

COLLEGE OF
MARIN

**Board of Trustees
Special Board Meeting (Retreat)
January 24, 2006
Minutes**

Call to Order, Roll Call and Adoption of Agenda

The Board of Trustees of the Marin Community College District held a special Board meeting (retreat) on Tuesday, January 24, 2006, in POMO 188 at the Indian Valley campus, all members having received notice as prescribed by law. Board President Brockbank called the meeting to order at 8:45 a.m. All members were present except Trustee Dolan, who arrived at 9:05 a.m., and Student Trustee Smith.

Also attending were President Frances White, Al Harrison, Elise Schneider, Andrew Carothers, Linda Beam, David Snyder, Nanda Schorske, Rick Sapanaro, Pamela Mize-Kurzman, Elizabeth Tucker, Jake Skaer, Dave Kirn, Rob Barthelman, José Nuñez, Bernie Blackman, Bud Allen, Anita Martinez, Melody Creel, Sim Van der Ryn, David Gottfried, Lawrence Witter, Patricia Russo, Bob Thompson, Don Flowers, Yulian Ligioso, Cari Pogan, Jennifer Gollan, Sandy Roberts, Ernie Yamane, Ileana Saldivia, Tom Lawrence, Steve Barnes, Amy Skewes-Cox, and Derek Wilson.

M/s (Kranenburg/Treanor) to adopt the agenda. The motion passed unanimously.

Introductions and Opening Remarks

Board President Brockbank stressed the importance of this meeting and thanked everyone who worked on the agenda. President White welcomed the participants, noting that this retreat was designed to provide education and exposure and to lead us to decision making.

Comments from the Public

There was no one present who wished to address the Board on the items listed on the agenda.

New Business

Where We Are Now

Dr. Elise Schneider, Interim Vice President Student Learning, reviewed the definitions of Weekly Student Contact Hours (WSCH), Full Time Equivalent Students (FTES), Full Time Equivalent Faculty (FTEF), and Faculty Load (copy of glossary attached). She noted that COM's state-calculated faculty load (308) is lower than the state guideline for preferred load (525 WSCH/FTEF). She then introduced Deans David Snyder, Nanda Schorske, and Rick Sapanaro, who discussed Fall 2005 credit classes in their respective divisions with the lowest and highest load as of September 2, 2005, first census day (copy of handout attached).

Operating Budget and Costs of Student Education

Al Harrison, Vice President of College Operations, presented an overview of COM's demographics, operating budgets, facilities operating costs, and student education costs (copy of presentation attached). He noted that we are probably not spending a high enough percentage of our total budget for maintenance and facilities. We may have too much space for our student population and may have a higher than average cost per student.

Examples of How and Why Programs/Curricula are Created, Deleted

Dr. Elise Schneider reported that we have accomplished a great deal in the last 18 months through the participatory governance process, most notably the development of the Mission Statement, Vision & Values Statement, and Phase II of the Master Plan. Program review will assist us in deciding which programs need to be expanded and which need to be deleted.

Deans Snyder, Schorske and Sapanaro mentioned areas in their divisions where demand could grow: fine arts, ESL, multi-media, the health sciences. Dean Sapanaro shared data on the IVC Math Labs for the year 2004-05 (copy attached), noting that these labs are very expensive to operate and have low retention rates. This spring we have postponed the mechanism of offering math labs and have a classified staff member available to oversee tutorial assistance.

Board members and staff discussed at length the need for rigorous and systematic program review and wise allocation of our resources.

Issues to be Resolved: Direction Needed from Trustees

José Nuñez reported that his team's efforts are moving on a path parallel to the development of COM's Educational Master Plan. His team needs more information and direction before they can move forward.

Rob Barthelman reviewed the issues that need to be resolved so that his staff can plan facilities

which are aligned with COM's mission, programs, and educational master plan, including the size of each campus, size of class/labs, niche programs, number of faculty and staff, where classes are taught, number and size of programs, instructional delivery method, hours of college operations, and the future of Bolinas Marine Lab. (Copy of presentation included in attached Board of Trustees Retreat handout).

Facilities Options/Opportunities/Concepts

(copy of presentation included in attached Board of Trustees Retreat handout)

David Gottfried made a presentation on opportunities for COM to become a model of sustainability in Marin County, focusing on the areas of built environment, health sciences, technology, and transportation. Possible curriculum and program opportunities for COM in these areas include the following: green organizations, green standards, green certification, Green Life Center, green manufacturing, green building, solar technicians, energy management, bicycle repair.

Sim Van der Ryn, the Director of COM's new Center for Regenerative Design, shared his vision for making COM the first major countywide model of integrated green design and education. He noted that the new Marin Countywide Plan makes sustainable communities the overarching goal. The Center for Regenerative Design will be a resource to various departments on campus and a catalyst for discussion. He hopes to start a public lecture series and facilitate brainstorming sessions.

Review Facilities Master Plan Options and Concepts

(copy of presentation included in attached Board of Trustees handout)

Tom Lawrence reviewed facilities assessments for both campuses. Four buildings on the Kentfield campus (Dance/Landscape, Disabled Student Facility, Fine Arts Building, and Maintenance) would withstand a major earthquake. All of the Kentfield property south of the creek is in the 100 year flood plain with the exception of the P.E. Building. All buildings on the IVC campus are life-safe, but the HVAC systems need to be replaced.

Rob Barthelman reviewed common themes that emerged from the Board Retreat on Master Programming held on November 15, 2005 and from department-specific Master Programming meetings held on both campuses. He also shared site opportunity analysis diagrams with the Board.

Board members expressed their appreciation for the impressive information that was presented to them.

Board Discussion/Questions/Direction to Staff

M/s (Treanor/Kranenburg) to direct staff to initiate the appropriate collaborative consultation process that will effectively identify how to implement a rigorous process to ensure that program review can inform decisions as to consolidation, enhancement, reconfiguration (credit to community ed; delete or add sections), shift delivery methods (distance learning), and to actually

phase out programs/courses, and to report back to the Board by the March 2006 meeting. The motion passed unanimously.

M/s (Kranenburg/Treanor) to direct staff to move forward in the following areas:

1. Identify and prioritize top (10?) academic programs.
2. Identify and prioritize top (10?) facilities projects.
3. Size campuses to an 8,000 to 10,000 headcount.
4. Give programmatic themes to campuses:
 - IVC – Health science, math, technology, environment, partnerships, specialized programs, and existing programs
 - Kentfield – Liberal arts
5. Size programs and facilities to meet needs.
6. Identify and prioritize top (20?) partnerships. Provide status report and action plan for each.
7. Make recommendations for tear-down of buildings.

Finally, staff should report back to the Board by March at the earliest and April at the latest.

M/s (Moore/Hayashino) to close debate on Trustee Kranenburg's motion. The motion passed unanimously.

The Trustees voted unanimously in favor of Trustee Kranenburg's motion above.

Adjournment

M/s (Kranenburg/Treanor) to adjourn the meeting. The motion passed unanimously and Board President Brockbank adjourned the meeting at 3:05 p.m.

The PowerPoint presentation containing most of the information presented at the Retreat is publicly posted on the college's web site at http://marin.cc.ca.us/MeasureC/bond_general.htm under "Board of Trustees Retreat and Briefing."