

October 12, 2023
AC 229, Kentfield Campus

Present: Sally Wong (Classified Senate rep), Ryan Barbosa (ASCOM rep), Gavi Bar-or (ASCOM rep), Gary Gonser (ESCOM student rep), Jonathan Eldridge, Greg Nelson, Mia Robertshaw, Mici Benet

Absent: David Wain Coon, Nekoda Harris, Maria Coulson (Academic Senate rep), David King (Academic Senate rep), Rebecca Yim (Classified Senate rep)

General Counsel Mia Robertshaw chaired the meeting on behalf of Superintendent/President David Wain Coon. It was determined that despite the absence of the two Academic Senate members, there was a quorum present.

The [Participatory Governance Operating guidelines](#) define a quorum in the following way: Quorum for meetings will be a simple majority (50% + 1) of the Council or Committee's filled seats. Seats with no appointed representatives shall not be included when establishing quorum. If any governance group does not provide at least one representative for a meeting, the remaining group will comprise a quorum and can take action provided they comprise a simple majority.

The meeting was called to order at 3:03 p.m.

1. **Agenda** - The agenda was approved without changes.
2. **Minutes** – The meeting minutes from September 14, 2023 were unanimously approved.
3. **President's Report**
Campus WiFi

Patrick Ekoue-totou, Director of Information Technology, demonstrated how to join WiFi since the updates several weeks ago. He also provided hard copy instructions that are easy to follow.

The Council discussed the need for better messaging of the instructions, specifically to students.

ASCOM President Ryan Barbosa recommended the faculty in all classes save the last 5 minutes to go over WiFi access with students.

Vice President of Student Learning and Success Jonathan Eldridge suggested including "how to:" instructions in Canvas, reminding students there is in-person tech help at the Library, and sending out an email to all students with instructions.

Sally Wong, Classified Senate President, reported that she has experienced issues with WiFi signal strength in Student Services building, on the 1st Floor. This is a separate and distinct issue from users navigating access to WiFi with the new method of logging in.

Director Ekoue-totou recommended that these issues be reported through the ticket portal so his department can look into that issue.

Action: Need to ensure the WiFi instructions are broadly communicated to students.

Crosswalk

Vice President Eldridge reported that Superintendent/President David Wain Coon spoke with Supervisor Katie Rice about the crosswalk between the main campus and the Welcome Center, where cars often do not stop. The District plans to meet with the County to discuss the apparent visibility issue, even with the flashing yellow lights.

Vice President of Administrative Services Greg Nelson explained that because the crosswalk is owned by the County, that only the County and California Highway Patrol may act to improve the safety. The District is prohibited from spending any funds to make improvements to the crosswalk.

At the next College Council meeting, President Coon will be able to provide a more detailed update.

Cafeteria Hours

Vice President Nelson reported that the Cafeteria will be closed Fridays due to lack of demand and instead is open on Saturdays, from 9:00 a.m. to noon, to accommodate English as a Second Language (ESL) students.

Because there is not enough demand at the Indian Valley Campus (IVC) there are no plans to create a cafeteria. However, the District is working a “grab and go” option for IVC students and employees beginning early December. Students and employees will be able to pre-order food to pick up at IVC between 8:00 a.m. to 4:00 p.m., Monday through Friday.

4. Board Policies and Administrative Procedures

To the extent that a BP/AP is in a constituent group’s purview, College Council unanimously recommended that the above BPs/APs move forward to the Board of Trustees for a first read (policies) and as information (procedures).

- BP 4040 Library

Discussion: A possible new administrative procedure is under review by the Academic Senate based upon recommended language by librarians. We do not currently have an administrative procedure and there is no model CCLC administrative procedure.

- AP 4100 Graduation Requirements
- AP 4222 Remedial Coursework
- AP 4230 Grading and Academic Record Symbols
- AP 4232 Pass - No Pass
- AP 5011 Admission of High School and Other Young Students
- BP 5015 Residence Determination
- AP 5015 Residence Determination
- BP 5035 Withholding of Student Records
- BP 5040 Student Records and Directory Information
- AP 5040 Student Records and Directory Information
- AP 5075 Credit Course Adds and Drops
- BP 5130 Financial Aid
- AP 5130 Financial Aid
- AP 7217 Instructional Rotation
- AP 7232 Classification Review
- AP 7234 Overtime
- BP 7251 Educational Administrator Retreat Rights
- BP 7280 Unrepresented Employee Complaints
- AP 7280 Unrepresented Employee Complaints
- BP 7335 Health Examinations
- BP 7360 Discipline and Dismissal - Academic Employees
- BP 7370 Use of District Resources for Political Activity
- AP 7370 Use of District Resources for Political Activity
- AP 7371 Personal Use of Public Resources
- AP 7381 Health and Welfare Benefits
- AP 7400 Travel

Discussion: The group discussed the increase in per diems for food, 90-day receipt submission for reimbursements, removal of out-of-state travel ban, and requested Senate leaders communicated the changes to constituents.

- AP 7500 Volunteers

5. Board of Trustees

The Council reviewed the draft Board of Trustees regular meeting agenda for October 17, 2023, 3:00 p.m. in Academic Center 255, and via Zoom. The Board agenda includes the Marin County School Boards Association (MCSBA) shared services presentation; Campus Policing and Public Safety Advisory Council item where staff will present an

update regarding the work of the Campus Policing and Public Safety Advisory Council to date, as well as recommendations for changes to the charge of the Advisory Council; an update on the Athletics Program; an accreditation update; a quarterly budget report; action items to approve Campus Policing and Public Safety Advisory Council revised charge and approval of the Marin Community College District's Initial Proposals for the Successor Agreement with the United Professors of Marin, AFT Local 1610 (UPM). It is possible that the agenda will have items related to the CEO search, depending on the status of the Board's deliberations. Otherwise, the other agenda items are business as usual.

General Counsel Robertshaw reported that there are several students who have replied to serve on the Campus Policing and Public Safety Advisory Council and thanked ASCOM.

6. **Constituent Reports**

Academic Senate

There was no report.

ESCOM

Gary Gonser, ESCOM President, reported that the big upcoming event is the 50th Anniversary for October 14, that will be held at the Jonas Center. ESCOM has been planning the event for a year and rehearsals for the event went well. He reminded the group that this is a free event with Ken Dychtwald, the author of *Radical Curiosity*, as keynote speaker. There will be a book give away at the event, with wine and food served.

Sponsors and College of Marin staff have been instrumental in planning the event, and, as an organizer he is thankful for the tremendous amount of cooperation and support.

ESCOM is continuing its Senior Planet computer lectures but intends to add hands-on workshops to teach senior adults how to sign up for ride-sharing, computer searches, and more. The goal is to ensure people become comfortable with technology.

Recently ESCOM met with Seniors in Retirement (SIR), a men's club, and SIR members were surprised to learn that of ESCOM's 3,000 members approximately 80% are women. There are three new ESCOM clubs: mahjong, arm chair travel, and meditation.

Classified Senate

Classified Senate President Sally Wong reported that both Welcome Back Breakfasts each had 30 attendees, with IVC attendance doubled from last year. The timing was

imperfect due to the many other events that took place simultaneously. This will be taken into consideration during next year's planning.

The Professional Learning Committee (PLC) held a successful Classified professional development day on October 11 that received very positive feedback. During the professional development breaktime a yoga session, station for learning how to plant, and farm tour were made available.

The Classified Halloween party, fundraiser, and costume contest will be held on October 31, with a generous sponsorship to provide lunch for attendees. The Book Club is reading [Spare](#) by Prince Harry.

Classified Senate is also raising money through See's Candies "Yum Raising" fundraising platform. Whenever people order See's Candies online through this [link](#), the CS will get a small percentage of the sale.

ASCOM

Student Senate President Ryan Barbosa reported on the success and high attendance and participation of students in clubs. The most recent event held was Latin Expressions to bring awareness to Latin culture, with many countries represented. There was music, pupusas were served, and trivia games created by Mi Familia took place. Canal Alliance attended to provide workforce development and other resources to students.

Upcoming events include Spooky Season on October 18 (look for the haunted tent), in conjunction with Fall Y'All, and Día de Muertos on November 2 (mariachi band). Notably students have complained that ASCOM events are on days when fewer students are on campus, Mondays and Wednesdays. Last year those were the busiest days of the week. ASCOM will take this into consideration when planning next term.

Although ASCOM would like a faster resolution of the water bottle filling stations, Vice President Nelson reported that is not possible due to necessary lead and bid approval process time to complete such projects.

Gavi Bar-or, Student Senate Vice President, reported that there are is a big increase in club attendance although ASCOM is considering revising how clubs are reactivated to remove barriers in the current process. Fall and spring club attendance differs. Gavi also reported that the Environmental Club plans to present a recommendation to remove lawn to the Academic Senate, based on a project from last semester.

General Counsel Robertshaw thanked the group for their senate reports.

7. Meeting Wrap Up

The Welcome Center crosswalk issue, communicated to Supervisor Katie Rice, will be updated.

Everyone is invited to attend Fall Y'All and Spooky Season on October 18, 2023.

8. **Meeting Schedule:**

The next regular meeting is November 9, 2023.

9. **Adjourn Meeting** – The meeting adjourned at 3:47 p.m.

DRAFT