

COLLEGE OF
MARIN

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

**February 6, 2009
8:00 a.m. to 5:30 p.m.
Marin Community Foundation– Oak Room
5 Hamilton Landing, Suite 200, Novato**

Minutes

I. Call to Order, Roll Call and Adoption of Agenda

The Board of Trustees of the Marin Community College District met in the Oak Room at the Marin Community Foundation, 5 Hamilton Landing, Suite 200 in Novato, members having received notice as prescribed by law. Board President Kranenburg called the meeting to order at 8:30 a.m. All publicly elected Trustees were present except Trustee Long, who arrived at 8:55 a.m., Trustee Dolan, who arrived at 9:25 a.m., Trustee Namnath, who arrived at 9:30 a.m., and Student Trustee McCleary, who did not attend the Retreat. Trustee Treanor left the meeting at 12:30 p.m.

M/s (Hayashino/Treanor) to move the regular meeting (IX) to the beginning of the agenda. The motion passed unanimously (4-0).

IX. Regular Meeting

A. Call to Order and Roll Call

Board President Kranenburg called the meeting to order at 8:39 a.m. Board Clerk Hayashino called the roll and the following Trustees were present: Trustees Treanor, Paterson, Kranenburg and Hayashino.

B. M/s (Treanor/Paterson) to Approve Short-Term Hourly Positions. The motion passed by a unanimous vote of 4-0.

C. M/s (Treanor/Hayashino) to Approve Agreement with Cardaronella Stirling Associates (CSA) for Strategic Development Assessment. The motion passed by a unanimous vote of 4-0.

D. M/s (Paterson/Treanor) to **Approve California Pacific Medical Center Hospital Experience Agreement.** The motion passed by a unanimous vote of 4-0.

II. Comments from the Public

None

III. Welcome and Overview

Board President Kranenburg stated that the Retreat would focus on a discussion of Board effectiveness, Board ethics and protocol, Board budget priorities, fundraising, institutional planning, and asset enhancement and management planning.

IV. Develop Board Objectives and Protocols

M/s (Treanor/Hayashino) to change the order of the topics under this agenda item as follows: Board Discussion of Retreat Ground Rules, Review/Discuss Pasadena District Model, Establish BOT "Rules of the Road," Board Current Goals/Priorities 08/09, Board Budget Priorities. The motion passed by a unanimous vote of 5-0.

Facilitator Bill McGinnis led the Board in a discussion of the topics under this agenda item with a focus on teambuilding, communication, and meeting effectiveness. A copy of his presentation is attached to the minutes.

Trustees Namnath and Hayashino, members of the Board Policy Committee, were asked to review the Pasadena Community College District Code of Ethics, Board Protocols and Board Norms, take a look at other models, and check on accreditation requirements for a Board Code of Ethics (including a sanction policy). They will then work on customizing protocols, norms and a Code of Ethics for our Board and present an update at a future Board meeting.

President White reviewed the progress made toward the Board Goals and Budget Priorities 2008/2009 which were approved at the September 18, 2007 Board meeting, noting that we are on track and moving forward with all of them.

Board members discussed three budget priorities which will require further evaluation so that direction can be given to staff: our unfunded liability, the equity study, and our reserve level. Linda Beam, Executive Dean of Human Resources & Labor Relations, reported that she has been working with CSEA and Ewing & Associates, the firm that conducted an equity study for us, to develop a five-year implementation plan to bring classified salaries and job descriptions up to par with our neighbors. President White has asked her to prepare a similar five-year implementation plan for administrators. The District needs to know what financial resources the Board can commit to put these implementation plans in place. Board members discussed the need for a sizeable reserve level during these difficult economic times and asked to have a Board Study Session on this topic at the March 17 Board meeting.

V. Discussion

A. Naming and Fundraising Proposal

Trustees Hayashino and Treanor reported that they, along with Dr. White, had met with Patricia Stirling whose proposal for a Strategic Development Assessment was approved earlier in the meeting. Ms. Stirling is gathering information about the college and will interview approximately 30 people, including all Trustees. She will prepare a report that will identify COM's challenges and opportunities for increasing philanthropic resources.

B. Foundation MOU and Structure

Board President Kranenburg and Dr. White will meet with Margaret Elliott, COM Foundation Executive Director, and Dr. Frank Parnell, COM Board President, to discuss the COM/COM Foundation MOU.

C. Next Steps

Board members are looking forward to receiving Ms. Stirling's report and to increasing our fundraising efforts.

VI. Institutional Planning Updates

A. Program Review Outcomes 2008

Academic Senate President Yolanda Bellissimo updated the Trustees on Program Review. She reported that all 60 program reviews had been completed and were currently being assessed by the Institutional Planning Committee (IPC) to determine the needs of each individual program (i.e.; staffing, supplies, technology, etc.). As a result of program review the ESL/English department is asked to re-structure and the football program was asked to assess the viability of revitalization. As a result of the latter process, football has been recommended for discontinuance.

B. Educational Research Data and the "5 Pathways"

Robert Kennedy presented data on the 5 pathways model for research and planning. Professor Kennedy reported that this model is a way to look at and measure College of Marin's instructional needs differently than our current planning methods. The 5 pathways model breaks data into groups based on the desired outcomes of the students into basic skills, career oriented, cultural enrichment, lifelong learning, and transfer. This model will begin to be incorporated into planning in July 2009.

C. Education Master Plan 2009-2019

Nick Chang gave an update on the Education Master Plan (EMP). The Education Planning Committee met last week to complete the EMP. The completed EMP includes feedback from all constituent groups and has been approved by the Academic, Classified and Student Senates.

The EMP includes four chapters, with the final chapter addressing challenges the District faces. There are 19 recommendations that will be prioritized and addressed through the Integrated Planning Process.

D. Integrated Planning Process Model

Bernie Blackman introduced the integrated planning process model. The process will incorporate descriptions of the assumptions and procedures with which to improve institutional effectiveness. This collected information will be compiled into the College of Marin Integrated Planning Manual, which can then be used to assist in acclimating new administrators to the culture of the institution. This will be implemented in the 09/10 budget and addresses WASC recommendation III.

E. Strategic Planning Process

The Strategic Plan is a short-term version of the integrated planning process that uses the 19 recommendations that came from the Educational Master Plan. These recommendations will be addressed 3 to 4 at a time and can be re-evaluated annually to reallocate resources as needed.

VII. Asset Management Planning Updates

A. Review and Discuss Proposals for IVC and Kentfield

Jim Goodell presented an initial proposal for Trustees to consider a public/private partnership for the Gateway complex and College Ave. retail. He indicated that next steps would be to begin to understand the Gateway Programming and determine if there is a fit in this location or if retail should be considered for the College Ave. frontage road. Next, a market survey will be completed to determine the viability of the project. This process will take approximately 3 months; if the project is determined not to be viable then this will be the end of the discussion. If the project is considered viable, we can move forward and determine design, revenue, and parking. Trustees requested that this item be brought to a meeting for action.

VIII. Review Retreat Outcomes, Assignments and Next Steps

- Policy committee with continue to review Chapters 1 and 2 of the Board Policies. They will also review and make recommendations regarding the Pasadena City College model.
- The Board will move toward tighter reports, ground rules, and better communication.
- Board Budget Priorities – Study Session with fiscal scenarios in March
- Addressed and determined Board Budget Priorities for 08-09 & 09-10
- Fundraising and Naming: hired a consultant
- Institutional Planning/Program Review: Pathways, Scheduling, and Sports
 - Support the 5 pathways model, bring back for action in February or March
- Messaging & Marketing
- Educational Master Plan
- Strategic Plan: fostering a culture of evidence
- Asset Management: bring as an action item in February; asset report in March.
- Board Retreat: Hold retreat in July to discuss Board Self Evaluation

X. Adjournment

M/s (Hayashino/Namnath) to adjourn the meeting. The motion passed unanimously (6-0) and Board President Kranenburg adjourned the meeting at 4:38 p.m.