Marin Community College District
Board of Trustees
Board Retreat
June 8, 2013

Minutes

A. Open Session
1. Call to Order, Roll Call and Adoption of Retreat Agenda
The Board of Trustees of the Marin Community College District met for a Board Retreat at the College of Marin Kentfield Campus, Science Center Room 136, all members having received notice as required by law. Vice President/Clerk O’Brien called the meeting to order at 9:07 a.m. Trustees Conti, Long, O’Brien and Treanor were present. Superintendent/President Coon, Vice President Harrison and Rob Barthelman were also present.
M/s (Treanor/Long) to adopt the retreat agenda. Motion carried 4-0-3. Trustee Namnath arrived at 9:10 a.m., Trustee Dolan at 9:15 a.m. and Trustee Kranenburg at 9:30 a.m.

2. Public Comment on Retreat Agenda – No comment on the retreat agenda.

3. M/s (Treanor/Conti) to approve Declaration of Surplus Property. Motion carried 4-0-3. Trustees Dolan, Kranenburg and Namnath were not present.

Rob Barthelman was introduced to share information about a proposed solution to our maintenance and operations planning. Trustee O’Brien noted that her firm is under contract with Mr. Barthelman’s company and that she may have to recuse herself from decisions on this topic. Mr. Barthelman gave a presentation to the Board which outlined the history of facility planning and maintenance and how it has evolved over the years, noting that previously most information was on paper, or graphic, represented a point in time, and not integrated with other related data. He shared information about the ONUMA system, a software system aligned with the space inventory system at the State (Fusion) that allows...
integration of a variety of data such as interior finishes, occupancy, room use coding, preventative maintenance, energy management, maintenance of systems and system manuals, scheduled maintenance, a work order system and staffing and cost analysis. The system is web-based and is easily maintained. Trustees asked questions about keeping the system secure, backup protocols and procedures, how and who maintains the system, and system security. It was noted that once the system is loaded with the information, backups are maintained at the State for FUSION, by ONUMA and also by the College with server backups. The Director of Maintenance typically maintains the system, but it can be accessed and modified by authorized maintenance staff as well and would be a very useful and time-saving research tool for staff. Trustees discussed the importance of including security into future planning discussions and creating wish lists, such as key card access etc.

Trustees took a short break at 9:56 a.m. and reconvened at 10:07 a.m.

Dr. Coon informed the Board that the system was piloted at the College with data from one existing building, the Learning Resource Center, and one new building, Science Math and Nursing and the information shared with staff. The cost for the entire College would be $250,000 to set-up and input the data and $2,000/year for maintenance. The initial set-up will take approximately eight months. Dr. Coon noted that we have accumulated $1,020,365 in the energy savings and rebates, and are receiving credits from PG&E as we continue to reduce our energy usage. He recommended using a portion of the energy fund to purchase the system. Trustees discussed the Marin Energy Authority, allocations to the energy savings fund, continued increases in energy costs keeping the budget flat, putting energy savings language into policy, the commitment to use energy savings to fund maintenance moving forward, creating a reserve for facilities/maintenance, responsible management of taxpayer assets, being pro-active leaders, additional solar for older building and creating a sustainable community. There was suggestion that data should be reviewed every few years to make sure we stay up to date. Trustees thanked Mr. Barthelman and staff for a very informative presentation.

5. Board Self-Evaluation
The Board discussed process, evaluation of governance, productivity, study session topics and needs. Summary Forthcoming.

Dr. Coon informed the Trustees that the Marin Grand Jury sent a report entitled, “Marin’s Retirement Health Care Benefits: The Money Isn’t There” which
required a response from the District. Staff will draft a response and have it reviewed by legal counsel.

7. Meeting adjourned to Closed Session at 12:15 p.m.

B. **Closed Session**
   
   1. Public Employee Performance Evaluation (Government Code Section 54947)
      Title: Superintendent/President

      Meeting adjourned at 12:50 p.m.