Special Board Meeting
Board Retreat
Marin Community College District – Board of Trustees
March 29, 2013

Minutes

A. **Open Session**

1. **Call to Order, Roll Call and Adoption of Agenda**
   
The Board of Trustees of the Marin Community College District met for a Board Retreat in the Staff Lounge of the Student Services Building on the Kentfield Campus, all members having received notice as required by law. Board Clerk O’Brien called the meeting to order at 9:15 a.m. Trustees Conti, Long, O’Brien and Treanor were present. Trustees Dolan, Kranenburg and Namnath were not present. Also present were Superintendent/President Coon, Vice President Harrison, Director McCarty, Mark Kelley (Dannis Woliver Kelley) and Sarah Schoening (Schoening Group Inc.).

   **M/s (Long/Conti) to adopt the agenda. Motion carried 4-0-3.**

2. **Public Comment – There was no public comment**

3. **Adjourned to Closed Session at 9:16 a.m.**

B. **Closed Session**

Trustee Namnath arrived at 9:20 a.m. and Trustee Dolan arrived at 9:40 a.m.

1. **CONFERENCE WITH LABOR NEGOTIATOR (Govt. Code Sec. 54957.6)**
   
Relative to the following organizations representing employees: California School Employees Association (CSEA); Service Employees International Union (SEIU)

   Staff: David Wain Coon

2. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (Government Code §54956.9 (b))** Number of Potential Cases – 1

   Attorney: Mark Kelley, Dannis Woliver Kelley

C. **Open Session**

1. **Call to Order, Roll Call and Adoption of Agenda**

   Board President Namnath called the open session to order at 10:56 a.m. and asked the
Clerk to call roll. Trustees Conti, Dolan, Long, Namnath, O’Brien and Treanor were present. Trustee Kranenburg was absent. Also present were Superintendent/President David Wain Coon, Vice Presidents Al Harrison and Jonathan Eldridge, Director of Modernization Laura McCarty, Bruce Hart and Ken Brazzel (Jacobs), Sally Swanson (Sally Swanson Architects), Sarah Schoening (Schoening Group) and Mark Kelley (Dannis Woliver Kelley).

M/s (Conti/O’Brien) to approve agenda. Motion carried 6-0-1. Trustee Kranenburg was not present.

2. Report on Closed Session – No action taken during Closed Session
3. Public Comment – No public comment.
4. Approve Minutes
   a. M/s (O’Brien/Treanor) to approve minutes of February 26, 2013 Regular Board Meeting. Motion carried 6-0-1. Trustee Kranenburg was not present.
   b. M/s (Long/Treanor) to approve minutes of March 14, 2013 Special Board Meeting. In response to a question, Board Present Namnath stated that notifications related to meeting attendance should be communicated to the Board President, the Superintendent/President David Wain Coon or his assistant. He further noted that agendas must be posted 72 hours in advance of regular meetings and 24 hours in advance of special meetings and may not be changed unless within the required posting limitations. Motion carried 6-0-1. Trustee Kranenburg was not present.
5. M/s (Treanor/O’Brien) to approve MOU between District and CSEA. Motion carried 6-0-1.
6. Bond Spending Plan Study Session (Modernization Team)
   Ms. McCarty gave a presentation with assistance from the modernization team and field experts. A copy of the Presentation is available on the College of Marin Website, Board of Trustees Page, under the link for 2013 Board Meetings. Ms. McCarty and Ms. Swanson discussed the progress made on ADA issues since the 2004 ADA assessment report, noting 78% of barriers at Kentfield had been removed and 31% have been removed at IVC (not including Ohlone). The timeline will be updated to address the remaining issues. Trustees asked questions and discussed the need for required signage, parking, pathways and way-finding, IVC accessibility issues, cost factors, staffing large events to assist those with needs, and looking at new technologies. Asset management will also be a factor with considerations for both buildings in use and decommissioned buildings.

Trustee Dolan left the meeting at 11:30 a.m.

There was a suggestion to consider using portable ADA-compliant restrooms rather than renovating existing restrooms, since unknown conditions can be costly in renovation projects. A request was made to find out what percent of the IVC accessibility issues were related to restrooms and what effect using portable restrooms would have on the completion percentage at IVC.
Ms. McCarty introduced Sarah Schoening and Ken Brazzel to help present the proposed Bond Spending Plan. It was noted that as the bond projects come to an end with funds dwindling it is important to fully fund projects to their finish, address ADA obligations, provide internal support and right-size projects (including contingencies for uncertainties). Staff reviewed funding needs for the Academic Center, Performing Arts, Child Study Center, Cultural Mitigation Measure (Historic Preservation), Fine Arts Mechanical and Weatherization projects. Needs not covered in Fine Arts were identified along with Program Management costs through close-out of the Academic Center Project. Ms. McCarty reviewed the Bond Spending Plan Options.

Trustees broke for lunch at 12:05 p.m. and resumed the meeting at 12:20 p.m.

Trustees discussed and asked questions about the projects and spending plan. Discussion included use/re-use of existing materials, fund raising (i.e. Historic Preservation), Fine Arts repairs that will have the most impact for students, possible financial relief on Fine Arts due to potential claim, increased management fees, bare bones ($6 million) vs. full modernization ($18 million) of Austin Science, the role/need for services of Schoening Associates, staying on time and on budget, concerns with overages on projects, cost of Academic Center, ADA compliance issues, repair of roofs to maintain buildings, IVC priorities, costs related to delaying decisions and that more information was needed on ADA and seismic issues.

There were requests to have fund raising discussed at a future retreat and to have a more in-depth conversation about the Austin Science and Learning Resources Centers.

Dr. Coon noted that he heard the concerns expressed and will bring back more information.

7. **Technology Plan Update** (Harrison)

Vice President Harrison shared information on how Measure C funds for Technology have been spent noting that $3,162,537 remains of the initial $10 million designated for this purpose. He also shared Technology Plan Priorities reporting on projects that have been completed and remaining projects and related costs if known. The estimated cost for these projects exceeds what is left in Measure C Technology funds. Smart classrooms have been included in all new projects and remodels and determinations must be made about other classrooms that require updating and at what cost. The technology plan did not identify all costs because certain projects are not yet defined to a point where reasonable cost estimates are possible. Some items may fall off the list as technology changes. Funds for licensing and maintenance are being incorporated into the unrestricted General Fund budget. Trustees discussed the topic asking questions and making suggestions such as the potential of fund raising options, checking to see if all priorities are included or just three years, whether this is sustainable, assuring we
include technology if there is a future bond issue, continued research of distance education and our acceptance to join MarinNet.

Trustee Dolan returned to the meeting at 2:00 p.m.

8. **Student Success Initiative Update/Enrollment Priorities (Eldridge)**
Vice President Eldridge provided Trustees with an update on the Student Success Act and reviewed enrollment priorities for fall 2014. It was noted that there is a process for exceptions to the enrollment priorities. There was discussion about the required mandates, cost sharing, adequate counseling/staff, use of DegreeWorks/technology, course priorities, resources and helping students succeed. Trustees thanked Mr. Eldridge for a very thorough and informative presentation.

Trustee O’Brien provided a sample of the evaluation used last year noting that the format worked well and will be used again this year with a focus on three goals. The timeline is aggressive. Trustees requested that the survey save the information that has been input before it times-out. There will be an update at the May meeting and a final discussion in June. Dr. Coon will share other needs beyond the three goals in his self-evaluation.

10. M/s (O’Brien/Conti) to adjourn the meeting. Meeting adjourned at 3:00 p.m.