

COLLEGE OF
MARIN

**Board of Trustees Meeting
March 13, 2007
Minutes**

A. Closed Session

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

Board President Treanor called the meeting of the Board of Trustees of the Marin Community College District to order in the SSA&B Conference Rooms on the Kentfield campus at 4:44 p.m. All publicly elected Trustees were present. Dr. Frances White, Al Harrison, Anita Martinez, Linda Beam, and Larry Frierson were also in attendance.

M/s (Long/Dolan) to approve the agenda as presented. The motion passed unanimously (7-0).

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 6:32 p.m.

B. Reconvene to Regular Meeting

1. Reconvene in Open Session

The meeting of the Board of Trustees of the Marin Community College District was reconvened in open session at 6:50 p.m. in the Staff Lounge in the Deedy Student Services Building at 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 Sandfort.

2. Approval of Minutes and Report of Closed Session

M/s (Brockbank/Hayashino) to approve the minutes of the January 30, 2007 Special Board meeting (Retreat). The motion passed unanimously.

M/s (Brockbank/Hayashino) to approve the minutes of the February 13, 2007 Board meeting. The motion passed unanimously.

Board Clerk Kranenburg reported that during the closed session held earlier in the evening, the Board took action to give notice of non-reemployment effective as of June

30, 2007 under Education Code Section 72411 to the Dean of Enrollment Services. The vote was unanimous with all members present. The Board also took action to place the Dean of Enrollment Services on administrative leave, with full pay and benefits effective March 14, 2007 and continuing until the end of this school year. The vote was unanimous with all members present.

The Board also took action to non-reelect a contract employee effective June 30, 2007 under Education Code Section 87608. The vote was unanimous with all members present.

In addition, the Board took action to accept the recommendation of the administration to expel a student and to authorize the President to serve appropriate notice to the student. The vote was unanimous with all members present.

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

Sara McKinnon, College of Marin ESL instructor, expressed concern over the recent Immigration and Customs Enforcement (ICE) raids in Marin County immigrant communities and their effect on COM's ESL classes. A copy of her statement is attached to the minutes as part of the official record.

The following individuals addressed the Board on the Marin School of Arts and Technology (MSAT) lease extension issue: Patrick Macias, Chris Biglin, Robin Donoghue, Trevor Fougere, Janet Coates, Pamela Bridges, Ken Nordhoff, William Brown, Jan Zimmerman, Christine Sleight, Saxon Holt, Eric Christensen, Harry Forst, and Daniel Sonkin. They described the high quality education MSAT students are receiving, expressed appreciation for the opportunity to have MSAT on our beautiful Indian Valley campus for the last four years, and asked the Board to consider allowing MSAT to remain at IVC for one more year.

President White reported that she and Director of Modernization Chernock had met with two MSAT parents and had asked for additional information. Once the information is received, COM staff will take a look at the situation and see what can be suggested.

4. Board Reports and/or Requests

a. Commendation Resolutions and Other Resolutions

1) Resolution in Support of March as Women's History Month

Board Clerk Kranenburg read the Resolution. M/s (Moore/Long) to approve the **Resolution in Support of March as Women's History Month**. The motion passed unanimously by a roll call vote of 8-0 (including an advisory vote by Student Trustee Sandfort).

b. Legislative Report.

Trustee Brockbank reported that, thanks to the efforts of Senator Barbara Boxer, he hopes California students will not be penalized by lower Pell grants.

c. Committee Chair Reports

Board President Treanor reported that she and Trustee Hayashino have been having discussions about capital campaign fundraising. She also noted that she, President White, Margaret Elliott, and Frank Parnell had met to discuss COM's Memorandum of Understanding with the COM Foundation and that further

evaluation of this issue was needed. Trustee Treanor has informed Mr. Parnell that our Board needs to discuss the relationship between the two Boards (COM and COM Foundation) and how they will work together before a joint meeting of the two Boards can take place.

d. Individual Reports and/or Requests

Trustee Hayashino reported that she and Trustees Long and Kranenburg had attended the annual Marin County School Boards Association dinner meeting for School Board Trustees and Superintendents on March 1.

Trustee Dolan complimented COM's Performing Arts Department for an excellent presentation of "Servant of Two Masters" and encouraged everyone to attend.

e. CEO Report to Board on WASC Compliance

President White reported that every April the Accrediting Commission requires each community college to submit an Annual Fiscal Report and an Annual Report asking for information about program changes. This year there is a new requirement to respond to 23 questions about our progress in implementing student learning outcomes (SLO's). Completing this report will be an ongoing requirement as WASC has given community colleges a timeline of 8 to 10 years to fully implement SLO's.

5. Chief Executive Officer's Report

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

a. Staff Reports

1) COMet Update

Al Harrison, Vice President of College Operations, reported that we are on target in terms of meeting our goals. He stated that the ERP system will enable us to function in a more integrated and effective way since each system will work on the same database.

2) Budget Update

Vice President Harrison reviewed the District's Budget Planning Calendar and proposed budget revenue assumptions for the fiscal year 2007-2008. He noted that the District will remain a basic aid district and that nothing in the Governor's budget indicates extra funds for or threats to basic aid districts. We are anticipating two revenue reductions: an estimated loss of \$450,000 due to the fee reduction from \$26/unit in fall 2006 to \$20/unit in spring 2007 and loss of MSAT rents of approximately \$200,000. Vice President Harrison noted that he sees next year as a potentially lean year based on early information.

3) Phi Theta Kappa

President White reported that we are organizing our first chapter of Phi Theta Kappa at COM. She introduced Dr. Arnulfo Cedillo, our Director of Student Affairs and Health Center, who explained that Phi Theta Kappa (an international honor society) is one of two honor societies that community college students can join, the other being Alpha Gamma Sigma (for California

only). Dr. Cedillo reported that Dr. White and Vice President Anita Martinez attended orientation dinners held at COM on February 28 and March 1 and met potential student members. Letters have been sent to 650 students who qualify and 40 applications have been received already. We are planning to have an induction ceremony in late April or early May. Yolanda Bellisimo is the faculty advisor and Dr. Cedillo is the administrative liaison.

Vice President Martinez noted that much scholarship money is available to Phi Theta Kappa members and that members can participate in all-California and all-USA academic teams. Board members expressed strong support for this program.

4) Modernization Update

Director of Modernization V-Anne Chernock reported that priorities for power plant replacement at IVC will include replacing boilers and bringing electrical switch equipment out of the ground. She stated that initial EIR studies have been completed and reviewed internally. Public scoping meetings have been scheduled for March 28 and 29, and we are still on target for certifying the EIR in October or November. Director Chernock also reported that the two special advisors who have been assisting her have almost completed their jobs. Their contracts will remain open through the current year, and we will call them if we need their services.

5) Program Review Update

Yolanda Bellisimo, one of the co-chairs of the Institutional Planning Committee (IPC), reported that she has been working with the Budget Committee and IPC to develop a plan to use program review to guide planning and the setting of priorities. Efforts will be made to align the planning calendar and budget calendar. Ms. Bellisimo also reported that a queue will be developed so that all programs will know when they are scheduled for program review.

Vice President Anita Martinez announced that we will issue a second call for programs to participate in program review.

6) Enrollment Update

Vice President Anita Martinez distributed and discussed preliminary end-of-term fall comparison enrollment figures for noncredit and community education. She noted that emeritus and ESL enrollments have increased.

6. Academic Senate Report

Yolanda Bellisimo, Academic Senate President, reported that she would be distributing copies of the COM Mission Statement at the next Senate meeting and asking for input, since the college is in the process of reviewing the statement as it is required to do by WASC each year. She also reported that she would propose forming an ad hoc Senate committee to investigate a set of guidelines for chair elections and present this to UPM as a white paper. She noted that there is a movement afoot to prevent smoking on campus and announced that the Senate is writing the policy for the Petitions Committee. A copy of Ms. Bellisimo's statement is attached to the minutes as part of the official record.

7. Classified Senate Report

Kathleen Kirkpatrick, Classified Senate President, reported that over 20 faculty and staff attended the Health & Wellness workshop on stress management on March 9 and that feedback has been positive. The next Health & Wellness workshop is scheduled for March 23. The Classified Senate is also sponsoring a series of workshops on how to effectively handle people with severe psychological and behavioral issues. A copy of Ms. Kirkpatrick's statement is attached to the minutes as part of the official record.

8. Student Senate and Student Association Report

Hoa-Long Tam, ASCOM President, reported that Pia Oestlien, COM's SSCCC Delegate and Region III chair, has resigned for personal reasons but will continue to serve as a statewide senator-at-large and a student representative on Consultation Council. He also reported that the Club Fest sponsored by ASCOM and the Inter-Club Council was a huge success and that the ASCOM election is scheduled for the week of April 30. Mr. Tam asked the Board to take a stand on ICE raids so that classes can continue in peace. A copy of Mr. Tam's statement is attached to the minutes as part of the official record.

Erika Harkins reported that the Emeritus Council is revising its bylaws and reorganizing the Emeritus Curriculum Committee.

9. Board Study Session

a. Unfunded Liability Presentation

Vice President Harrison introduced Ray Giles, Vice President of the Community College League (CCLC), who expressed appreciation for the resolution on the agenda for the evening meeting which authorizes the district to participate in the Retiree Health Benefit Program Joint Powers Agency (JPA) and to enter into an agreement with CCLC to administer a plan to fund the District's unfunded liability. At our Board's request, the JPA worked with Lee Epstein and his company, Invest By Design, to develop a socially responsible investment option. Mr. Epstein provided information on this Community Investment option and responded to questions.

Dale Scott of Dale Scott and Company briefed the Board on options for funding the District's actuarially determined unfunded liability. Vice President Harrison explained that a comprehensive funding strategy will be recommended at a future Board meeting.

10. Items for Possible Future Board Action

- a. Draft Memorandum of Understanding with Sonoma State University - Hosting Simulation Equipment**
- b. Athletic Field Conditions**
- c. COM Mission Statement (April)**

11. Consent Calendar Items (Roll Call Vote)

M/s (Kranenburg/Hayashino) to approve all items on the Consent Calendar with these changes:

The May 16 Retiree Celebration (4:00 to 6:00 p.m.) was added to the “Other Special Events” calendar.

12.D should be moved to 13.E.

12.I was handled in closed session and can be deleted from the Action Calendar.

The motion passed unanimously with a roll call vote (8-0 with an advisory vote by Student Trustee Sandfort).

A. Calendar of Upcoming Meetings & Other Special Events

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

March 27	Board Study Session – 4:30 to 8:30 p.m., Staff Lounge, Deedy Student Services, Kentfield
April 17	Board Study Session – 1:00 to 5:00 p.m., Staff Lounge, Deedy Student Services, Kentfield Regular Meeting – 6:30 p.m. – Staff Lounge, Deedy Student Services, Kentfield
May 15	Board Study Session – 1:00 to 5:00 p.m., Ohlone 106, IVC Regular Meeting – 6:30 p.m. – Ohlone 106, IVC
June 12	Board Study Session – 1:00 to 5:00 p.m., Staff Lounge, Deedy Student Services, Kentfield Regular Meeting – 6:30 p.m. – Staff Lounge, Deedy Student Services, Kentfield
June 26	Regular Meeting – 6:30 p.m. – Ohlone 106, IVC Tentative Budget Adoption
July 17	Regular Meeting – 6:30 p.m. – Staff Lounge, Deedy Student Services, Kentfield
August 28	Regular Meeting – 6:30 p.m., Ohlone 106, IVC Final Budget Adoption
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 13	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:

President’s Circle Breakfast – May 1, 2007, 7:30 a.m., Embassy Suites, 101 McInnis Parkway, San Rafael

Commencement – May 25, 2007, 7:00 p.m., Gymnasium

- B. Classified Personnel Recommendations.** Approve the Classified Personnel Recommendations:
 - 1. Appointment of Classified Personnel
 - 2. Request for Leave of Absence/Uncompensated Leave
- C. Academic Personnel Recommendations.** Approve the Academic Personnel Recommendations.
 - 1. Approval of Continued Employment of Academic Contract Faculty
 - 2. Change of Academic Personnel Assignment
- D. Short Term Hourly Positions**
- E. Budget Transfers – Month of February - FY 2006/07**
- F. Warrant Approval**
- G. Adopt Procedure for Publication, Outreach and Selection of Citizens’ Oversight Committee (COC)**
- H. Approve Resolution Authorizing the Issuance of Tax and Revenue Anticipation Notes (TRANS) for Fiscal Year 2007/08.**
- I. Modernization (Measure C) Contracts**
 - 1. Professional Services Contracts
 - (a) New Short Form Contracts - **none**
 - (b) New Long Form Contracts - **none**
 - (c) Full Contracts/Ratifications - **none**
 - (d) Amendments (Short-Form Contract)
 - (i) Testing & Inspections Services
Storm Drain Repairs Project #401A – Kleinfelder, Inc.
Amendment #2
 - (e) Amendments (Long-Form Contract) - **none**
 - 2. Construction Contracts
 - (a) Bid Awards - **none**
 - (b) New Contracts – **none**
 - (c) Ratifications – **none**
 - (d) Change Orders – **none**
 - (e) Notices of Completion - **none**
- J. Authorization to Initiate Projects (Measure C) - none**
- K. Miscellaneous (Measure C)**
 - 1. Disposal of Surplus Property
- 12. Other Action Items**
 - A. 2007 California Community College Trustees (CCCT) Board Election**
This item was deferred to the March 27, 2007 meeting.

- B. M/s (Hayashino/Brockbank) to **Approve Resolution Authorizing Participation in Retiree Health Benefit Joint Powers Agency and Approving Agreement Administered by California Community College League (CCLC)**. The motion passed unanimously with a roll call vote (8-0 including an advisory vote by Student Trustee Sandfort).
- C. M/s (Kranenburg/Moore) to **Authorize Purchase of Bi-Fuel (Gas/Ethanol) Maintenance Vehicles**. The motion passed unanimously (8-0 with an advisory vote by Student Trustee Sandfort).
- E. M/s (Hayashino/Kranenburg) to **Approve Measure C Bond Program - District Architect's Summary Documents (Volumes 1B and 4)**. The motion passed unanimously (8-0 with an advisory vote by Student Trustee Sandfort).
- F. M/s (Kranenburg/Hayashino) to **Approve Revised Long-Form Contract for Architectural Services**. The motion passed unanimously (8-0 with an advisory vote by Student Trustee Sandfort).
- G. M/s (Hayashino/Kranenburg) to **Release Retention for Bond Program Consulting Contracts**. The motion passed unanimously (8-0 with an advisory vote by Student Trustee Sandfort).
- H. M/s (Hayashino/Kranenburg) to approve **Project Initiation Form (PIF) - Power Plants at IVC (Project #407A)**. The motion passed unanimously (8-0 with an advisory vote by Student Trustee Sandfort).

13. Information Items

- A. **Contract and Agreement for Services Report – February 2007**
- B. **College of Marin Mission Statement Annual Review**
- C. **District Responses to Trustee Treanor's Questions About Long-Form Architect Contract**
- D. **SWACC Action Plan**
- E. **Measure C Bond Program – District Architect's Summary Documents (Volumes 1A, 1C and 1D)**

14. Correspondence

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

15. Board Meeting Evaluation

16. Adjournment

M/s (Brockbank/Long) to adjourn the meeting. The motion passed unanimously and Board President Treanor adjourned the meeting at 10:32 p.m.

