A. Board Study Session

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

Board President Hayashino called the meeting to order at 2:20 p.m. in Ohlone 106 at the Indian Valley campus. All publicly elected Trustees were present except Trustees Treanor and Kranenburg. Student Trustee Tam arrived at 2:25 p.m.

M/s (Long/Paterson) to adopt the agenda for the Study Session as presented. The motion passed unanimously (5-0).

2. Board Policies and Administrative Procedures Revision Process

President White introduced Dr. Jane Wright, a special consultant with the Community College League of California’s (CCLC) Board Policy and Administrative Procedure Subscription Service, who is assisting us with our Board policies and administrative procedures revision process. She and attorney Mary L. Dowell of Liebert Cassidy Whitmore made a presentation to the Board on the policy and procedure revision process we are following and the progress made thus far (copy of presentation attached). Dr. Wright noted that Board policies require Board adoption and that administrative procedures, which implement Board policy, laws and regulations, do not require Board action. She explained that the Policy and Procedure Task Force, which is comprised of representatives from all campus constituent groups, reviews proposed institutional policy and procedure revisions for chapters 3 to 7 (based on templates provided by CCLC) which come from the Chapter Vice President and related managers prior to submission to College Council for review. Proposed policy revisions are submitted by chapter to the Board of Trustees for first reading and discussion and then for action and adoption. Proposed changes to administrative procedures are submitted to the Board for information.

Policy and Procedure chapters 1 and 2, which deal specifically with the Board of Trustees, will be reviewed by the Board subcommittee (Trustees Long and Namnath) in facilitated meetings with Dr. Wright and President White. Chapters 1 and 2 will be submitted to the Task Force and College Council as information items and to the Board of Trustees for first reading and discussion and then for action and adoption. Administrative procedures will be submitted as information items to the Board. Upon official Board adoption, policies/procedures are posted to the website.

Board members discussed the process, asked questions and provided feedback. Attorney Liebert cautioned against including extraneous language in the policies because the
language will have the force of law and we could find ourselves called to task for violation. Dr. Wright emphasized the importance of supporting the process we are following and the people who have participated in the review of the documents. Attorney Liebert noted that the time for the Board to have lively dialog about the policies and to suggest revisions if necessary is during first reading.

It was noted that the Board Policy subcommittee was scheduled to meet the next morning to review Chapters 1 and 2. No direction was given by the Board at this Study Session.

The Board Study Session recessed at 4:00 p.m.

B.   Closed Session

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

Board President Hayashino reconvened the meeting of the Board of Trustees of the Marin Community College District at 4:25 p.m. in the AS 101 Conference Rooms on the Indian Valley campus. All publicly elected Trustees were present except Trustee Treanor, who arrived at 5:25 p.m. 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 6:40 p.m.

C.   Regular Meeting

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

The meeting of the Board of Trustees of the Marin Community College District was reconvened in open session at 6:50 p.m. in Ohlone 106 on the Indian Valley campus by Board President Hayashino. She announced that the meeting was being recorded to facilitate the preparation of minutes. All publicly elected Trustees were present and Student Trustee Tam was in attendance.

M/s (Long/Paterson) to approve the agenda with two changes:

C.11.C should read: “Resolution to Designate NCCC SIA Representatives.”

C.11.E.1.c should read “Approve Resolutions Declaring Non-School Building for Instructional Purposes.”

The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee Tam.

2.   Approval of Minutes and Report of Closed Session

M/s (Treanor/Tam) to approve the minutes of the April 15, 2008 Board meeting. The motion passed by a vote of 6-0-1 with Trustee Hayashino abstaining. Student Trustee Tam cast an advisory aye vote.
M/s (Treanor/Paterson) to approve the minutes of the April 29, 2008 Special Board Meeting. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee Tam.

Board Clerk Long 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

Gloria Kopshever addressed the Board, thanking staff for replacing the pool chair lift at the Indian Valley campus. She mentioned five safety/health/ADA issues at the IVC campus that she wants staff to address:
1) No phone access in Ohlone 106
2) Access ramps/walkways not safe (Ohlone 104 & 106)
3) Disabled access cubicle in women’s bathroom has no lock and does not close for privacy
4) No heat in Ohlone 104 this spring semester
5) Air-conditioning in Ohlone 104 & 106 not working

A copy of Ms. Kopshever’s statement is attached to the minutes as part of the official record. These requests will be submitted to staff for follow-up.

4. Board Reports and/or Requests

a. Commendation Resolutions and Other Resolutions

1. Resolution in Support of Classified School Employees Week
   Trustee Long asked all classified staff present at the meeting to stand while she read the resolution. M/s (Tam/Treanor) to approve the Resolution in Support of Classified School Employees Week. The motion passed by a unanimous roll call vote of 7-0 plus an advisory aye vote by Student Trustee Tam.

2. Resolution Opposing the California Department of Food and Agriculture Aerial Spray Program to Eradicate the Light Brown Apple Moth
   Trustee Dolan proposed some amendments to the resolution, but there was no second. M/s (Treanor/Paterson) to approve the Resolution Opposing the California Department of Food and Agriculture Aerial Spray Program to Eradicate the Light Brown Apple Moth (as written in the Board packet). The motion passed by a roll call vote of 6-1 with Trustee Namnath casting the no vote. Student Trustee Tam cast an advisory aye vote.

3. Resolution in Recognition of Hoa-Long Tam’s Service as Student Trustee
   Trustee Long asked Student Trustee Tam to stand while she read the resolution. M/s (Treanor/Kranenburg) to approve the Resolution in Recognition of Hoa-Long Tam’s Service as Student Trustee. The motion passed by a unanimous roll call vote of 7-0. The Trustees expressed their appreciation to Student Trustee Tam for his service and presented him with a gift.

b. Legislative Report.

Trustee Paterson reported on the most recent League Legislative Update from the Community College League, calling the Board’s attention to SB 1620 which would ease the 60% restriction for temporary faculty in nursing until 2014. She reported that the CCLC is asking college leaders to urge Assembly leaders to move AB 2277 (Property Tax Shortfall) off the “suspense file” and onto the Assembly floor.
c. **Committee Chair Reports**
   Trustee Long reported on a March 20 meeting of the committee that is exploring the possibility of collaborating on a senior educational/housing/research center. The committee has been looking at similar partnerships that other colleges are involved in and possible funding sources.

d. **Individual Reports and/or Requests**
   Trustee Treanor reported on some of the workshops she attended at the recent CCLC Conference in Palm Springs. At the WASC session it was noted that more and more colleges are being cited by the Accrediting Commission.

   Trustee Dolan also shared information obtained at the CCLC Conference and reported that she attended a marvelous and well received performance of COM’s community chorus and orchestra. She also commented on the communications messaging sessions which were recently scheduled for Board members.

   Trustee Paterson commented on the uplifting and moving stories of COM students that were presented at the recent Transfer Reception and President’s Circle Breakfast.

   Trustee Treanor reported that she serves on the ACE Education Committee which is working on providing more training and support for new community college CEO’s, especially since so many of them are being hired from out-of-state.

   Trustee Long stated that Jim Geraghty’s name is mentioned frequently in the community in connection with COM and that Jim is known for helping to set up meetings with other organizations concerning social justice issues. She noted that he is known as a wonderful ambassador for COM.

   Trustee Kranenburg commended President White and staff for an excellent job of organizing the President’s Circle Breakfast which gives us an opportunity to show the community what we’re doing at COM.

   Trustee Dolan also complimented staff on the President’s Circle Breakfast, noting that she has received positive feedback on the event. She announced that Nancy McCarthy, a former member of our Citizens’ Oversight Committee, recently lost her husband and that R.J. de Recat, a long-time COM supporter, recently passed away. Trustee Dolan expressed condolences to both families.

   Trustee Hayashino reminded the Board that the state is facing a large budget deficit and that the Governor’s Budget was scheduled to come out later in the week. She reported that a coalition has formed among community colleges, CSU’s and UC’s to oppose budget cuts to education.

5. **Chief Executive Officer’s Report**

   Dr. White called the Board’s attention to her report in their packets.

   She reported that approximately 170 people attended the President’s Circle Breakfast and that Mary Jane Burke, Marin County Superintendent of Schools, was the keynote speaker. Two inspiring and uplifting DVD’s which featured our students were shown.
Dr. White introduced Matt Markovich who will be our new Athletic Director effective July 1.

Vice President Martinez announced that we will be initiating a Puente Program in Fall 2008. She expressed her appreciation to Nick Chang, Blaze Woodlief, David Snyder and Arnulfo Cedillo for their efforts in making this possible.

**a. Staff Reports**

1) **COM/MTA/Media Center Update**
   President White asked for direction from the Board to proceed with a joint use agreement with MTA to be reviewed by our legal counsel. Greg Stepanicich, attorney for MTA, stated that he has drafted an agreement that is ready to be reviewed by our legal counsel. Board members reached consensus on having our counsel review the draft agreement with the intent of bringing it to the Board for review at the June 10 meeting and for approval at the June 24 meeting.

6. **Academic Senate Report**
   Yolanda Bellisimo, President of the Academic Senate, reported that she has been mining data from the program reviews and presented some statistics on faculty participation in in-house and outside leadership activities. She emphasized the importance of having a good number of full-time faculty since there is much work to be done. A copy of Ms. Bellisimo’s statement is attached to the minutes as part of the official record.

7. **Classified Senate Report**
   Barbara St. John presented the Classified Senate Report in the absence of Kathleen Kirkpatrick, Classified Senate President. She reported that the Classified Senate raised approximately $275 from its spring fundraiser which will be used for staff development, to honor our retirees, and to replenish the Kelly Litz Fund, an emergency fund for classified staff. She also announced that several classified staff members have volunteered to help with commencement this year. A copy of Ms. St. John’s report is attached to the minutes as part of the official record.

8. **Student Senate and Student Association Report**
   Student Trustee Tam introduced Todd McCleary, the new Student Trustee. He reported that the Student Senate came out in support of the following legislation at the April 21 meeting:
   - AB 1409: “Concurrent Enrollment”
   - AB 1758: “California National Guard: Tuition and Fee Waivers”
   The Student Senate opposed AB 2082: “Student Financial Aid: Military Service” at the same meeting.
   He also reported that the Student Senate has submitted a request to the District to apply for membership in the Hispanic Association of Schools and Colleges.

   A copy of Student Trustee’s statement is attached to the minutes as part of the official record.
9. Board Study Session
   None

10. Consent Calendar Items
    M/s (Long/Treanor) to approve all items on the Consent Calendar.
    The motion passed with a unanimous roll call vote (7-0) plus an advisory aye vote by
    Student Trustee Tam.
    A. Calendar of Upcoming Meetings
       No changes
    B. Classified Personnel Recommendations. Approve the Classified Personnel
       Recommendations:
       1. Permanent Reassignment of Classified Personnel
    C. Academic Personnel Recommendations. Approve the Academic Personnel
       Recommendations:
       1. Phased-in Early Retirement of Academic Personnel
       2. Resignation/Retirement of Academic Personnel
    D. Educational Management Personnel Recommendations. Approve the
       Educational Management Personnel Recommendations:
       1. Appointment and/or Change of Educational Management Personnel
    E. Short-Term Hourly Positions
    F. Budget Transfers – Month of April - FY 2007/08
    G. Warrant Approval
    H. Approve San Rafael Redevelopment Agency Financing Plan
    I. Approve Academic Calendar 2008-2009
    J. Declaration of Surplus Property – Miscellaneous Equipment

11. Other Action Items:
    A. M/s (Long/Paterson) to Approve Clinical Nursing Agreement with Holy Names
       University. The motion passed unanimously (7-0) plus an advisory aye vote by
       Student Trustee Tam.
    B. M/s (Long/Treanor) to Approve METI Agreement. The motion passed
       unanimously (7-0) plus an advisory aye vote by Student Trustee Tam.
    C. M/s (Kranenburg/Tam) to Approve Resolution to Designate NCCC SIA
       Representatives. The motion passed by a unanimous roll call vote (7-0) plus an
       advisory aye vote by Student Trustee Tam.
    D. M/s (Kranenburg/Tam) to Approve Appointments to Citizens’ Oversight
       Committee. The motion passed unanimously (7-0) plus an advisory aye vote
       by Student Trustee Tam.
    E. Modernization (Measure C)
1. Special Approvals
   a. M/s (Treanor/Paterson) to Approve All Building Projects on the Kentfield & Indian Valley Campuses Sole Source Door Keyways Brand
      The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee Tam.
   b. M/s (Treanor/Long) to Approve Pre-Qualified General Contractors, Main Building Complex Project (#417A) & Transportation Technology Complex Project (#402A)
      The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee Tam.
   c. Resolutions Declaring Non-School Building for Instructional Purposes
      1. M/s (Long/Treanor) to Approve Resolution Declaring Greenhouse & Shade-House Facilities as a Non-School Building for Instructional Purposes. The motion passed with a unanimous roll call vote (7-0) plus an advisory aye vote by Student Trustee Tam.
      2. M/s (Long/Treanor) to Approve Metal Building for Auto Technology as a Non-School Building for Instructional Purposes. The motion passed with a unanimous roll call vote (7-0) plus an advisory aye vote by Student Trustee Tam.

2. Approve Projects and Authorize Bidding
   a. Ms (Namnath/Kranenburg) to Approve Transportation Technology Complex Project (#402A) and Authorize Bidding. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee Tam.
   b. M/s (Kranenburg/Long) to Approve Main Building Complex Project (#417A) and Authorize Bidding. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee Tam.

3. Award/Approve Construction Contracts and Changes
   a. M/s (Long/Kranenburg) to Award West Campus Utility Extension Project (#407D – incorporating parts of #850C and #850H) – bidder to be announced (~$875,000) (revised item). The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee Tam.
   b. M/s (Long/Treanor) to Ratify 12 KV Utility Extension Project (#407C) (tree removal services prior to start of general construction) – Kingsboro Atlas Tree Surgery, Inc. ($4,650). The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee Tam.
   c. M/s (Paterson/Kranenburg) to Approve Diamond PE Center Alterations Project (#308B) – Alten Construction – Change Order #1 ($17,454).
The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee Tam.

4. Approve Lease
   a. M/s (Paterson/Kranenburg) to Approve PE Complex Portables Project (#850F) (portable shower buildings) Lease
      Mobile Modular Management Corporation (~$64,000). The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee Tam.

5. Approve New Short Form Professional Service Agreements
   a. M/s (Long/Tam) to Approve Various Projects – Kentfield & Indian Valley Campuses Archeological & Environmental Monitoring
      LSA Associates, Inc. ($54,100) Short Form Professional Services Agreement. The motion passed unanimously (7-0) plus an advisory aye vote from Student Trustee Tam.
   b. M/s (Treasor/Kranenburg) to Approve District Security Consultant (#806A) Campus Security Command & Control System Engineering Services
      Tomasi-Dubois & Associates ($26,045) Short Form Professional Services Agreement. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee Tam.

6. Approve Professional Service Agreement Amendments
   a. M/s (Long/Treasor) to Approve Diamond PE Center Alterations Project (#308B)
      Austin Science Center Roof Repairs Project (#850E)
      Ninyo and Moore – Amendment 4 ($6,390). The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee Tam.
   b. M/s (Long/Kranenburg) to Approve District Signage Consultant (#812A)
      Interior signage design standards, SMCP Complex Project (#305A) project-specific signage design
      Kate Keating Associates, Inc. - Amendment 2 ($79,790). The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee Tam.
   c. M/s (Long/Paterson) to Approve PE Complex Portables Project (#850F)
      Additional moving fees
      Nor-Cal Moving Services – Amendment 3 ($435). The motion passed unanimously (7-0) plus an advisory aye vote by Student
Trustee Tam.

7. Approve Assignment and Consent Agreements
   a. M/s (Paterson/Long) to Approve Quali-Con Enterprises, Inc. to Peter R. Hull Construction Consulting Assignment and Consent Agreement
      DSA Inspection Services, multiple projects ($0). The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee Tam.

F. M/s (Treanor/Kranenburg) to Approve Resolution for Approval of Change Order #1 to Contract with W.R. Forde Associates for Circle Drive Rehabilitation Project. The motion passed by a roll call vote of 5-2 with Trustees Dolan and Namnath casting the no votes. Student Trustee Tam cast an advisory aye vote.

Trustee Namnath explained that he voted no because he wanted Circle Drive repairs to be integrated with solutions to parking problems associated with the Performing Arts project. He thought this would be a great opportunity to provide more parking spaces and more disabled parking. Trustee Dolan also expressed concern over the Performing Arts project parking situation.

12. Items for Possible Future Board Action
   A. Marin Conservation Corps Memorandum of Understanding for Indian Valley Organic Farm and Garden (June)
   B. COM/MTA Agreement (June)
   C. Revised Board Policies (June)
      1. BP 6100: Delegation of Authority
      2. BP 6150: Designation of Authorized Signatures
      3. BP 6320: Investments
      4. BP 6400: Audits
      5. BP 6530: District Vehicles
      6. BP 6580: Excavation Policy
      7. BP 6700: Civic Center and Other Facilities Use
      8. BP 6740: Citizens’ Bond Oversight Committee
      President White asked Trustees to submit their feedback on these revised policies in writing as soon as possible.
   D. Preliminary Tentative Budget (June 10)
   E. Final Tentative Budget (June 24)
   F. Bolinas Lab Recommendations (July)
   G. Textbook Cost Containment (July)
13. Information Items
   A. Contracts and Agreement for Services Report – April, 2008
   B. Modernization Update
      1. Bar Schedule with Spent to Date Through March 2008
      2. Contract Milestone Report
      3. Bidding Climate
   C. Sustainability Update
   D. COMet Update
   E. Third Quarter Financial Statements
   F. Construction Plans for Sheriff Substation
   G. Revised Administrative Procedures
      1. AP 6100: Delegation of Authority
      2. AP 6150: Designation of Authorized Signatures
      3. AP 6320: Investments
      4. AP 6400: Audits
      5. AP 6530: District Vehicles
      6. AP 6580: Excavation Policy
      7. AP 6700: Civic Center and Other Facilities Use
      8. AP 6740: Citizens’ Bond Oversight Committee
   H. Calendar of Special Events
      COM Retiree Reception – May 14, 2008, 4:00 to 6:00 p.m.
      Marin Art & Garden Center, 30 Sir Francis Drake Blvd., Ross
      College of Marin Foundation Scholarship Awards Ceremony
      May 16, 2008, 5:00 p.m., Kentfield Cafeteria
      College of Marin Commencement – May 17, 2008, 10:00 a.m., Kentfield
      Campus Lawn
      A Picnic in the Grove, College of Marin Faculty/Staff Picnic, May 22,
      2008, 12:00 to 1:30 p.m., Redwood Grove, Kentfield
      College of Marin Nursing Program Pinning Ceremony
      May 22, 2008, 6:00 p.m., Fine Arts Theater
      Golden Bell Awards – May 29, 2008, 6:00 p.m., Embassy Suites Hotel,
      101 McInnis Parkway, San Rafael
      Annual COM Foundation Board of Directors Meeting – June 3, 2008,
      6:00 p.m., Saylor’s Landing South, Sausalito
      College of Marin Dental Assisting Program Graduation – June 19,
      2008, 6:30 p.m., Student Services Courtyard, Kentfield

14. Correspondence
   Correspondence in Board Packets
15. **Board Meeting Evaluation**

Trustee Long expressed appreciation for the staff reports.

16. **Adjournment**

M/s (Kranenburg/Dolan) to adjourn the meeting in memory of R.J. de Recat. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee Tam. President Hayashino adjourned the meeting at 8:50 p.m.