Board of Trustees Regular Meeting Agenda
August 28, 2007
Ohlone 106, Indian Valley Campus

The Board shall act on posted items and shall not deliberate items that are not on the posted agenda. Persons desiring to address the Board may fill out a card and give it to the Recording Secretary.

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact Bob Balestreri at 485-9414. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting.

If you wish to speak, complete card available at entrance, give card to recording secretary, get recognition from the Chair. Persons desiring to address the Board on items not on the agenda may speak under item number “C.3” on the agenda. Public comment presentations will be limited to no more than 3 minutes each.

A. Board Study Session – 2:30 to 4:30 p.m., Ohlone 106, Indian Valley Campus

1. Call to Order, Roll Call and Adoption of Agenda
2. Modernization Workshop (2:30 to 3:30 p.m.)
   a. Science/Math/Central Plant Complex Conceptual Design Presentation by ED2
3. Evaluate Board Goals and Budget Priorities 2007/08 (3:30 to 4:30 p.m.)

B. Closed Session – 4:30 p.m. in AS 101, Indian Valley Campus

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

   (a) Request for Public Comment on Closed Session Agenda

2. Closed Session: To consider and/or take action upon any of the following items:

   (a) With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957.6:
   CONFERENCE WITH LABOR NEGOTIATOR
   Relative to the following organizations representing employees: United Professors of Marin (AFT/UPM), California School Employees Association (CSEA), Service Employees International Union (SEIU), Unrepresented Employees (Confidential, Supervisors, Managers)
   Agency Negotiator: Larry Frierson
C. Regular Meeting

1. Call to Order (1 minute)

2. Approval of Minutes (2 minutes)
   ▪ Minutes of July 17, 2007 Board Meeting
   ▪ Minutes of July 24, 2007 Board Meeting
   ▪ Report of Closed Session for August 28, 2007

3. Citizens’ Requests to Address the Board on Non-Agenda Items (10 minutes)

4. Board Reports and/or Requests (15 minutes)
   a. Commendation Resolutions and Other Resolutions Resolution in Support of Constitution Day
   b. Legislative Report
   c. Committee Chair Reports
   d. Individual Reports and/or Requests
   e. CEO Report to Board on WASC Compliance
   f. CEO Report to Board on Compliance with Grand Jury Recommendations

5. Chief Executive Officer's Report (5 minutes)
   a. Staff Reports (45 minutes)
      (1) COMet Update (Al Harrison)
      (2) Modernization Update (V-Anne Chernock)
      (3) Program Review Update (Anita Martinez)
      (4) Enrollment Update (Anita Martinez)
      (5) Enrollment Activities Update (Anita Martinez)
      (6) Senior Housing (Al Harrison)

6. Academic Senate Report (5 minutes)

7. Classified Senate Report (5 minutes)

8. Student Senate and Student Associations Report (5 minutes)
9. Board Study Session
   b. Discussion of Board Goals/Budget Priorities 2008/09

10. Items for Possible Future Board Agendas (5 minutes)
    a. Reserve Policies (September)
    b. Unfunded Liability Options (September)
    c. Shared Use Agreement – Sustainable Horticulture Program at IVC (September)
    d. Board Goals & Budget Priorities 2008/09 (September)

11. Consent Calendar Items (Roll Call Vote) (10 minutes)
    The Superintendent/President recommends that the Board of Trustees approve the following Consent Calendar Items:

    A. Calendar of Upcoming Meetings & Other Special Events

       All regular Board meetings are at 6:30 p.m. with Board Retreats (Special Meetings) and other special events as noted:

       September 18 Regular Meeting – 6:30 p.m. – Staff Lounge, Deedy Student Services, Kentfield
       October 9  Regular Meeting - 6:30 p.m. – Ohlone 106, IVC
       November 7 Regular Meeting – 6:30 p.m. – Staff Lounge, Deedy Student Services, Kentfield
       December 11 Organizational and Regular Meetings – 6:30 p.m. – Staff Lounge, Deedy Student Services, Kentfield

    Other Special Events:

       CCLC Annual Convention, November 15-17, 2007, San Jose Fairmont

       Effective Trustee Workshop, January 25-27, 2008, Sacramento Sheraton

    B. Classified Personnel Recommendations. Approve the Classified Personnel Recommendations:
       1. Appointment of Classified Personnel
       2. Appointment of Hourly Personnel
       3. Temporary Increase/Decrease in Classified Assignment

    C. Academic Personnel Recommendations
       1. Appointment of Academic Personnel
       2. Change of Academic Personnel Assignment
       3. Temporary Increase of Academic Personnel Assignment

    D. Educational Management Personnel Recommendations
       1. Appointment and/or Change of Educational Management Personnel

    E. Short-Term Hourly Positions
F. Budget Transfers – Month of July - FY 2007/08

G. Declaration of Surplus Property – Miscellaneous Equipment

H. Modernization (Measure C) Contracts
   1. Ratify Actions Pre-Authorized by Board of Trustees on July 24, 2007
      a. CSW/Stuber-Stroeh Amendment #10
         Larkspur Annex Restroom and IVC TransTech Projects (#321B
         and #402A)
         Design services (new task)
      b. Alfa Tech Cambridge Amendment #12
         Larkspur Annex Restroom and DSPS Relocation (#321B and #850G)
         Design services (new task)
      c. VBN Architects Amendment #2
         IVC Main Building Project (#417A)
         Answers to Board of Trustees’ Questions (additional services)
      d. McGinnis Chen Associates Amendment #1
         Old Science Roof Repairs Project (#850E)
      e. IVC Pool Boiler Replacement Project (#407A)
         Short Form Construction Contract with Banner Enterprise, Inc.
      f. Contract Time Extensions
         i) Amy Skewes-Cox Amendment #5
         ii) Crossroads Relocation Services, Inc. Amendment #1
         iii) Degenkolb Engineers Amendment #2
         iv) Fugro West, Inc. Amendment #5
         v) GeoTech Utility Locating, Inc. Amendment #1
         vi) QA Consultants, Inc. Amendment #2
         vii) Royston, Hanamoto, Alley & Abey Amendment #6
         viii) Steinberg Architects Amendment #6
         ix) Transitions Amendment #2
      g. IVC Support Work Miscellaneous Support
         i) POMO 4 Roof Repair Project (#402B)
            Pre-construction patchwork
            Al Heffley – new short form

I. Approve Advanced Placement Credit

12. Other Action Items (10 minutes)
The Superintendent/President recommends the Board of Trustees approve the following Action Items:

A. Approve Resolution to Comply with National Incident Management System (NIMS) and State Emergency Management System (SEMS) Requirements

B. Adopt 2007/08 Final Budget

C. Approve Request to Bid for Maintenance Building 1 Waterproofing Project
D. Approve Request to Bid for Football Bleacher Repair

E. Approve Resolution to Establish Fiscal Year 2007/08 (Gann) Proposition 4 Appropriations Limit

F. Modernization (Measure C) Contracts
   1. Approve Professional Service Agreement with Jill Murphy for Banner Modules
   2. Professional Services Contracts – Short Form New
      a. Approve Anshen & Allen New Short Form Contract #2
         Science/Math/Central Plant Complex Project (#305A)
         Closeout services for original project design
   3. Professional Services Contracts – Long Form Amendments
      a. Approve Ninyo & Moore Amendment #2
         PE Complex Project (#308B) and POMO 4 Roof Replacement Project (#402B)
         Additional abatement design services & monitoring
   4. Miscellaneous Actions
      a. PE Complex Relocation Project (#850)
         Authorization to lease portables

13. Information Items (5 minutes)


B. IVC Site and Main Building Geotechnical Studies by Fugro West and Miller Pacific in response to Board of Trustees’ request

14. Correspondence
    Correspondence in Board Packets

15. Board Meeting Evaluation (5 minutes)

16. Adjournment
BOARD GOALS AND BUDGET PRIORITIES 2007/08

Approved at the September 19, 2006 Board Meeting

1. Fiscal Accountability
   - Set appropriate level of reserves.
   - Implement plan for unfunded liability.
   - Right size institution for proper use of basic aid funds.
   - Implement asset management planning for long-term fiscal health.

2. Implement and Evaluate Educational Master Plan
   - Enhance student success — student support/guidance/counseling.
   - Seek scholarship support from COM Foundation.
   - Continue EEIF to promote faculty and staff excellence.
   - Implement processes to provide on-going evaluation, assessment, and data for informed institutional decision making.
   - Increase enrollment and right size institution.
   - Implement Program Review for greater flexibility to meet student needs.
   - Enhance higher education partnerships.

3. Strategic Communication
   - Continue internal communications and participatory governance practices.
   - Continue external communications for marketing and research.

4. Facilities
   - Implement Measure C.
   - Implement Capital Naming Campaign.
A. Board Study Session

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

The meeting of the Board of Trustees of the Marin Community College District was called to order at 2:40 p.m. by Board President Treanor in the Deedy Staff Lounge at the Kentfield campus, all members having received notice as prescribed by law. All publicly elected Trustees were present in addition to Hoa-Long Tam, the Student Trustee.

M/s (Long/Kranenburg) to approve the agenda with the following change:
- Move agenda item A.2.d to follow item A.2.a

Motion passed unanimously (7-0) with an advisory aye vote from Student Trustee Tam.

2. Modernization Workshop

The Board was updated on the status of the following projects:

a. Response to Questions about the IVC Main Building: V-Anne Chernock, Director of Modernization, gave a brief presentation on the Main Building at IVC. This presentation included options for aesthetic architectural additions including a rooftop garden, wind turbine, and curved roof. At this time staff is not recommending that these additions be made because of monetary concerns, but wanted to show Board members some other options. The Board expressed a concern because there are currently no plans to place photovoltaics anywhere on the building. Some Trustees are also concerned that the current plans call for fixed, non-operable windows. There will be a study session in the coming weeks to discuss the plan for the windows as well as the optional aesthetic elements.

b. Building Foundation – IVC Main Building: V-Anne Chernock, Director of Modernization, and Ahmad Aissa from ZFA Structural Engineers (a subcontractor on the VBN Architects Team) presented Board members with a report of findings from a detailed soils study conducted in the footprint of the Main Building at IVC. This report showed that initial soil studies were incorrect and the plan for the foundation would have to be modified. The initial study determined that there would be a need for 150 pilings to be drilled 12 feet deep in order to reach bedrock. This process will allow the building to remain seismically sound in the event of an
earthquake. The new detailed soils study found that bedrock was significantly
deeper, and the recommendation by Mr. Aissa is to drill 100 pilings 30 feet deep,
costing the District additional amounts totaling approximately $700,000 –
$1,000,000. Board members had many questions about the validity of both studies
and requested more information about each study. They also requested information
from the initial soils study from the 1970’s. Board members discussed setting a
policy for using money in reserve funds.

c. Response to Questions about the Number of Restrooms in the Fine and Performing
Arts Buildings: V-Anne Chernock, Director of Modernization, reported on the
number of restrooms planned in the Fine and Performing Arts Buildings. Currently
there are 34 units (stalls) planned for both the Fine and Performing Arts Buildings
combined. Director Chernock pointed out that this matches the current number of
units currently housed in the buildings. The only difference is that there will be one
more unit for the women and one less unit for the men.

d. Science/Math/Central Plant Update: Director of Modernization V-Anne Chernock
presented Board members with the new renderings of the Science/Math/Central
Plant complex. It is planned to be the largest building on the Kentfield campus.
Board members were shown three different views of the building coming from three
different angles on campus. Board members were interested to know if the
Modernization Team and the new architects were able to salvage anything from the
previous architects. It was reported that most of the work the previous architects
put into the building was in the programming phase. All of this work was salvaged
and was handed over to the new architects.

e. Matching State Funds for Kentfield Gateway Project: V-Anne Chernock, Director of
Modernization, reported that we have requested 50/50 matching funds from the
State of California in the amount of 27.7 million dollars to complete construction of
the Gateway Project at Kentfield. She noted that if approved by the State, the cost
to the District will be very close in both square footage and budget to the original
figures projected in the 2004 bond proposal. Director Chernock also reported that
we are close to the top of the list to receive funding because we are requesting a
50/50 match and most schools are requesting a 60/40 match. In addition to the
Gateway Building, we have also requested state funds for the completion of a new
Children’s Center to be located at the Larkspur Annex. In this project, we are
requesting 3.5 million dollars from the state, and the District will contribute 1.5
million dollars.

Copies of these presentations are posted on our website.

The Study Session (open session) was recessed at 4:44 p.m.

B. Closed Session

1. Call to Order, Roll Call, Adoption of Agenda, Closed Session

Board President Treanor reconvened the meeting of the Board of Trustees of the Marin
Community College District at 5:00 p.m. in the SS A&B Conference Rooms in the
Student Services Building on the Kentfield campus. All publicly elected Trustees were
present. Dr. Frances White, Al Harrison, Anita Martinez, Linda Beam, and Larry Frierson were also in attendance.

There was no one present who wished to address the Board on the items listed to be discussed in closed session, and the Board went into closed session.

The closed session recessed at 6:50 p.m.

C. Regular Meeting

Reconvene in Open Session

The meeting of the Board of Trustees of the Marin Community College District was reconvened in open session at 6:55 p.m. in the Deedy Staff Lounge on the Kentfield campus by Board President Treanor. She announced that the meeting was being recorded to facilitate the preparation of minutes. All Trustees were present, including Student Trustee Tam.

2. Approval of Minutes and Report of Closed Session

M/s (Long/Hayashino) to approve the minutes of the June 26, 2007 Board meeting. The motion passed unanimously.

M/s (Moore/Hayashino) to approve the minutes of the July 10, 2007 Special Board meeting. The motion passed unanimously.

Board Clerk Kranenburg reported that the Board had met in closed session earlier that afternoon on the items listed on the agenda, and that no action was taken.

3. Citizens' Requests to Address the Board on Non-Agenda Items

Pamela Lichtenwalner addressed the Board to request a meeting with the members in closed session regarding curriculum and Scientology Narconon Drug Education Program. Board members deemed that this was not an appropriate topic for a closed session meeting and requested that she make an appointment to meet with Dr. White and Linda Beam. Dr. Lichtenwalner agreed to call Dr. White's office.

4. Board Reports and/or Requests
   a. Commendation Resolutions and Other Resolutions

M/s (Kranenburg/Hayashino) to approve the Resolution in Support of Water Management and Technology Education Center (WaMTEC). The motion passed unanimously by a roll call vote of 7-0 (plus an advisory aye vote by Student Trustee Tam).

b. Legislative Report.
   None

c. Committee Chair Reports

   Trustee Hayashino reported that the Board self-evaluation committee has drafted a questionnaire to be filled out by Board members, which has been revised based on questions and comments from last year. Trustee Hayashino requested that any questions or comments on the draft be sent to her by the end of the week. A final
questionnaire will be circulated at a later date with results to be reported in August.

d. Individual Reports and/or Requests
Trustee Long distributed a summary of comments from the PSA discussion at the Board meeting on June 12, 2007. She requested that they be listed with the minutes from tonight’s meeting (copy attached). She also wanted to publicly acknowledge Grace Hom of the Dental Assisting School for always sending notes to the Trustees when they attend one of her events. Trustee Long also reported on the EdCal K-12 newsletter that she receives. She indicated that the headline of the latest edition is “Community Colleges Qualify Funding Initiative.” She indicated that this was an informational piece from a K-12 perspective.

Board President Treanor reported on the Marin County Fair. She indicated that it was a great experience and thanked Cathy Summa-Wolfe for putting it together. She also reminded the Trustees that the College of Marin Foundation will be holding its annual “Welcome Back Breakfast” and encouraged everybody to attend. Trustee Treanor took this opportunity to reflect on the work that the Trustees and staff have accomplished during the past few years:

- Three years with Dr. White as Superintendent/President
- Adopted two resolutions: Modernization Facilities Bond and Sustainable Building Practices
- New Governance System in place
- New Educational Master Plan in place
- WASC – all but one recommendation complete
- Passed a Bond Spending Plan
- Grand Jury report and responses
- New Technology Implementation
- New Workforce Partnerships (thanks, Nandal)
- Addressed the reserve issue
- Able to keep Dr. White

e. CEO Report to Board on WASC Compliance
Dr. White reported that the last recommendation from the WASC team, to institute program review pilots, is well underway. We are hoping to have two rounds of reviews to show the team when they come to re-evaluate us in October.

f. CEO Report to Board on Compliance with Grand Jury Recommendations
Dr. White reported that the Response to the Grand Jury report has been submitted (a final version can be found in the Board packets). She noted that they had some good suggestions and we will be working hard to implement them. This item will be on the agenda quarterly so that the Board can stay abreast of staff progress.

5. Chief Executive Officer’s Report
Dr. White thanked the Board for their support. She also took this time to introduce Jim Arnold, the new Dean of Math and Science.

a. Staff Reports
1) **COMet Update**

Al Harrison, Vice President of College Operations, reported that the Finance component went live on Banner July 1 and everything seems to be running smoothly. He reported that end user training took place for many at the end of June. Vice President Harrison acknowledged his staff who have been working hard, in many cases six days a week. He indicated that as each component goes live, there will be a celebration for that component. Details on the parties will follow.

2) **Modernization Update**

V-Anne Chernock, Director of Modernization, passed out a "relocation cheat sheet" discussing swing space. She noted that this is an informational item, in case anyone asks. A new section has been added to her director's report, entitled "milestones." This section will discuss specific milestones that were set during the given month. The report will indicate if the milestone has been met, and if it has not, will discuss the fiscal impact and reasons for the delay.

Director Chernock introduced Amy Skewes-Cox to discuss the Environmental Impact Report (EIR), and she described the process of submitting an EIR. She said that the EIR draft is currently at the printer and should be ready for viewing on July 24, 2007. Ms. Skewes-Cox reported that the projected timeline is as follows:

- July 24 – September 6: (mandatory 45 days) for public review and comment
- September 7 – October 14: Administrative draft: response to comments brought forward during public review.
- November 7: Board certification
- After the Board certifies the EIR, then the Bond Spending Implementation Plans and Mitigation Monitoring plans can officially be adopted.

Director Chernock informed the Board that there would be a study session in September that will address any questions the Board members may have.

3) **Quarterly Update on SFSU**

Nanda Schorske, Dean of Workforce Development, College, and Community Partnerships, updated the Trustees on current partnerships. She introduced Marilee Eckert of the Marin Conservation Corps. Ms. Eckert spoke about the new Sustainable Horticulture program that is being housed on the IVC campus and run by M.C.C., and partially sponsored by the Marin County Board of Supervisors. Next, Board members were given an update on the work being done by the SFSU/COM Liaison, Jeanie Jacobson. Ms. Jacobson is currently speaking at Rotary clubs and other similar organizations to get the word out about opportunities at the IVC campus. Dean Schorske informed the Board that she will have a full update on all of College of Marin's partnerships at the August Meeting.

4) **Program Review Update**

Anita Martinez, Vice President of Student Learning, handed out a Governance Committee Report Form. On this form, she summarized the recommendations of the committee: "The focus was on implementing Program Review in order to address a remaining accreditation recommendation. A process and timeline
were implemented. Selection of Phase I and Phase II participants and coordination of work with the Data Advisory Group were completed."

5) Equity Study
Linda Beam, Executive Dean of Human Resources, reported that the Human Resources Office, in conjunction with CSEA, will embark on an equity study. This has come as a result of collective bargaining for job descriptions, duties, and salary comparisons. Dean Beam has met with representatives from CSEA to determine the criteria to select a consultant group to assist in the process.

6. Academic Senate Report
Yolanda Bellisimo, President of the Academic Senate, updated Board members on the Academic Senate. As part of the State Education Code, the Academic Senate is responsible for developing a list of qualifications for service of faculty members; this is also known as the Disciplines List. Currently, State standards break hiring requirements into two sections: (1) Masters Available and (2) No Masters Available (aka Non-Masters). The State Senate is now looking into adding a third category: (3) Bachelors Degree with 2+ years of professional experience. The addition of the third category will move many from category two and will place additional scrutiny on vocational professors. Ms. Bellisimo reported that College of Marin used to have a Senate Equivalency Committee that reviewed faculty applications and monitored the standards and disciplines list. At this time, she is unaware as to what has become of this committee, but would like to see it be resurrected. Ms. Bellisimo also informed the Board that she has submitted a request to serve on the State Senate Committee on Standards and Practices. A copy of Ms. Bellisimo’s statement is attached to the minutes as part of the official record.

7. Classified Senate Report
None given.

8. Student Senate and Student Association Report
Student Trustee Tam reported that the Student Senate had not formally met. He indicated that the goal of the Senate this year is to make College of Marin more visible within the state. Student Trustee Tam also indicated that he would be attending the Annual CCCT meeting for Student Trustees.

9. Board Study Session
a. Educational Pathways
Yolanda Bellisimo and Robert Kennedy reported on their program review of transfer disciplines as part of a Phase II program review. They reported that, currently, College of Marin organizes transfer students on a departmental level. They do not believe that this form of organization reflects what students are trying to accomplish during their time at College of Marin. The transfer program should reflect the "big picture." At this time they do not have any solid answers or suggested resolutions, but hope to bring some ideas to Board members once the Program Review is complete. A copy of this presentation can be found on our website.

10. Items for Possible Future Board Agendas
a. Reserve Policies
b. Unfunded Liability
c. Shared Use Agreement – Sustainable Horticulture Program at IVC (August)
d. Senior Housing Proposal

11. Consent Calendar Items (Roll Call Vote)
M/s (Kranenburg/Brockbank) to approve all items on the Consent Calendar with the addition of a board study session added on July 24, 2007. The motion passed unanimously with a roll call vote (7-0), plus an advisory aye vote by Student Trustee Tam.

A. Calendar of Upcoming Meetings & Other Special Events

All regular Board meetings are at 6:30 p.m. with Board Retreats (Special Meetings) and other special events as noted:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>July 24</td>
<td>Board Study Session – 4:30 p.m., Internet Café, IVC</td>
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<tr>
<td></td>
<td>Regular Board Meeting – 7:45 p.m.</td>
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<tr>
<td>August 28</td>
<td>Regular Meeting – 6:30 p.m., Ohlone 106, IVC</td>
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<td>Final Budget Adoption</td>
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<tr>
<td>September 18</td>
<td>Regular Meeting – 6:30 p.m., Staff Lounge, Deedy</td>
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<td>Student Services, Kentfield</td>
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<tr>
<td>October 9</td>
<td>Regular Meeting - 6:30 p.m., Ohlone 106, IVC</td>
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<tr>
<td>November 13</td>
<td>Regular Meeting – 6:30 p.m., Staff Lounge, Deedy</td>
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<td>Student Services, Kentfield</td>
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<tr>
<td>December 11</td>
<td>Organizational and Regular Meetings – 6:30 p.m., Staff</td>
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<td></td>
<td>Lounge, Deedy Student Services, Kentfield</td>
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Other Special Events:

WaMTEC Dedication Celebration, July 19, 11:30 a.m. to 1:00 p.m., lawn between Miwok and POMO Clusters, Indian Valley Campus

Fall Convocation: August 17, 10:00 a.m. to 12:00 p.m., Fine Arts Theater, Kentfield

B. Classified Personnel Recommendations. Approve the Classified Personnel Recommendations:
   1. Appointment of Classified Personnel
   2. Permanent Increase in Classified Assignment

C. Academic Personnel Recommendations. Approve the Academic Personnel Recommendations
   1. Part-Time Temporary and Regular Credit Instructors’ Appointments for Summer Session 2007
   2. Temporary Non-Credit and ESL Community Education and Services Instructors’ Appointments for Summer Session 2007

   1. Resignation/Retirement of Academic Personnel
   2. Appointment and/or Change of Educational Management Personnel

E. Short-Term Hourly Positions
12. Other Action Items

A. Reject Claim – Austin Hogan
M/s (Brockbank/Hayashino) to reject the Austin Hogan Claim. Motion passed unanimously.

B. Friends of Corte Madera Creek Project
M/s (Long/Moore) to permit Friends of Corte Madera Creek to continue habitat enhancement at the College ecology area should they be successful in obtaining the grant funds. Motion passed unanimously plus an advisory aye vote by Student Trustee Tam.

C. Authorize Request to Apply to Marin County Office of Education and Marin County Auditor for Fiscally Accountable Status
M/s (Hayashino/Kranenberg) to apply to Marin County Office of Education and Marin County Auditor for Fiscally Accountable Status. Motion passed unanimously plus an advisory aye vote from Student Trustee Tam.

D. Modernization (Measure C) Contracts
   1. Professional Services Contracts – Long-Form Amendments
      a. M/s (Long/Brockbank) to approve Steinberg Architects Long-Form Contract Amendment #5 DSPS Relocation Design Project #850G, Kentfield Campus. Motion passed 6-1 with Trustee Dolan casting the no vote. Student Trustee Tam cast an advisory aye vote.
b. M/s (Kranenburg/Long) to approve Royston Hanamoto Alley & Abey (RHAA) Long-Form Contract Amendment #5; Landscape Design – IVC Bridges & Pathways Project #413A and Parking Lot & Bioswale Project #401B. Motion passed 6-1 with Trustee Dolan casting the no vote. Student Trustee Tam cast an advisory aye vote.

c. M/s (Kranenburg/Hayashino) to approve Alpha Tech Cambridge Group Inc. Long-Form Contract Amendment #11, Relocation Costs - PE Project #850F at Kentfield Campus. Motion passed 6-1 with Trustee Dolan casting the no vote. Student Trustee Tam cast an advisory aye vote.

d. M/s (Moore/Long) to approve CSW/Stuber-Stroeh Long-Form Contract Amendment #9, PE Portables Project #850F at Kentfield Campus – Engineering Services. Motion passed 6-1 with Trustee Dolan casting the no vote. Student Trustee Tam cast an advisory aye vote.

e. M/s (Brockbank/Long) to approve Fugro West Inc. Long-Form Contract Amendment #4, Geotechnical Services for PE Photovoltaic Project #308D. Motion passed unanimously plus an advisory aye vote cast by Student Trustee Tam.

2. Authorization to Initiate Projects
   a. M/s (Kranenburg/Brockbank) to approve IVC Power Plant 1 – Pool Heater Replacement Project #407A; Project Approval, Authorization to Bid, Pre-Approval to Award. Motion passed unanimously plus an advisory aye vote by Student Trustee Tam.

3. New Construction Contracts
   a. M/s (Brockbank/Hayashino) to approve Community Reconstruction Solutions Contract, PE Complex Modernization Project #308B, Evaluation of Glu-Lam Beams. Motion passed unanimously plus an advisory aye vote by Student Trustee Tam.

4. Construction Contract - Change Order
   b. M/s (Brockbank/Hayashino) to Approve Change Order #1 and Resolution for Approval of Change Order #1 to Existing Contract with D&D Pipelines, Inc. for PE Conduit Crossing Project #308E. The motion passed with a unanimous roll-call vote (7-0) plus an advisory aye vote from Student Trustee Tam.

E. Modernization (Measure C) – Miscellaneous
   M/s (Brockbank/Kranenburg) to Approve Request for Reallocation of $700,000-$1,000,000 from a source to be determined to the project budget for the IVC Main Building (Project #417). Motion passed by a 4-3 roll call vote with Trustees, Moore, Long, and Dolan casting no votes. Student Trustee Tam cast an advisory aye vote.

F. Approve Office of Civil Rights Resolution Agreement
   M/s (Kranenburg/Brockbank) to Approve the Office of Civil Rights Resolution Agreement. Motion passed with a unanimous roll call vote plus an advisory aye vote from Student Trustee Tam.

13. Information Items

14. **Correspondence**  
Board members were asked to review the correspondence in their Board Packets.

15. **Board Meeting Evaluation**  
None

16. **Adjournment**  
M/s (Dolan/Kranenburg) to adjourn the meeting. The motion passed unanimously and Board President Treanor adjourned the meeting at 10:55 p.m.
Dr. Eva Long
248 North Almenar Drive
Greenbrae, California 94904

Add to the Marin Community College District’s, June 19, 2007 meeting, Trustee Eva Long comments to be entered into the Minutes of the July 17, 2007

I took considerable time to conduct fact-finding and study regarding the pro’s and con’s of Project Labor Agreements. I want to thank staff and other interested parties for providing me with information.

So there is no misunderstanding, the District has not limited the ability of Contractors to bid on the various construction projects. The bid process is open to all union and non-union contractors. The major concern and responsibility of the Trustees is to assure that contractors bidding the job are qualified, competent, and can perform at the highest level. The contractor must be the crème of contractors. Effective contractors perform on time, on target, and they must have a labor force that can perform skillfully and are trained in the areas needed.

The Trustees main responsibility is to plan judiciously and anticipate any potential policy issues that would affect costs and performance.

The following reasons and rationales for my support of PLA’s and the criteria are

1. Project Labor Agreement’s are used as a risk management planning tool especially for major projects that are large and complex requiring specific skill sets. As a Trustee, it is of utmost importance that College of Marin not suffer further decline of student enrollment, and that students have access to educational opportunities with the least amount of disruption to the teaching and learning process while construction is in process and in transition.

2. Projects must be On Time, and On Target. Time efficiency and controlled costs are essentials.

3. There must be a guarantee, availability, and delivery of the work force when we begin the construction process. PLA’s will assure a sound workforce.

4. No one can anticipate what will happen in 2011 –2012. What will the labor market be at that time? Who will be available? We do not want “out of area, or out of state” workers. What major projects (i.e. new utility company construction, and other Bay Area needs, etc.) will be coming on line in the Bay Area at the time we are beginning our major construction in 2011-2012?

5. In 2008, it is known in the industry that some major contractors projects will be completed. New work will begin thereafter. We hope to secure some of the best trades people at that time with PLA’s.

(415) 461-5099 Phone/FAX
longeva@sbcglobal.net
6. While it is known that union and non-unions both offer apprenticeship programs, the unions do have one of the best trade specific training through their apprenticeship and journeyman programs.

7. In planning ahead, we can secure through PLA's, the basic trades which have a long apprenticeship programs. Some of the crafts which require extensive training which would be most important to COM such as plumbing, sheetmetal workers, electrical, fitters, heating and air-conditioning, heating and air conditioning, etc. It is also hoped that training programs could be established at COM.

8. Quality in managing the resources is essential: planning, time, cost, efficiency, and quality of the workforce availability.
REPORT TO THE BOARD

The Academic Senate has been designated in Ed Code 87357 as being responsible for developing the lists of minimum qualification for service as a faculty member, commonly known as the Disciplines List. The list as it stands now, consists of two categories of minimum quals. One for those disciplines in which a masters is available. This list includes all masters degrees that are accepted for teaching in a specific discipline. The second list is for those disciplines that do not generally offer a Master’s degree. This is commonly known as the non-Master’s list. A resolution adopted by the State Senate in 2004 called for the Senate to research the need for establishing a third minimum qualifications category that includes those disciplines requiring a bachelor’s degree in a specific major and two years of professional experience. The State Senate is still gathering information from members on the feasibility of this third category.

In the process of their study, they have considered the need for reviewing all non-Master’s disciplines and particularly a much closer scrutiny of vocational disciplines. The panel seems to feel that there are many disciplines on the non-Master’s list that should be elevated to a bachelor’s degree. And they are concerned about how professional licenses and proficiencies factor into the Disciplines List. In holding hearings within the senate plenary sessions, the membership brought this up to the panel as well.

In addition to considering adding a third category, changes to the procedures for the Masters and Non-Masters lists are reviewed in a two year cycle with a cycle beginning this year. The new cycle of revisions will culminate in a vote at the 2009 Spring Plenary Session of the State Senate.

The panel that reviews and considers reforms to procedure is the State Senate’s Standards and Practices Committee. Because I find these proposed changes fascinating and crucial to the integrity of our programs, and because I don’t already have enough to do, I plan to offer my name to the State Senate’s Standards and Practices Committee as a possible member to the committee.

As you may know, Sara McKennon is serving on a State Senate committee and it is one of my goals to get the members of our local senate and faculty more involved with the state senate. COM’s senate has not taken a role in the state senate in quite some time and I think this is to our detriment. State-wide visibility and contacts are beneficial to the college and our input into proposed changes to state-wide policy is crucial. Just our ability alone to anticipate coming reforms is an asset to the college.

On a related topic, our Gold Book Policy includes provisions for a senate Equivalency Committee for reviewing potential faculty applications and keeping abreast of standards and changes to the Disciplines List. I am unclear as to what happened to this committee but will bring up to the senate in the fall the possibility of resurrecting the committee and reviewing Gold Book Policy related to it as a part of our pending general review of the Gold Book.
A. Board Study Session

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

The meeting of the Board of Trustees of the Marin Community College District was called to order at 4:45 p.m. by Board President Treanor in the Internet Café at the Indian Valley Campus, all members having received notice as prescribed by law. All publicly elected Trustees were present except Trustee Kranenburg, Trustee Dolan, and Trustee Long, who participated by teleconference from Tampa, Florida.

M/s (Brockbank/Hayashino) to approve the agenda as printed. The motion passed unanimously (5-0) with an advisory aye vote from Student Trustee Tam.

2. Citizens’ Request to Address the Board on Non-Agenda Items

None.

3. Modernization Workshop

a. Project Stabilization Agreement (PSA) Study: V-Anne Chernock, Director of Modernization, introduced Jeff Gee, Program Executive for Swinerton Management & Consulting, and attorney Mike Vlaming of Scarth-Lyons & Associates, who led the Board through a discussion on a sample PSA. Mr. Gee and Mr. Vlaming asked Board members to reference the Chabot-Las Positas Community College District agreement in their packets. Mr. Gee and Mr. Vlaming reminded the Board that this was not a workshop to discuss negotiation points, but rather was an informative discussion as to how a PSA might work at College of Marin. Mr. Vlaming reviewed each article in the agreement and noted where there might be room for additions specific to College of Marin. Trustees were allowed time at the conclusion of the presentation for questions and comments.

b. Follow-up to Issues with IVC Main Building:

i. Rich Graziano, Program Manager for Swinerton Management & Consulting, presented answers to questions on the foundation for the main building at IVC. He distributed a map of the campus with geologic descriptions of the conditions of the various soils throughout the campus. This map noted some of the original boring locations from soil studies in the 1970’s, as well as those from the soils study completed in May. Mr. Graziano specifically
noted that there were no specific findings as to soil quality in the current parking lot (the site of the main building at IVC), and that it is believed that this site was used as a parking lot because it was a flat space. Mr. Graziano also distributed a handout called “IVC Main Building Preliminary Schedule - Fast Track Compared to Standard Design Submittal to DSA.” This chart noted the time that has been saved by running schematic design and the final soils study simultaneously.

ii. V-Anne Chernock, Director of Modernization, addressed feature selection, funding sources for additional foundation costs, and window options with Board members. Board members were given the opportunity to discuss optional aesthetic features for the building. The circular balcony and wind turbine were left on the table for discussion. It was suggested that the balcony be designed as a bid alternate and that a stub for the wind turbine be designed. Director Chernock reported that they have put together nearly $500,000 of left-over money from completed projects which can be used toward the additional costs of the IVC main building foundation. Director Chernock gave a report on the benefits of non-operational windows. She distributed a handout prepared by AlphaTech that supported the position. From a LEED standpoint, it was reported that we get one point for operational windows and seven points for fixed windows. Board members present agreed to proceed with the fixed-window design.

c. Process Changes: V-Anne Chernock, Director of Modernization, reported that the Modernization Department is making changes in the way that they report information to Board members. Changes will be made in reporting all future sub-consulting agreements, specifically naming all contractors and future professional services contracts and amendments. Changes will also be made in reporting budgets, expenditures, schedules, and sequence changes brought to them for approval.

d. Criteria for Allocation of Reserves: Board members were asked to set criteria for using reserve funding. Trustees were in agreement that they did not want to consider using reserve money for anything until it is determined whether or not College of Marin will be approved for funding through the state for the Gateway Building. Director of Modernization V-Anne Chernock discussed other funding options with Board members, which included (1) reducing the scope of the project, (2) reducing the scope of another project, and (3) canceling a project.

4. Other Action Items

M/s (Long/Brockbank) to approve the projects and contracts for the Summer 2007 Bond Projects listed in the Board of Trustees’ packet. The motion passed unanimously with an advisory aye vote cast by Student Trustee Tam.

5. Adjournment

M/s (Brockbank/Long) to adjourn the meeting. The motion passed unanimously and Board President Treanor adjourned the meeting at 9:50 p.m.
MARIN COMMUNITY COLLEGE DISTRICT  
Kentfield, CA 94904

BOARD AGENDA ITEM

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date: August 28, 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No. C.4,a</td>
</tr>
<tr>
<td>Subject:</td>
<td>CONSTITUTION DAY</td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td>APPROVAL</td>
<td>Enclosure(s): Resolution</td>
</tr>
</tbody>
</table>

BACKGROUND:

On December 8, 2004, President George Bush signed off on a law that applies to employees of the Federal Government as well as educational institutions receiving funds from the Federal Government. This law would designate September 17 of each year as “Constitution Day.” The September 17 date commemorates the September 17, 1787 signing of the Constitution. Section 111 of Division J of Public Law 108-447, the Consolidated Appropriations Act, 2005, states in part:

“(b) Each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution.”

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees (1) approve the attached Resolution similar to the one that was passed by the Los Angeles Community College District, and (2) designate September 17 of each year as “Constitution Day.”

Administrator Initiating Item  
Anita Martinez, Vice President Student Learning
WHEREAS, the Constitution of the United States of America was signed on September 17, 1787; and

WHEREAS, it is important that all students be aware of the nature and function of this living document; and

WHEREAS, Section 111 of the “Consolidated Appropriations Act, 2005” established a new statutory requirement for implementation of an educational program pertaining to the United States Constitution, designated by statute as Constitution Day and Citizenship Day (“Constitution Day”); and

WHEREAS, Section 111(b) of PL 108-447 states that “each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution.”

NOW, THEREFORE BE IT RESOLVED that each year, on September 17, College of Marin shall conduct educational programs designed to highlight the historic and continuing importance of the United States Constitution, and

BE IT FURTHER RESOLVED that when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

PASSED AND ADOPTED THIS 28th day of August 2007, by the Board of Trustees of the Marin Community College District of Marin County, California, by the following vote:

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA  

COUNTY OF MARIN  

I, Frances L. White, Secretary to the Board of Trustees of the Marin Community College District of Marin County, California, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by said Board at a regular meeting thereof, held at its regular place of meeting at the time and by the vote above stated.

Frances L. White, Superintendent/President
Secretary to the Board
President’s Report
Board of Trustees Meeting
August 28, 2007

WASC Regional Overview
One hundred and thirty eight community and junior colleges granting associate of arts degrees are members of the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. Though most of these are located in California, ACCJC WASC reaches to Hawaii, the Territories of Guam and American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of Palau, the Federated States of Micronesia, and the Republic of the Marshall Islands.

Is accreditation important? Yes.

According to the commission’s Web site:

“Accreditation ... is an expression of confidence that an institution is satisfactorily achieving its objectives, and that it meets or exceeds the Commission's standards and abides by Commission policies.

“The Commission is concerned with institutional integrity and with performance consistent with Commission standards and policies. While it cannot intervene in the internal procedures of institutions or act as a regulatory body, the Commission can and does respond to complaints regarding allegations of conditions at affiliated institutions that raise significant questions about the institution's compliance with the standards expected of an accredited institution.”

In short, accreditation is fundamental to an institution’s success. Students are reluctant to attend a college without it, fearing that the courses offered and degrees conferred will be considered of little value in the outside world.

After identifying deficiencies in an institution, WASC usually issues a “warning,” followed by “probation” if the problems identified have not been eliminated over a certain period of time. Most recently, WASC put Hartnell Community College on “probation” without first issuing a warning.

Currently the College of Marin is on “warning” status.

WASC reviewed the Progress Report submitted by College of Marin at its January 10-12, 2007 meeting. COM received a letter from the Commission indicating that it accepted the report, continued COM on warning status, and required that the college complete a Focused Midterm Report on issues of special concern to the Commission. College of Marin continues to be fully accredited while on warning status.

The most recent WASC letter reiterated Recommendation 3, which COM did not implement by the deadline. Recommendation 3 requires COM to execute an institutional planning process based on specific criteria. The recommendation also requires that the college integrate institutional effectiveness and program review processes to inform educational master planning, facilities master planning, technology planning, student learning and services programs development and revision, and resource allocation.
COM is making significant progress implementing its new program review process and addressing the accrediting agency’s final recommendation. COM also has addressed four of WASC’s five previous recommendations, including approving an educational master plan, conducting an actuarial study to determine its liability for the future costs of retirees, adopting a new governance structure for participatory decision making, and reviewing its mission, vision and values statements.

The college’s new Program Review Document was approved in December 2006. Last semester COM began piloting its new program review processes using both academic and administrative programs as models. COM will submit a Midterm Report by October 15, 2007. Thanks to a cohort of talented faculty and staff members who are spearheading COM’s program review process, it is expected that our report will reflect the seriousness and dedication with which this recommendation is being addressed.

It appears in recent years that WASC has been more active in holding institutions accountable. A record number of colleges have received warnings and/or are on probation. Since 2005, there have been three institutions that have lost accreditation, including Compton Community College, Don Bosco Technical Institute, and DQ University.

There are 15 institutions that currently are on either on “warning” or “probation,” or that have received a “show cause” request, eight of which are California community colleges.

Those on warning include:
1. Cerro Coso Community College
2. College of Marin
3. College of Marshall Islands
4. College of the Sequoias
5. Hawaii Tokai International College
6. Los Angeles County College of Nursing and Allied Health
7. Porterville College
8. Victor Valley College
9. Western Career College

Institutions that are on probation include:
1. Brooks College
2. Hartnell College
3. Lassen College
4. Northern Marianas College
5. College of the Redwoods

Show cause issued:
1. American Academy of Dramatic Arts Los Angeles

Accrediting agencies like WASC will be under even more pressure in upcoming years now that the Higher Education Act (HEA) SB 1642 has been reauthorized. HEA will require institutions of higher learning to be ever vigilant about meeting stringent standards in order to maintain accreditation. Thanks to the work of COM’s new governance committees, the college is much better positioned to meet these more stringent accreditation standards.
Marin Community College District
Measure C Bond Modernization Program

Modernization Director’s Report to Board of Trustees
August 28, 2007

BUDGET UPDATE

- Bond spending plan: $264.5 million ($249.5 m bond, $15 m interest
- Reserves (after this date): $17,789,000
- Expended to date: $20 million (8% of bond spending plan)
  - Assessment $ 5.5 million
  - Planning/design $12.0 million
  - Construction $ 2.5 million

- In response to a request, Table 1 (attached) lists contingency budgets by project. As of this date, none of these budgets have been encumbered or expended. Old (closed) project budgets will be used to fund the additional building foundation work on the IVC Main Building.

MAJOR PROJECTS BOARD UPDATE/ACTION SCHEDULE

1. Science/Math/Central Plant Conceptual design review September 18
2. Fine Arts Building Update on HVAC/windows September 18
3. Performing Arts Building No update scheduled at this time
4. PE Complex Authorization to bid September 18
5. TransTech Complex No update scheduled at this time
6. IVC Main Building Update on special features September 18

CONSTRUCTION SCHEDULES

This Year:

- IVC boiler replacement: August 2007
- Greenhouse KTD to IVC: September 2007
- IVC Pomo 4 roof: September 2007
- KTD Old Science roof: September 2007

Note: Scope of Old Science roof will be discussed at the meeting.

- KTD PE Portables: November 2007
Marin Community College District  
Measure C Bond Modernization Program  

Next Year:  
- IVC parking lot bioswale: January – June 2008  
- IVC creek erosion mitigation: TBD

Note: A brief update on the status of this project will be presented at the meeting.

- KTD PE Complex: January 2008 – June 2009  
- KTD PE Photovoltaics: May – October 2008  
- KTD West Bridge: June – October 2008  
- KTD Demo (Dickson, D/L, DSPS): Summer 2008  
- IVC Main Building Complex: Summer 2008 – Fall 2009  
- KTD Fine Arts Building: Winter 2008 – Fall 2010

Beyond:  
- KTD Performing Arts Building: Fall 2010 – Spring 2012  
- KTD Gateway Complex: Summer 2011 – Winter 2013

OTHER INITIATIVES  
- Project Stabilization Agreement: Negotiations started
Marin Community College District  
Measure C Bond Modernization Program  
Contingency Budgets Report  
August 6, 2007

<table>
<thead>
<tr>
<th>Project</th>
<th>Budget</th>
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<tr>
<td><strong>Large Building Projects</strong></td>
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<tr>
<td>Science/Math/Central Plant Complex</td>
<td>$5,555,000</td>
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<tr>
<td>Fine Arts Building</td>
<td>$1,340,000</td>
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<tr>
<td>Performing Arts Building</td>
<td>$1,760,000</td>
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<tr>
<td>PE Complex</td>
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<tr>
<td>IVC TransTech Complex</td>
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<tr>
<td>IVC Main Building</td>
<td>$1,570,000</td>
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<tr>
<td>Gateway Complex</td>
<td>$1,240,000</td>
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<tr>
<td><strong>Infrastructure Projects</strong></td>
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<tr>
<td>IVC Bioswale</td>
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<tr>
<td>IVC Creek Erosion Mitigation</td>
<td>$171,000</td>
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<tr>
<td>IVC Gas Main Replacement</td>
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<tr>
<td>IVC Geothermal Field</td>
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<td>IVC Pathways</td>
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<td>IVC Power Plants</td>
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<td>IVC Storm Drain Repairs</td>
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<td>IVC Tree Removal</td>
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<td>KTD Geothermal Field</td>
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<td>KTD Larkspur Annex Demolition</td>
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<td>KTD Larkspur Annex Restroom</td>
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<tr>
<td>KTD Old Science Building Demolition</td>
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<td>KTD PE Complex Photovoltaics</td>
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<td>KTD PE Conduit Crossing</td>
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<td>KTD Tree Removal</td>
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<td>KTD West Campus Bridge</td>
<td>$148,000</td>
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<tr>
<td><strong>Old Projects (funds to be used for Main Building)</strong></td>
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<tr>
<td>Old Fine Arts Asbestos Abatement</td>
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<td>PE Asbestos Abatement</td>
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<td>Product Sample Installation</td>
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<td>Old LRC Roof Repair</td>
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<td>Old Harlan Roof Repair</td>
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<td><strong>Total Contingency Budgets</strong></td>
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These budgets have not yet been spent or encumbered.
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<tr>
<th>Duration</th>
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<tr>
<td>306B PE Complex Modernization</td>
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<td>308D PE Complex PV</td>
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<td>309A New Science-Math-CP Complex</td>
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<td>1,072 Geometry Building</td>
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<td>308B Gateway Complex</td>
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<td>Indian Valley Campus</td>
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<td>417A Main Building Complex</td>
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<td>614 General Administration</td>
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<td>402A Transportation Tech Complex</td>
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<tr>
<td>419A Ignacio Creek Erosion Mitigation</td>
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<td>701+ DEC05A</td>
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Spent to Date: $20,350,000
BACKGROUND: The Office of Organizational Development and Planning and the Student Learning Office have been working together to develop a more accurate picture of current enrollment as students enroll. These figures may prompt us to step up activities to increase enrollment as well as provide comparisons with enrollment at similar points in prior semesters.

However, we offer one caution: preliminary figures change from day to day, sometimes appearing to be up or flat or down. We will provide the most current enrollment figures at the Board of Trustees Meeting on August 28, 2007. However, until we report census figures and until we gather and report positive attendance (the latter after the end of the semester), we cannot be confident that we have the most accurate enrollment information.

RECOMMENDATION:

For information only.

Administrator Initiating Item
Anita Martínez, Vice President of Student Learning
BACKGROUND: On August 8, 2006 the Vice President of Student Learning presented a 12-page document listing activities to grow enrollment and requesting funding for some of them. The Board allocated $500,000; the activities were undertaken; a report on the achievement of those activities and the amounts expended were provided in a report prepared as a submission to the Grand Jury and provided to the Board of Trustees. That report noted that as of the date of the report, $301,850 had been expended in the following categories: Outreach = $17,600; Marketing and Communications = $104,000; Call Center = $8,000; Accuplacer = $7,000; New sections = $252,400; DSPS = $4700; IVC = $30,150. The report also noted “Enrollment produced:

- 235 students enrolled in high-demand credit classes (9 sections) in Fall 06 and Sp 07; others will enroll in 3 more sections this summer
- 292 noncredit ESL students enrolled in Fall 2006 (10 sections); 321 students enrolled in Spring 2007 (10 sections). (A third will likely matriculate into credit courses in the future)
- 3113 students (duplicate headcount) enrolled in a total of 71 sections in noncredit older adult courses
- IVC grew by 22.8% in Fall 2006 compared to Fall 2005 and 13.45% in Spring 2007 compared to Spring 2006.
- We cannot attribute enrollment to the other activities, but the 10-year trend of a 5-6% decline in enrollment has been reversed.”

Student learning is continuing some of the activities begun in the prior academic year, but is also shifting to focus on others. A report is attached. We recommend that Board consider continuing funding for the coming year, and caution that enrollment growth be seen as a multi-year process that will require realistic expectations for modest growth.

Finally, Student Learning is developing a work plan consistent with Board Goals and Priorities to continue to grow enrollment at College of Marin. Once developed, that work plan will be forwarded to the President for her approval. The approved work plan will be followed for the coming academic year, reviewed in summer 2008, and modified as needed so as to describe future work in enrollment management.

RECOMMENDATION:

For information only.

Administrator Initiating Item
Anita Martinez, Vice President of Student Learning
Enrollment Activities Update
Prepared by the Vice President of Student Learning
August 28, 2007

As noted in the report submitted to the Board of Trustees on August 8, 2006, many factors can have an impact on student enrollment. In order to grow enrollment, a college needs to
- Have a positive image in the community
- Describe offerings and programs that create student interest and registration
- Help students matriculate into the college and into classes
- Provide classes at times and in places that meet student need
- Support and retain students as they move towards their goals
- Stay in touch with the students after they leave.

This document highlights some of the work that is being done or will be done to grow enrollment. The work is organized as student matriculation is organized: outreach and recruitment, admission, placement testing, orientation, registration, activities to improve student access and success.

- **Outreach and Recruitment**: Outreach, as contrasted to recruitment, is a set of well-planned strategies to build interest in College of Marin. As a result, there may be some immediate results in increased enrollment, but other gains in enrollment will be more obvious in 2 or 3 years. Recruitment is a set of activities to provide specific information to a set of students with a goal of increasing enrollment immediately. Colleges should do both.

**Student Ambassadors**: The College has increased its recruitment capability by hiring and training “Student Ambassadors” who report to the Office of Outreach. They directly recruit students through presentations and the staffing of COM information booths in the community. They also staff the Outreach Office and provide in-reach (basic information to current students to avoid waits in long lines to ask a simple question) and campus tours to visitors.

**College of Marin Welcome Day**: On August 8, 2007, College of Marin invited students who had applied for, but had not registered in classes, to attend this first time event. 250 lunches were served, and additional students who could not attend contacted the college to see if they could still register. The next day’s registration figures saw an increase of more than 100 headcount, an increase that could have been attributed in part to this activity.

**Additional Outreach staffing**: a 60% counselor for student outreach has been hired in Fall 2007 and is being funding through Matriculation funds. The counselor is in addition to the fulltime counselor who is returning from leave. We will gather data on how many more student contacts are made as a result.

**Promotional materials**, such as the new video for the Automotive Tech, use the latest video features to appeal to the audience expected to have an interest in the program. Faculty, students and community leaders spoke to the value of the program.
**Reminders:** an email reminder (August 16, 2007) and voice mail message from the President (week of August 13, 2007) were sent to the College’s regular data base of 10,000+ students, several thousand of whom had not yet enrolled as of August 16. The email was also sent to the 600 students who had applied but not yet enrolled as of August 16.

- **Admission:** The first thing most students do to attend college is to apply for admission. The admission process, besides being important to colleges in collecting data about students, is often seen as an early predictor of campus life. The first impression a student forms about a college is often created during interactions with this student service. Moreover, potential students with incomplete applications or partial registrations are the easiest students to encourage to enroll.

**COMET goes live:** Admissions is one of the key areas that should be the first to see improvement with the implementation of COMET (Banner) implementation in March 2008. The online application will become a reality, followed by course registration. (Currently, students can complete and send an application to Enrollment Services, but staff must download and enter all student information. (The present legacy system does not support a true online application.) This creates a wait of at least one day and dedication of staff time that could otherwise be used to help students.

**Luminis** will allow the college to develop and use a student portal that not only will support the online application, but will also permit other innovations for students accustomed to using technology. Interaction with teachers will be faster and easier; more self-service features will provide better access to information, resulting in a better looking and easier to manage website that can be linked to others.

**Integration of credit and noncredit** admissions and registration under Enrollment Services is being facilitated. A noncredit application with all the data elements needed for MIS-reporting (reporting to the State Chancellor’s Office) is under development and plans are underway to include a noncredit application in the same class schedule as the credit application. Enrollment Services will have more immediate and complete responsibility for the noncredit application, for registration, and for immediate student record-keeping. (Historically, noncredit applications were handled by other offices and batched and sent to Enrollment Services.) Since 35% of statewide students enrolled in credit courses show a history of enrollment in noncredit classes and may have learned about credit courses because they were first enrolled in noncredit, this may be one way to provide more information and greater opportunity for students to migrate from noncredit to credit, and the reverse.

- **Placement Testing:** Placement testing is the second step in matriculation. It is required of all students who do not yet have a college degree or who will take English or Math or courses with English or Math prerequisites. Students who successfully apply may be discouraged from continuing through the matriculation process if the testing process is seen as inconvenient or challenging.
**Testing instruments:** Pilot testing is leading to eventual adoption of Accuplacer for placement into English composition classes; when adopted, it will replace a decades old multiple-choice placement test. Accuplacer, a computer-based placement test with live feed of test items, permits immediate scoring; students will receive their results instantaneously. This is a great improvement from 18 months ago when students waited up to two weeks for their results and from the present when students may wait up to two days. (In the first case, faster return of placement results resulted from better scheduling of readers of the essay portion of the current test.)

Further, because Accuplacer is computer-based, we will examine placement testing on demand as compared to regularly scheduled placement tests. Should testing on demand work, students could experience greater convenience because they may be able to take tests any time an approved proctor is available to oversee a testing session. Students may be able to take the test in small groups rather than waiting for a group of 20 or more students. Further, Accuplacer is mobile (can be fed to any computer with appropriate log-in), so an approved proctor could test students at any location with secure computers.

In addition, when a new placement instrument is selected, a college must set and validate new cut scores (scores that indicate what course level a student should be placed in). This will be an opportunity for the college to consider the apparent discrepancy between the placement rates in English at College of Marin with the statewide average. (Currently, about 4% of students taking the English placement test at College of Marin score into college-level English compared to about 27% of students statewide. The percentages statewide and at College of Marin for placement into college-level math should also be examined, although there is less difference; more College of Marin students place into college level math [16%] compared to students statewide [9%].) Currently, English and ESL faculty are actively engaged in considering the adoption of Accuplacer, and Math faculty are also being encouraged to examine Accuplacer’s math placement test.

**Testing Office for placement tests:** Historically, access to placement testing was limited from time to time because the Testing Office was used to test students who missed academic tests in their on-campus classes or students who could not take tests for distance education classes at their scheduled times. For example, in May 2006, the Testing Office was not available for placement tests for two weeks, the week before finals and the finals week so that such students could take academic make-up tests. At some cost, the College established a separate distance education testing office in the Learning Resource Center. Now the Testing Office focuses on placement testing, although it also provides tests for students with disabilities who need testing accommodations.

- **REGISTRATION:** The registration schedule and process have been altered in several ways in order to conform to state regulations and to become more convenient for students. Most of these changes should lead to increased enrollment, but at least one (cancellation of all conflict sections) may result in a temporary decline until the course scheduling process can be improved to limit conflicts. (We have developed a student petition process to replace registration in conflict sections, have informed faculty, and are examining a process to inform students at the time of registration.)
Registration availability continues longer. In Spring 2007, the practice of stopping registration on the Thursday night before the first day of instruction was discontinued. The practice had been in effect for some time so that class rosters could be printed and placed in faculty mailboxes on Friday afternoon. Now, IT staff cease registration for a short time on Sunday morning, print the rosters, and open online registration once again. Enrollment Services staff picks up and distributes class rosters on Sunday afternoon. Faculty are informed that additional students may register online or in person and are asked to check with Enrollment Services if questions arise about a student’s enrollment in a particular class. When COMET (Banner) is implemented, we will evaluate one self-service feature that may allow registration to continue without interruption: asking that faculty access and print their own class rosters right before going to class. This practice is widely used at other community colleges.

Registration starts earlier: Extended registration periods that coincide more closely with those of neighboring community colleges are being implemented. Student Learning reviewed the registration dates of other community colleges and has begun the process of scheduling planning earlier, beginning with the first steps of building the schedule and making assignments. Student Learning and Reprographics are both reviewing the Class Schedule production timeline so that it will be produced and distributed at the optimal time. Eventually, it is hoped that a fall schedule will be built in the fall of the year before, a best practice at other community colleges.

Clearer communication with students: The entire Class Schedule is being reviewed every semester to ensure that information is not only accurate, but also student friendly. For example, the Important Dates page was reviewed by staff in Marketing, IT, and Student Learning and was re-written to replace confusing text with more easily understood language.

Review of practices disqualifying students from enrollment: Several practices have been identified and reviewed, and each is being addressed in consultation with all appropriate parties. The first, basic skills disqualification, has been changed. The second, an unusually stringent interpretation of academic and progress probation/dismissal, is still being addressed.

1) Basic Skills disqualification: Last year, faculty in basic skills subjects asked that the College review and change the College Catalog section describing how the College disqualifies from enrollment in any credit classes those students who have enrolled in 30 units of basic skills subjects. This caused a further review of the practice and the applicable Title 5 regulation. The review revealed that the College had been sending enrollment disqualification notices to students who had reached a statutory limit of 30 units in basic skills instruction, telling them that they could no longer continue to enroll at College of Marin. There was an avenue to appeal through the Dean of Enrollment Services. However, the intent of the regulation is not to disqualify students from enrollment, but to keep California community colleges from having lengthy academic remediation programs of such excessive length that students make little progress through basic skills instruction to actual goals of transfer, degree or certificate completion, or career education. The Catalog language was changed to conform with the intent of regulatory language and students are now notified that they have reached
the limit, but remain eligible to attend courses not having a basic skills pre-requisite and may petition to continuing registering in basic skills courses because, for example, they are making steady progress. While this change may initially affect fewer than a dozen students each semester, a larger change may happen if other students needing basic skills instruction discern a new and perhaps more welcoming attitude towards them. Coupled with the college implementation of the statewide Basic Skills Initiative designed to help colleges see where improvements are needed in basic skills instruction and support programs, we may see more students needing basic skills instruction choosing to enroll at College of Marin. As part of the initiative, the College anticipates revamping counseling and other support services provided to basic skills students, not only to help students, but also to be in better compliance with relevant sections of Title 5 requiring such support.

2) **Academic and progress probation and dismissal:** Title 5 describes the standards for satisfactory academic and progress completion in course enrollment, noting that students are expected to maintain a 2.00 grade point average (academic) and to satisfactorily complete at least 50% of courses in which they register (course completion). Failure to do either may result in a student’s dismissal after three semesters, or after one semester following a semester during which a student was placed on academic or progress probation. While Title 5 permits a California community college to adopt a practice at either extreme or somewhere in between, College of Marin has adopted the most stringent. For example, a student who informs the College at the time of application that he or she was on academic or progress probation at the last college attended, is placed on probation during the first semester and could be dismissed at the end of that semester, under current standards as reprinted from the College Catalog.

Standards During a Semester of Probation **Academic:** A student who does not have at least a 2.0 semester GPA during a semester of academic probation (including summer) will be dismissed. **Progress:** A student who has a 50 percent or more semester NPG during a semester of progress probation (including summer) will be dismissed.

We are reviewing the impact of current policy to determine if it is more stringent than necessary, comparing it with neighboring community colleges; we will be working to see if we can determine the numbers of students dismissed each semester and the impact on enrollment. We will also be reviewing current practice to see how students are referred to and work with Counseling to see if this is an areas that could be strengthened and that would place the College in better compliance with both the intent and letter of relevant Title 5 sections requiring such support.

- **Cancellation of course conflict sections:** Historically, the College developed a set of conflict sections to address two problems: limitations of the legacy system (in course scheduling and student enrollment) and serving students who needed to enroll in classes that overlapped. The first problem results from the legacy system’s inability to discern that two classes meeting on the same day and time, but during two different time periods, were not in conflict with one another. That is, the system could not tell that a course meeting Saturdays from 9-11:30 am in the first half of a semester did not conflict with second course meeting Saturdays from 9-11:30 am during the second half. The second
problem may result, at least in part, from the College not having block scheduling wherein all 3-unit courses meeting twice a week on the same two days start and end at the same times. Historically, some courses have been scheduled with different starting and ending times, resulting in some overlap of scheduled meeting times. The solution was to create a second, non-overlapping section for the student(s) and to permit the student(s) to enroll in the second section. This practice does not adhere to state regulation, so as a consequence, the College had no recourse but to cancel all conflict sections in Spring 2007, effective for Fall 2007, and not to permit students to enroll in such sections. In keeping with state regulations, the Enrollment Services Office developed a process for students to petition to enroll in 2 courses with brief overlapping times, and distributed the information in all Fall 2007 first-day packets distributed to faculty. The College is also examining how we can inform students of their options when they try to register online, in person, or by phone in two overlapping courses. Despite these efforts, there may be some decline in student enrollment because of the need to fully comply with state mandates until the college community becomes more aware of the petition process and until the College develops a class schedule that limits, if not eliminates entirely, overlapping course times.

Noncredit registration: According to the Education Master Plan and other sources for demographic information, the two fastest growing population groups in Marin County are older adults and immigrant students. College of Marin serves both, largely through Emeritus College (Noncredit Older Adult Classes and fee-based Community Education Classes). Historically, registration in noncredit ESL classes and Older Adults classes was the responsibility of two instructional offices, the ESL Office and the Community Education Office. Much of the course registration is handled in each office without the full benefit of technology; Student Learning will be reviewing the processes to see how they can maintain their student-friendliness while utilizing better technology to make them more convenient and faster for students and under the closer supervision of Enrollment Services.

- Activities to improve student access and success are multiple and varied. They include ongoing work in the following: curriculum and scheduling, technology support and better resources for the Office of Instructional Management, integration of credit and noncredit instruction in curriculum planning and building the course schedule, improvements in MIS reporting, acquisition of more recent instructional equipment, fuller implementation of program review, the pathways work, and the Basic Skills Initiative.

Curriculum and scheduling of classes: As noted in the report written last year, classes need to be scheduled when students can and will attend, but the act of creating a vibrant schedule is part science and part art. Schedulers need to predict how many sections are needed, at what times, in which rooms, and how many students will enroll. For example, classes need to be scheduled so that they fit with one another, so classes with single sections that are critical to a particular cohort of students are not scheduled at the same time, and so sequential classes build upon one another with enough students moving forward from one level to the next. In addition, classes should be scheduled so that students may complete pre-requisite courses (taken before taking a subsequent course) and co-requisite courses (taken at the same time as another required course) in order to make steady progress to achieving their educational goal(s).
Classes need to be scheduled in available facilities, for example, keeping in mind the number of available lab spaces for lab sections needed for lecture sections. They need to be scheduled to fit faculty schedules and adhere to contractual obligations. A complicating factor at COM is the reliance on human skill/experience/memory residing in just a few individuals to run an efficient scheduling system and the lack of a supporting system and technology to achieve this complex task.

An added note: no matter how well the matriculation efforts described in the first 6 pages of this report are carried out, students will not enroll if the curriculum does not address their goals of transfer, degree or certificate completion, workforce preparation, or lifelong learning. Further, even the best curriculum, if scheduled at the worst times, will not draw good student enrollment. Finally, curriculum change occurs slowly because it may be a multi-step process for new courses, starting with a course proposal complete with all required elements (4-6 months), continuing with local approval from the Curriculum Committee and Board of Trustees (another 6 to 12 months), continuing with submission to the UC and CSU for articulation for their review and approval (another 6-12 months), and culminating with being placed on a schedule for an upcoming semester (perhaps another 6 months).

This year, Student Learning is working with the Curriculum Committee on improvements to the curriculum approval process. Last year, the Curriculum Committee split its meetings into two functions, separating technical review (designed to help faculty properly complete course outlines) from the regular committee agenda (focus on course content and approval of curriculum proposals). Before, some course proposals would go back and forth from the faculty to the Curriculum Committee for several months before moving forward. This new process has shortened the time and improved the quality of outlines. This year, the committee will be calling for new course proposals to be submitted and approved earlier in the academic year. It has also been suggested that the Curriculum Committee consider placing minor curriculum changes and revisions not needing extensive review on a consent calendar so that the balance of the meeting can be devoted to substantive discussion, especially on new courses.

Student Learning is also working with the Curriculum Committee on improvements to the curriculum review and revision process. For example, starting with the Spring 2008 schedule the deans are reviewing course outlines for proposed course offerings for recency. If it is determined that course outlines are dated, and therefore could have their eligibility for transfer questioned under recency, the deans will request that department faculty review and update the course outline and so advise the Curriculum Committee. (The California State University and the University of California regularly examine community college course outlines and may not grant transferability to courses with, for example, textbooks that are more than 6 years old.)

The deans and department chairs are also refining the way that course scheduling is done, beginning by developing a proposed schedule of classes and then asking faculty for course assignment preferences. This is so the scheduling process can begin earlier in the year and with a broader view for an overall College class schedule to meet student need. In some offices, the development of a course schedule was delayed because first faculty
would submit preferences for assignment, then the schedule would be built around those preferences. This would slow things down, because no work would be done lacking these preferences. Over the summer, some department chairs and deans began work on a course schedule first and will request faculty preferences second. This year, the Office of Instructional Management mailed an electronic version of the faculty preference form to department chairs; faculty could be sent the form electronically and then complete and submit an electronic form rather than relying on someone else to type the hand-written form before submission to the chair and dean. The Office of Student Learning will be looking to see how else technology could be used to make submission of preference forms faster and easier to read, especially once Banner is implemented.

Also, the Vice President is convening a second optional monthly meeting with Department Chairs. (Two meetings per month are allowed by the collective bargaining agreement; one has been regularly scheduled.) The purpose of the meeting is to address schedule and curriculum planning as an institution, so that deans and department chairs will schedule classes that fit well with one another and meet student needs.

Technology support and better resources for the Office of Instructional Management (OIM): OIM is the office responsible for inputting the course schedule once it is sent forward by the deans and directors. It also provides support for the Curriculum Committee in addition to other work. (An example of the latter is the UDWC – Union District Workload Committee.) OIM staff send and receive paper schedule documents, including a voluminous computer printout of the overall College of Marin room chart and class schedule. This multi-page print out (green bar CAM 005) is hard to read and does not lend itself to a straightforward facilities analysis for optimal room usage. The OIM staff was amplified with the addition of one classified staff skilled in rewriting computer reports. This staff member sorted the Cam 5 in a variety of ways, including by division and department as well as by individual faculty assignment. It also added information, such as the features of a particular instructional space (for example, is there a ceiling-mounted projector in the room?). The resulting printed document is easier to read and allows those making scheduling decisions to have more accessible data. It should also help OIM manage its work better. The staff member was originally assigned to OIM to help with a massive curriculum reporting project required by the State Chancellor’s Office. He helped complete that work, a task that would have otherwise been impossible given the current OIM workload. He also has served on the Banner design and implementation team for course scheduling and faculty assignment, understanding Banner features more readily because of his technical training and suggesting particular changes needed to make Banner work well for OIM. He will soon be developing a curriculum data base, a base that can be used to track curriculum and notify us when review might be needed. He was just joined by a new staff member to OIM.

Improvements in MIS reporting: Student Learning attended a recent training session developed and provided by the State Chancellor’s Office to help California community colleges understand the Management Information System reporting system and process used to gather data from local colleges; these data are used by the State Chancellor’s Office for funding allocations. They are also used by the Chancellor’s Office and others for state and national reports of all kinds. They are used to document enrollment and thus allocate apportionment to all but three California community colleges. (As a basic aid
district, College of Marin does not collect apportionment.) They are also used to
determine and then allocate categorical funds for statewide programs, including
Matriculation, EOPS, VTEA, DSP&S, Basic Skills Initiative, and Calworks. (College of
Marin receives state funding for these programs.) The data are also used in compiling
accountability reports, such as a statewide report placing community colleges into peer
groups and comparing them among themselves and with the rest of the state in such areas
as student completion and student success rates.

Submission of data and review of reports after submission is a responsibility for all
California community colleges. However, often those inputting raw data do not realize
the impact such data may have on a college’s future or may not comprehend the inter-
relatedness of data submission. The base for these data rests on features of the curriculum
as reported in approved course outlines and loaded into the college’s system.
(Transferring these data from the legacy system to Banner is a key work product that must
be achieved for full implementation in March 2008.) Once curriculum is built, then
faculty may be assigned to teach courses and students may enroll in them. Data about
faculty and students then translate into other things, such as the number of classrooms and
offices that a college will need. Accurate MIS reporting is key to the well-being of the
College.

Student Learning representatives, realizing how little-understood but vital accurate and
complete MIS reporting is, has arranged to bring this staff development opportunity to
College of Marin in early October 2007. Attendance is required for all deans and
directors; an invitation to attend has been extended to all classified and faculty who write
or input curriculum or who input any data about faculty assignment or student enrollment.
We also expect Human Resources and Fiscal Services staff to attend. Demonstration that
personnel at College of Marin have a complete and sound understanding of MIS-reporting
is also needed as we move forward with the development and submission of a compressed
calendar proposal to the State Chancellor’s Office.

Integration of credit and noncredit instruction in curriculum planning and building
the course schedule: OIM is also working to integrate curriculum planning, including
course approval, for all noncredit and community education courses. The State
Chancellor’s Office has required not only that we review all credit curriculum to ensure its
accurate placement within state TOPs codes, but that we do the same for all noncredit
courses as well. Historically, College of Marin has maintained curriculum for some
noncredit instruction in Community Education. Further, the course outlines for all
noncredit courses must be redone on a new course outline form that carries all the required
data elements needed for MIS-reporting. This will require an extensive review and
collaborative work between Student Learning and the Curriculum Committee. Work has
begun, and we anticipate that when completed, we will be able to comply with the
curriculum reporting required by the state (including electronically stored course
descriptions for individual courses), and then follow with the development of a noncredit
curriculum data base. The electronic course descriptions in credit are used to build both
the College Catalog and Class Schedule. Once such descriptions are also available for
noncredit courses, we may be able to start the work of placing both credit and noncredit
courses in both the Catalog and Class Schedules. (We anticipate keeping a separate
mailer for fee-based Community Education offerings.) The listing in one document
should provide better access to all students to all credit and noncredit offerings; it may grow enrollment in credit. (Noncredit continues to grow.)

**Acquisition of more instructional equipment** was made possible with the infusion of modernization funds last year. Usually, the College has about $100,000 to $150,000 in state-provided instructional equipment funding; other modest funding is made available through grants such as VTEA. This semester, over $500,000 in instructional equipment will be put to use in classrooms and labs. This equipment was ordered over the summer; students who will be in classes this fall will discover that chemistry students will have access to a GC-MS Spectrometer or to an NMR Spectrometer, equipment usually only accessible to upper division and graduate students at four-year colleges. Future students who hear about these spectrometers and other scientific equipment may choose to attend College of Marin for that access. Students who discover that we have replaced many of the computers in labs in instructional and study areas may be attracted to College of Marin. Other equipment has been ordered for the visual and performing arts, for vocational areas, and the Library.

**Other initiatives that show promise**, but will take longer to implement include: fuller implementation of program review, the pathways work, and the Basic Skills Initiative. These three initiatives have in common an examination of how we offer courses and programs, what we could be doing better, and what we may want to do to get there. They will lead to more substantive but sustainable change. It will take a while for students to hear that we are making changes to how they enroll in class and to the curriculum in which they will be enrolling.

**In conclusion:** The Research and Planning Group, representative of researchers and planners in the California community colleges, periodically offers seminars on enrollment management and growth. The RP Group, based on its findings, cautions community colleges to hold realistic expectations for modest growth. This is especially so in areas where population demographics show little to no growth in the numbers of high school students who will enroll in their local community college. The RP Group suggests that a goal of 1-2% growth per year may be attainable, but much more is not. For now, we suggest that a pattern of holding steady in enrollment, after a decade of continual decline of about 6% over prior semesters, is a realistic goal while we continue to work on all the complex and inter-related factors that affect enrollment growth.
### TENTATIVE BUDGET FOR ACTIVITIES TO OPTIMIZE ENROLLMENT

<table>
<thead>
<tr>
<th>Item</th>
<th>Allocated 2006/07</th>
<th>Proposed 2007/08</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family college nights (2)</td>
<td>$2,000</td>
<td>$1,000</td>
<td>Reallocate $1,000 to Ambassadors</td>
</tr>
<tr>
<td>Outreach to potential students (2)</td>
<td>$8,500</td>
<td>$8,600</td>
<td>Transfer in $1,000 from HS counselors stipend</td>
</tr>
<tr>
<td>Student ambassadors</td>
<td>$9,675</td>
<td>$21,650</td>
<td>Transfer in $1,000 from family college nights and $11,000 from HS counselor stipend</td>
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<tr>
<td>Promotional materials for outreach; buttons</td>
<td>$2,500</td>
<td>$9500</td>
<td>Transfer in $5750 from IVC (employee badges and door)</td>
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<tr>
<td>Stipends for high school counselors</td>
<td>$12,000</td>
<td>$0</td>
<td>Defund and re-allocate funds to other areas</td>
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<tr>
<td>Fall/Spring Testimonial display ad campaign</td>
<td>$20,000</td>
<td>$30,000</td>
<td>Transfer in $10,000 from Call Center</td>
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<tr>
<td>Fall/Spring IVC class schedule mailer - July</td>
<td>$12,000</td>
<td>$12,000</td>
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<tr>
<td>Fall/Spring District reminder postcard - to be mailed August 7</td>
<td>$14,000</td>
<td>$0</td>
<td>Defund and reallocate to <em>Space Book advertising</em></td>
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<tr>
<td>Fall/Spring Cable T.V advertising in progress</td>
<td>$30,000</td>
<td>$30,000</td>
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<tr>
<td>Catalog printed and distributed to high school counselors</td>
<td>$20,000 print/Production</td>
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<tr>
<td>Establish Call Center</td>
<td>$15,000</td>
<td>$5,000</td>
<td>Reallocate $10,000 to Fall/Spring display ad campaign</td>
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<tr>
<td><em>NEW: Space Book advertising</em></td>
<td>[ ]</td>
<td>$14,000</td>
<td>Transfer in $14,000 from Fall/Spring schedule mailer</td>
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<tr>
<td>Pilot Accuplacer English placement test</td>
<td>$7,000</td>
<td>$0</td>
<td>Defund and explore funding activity through Matriculation</td>
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<tr>
<td>Add 9 ESL sections@ 25 students/section</td>
<td>$58,290 Fall; $58,300 Spring</td>
<td>$58,290</td>
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<tr>
<td>Transfer 32 Community Ed sections to noncredit @ 23 students/section</td>
<td>$72,000/year</td>
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<tr>
<td>Add 15 Credit units to ease waitlists at $3,000/unit @ 20 student/section</td>
<td>$90,000</td>
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<tr>
<td>Build capacity for Distance Education courses through Faculty Liaison Position</td>
<td>$38,500</td>
<td>$19,250</td>
<td>Fund for half year</td>
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<tr>
<td>Study Skills class (DPS)</td>
<td>$1,500 (fall)</td>
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<td>Defund</td>
</tr>
<tr>
<td>Student Success Seminar (DPS)</td>
<td>$9,000</td>
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<td>Defund</td>
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<tr>
<td>Employee badges at IVC</td>
<td>$500</td>
<td>$0</td>
<td>Defund and reallocate to Outreach (promo materials)</td>
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<tr>
<td>Banners at IVC</td>
<td>$4650</td>
<td>$0</td>
<td>Defund - Banners purchased last year</td>
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<tr>
<td>Counseling/tutoring hours at IVC</td>
<td>$10,000</td>
<td>$10,000</td>
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<tr>
<td>Bookstore hours at IVC</td>
<td>$15,000</td>
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<tr>
<td>Add door to IVC book store</td>
<td>$5250</td>
<td>$0</td>
<td>Defund - Reallocate to Outreach (promo materials)</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$512,405</strong></td>
<td><strong>$481,525</strong></td>
<td>Includes $111,000 for marketing and publicity; $278600 for continuing instruction</td>
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## OUTREACH

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<tr>
<th>Item</th>
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<th>Allocated 07/08</th>
<th>Manager</th>
<th>Notes</th>
<th>Budget number</th>
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<tbody>
<tr>
<td>Family college nights (2)-change to 1 for 07/08</td>
<td>$2,000</td>
<td>$1,000 – ($1,000 reallocated to Ambass)</td>
<td>Mauricio Torres-Benavides</td>
<td>Ongoing expense – should plan for permanent budget (Matriculation?), but could be cut if no funding next year</td>
<td>11600-25801-56700-645000 contract services</td>
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<tr>
<td>Outreach to potential students (2) - requested increase to $6,000</td>
<td>$5,000</td>
<td>$5,000 – needs $1,000 more; transfer $1,000 from HS counselor stipend</td>
<td>Mauricio Torres-Benavides</td>
<td>Ongoing expense – should plan for permanent budget (Matriculation?), but could be cut if no funding next year</td>
<td>11600-25801-56700-645000 contract services</td>
</tr>
<tr>
<td>Student ambassadors- increase from family college night - requested $21,600</td>
<td>$9,675</td>
<td>$10,675 – still needs $10,975; transfer $11,000 from HS counselor stipend</td>
<td>Mauricio Torres-Benavides</td>
<td>First cohort of ambassadors hired in Spring 2007; Ongoing expense – should plan for permanent budget (Matriculation?), but could be cut if no funding next year</td>
<td>11600-20001-23000-601000 pt classified salary</td>
</tr>
<tr>
<td>Promotional materials for outreach; buttons- requested $5,000 and $2,000 or $4250 more</td>
<td>$2,500 $ 250</td>
<td>$2,750 – still needs $6750; transfer $5250 and $500 from IVC</td>
<td>Mauricio Torres-Benavides</td>
<td>Materials purchased for last year’s needs, already used $2,500; still need $6750</td>
<td>11600-25801-45000-645000 supplies</td>
</tr>
<tr>
<td>Venue fees for 007/08 - none budgeted</td>
<td>Requested $2,000; transfer $1,500 from DSPS</td>
<td>Requested $2,000; transfer $1,500 from DSPS</td>
<td>Requested $2,000; transfer $1,500 from DSPS</td>
<td>Already spent $450 for last year’s expense</td>
<td>11600-25801-52000-645000 travel</td>
</tr>
</tbody>
</table>

**Total =** $19,425 Allocated $19,425, but requested $20,725 more (Total $40,150) - fund at $38,675 only

**Recommend allocating $19,250 from other budgets**

## HIGH SCHOOL COUNSELING

<table>
<thead>
<tr>
<th>Item</th>
<th>Allocated 06/07</th>
<th>Allocated 07/08</th>
<th>Manager</th>
<th>Notes</th>
<th>Budget number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stipends for high school counselors *</td>
<td>$12,000</td>
<td>$0</td>
<td>Josue Hoyos/Nick Chang</td>
<td>Activity not implemented in prior year; recommend reallocating funds to outreach</td>
<td>11600-25801-14000-645000 PT counseling</td>
</tr>
</tbody>
</table>

**Total =** $12,000 $0

**Recommend no funding**
<table>
<thead>
<tr>
<th>Item</th>
<th>Allocated 06/07</th>
<th>Allocated 07/08</th>
<th>Manager</th>
<th>Notes</th>
<th>Budget number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall/Spring Testimonial display ad campaign</td>
<td>$20,000</td>
<td>$30,000</td>
<td>Cathy Summa-Wolfe</td>
<td>include radio and movie theater ads in addition in 08</td>
<td>11600-60001-58040-67100 advertising</td>
</tr>
<tr>
<td>Fall/Spring IVC class schedule mailer - July</td>
<td>$12,000</td>
<td>$12,000</td>
<td>Cathy Summa-Wolfe</td>
<td>This flyer has been very effective for IVC Ongoing expense—should plan for permanent budget-</td>
<td>11600-60001-58300-67100 Catalog/Schedule development</td>
</tr>
<tr>
<td>Fall/Spring District reminder postcard - to be mailed August 7</td>
<td>$14,000</td>
<td>$0 - defund</td>
<td>Cathy Summa-Wolfe</td>
<td>Do not fund for 2007/2008</td>
<td>11600-60001-58040-67100 advertising</td>
</tr>
<tr>
<td>New for 2007/08 SpaceBook advertising</td>
<td>$0</td>
<td>$14,000, transfer from reminder postcards, above</td>
<td>Cathy Summa-Wolfe</td>
<td>new media like SpaceBook can target students in a specific geographic area and reports on ROI</td>
<td>11600-60001-58040-67100 advertising</td>
</tr>
<tr>
<td>Fall/Spring Cable T.V advertising in progress</td>
<td>$30,000</td>
<td>$30,000</td>
<td>Cathy Summa-Wolfe</td>
<td>Comcast gives us a high value for the investment—reaches a targeted audience</td>
<td>11600-60001-58040-67100 advertising</td>
</tr>
<tr>
<td>Catalog printed and distributed to high school counselors</td>
<td>$20,000 print/Production</td>
<td>$20,000 print/Production</td>
<td>Cathy Summa-Wolfe</td>
<td>Ongoing expense—should plan for permanent budget-</td>
<td>11600-60001-58300-67100 Catalog/Schedule development</td>
</tr>
<tr>
<td>Establish Call Center</td>
<td>$15,000</td>
<td>$5,000, reduce funding by $10,000 and transfer to display ad campaign</td>
<td>Cathy Summa-Wolfe</td>
<td>voicemail blast to list of applied but not enrolled students</td>
<td>11600-60001-56700-67100 contract services</td>
</tr>
<tr>
<td>Total =</td>
<td>$111,000</td>
<td>$111,000</td>
<td></td>
<td>Recommend $111,000 in funding</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Allocated 06/07</td>
<td>Allocated 07/08</td>
<td>Manager</td>
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<td>------------------------------------------------------------</td>
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</tr>
<tr>
<td>Pilot Accuplacer English placement test</td>
<td>$7,000</td>
<td>$0 – fund through matric and use unused funds in outreach</td>
<td>Josue Hoyos/Nick Chang</td>
<td>Accuplacer will be piloted in Summer and Fall 2007 – expenses may have been incurred out of 2007/08 budget; also, some funds in EEIF?</td>
<td>11600</td>
</tr>
<tr>
<td><strong>Total =</strong></td>
<td><strong>$7,000</strong></td>
<td><strong>$0 ???</strong></td>
<td></td>
<td>Recommend no funding</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Add 9 ESL sections@ 25 students/section</td>
<td>$58,300 Fall</td>
<td>$58,300 Spr</td>
<td>Ongoing</td>
<td>Anita Martinez</td>
<td>11600-28151-13470-493080 PT instruction</td>
</tr>
<tr>
<td>Transfer 32 Community Ed sections to noncredit @ 23 students/section</td>
<td>$72,000/year</td>
<td>Ongoing</td>
<td>Anita Martinez</td>
<td>Ongoing expense – should plan for permanent budget – HOURLY</td>
<td>11600-28151-13470-60100 PT instruction</td>
</tr>
<tr>
<td>Add 15 Credit units to ease waitlists at $3,000/unit @ 20 student/section</td>
<td>$90,000</td>
<td>Ongoing</td>
<td>Anita Martinez</td>
<td>Ongoing expense – should plan for permanent budget – HOURLY</td>
<td>11600-20001-13470-601000 PT instruction</td>
</tr>
<tr>
<td><strong>Total =</strong></td>
<td><strong>$278,600</strong></td>
<td><strong>$278,600</strong></td>
<td></td>
<td>Recommend funding of $278,600</td>
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<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>Build capacity for Distance Education courses through Faculty Liaison Position</td>
<td>$38,500 (40% reassigned time)</td>
<td>$19,250 Fill in spring 08</td>
<td>Anita Martinez</td>
<td>Ongoing expense – should plan for permanent budget – HOURLY</td>
<td>11600-20001-12470-601000 Non-instructional FT</td>
</tr>
<tr>
<td><strong>Total =</strong></td>
<td><strong>$38,500</strong></td>
<td><strong>$19,250</strong></td>
<td></td>
<td>Recommend funding of $19,250</td>
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</thead>
<tbody>
<tr>
<td>Study Skills class (DSPS) ª</td>
<td>$1,500 (fall)</td>
<td>$0</td>
<td>Chris Schultz</td>
<td>Do not fund this year; transfer funds to outreach</td>
<td>11600-25201-13470-642000 PT instruction</td>
</tr>
<tr>
<td>Student Success Seminar (DSPS) ª</td>
<td>$9,000</td>
<td>$0</td>
<td>Chris Schultz</td>
<td>Fund???</td>
<td>11600-25201-13470-642000 PT instruction</td>
</tr>
<tr>
<td><strong>Total =</strong></td>
<td><strong>$10,500</strong></td>
<td><strong>$9,000</strong></td>
<td></td>
<td>Consider funding of $9,000</td>
<td></td>
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<tr>
<td>Item</td>
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<td>Allocated 07/08</td>
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</tr>
<tr>
<td>Employee badges at IVC*</td>
<td>$500</td>
<td>$0</td>
<td>Nanda Schorske</td>
<td>Transfer funds to Outreach</td>
<td>11600-23201-45000-67900 supplies</td>
</tr>
<tr>
<td>Banners at IVC *</td>
<td>$4650</td>
<td>$0 -</td>
<td>Nanda Schorske</td>
<td>Do not continue</td>
<td>11600-23201-45000-67900 supplies</td>
</tr>
<tr>
<td>Counseling/tutoring hours at IVC −*</td>
<td>$10,000</td>
<td>$10,000 this year only;</td>
<td>Nanda Schorske</td>
<td>For next year, manage through scheduling</td>
<td>11600-25051-14470-63100 PT counseling</td>
</tr>
<tr>
<td>Bookstore hours at IVC – same for coming year</td>
<td>$15,000</td>
<td>$15,000</td>
<td>Nanda Schorske</td>
<td>Ongoing expense – should plan for permanent budget –</td>
<td>11600-23201-23200-67900 classified PT</td>
</tr>
<tr>
<td>Add door to IVC book store + not spent</td>
<td>$5250</td>
<td>$0</td>
<td>Nanda Schorske</td>
<td>Determined that activity was not feasible – transfer funds to Outreach</td>
<td>11600-25801-56700-64500 contract services</td>
</tr>
<tr>
<td>Total=</td>
<td>$35,310</td>
<td>$25,000</td>
<td></td>
<td>Recommend funding of $25,000</td>
<td></td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>$512,405</td>
<td></td>
<td></td>
<td>Marketing = $111,000 Student Learning =$370,525</td>
<td></td>
</tr>
<tr>
<td>Sector: Allied Health Professions and Nursing</td>
<td>Opportunity/Objective</td>
<td>Committed and Potential Partners</td>
<td>Funding/Value</td>
<td>Enrollment Impact</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------</td>
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</tr>
<tr>
<td>Location, Adjacencies Learning Community:</td>
<td>Address Nursing program capacity expansion barriers, including a) faculty pipeline development b) available clinical placements</td>
<td>CCC Chancellors Office, California Institute for Nursing and Healthcare (CINHC), Dominican University, Gordon &amp; Betty Moore Foundation, Kaiser Permanente, Marin County Health &amp; Human Services, Marin County Emergency Medical Services, Marin Community Foundation, Marin COE, Marin General Hospital, Novato Community Hospital, Novato Fire Department, San Rafael Fire Dept, SRJC/COM Public Safety Partnership, Sonoma State University, Tamalpais/Northern California Presbyterian Homes &amp; Services, The Redwoods Residential Community, Marin WIB</td>
<td>$32,000 retention investment by Workforce Investment Act (WIA), $30,000 Kaiser Investment in SimCenter Launch, $30K investment by MGH/NCH in SimCenter Launch, $30K Dominican-For pilot phase, 11 Simulation Mannequins from SSU Nursing Program, valued at $35,000, 1.5 FTE by Kaiser to support pilot activity for SimCenter, Gordon and Bette Moore Fdn. Confirmed in July, 2007 intention to fund high-fidelity equipment purchase 10/01/07—$200,000, Public/private partnership fully funding annual C.N.A. program hosted at IVC serve need for long-term care in-home and at extended care communities, Career Technical Education (CTE) Support from Governor’s Office to expand capacity for CTE programs</td>
<td>Additional 7-8 nursing students per year supported through staffing clinical experiences for COM students at IVC and increased clinical placements at SimCenter, Upgrade of EMT lab at IVC to host Marin Sim Ctr. SY 07-08 center activities to facilitate addition of 24 students per year to regular EMT program, Additional 24 students pr year for local graduating high school seniors in late pm/weekend phlebotomy program, Estimated 4,000 medial and health professionals in Marin County—all needing ongoing skill development for SimCenter sustainability planning, Increase of 24 students/yr in First Aid Training, 12 students/yr in community-supported C.N.A. program, Joint application with SRJC to recruit local high school students into public safety programs funded June 2007.</td>
<td></td>
</tr>
<tr>
<td>POMO</td>
<td>State of the Art Technology Center for Students, Professionals and Local Business to increase the number of nurse educators, clinical practice sites, and the capacity and quality of health care professionals in Marin County and the region</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMT</td>
<td>Simulation Center serving Marin/Sonoma Nursing Schools, Hospitals &amp; Emergency Medical Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multimedia Projected Simulation</td>
<td>Developing Marin “niche” specialties in Gerontology &amp; Hi-risk Obstetrics</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KENTFIELD: Harlan Center</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Sector: Multimedia</td>
<td>Opportunity/ Objective</td>
<td>Committed and Potential Partners</td>
<td>Funding/Value</td>
<td>Enrollment Impact</td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
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</tr>
</tbody>
</table>
| Location, Adajencies Learning Community: | State of the Art Technology Center for Students, Professionals and Local Business to use state-of-the-art Multimedia technology for design of simulation technology for instruction and “clean labs” in all program areas, such as:  
- Auto Technology  
- Auto Collision & Repair Technology  
- Earth, Life and Chemistry Labs  
- Environmental Sciences | Eon Reality  
- State CCC Chancellors Office Economic Development  
- SofTech (Software Engineers Assoc.)  
- Autodesk  
- Orion Partners  
- Marin Builder’s Association  
- Workforce Investment Board of Marin County  
- Marin County Board of Supervisors  
- California Landscape Contractors Association  
- Marin Municipal Water District  
- North Marin Water District  
- Marin Conservation Corps | Eon Reality Match Investment: $100,000+  
- Chancellor’s Investment: $324,000 for Multimedia Hardware and Software  
- Industry-based launch Fall 2005  
- Community-High School Recruitment Launch Spring 2008 | Initial cohort of 15 students will be recruited to develop content on EON reality program in the MMST labs that will be used as recruiting tools for local high school students  
- Student recruitment and orientation activities will take place throughout the year in the Learning Resource and Enrollment Center where each month will focus on a different career area at the COM.  
- Weekend career orientation “intensives” in career content areas offered to 15-24 targeted potential students to engage, to engage, assistants, advise and enroll students into career/academic cohorts |
## College of Marin Strategic Partnership Development and Enrollment Planning Update
### Updated August 2007

#### Sector:
- **Built Environment**

#### Opportunity/Objective
- **Center for Sustainable Horticulture**
  - Establish an integrated Sustainable Horticulture and Water Management Program at IVC—Greenhouse scheduled to be erected at IVC Winter 2007
- **Water Management Technology Education Center (WaMTEC)**
  - Launch introductory courses in green construction technology through alliance with north bay community colleges

#### Committed and Potential Partners
- **Center for Sustainable Horticulture**
  - California Landscape Contractors Association
  - Gardener's Guild
  - Marin Agriculture Education Alliance
  - Marin County Board of Supervisors
  - Marin Chambers of Commerce
  - North Bay Council
  - Marin Builders Association
  - Marin Conservation Corps
  - Master Gardeners/UC Extension
  - Swinerton Construction Mgt
  - Marin County Community Development Agency
  - Marin County Board of Supervisors
  - Marin County Office of Education School-to-Career Partnership
  - Marin Municipal & North Marin Water Districts
  - Marin Workforce Investment Board
  - Marin Conservation Corps
  - UC Agriculture Coop Extension
  - Marin Ag Education Alliance
  - Santa Rosa Junior College
  - Sonoma Water District
  - AmeriCorps
- **WaMTEC**
  - First year WaMTEC all activities will be supported by WaMTEC partners, including
    - $6,000 to fund a Summit of Water Tech Leaders who will come on site to advise launch of WaMTEC
    - NMWD is researching feasibility with intent to establish station at IVC, allow technology to drive all IVC irrigation systems—$10,000 Weather station—valued at $10,000+ and cost of installation would be responsibility of NMW
    - Cost of instruction for homeowner and professionals subsidized by water district(s) in-kind match

#### Funding/Value
- **Center for Sustainable Horticulture**
  - $32,000 from Board of Supes funded in July to launch program recruiting Fall 2007
  - Multiyear major new initiative MCF application in dev't for '08-'09
  - CTE-supported equipment and supplies for expansion of ELND program at IVC
  - Marin Conservation Corps and AmeriCorps program will enhance and support secondary and middle school outreach
  - MCC/COM Joint Use Agreement in negotiation
  - Master Gardeners committing to significant volunteer support to IVC ELND program

#### Enrollment Impact
- **Center for Sustainable Horticulture**
  - 18 students each of 3 semester in the ELND Courses offered F'06-F '07
- **WaMTEC**
  - Non-Credit Older Adult Gardening Program enrollment 20-24 students/sem.

### Concurrent Enrollment Involving:
- Math
- English
- Humanities
- Modern Languages

### WaMTEC
- WaMTEC short term voc CES water technician certificates enabling the current and potential landscapers will comply with new legislation for irrigation—
  - Est'd 20-25 in each 8 wk course
<table>
<thead>
<tr>
<th>Sector: Transportation Technology &amp; Introduction to the Construction Trades</th>
<th>Opportunity/ Objective</th>
<th>Committed and Potential Partners</th>
<th>Funding/Value</th>
<th>Enrollment Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location, Adjacencies Learning Community:</td>
<td>Development of state-of-the-art training facility licensed to serve as a Toyota technician training facility for incumbents and entrant into the field of automotive technology with skills and knowledge required by industry.</td>
<td>Toyota of Northern California • Tosalito Tires • Independent Garage owners of Marin • Marin County Office of Education • Six Marin County HS Auto Programs • Northern California Apprenticeship Council</td>
<td>COM is one of 5 Bay Area CC’s Collaborative awarded a Technical Education grant to strengthen the secondary system in auto tech feeding the CC’s. $70K will come to Marin • Toyota has approached COM to host the “T10” Toyota Tech program • COM in is in the process of seeking NAETF certification as 1st step required to meet industry standards • Community Education Construction Overview Course Provided by and sponsored by Apprenticeship Council to facilitate pipeline development into all trades, including precision metals, welding, auto tech &amp; construction trades</td>
<td>Increase enrollment in Auto Tech and machine metals programs by 10% each year through MCOE and Apprenticeship Council pipeline= increase of 10-15 students in auto programs/year • First “Overview to Construction Careers” (OCC) offered through CES Summer 2007. 17 Students • OCC students requesting basic skills non-credit course to assist in success for construction careers</td>
</tr>
</tbody>
</table>
## College of Marin Strategic Partnership Development and Enrollment Planning Update

**Updated August 2007**

<table>
<thead>
<tr>
<th>Initiative:</th>
<th>Opportunity/ Objective</th>
<th>Committed and Potential Partners</th>
<th>Funding/Value</th>
<th>Enrollment Impact</th>
</tr>
</thead>
</table>
| Educational Park Partnerships with K-12, other Community Colleges, & Universities | • Establish COM as the Marin County extension site for upper division and graduate education programs serving Marin County and residents of neighboring counties | • San Francisco State University  
• Dominican University of California  
• Sonoma State University  
• Career and Academic Advisory Boards of the College of Marin related to the specific program – e.g. the ECE Advisory Board linked with the COM ECE/SFSU CAD program.  
• Marin Community Foundation (MCF)  
• All High Schools of Marin County  
• Marin County Office of Education—County Schools and ROP, including the Marin School-to-Career Program | • $300,000 MCF grant to support SFSU partnership development and recruitment that will focus on transfer programs  
• $30,000+ from SSU Nursing program as mentioned earlier to equip SimCenter  
• $90,000 total cash contribution from Kaiser Permanente, MGH and Novato Community Hospital, Dominican University  
• COM funded $70,000 to MCOE ROP auto programs to increase pipeline to COM programs  
• COM funded $150,000 to provide middle school career exploration in partnership with MCOE | • Seek additional partners in higher education and be recruited based on results of community-wide needs assessment  
• Participate in hiring process for SFSU Program Advisor  
• Director of Health Sciences consulting with CCC Chancellor and local Directors of Nursing Programs in response to invitation by Chancellor's to develop a pilot A.D.N. to M.S.N seamless transition program  
• Respond to recommendations of Community Survey  
• Upgrade EMT lab at IVC to host SimCenter (See Allied Health Learning Community)  
• Sim Lab Launched May 2007 |

### MIWOK
- Environmental Landscape and Design
- Center for Sustainable Horticulture
- Irrigation/Water Mgt
- Dance, Art
- Marin County Office of Education
- Real Estate
- Business
- Accounting
- Non-Credit and Credit English as a Second Language (VESL)
- Theater/Large Assembly

### Concurrent Enrollment Including:
- Math
- English
- Humanities
- Modern Languages

### OHLONE
- Early Childhood Education
- SFSU Child and Adolescent Development

### LEARNING AND ENROLLMENT RESOURCES CENTER (OLD LIBRARY)
<table>
<thead>
<tr>
<th>Initiative:</th>
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<th>Funding/Value</th>
<th>Enrollment Impact</th>
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<tbody>
<tr>
<td>Economic Workforce Development</td>
<td>Development and implementation of a broad based, community driven Marin County economic development strategy consistent with the &quot;3 E's&quot; of Marin's vision for economic development, grounded in the values of a sustainable</td>
<td>Workforce Investment Board (WIB)</td>
<td>Governor's Office, Chancellor's Office, State Workforce Investment Programs have identified the &quot;sustainable construction and energy sectors&quot; as high priority, high opportunities for economic and workforce development</td>
<td>Career Certificate program in Sustainable Energy and Resource Technicians Certificate estimated to 25/semester</td>
</tr>
<tr>
<td>Location, Adjacencies Learning, Community:</td>
<td></td>
<td>Marin Co H&amp;HS</td>
<td></td>
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<tr>
<td>MIWOK</td>
<td></td>
<td>Marin Economic Commission</td>
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<tr>
<td>- Environmental Landscape and Design</td>
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<td>Marin Board of Supervisors</td>
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<tr>
<td>- Center for Sustainable Horticulture</td>
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<td>Marin Chambers of Commerce</td>
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<tr>
<td>- Irrigation/Water Mgt</td>
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<td>North Bay Council</td>
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<tr>
<td>- Business</td>
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<td>Peralta Community College District</td>
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<tr>
<td>- Accounting</td>
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<td>Santa Rosa Junior College</td>
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<td>- Marin County Office of Education</td>
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<td>Department of Labor</td>
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<tr>
<td>- Real Estate</td>
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<tr>
<td>- Non-Credit and Credit English as a Second Language (VESL)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Theater/Large Assembly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concurrent Enrollment Including:</td>
<td>Initial Pilot Project under consideration:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Math</td>
<td>Launch 2008 Partnership to host Sustainable Energy Technician Program at IVC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- English</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Humanities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Modern Languages</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiative:</td>
<td>Opportunity/ Objective</td>
<td>Committed and Potential Partners</td>
<td>Funding/Value</td>
<td>Enrollment Impact</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------</td>
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<td>--------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Non-Credit, ESL, Basic Skills, Older Adult Programs</td>
<td>• Link ESL to Career Program—such as ECE linking to VESL and on to SFSU Partnership exemplifies using career program content with VESL support grows transfer course enrollment</td>
<td>• Conservation Corps</td>
<td>• Example:</td>
<td>• Example:</td>
</tr>
<tr>
<td>➢ Credit &amp; Non-Credit ESL and Vocational English as a Second Language (VESL)</td>
<td>• ELND VESL and Translated Courses used to engage and enroll career and transfer students at COM</td>
<td>• Workforce Board/One-Stop WIA Services</td>
<td>• ECE Career Day yielded 86 students (some currently COM students wishing to attend more classes in enrollment/classes in North Marin)</td>
<td>• ECE Career</td>
</tr>
<tr>
<td>➢ Basic Skills</td>
<td>• Increase enrollment in all career &amp; transfer students by strategically expanding ESL, VESL, Basic Skills and Vocational Certificates</td>
<td>• CARES Program (Local CCC program serving ECE professionals focused on extending education for all ECE professionals, using Comm. College ECE offerings as &quot;launch platform&quot;)</td>
<td>• some currently COM students wishing to attend more classes at COM, and additional classes provided for North Marin residents at IVC</td>
<td>Yielded 86 students (some currently COM students wishing to attend more classes in enrollment/classes in North Marin)</td>
</tr>
<tr>
<td>➢ Short-Term Vocational Certificates (VocCert)</td>
<td>• Pipeline to credit program</td>
<td>• Conservation Corps</td>
<td>• Four Summer ECE Orientations held Summer 2007</td>
<td>• Four Summer ECE Orientations held Summer 2007</td>
</tr>
<tr>
<td>➢ Life-Long Learning, Older Adult Programs (OAP)</td>
<td>• Short-term Voc non-credit program</td>
<td>• Workforce Board/One-Stop WIA Services</td>
<td>• Public transportation Survey being conducted in collaboration with Marin Transportation District</td>
<td>• Public transportation Survey being conducted in collaboration with Marin Transportation District</td>
</tr>
</tbody>
</table>

**Location, Adjacencies**
- MIWOK
  - Environmental Landscape and Design
  - Center for Sustainable Horticulture
  - Dance
  - Art
  - Marin County Office of Education
  - Real Estate
  - Business
  - Accounting
- Non-Credit and Credit English as a Second Language
- Irrigation/Water Mgt
- Theater/Large Assembly

**Concurrent Enrollment Including:**
- Math
- English
- Humanities
- Modern Languages

**OHLONE**
- Early Childhood Education
- SFSU Child and Adolescent Development STUDENT RESOURCE CENTER (FORMER LIBRARY)
BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Date: August 28, 2007
Item & File No. C.11.B

Subject: Classified Personnel Recommendations

Reason for Board Consideration:

APPROVAL

Enclosure(s):

Recommendations

BACKGROUND:

The following actions are included in the Classified Personnel Recommendations:

A. Appointment of Classified Personnel
A.1. Appointment of Hourly Personnel
B. Temporary Increase/Decrease in Classified Assignment

BUDGET IMPLICATIONS: All recommendations are within budgeted FTE and are on both the instructional and non-instructional side of the 50% law.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the Classified Personnel Recommendations.

P. Friedman, C. Thompson-Smith, V. Ariano, J. Bowsher, K. Gallagher, B. Sheofsky, R. Smith and R. Southard are on the instructional side of the 50% law.

M. Hudgens, S. Smith and R. Weber are on the non instructional side of the 50% law.
### A. APPOINTMENT OF CLASSIFIED PERSONNEL

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Division/Department</th>
<th>FTE</th>
<th>MPY</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Hudgens, Michael T.</td>
<td>Curriculum and Articulation</td>
<td>1.0</td>
<td>12</td>
<td>08/20/2007</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Technician</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Smith, Sarah</td>
<td>Financial Aid Assistant</td>
<td>1.0</td>
<td>12</td>
<td>08/14/2007</td>
</tr>
</tbody>
</table>

**BACKGROUND INFORMATION:**

1. Mr. Hudgens has accepted the 1.0 FTE/12MPY position of Curriculum and Articulation Technician effective August 20, 2007.

2. Ms. Smith has accepted the 1.0 FTE/12MPY position of Financial Aid Assistant effective August 14, 2007.
A. 1 APPOINTMENT OF HOURLY PERSONNEL

<table>
<thead>
<tr>
<th>Name</th>
<th>Division/Department</th>
<th>Start Date</th>
<th>Expiration Date</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Friedman, Phyllis</strong></td>
<td>DSPS</td>
<td>07/02/2007</td>
<td>12/31/2007</td>
<td>$50.00</td>
</tr>
<tr>
<td>2. <strong>Thompson-Smith Cynthia</strong></td>
<td>DSPS</td>
<td>07/02/2007</td>
<td>12/31/2007</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

BACKGROUND INFORMATION

1. Ms. Friedman will serve as a Professional Expert in the DSPS Program to assist students with special needs in the area of Feldenkrais effective July 2, 2007 through December 31, 2007.

2. Ms. Thompson Smith will serve as a Professional Expert in the DSPS Program to assist students with special needs in the area of Feldenkrais effective July 2, 2007 through December 31, 2007.
### B TEMPORARY INCREASE/DECREASE IN ASSIGNMENT/SALARY FOR CLASSIFIED PERSONNEL

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Position</th>
<th>FTE</th>
<th>MPY</th>
<th>Appt. Type</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Ariano, Vaughan</td>
<td>Instructional Specialist – English</td>
<td>From .40 to .24</td>
<td>8.5</td>
<td>Temp.</td>
<td>08/27/2007 – 01/02/2008</td>
</tr>
<tr>
<td>2.</td>
<td>Bowsher, Jim</td>
<td>Instructional Specialist – English</td>
<td>From .40 to .4530</td>
<td>8.5</td>
<td>Temp</td>
<td>08/27/2007 – 01/02/2008</td>
</tr>
<tr>
<td>3.</td>
<td>Gallagher, Kaitlyn</td>
<td>Instructional Specialist – English</td>
<td>From .47 to .72</td>
<td>8.5</td>
<td>Temp</td>
<td>08/27/2007 – 01/02/2008</td>
</tr>
<tr>
<td>4.</td>
<td>Pasquel, Alicia</td>
<td>Instructional Specialist – English</td>
<td>From 1.0 To 7200</td>
<td>8.5</td>
<td>Temp</td>
<td>08/27/2007 – 01/02/2008</td>
</tr>
<tr>
<td>5.</td>
<td>Sheofsky, Beth</td>
<td>Instructional Specialist – English</td>
<td>From .30 to .5870</td>
<td>8.5</td>
<td>Temp</td>
<td>08/27/2007 – 01/02/2008</td>
</tr>
<tr>
<td>6.</td>
<td>Smith, Rion</td>
<td>Instructional Specialist – English</td>
<td>From .37 to .53</td>
<td>8.5</td>
<td>Temp</td>
<td>08/27/2007 – 01/02/2008</td>
</tr>
<tr>
<td>7.</td>
<td>Southard, Rowena</td>
<td>Instructional Specialist – English</td>
<td>From .50 to .7730</td>
<td>8.5</td>
<td>Temp</td>
<td>08/27/2007 – 01/02/2008</td>
</tr>
<tr>
<td>8.</td>
<td>Weber, Rolf</td>
<td>Box Office Cashier</td>
<td>From .50 to .42</td>
<td>7</td>
<td>Temp</td>
<td>FY 2007/2008</td>
</tr>
</tbody>
</table>

### BACKGROUND INFORMATION:

2-3 Temporary increase in assignments to meet the needs of the English Dept. for Fall 2007.
4. Temporary decrease in assignment to accommodate teaching from Fall 2007.
5-7 Temporary increase in assignments to meet the needs of the English Dept. for Fall 2007.
Marin Community College District
Kentfield, CA 94904

Board Agenda Item

To: Board of Trustees
From: Superintendent/President
Subject: Academic Personnel Recommendations
Reason for Board Consideration: APPROVAL

Date: August 28, 2007
Item & File No. C.11.C
Enclosure(s): Recommendations

Background:

The following actions are included in the Academic Personnel Recommendations:

A. Appointment of Academic Personnel
B. Change of Academic Personnel Assignment
C. Temporary Increase of Assignment Academic Personnel

Budget Implications: All recommendations are within budgeted FTE and are on the instructional side of the 50% law.

Recommendation:

The Superintendent/President recommends that the Board of Trustees approve the Academic Personnel Recommendations.

Administrator Initiating Item: Linda Beam, Executive Dean of Human Resources and Labor Relations
### A. APPOINTMENT OF ACADEMIC PERSONNEL

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Title/Discipline</th>
<th>FTE</th>
<th>Appt. Type</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Baginski, Richard</td>
<td>Instructor, Chemistry</td>
<td>1.0</td>
<td>Temporary</td>
<td>Fall 2007 &amp; Spring 2008</td>
</tr>
<tr>
<td>2</td>
<td>Lo, Carolyn</td>
<td>Instructor, Nursing</td>
<td>.83</td>
<td>Temporary</td>
<td>Fall 2007</td>
</tr>
<tr>
<td>3</td>
<td>Lama, Sudha</td>
<td>Instructor, Nursing</td>
<td>.78</td>
<td>Temporary</td>
<td>Fall 2007</td>
</tr>
</tbody>
</table>

**BACKGROUND INFORMATION:**

1. Mr. Richard Baginski has been appointed to a 1.0 sabbatical leave replacement position in Chemistry for fall 2007 & spring 2008.

2. Ms. Carolyn Lo has been appointed to a .83 temporary assignment in Nursing due to the increase in enrollment in the Nursing Program.

3. Ms. Sudha Lama has been appointed to a .78 temporary assignment in Nursing due to the increase in enrollment in the Nursing Program.
### B. CHANGE OF ACADEMIC PERSONNEL ASSIGNMENT

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Title/Discipline</th>
<th>FTE</th>
<th>Appt. Type</th>
<th>Effective Date</th>
</tr>
</thead>
</table>
| 1       | Delgado, Mary   | Revised From: Teacher to Lead Teacher  
To: Lead Teacher | 1.0 | Permanent | 7/1/07         |
| 2       | Rossi, Yolandi  | From: Teacher  
To: Lead Teacher | 1.0 | Permanent | 7/1/2007  
1.0 | Permanent | 6/30/07         |

### BACKGROUND INFORMATION:

1. Change in assignment from Teacher, Children’s Center to Lead Teacher, Children’s Center.

2. Change in assignment from Teacher, Children’s Center to Lead Teacher, Children’s Center.
C. TEMPORARY INCREASE OF ASSIGNMENT FOR CHILD CARE FACULTY

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Title/Discipline</th>
<th>FTE</th>
<th>Appt. Type</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Morales, Helen</td>
<td>Children’s Center Teacher</td>
<td>From: .80</td>
<td>Permanent</td>
<td>Fall 2007/S 2008</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>To:  1.0</td>
<td>Temporary</td>
<td>2008</td>
</tr>
</tbody>
</table>

BACKGROUND INFORMATION:

1. Ms. Morales’ assignment will be temporarily increased for the fiscal year 2007/2008.
To: Board of Trustees
From: Superintendent/President
Date: August 28, 2007
Item & File No. C.11.D

Subject:
Educational Management Personnel Recommendations

Reason for Board Consideration:

APPROVAL

Enclosure(s):
Recommendations

BACKGROUND:

The following actions are included in the Educational Management Personnel Recommendations:

A. Appointment and / or Change of Educational Management Personnel

BUDGET IMPLICATIONS:

All recommendations are within budgeted FTE and are on the instructional side of the 50% law.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the Educational Management Personnel Recommendations.

Administrator Initiating Item: Linda Beam, Executive Dean of Human Resources and Labor Relations.
A. APPOINTMENT AND/OR CHANGE OF EDUCATIONAL MANAGEMENT PERSONNEL

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Title</th>
<th>FTE</th>
<th>Appt. Type</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Chang, Nicholar</td>
<td>Interim Dean of Student Development and Special Services</td>
<td>1.0</td>
<td>Temporary</td>
<td>July 30, 2007-December 31, 2007</td>
</tr>
</tbody>
</table>

BACKGROUND INFORMATION:
1. Mr. Chang will serve as Interim Dean of Student Development and Special Services from 7/30/07-12/31/07 or until the position is filled permanently.
MARIN COMMUNITY COLLEGE DISTRICT  
Kentfield, CA  94904

BOARD AGENDA ITEM

To: Board of Trustees  
From: Superintendent/President  
Date: August 28, 2007  
Item & File No. C.11.E

Subject: Short-Term Hourly Positions  
Reason for Board Consideration: APPROVAL  
Enclosure(s): Job Descriptions

BACKGROUND

Pursuant to A.B. 500 a Short-Term hourly employee cannot begin working until the Board has taken action at a regularly scheduled meeting to approve these positions. The attached job descriptions are submitted for approval:

Short-Term Hourly Positions.

BUDGET IMPLICATIONS: All recommendations are within budget and are on the non-instructional and instructional side of the 50% law.

Lab Assistant III in Fine Arts, Dept. Aide III in Community Education, Readers in Court Reporting, Dental Tutor, Dept. Aide IV and EMT Lab Assistant in Health Sciences, Asst. to Distance Ed in Learning Resource Center, Lab Assistant Biology/Geology, and Lab Tutor in Math are on the instructional side of the 50% law.


RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the Short-Term Hourly Positions.

Administrator Initiating Item: Linda Beam, Executive Dean of Human Resources & Labor Relations
# A. SHORT TERM HOURLY POSITIONS – August 28, 2007

<table>
<thead>
<tr>
<th>DEPT</th>
<th>JOB TITLE</th>
<th>NUMBER OF POSITIONS</th>
<th>START DATE</th>
<th>END DATE</th>
<th>HOURLY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Fine Arts</td>
<td><strong>Lab Assistant III</strong> – Assist Classified Staff. Supports laboratory technician in the Art Department with equipment upkeep and preparation of materials and classrooms.</td>
<td>1</td>
<td>08/14/2007</td>
<td>12/21/2007</td>
<td>$10.75 hour</td>
</tr>
<tr>
<td>Community Education and Services</td>
<td><strong>Dept. Aide III</strong> – Will work for Jewelry lab and will be responsible for general state of the lab and inventory of supplies and equipment, coordinating between credit and fee-based classes. (CS is charging a materials fee on classes to cover this cost.)</td>
<td>1</td>
<td>09/04/2007</td>
<td>12/08/2007</td>
<td>$10.00 hour</td>
</tr>
<tr>
<td>*Court Reporting</td>
<td><strong>Court Reporting Readers</strong> – Readers for Court Reporting classes. Different levels/speeds require separate reader for each level.</td>
<td>5</td>
<td>08/20/2007</td>
<td>12/15/2007</td>
<td>$7.75 hour</td>
</tr>
<tr>
<td>*Health Sciences (Dental Assisting)</td>
<td><strong>Dental Tutor</strong> – Assist Classified staff. Tutor Dental Assisting students on subjects as needed.</td>
<td>2</td>
<td>08/20/2007</td>
<td>12/14/2007</td>
<td>$9.75 hour</td>
</tr>
<tr>
<td>*Health Sciences (Medical Assisting)</td>
<td><strong>Dept Aide IV</strong> – Work in collaboration with instructor to set-up skills lab. Address student questions as appropriate. Order lab supplies, stock supplies, keep inventory, clean and maintain lab equipment.</td>
<td>1</td>
<td>08/20/2007</td>
<td>12/14/2007</td>
<td>$12.00 hour</td>
</tr>
<tr>
<td>*Health Sciences (Medical Assist/EMT)</td>
<td><strong>EMT Lab Assistant</strong> – Assist instructor with lab practice classes. EMT regulations state that lab classes must have ratio of 10:1.</td>
<td>6</td>
<td>08/20/2007</td>
<td>12/14/2007</td>
<td>$20.00 hour</td>
</tr>
<tr>
<td>Department</td>
<td>Position</td>
<td>Quantity</td>
<td>Start Date</td>
<td>End Date</td>
<td>Rate</td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------------------------------------------------</td>
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</tr>
<tr>
<td>*Learning Resource Center</td>
<td>Asst. to Distance Ed. – (This is a short term assignment to assist Classified employees in Testing &amp; Distance Ed.) Testing and academic support is done for the purpose/s of performing a variety of learning resources activities- technical, clerical and academic – related to the operation of a student lab; proctoring make-up tests for distance education courses, assisting students in the use of computer-based learning equipment; providing individual and/or group tutoring; providing feedback to students and instructors regarding student progress.</td>
<td>3</td>
<td>07/01/2007</td>
<td>12/31/2007</td>
<td>$15.00 – $25.00 hour DOE</td>
</tr>
<tr>
<td>Life and Earth Sciences Bio/Geo</td>
<td><strong>Field Trip Driver</strong> – Drive insured rental vehicles on designated field trips.</td>
<td>5</td>
<td>08/29/2007</td>
<td>12/15/2007</td>
<td>$150 per field trip per person maximum.</td>
</tr>
<tr>
<td>Life and Earth Sciences Bio/Geo</td>
<td><strong>Lab Assistant</strong> – Assist Classified staff. Assist with the set up of the labs and their various functions including inventory assistance.</td>
<td>4</td>
<td>08/29/2007</td>
<td>12/15/2007</td>
<td>$10.75 hour</td>
</tr>
<tr>
<td>Mathematics</td>
<td><strong>Math Lab Tutor</strong> – Assist Classified Staff. Tutor math lab students.</td>
<td>4</td>
<td>08/29/2007</td>
<td>12/15/2007</td>
<td>$10.75 hour</td>
</tr>
<tr>
<td>*Performing Arts</td>
<td><strong>Assistant Box Office Cashier</strong> – Assist Classified Staff. Work in Box Office during pre-show sales when Box Office is too busy for one person to handle alone. Will cover all performing arts shows (Theatre, Dance, and Music.) Will work Box Office on Sundays when there is a performance. Will substitute for Box Office Cashier when ill or unable to work.</td>
<td>2</td>
<td>08/20/2007</td>
<td>12/16/2007</td>
<td>$16.53 hour</td>
</tr>
</tbody>
</table>
| Performing Arts Dance | **House Manager** –  
Assist Classified staff.  
Manage house for Fall 2007 Dance Concert. Set-up concessions,  
direct ushers, trouble shoot seating problems, coordinate with stage manager to start show at beginning and intermission. Clean house after show (pick up recyclable programs), put away concession items and wash coffee pots. Properly lock doors and handle concession monies. | 1 | 10/29/2007 | 11/09/2007 | $10.25-$11.25 hour DOE |
|-----------------------|-------------------------------------------------------------------------------------------------|---|-------------|----------------|--------------------------|
| Performing Arts Dance | **Light Board Operator** –  
| Performing Arts Dance | **Lighting Designer** –  
| Performing Arts Dance | **Master Electrician** –  
Assist Classified staff. Interface with Lighting Designer, choreographers and Technical Director for Fall 2007 Dance Concert. Rig all lighting equipment to accomplish Designer’s plot. Assist with strike when show closes. | 1 | 10/22/2007 | 11/10/2007 | $10.25 – $11.25 hour DOE |
| Performing Arts Dance | **Sound Technician** –  
Assist Classified staff. Operate sound board during technical rehearsals and performances of Fall 2007 Dance Concert. Assist with striking equipment at the end of show. | 1 | 10/22/2007 | 11/10/2007 | $10.25 – $11.25 hour DOE |
|-----------------------|-------------------------------------------------------------------------------------------------|---|-----------|--------------|--------------------------|
| Performing Arts Dance | **Stage Crew** –  
Assist Classified Staff. Help set up any set pieces and rig lights for Fall 2007 Dance Concert. Work rails (flying any necessary scenery) during technical rehearsals and performances. Lay dance floor, tape edges, work curtain, move scenery used during performances. Strike scenery, lights and dance floor at close of show. | 4 | 10/22/2007 | 11/10/2007 | $10.25 – $11.25 hour DOE |
| Performing Arts Dance | **Stage Manager** –  
Assist Classified Staff. For Fall 2007 Dance Concert: make sure all dancers and crew are present and in place; call all light and sound cues during technical rehearsals and performances; make sure all set pieces and flown objects are properly in place during technical rehearsals and performances. Assist with strike. | 1 | 10/22/2007 | 11/10/2007 | $10.25 – $11.25 hour DOE |
| Performing Arts Dance | **Follow Spot Operator** –  
| Performing Arts Theatre | **House Manager** –  
Assist Classified staff. Buy and set up concessions for *Dancing at Lughnasa*. Trouble shoot seating problems, direct ushers, coordinate with Stage Manager to turn house lights on and off at start of performance, intermission, and end of show; be sure doors are appropriately locked. Responsible for proper handling of concession monies. | 1 | 10/01/2007 | 10/21/2007 | $10.25-$11.25 DOE |
|---|---|
| Performing Arts Theatre | **Light Board Operator** –  
Assist Classified staff. Operate light board during technical rehearsals and performances of *Dancing at Lughnasa*. Assist with strike when show closes. | 1 | 09/21/2007 | 10/21/2007 | $10.25 – $11.25 hour DOE |
| *Performing Arts Theatre | **Lighting Designer** –  
Assist Classified staff. Design lighting effects for *Dancing at Lughnasa*. Interface with director to determine design concept. Attend production meetings. Set up light plot and help hang lighting instruments. Help with strike at end of show. | 1 | 08/20/2007 | 10/21/2007 | $10.25 - $11.25 hour DOE |
| *Performing Arts Theatre | **Master Electrician** –  
Assist Classified staff. Rig lighting equipment for *Dancing at Lughnasa*. Assist with strike at end of show. | 1 | 08/20/2007 | 10/21/2007 | $10.25 - $11.25 hour DOE |
| *Performing Arts Theatre | **Properties Designer**–  
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>*Performing Arts Theatre</td>
<td>Sound Designer – Assist Classified staff. Design and record sound effects for <em>Dancing at Lughnasa</em>. Interface with director to determine design concept. Attend production meetings. Assist with strike at end of show.</td>
<td>1</td>
<td>08/20/2007</td>
<td>10/21/2007</td>
<td>$10.25 – $11.25 hour DOE</td>
</tr>
<tr>
<td>Performing Arts Theatre</td>
<td>Sound Technician – Assist Classified staff. Operate sound effects <em>Dancing at Lughnasa</em>. Help with strike at end of show. Will attend all technical rehearsals and performances.</td>
<td>1</td>
<td>09/21/2007</td>
<td>10/21/2007</td>
<td>$10.25 – $11.25 hour DOE</td>
</tr>
<tr>
<td>*Performing Arts Theatre</td>
<td>Stage Carpenter – Assist Classified Staff. Help build set for <em>Dancing at Lughnasa</em>. Help with strike at end of show.</td>
<td>1</td>
<td>08/20/2007</td>
<td>10/21/2007</td>
<td>$10.25 – $11.25 hour DOE</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---</td>
<td>---------</td>
<td>----------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>*Performing Arts Theatre</td>
<td>Stage Manager – Assist Classified staff with <em>Dancing at Lughnasa</em>. Manage prompt book; call all technical cues during rehearsal and performance. Be familiar with all stage blocking; be sure everyone involved with production is in place on time. Coordinate with house manager as to when lights and curtains go for beginning, intermission and end of show. Manage cast and technical crew during technical rehearsals and performances. Interface with director to trouble shoot problems. Attend production meetings and keep notes. Deliver production notes after each rehearsal/ performance. Help with strike at end of show.</td>
<td>1</td>
<td>08/20/2007</td>
<td>10/21/2007</td>
<td>$10.25 – $11.25 hour DOE</td>
</tr>
<tr>
<td>*Performing Arts Theatre</td>
<td>Irish Dialect Coach – Assist Classified Staff. Assist actors with development of Irish dialect for <em>Dancing at Lughnasa</em>, with emphasis on word formation, music of the language and tongue and teeth positioning.</td>
<td>1</td>
<td>08/27/2007</td>
<td>10/21/2007</td>
<td>$10.25 – $11.25 hour DOE</td>
</tr>
<tr>
<td>*Performing Arts Theatre</td>
<td><strong>Irish Dance Coach</strong> – Assist Classified Staff. Coach actors in <em>Dancing at Lughnasa</em> in basics of country Irish Dance steps.</td>
<td>1</td>
<td>08/27/2007</td>
<td>10/21/2007</td>
<td>$10.25 – $11.25 hour DOE</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>----</td>
<td>-----------</td>
<td>-----------</td>
<td>------------------------</td>
</tr>
<tr>
<td>*Performing Arts Theatre</td>
<td><strong>Costume Designer</strong> – Assist Classified staff. Design Costumes for <em>Dancing at Lughnasa</em>. Includes designing, building, altering, procuring costumes and storing them properly and returning then to owner or renter at end of show. Participate in strike at end of show. Attend production meetings. Must be able to properly fit costumes to specific actors. Interface with director to formulate design concept.</td>
<td>1</td>
<td>08/13/2007</td>
<td>10/26/2007</td>
<td>$10.25– $11.25 hour DOE</td>
</tr>
</tbody>
</table>

**BACKGROUND**

Pursuant to A.B. 500 a Short-Term hourly employee cannot begin working until the Board has taken action at a regularly scheduled meeting to approve these positions. The above job descriptions are submitted for approval.

*Human Resources did not receive necessary paperwork from the department until after these individuals worked. These hourly employee need to be paid for work that has already been completed.*
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Subject: Budget Transfers – Month of July – FY 2007/08

Reason for Board Consideration: APPROVAL

BACKGROUND:
The accompanying transfer information includes eight budget transfers in July, totaling $33,962.95 from Unrestricted Funds.

There was one transfer from Restricted Funds for $2,913.00. There was one transfer from Restricted Reserves Contingency, totaling $50,000.00, to set-up the basic skills grant for the coming year.

Net effect of transfers.

<table>
<thead>
<tr>
<th>Object Code</th>
<th>General Fund</th>
<th>Child Care</th>
<th>Capital Outlay</th>
<th>Measure C Bond</th>
<th>Foundation Trust Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 (Certified Salary)</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
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<td>2000 (Classified Salary)</td>
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<tr>
<td>3000 (Employee Benefits)</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4000 (Supplies/Eqpt. Repl.)</td>
<td>7,087</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>5000 (Other Operating Exp.)*</td>
<td>(29,047)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>6000 (Capital Outlay)</td>
<td>71,960</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>7000 (Other Outgo)**</td>
<td>(50,000)</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>8000 (Income)</td>
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<tr>
<td>9000 (General Ledger)</td>
<td>-</td>
<td>-</td>
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</table>

*Includes utilities, consultants, travel, legal services, maintenance contracts etc.
**Includes contingency reserves, financial aid awards, and inter-fund transfers.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the Budget Transfers for July 2007.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
### BUDGET TRANSFERS

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<th>30000</th>
<th>40000</th>
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<td>7</td>
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### RESTRICTED FUND

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<tr>
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<td>0090</td>
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<td>5</td>
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### TOTAL GENERAL FUND

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<th>50000</th>
<th>60000</th>
<th>70000</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>(50,000)</td>
<td>71,960.00</td>
<td>(50,000.00)</td>
<td>0</td>
<td>79,047.00</td>
<td>86,875.00</td>
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<td></td>
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</table>

#### Children's Center

| 1 | 0 | 0 |
| 2 | 0 | 0 |

#### Measure C

| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 0 | 0 | (50,000.00) |
| 102,913.00 |  |

### TOTAL ALL FUND

<table>
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<tr>
<th>10000</th>
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<th>30000</th>
<th>40000</th>
<th>50000</th>
<th>60000</th>
<th>70000</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>7,087</td>
<td>(29,047)</td>
<td>71,960</td>
<td>(50,000)</td>
<td>0</td>
</tr>
</tbody>
</table>

Budget Inter-project transfers were funds remained within Object Code 60000 and transfers offset to zero, not included in totals.

* 0091
  * (4,000) | 4,000 | 0 |
  * 0 | 0 | 0 |
  * 0 | 0 | 0 |
  * 0 | 0 | 0 |
  * 0 | 0 | 0 |
  * 0 | 0 | 0 |
  * (4,000.00) | 4,000.00 | 0 |

Total Measure C Building transfers were funds remained within same object code.
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Subject: Declaration of Surplus Property – Miscellaneous Equipment

Date: August 28, 2007
Item & File No. C.11.G

Reason for Board Consideration: Enclosure(s):

APPROVAL

List of Equipment

BACKGROUND:

In accordance with Board Policy 6.0008, the District will submit to the Board a list of equipment to declare surplus. The items listed on the attachment(s) have been determined to have no further value to the District. Some of the items have been replaced and are no longer used. Some items are simply old and repair and/or maintenance is not cost effective. Items that have no value will be disposed of. The District may be able to sell some of the equipment. Some equipment will used for parts. No one item or item lot is valued at $5,000 or more.

In accordance with Board Policy and Education Code Section 81452(a), a unanimous vote is required declaring the value of any one item or item lot to be less than $5,000. Upon a unanimous vote, the items may then be disposed of pursuant to the provisions of Education Code Section 81452(c).

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees vote to declare the items described on the attachment(s) surplus and that no single item or item lot is valued at $5,000 or more and further authorize the District to dispose of the equipment, pursuant to Education Code Section 81452(c), as the District sees fit.

Administrator Initiating Item

Albert J. Harrison II, Vice President of College Operations
<table>
<thead>
<tr>
<th>Quan.</th>
<th>Campus Location</th>
<th>Detailed Description</th>
<th>Inventory #</th>
<th>Age</th>
<th>Condition</th>
<th>Recommendation</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>KTD LC 160</td>
<td>IBM Selectric II Typewriter</td>
<td>2465</td>
<td>20+ yrs</td>
<td>Broken</td>
<td>Junk</td>
</tr>
<tr>
<td>1</td>
<td>KTD LC 160</td>
<td>Typewriter Stand</td>
<td>2464</td>
<td>20+ yrs</td>
<td>Broken</td>
<td>Junk</td>
</tr>
<tr>
<td>1</td>
<td>KTD SS 146</td>
<td>Couch - 3 cushion - mustard</td>
<td>N/A</td>
<td>Unk</td>
<td></td>
<td>Junk</td>
</tr>
<tr>
<td>1</td>
<td>KTD SS 146</td>
<td>Couch - 2 cushion - mustard</td>
<td>N/A</td>
<td>Unk</td>
<td></td>
<td>Junk</td>
</tr>
<tr>
<td>1</td>
<td>KTD SS 146</td>
<td>Chair - Mustard</td>
<td>N/A</td>
<td>Unk</td>
<td></td>
<td>Junk</td>
</tr>
<tr>
<td>1</td>
<td>KTD SS 146</td>
<td>Office Chair - Orange</td>
<td>N/A</td>
<td>Unk</td>
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<td>Junk</td>
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<td>2</td>
<td>KTD SS 146</td>
<td>Selectric Typewriters</td>
<td>N/A</td>
<td>Unk</td>
<td>Broken</td>
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</tr>
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<td>1</td>
<td>KTD SS 146</td>
<td>4-Drawer Black File Case &amp; Key</td>
<td>N/A</td>
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<td>Junk or use by other dept</td>
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<td>KTD SS 146</td>
<td>Tables 1 x 6 &amp; 1 x 8</td>
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<td>Junk or use by other dept</td>
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<td>KTD SS 146</td>
<td>Box Commuter Supplies - Apple</td>
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<td>Junk or use by other dept</td>
</tr>
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<td>KTD SS 146</td>
<td>1 White Metal Drawer/Shelf</td>
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<td>Junk or use by other dept</td>
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<td>KTD SS 146</td>
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<td>Junk</td>
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<td>1981 Ford Pickup E 760130</td>
<td>Veh # 25</td>
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<td>Beyond Repair</td>
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<td>Room</td>
<td>Description</td>
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<td>Condition</td>
<td>Reason no longer needed</td>
</tr>
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</tr>
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<td>don't meet safety standards</td>
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<td>Yellow padded rolling chair</td>
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<td>Café</td>
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<td>doesn't meet safety standards</td>
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<tr>
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<td>Café</td>
<td>1 brown 4 leg rolling chairs</td>
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Memorandum

To: Al Harrison
CC: Susan Andrien
From: Andy Haber
Date: 8/15/2007
Re: Surplus Equipment

Age of Equipment: 7 - 30 years
Condition: No longer useable; parted out
Reason Not Needed: Beyond Repair
Dept Recommendation: Junk

The following is list of audio-visual equipment which is no longer serviceable to the district. The equipment is either broken and beyond the cost of reasonable repair, scrapped for parts, or simply obsolete and no longer used.

The equipment has been moved to a storage bin for surplus equipment as I look forward to your permission to dispose of it.

Thanks, Andy Haber

Panasonic VHS player  AG-1100  G7MD00192
Panasonic VHS player  AG1100  G7MD00304  VHSP-10
Panasonic VHS player  AG1150  G9TB00381  VHSP-49
Panasonic VHS player  AG-1150  G9TB00361  VHSP-44
Panasonic VHS player  AG-1150  G9TB00383  VHSP-59
Panasonic VHS player  AG-1150  G9TB00465
Sharp VHS recorder  VC-A592U  902743336
Sharp LCD Projector  XG-1000U  603315109  LCD-6
Sharp LCD Projector  PCG-X30U  606312024  LCD-40
Sharp LCD projector  PCG-X30U  109324438  LCD-32
Phillips Boombox
Singer Caramate Slide Viewer  CM-270  38746  CM-26
Dalite tripod screen
Sharp cassette recorder  RD665-AV  860114788  ACR-23
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<tr>
<th>Equipment</th>
<th>Model</th>
<th>Code</th>
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<td>RD665-AV</td>
<td>30416992</td>
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<td>Beseler 35mm filmstrip viewer</td>
<td>FSV3554</td>
<td>LPK 124995</td>
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<td>3M overhead projector</td>
<td>905D</td>
<td>OVD-72</td>
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<td>3M overhead projector</td>
<td>905D</td>
<td>OVD-97</td>
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<td>905D</td>
<td>OVD-21</td>
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<td>Description Of Equipment</td>
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<td>1</td>
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<td>4 Drawer file cabinet/gray</td>
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<td>Cannon printer - 120V K10110A</td>
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<td>1</td>
<td>Panasonic KX - P1124 24 PIN multi mode printer</td>
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<td>Computer &quot;no name&quot; # 001017 1/ power 1/ reset</td>
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<td>Microwave/ panasonic/model # NNS76WF ASCOM 380</td>
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Age of Equipment: 20+ years

Condition of Equipment: Outdated

Reason No Longer Needed: Outdated

Recommendation by Department: Dispose of / Junk
BACKGROUND:

On July 24, 2007 the Board pre-authorized a series of actions, small contracts and contract amendments needed to maintain the design and construction schedule for the bond modernization program, with the stipulation that the executed documents would be returned to the Board for ratification. The Board is now asked to ratify 18 of those documents, shown in bold on the attached table, and included in this packet for reference.

FISCAL IMPACT:

Three of the items presented for ratification have final fees totaling almost $39,000 less than was originally estimated.

RECOMMENDATION:

The Superintendent/President recommends that the Board ratify 18 contracts and amendments that were pre-authorized on July 24, 2007.
<table>
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<tr>
<th>Project</th>
<th>#</th>
<th>Scope</th>
<th>Type</th>
<th>Vendor</th>
<th>Approx. Estimate Contract Component</th>
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<td>Larkspur Annex Restroom</td>
<td>321B</td>
<td>Design civil utilities</td>
<td>PS</td>
<td>CSW</td>
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<td>AlfaTech</td>
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<td>Install and hook up portable restroom</td>
<td>CN</td>
<td>TBD</td>
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<td>Fomo 4 Roof Replacement (TransTech)</td>
<td>402B</td>
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<td>IVC Trans Tech Building</td>
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<td>VBN</td>
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<td></td>
<td>QA Consultants Amend 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>RHAA Amend 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Steinberg Amend 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Transitions Amend 2</td>
</tr>
</tbody>
</table>
AMENDMENT 10

To the Professional Services Agreement between the
MARIN COMMUNITY COLLEGE DISTRICT
and
CSW/Stuber-Stroeh Engineering Group, Inc.

July 24, 2007

AMENDMENT 10 to APPENDIX A – SCOPE OF SERVICES

This is an AMENDMENT attached to, and made a part of the Professional Services Agreement
(Agreement) dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT
(District) and CSW/Stuber-Stroeh Engineering Group (Consultant).

1. Term of Agreement

   Per the Term of Agreement in the original Long Form Professional Services Agreement, the
   following Amendments shall be extended through June 30, 2008.

   Amendment # 2 (for details see Appendix B)
   Amendment # 4 (for details see Appendix B)
   Amendment # 5 (for details see Appendix B)

APPENDIX A

1. Additional Services

   Task 1 - Provide Design and Construction Administrative Services for construction of
   utilities to support the Larkspur Annex Restroom Trailer (Project # 321B) ($ 6,000)

   Task 2 - Geotechnical Borings and report for Transportation Technology Complex
   (Project # 402A) ($ 13,000)

END OF AMENDMENT 10 TO APPENDIX A
AMENDMENT 10 to APPENDIX B – PAYMENT TO CONSULTANT

This is an AMENDMENT attached to, and made a part of, Appendix B - Scope of Services of the Professional Services Agreement (Agreement) dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and CSW/Stuber-Stroeh Engineering Group, Inc. (Consultant).

I. **Amount of Compensation for Services to Consultant**

<table>
<thead>
<tr>
<th>Original Contract Amount</th>
<th>$436,067</th>
</tr>
</thead>
<tbody>
<tr>
<td>District-wide master planning and assessment</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Amendment #1</th>
<th>$21,560</th>
</tr>
</thead>
<tbody>
<tr>
<td>Larkspur Annex Design (#321A)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Amendment #2</th>
<th>$188,755</th>
</tr>
</thead>
<tbody>
<tr>
<td>District-wide additional boundary, Local agency reviews, surveys, expanded scope at Lark Annex (#321A), initial scope analysis of IVC Creek Erosion (#419A) and IVC Storm Drain Repairs (#401A)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Amendment #3</th>
<th>$87,010</th>
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</thead>
<tbody>
<tr>
<td>Master planning of Kentfield campus utility systems in support of proposed Bond Spending Implementation Plan</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Amendment #4</th>
<th>$12,040</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial utility surveying for new IVC Main Building (#417A), DSA submittal for Lark Annex (#321A)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Amendment #5</th>
<th>$86,170</th>
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</thead>
<tbody>
<tr>
<td>Design services for Kentfield West Campus Bridge (#301A), supplemental topographic surveying for PE Complex (#308B)</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Total Amendment #6</th>
<th>$18,550</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design services for utility extensions to PE Complex (#308B)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Amendment #7</th>
<th>$285,988</th>
</tr>
</thead>
<tbody>
<tr>
<td>Misc. geotechnical, survey and design services (11 tasks) related to both KTD and IVC.</td>
<td></td>
</tr>
</tbody>
</table>

**Amendment #8**

<table>
<thead>
<tr>
<th>Task 1</th>
<th>Perform a detailed survey as per attached requirements from Marcy Wong Donn Logan Architects within the area of the Fine Arts and Performing Arts boundaries.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$11,470</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task 2</th>
<th>Develop Provide a supplemental Topographic base map for the Greenhouses project at IVC.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$7,750</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task 3</th>
<th>Provide design services for the Pedestrian Access/Fire Vehicle Access Road for the Transportation Technology project at IVC per the Novato Fire Department requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$11,000</td>
</tr>
</tbody>
</table>

**Amendment #9**

<table>
<thead>
<tr>
<th></th>
<th>$14,950</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide Design and Construction Administrative Services for construction of utilities to support temporary housing and program spaces at PE Complex.</td>
<td></td>
</tr>
</tbody>
</table>
Amendment # 10
Design and Construction Administrative Services for construction of utilities to support the Larkspur Annex Restroom Trailer Project (# 321B) $ 6,000
Geotechnical Borings and report for Transportation Technology Complex (Project # 402A) $ 13,000

Total Amendment # 10 $ 19,000

Total Contract Amount $ 1,200,310

1.1 The specific Guaranteed Maximum Price (“GMP”) for work authorized under AMENDMENT 10 to Appendix A – Scope of Services shall not exceed $19,000. Payments made for services authorized under AMENDMENT 10 to Appendix A shall be considered to be part of the GMP agreed to in Appendix B – Payments to Consultant.

END OF AMENDMENT 10 TO APPENDIX B
AMENDMENT 10 TO APPENDIX C – MILESTONE SCHEDULE

This is an AMENDMENT attached to, and made a part of, Appendix C – Milestone Schedule of the Professional Services Agreement (Agreement) dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and CSW/Stuber-Stroeh Engineering Group, Inc. (Consultant).

The following table is a list of activities to be performed by Consultant, District and other parties with regard to work authorized under AMENDMENT 10 to Appendix A – Scope of Services under this Agreement, for which specific time deadlines for performance shall be set as follows:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>MILESTONE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide Design and Construction Administrative Services for construction of utilities to support the Larkspur Annex Restroom Trailer (Project # 321B)</td>
<td>9/21/07</td>
</tr>
<tr>
<td>Geotechnical Borings and report for Transportation Technology Complex (Project # 402A)</td>
<td>8/24/07</td>
</tr>
</tbody>
</table>

END OF AMENDMENT 10 TO APPENDIX C
AMENDMENT 10 to Appendix D – Deliverables

This is an AMENDMENT attached to, and made a part of, Appendix D – Deliverables of the Professional Services Agreement (Agreement) dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and CSW/Stuber-Stroeh Engineering Group. (Consultant).

1. Deliverables for Work Authorized under AMENDMENT 10 to Appendix A – Scope of Work

The deliverables required include without limitation the following items in electronic format:

   Task 1 – Complete set of design drawings and specification documents for bid and construction purposes; construction cost estimates; Record Documents based on as-build drawings provided by the contractor.

   Task 2 – Geotechnical borings report for Transportation Technology Complex.

END OF AMENDMENT 10 TO APPENDIX D
AMENDMENT 10 TO APPENDIX E – INSURANCE

This is an AMENDMENT attached to, and made a part of, Appendix E – Insurance of the Professional Services Agreement (Agreement) dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and CSW Stuber-Stroeh Engineering Group, Inc. (Consultant).

No Changes.

END OF AMENDMENT 10 TO APPENDIX E

IN WITNESS WHEREOF, the parties hereto have executed this AMENDMENT 10 to the Professional Services Agreement dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT and CSW Stuber-Stroeh Engineering Group, Inc.

MARIN COMMUNITY COLLEGE DISTRICT

By ___________________________ Date __________________

Al Harrison
Vice President College Operations

CSW Stuber-Stroeh Engineering Group, Inc

By ___________________________ Date __________________

______________________________ Its __________________
Measure C Bond Modernization Program
Checklist for Consultant Contract Review

Date: 8/28/07  Consultant: CSWD/STUBER-STRIOCH Engineers
Project(s) (name and number): Larkspur Annex Restroom (Project #3218)
Type of contract (check all that apply):  □ Trans Tech (Project #402A)
□ Full service (architecture)  □ Task contract (specialty consultant)
□ Short form  □ Long form
Original  □ or  Amendment # 10
Amount of this contract/amendment: $19,000
Total amount of contract to date including this amendment $1,200,310

Documents to be included in Board packet (check and initial):
□ Full agreement  □ Changes to agreement  Reviewed:
□ Appendix A  □ Changes to Appendix A  Reviewed: 
□ Appendix B  □ Changes to Appendix B  Reviewed: 
□ Appendix C  □ Changes to Appendix C  Reviewed: 
□ Appendix D  □ Changes to Appendix D  Reviewed: 
□ Appendix E  □ Changes to Appendix E  Reviewed: 
□ Other backup materials?  Reviewed: 

Legal review required?  □ Yes  □ No  If yes, counsel’s initials:
If not, why not?  No change to legal language

Agenda cover page prepared by: Reviewed by:

Submittal sign-off:
Program Manager:  Director:

Amendment Checklist 8/17/2007
Measure C Bond Modernization Program
Checklist for Consultant Contract Review

Amendments

☑ Are there changes to the master agreement? Have they been reviewed by legal counsel?
   ✔ Yes ☑ No
   N/A Yes No

☑ Appendix A: is the scope of work consistent with the requirements of the master agreement?
   Yes No

☑ Appendix B: is the fee appropriate to the scope of work?
   Yes No

☐ Is the fee within budget? If not, does it require a budget transfer?
   N/A Yes No

☑ Do the numbers all add up correctly?
   Yes No

☑ Appendix C: is the milestone schedule appropriate, reasonable, and sufficient to manage the scope of work?
   Yes No

☑ Appendix D: are the deliverables sufficient to manage the scope of work?
   Yes No

☑ Appendix E: has the insurance requirement changed? Reviewed by legal counsel?
   Yes No
   N/A Yes No

☑ Coordination: cross-check all items in amendment with one another

Agenda cover page

Reviewed by: Vice President Al Harrison

☑ Is the type of contract clearly defined? Basic or additional service?
   Yes No
   Basic Add'l

☐ Is the reason for the amendment clearly stated?
   Yes No

☐ Do the amendment amounts match the amended Appendix B?
   Yes No

☐ Are the project title and number included and correct?
   Yes No
AMENDMENT 12

To the Professional Services Agreement between the
MARIN COMMUNITY COLLEGE DISTRICT
and
Alfa Tech Cambridge Group, Inc.

July 24, 2007

AMENDMENT 12 TO APPENDIX A – SCOPE OF SERVICES

This is an AMENDMENT attached to, and made a part of the Professional Services Agreement (Agreement) dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and Alfa Tech Cambridge Group, Inc. (Consultant).

1. Term of Agreement

   Per the Term of Agreement in the original Long Form Professional Services Agreement, the following Amendments shall be extended through June 30, 2008.

   Amendment # 8 (for details see Appendix B)
   Amendment # 10 (for details see Appendix B)
   Amendment # 11 (for details see Appendix B)

APPENDIX A

1. Additional Services

   Task 1: Provide Design Services and Construction Services for construction of utilities to support the Larkspur Annex Restroom Trailer (Project # 321B) ($ 2,000)

   Task 2: Conduct an assessment of mechanical systems for concept relocation space for the DSPS Program (DSPS Mechanical Studies for Relocation) (Project # 850G) ($ 8,000)

END OF AMENDMENT 12 TO APPENDIX A
AMENDMENT 12 to Appendix B – Payments to Consultant

This is an AMENDMENT attached to, and made a part of, Appendix B – Payments to Consultant of the Professional Services Agreement (Agreement) dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and Alin Tech Cambridge Group, Inc. (Consultant).

1. **Amount of Compensation for Services to Architect**

   1.1. **Original Long Form Contract Amount** $487,035.00

   1.2. **Total Amendment # 1**  
        District-wide Security Assessment $64,080.00

   1.3. **Total Amendment # 2**  
        Photometric Study, exterior lighting; assessment & evaluation report;  
        Master Planning assistance; grant funding application assistance;  
        develop baseline data for gas, water, sewer & electrical utilities for  
        each building & develop evaluation of primary utility infrastructure.  
        * Project specific expanded design & construction phase scopes for  
        Larkspur Annex Demolition (Project # 321A) $139,110.00

   1.4. **Total Amendment # 3**  
        Energy modeling for KTD projects $68,500.00

   1.5. **Total Amendment # 4**  
        Study on Emerging Solar Technologies $40,000.00

   1.6. **Total Amendment # 5**  
        Develop District Security Standards $6,907.50

   1.7. **Total Amendment # 6**  
        Perform test bores at Kentfield and Indian Valley to determine thermal  
        conductivity for application in heating and cooling systems.  
        Included are tests and computer modeling for each site. $97,200.00

   1.8. **Total Amendment #7**  
        Develop construction documents for crystalline PE Complex PV solar  
        energy panels and supporting structures. Provide bidding assistance and  
        Construction phase services. $198,740.00

   1.9. **Total Amendment #8**  
        Develop specification documents for replacement of one boiler in Power  
        Plant #1 at the IVC campus. $20,000.00

   1.10. **Total Amendment #9**  
        Task 1: KTD Replace Chiller at Dance/Landscape. Provide design and  
        limited construction phase services.  
        Task 2: District-wide Technology Infrastructure Plan and Standards.  
        Develop and update District IT standards. $191,800.50

   1.11 **Total Amendment #10**  
        Task 1: KTD - Provide Design Services and Construction Administration Services for  
        Geothermal Exchange Field to provide heating/cooling for SMCP, FA/PA, SS [“Basic  
        Services”]. Basic Services to be performed on a lump sum basis.  
        Task 2: IVC – Provide Design Services and Construction Administration Services for  
        geothermal exchange field to provide heating/cooling for New Main Building (Project #417B).  
        Services to be performed on a lump basis. $449,189.00
1.12 Total Amendment # 11
Provide Design and Construction Administrative Services for construction of utilities to support temporary housing and program spaces at PE Complex

$19,680.00

1.13 Total Amendment # 12
Task 1: Provide Design Services and Construction Services for construction of utilities to support the Larkspur Annex Restroom Trailer (Project # 321B) $ 2,000

Task 2: Conduct an assessment of mechanical systems for concept relocation space for the DSPS Program (DSPS Mechanical Studies for Relocation) (Project # 850G) $ 8,000

Total Amendment # 12

$10,000.00

Total Contract Amount

$1,792,242.00

Notes: Invoices for all tasks in Appendix B above shall be invoiced by percentage complete.

END OF AMENDMENT 12 TO APPENDIX B
AMENDMENT 12 to Appendix C – Milestone Schedule

This is an AMENDMENT attached to, and made a part of, Appendix C – Milestone Schedule of the Professional Services Agreement (Agreement) dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and Alfa Tech Cambridge Group, Inc. (Consultant).

The following table is a list of activities to be performed by Consultant, District and other parties with regard to work authorized under AMENDMENT 12 to Appendix A – Scope of Services under this Agreement, for which specific time deadlines for performance shall be set as follows:

<table>
<thead>
<tr>
<th>ACTIVITY:</th>
<th>MILESTONE DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1: Provide Design Services and Construction Services for construction of utilities to support the Larkspur Annex Restroom Trailer (Project # 321B)</td>
<td>9/21/07</td>
</tr>
<tr>
<td>Task 2: Conduct an assessment of mechanical systems for concept relocation space for the DSPS Program (DSPS Mechanical Studies for Relocation) (Project # 850G)</td>
<td>8/31/07</td>
</tr>
</tbody>
</table>

END OF AMENDMENT 12 TO APPENDIX C
AMENDMENT 12 to Appendix D – Deliverables

This is an AMENDMENT attached to, and made a part of, Appendix D – Deliverables of the Professional Services Agreement (Agreement) dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and Alfa Tech Cambridge Group, Inc. (Consultant).

1. Deliverables for Work Authorized under AMENDMENT 12 to Appendix A – Scope of Work

The deliverables required include without limitation the following items:

Task 1: Complete set of design drawings and specification documents suitable for bid and construction purposes; construction cost estimates; Record Documents based on as-built drawings provided by the contractor.

Task 2: Mechanical Systems assessment report for DSPS Program concept space.

END OF AMENDMENT 12 TO APPENDIX D
AMENDMENT 12 TO APPENDIX E – INSURANCE

This is an AMENDMENT attached to, and made a part of, Appendix E – Insurance of the Professional Services Agreement (Agreement) dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and Alfa Tech Cambridge Group, Inc. (Consultant).

“No Changes”

END OF AMENDMENT 12 TO APPENDIX E

IN WITNESS WHEREOF, the parties hereto have executed this AMENDMENT 12 to the Professional Services Agreement dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT and Alfa Tech Cambridge Group, Inc.

MARIN COMMUNITY COLLEGE DISTRICT

By ___________________________ Date ____________________

Al Harrison
Vice President College Operations

Alfa Tech Cambridge Group, Inc.

By ___________________________ Date ____________________

______________________________
Its ________________________
Measure C Bond Modernization Program
Checklist for Consultant Contract Review

Date: 8/28/07 
Consultant: Alfa Tech Cambridge

Project(s) (name and number): Larkspur Annex Restroom (Proj # 3215) & Relocation Costs (Proj # 8506)

Type of contract (check all that apply):

____ Full service (architecture)  ____ Task contract (specialty consultant)

____ Short form  ____ Long form

Original ______ or Amendment # 12

Amount of this contract/amendment: $ 10,000

Total amount of contract to date including this amendment $ 1,792,242

Documents to be included in Board packet (check and initial):

____ Full agreement  ____ Changes to agreement 
Reviewed: ______

____ Appendix A  ____ Changes to Appendix A 
Reviewed: 

____ Appendix B  ____ Changes to Appendix B 
Reviewed: 

____ Appendix C  ____ Changes to Appendix C 
Reviewed: 

____ Appendix D  ____ Changes to Appendix D 
Reviewed: 

____ Appendix E  ____ Changes to Appendix E 
Reviewed: ______

____ Other backup materials? 
Reviewed: ______

Legal review required? ______ Yes  ____ No  If yes, counsel’s initials: ______

If not, why not? No changes to legal language

Agenda cover page prepared by:   Reviewed by: 

Submittal sign-off:
Program Manager: 
Director: 

Amendment Checklist 8/17/2007
Measure C Bond Modernization Program
Checklist for Consultant Contract Review

Amendments

<table>
<thead>
<tr>
<th>Question</th>
<th>Reviewed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Are there changes to the master agreement? Have they been reviewed by legal counsel?</td>
<td>Yes □ No ☑ N/A Yes No</td>
</tr>
<tr>
<td>✔ Appendix A: is the scope of work consistent with the requirements of the master agreement?</td>
<td>Yes □ No ☑</td>
</tr>
<tr>
<td>✔ Appendix B: is the fee appropriate to the scope of work?</td>
<td>Yes □ No ☑</td>
</tr>
<tr>
<td>✔ Is the fee within budget? If not, does it require a budget transfer?</td>
<td>Yes □ No ☑ N/A Yes No</td>
</tr>
<tr>
<td>✔ Do the numbers all add up correctly?</td>
<td>Yes □ No ☑</td>
</tr>
<tr>
<td>✔ Appendix C: is the milestone schedule appropriate, reasonable, and sufficient to manage the scope of work?</td>
<td>Yes □ No ☑</td>
</tr>
<tr>
<td>✔ Appendix D: are the deliverables sufficient to manage the scope of work?</td>
<td>Yes □ No ☑</td>
</tr>
<tr>
<td>✔ Appendix E: has the insurance requirement changed? Reviewed by legal counsel?</td>
<td>Yes □ No ☑ N/A Yes No</td>
</tr>
<tr>
<td>✔ Coordination: cross-check all items in amendment with one another</td>
<td></td>
</tr>
</tbody>
</table>

Agenda cover page

<table>
<thead>
<tr>
<th>Question</th>
<th>Reviewed by: Vice President Al Harrison</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Is the type of contract clearly defined? Basic or additional service?</td>
<td>Yes □ No ☑ Basic Add'1</td>
</tr>
<tr>
<td>✔ Is the reason for the amendment clearly stated?</td>
<td>Yes □ No ☑</td>
</tr>
<tr>
<td>✔ Do the amendment amounts match the amended Appendix B?</td>
<td>Yes □ No ☑</td>
</tr>
<tr>
<td>✔ Are the project title and number included and correct?</td>
<td>Yes □ No ☑</td>
</tr>
</tbody>
</table>
AMENDMENT 2

To the Professional Services Agreement between the
MARIN COMMUNITY COLLEGE DISTRICT
and

VBN Architects

July 24, 2007

AMENDMENT 2 to Appendix A – Scope of Services

This is an AMENDMENT attached to, and made a part of, Appendix A – Scope of Services of the Professional Services Agreement (Agreement) dated April 17, 2007 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and VBN Architects (Consultant).

1. Additional Services

The following is a summary of tasks to be performed by the consultant.

Task 1. Additional services for studies and supplementary data requested by and for the Board of Trustees for the new Main Building Complex on the Indian Valley Campus.

END OF AMENDMENT 2 TO APPENDIX A
AMENDMENT 2 to Appendix B – Payments to Consultant

This is an AMENDMENT attached to, and made a part of, Appendix B – Payments to Consultant of the Professional Services Agreement (Agreement) dated April 17, 2007 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and VBN Architects (Consultant).

1. Amount of Compensation for Services to Consultant

   Original Long Form Contract Amount $1,927,086

   1.1 The Task List for Work as described in AMENDMENT 1 to Appendix A shall be as follows:

     Amendment # 1  
     Task 1. Additional Project Programming $45,359

     Amendment # 2  
     Task 1. Additional services for studies and supplementary data requested by and for the Board of Trustees for the new Main Building Complex on the Indian Valley Campus.
     Total Amendment # 2 $5,900

     Total Contract Amount $1,978,345

   1.2 The specific Guaranteed Maximum Price ("GMP") for work authorized under AMENDMENT 2 to Appendix A – Scope of Services shall not exceed $5,900. Payments made for services authorized under AMENDMENT 2 to Appendix A shall be considered to be part of the GMP agreed to in Appendix B – Payments to Consultant.

END OF AMENDMENT 2 TO APPENDIX B
AMENDMENT 2 to Appendix C – Milestone Schedule

This is an AMENDMENT attached to, and made a part of, Appendix C – Milestone Schedule of the Professional Services Agreement (Agreement) dated April 17, 2007 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and VBN Architects (Consultant).

The following table is a list of activities to be performed by Consultant, District and other parties with regard to work authorized under AMENDMENT 2 to Appendix A – Scope of Services under this Agreement, for which specific time deadlines for performance shall be set as follows:

<table>
<thead>
<tr>
<th>ACTIVITY:</th>
<th>MILESTONE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1: Additional services for studies and supplementary data requested by and for the Board of Trustees for the new Main Building Complex on the Indian Valley Campus. Board meeting date: 7/17/07</td>
<td>8/28/07</td>
</tr>
</tbody>
</table>

END OF AMENDMENT 2 TO APPENDIX C
AMENDMENT 2 to Appendix D – Deliverables

This is an AMENDMENT attached to, and made a part of, Appendix D – Deliverables of the Professional Services Agreement (Agreement) dated April 17, 2007 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and VBN Architects (Consultant).

Deliverables for Work Authorized under AMENDMENT 2 to Appendix A – Scope of Work

The deliverables required include without limitation the following items:

1. Three dimensional images with adjustments as requested by the Board of Trustees.
2. Narrative responses as requested by the Board of Trustees

END OF AMENDMENT 2 TO APPENDIX D
AMENDMENT 2 TO APPENDIX E – INSURANCE

This is an AMENDMENT attached to, and made a part of, Appendix D – Deliverables of the Professional Services Agreement (Agreement) dated April 17, 2007 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and VBN Architects (Consultant).

“No Changes”

END OF AMENDMENT 2 TO APPENDIX E

IN WITNESS WHEREOF, the parties hereto have executed this AMENDMENT 2 to the Professional Services Agreement dated April 17, 2007 between the MARIN COMMUNITY COLLEGE DISTRICT and VBN Architects.

MARIN COMMUNITY COLLEGE DISTRICT

By _______________________________ Date ______________________

Al Harrison
Vice President College Operations

“Architect”
VBN Architects

By _______________________________ Date ______________________

Charles A. Higuera AIA Its Director of Business Development

END OF DOCUMENT
Measure C Bond Modernization Program
Checklist for Consultant Contract Review

**Notification (7/24/07 BOR approval)**

**Date:** 8/28/07  **Consultant:** VBN Architects

**Project(s) (name and number):** Main Building Comply (Proj #474)

**Type of contract (check all that apply):**

- [ ] Full service (architecture)
- [x] Task contract (specialty consultant)
- [ ] Short form
- [x] Long form

**Original or Amendment #** 2

**Amount of this contract/amendment:** $5,900

Total amount of contract to date including this amendment $1,978,345

---

Documents to be included in Board packet (check and initial):

- [ ] Full agreement
- [x] Changes to agreement
- [ ] Appendix A
- [x] Changes to Appendix A
- [ ] Appendix B
- [x] Changes to Appendix B
- [ ] Appendix C
- [x] Changes to Appendix C
- [ ] Appendix D
- [x] Changes to Appendix D
- [ ] Appendix E
- [ ] Changes to Appendix E
- [ ] Other backup materials?

Reviewed:

---

Legal review required?  [x] Yes  [ ] No  If yes, counsel’s initials: ______________

If not, why not?  **No changes to legal language**

---

Agenda cover page prepared by: ______________  Reviewed by: ______________

Submittal sign-off:

Program Manager: ______________  Director: ______________

---

Amendment Checklist  8/17/2007  1
Measure C Bond Modernization Program
Checklist for Consultant Contract Review

Amendments

☑ Are there changes to the master agreement?
   Have they been reviewed by legal counsel?
   Yes ☑ No ☐

☑ Appendix A: is the scope of work consistent with the requirements of the master agreement?
   Yes ☑ No ☐

☑ Appendix B: is the fee appropriate to the scope of work?
   Yes ☑ No ☐

☑ Is the fee within budget?
   If not, does it require a budget transfer?
   N/A ☑ Yes ☑ No ☐

☑ Do the numbers all add up correctly?
   Yes ☑ No ☐

☑ Appendix C: is the milestone schedule appropriate, reasonable, and sufficient to manage the scope of work?
   Yes ☑ No ☐

☑ Appendix D: are the deliverables sufficient to manage the scope of work?
   Yes ☑ No ☐

☑ Appendix E: has the insurance requirement changed?
   Reviewed by legal counsel?
   N/A ☑ Yes ☑ No ☐

☑ Coordination: cross-check all items in amendment with one another

Agenda cover page

☑ Is the type of contract clearly defined?
   Basic or additional service?
   Yes ☑ No ☑

☑ Is the reason for the amendment clearly stated?
   Yes ☑ No ☐

☑ Do the amendment amounts match the amended Appendix B?
   Yes ☑ No ☑

☑ Are the project title and number included and correct?
   Yes ☑ No ☑
AMENDMENT 1

To the Short Form Professional Services Agreement between the
MARIN COMMUNITY COLLEGE DISTRICT
and
McGinnis Chen Associates, Inc.

July 24, 2007

AMENDMENT 1 TO
SCOPE OF SERVICES, COMPENSATION FOR SERVICES AND SCHEDULE OF
PERFORMANCE

This is an AMENDMENT attached to, and made a part of the Short Form Professional Services Agreement (Agreement) dated June 12, 2007 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and McGinnis Chen Associates, Inc. (Consultant).

I. Scope of the Services

Design Services for Project # 850E
Phase 2 of Austin Science Center Roof Repair

II. Compensation for Services

a. Original Short Form Contract Amount $ 17,500

b. Total Amendment # 1 $ 20,000

Total Short Form Contract Amount $37,500

III. Schedule of Performance
Per this Amendment services will continue through September 10, 2007.

IN WITNESS WHEREOF, the parties hereto have executed this AMENDMENT 1 to the Professional Services Agreement dated June 12, 2007 between the MARIN COMMUNITY COLLEGE DISTRICT and McGinnis Chen Associates, Inc.

MARIN COMMUNITY COLLEGE DISTRICT

By __________________________ Date ________________

Al Harrison
Vice President College Operations

McGinnis Chen Associates, Inc.

By __________________________ Date ________________

_________________________________________ Its ________________

END OF AMENDMENT 1
Measure C Bond Modernization Program
Checklist for Consultant Contract Review

Date: 8/28/07  Consultant: McGinnis Chen Assoc

Project(s) (name and number): Relocation Costs (Proj #850E)

Type of contract (check all that apply):

____ Full service (architecture)  ____ Task contract (specialty consultant)

√  Short form  ____ Long form

Original   or Amendment # 1

Amount of this contract/amendment: $20,000

Total amount of contract to date including this amendment $37,500

Documents to be included in Board packet (check and initial):

____ Full agreement  □ Changes to agreement  Reviewed:

____ Appendix A  □ Changes to Appendix A  Reviewed:

____ Appendix B  □ Changes to Appendix B  Reviewed:

____ Appendix C  □ Changes to Appendix C  Reviewed:

____ Appendix D  □ Changes to Appendix D  Reviewed:

____ Appendix E  □ Changes to Appendix E  Reviewed:

√ Other backup materials? Scope change  Reviewed: ROE

Legal review required?  ____ Yes  √ No  If yes, counsel’s initials:

If not, why not?  No change to legal language

Agenda cover page prepared by: AMO  Reviewed by: ROE

Submittal sign-off:
Program Manager: 05  Director: 09

Amendment Checklist  8/17/2007
Measure C Bond Modernization Program
Checklist for Consultant Contract Review

Amendments

☑ Are there changes to the master agreement?
   Have they been reviewed by legal counsel? [N/A] Yes No

☑ Appendix A: is the scope of work consistent with the requirements of the master agreement?
   Yes No

☑ Appendix B: is the fee appropriate to the scope of work? [N/A] Yes No

☑ Is the fee within budget?
   If not, does it require a budget transfer? [N/A] Yes No

☑ Do the numbers all add up correctly?
   Yes No

☑ Appendix C: is the milestone schedule appropriate, reasonable, and sufficient to manage the scope of work?
   Yes No

☑ Appendix D: are the deliverables sufficient to manage the scope of work?
   Yes No

☑ Appendix E: has the insurance requirement changed?
   Reviewed by legal counsel? [N/A] Yes No

☑ Coordination: cross-check all items in amendment with one another

Agenda cover page

☑ Is the type of contract clearly defined?
   Basic or additional service? [Yes] No

☑ Is the reason for the amendment clearly stated?
   Yes No

☑ Do the amendment amounts match the amended Appendix B?
   Yes No

☑ Are the project title and number included and correct?
   Yes No

Reviewed by: [Signature] Vice President Al Harrison

Amendment Checklist 8/17/2007
NOTICE OF AWARD

Dated: August 20, 2007

To: BANNER ENTERPRISES, INC.,
    (Contractor)
To: 1813 FERDINAND COURT, SANTA ROSA, CA 95404
    (Address)

From: Governing Board ("Board") of Marin Community College District ("District" or "Owner")

PROJECT:

POOL BOILER REPLACEMENT, Indian Valley Campus

Project Number: 407A

Contractor has been awarded the referenced Contract on August 20, 2007 by action of the District’s Board.

The Contract Price is Thirty-nine thousand three hundred thirty-seven and 00/00 Dollars ($39,337.00), and includes alternates NONE.

Three (3) copies of each of the Contract Documents (except Drawings) accompany this Notice of Award. Three (3) sets of the Drawings will be delivered separately or otherwise made available. Additional copies are available at cost of reproduction.

You must comply with the following conditions precedent within SEVEN (7) calendar days of the date of this Notice of Award.

The Bidder to whom Contract is awarded shall execute and submit the following documents by 5:00 p.m. of the SEVENTH (7th) calendar day following the date of the Notice of Award. Failure to properly and timely submit these documents entitles District to reject the bid as non-responsive.

a. Agreement: To be executed by successful Bidder. Submit four (4) copies, each bearing an original signature.

b. Performance Bond (100%): On the form provided in the Contract Documents and fully executed as indicated on the form.

c. Payment Bond (100%) (Contractor’s Labor and Material Bond): On the form provided in the Contract Documents and fully executed as indicated on the form.

d. Insurance Certificates and Endorsements as required.

e. Workers' Compensation Certification. (DONE)

f. Prevailing Wage and Related Labor Requirements Certification. (DONE)

g. Disabled Veterans’ Business Enterprise Participation Certification. (DONE)

h. Drug-Free Workplace Certification. (DONE)
l. Hazardous Materials Certification. (DONE)

j. Lead-Based Paint Certification. (DONE)

k. Imported Materials Certification. (DONE)

i. Criminal Background Investigation/Fingerprinting Certification. (DONE)

m. Contractor's Safety Plan specifically adapted for the Project.

Failure to comply with these conditions within the time specified will entitle District to consider your bid abandoned, to annul this Notice of Award, and to declare your Bid Security forfeited, as well as any other rights the District may have against the Contractor.

After you comply with those conditions, District will return to you one fully signed counterpart of the Agreement.

MARIN COMMUNITY COLLEGE DISTRICT

BY: [Signature]

NAME: [Signature]

TITLE: [Signature]

END OF DOCUMENT
AMENDMENT 5

To the Professional Services Agreement between the
MARIN COMMUNITY COLLEGE DISTRICT
and

Amy Skewes-Cox

July 24, 2007

AMENDMENT 5 TO
TERM OF AGREEMENT

This is an AMENDMENT attached to, and made a part of the Professional Services Agreement (Agreement) dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and Amy Skewes-Cox (Consultant).

1. Term of Agreement

   Per the Term of Agreement, the original Long Form Professional Services Agreement and Amendment # 1, Amendment # 2, Amendment # 3 and Amendment # 4 for services shall be extended through December 31, 2007.

IN WITNESS WHEREOF, the parties hereto have executed this AMENDMENT 5 to the Professional Services Agreement dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT and Amy Skewes-Cox.

MARIN COMMUNITY COLLEGE DISTRICT

By __________________________ Date ____________________

Al Harrison
Vice President College Operations

Amy Skewes-Cox

By __________________________ Date ____________________

________________________________________________________
________________________________________________________

1
Measure C Bond Modernization Program
Checklist for Consultant Contract Review

Date: 8/28/07 Consultant: Amy Skeates-Cox
Project(s) (name and number): CEQA Consultant (Proj # 810A)

Type of contract (check all that apply):

___ Full service (architecture)  ___ Task contract (specialty consultant)

___ Short form  _✓_ Long form

Original _____ or Amendment # 5

Amount of this contract/amendment: $0

Total amount of contract to date including this amendment $ 0,424,436

Documents to be included in Board packet (check and initial):

___ Full agreement  ___ Changes to agreement Reviewed: PJS

___ Appendix A  ___ Changes to Appendix A

___ Appendix B  ___ Changes to Appendix B

___ Appendix C  ___ Changes to Appendix C

___ Appendix D  ___ Changes to Appendix D

___ Appendix E  ___ Changes to Appendix E

___ Other backup materials?  Reviewed: 

Legal review required? _____ Yes  _✓_ No  If yes, counsel’s initials:

If not, why not? No change to legal language

Time extension only.

Agenda cover page prepared by:  Reviewed by: PJS

Submittal sign-off:
Program Manager:  Director: PJS

Amendment Checklist  5/17/2007

Measure C Bond Modernization Program
Checklist for Consultant Contract Review

Amendments

☑ Are there changes to the master agreement?
  Have they been reviewed by legal counsel?
  Yes  No
  N/A  Yes  No

☑ Appendix A: is the scope of work consistent with the requirements of the master agreement?
  Yes  No
  N/A

☑ Appendix B: is the fee appropriate to the scope of work?
  Yes  No
  N/A

☑ Is the fee within budget?
  Yes  No
  N/A  Yes  No

☐ Do the numbers all add up correctly?
  Yes  No

☑ Appendix C: is the milestone schedule appropriate, reasonable, and sufficient to manage the scope of work?
  Yes  No
  N/A

☑ Appendix D: are the deliverables sufficient to manage the scope of work?
  Yes  No
  N/A

☑ Appendix E: has the insurance requirement changed?
  Yes  No
  N/A  Yes  No

☑ Coordination: cross-check all items in amendment with one another

Agenda cover page

☐ Is the type of contract clearly defined?
  Basic or additional service?
  Yes  No
  Basic  Add’l

☐ Is the reason for the amendment clearly stated?
  Yes  No

☐ Do the amendment amounts match the amended Appendix B?
  N/A  Yes  No

☐ Are the project title and number included and correct?
  Yes  No
AMENDMENT 1

To the MCCD Construction Contract Short Form (Under $15,000) between the MARIN COMMUNITY COLLEGE DISTRICT and

Crossroads Relocation Services, Inc.
Contract # P104435

July 24, 2007

AMENDMENT 1 TO SCHEDULE OF WORK

This is an AMENDMENT attached to, and made a part of the MCCD Construction Contract Short Form (Under $15,000) Agreement (Agreement) dated January 16, 2007 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and Crossroads Relocation Services, Inc. (Consultant).

III. SCHEDULE OF WORK

Per the original MCCD Construction Contract Short Form (Under $15,000) Agreement, services commenced on December 1, 2006 through June 30, 2007.

Per this Amendment the service period will be extended through June 30, 2008.

IN WITNESS WHEREOF, the parties hereto have executed this AMENDMENT 1 to the MCCD Construction Contract Short Form (Under $15,000) Agreement dated January 16, 2007 between the MARIN COMMUNITY COLLEGE DISTRICT and Crossroads Relocations Services, Inc.

MARIN COMMUNITY COLLEGE DISTRICT

By ___________________________ Date __________________

Al Harrison
Vice President College Operations

Crossroads Relocation Services, Inc.

By ___________________________ Date __________________

______________________________ Its __________________

END OF AMENDMENT 1
Measure C Bond Modernization Program
Checklist for Consultant Contract Review

Ratification (7/24/07 for approval)

Date: 8/28/07 Consultant: Crossroads Relocation Services
Project(s) (name and number): Relocation Costs (Proj #850A)

Type of contract (check all that apply):

- [ ] Full service (architecture)
- [x] Task contract (specialty consultant)
- [ ] Short form
- [ ] Long form

Original _____ or Amendment # 1

Amount of this contract/amendment: $ 0

Total amount of contract to date including this amendment $ 5,000

Documents to be included in Board packet (check and initial):

- [ ] Full agreement
- [x] Changes to agreement
- [ ] Appendix A
- [ ] Changes to Appendix A
- [ ] Appendix B
- [ ] Changes to Appendix B
- [ ] Appendix C
- [ ] Changes to Appendix C
- [ ] Appendix D
- [ ] Changes to Appendix D
- [ ] Appendix E
- [ ] Changes to Appendix E
- [ ] Other backup materials?

Reviewed: RGS

Legal review required? _____ Yes _____ No If yes, counsel’s initials: RGS

If not, why not? No change to legal language

Time extension only

Agenda cover page prepared by: RGS Reviewed by: RGS

Submittal sign-off:
Program Manager: RGS Director: Stichweh

Amendment Checklist 8/20/2007
Measure C Bond Modernization Program
Checklist for Consultant Contract Review

Amendments

- Are there changes to the master agreement? Yes No
  Have they been reviewed by legal counsel? N/A Yes No

- Yes No

- Yes No

- Yes No

- Yes No

- Yes No

- Yes No

- Yes No

- Yes No

- Yes No

Agenda cover page

- Yes No

- Yes No

- Yes No

- Yes No

- Yes No

- Vice President Al Harrison

Amendment Checklist
AMENDMENT 2

To the Professional Services Agreement between the
MARIN COMMUNITY COLLEGE DISTRICT
and

Degenkolb Engineers

July 24, 2007

AMENDMENT 2 TO
TERM OF AGREEMENT
COMPENSATION

This is an AMENDMENT attached to, and made a part of the Professional Services Agreement (Agreement) dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and Degenkolb Engineers (Consultant).

APPENDIX A

1. Term of Agreement

Per the Term of Agreement, the original Long Form Professional Services Agreement and Amendment #1 for services shall be extended through June 30, 2008.

4. Compensation

4.6 District shall retain ten percent (10%) of each invoice until completion of all Services under this Agreement by the Consultant. Retained portions shall be released with the final payment provided Consultant has satisfactorily performed its obligations under this Agreement. Except to the extent provided by California Civil Code §3320 (including successor status), in no event shall District be liable for interest, late charges, penalties or other amounts for any late payments.

Per this Amendment delete Section 4.6 in its entirety.

IN WITNESS WHEREOF, the parties hereto have executed this AMENDMENT 2 to the Professional Services Agreement dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT and Degenkolb Engineers.

MARIN COMMUNITY COLLEGE DISTRICT

By ___________________________ Date _______________

Al Harrison
Vice President College Operations

Degenkolb Engineers

By ___________________________ Date _______________

______________________________ Its__________________
Measure C Bond Modernization Program
Checklist for Consultant Contract Review

Date: 8/28/07  Consultant: Degenkolb Engineers
Project(s) (name and number): District Structural Engineer

Type of contract (check all that apply):

____ Full service (architecture)  ____ Task contract (specialty consultant)

____ Short form  ____ Long form

Original ____  or  Amendment # 2

Amount of this contract/amendment: $ 0

Total amount of contract to date including this amendment $ 303,850

Documents to be included in Board packet (check and initial):

____ Full agreement  ____ Changes to agreement  Reviewed: JJK

____ Appendix A  ____ Changes to Appendix A  Reviewed: 

____ Appendix B  ____ Changes to Appendix B  Reviewed: 

____ Appendix C  ____ Changes to Appendix C  Reviewed: 

____ Appendix D  ____ Changes to Appendix D  Reviewed: 

____ Appendix E  ____ Changes to Appendix E  Reviewed: 

____ Other backup materials? 

Legal review required? ____ Yes  ____ No  If yes, counsel’s initials:

If not, why not?  No changes to legal language

Time extension & retention removal

Agenda cover page prepared by: NMC  Reviewed by: JJK

Submittal sign-off:
Program Manager:  Director: Archambault

Amendment Checklist  8/20/2007  1
### Amendments

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<thead>
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<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tr>
<td>Appendix A: is the scope of work consistent with the requirements of the master agreement?</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<td>Appendix B: is the fee appropriate to the scope of work?</td>
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<td>Is the fee within budget?</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<tr>
<td>Do the numbers all add up correctly?</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<tr>
<td>Appendix C: is the milestone schedule appropriate, reasonable, and sufficient to manage the scope of work?</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<tr>
<td>Appendix D: are the deliverables sufficient to manage the scope of work?</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<tr>
<td>Appendix E: has the insurance requirement changed?</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<tr>
<td>Reviewed by legal counsel?</td>
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<td>Coordination: cross-check all items in amendment with one another</td>
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### Agenda cover page

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<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Basic</th>
<th>Add’l</th>
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<td></td>
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<tr>
<td>Basic or additional service?</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Do the amendment amounts match the amended Appendix B?</td>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are the project title and number included and correct?</td>
<td>Yes</td>
<td>No</td>
<td></td>
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AMENDMENT 5

To the Short Form of Professional Services Agreement between the
MARIN COMMUNITY COLLEGE DISTRICT
and

Fugro West, Inc.

July 24, 2007

AMENDMENT 5 TO SCHEDULE OF PERFORMANCE

This is an AMENDMENT attached to, and made a part of the Professional Services Agreement (Agreement) dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and Fugro West, Inc. (Consultant).

SCHEDULE OF PERFORMANCE

Services related to Amendment # 3 to the original Long From Professional Services Agreement shall be extended through June 30, 2008.

IN WITNESS WHEREOF, the parties hereto have executed this AMENDMENT 5 to the Professional Services Agreement dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT and Fugro West, Inc.

MARIN COMMUNITY COLLEGE DISTRICT

By ___________________________ Date __________________

Al Harrison
Vice President College Operations

Fugro West, Inc.

By ___________________________ Date __________________

_______________________________ Its __________________

END OF AMENDMENT 5
Measure C Bond Modernization Program
Checklist for Consultant Contract Review

Date: 8/28/07  Consultant: Fugro West, Inc.
Project(s) (name and number): District Geotechnical Engineer

Type of contract (check all that apply):

___ Full service (architecture)  ___ Task contract (specialty consultant)
___ Short form  ___ Long form

Original ___  or  Amendment # 5

Amount of this contract/amendment: $ 0
Total amount of contract to date including this amendment $ 243,075

Documents to be included in Board packet (check and initial):

___ Full agreement  ___ Changes to agreement  Reviewed: 
___ Appendix A  ___ Changes to Appendix A  Reviewed: 
___ Appendix B  ___ Changes to Appendix B  Reviewed: 
___ Appendix C  ___ Changes to Appendix C  Reviewed: 
___ Appendix D  ___ Changes to Appendix D  Reviewed: 
___ Appendix E  ___ Changes to Appendix E  Reviewed: 
___ Other backup materials?  Reviewed: 

Legal review required?  ___ Yes  ___ No  If yes, counsel’s initials: 

If not, why not?  No changes to legal language

Time extension only

Agenda cover page prepared by:  Reviewed by: 

Submittal sign-off:
Program Manager:  Director: 

Amendment Checklist 8/20/2017
Measure C Bond Modernization Program
Checklist for Consultant Contract Review

Amendments

☑ Are there changes to the master agreement?
  Have they been reviewed by legal counsel?
  [N/A] Yes No

☑ Appendix A: is the scope of work consistent with the requirements of the master agreement?
  Yes No [N/A]

☑ Appendix B: is the fee appropriate to the scope of work?
  Yes No [N/A]

☑ Is the fee within budget?
  If not, does it require a budget transfer?
  [N/A] Yes No

☑ Do the numbers all add up correctly?
  Yes No

☑ Appendix C: is the milestone schedule appropriate, reasonable, and sufficient to manage the scope of work?
  Yes No [N/A]

☑ Appendix D: are the deliverables sufficient to manage the scope of work?
  Yes No [N/A]

☑ Appendix E: has the insurance requirement changed?
  Reviewed by legal counsel?
  [N/A] Yes No

☑ Coordination: cross-check all items in amendment with one another

Agenda cover page

☑ Is the type of contract clearly defined?
  Basic or additional service?
  [Yes] No

☑ Is the reason for the amendment clearly stated?

☑ Do the amendment amounts match the amended Appendix B?
  Yes No

☑ Are the project title and number included and correct?
  Yes No

Vice President Al Harrison

Reviewed by:

Amendment Checklist 6/20/2007
AMENDMENT 1

To the Short Form of Professional Services Agreement between the MARIN COMMUNITY COLLEGE DISTRICT and GeoTech Utility Locating, LLC

July 24, 2007

AMENDMENT 1 TO SCHEDULE OF PERFORMANCE

This is an AMENDMENT attached to, and made a part of the Short Form of Professional Services Agreement (Agreement) dated February 13, 2007 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and GeoTech Utility Locating, LLC (Consultant).

III. SCHEDULE OF PERFORMANCE

Per the original Short Form of Professional Services Agreement, services were to commence by February 20, 2007 and be completed by June 30, 2007.

Per this Amendment the service period will be extended through June 30, 2008.

IN WITNESS WHEREOF, the parties hereto have executed this AMENDMENT 1 to the Short Form of Professional Services Agreement dated February 13, 2007 between the MARIN COMMUNITY COLLEGE DISTRICT and GeoTech Utility Locating, LLC.

MARIN COMMUNITY COLLEGE DISTRICT

By ________________________________ Date __________________

Al Harrison
Vice President College Operations

GeoTech Utility Locating, LLC.

By ________________________________ Date __________________

______________________________ Its __________________

END OF AMENDMENT 1
Measure C Bond Modernization Program
Checklist for Consultant Contract Review
Ratification (7/24/07 not approved)

Date: 8/28/07 Consultant: Geotech Utility Locating, Inc.
Project(s) (name and number): Utility locating Program-Wide (various projects)

Type of contract (check all that apply):

- Full service (architecture)
- Task contract (specialty consultant)
- Short form
- Long form

Original or Amendment # 1

Amount of this contract/amendment: $ 0
Total amount of contract to date including this amendment $ 15,000

Documents to be included in Board packet (check and initial):

- Full agreement
- Changes to agreement
- Appendix A
- Changes to Appendix A
- Appendix B
- Changes to Appendix B
- Appendix C
- Changes to Appendix C
- Appendix D
- Changes to Appendix D
- Appendix E
- Changes to Appendix E
- Other backup materials?

Reviewed: 

Legal review required? Yes ✔ No If yes, counsel’s initials:

If not, why not? No changes to legal language
Time extension only

Agenda cover page prepared by: JMC Reviewed by: PES

Submittal sign-off:
Program Manager: PES Director: WOHNSACK
Measure C Bond Modernization Program
Checklist for Consultant Contract Review

**Amendments**

☑ Are there changes to the master agreement? Have they been reviewed by legal counsel?
  - N/A Yes No

☑ Appendix A: Is the scope of work consistent with the requirements of the master agreement?
  - Yes No (N/A)

☑ Appendix B: Is the fee appropriate to the scope of work?
  - Yes No (N/A)

☑ Is the fee within budget? If not, does it require a budget transfer?
  - N/A Yes No

☑ Do the numbers all add up correctly?
  - Yes No

☑ Appendix C: Is the milestone schedule appropriate, reasonable, and sufficient to manage the scope of work?
  - Yes No (N/A)

☑ Appendix D: Are the deliverables sufficient to manage the scope of work?
  - Yes No (N/A)

☑ Appendix E: Has the insurance requirement changed? Reviewed by legal counsel?
  - N/A Yes No

☑ Coordination: Cross-check all items in amendment with one another

---

**Agenda cover page**

Reviewed by: [Signature]

- Vice President Al Harrison

☐ Is the type of contract clearly defined? Basic or additional service?
  - Yes No (Basic Add'l)

☑ Is the reason for the amendment clearly stated?
  - Yes No

☐ Do the amendment amounts match the amended Appendix B?
  - N/A Yes No

☑ Are the project title and number included and correct?
  - Yes No
AMENDMENT 2

To the MCCD Construction Contract Short Form (Under $15,000) between the
MARIN COMMUNITY COLLEGE DISTRICT
and
QA Consultants, Inc.

July 24, 2007

AMENDMENT 2 TO
NATURE AND EXTENT OF SERVICES
COMPENSATION
SCHEDULE OF WORK

This is an AMENDMENT attached to, and made a part of the MCCD Construction Contract Short Form (Under $15,000) Agreement (Agreement) dated June 27, 2006 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and QA Consultants, Inc. (Consultant).

I. NATURE AND EXTENT OF SERVICES

Services for the Gas Main Replacement (Project # 410A) are complete. These services are described as “other projects as assigned” in the original Short Form Agreement.

II. COMPENSATION

Consultant’s total compensation for Services performed under this agreement for Project # 410A shall be a credit in the amount of ($ 3,750).

Deductive: ($ 3,750)

III. SCHEDULE OF WORK

Per Amendment # 1 to MCCD Construction Contract Short Form (Under $15,000) Agreement dated December 12, 2006, the service period was extended through June 30, 2007.

Per this Amendment the service period will be extended through June 30, 2008.

IN WITNESS WHEREOF, the parties hereto have executed this AMENDMENT 2 to the MCCD Construction Contract Short Form (Under $15,000) Agreement dated June 27, 2006 between the MARIN COMMUNITY COLLEGE DISTRICT and QA Consultants, Inc.

MARIN COMMUNITY COLLEGE DISTRICT

By ________________________________ Date __________________

Al Harrison
Vice President College Operations

QA Consultants, Inc.

By ________________________________ Date __________________

______________________________
It's______________________________

END OF AMENDMENT 2
Measure C Bond Modernization Program
Checklist for Consultant Contract Review

Ratification (7/24/07 Bot approval)

Date: 8/28/07  Consultant: QA Consultants, Inc

Project(s) (name and number): Inspection Services Larkspur Annex Demo (Proj #3Z1A)

Type of contract (check all that apply):

- Full service (architecture)
- Task contract (specialty consultant)
- Short form
- Long form

Original or Amendment #: 2

Amount of this contract/amendment: $ <3,750>
Total amount of contract to date including this amendment: $ 11,250

Documents to be included in Board packet (check and initial):

- Full agreement
- Changes to agreement
- Appendix A
- Changes to Appendix A
- Appendix B
- Changes to Appendix B
- Appendix C
- Changes to Appendix C
- Appendix D
- Changes to Appendix D
- Appendix E
- Changes to Appendix E
- Other backup materials?

Reviewed: 7/25
Reviewed: 
Reviewed: 
Reviewed: 
Reviewed: 
Reviewed: 
Reviewed: 
Reviewed: 

Legal review required?  Yes  No  If yes, counsel's initials: 

If not, why not? No changes to legal language

Time extension date and credit

Agenda cover page prepared by:  Reviewed by: 7/25

Submittal sign-off:
Program Manager:  Director: 7/25

Amendment Checklist  8/20/2007
Measure C Bond Modernization Program
Checklist for Consultant Contract Review

Amendments

- Are there changes to the master agreement?
  - Yes ☑
  - No ☐
  - Reviewed by: [Signature]

- SF Agreement
  - Are the scope of work consistent with the requirements of the master agreement?
  - Yes ☑
  - No ☐

- Appendix B: is the fee appropriate to the scope of work?
  - Yes ☑
  - No ☐

- Is the fee within budget?
  - Yes (☑)
  - N/A (☐)
  - Reviewed by legal counsel: No ☐

- Do the numbers all add up correctly?
  - Yes ☑
  - No ☐

- Appendix C: is the milestone schedule appropriate, reasonable, and sufficient to manage the scope of work?
  - Yes ☑
  - No ☐

- Appendix D: are the deliverables sufficient to manage the scope of work?
  - Yes ☑
  - No ☐

- Appendix E: has the insurance requirement changed?
  - Yes ☑
  - No ☐
  - Reviewed by legal counsel: N/A (☐)

- Coordination: cross-check all items in amendment with one another

Agenda cover page

- Is the type of contract clearly defined?
  - Yes ☑
  - No ☐
  - Basic (☐)
  - Add'l (☐)

- Is the reason for the amendment clearly stated?
  - Yes ☑
  - No ☐

- Do the amendment amounts match the amended Appendix B?
  - Credited ☑
  - Yes ☑
  - No ☐

- Are the project title and number included and correct?
  - Yes ☑
  - No ☐
AMENDMENT 6

To the Professional Services Agreement between the
MARIN COMMUNITY COLLEGE DISTRICT
and
Royston, Hanamoto, Alley & Abey

July 24, 2007

AMENDMENT 6 TO
TERM OF AGREEMENT

This is an AMENDMENT attached to, and made a part of the Professional Services Agreement (Agreement) dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and Royston, Hanamoto, Alley & Abey (Consultant).

1. Term of Agreement

Per the Term of Agreement, the original Long Form Professional Services Agreement and Amendment #2 and Amendment #4 for services shall be extended through June 30, 2008.

IN WITNESS WHEREOF, the parties hereto have executed this AMENDMENT 6 to the Professional Services Agreement dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT and Royston, Hanamoto, Alley & Abey.

MARIN COMMUNITY COLLEGE DISTRICT

By ___________________________ Date ________________

Al Harrison
Vice President College Operations

Royston, Hanamoto, Alley & Abey
Principal

By ___________________________ Date ________________

____________________________________ Its ________________
Measure C Bond Modernization Program
Checklist for Consultant Contract Review

Date: 8/18/07  Consultant: RHAA

Project(s) (name and number): District Landscape Architect

Type of contract (check all that apply):

___ Full service (architecture)  ___ Task contract (specialty consultant)

___ Short form  ___ Long form

Original  or  Amendment # 0

Amount of this contract/amendment: $ 0

Total amount of contract to date including this amendment $755,454

Documents to be included in Board packet (check and initial):

___ Full agreement  ___ Changes to agreement  Reviewed: DJS

___ Appendix A  ___ Changes to Appendix A  Reviewed:

___ Appendix B  ___ Changes to Appendix B  Reviewed:

___ Appendix C  ___ Changes to Appendix C  Reviewed:

___ Appendix D  ___ Changes to Appendix D  Reviewed:

___ Appendix E  ___ Changes to Appendix E  Reviewed:

___ Other backup materials?  Reviewed:

Legal review required?  ___ Yes  ___ No  If yes, counsel’s initials:      

If not, why not?  No changes to legal language

Time extension only

Agenda cover page prepared by:  Reviewed by: DJS

Submittal sign-off:
Program Manager:  DJS  Director: NCH"
# Measure C Bond Modernization Program
## Checklist for Consultant Contract Review

### Amendments

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<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there changes to the master agreement? Have they been reviewed by legal counsel?</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>Appendix A: is the scope of work consistent with the requirements of the master agreement?</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>Appendix B: is the fee appropriate to the scope of work?</td>
<td>Y</td>
<td>N/A</td>
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<tr>
<td>Is the fee within budget? If not, does it require a budget transfer?</td>
<td>Y</td>
<td>N/A</td>
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<tr>
<td>Do the numbers all add up correctly?</td>
<td>Y</td>
<td>No</td>
</tr>
<tr>
<td>Appendix C: is the milestone schedule appropriate, reasonable, and sufficient to manage the scope of work?</td>
<td>Y</td>
<td>N/A</td>
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<tr>
<td>Appendix D: are the deliverables sufficient to manage the scope of work?</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>Appendix E: has the insurance requirement changed? Reviewed by legal counsel?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Coordination: cross-check all items in amendment with one another</td>
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### Agenda cover page

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<thead>
<tr>
<th>Question</th>
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<th>No</th>
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<tbody>
<tr>
<td>Is the type of contract clearly defined? Basic or additional service?</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>Is the reason for the amendment clearly stated?</td>
<td>Y</td>
<td>No</td>
</tr>
<tr>
<td>Do the amendment amounts match the amended Appendix B?</td>
<td>Y</td>
<td>No</td>
</tr>
<tr>
<td>Are the project title and number included and correct?</td>
<td>Y</td>
<td>No</td>
</tr>
</tbody>
</table>

Reviewed by: **Vice President Al Harrison**

---

Amendment Checklist 8/20/2007 2
AMENDMENT 6

To the Professional Services Agreement between the MARIN COMMUNITY COLLEGE DISTRICT and

Steinberg Architects

July 24, 2007

AMENDMENT 6 TO TERM OF AGREEMENT

This is an AMENDMENT attached to, and made a part of the Professional Services Agreement (Agreement) dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and Steinberg Architects (Consultant).

1. Term of Agreement

Per the Term of Agreement, the original Long Form Professional Services Agreement and Amendment # 1, Amendment # 2 and Amendment # 3 for services shall be extended through December 31, 2007.

IN WITNESS WHEREOF, the parties hereto have executed this AMENDMENT 6 to the Professional Services Agreement dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT and Steinberg Architects.

MARIN COMMUNITY COLLEGE DISTRICT

By ___________________________ Date __________________

Al Harrison
Vice President College Operations

Steinberg Architects
Principal

By ___________________________ Date __________________

_______________________________ Its ___________________
Measure C Bond Modernization Program
Checklist for Consultant Contract Review

Date: 8/18/07  Consultant: Steinberg Architects
Project(s) (name and number): District Architect

Type of contract (check all that apply):

___ Full service (architecture)  ___ Task contract (specialty consultant)

___ Short form  ___ Long form

Original ___ or Amendment #

Amount of this contract/amendment: $ __________________
Total amount of contract to date including this amendment $ 1,804,524

Documents to be included in Board packet (check and initial):

___ Full agreement  ___ Changes to agreement  Reviewed:

___ Appendix A  ___ Changes to Appendix A  Reviewed:
___ Appendix B  ___ Changes to Appendix B  Reviewed:
___ Appendix C  ___ Changes to Appendix C  Reviewed:
___ Appendix D  ___ Changes to Appendix D  Reviewed:
___ Appendix E  ___ Changes to Appendix E  Reviewed:

___ Other backup materials? _____________________________  Reviewed:

Legal review required? ___ Yes  ___ No  If yes, counsel’s initials:

If not, why not? No changes to legal language
Time extension only

Agenda cover page prepared by:  Reviewed by:  

Submittal sign-off:
Program Manager:  Director:  

Amendment Checklist  8/20/2007
Measure C Bond Modernization Program
Checklist for Consultant Contract Review

Amendments

√ Are there changes to the master agreement?
   Have they been reviewed by legal counsel?
   Yes  No
   N/A  Yes  No

√ Appendix A: is the scope of work consistent with the requirements of the master agreement?
   Yes  No
   N/A

√ Appendix B: is the fee appropriate to the scope of work?
   Yes  No
   N/A

√ Is the fee within budget?
   If not, does it require a budget transfer?
   Yes  No
   N/A  Yes  No

√ Do the numbers all add up correctly?
   Yes  No

√ Appendix C: is the milestone schedule appropriate, reasonable, and sufficient to manage the scope of work?
   Yes  No
   N/A

√ Appendix D: are the deliverables sufficient to manage the scope of work?
   Yes  No
   N/A

√ Appendix E: has the insurance requirement changed?
   Reviewed by legal counsel?
   Yes  No
   N/A  Yes  No

√ Coordination: cross-check all items in amendment with one another

Agenda cover page

Reviewed by: Vice President Al Harrison

√ Is the type of contract clearly defined?
   Basic or additional service?
   Yes  No
   Basic  Add'l

√ Is the reason for the amendment clearly stated?
   Yes  No

√ Do the amendment amounts match the amended Appendix B?
   N/A  Yes  No

√ Are the project title and number included and correct?
   Yes  No
AMENDMENT 2

To the Professional Services Agreement between the MARIN COMMUNITY COLLEGE DISTRICT and Transitions...managing change in the workplace, inc.

July 24, 2007

AMENDMENT 2 TO TERM OF AGREEMENT

This is an AMENDMENT attached to, and made a part of the Professional Services Agreement (Agreement) dated June 13, 2006 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and Transitions...managing change in the workplace, inc. (Consultant).

1. Term of Agreement

   Per the Term of Agreement, the original Long Form Professional Services Agreement and Amendment # 1 for services shall be extended through June 30, 2008.

IN WITNESS WHEREOF, the parties hereto have executed this AMENDMENT 2 to the Professional Services Agreement dated June 13, 2006 between the MARIN COMMUNITY COLLEGE DISTRICT and Transitions...managing change in the workplace, inc.

MARIN COMMUNITY COLLEGE DISTRICT

By ___________________________ Date ________________

Al Harrison
Vice President College Operations

Transitions...managing change in the workplace, inc.
Principal

By ___________________________ Date ________________

______________________________ Its____________________
Measure C Bond Modernization Program
Checklist for Consultant Contract Review

Ratification (7/24/07 for approval)

Date: 8/28/07  Consultant: Transitions
Project(s) (name and number): District EE&E Consultant

Type of contract (check all that apply):

___ Full service (architecture)  ___ Task contract (specialty consultant)

___ Short form  ___ Long form

Original ___ or Amendment # ___

Amount of this contract/amendment: $ 0

Total amount of contract to date including this amendment $ 373,1029

Documents to be included in Board packet (check and initial):

___ Full agreement  ___ Changes to agreement  Reviewed: ___

___ Appendix A  ___ Changes to Appendix A  Reviewed: ___

___ Appendix B  ___ Changes to Appendix B  Reviewed: ___

___ Appendix C  ___ Changes to Appendix C  Reviewed: ___

___ Appendix D  ___ Changes to Appendix D  Reviewed: ___

___ Appendix E  ___ Changes to Appendix E  Reviewed: ___

___ Other backup materials?  Reviewed: ___

Legal review required?  ___ Yes  ___ No  If yes, counsel's initials: ___

If not, why not?  No change to legal language

Time extension only

Agenda cover page prepared by: ___ Reviewed by: ___

Submittal sign-off:
Program Manager: ___ Director: ___
Measure C Bond Modernization Program
Checklist for Consultant Contract Review

Amendments
Reviewed by: [Signature]

☑ Are there changes to the master agreement?
  Have they been reviewed by legal counsel?
  Yes  No
  N/A  Yes  No

☑ Appendix A: is the scope of work consistent with the requirements of the master agreement?
  Yes  No
  N/A

☑ Appendix B: is the fee appropriate to the scope of work?
  Yes  No
  N/A

☑ Is the fee within budget?
  If not, does it require a budget transfer?
  Yes  No
  N/A  Yes  No

☑ Do the numbers all add up correctly?
  Yes  No

☑ Appendix C: is the milestone schedule appropriate, reasonable, and sufficient to manage the scope of work?
  Yes  No
  N/A

☑ Appendix D: are the deliverables sufficient to manage the scope of work?
  Yes  No
  N/A

☑ Appendix E: has the insurance requirement changed?
  Reviewed by legal counsel?
  Yes  No
  N/A  Yes  No

☑ Coordination: cross-check all items in amendment with one another

Agenda cover page
Reviewed by: [Signature] Vice President Al Harrison

☐ Is the type of contract clearly defined?
  Basic or additional service?
  Yes  No
  Basic  Add'l

☐ Is the reason for the amendment clearly stated?
  Yes  No

☐ Do the amendment amounts match the amended Appendix B?
  Yes  No
  Y/N

☐ Are the project title and number included and correct?
  Yes  No
Marin Community College District
CONSTRUCTION CONTRACT
Short Form (Under $15,000)

This AGREEMENT to furnish certain services is made as of by and between the Marin Community College District (hereinafter called District) and

Vendor: Al Heffley, Inc.
Address: 733 Lassen Street, Richmond, CA 94805 Attn: Glen Heffley tel: 510-233-4515 fax: 510-233-2549

I. NATURE AND EXTENT OF SERVICE
Vendor shall furnish the following services: Provide roof inspection hole in Pomo 4 Building at the Indian Valley Campus and waterproof cover at completion (Project # 850A); demolish section of existing fence and gate adjacent to Miwok 13; provide and install new gate (approx. 7' 10" width) and paved path from existing pavement to existing interior yard at gate area (Project # 850C).

II. COMPENSATION
Payment will be made based on submission of invoices. Normally, payment will be made about four weeks following receipt of invoice by Fiscal Services. Total Payment: Thirteen Thousand Four Hundred One dollars ($13,401.00) Note: Invoices must be submitted for payment. Project # 850A = $925 / Project # 850C = $12,476

III. SCHEDULE OF WORK: Work is to be scheduled between August 15, 2007 through October 15, 2007.

IV. TAXES
The compensation stated herein includes all applicable taxes and will not be changed hereafter as the result of Vendor’s failure to include any applicable tax, or as the result of any change in the Vendor’s Tax Liabilities.

V. ASSIGNMENT OF SUBCONTRACTING
Vendor may not assign or transfer this Agreement, or any interest therein or claim thereunder, nor subcontract any portion of the work thereunder, without the written approval of the Marin Community College District.

VI. REPORTING
Vendor shall report to Jake Skaer after completing this Agreement.

VII. CONFLICT OF INTEREST
Vendor affirms that to the best of his/her knowledge, there exists no actual or potential conflict between Vendor’s family, business, or financial interests and his/her services under this Agreement, and in the event of change in either his/her private interests or service under this agreement, he/she will raise with The District any question regarding possible conflict of interest which may arise as a result of such change.

VIII. CHANGES
No change or modification in terms quantities, or specification may be made without express authorization from The District. This will be followed by a written change order. No other department/campus, officer, or employee may authorize changes.

IX. RULES AND REGULATIONS
All work and materials shall be in full accordance with the latest rules and regulations of the Safety Orders of the Division of Industrial Safety, current OSHA requirements, the National Electric Code, the Uniform Plumbing Code published by the Western Plumbing Officials Association, Title 24 CCR and all other applicable State and local laws or regulations.

X. AGREEMENT AUTHORITY
It is understood that the aforementioned terms and conditions are the complete and exclusive statement of the agreement between the parties, which supersedes all proposals or prior agreements, oral or written, and all other communications between the parties relating to the subject matter hereof.
XI. PREVAILING WAGES
For all public works contracts in excess of one thousand dollars ($1,000.00), contractor shall pay prevailing wages in accordance with Labor Code Sections 1770 to 1777 inclusive.

XII. HOLD HARMLESS
Contractor shall indemnify, hold harmless and defend District and its Board of Trustees, officers, agents and employees from and against all claims, damages, losses and expenses, including reasonable costs and attorneys' fees, arising out of or resulting from Contractor's performance of the Work, or work performed by the Contractor's agents or employees, or subcontractors employed on the project, their agents or employees, or products installed on the project by Contractor or subcontractors, excepting only such injury of harm as may be caused solely and exclusively by District's fault or negligence. Such indemnification shall extend to all claims, demands, or liabilities occurring after completion of the project as well as during the progress of the work.

XIII. INSURANCE
Contractor shall obtain public liability and workers compensation insurance in an amount of $1,000,000 or unless otherwise agreed to by the District with a company or companies licensed to do business in the State of California and acceptable to District. Contractor shall provide The District with a certificate of insurance and separate endorsement certificate naming The District as additional insured.

XIV. NO DISCRIMINATION
It is the policy of the District that in connection with all work performed under contracts, there will be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age or marital status. The Contractor agrees to comply with applicable Federal and California laws, including but not limited to, the California Fair Employment Practice Act, beginning with Government Code Section 12900 and Labor Code Sections 1735, 1777.5, 1777.6 and 3077.5. In addition, the Contractor agrees to require like compliance by any subcontractors employed on the work.

XV. CONTRACTOR'S LICENSE
Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, PO Box 26000, Sacramento, CA 95826.

XVI. APPLICABLE LAW
This agreement shall be governed by the laws of the State of California.

<table>
<thead>
<tr>
<th>CONSTRUCTOR</th>
<th>DISTRICT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Signature)</td>
<td>(Signature)</td>
</tr>
<tr>
<td>(Date)</td>
<td>(Date)</td>
</tr>
<tr>
<td>(Title)</td>
<td>Vice-President of Business Operations or designee</td>
</tr>
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</table>
BACKGROUND: Community colleges are permitted under Title 5, Section 55753.7 Advanced Placement Examinations to grant college course credit to high school students who have taken Advanced Placement courses and examinations. The Academic Standards Committee of the Academic Senate and the Academic Senate recently informed us that they recommend approval of the following:

<table>
<thead>
<tr>
<th>Name of Examination</th>
<th>Score</th>
<th>Credit granted</th>
<th>Date approved by Academic Senate</th>
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<tbody>
<tr>
<td>Economics (Micro)</td>
<td>3</td>
<td>3 units – ECON 101</td>
<td>March 1, 2007</td>
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<tr>
<td>Economics (Macro)</td>
<td>3</td>
<td>3 units – ECON 102</td>
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<td>Foreign Languages (ASL, FREN, GERM, ITAL, JPNS, SPAN)</td>
<td>3</td>
<td>5 units – 102</td>
<td>February 1, 2007</td>
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<td>4</td>
<td>5 units – 203</td>
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<tr>
<td></td>
<td>5</td>
<td>5 units - 204</td>
<td></td>
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<tr>
<td>Government and US Politics</td>
<td>3</td>
<td>3 units – POLS 101</td>
<td>March 1, 2007</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
<td>3 units – PSY 110</td>
<td>March 29, 2007</td>
</tr>
</tbody>
</table>

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve course credit for the Advanced Placement courses and examinations as listed above.

Administrator Initiating Item
Anita Martinez, Vice President of Student Learning
August 21, 2007

TO: Board of Trustees

FROM: The Academic Senate

REGARDING: College Course Credit

The Academic Senate recommends approving the granting of college course credit to high school students who have taken and passed Advance Placement (AP) courses and examinations for the following courses:

Psychology 110 with a score of 3 (AS approved 3/29/07)
Economics 101 (Micro) with a score of 3 (AS approved 3/1/07)
Economics 102 (Marco) with a score of 3 (AS approved 3/1/07)
Foreign Language (ASL, FREN, GERM, ITAL, JPNS, SPAN) (AS approved 2/1/07)
Government and US Politics POLS 101 with a score of 3 (AS approved 3/1/07)
BACKGROUND:

In compliance with Federal emergency planning mandates, the College is required to standardize its Emergency Operations Plan (EOP) by integrating and adopting the National Incident Management System (NIMS) and the State Emergency Management System (SEMS) as part of the College’s EOP. The attached Resolution is evidence of the College’s intent to comply with the requirements of NIMS and SEMS in the event of an emergency or disaster situation.

Non-compliance with these requirements will result in the loss of State and Federal funding and disqualification for reimbursement in the event of disaster under the Federal Emergency Management Act (FEMA). Additionally, non-compliance may subject the College and employees to potential liability claims.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees adopt the attached Resolution to comply with the National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) as part of the College’s Emergency Operations Plan (EOP).
WHEREAS, the preservation of life, property, and the environment is an inherent responsibility of local government, and

WHEREAS, the President in Homeland Security Directive-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System, which would provide a consistent nationwide approach for federal, state, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from disasters, regardless of cause, size, or complexity; and

WHEREAS, California pioneered the development of standardized incident management systems to respond to a variety of catastrophic disasters, including fires, earthquakes, floods, and landslide; and

WHEREAS, in the early 1970s, the California fire service, in partnership with the federal government, developed the seminal emergency incident command system that has become the model for incident management nationwide; and

WHEREAS, in 1993, California was the first state to adopt a statewide Standardized Emergency Management System for use by every emergency response organization, and implemented a system to ensure the continual improvement of the Standardized Emergency Management System; and

WHEREAS, it is essential for responding to disasters that federal, state, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the California Standardized Emergency Management System substantially meets the objectives of the National Incident Management System, and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System nationwide;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Marin Community College District will integrate the National Incident Management System, to the extent appropriate, into the emergency management system; and
BE IT FURTHER RESOLVED, that the Marin Community College District utilizes the National Incident Management System which shall be consistent with the integration of the National Incident Management System and the Standardized Emergency Management System in California; and

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Marin County Office of Emergency Services.

PASSED AND ADOPTED at a regular meeting of the Board of Trustees of the Marin Community College District held on this 28th day of August, 2007, by the following vote:

AYES:
NOES:
ABSENT:

______________________________
PRESIDENT, BOARD OF TRUSTEES

______________________________
ATTEST:

______________________________
CLERK
Wanden Treanor, President

Philip J. Kruenenburg, Clerk

Eva Long, Ph.D., Member

Harry J. Moore, Member

Carole Hayashino, Vice President

Barbara Dolan, Member

Greg Brockbank, Member

Hoa-Long Tam, Student Member
**MARIN COMMUNITY COLLEGE DISTRICT**  
Kentfield, CA 94904

**BOARD AGENDA ITEM**

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
<th>August 28, 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No. C.12.B</td>
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<tr>
<td>Subject:</td>
<td>2007/08 Adoption Budget</td>
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<tr>
<td>Reason for Board Consideration:</td>
<td>APPROVAL</td>
<td>Enclosure(s):</td>
<td>Adoption Budget</td>
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**BACKGROUND**

The enclosed Adoption Budget presents the District’s financial plan for fiscal year 2007/08. In addition, the Adoption Budget presents the (un-audited) financial results for fiscal year 2006/07, just ended.

While fiscal year 2006/07 ended slightly lower than initially projected at the time of the Tentative Budget in June, results were quite encouraging. The positive year-end close was a result of collecting additional revenues from secured property taxes and interest income. Additionally, the ending fund balance improved because of savings from unfilled but budgeted positions and related benefits, and unspent budget balances in various budgeted cost centers. We are ending fiscal year 2006/07 with an ending fund balance of approximately 13.2% of unrestricted General Fund expenditures.

Fiscal year 2007/08 is estimated to end with an ending fund balance of approximately 7.6% and is expected to comply with the 50% law.

Staff will make a presentation and answer questions.

**RECOMMENDATION**

The Superintendent/President recommends that the Board of Trustees approve the attached 2007/08 Adoption Budget.

---

**Administrator Initiating Item**  
**Albert J. Harrison II, Vice President, College Operations**
Marin Community College District
Kentfield, CA 94904

Board Agenda Item

To: Board of Trustees
From: Superintendent/President
Date: August 28, 2007
Item & File No. C.12.C

Subject: Authorization to Bid
      Maintenance Building 1 Waterproofing Project, Kentfield Campus

Reason for Board Consideration: APPROVAL

BACKGROUND:

Maintenance Building 1 on the Kentfield Campus is in need of roof repair to correct numerous leaks that have occurred over the past several years. The District plans to use a fluid membrane waterproofing process to repair the roof.

BUDGET IMPLICATIONS:

The expected cost to complete the project is approximately $17,000 – $20,000. Block Grant Funds from 2006/07, which have been designated for scheduled maintenance roof repair, will be used to fund this project. There is no District match required.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees authorize staff to put the Maintenance Building 1 Waterproofing Project out for bid. Upon completion of the bid process, a contract to the lowest responsible bidder will come forward to the Board for approval at a later date.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
BACKGROUND:

The bleachers at the football field on the Kentfield Campus are in serious need of repair. Approximately 40 to 50% of the wooden seating and riser planks have deteriorated to an unsafe condition. The poor condition of the boards causes a significant safety concern for users of the bleachers. The safety inspection conducted by our insurance administrator last year also made note of the need to repair the bleachers. A recent structural investigation of the bleachers determined that the condition of the steel support system is sound with the exception of a few minor and easily repairable problems. The investigation report also noted that the condition of some of the boards was poor and replacement of the boards was essential to maintain the integrity of the entire structure.

Staff recommend identification, removal and replacement of bad boards with new wood boards as well as making the minor repairs to the structure. The estimated cost to complete this work is estimated at roughly $30,000 – $40,000 based on the current cost of lumber and labor.

If no action is taken, consideration must be given to closing the bleachers for safety reasons. Additional deterioration of the planks is unavoidable and continues to increase the potential for injury. An alternative might be to repair one or two sections on both sides of the fields and fence off the others until additional repairs can be made.

The cost of these repairs will come from the General Fund.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees go out to bid for the board replacement and repairs to the Football Field Bleachers. Upon completion of the bid process, a contract to the lowest responsible bidder will be forwarded to the Board for approval.
## MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

### BOARD AGENDA ITEM

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>August 28, 2007</td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td>APPROVAL</td>
<td>Enclosure(s):</td>
</tr>
</tbody>
</table>

### BACKGROUND:

Mandated by Article XIIIIB of the California Constitution and Chapter 1205, Statutes of 1980 and Government Code Section 7910.

On November 6, 1979, the voters of California approved Proposition 4 (Gann Initiative). This Proposition added Article XIIIIB to the California Constitution and limits the total appropriations of all state and local governments to the previous year’s appropriations limit, adjusted for changes in inflation and attendance. This appropriations limit took effect July 1, 1980.

The Appropriations Limit is the maximum amount of revenue that the District can generate from secured and unsecured property tax, state subventions, trailer fees, general apportionments, and interest on tax proceeds as prescribed under the Gann Limit legislation. The limit first calculated in 1980 has been rolled forward and increased based on inflation and increases in FTES during each of the following years.

The appropriations subject to limit are the amounts of revenue that the District expects to receive during the next fiscal year for the categories of revenue listed above. The Gann limit computation is completed to ensure that the District will not generate more revenue than is allowable under the Gann regulations.

The calculated Appropriations Limit for fiscal year 2007/08 is $40,080,192. The total appropriation subject to limit based on the final budget is $39,670,330.

### RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the attached Resolution to establish the Appropriations Limit for 2007/08 at $39,670,330 per Government Code Section 7910.

---

**Administrator Initiating Item**

Albert J. Harrison II, Vice President, College Operations
Marin Community College District
Establish Appropriations Limit for 2007/08
Resolution # 8/28/07 C.12.E

In the matter of the Board of Trustees setting the District Appropriations Limit for Fiscal Year 2007/08 as required by Senate Bill 1352, Chapter 1205 of 1980;

WHEREAS, on November 6, 1979, the People of California passed Proposition 4, a constitutional amendment requiring appropriations limits for state and local government units; and

WHEREAS, Senate Bill 1352, Chapter 1205 of 1980, implements Proposition 4, and requires the Board of Trustees to establish by Resolution an appropriation limit each fiscal year beginning with 1981/1982; and

WHEREAS, the Board of Trustees has directed that the appropriations limit for Fiscal year 2007/08 be developed in accordance with the provisions of Senate Bill 1352; and

WHEREAS, California Government Code Section 7910 provides that the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit and make other necessary determinations for the following fiscal year pursuant to Article XIII B at a regularly scheduled meeting or noticed special meeting;

WHEREAS, the documentation used in determining the appropriations limit for Fiscal Year 2007/08 has been made available to the public in the Fiscal Services office for fifteen days prior to the adoption of this Resolution;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby establish the Fiscal Year 2007/08 appropriations limit of $39,670,330.

PASSED AND ADOPTED by the Board of Trustees of the Marin Community College District on this 28th day of August, 2007 by the following vote:

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA  )
COUNTY OF MARIN     )

I, Frances L. White, Secretary to the Board of Trustees of the Marin Community College District of Marin County, California, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by said Board at a regular meeting thereof, held at its regular place of meeting at the time and by the vote above stated.

Frances L. White, Superintendent/President
Secretary to the Board
Wanden Treanor, President

Philip J. Kranenburg, Clerk

Eva Long, Ph.D., Member

Harry J. Moore, Member

Carole Hayashino, Vice President

Barbara Dolan, Member

Greg Brockbank, Member

Hoa-Long Tam, Student Member
BOARD AGENDA ITEM

To: Board of Trustees

From: Superintendent/President

Date: August 28, 2007

Item & File No. C.12.F.1

Subject: Professional Service Agreement with Jill Murphy for Banner Modules

Reason for Board Consideration: APPROVAL

Enclosure(s):

BACKGROUND:

In April 2007, the District entered into a Professional Service Agreement with Ms. Jill Murphy to develop training manuals and deliver end-user banner training for the Banner Self-Service Finance Module, which went live on July 1, 2007. In meeting the training obligations for the Financial Module, given the unknowns, the cost for these services was $11,243.75.

There is a need to continue training services for Banner Implementation services for the Finance Module as well as to prepare manuals and train for the modules that will go live in Spring 2008, Human Resources/Payroll and Student Services. Based the experience with the Finance Module, it is estimated that 500 hours of Ms. Murphy’s services will be required to develop manuals and deliver training at a cost of $75.00 per hour, not to exceed $37,500. Contract term is July 1, 2007 – June 30, 2008.

Measure C Technology Funds will be used to pay for these services.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees authorize staff to enter into a Professional Service Agreement with Ms. Jill Murphy for up to 500 hours at $75.00 per hour for the period July 1, 2007 – June 30, 2008 to provide Banner implementation manual development and end-user training not to exceed $37,500.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
MARIN COMMUNITY COLLEGE DISTRICT  
Kentfield, CA 94904
BOARD AGENDA ITEM

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
<th>August 28, 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No.</td>
<td>C.12.F.2(a)</td>
</tr>
<tr>
<td>Subject:</td>
<td>Science-Math-Central Plant Complex Project (# 305A) – Final Fees for Architectural Services</td>
<td>Enclosure(s):</td>
<td>SF Professional Services Agrmt 2</td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td>ACTION APPROVAL</td>
<td></td>
<td></td>
</tr>
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</table>

BACKGROUND:

Anshen + Allen Architects was selected and approved by the Board of Trustees on September 19, 2006 for the design of the Science-Math-Central Plant Complex project. They were issued a short form contract (1) with Amendments #1 and # 2 to start work on the Programming, Concept & Schematic Design Phases of the project.

As the work progressed, Anshen + Allen entered into contract negotiations with the District for the long form contract. In a good faith effort they continued to work through the Schematic Design Phase in order to maintain our project schedule while the negotiations continued. During the time period of negotiations as they continued to work on the Schematic Design Phase they exceeded the estimate of fees for Amendment # 2 by $63,628. The intent of this work continuing was to resolve the contract terms and include these additional fees within the new long form contract. However, when Anshen + Allen reached an impasse with the District on the final contract terms, they respectfully withdrew from negotiations and resigned on May 3, 2007.

In SMC’s professional opinion, the work done during this time period is justified and complete and the additional fees would have been reasonably included in the long form contract for the Schematic Design phase of work (Table 1). Because the original short form contract has been terminated, the Board is asked at this time to approve a new short form contract to cover these fees.

Short Form Professional Services Agreement 2 $63,628

FISCAL IMPACT:

This contract will be paid from Measure C bond funds.

The final amount of all Anshen + Allen contracts is as follows:

| Short Form Contract 1 | $50,000 | Architectural Program, Planning Workshop/Charette, Conceptual design |
| Amendment # 1 | $208,380 | Funding augmentation in support of continuing programming, conceptual design schemes and development of preliminary project scope guidelines. |
| Amendment # 2 | $308,000 | Funding augmentation in support of continuing the Programming Phase into the Schematic Design phase. |
| Short Form Contract 2 | $63,628 | Schematic Design phase work completed during contract negotiations |
| Total Contracts | $630,008 |

RECOMMENDATION:

The Superintendent/President recommends that the Board approve Short Form Agreement 2 to Anshen + Allen in the amount of $63,628 for schematic design phase services for the Science-Math-Central Plant Complex Project (# 305A).

Administrator Initiating Item
V-Anne Chernock
Director of Modernization

Administrator Approving Item
Albert J. Harrison II
Vice President, College Operations
Table 1

Original Fees for Program/Conceptual & Schematic

<table>
<thead>
<tr>
<th>Design Phase</th>
<th>Percent Complete</th>
<th>Original Fee</th>
<th>Short Form</th>
<th>Amend #1</th>
<th>Amend #2</th>
<th>BOT Approved Fees</th>
<th>A+A Invoiced thru 5/2/07</th>
<th>Balance Due</th>
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</thead>
<tbody>
<tr>
<td>Programming/Conceptual</td>
<td>100%</td>
<td>$157,300</td>
<td>$50,000</td>
<td>$107,300</td>
<td>0</td>
<td>$157,300</td>
<td>$157,300</td>
<td>0</td>
</tr>
<tr>
<td>Schematic</td>
<td>75%</td>
<td>$629,200</td>
<td>0</td>
<td>$101,080</td>
<td>$308,000</td>
<td>$409,080</td>
<td>$472,708</td>
<td>&lt;$63,628&gt;</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>$786,500</td>
<td>$50,000</td>
<td>$208,380</td>
<td>$308,000</td>
<td>$566,380</td>
<td>$630,008</td>
<td>&lt;$63,628&gt;</td>
</tr>
</tbody>
</table>
I. SCOPE OF THE SERVICES

The Services to be rendered ("Services") shall generally consist of the following:

1. Schematic Design Phase
   a. Refine (including adjacency diagrams, room data & any special requirements)
   b. Develop floor plan options
   c. Assemble evaluation
   d. Project scope development
   e. Project schedule development

2. The Consultant shall record meeting notes for all meetings Consultant attends during the Schematic Design Phase of Project. Within two (2) Workdays after the meeting or 24 hours prior to the next meeting, whichever time is the shortest, Consultant will distribute minutes to District and to those affected by decisions made at the meeting by e-mail. Attendees can either submit comments or additions to minutes prior to the next progress meeting, or may attend the next progress meeting and submit comments or additions there. Minutes meeting the approval of the District's Representative will constitute final memorialization of results of meetings.

II. COMPENSATION FOR SERVICES

Consultant's total compensation for Services performed under this Agreement is $63,628 (note: this will be determined prior to execution of Agreement) inclusive of reimbursable expenses to be paid as: (1) ☐ lump sum; (2) ☐ lump sum with progress payments; (3) ☐ per attached schedule of rates and charges, with a guaranteed not to exceed price of $____________.

III. SCHEDULE OF PERFORMANCE

Consultant commenced services on March 1, 2007. All Services were complete by May 2, 2007.
IV. TERMS AND CONDITIONS

(1) Consultant shall perform the Services in accordance with the terms and conditions of this Agreement, INCLUDING THE GENERAL TERMS AND CONDITIONS ATTACHED HERETO AND INCORPORATED HEREIN BY THIS REFERENCE.

(2) The requisition number, purchase order number, District project number, consultant’s invoice number, and project name must appear on all invoices and correspondence. Send invoices, in duplicate, immediately upon performance to:

**By U.S. Postal Service:**
Marin Community College District
c/o Swinerton Management & Consulting
P.O. Box 144003
Kentfield, CA 94914

**By overnight and express delivery services:**
Marin Community College District
c/o Swinerton Management & Consulting
835 College Avenue, Building MS-3
Kentfield, CA 94904

(3) Changes made to printed Terms and Conditions on this Agreement are null and void unless approved in writing by the District.

(4) Consultant must comply with Appendix A.

(5) Consultant has read, negotiated (if desired) and expressly accepts all terms incorporated herein, including Section 5 relating to indemnity and liability.

(6) This instrument is void to the extent it requires payment by the District of more than $63,628.00.

CONSULTANT

Anshen+Allen Architects, Inc.

MARIN COMMUNITY COLLEGE DISTRICT

Ann K. Killeen, AIA, LEED®
Managing Principal

Date

Date

Vice President College Operations

Rev. 1_20060919 2  Professional Services Agreement (Consultant) Short Form
GENERAL TERMS AND CONDITIONS

1. Agreement Force and Effect. District is not responsible for services rendered without the authority of an Agreement on this form. This Agreement shall supersede and control over all inconsistent provisions in any proposal. The provisions of this Agreement (which may include attachments) constitute the entire agreement between the Consultant and District regarding the work and services described herein. No representation, term or covenant not expressly specified in this Agreement shall, whether oral or written, be a part of this agreement. No modification of this Agreement shall be effective unless it is in writing. This Agreement shall supersede all other prior purchase Agreements and agreements between Consultant and District with respect to the work and services described herein. This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved by fully authorized representatives of District and Consultant. The headings in this Agreement are for convenience only and do not affect the construction of this Agreement.

2. Performance of Services/No Assignment. Time is of the essence in the performance of the Services. The parties will develop a Project Schedule that, except for reasonable cause, shall be maintained by both parties. Consultant represents that it is skilled in the professional discipline necessary to perform the services ("Services") under this Agreement. Consultant will perform its Services in accordance with its industry's usual and customary professional standard of care, including but not limited to reviewing and applying criteria established by District, and with applicable laws, codes, and all applicable professional standards, including by not limited to, the California Education Code and Title 24. Consultant shall not contract any portion of the Services or otherwise assign this Agreement without prior written approval of District. (Consultant shall remain responsible for compliance with all terms of this Agreement, regardless of the terms of any such assignment.) Consultant's authorized representative is the individual signing this Agreement unless Consultant otherwise informs District in writing. The granting of any payment, and any inspections, reviews, approvals or oral statements by any District representative, or certification by any governmental entity, shall in no way limit Consultant's obligations under this Agreement.

3. Records and Payment Requests. Consultant shall submit all billings with all necessary invoices or other appropriate evidence of performance, after which District shall make payment within thirty (30) days. District shall have the right to audit the Consultant's work records. Consultant shall make available to District, its authorized agents, officers, or employees, any and all ledgers, books of accounts, invoices, vouchers, cancelled checks, and other records or documents evidencing or relating to the expenditures and disbursement charged to District, for examination. Consultant shall furnish to District, its authorized agents, officers, or employees, such other evidence or information as District may require with regard to any such expenditure or disbursement charged by Consultant. Consultant shall maintain all documents and records prepared by or furnished to Consultant during the course of performing the services for at least three (3) years following completion of the Services, except that all such items pertaining to hazardous materials shall be maintained for at least thirty (30) years. Such records include, but are not limited to, correspondence, internal memoranda, calculations, books and accounts, accounting records documenting its work under its Agreement, and invoices, payrolls, records and all other data related to matters covered by this Agreement. Consultant shall permit District to audit, examine and make copies, excerpts and transcripts from such records. The State of California or any federal agency having an interest in the subject of Agreement shall have the same rights conferred to District by this section. Such rights shall be specifically enforceable.

4. Independent Contractor. Consultant is an independent Contractor and does not act as District's agent in any capacity, whatsoever. Consultant is not entitled to any benefits that District provides to District employees, including, without limitation, worker's compensation benefits or payments, pension benefits, health benefits or insurance benefits. Terms within this Agreement regarding direction apply to and concern the result of the Consultant's provision of Services not the means, methods, or scheduling of the Consultant's work. Consultant shall be solely responsible for the means, methods, techniques, sequences and procedures with respect to its provision of Services under this Agreement. Consultant shall pay all payroll taxes imposed by any governmental entity and will pay all other taxes not specifically identified in this Agreement as District's responsibility.

5. Indemnity/Liability. To the extent of its proportionate fault legal liability, Consultant shall defend, indemnify and save the District, and all of its officers, directors, representatives, agents and employees (together "Indemnities"), from and against any and all claims and liability of any type resulting directly or indirectly from Consultant's negligent performance of this Agreement. Consultant shall also defend, indemnify and save harmless, to the extent of its proportionate fault, the Indemnities, from and against all claims, suits, actions, liability, damages, expense or costs of every nature and description to which the Indemnities may be subject or put by reason of bodily injury to or death of any person or damage to any property, which directly or indirectly arises out of the Consultant's performance of this Agreement, Consultant's provision of Services, or Consultant's activities related thereto. Defense counsel retained under this section shall be subject to the Indemnitee's reasonable approval. Notwithstanding any provision of this Agreement, the Indemnites shall not be liable, in contract or tort, for any special, consequential, indirect or incidental damages arising out of or in connection with this
6. **Conflict of Interest.** Consultant represents and warrants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of work and services required under this Agreement. Without limitation, Consultant represents to and agrees with District that Consultant has no present, and will have no future conflict of interest between providing District services hereunder and any interest Consultant may presently have, or will have in the future, with respect to any other person or entity (including but not limited to any federal or state wildlife, environmental or regulatory agency) which has any interest adverse or potentially adverse to District, as determined in the reasonable judgment of District.

7. **Confidentiality.** Any information, whether proprietary or not, made known to or discovered by Consultant during the performance of or in connection with this Agreement for District, will be kept confidential and not be disclosed to any other person. Consultant will immediately notify District in writing if it is requested to disclose any information made known to or discovered by during the performance of or in connection with this Agreement. These conflict of interest, confidentiality and future service provisions and limitations shall remain fully effective indefinitely after termination of services to District hereunder.

8. **Ownership of Results.** Consistent with Education Code Section 17316, any interest (including copyright interests) of Consultant or its contractors or subconsultants (together, "Subconsultants"), in studies, reports, memoranda, computational sheets, drawings, plans or any other documents (including electronic media) prepared by Consultant or its Subconsultants in connection with the Services, shall become the property of District. To the extent permitted by Title 17 of the United States Code, work product produced under this Agreement shall be deemed works for hire and all copyrights in such works shall be the property of District. In the event that it is ever determined that any works created by Consultant or its Subconsultants under this Agreement are not works for hire under U.S. law, Consultant hereby assigns to District all copyrights to such works. With District's prior written approval, Consultant may retain and use copies of such works for reference and as documentation of experience and capabilities. Consultant shall, however, retain the copyright in its standard details, and grants District an unlimited license to use such details for the purposes stated herein. Should the District desire to reuse the documents specified above and not use the services of the Consultant, then the District agrees to require the new consultant to assume any and all obligations for the reuse of the documents and process the same through the Division of the State Architect as the project Consultant, and the District releases Consultant and its Subconsultants from liability associated with the reuse of the documents.

9. **Non-Discrimination Policy.** Consultant shall not discriminate against any employee or applicant for employment, nor against any Subconsultant or applicant for a subcontract, because of race, color, religious creed, age, sex, actual or perceived sexual orientation, national origin, disability as defined by the ADA or veteran's status. To the extent applicable, Consultant shall comply with all federal, state and local laws (including, without limitation, all County and District ordinances, rules and regulations) regarding non-discrimination, equal employment opportunity, affirmative action and occupational-safety-health concerns, shall comply with all applicable rules and regulations thereunder, and shall comply with same as each may be amended from time to time. Consultant shall provide all information reasonably requested by District to verify compliance with such matters. Consultant stipulates, acknowledges and agrees that District has the right to monitor Consultant's compliance with all applicable non-discrimination requirements, and may impose sanctions upon a finding of a willful, knowing or bad faith noncompliance or submission of information known or suspected to be false or misleading.

10. **Termination and Suspension.** District may direct Consultant to terminate, suspend, delay or interrupt Services, in whole or in part, for such reasonable periods of time as District may determine in its sole discretion. District may issue such directives without cause. District will issue such directives in writing, and compensate Consultant for its costs expended up to the termination plus reasonable profit thereon only in the event District terminates this Agreement for District's convenience. Consultant may recover no other cost, damage, or expense. Suspension of Services shall be treated as an excusable delay. Either party may terminate performance of the Services under this Agreement in whole, or from time to time in part, for default, should the other party commit a material breach of the Agreement, or part thereof, and not cure such breach within ten (10) calendar days of the date of written notice demanding such cure. In the event District terminates the Agreement for default, Consultant shall, per California law, be liable to District for those losses, costs, expenses, damage and liability resulting from such breach and termination. Consultant shall continue its work throughout the course of any good faith dispute, and Consultant's failure to continue work during a dispute shall be a material breach of this Agreement. Either party's waiver of any breach, or the omission or failure of either party, at any time, to enforce any right reserved to it, or to require strict performance of any provision of this Agreement, shall not be a waiver of any other right to which any party is entitled, and shall not in any way affect, limit, modify or waive that party's right thereafter.
to enforce or compel strict compliance with every provision hereof. If District terminates this Agreement for convenience and uses, reuses or modifies the Materials for this Project or any other project, District shall indemnify, defend and hold harmless Consultant and its contractors and subcontractors from and against any claims, damages, losses, and expenses, including attorney's fees, arising out of or resulting from, in whole or in part, the use, reuse or modifications.

11. **Execution; Venue; Limitations.** This Agreement shall be deemed to have been executed in the City of Kentfield, Marin County, California. Enforcement of this Agreement shall be governed by the laws of the State of California, excluding its conflict of laws rules. The exclusive venue for all litigation arising from or relating to this Agreement shall be in Marin County, California. Except as expressly provided in this Agreement, nothing in this Agreement shall operate to confer rights or benefits on persons or entities not party to this Agreement. As between the parties to this Agreement, any applicable statute of limitations and/or statute of repose shall commence to run in accordance with California law.

12. **District Responsibilities.** The District shall furnish the required information and services and shall render approvals and decisions expeditiously for the orderly progress of the consultant's work. The District shall not significantly increase the budget allocated for the cost of the work without agreement of the consultant.
Appendix A to Professional Services Agreement

INSURANCE

This is an Appendix attached to, and made a part of and incorporated by reference with the Agreement dated August 28, 2007 between the Marin Community College District (the “District”), and Anshen + Allen (“Consultant”) providing for professional services.

1. Consultant’s Duty to Show Proof of Insurance. Prior to the execution of this Agreement, Consultant shall furnish to District Certificates of Insurance showing satisfactory proof that Consultant has taken out for the entire period required by this Agreement, as further described below, the following insurance, in a form satisfactory to District and with an insurance carrier satisfactory to District, authorized to do business in California and rated by A. M. Best & Company A or better, financial category size IX or better, which will protect those described below from claims described below which arise or are alleged to have arisen out of or result from the acts or omissions of Consultant for which Consultant may be legally liable, whether performed by Consultant, or by those employed directly or indirectly by it, or by anyone for whose acts Consultant may be liable:

   1.1 Commercial General Liability Insurance

   Commercial general liability insurance, written on an “occurrence” basis, which shall provide coverage for bodily injury, death and property damage resulting from operations, products liability, liability for slander, false arrest and invasion of privacy arising out of professional services rendered hereunder, blanket contractual liability, broad form endorsement, products and completed operations, personal and advertising liability, with per location limits of not less than $2,000,000 annual general aggregate per project and $1,000,000 each occurrence.

   1.2 Business Automobile Liability Insurance

   Business automobile liability insurance with limits not less than $2,000,000 combined single limit including coverage for owned, non-owned and hired vehicles.

   1.3 Workers’ Compensation Insurance

   Workers’ Compensation Employers’ Liability limits required by the laws of the State of California. Consultant’s Worker’s Compensation Insurance policy shall contain a Waiver of Subrogation. In the event Consultant is self-insured, it shall furnish Certificate of Permission to Self-Insure signed by Department of Industrial Relations Administration of Self-Insurance, State of California.

   1.4 Professional Liability Insurance

   Professional Liability Insurance, either (a) specific to this Project only, with limits not less than $1,000,000 each claim, or (b) limits of not less than $2,000,000 each claim and aggregate, all with respect to negligent acts, errors or omissions in connection with services to be provided under this Agreement, with no exclusion for claims of one insured against another insured and with tail coverage for a period of five (5) years after the completion of the Services.
2. Insurance terms and conditions:

2.1 Status of MARIN COMMUNITY COLLEGE DISTRICT as Additional Insured.

On Consultant’s Commercial General Liability policy, the MARIN COMMUNITY COLLEGE DISTRICT, and its Trustees, officers, officials, representatives, employees, Consultants, and agents, shall be named as additional insureds, but only with respect to liability arising out of the activities of the named insured, and there shall be a waiver of subrogation as to each named and additional insured.

2.2 The policies shall apply separately to each insured against whom claim is made or suit is brought except with respect to the limits of the company's liability.

2.3 Certificates of Insurance shall include the following statement: “Written notice of cancellation, non-renewal or of any material change in policy shall be mailed to District thirty (30) days in advance of the effective date thereof.”

2.4 Consultant’s insurance shall be primary insurance and no other insurance or self-insured retention carried or held by any named or additional insureds other than that amount Consultant shall be called upon to contribute to a loss covered by insurance for the named insured.

2.5 Nothing herein contained shall be construed as limiting in any way the extent to which Consultant or any of its employees may be held responsible for payment of damages resulting from their operations.

2.6 If Consultant fails to maintain any required insurance, District may obtain such insurance, and deduct and retain amount of premium from any sums due Consultant under this Agreement.

3 Provide Proof of Insurance

3.1 Address Certificate Holder to:

Marin Community College District
835 College Avenue
Kentfield, CA 94904

*Please note mailing address below.*

3.2 Send Insurance Certificate and Endorsement to:

*Copy by fax to:*
Marin Community College District
c/o Swinerton Management & Consulting
phone: 415-884-3142
fax: 415-721-7039

*Original by mail to:*
Marin Community College District
c/o Swinerton Management & Consulting
P.O. Box 144003
Kentfield, CA 94914

END OF APPENDIX A
Measure C Bond Modernization Program
Checklist for Consultant Contract Review

Date: 8/28/07 Consultant: Anshen + Allen
Project(s) (name and number): Science-Math-CP Project (#305A)

Type of contract (check all that apply):

___ Full service (architecture) ___ Task contract (specialty consultant)
___ Short form (New) ___ Long form

Original ___ or Amendment # ______

Amount of this contract/amendment: $ 103,628

Total amount of contract to date including this amendment: $ 1030,008

Documents to be included in Board packet (check and initial):

___ Full agreement ___ Changes to agreement Reviewed:

___ Appendix A ___ Changes to Appendix A Reviewed:

___ Appendix B ___ Changes to Appendix B Reviewed:

___ Appendix C ___ Changes to Appendix C Reviewed:

___ Appendix D ___ Changes to Appendix D Reviewed:

___ Appendix E ___ Changes to Appendix E Reviewed:

___ Other backup materials? ____________________________ Reviewed:

Legal review required? ___ Yes ___ No If yes, counsel's initials: 

If not, why not? Duplicate of previous SF Contract dated 9/19/06

Agenda cover page prepared by: ___ Reviewed by: ___

Submittal sign-off:
Program Manager: ___ Director: ___

Amendment Checklist 8/17/2007
Measure C Bond Modernization Program
Checklist for Consultant Contract Review

Amendments

☐ Are there changes to the master agreement? Yes No
☐ Have they been reviewed by legal counsel? N/A Yes No
☐ Appendix A: is the scope of work consistent with the requirements of the master agreement? Yes No
☐ Appendix B: is the fee appropriate to the scope of work? Yes No
☐ Is the fee within budget? Yes No
☐ If not, does it require a budget transfer? N/A Yes No
☐ Do the numbers all add up correctly? Yes No
☐ Appendix C: is the milestone schedule appropriate, reasonable, and sufficient to manage the scope of work? Yes No
☐ Appendix D: are the deliverables sufficient to manage the scope of work? Yes No
☐ Appendix E: has the insurance requirement changed? Yes No
☐ Reviewed by legal counsel? N/A Yes No
☐ Coordination: cross-check all items in amendment with one another

Agenda cover page

☑ Is the type of contract clearly defined? Yes No
☐ Basic or additional service? Add'l
☐ Is the reason for the amendment clearly stated? Yes No
☐ Do the amendment amounts match the amended Appendix B? Yes No
☑ Are the project title and number included and correct? Yes No
**BACKGROUND:**

Construction activities for the PE Complex project will include hazardous materials abatement services. This effort will require development of hazardous materials abatement specifications and associated drawings, daily air monitoring services and contractor oversight for the renovations to the PE Complex Project (#308B).

Construction activities for the Pomo 4 Roof Replacement project will include hazardous materials abatement services. This effort will require development of hazardous materials abatement specifications and associated drawings for the Pomo 4 Roof Repairs Project (#402B).

The District recommends assigning these services to Ninyo and Moore. Ninyo and Moore’s contract, executed on August 31, 2005, includes one previously approved amendment. Amendment #2 is presented herein for approval as follows:

**Total for Amendment #2**

$35,000

**FISCAL IMPACT:**

This amendment will be paid from Measure C bond funds budgeted for the Pomo 4 Roof Replacement ($6,000 from a budget of $285,000) and PE Complex ($29,000 from a budget of $22.5 million) projects:

The total amount of this contract to date is as follows:

- **Original Contract**
  - $261,700

- **Amendment #1**
  - $50,000

- **Amendment #2**
  - $35,000

**Total Contract**

$346,700

**RECOMMENDATION:**

The Superintendent/President recommends that the Board approve Amendment #2 to Ninyo and Moore in an amount not to exceed $35,000 for hazardous materials abatement services for the PE Complex Project (#308B) and the Pomo 4 Roof Replacement Project (#402B).
AMENDMENT 2

To the Professional Services Agreement between the MARIN COMMUNITY COLLEGE DISTRICT and Ninyo & Moore

August 28, 2007

AMENDMENT 2 TO SCOPE OF SERVICES AND COMPENSATION

This is an AMENDMENT attached to, and made a part of, the Professional Services Agreement (Agreement) dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and Ninyo & Moore (Consultant).

2. Term of Agreement

Per the Term of Agreement, the original Long Form Professional Services Agreement for services shall be extended through June 30, 2008.

4. Compensation

4.6 District shall retain ten percent (10%) of each invoice until completion of all Services for each phase of work under this Agreement by the Consultant. Retained portions shall be released with the final payment for each phase of work provided Consultant has satisfactorily performed its obligations under this Agreement. Except to the extent provided by California Civil Code §3320 (including successor statutes), in no event shall District be liable for interest, late charges, penalties or other amounts for any late payment.

Per this Amendment delete Section 4.6 in its entirety

Appendix A

Additional Services

Task 1: Development of hazardous materials abatement specifications and associated drawings for the PE Complex Project (# 308B)
Task 2: Air monitoring/contractor oversight during abatement activities for the PE Complex Project (# 308B)
Task 3: Development of hazardous material abatement specifications and associated drawings for the Pomo 4 Roof Replacement Project (# 402B)

END OF AMENDMENT 2 TO APPENDIX A
AMENDMENT 2 to Appendix B – Payments to Architect

This is an AMENDMENT attached to, and made a part of, Appendix B – Payments to Consultant of the Professional Services Agreement (Agreement) dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and Ninyo & Moore (Consultant).

1. Amount of Compensation for Services to Consultant

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$261,700</td>
</tr>
<tr>
<td>Conceptual Program Facilities Assessment Studies (IVC &amp; KTD)</td>
<td></td>
</tr>
<tr>
<td>Amendment # 1 Assistance on an on-call basis where hazardous materials and Conditions are found to require abatement remediation</td>
<td>$50,000</td>
</tr>
<tr>
<td>Amendment # 2 Task 1: Development of hazardous materials abatement specifications and associated drawings for the PE Complex Project (# 308B)</td>
<td>$7,500</td>
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<tr>
<td>Task 2: Air monitoring/contractor oversight during abatement activities for the PE Complex Project (# 308B)</td>
<td>$21,500</td>
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<tr>
<td>Task 3: Development of hazardous material abatement specifications and associated drawings for the Pomo 4 Roof Replacement Project (# 402B)</td>
<td>$6,000</td>
</tr>
<tr>
<td>Total Amendment # 2</td>
<td>$35,000</td>
</tr>
<tr>
<td>Total Contract Amount</td>
<td>$346,700</td>
</tr>
</tbody>
</table>

END OF AMENDMENT 2 TO APPENDIX B
AMENDMENT 2 to Appendix C – Milestone Schedule

This is an AMENDMENT attached to, and made a part of, Appendix C – Milestone Schedule of the Professional Services Agreement (Agreement) dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and Ninoy & Moore (Consultant).

The following table is a list of activities to be performed by Architect, District and other parties with regard to work authorized under AMENDMENT 2 to Appendix A – Scope of Services under this Agreement, for which specific time deadlines for performance shall be set as follows:

<table>
<thead>
<tr>
<th>ACTIVITY:</th>
<th>MILESTONE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1: Development of hazardous materials abatement specifications and associated drawings for the PE Complex Project (# 308B)</td>
<td>10/1/2007</td>
</tr>
<tr>
<td>Task 2: Air monitoring/contractor oversight during abatement activities for the PE Complex Project (# 308B)</td>
<td>Task to run concurrent with abatement</td>
</tr>
<tr>
<td>Task 3: Development of hazardous material abatement specifications and associated drawings for the Pomo 4 Roof Replacement Project (# 402B)</td>
<td>9/14/2007</td>
</tr>
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</table>

END OF AMENDMENT 2 TO APPENDIX C
AMENDMENT 2 to Appendix D – Deliverables

This is an AMENDMENT attached to, and made a part of, Appendix D – Deliverables of the Professional Services Agreement (Agreement) dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and Ninyo & Moore (Consultant).

1. Deliverables for Work Authorized under AMENDMENT 2 to Appendix A – Scope of Work

The deliverables required include without limitation the following items:

1. Development of hazardous materials abatement specifications and associated drawings for the PE Complex Project (# 308B) *
2. Reports for air monitoring during abatement activities for the PE Complex Project (# 308B) **
3. Development of hazardous material abatement specifications and associated drawings for the Pomo 4 Roof Replacement Project (# 402B)

* Coordination with the architect to identify penetrations through ACM for utilities or special sequencing of work affected by occupancy and phasing.

** Coordination with General Contractor to identify sensitive areas. Prevention of over demolition during abatement while project is in containment.

END OF AMENDMENT 2 TO APPENDIX D
AMENDMENT 2 TO APPENDIX E – INSURANCE

This is an AMENDMENT attached to, and made a part of, Appendix E – Insurance of the Professional Services Agreement (Agreement) dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and Ninyo & Moore (Consultant).

NO CHANGE

END OF AMENDMENT 2 TO APPENDIX E

IN WITNESS WHEREOF, the parties hereto have executed this AMENDMENT 2 to the Professional Services Agreement dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and Alfa Tech (Consultant).

MARIN COMMUNITY COLLEGE DISTRICT

By ________________________________ Date __________________

Al Harrison
Vice President College Operations

Ninyo and Moore
Principal

By ________________________________ Date __________________

______________________________ Its __________________
Measure C Bond Modernization Program
Checklist for Consultant Contract Review

Date: 8/28/07  Consultant: *Ning & Moore*

Project(s) (name and number): 
PE Complex (Proj #30813) & Pomio & roof replacement (Proj #40215)

Type of contract (check all that apply):

____ Full service (architecture)  ____ Task contract (specially consultant)

____ Short form  ____ Long form

Original ____ or Amendment # 2

Amount of this contract/amendment: $ 35,000

Total amount of contract to date including this amendment $ 340,700

Documents to be included in Board packet (check and initial):

____ Full agreement  ____ Changes to agreement  Reviewed: 

____ Appendix A  ____ Changes to Appendix A  Reviewed: [Signature]

____ Appendix B  ____ Changes to Appendix B  Reviewed: [Signature]

____ Appendix C  ____ Changes to Appendix C  Reviewed: [Signature]

____ Appendix D  ____ Changes to Appendix D  Reviewed: [Signature]

____ Appendix E  ____ Changes to Appendix E  Reviewed: [Signature]

____ Other backup materials?  Reviewed: 

Legal review required? ______ Yes  ____ No  If yes, counsel’s initials: 

If not, why not?  No changes to legal language

Agenda cover page prepared by: [Signature]  Reviewed by: [Signature]

Submittal sign-off:
Program Manager: [Signature]  Director: [Signature]

Amendment Checklist 8/17/2007
Measure C Bond Modernization Program
Checklist for Consultant Contract Review

Amendments

☑ Are there changes to the master agreement?
   Have they been reviewed by legal counsel?
   
   Yes  No
   N/A  Yes  No

☑ Appendix A: is the scope of work consistent with the requirements of the
   master agreement?
   Yes  No

☑ Appendix B: is the fee appropriate to the scope of work?
   Yes  No

☑ Is the fee within budget?
   If not, does it require a budget transfer?
   N/A  Yes  No

☑ Do the numbers all add up correctly?
   Yes  No

☑ Appendix C: is the milestone schedule appropriate, reasonable, and sufficient to
   manage the scope of work?
   Yes  No

☑ Appendix D: are the deliverables sufficient to manage the scope of work?
   Yes  No

☑ Appendix E: has the insurance requirement changed?
   Reviewed by legal counsel?
   N/A  Yes  No

☑ Coordination: cross-check all items in amendment with one another

Agenda cover page

☑ Is the type of contract clearly defined?
   Basic or additional service?
   Yes  No
   Basic  Add'l

☑ Is the reason for the amendment clearly stated?
   Yes  No

☑ Do the amendment amounts match the amended Appendix B?
   Yes  No

☑ Are the project title and number included and correct?
   Yes  No

Reviewed by: Vice President Al Harrison

Amendment Checklist 8/20/2007
BACKGROUND:

On July 24, 2007 the Board pre-authorized the District to design repairs and connect utilities to District-owned portable classrooms to be used as swing space during modernization of the PE Complex. Since that time, the District has determined that four of these portables will better serve as long-term swing space for the DSPS and Health Services programs. The Board is asked at this time to authorize the District to enter into a lease agreement with an appropriate vendor for (estimated) four portables for the duration of the PE modernization project (approximately 14 months). The design contracts will still be used to repair and connect utilities for the PE portables, both leased and owned.

FISCAL IMPACT:

The cost of the lease will be paid from bond funds allocated for relocation. Shifting the owned portables to the DSPS/Health Services swing space is anticipated to save the District at least $30,000 in double relocation costs.

RECOMMENDATION:

The Superintendent/President recommends that the Board authorize the District to enter into a lease agreement for (estimated) four portables to be used for PE modernization swing space.
BOARD AGENDA ITEM

To: Board of Trustees                  Date: August 28, 2007
From: Superintendent/President        Item & File No. C.13.A
Subject: Contracts and Agreement for Services Report—July 2007

Reason for Board Consideration:

INFORMATION

Enclosure(s):

Attachment

BACKGROUND:

In accordance with Board Policy 6.0017 on External Consultants and Evaluators, attached for your information is a listing of all External Consultants and External Evaluators with whom we entered into a contract in excess of $1,000 with a description of services provided.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
### Unrestricted

<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Vendor/Description</th>
<th>Location/Dept.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0200001</td>
<td>Sonoma County Education Legal Retainer for legal service for 2007/2008.</td>
<td>Fiscal Services</td>
<td>$26,825.00</td>
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<tr>
<td>P0200002</td>
<td>Standard Tel Networks, LLC Site-specific schedule. A master service and support agreement for 2007/2008.</td>
<td>Information Technology</td>
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<tr>
<td>P0200005</td>
<td>Marin Fence Fence line repair/replacement at the Kentfield Campus.</td>
<td>Grounds</td>
<td>$2,456.70</td>
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<tr>
<td>P0200017</td>
<td>Tennant Company Maintenance/service agreement for parking lot street sweeper.</td>
<td>Grounds</td>
<td>$4,000.00</td>
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<tr>
<td>P0200020</td>
<td>Department of Justice Employee background and fingerprinting services.</td>
<td>Human Resources</td>
<td>$2,000.00</td>
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<tr>
<td>P0200023</td>
<td>Job Elephant.com Advertising services for various job posting portals and formats.</td>
<td>Human Resources</td>
<td>$10,000.00</td>
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<tr>
<td>P0200024</td>
<td>Hutton Sherer Marketing Advertising Print advertising services for enrollment 2007.</td>
<td>Communications</td>
<td>$13,000.00</td>
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<tr>
<td>P0200025</td>
<td>Hutton Sherer Marketing Advertising Comcast/Cable advertising for enrollment 2007/2008.</td>
<td>Communications</td>
<td>$15,000.00</td>
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<td>P0200042</td>
<td>Mail Communications Postcard addressing services for the College.</td>
<td>Communications</td>
<td>$3,000.00</td>
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<td>P0200047</td>
<td>David Paul Morris Photography/Photo services for web pages, catalogs, schedules, events, ect., for the College.</td>
<td>Communications</td>
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<tr>
<td>P0200066</td>
<td>Peoplecube Web Event scheduling service for the College.</td>
<td>Communications</td>
<td>$1,000.00</td>
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<td>P0200067</td>
<td>Casey Printing Printing of IVC Credit class handout.</td>
<td>Communications</td>
<td>$3,000.00</td>
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<tr>
<td>P0200068</td>
<td>Casey Printing Printing services for the College catalog.</td>
<td>Communications</td>
<td>$10,000.00</td>
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<tr>
<td>P0200069</td>
<td>Law Office Of Larry Frierson Legal services for the June 2007.</td>
<td>District Wide</td>
<td>$20,800.00</td>
</tr>
</tbody>
</table>
## Contracts and Agreement for Services

**OVER $1,000.00**

**MONTHLY REVIEW**

<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Vendor/Description</th>
<th>Location/Dept.</th>
<th>Amount</th>
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<tbody>
<tr>
<td>P0200070</td>
<td>Tom Evers</td>
<td>IVC Pool</td>
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<td></td>
<td>IVC Pool Aquatic Program Director</td>
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<td>July 1, 2007 through December 31, 2007</td>
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<td>P0200075</td>
<td>Perry Smith</td>
<td>District Wide</td>
<td>$6,250.00</td>
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<tr>
<td></td>
<td>Bond Audit for Year Ending</td>
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<td></td>
<td>June 30, 2007</td>
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<tr>
<td>P0200076</td>
<td>Tad Computer Services</td>
<td>Maintenance</td>
<td>$1,000.00</td>
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<tr>
<td></td>
<td>EMS Programming, trouble shooting and</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>back of system</td>
<td></td>
<td></td>
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<td>P0200077</td>
<td>American Sentry</td>
<td>Maintenance</td>
<td>$1,100.00</td>
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<tr>
<td></td>
<td>Student Services building panic alarm</td>
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<td></td>
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<tr>
<td></td>
<td>system set-up includes 11 panic alarms.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Most are in the Admissions and Records</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>area.</td>
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<td>P0200081</td>
<td>McQuay Services</td>
<td>Maintenance</td>
<td>$4,988.19</td>
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<td></td>
<td>Preventive maintenance/service for</td>
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<td>Learning Resource Chiller on heating</td>
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<td></td>
<td>cooling unit for oil cleanup.</td>
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<td>P0200083</td>
<td>Floor Tech</td>
<td>Maintenance</td>
<td>$1,387.04</td>
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<td>Carpet and cover installation for</td>
<td></td>
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<tr>
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<td>Dean's office in Science Center.</td>
<td></td>
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<td>P0200092</td>
<td>Marin Emergency Radio Authority</td>
<td>Police</td>
<td>$6,205.00</td>
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<td></td>
<td>Service/Maintenance agreement for radio</td>
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<td>P0200099</td>
<td>Pitney Bowes Global Financial Services</td>
<td>Logistics</td>
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<td>Easy Permit Postage for IVC mailer</td>
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<td>Permit 53 services.</td>
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<tr>
<td>P0200106</td>
<td>Perry Smith</td>
<td>District Wide</td>
<td>$53,500.00</td>
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<tr>
<td></td>
<td>District and Foundation Audit</td>
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<td>for Year Ending June 30, 2007</td>
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<tr>
<td>P0200116</td>
<td>Sun Ridge Systems, Inc</td>
<td>Police</td>
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<td>Service/maintenance agreement for</td>
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<tr>
<td>P0200117</td>
<td>Job Elephant.com, Inc</td>
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<td>Annual job recruitment posting service</td>
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<td>fee for Yahoo's Hot Jobs website</td>
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<td>continuous posting for various College</td>
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<td></td>
<td>job postings.</td>
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<td>P0200122</td>
<td>Job Elephant.com, Inc</td>
<td>Human Resources</td>
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<td>Annual renewal service fee for</td>
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<td>unlimited recruitment posting for</td>
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<td></td>
<td>Inside Higher Education.com website.</td>
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<tr>
<td>P0200137*</td>
<td>RML Insurance Services</td>
<td>District Wide</td>
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<tr>
<td></td>
<td>Insurance services for students/athlete</td>
<td></td>
<td></td>
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<tr>
<td>P0200145</td>
<td>Perfect Timing, Inc</td>
<td>Student Learning</td>
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<tr>
<td></td>
<td>Temporary services for assistant</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>July 1, 2007 to December 31, 2007</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Contracts and Agreement for Services
OVER $1,000.00
MONTHLY REVIEW

<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Vendor/Description</th>
<th>Location/Dept.</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>P0200157</td>
<td>Community College League of California</td>
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<td>Restricted</td>
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<td>P0200137*</td>
<td>RML Insurance Services</td>
<td>Health Center</td>
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<tr>
<td></td>
<td>Insurance services for students/athletic for 2007/2008.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* This purchase order totals $53,250; $25,250 unrestricted and $28,000 from restricted funds.