



COLLEGE OF  
**MARIN**

**David Wain Coon, Ed.D.**  
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June 1, 2016

The Honorable Judge Kelly V. Simmons  
Marin County Superior Court  
P.O. Box 4988  
San Rafael, CA 94913

✓ Victoria Harrison, Foreperson Pro Tem  
Marin County Grand Jury  
3501 Civic Center Drive, Room #275  
San Rafael, CA 94903

RE: 2015-16 Web Transparency Report Card: Bringing Marin County's Local Governments to Light

Dear Judge Simmons,

Thank you for the opportunity to review the Web Transparency Report released in March. In this document, Marin Community College District (MCCD) received a C- grade based upon several concerns. We have addressed the following identified deficiencies:

**Budget**

A reserve level was not previously identified in MCCD's Board Policies. Board Policy 6200 Budget Preparation has been revised to include the following language: *Unrestricted general reserve shall be no less than 8%*. The Board of Trustees received this revision for a first reading at the May 17, 2016 Board meeting and will take action on the Board policy at the June 21, 2016 Board meeting. Upon approval, BP 6200 will be updated and posted to the website. College staff are currently working on an Administrative Procedure to address the process for achieving and maintaining the stated reserve level. Upon approval by the Superintendent/President, the procedure will be posted to the college website.

**Elected Officials**

Election procedures and deadlines were not previously posted on the MCCD website where they could be easily identified and located. In addition, the reimbursement and compensation policies for the elected Board of Trustees were not easy to identify and locate. Election procedures and information related to reimbursement and compensation are now located with the other pertinent information related to the governing board on the MCCD website. This information may be found on the Board of Trustees page at the following link: <http://www.marin.edu/com/BOT/index.html>

**Administrative Officials**

While information related to the Superintendent/President was listed on the website, other key administrative officials were not included. Information about the Superintendent/President's executive

team or "cabinet" has been added. This information may be found on the President's page at the following link: <http://www.marin.edu/president/index.htm>

#### **Public Records**

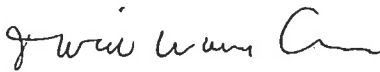
A link to Public Records Requests has been added to the home web page "Quick Links" at <http://www.marin.edu/president/pub-records-requests.htm>

#### **Report**

The Student Success Scorecard is included in the "fact book" for MCCD. The following is a link to the report. <http://www.marin.edu/com/PRIE/factbook/index.html>

I am confident that with these changes, our grade for web transparency will increase significantly. Should further clarification be desired, please do not hesitate to contact me at (415) 485-9502.

Sincerely,



David Wain Coon, Ed.D.  
Superintendent/President

cc: Stephanie O'Brien, Board President