

COLLEGE OF
MARIN

**Board of Trustees Meeting
June 10, 2008
Minutes**

A. Closed Session

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

Board President Hayashino called the meeting of the Board of Trustees of the Marin Community College District to order at 4:10 p.m. in the SS A&B Conference Rooms on the Kentfield campus. All publicly elected Trustees were present except Trustee Dolan, who arrived at 4:12 p.m., Trustee Treanor, who arrived at 4:13 p.m., and Trustee Namnath, who arrived at 4:14 p.m. Dr. Frances White, Al Harrison, Anita Martinez, Linda Beam, Larry Frierson, and Armond Phillips were also in attendance.

M/s (Kranenburg/Long) to approve the agenda as presented. The motion passed unanimously.

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 6:25 p.m.

B. 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 6:43 p.m. in the Deedy Staff Lounge on the Kentfield 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.

Board President Hayashino announced the recent passing of Harry Moore, a former COM Board member, and asked everyone to observe a moment of silence in his honor. A memorial service is scheduled for July 12 at 3:00 at the Margaret Todd Center in Novato.

- Administration of Oath of Office to Student Trustee
President White administered the Oath of Office to Todd McCleary, the new Student Trustee. Board President Hayashino thanked outgoing Student Trustee Tam for his service and welcomed Student Trustee McCleary to the Board.

2. Approval of Minutes and Report of Closed Session

M/s (Treanor/Long) to approve the minutes of the May 13, 2008 Board meeting. Trustee Long asked to add the following sentence to her comments about Jim Geraghty under Individual Reports and/or Requests on page 4: "He has been a wonderful ambassador on behalf of COM." The motion to approve the corrected minutes passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.

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

Paul da Silva, biology professor, provided the Board with information on the College of Marin Science Museums (copy attached) and noted that we are fortunate to have collections in anthropology, biology, geology, mineralogy and paleontology which contribute greatly to science education and outreach. He stated that constraints of facilities and staffing have kept us from using these assets to their full potential but noted that many members of the college community recognize the opportunities we have and that an active museum friends group is available to help wherever needed. He expressed optimism for the future of our museums with this team working together. A copy of Mr. da Silva's statement is attached to the minutes as part of the official record.

Ira Lansing, representing UPM, asked why there was no report of monthly consultant expenses in the Board packet. Vice President Harrison responded that this information will be in the June 24 Board packet.

The following individuals expressed their support for the Project Stabilization Agreement (PSA) which will come to the Board for approval at the June 24 Board meeting: Bill Scott of the Marin Building Trades Council, Tom Maths of the Carpenters Union, and Les Proteau representing Painters, Glazers and Floor Layers. They are looking forward to working with us to provide employment and training opportunities in the trades for local people.

4. Board Reports and/or Requests

a. Commendation Resolutions and Other Resolutions

None

b. Legislative Report.

Trustee Paterson reported on the most recent League Legislative Update from the Community College League, calling the Board's attention to AB 1409, which would extend concurrent enrollment, and SB 1585, which would create a voluntary five-year pilot program to increase the rate of at-risk basic skills community college students to advance to credit courses and eventually transfer to 4-year institutions.

Trustee Hayashino reported that Mark Leno won the Democratic State Senate primary and will probably be our next State Senator. She suggested that we invite him to our campus for a visit.

c. Committee Chair Reports

Trustee Long reported that she and Trustee Namnath, as members of the Board

Policy Committee, had a very productive meeting with staff and the CCLC consultant to review Chapters 1 and 2 of our Board policies. She stated that after one more meeting the revised Board policies will be ready to bring to the Board for review and then approval.

d. Individual Reports and/or Requests

Trustee Hayashino thanked President White and staff for organizing such a wonderful commencement outdoors.

Trustee Long expressed appreciation for two acknowledgements for attending campus events which she received in the mail: one from Barbara Tarasoff, the Emeritus President, and one from Grace Hom of the Dental Assisting Program. She asked Dr. White to thank staff for going the extra mile.

Trustee Paterson reported that she, Trustee Hayashino, Vice President Martinez and Dean Schorske recently attended a Marin County Early Childhood Education Partnership meeting where Tom Peters, keynote speaker, emphasized the importance of providing quality childcare. She noted that COM plays a significant role in providing continuing education in the early childhood education arena.

Trustee Namnath stated that he was not able to attend COM's commencement because of family commitments and reported that two COM alumni (his children) just graduated from two quality institutions, Sonoma State and UC Davis. He said that COM should be acknowledged for assisting these two individuals in their career goals.

5. Chief Executive Officer's Report

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

a. Staff Reports

1) WASC Update

President White reported that she and Yolanda Bellissimo, Academic Senate President, attended the Accreditation Commission meeting on June 6. They met with 24 Commissioners and were there to answer questions on the addendum we submitted. Dr. White stated that the atmosphere was friendly and that the commissioners are pleased with our progress in meeting Recommendation #3. She explained that we will not know the outcome for sure until we receive a letter from the Commission in mid to late June but that signs are good and our hopes are high.

2) COM/MTA Joint Use Agreement

President White asked the Trustees to review two documents they have been given: the proposed draft COM/MTA Joint Use Agreement and the document from Barbara Thornton and MTA outlining key issues to be resolved. She reported that we are still in negotiations and that we will have a "meatier" document to discuss at the June 24 meeting.

6. Academic Senate Report

Yolanda Bellissimo, President of the Academic Senate, reported that the Program Review

Committee has been working on the rewrites and format changes to the program review template. The revised template will be ready to launch in September and the next round of reviewers will be expected to have the reviews completed and to the Program Review Committee by November. Ms. Bellisimo stated that the faculty would like to invite the Board of Trustees to do its own program review which could be included in the public presentation of our district-wide program review.

Trustee Kranenburg, chair of the Board's Self-Evaluation Committee, reported that the committee has developed a new template for self-evaluation based on best practices in community colleges. Board members are submitting input and the results of the Self-Evaluation will be reported on at the next Board meeting. Academic Senate Bellisimo asked that the Board consider putting this Self-Evaluation on-line with the other program reviews. Trustees responded favorably to this suggestion.

Ms. Bellisimo announced that we have been invited to do a presentation on our program review template and participatory governance system at an upcoming CCLC conference on best practices for WASC review.

A copy of Ms. Bellisimo's statement is attached to the minutes as part of the official record.

7. Classified Senate Report

No report

8. Student Senate and Student Association Report

No report

9. Board Study Session

a) Budget Update (Preliminary Tentative Budget Projects for 08/09)

Al Harrison, Vice President of College Operations, gave a presentation (copy attached) on the 2008/09 preliminary tentative budget, noting that we have a draft budget that is still being worked on. He noted that our estimated ending fund balance of \$3,697,884 for 2007/08 is slightly higher than what was predicted earlier due to a decrease in expenditures. The pending UPM Retiree Incentive Arbitration settlement may affect both our ending fund balance and/or our contribution to the unfunded liability program.

Mr. Harrison noted that the tentative budget for 2008/09 has the following key elements:

- Budget expenditures exceed planned revenues, reducing the ending fund balance.
- Ending fund balance is at 7.4% of total unrestricted general fund expenses.

Our basic aid increment for 2008/09 will be approximately \$12.8 million. Our overall property tax increase for 2008/09 is expected to be only \$619,000 due to softness in supplemental taxes.

Mr. Harrison explained that we have budgeted for step increases but not for salary increases as there is no money for that. All three bargaining unit contracts are up for renewal. The tentative 2008/09 budget will be brought to the Board for

approval at the June 24 meeting.

b) Annual Status Update for Measure C Modernization Program

Leigh Sata of Swinerton Management & Consulting updated the Board on our Measure C Modernization Program, reviewing projects for both campuses in construction, projects soon to bid and projects at DSA. A copy of his presentation is attached. Board members commented that it is great to see progress.

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 McCleary with the exception of B.10.F.1 which for which Trustee Dolan cast a no vote.

A. Calendar of Upcoming Meetings

July 22, 2008 Regular Meeting of the Board of Trustees will be held on the Indian Valley Campus, Ohlone 106 – 6:30 p.m.

B. Classified Personnel Recommendations. Approve the Classified Personnel Recommendations:

1. Appointment of Classified Personnel
2. Temporary Increase in Assignment for Classified Personnel
3. Resignation/Termination of Classified Personnel

C. Academic Personnel Recommendations. Approve the Academic Personnel Recommendations:

1. Phased-in Early Retirement of Academic Personnel

D. Short-Term Hourly Positions

E. Approve Revised Sabbatical Leave Revisions

F. Modernization – Ratify Professional Service Contract Amendments

1. No-cost contract time extensions – various consultants
2. Amendments less than \$30,000 – various consultants

G. Approve Notice of Completion

11. Other Action Items:

A. M/s (Long/Paterson) to Approve Puente Project: Memorandum of Understanding between College of Marin and the Regents of the University of California. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.

Trustee Treanor asked that the minutes reflect that there will be final negotiations on this and that the MOU will be approved by counsel.

Dr. White acknowledged Nick Chang, Interim Dean of Student Development and Special Services, for his efforts in bringing the Puente Project to COM.

B. M/s (Long/Dolan) to Approve Memorandum of Understanding – Sutter Marin, dba Novato Community Hospital (NCH) and the Marin Simulation Center.

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

- C.(1-4)** M/s (Namnath/Treanor) to **Approve Resolutions Granting Authorization to Sign on Behalf of Governing Board**. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.
- D.** M/s (Namnath/Long) to **Approve Purchase Order for Printing of Fall, Winter, Spring and Summer 2008/09 Community Education Schedules**. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.
- E. Modernization (Measure C)**
 - 1. Special Approvals**
 - a. Approve Annual Contract Renewals**
 - 1. M/s (Treanor/Long) to **Approve Ford Graphics – Reprographics Services Contract Renewal**. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.
 - 2. M/s (Treanor/Long) to **Approve Miller Brown & Dannis – Legal Counsel Contract Renewal**. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.
 - 2. Ratify/Approve Construction Contracts and Changes**
 - a. M/s (Treanor/Paterson) to **Ratify West Campus Utility Extension Project (#407D – incorporating parts of #850C and #850H) – DiGiorgio Contracting Company**. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.
 - b. M/s (Kranenburg/Long) to **Approve Austin Science Center Roof Repairs Project (#850E) – American Services Co. – Change Order 4**. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.
 - c. M/s (Kranenburg/Long) to **Approve Diamond PE Center Alterations Project (#308B) – Alten Construction – Change Order 2**. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.
 - d. M/s (Long/Namnath) to **Approve Small Construction Contracts for PE Complex Portables Project (#850F)**
 - 1. **Classic Plumbing – Plumbing Contractor**
 - 2. **TMP Services, Inc. – Ramp Contractor**
 - 3. **Striping Graphics – Parking Lot Striping Contractor**
 - 4. **Creative Tent Int'l – Purchase & Installation of Tent**
 - 5. **Able Fence Co. Inc. – Fencing Contractor**

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

3. Approve Professional Service Agreement Amendments >\$30,000

- a. M/s (Long/Namnath) to **Approve Various Projects on Kentfield and Indian Valley Campuses Project Specific Furniture, Fixtures, & Equipment (FF&E) Specifications**

Work Transitions Amendment 3

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

- b. M/s (Treanor/Kranenburg) to **Approve Math Science Central Plant Complex Project (#305A), Fine Arts Building Project (#306 C) & Performing Arts Modernization Project (#306A) Initial Study – Project Specific Portions of EIR**

Contract Time Extension

Amy Skewes-Cox - Amendment 8

The motion passed by a vote of 6-1 with Trustee Dolan casting the no vote. Student Trustee McCleary cast an advisory aye vote.

12. Items for Possible Future Board Action

- A. Marin Conservation Corps Memorandum of Understanding for Indian Valley Organic Farm and Garden (June 24)**

- B. Memorandum of Understanding – San Mateo Community College District and Marin Community College District and Program to Support Solar Technician Training (June 24)**

- C. Project Stabilization Agreement (PSA) (June 24)**

- D. COM/MTA Agreement (June 24)**

- E. Revised Board Policies (June 24)**

- 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**

- F. Final Tentative Budget (June 24)**

- G. Bolinas Lab Recommendations (July)**

- H. Textbook Cost Containment (July)**

- I. Memoranda of Understanding for Partnership Agreements for the Marin Simulation**

Center (June 24)

13. Information Items

A. Modernization Update

1. Bar Schedule with Spent to Date Through May 2008
2. Contract Milestone Report through May 2008

B. Sustainability Update

An update on sustainability initiatives was requested for a future Board meeting.

C. Quarterly Progress Report Ending March 31, 2008

D. Participatory Governance System Revised Plan

E. Out-of-Compliance Degree

F. Calendar of Special Events

College of Marin Dental Assisting Program Graduation – June 19, 2008,

6:30 p.m., Student Services Courtyard, Kentfield

IVC Groundbreaking – July 22, 2008

1:00 p.m., Campus Green, IVC Campus

14. Correspondence

Correspondence in Board Packets

15. Board Meeting Evaluation

Trustee Long noted that the Board Officers had set a goal of having shorter, smoothly run meetings by having Board members limit their comments and ask the President and staff questions ahead of time.

She announced that Trustee Hayashino's daughter was recently crowned Miss Northern California Cherry Blossom Queen.

16. Adjournment

M/s (Kranenburg/Long) to adjourn the meeting in memory of Harry Moore. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary. Board President Hayashino adjourned the meeting at 8:10 p.m.