

COLLEGE OF
MARIN

**BOARD OF TRUSTEES
SPECIAL BOARD MEETING
BOARD RETREAT**

**April 24, 2010
9:00 a.m. to 3:00 p.m.
AC108, Kentfield Campus**

Minutes

Call to Order and Roll Call

The Board of Trustees of the Marin Community College District met in AC108 on the , Kentfield campus for a Special Board Meeting (Board Retreat), all members having received notice as prescribed by law. Board President Long called the meeting to order at 9:15 a.m. Trustees Treanor, Hayashino, Conti and Long were present. Trustees Dolan, Namnath, Kranenburg, and Student Trustee Parker were absent.

M/s (Conti/Hayashino) to approve the agenda as presented. The motion passed unanimously (7-0).

Adoption of Agenda

M/s (Hayashino/Treanor) to adopt the agenda with these revisions: 1) the group norms discussion was deferred to the June 8 Board Retreat; Vice President Harrison was asked to change the focus of his financial update to the state employee pension situation and its effects on the college and to defer the balance of his planned financial update to the May 18 Board meeting. The motion passed by a unanimous vote of 4-0.

Comments from the Public

None

Financial Update

Al Harrison, Vice President of College Operations, informed the Board that STRS is in deep trouble and has a potentially bigger unfunded liability problem than PERS. He anticipates that there will be significant increases in required employer contributions for

both STRS and PERS in the next four years and noted that the college will have to be prepared to deal with this.

Case Studies

Trustee Treanor presented scenarios for discussion she prepared for the Board on organizational, operational and functional areas with a focus on conflict resolution. Board members reviewed the scenarios, complimented Trustee Treanor for her work on this exercise, and decided that it would be best to make some edits to make the tone less subjective and to wait until more Board members were present to have the actual discussion on these issues. They also commented on the need for an outside facilitator to come to the June 8 Retreat and oversee the discussion of these scenarios.

Organizational Areas

Agenda Development: Trustees discussed the development of agendas and timing of meetings/study sessions. Trustees also discussed a set time for meetings (including study sessions); meetings should be started on-time and if closed session is not finished by this time closed session will be continued after the open session has adjourned. Dr. White reminded Trustees that the meeting calendar is set at the Annual Organizational meeting in December.

Agenda improvement: Board Officers need to recognize when a study session is needed. Before the Bond, study sessions were educational topics led by a Board member and addressed an issue that would come to the Board 1-2 meetings in advance of the action item appearing on the agenda. Trustees agreed that it would be good to move back toward this model. To aid in this preparation, the Board of Trustees meeting matrix will be included in the organizational meeting materials along with the annual calendar.

Decision Making: Agendas and the back-up materials should be read in advance of the meeting. Board members who do not come prepared should be sure not to monopolize Board meeting time with questions that are addressed in the meeting materials. This topic will be further discussed at the June retreat.

Operational Areas

Meeting Protocols: Trustees were provided with two handouts: (1) Successful Meetings and (2) Do's and Don'ts of Parliamentary Procedure. Trustees were asked to review each handout.

Parliamentary Procedure vs. Robert's Rules of Order: Trustees discussed the difference between parliamentary procedure and Robert's Rules of Order. It was pointed out that Robert's Rules is typically used for larger decision making bodies (typically 12+ people) and that the terminology we should be using is parliamentary procedure. Trustees Conti and Hayashino will form an ad hoc committee to select and develop a parliamentary procedure and report back at the next Board retreat.

“Command Performance” expectations: This item will be discussed at the June Retreat.

Functional Areas

Code of Ethics: This Board Policy is required to meet a WASC standard and part of the Self-Study. Therefore, this item will appear for approval on the May 18 agenda.

Community Relationship: Trustees acknowledge that the community cannot be put aside, but decisions of the Board must be made according to the needs of programs and students.

Trustee to Trustee Relationship: This item will be discussed at the June Retreat.

Wrap up

Topics for May 18 Meeting:

- *STRS/PERS Discussion*
- *BP 2715 Code of Ethics*
- *Board of Trustees Goals/Priorities*

Topics for June Retreat:

- *Team Building/Norming*
- *Case Studies (Trustees Conti and Hayashino to revise)*
- *Parliamentary Procedure*
- *Discuss “must attend” events*

Adjournment

Board President Long adjourned the meeting at 2:52 p.m.