from 6345*)
AP 6370 Contracts – Personal/Other Services
AP 6400 Financial Audits
AP 6750 Parking
AP 6900 Bookstore(s) (New)

July 18, 2017

The Board received the following Board policies for a first reading:

BP 6450 Wireless or Cellular Phone Use
BP 6500 Property Management

The Board approved the following Board Policies

BP 2310 Regular Meetings of the Board
BP 2320 Special and Emergency Meetings of the Board
BP 2345 Public Participation at Board Meetings
BP 2410 Board Policies and Administrative Procedures

BP 2610 Presentation of Initial Collective Bargaining Proposals
BP 2710 Conflict of Interest
BP 2715 Code of Ethics/Standards of Practice
BP 2717 Personal Use of Public Resources
BP 2720 Communications Among Board Members

BP 6307 Debt Issuance and Management (New)
BP 6400 Financial Audits
BP 6750 Parking
BP 6900 Bookstore(s)

The Board received the following Administrative Procedure as information:

AP 6500 Property Management
AP 6535 Use of District Equipment

August 15, 2017

The Board received the following Board policies for a first reading:

BP 3600 Auxiliary Organizations

The Board approved the following Board Policies:

BP 6450 Wireless or Cellular Phone Use
BP 6500 Property Management

The Board received the following Administrative Procedure as information:

~~AP 3600 Wireless or Cellular Phone Use~~ Auxiliary Organizations
AP 6347 Contracts – Professional Services

*Kathy Joyner
Executive Assistant
Superintendent/President
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