

COLLEGE OF
MARIN

**Board of Trustees Meeting
November 14, 2006
Minutes**

A. Board Study Session

The meeting of the Board of Trustees of the Marin Community College District was called to order at 2:08 p.m. by Board President Brockbank in the Staff Lounge, Deedy Student Services, Kentfield campus. All Trustees were present except Trustee Treanor, who arrived at 2:17 p.m., and Student Trustee Sandfort.

MODERNIZATION WORKSHOP

1. Photovoltaic and Solar Panels Presentation and Discussion

V-Anne Chernock, Director of Modernization, noted that sustainability is a broader concept than solar and provided definitions of photovoltaics (PV) and solar thermal as follows:

Photovoltaics – panels that collect sun and produce electricity

Solar thermal – panels that collect sun and heat water

Director Chernock stated that the modernization team would propose putting solar thermal panels on the roof of the PE building, not photovoltaics. She introduced Mike Lucas and Glenn Claycomb of AlfaTech Cambridge who presented information on two options: 1) installing PV's (using today's standard technology) to provide 100% of all power needed; and 2) installing PV's on roofs only and calculating what percentage of power that might provide as a percentage of the total requirement. Projected costs for the two options were provided for the Kentfield campus, IVC campus, and the PE building (copy of presentation attached).

Director Chernock stated that the Board would be asked to accept the schematic design for the PE Building at the evening meeting, independent of any decisions regarding solar and PV issues. She explained that further study would take place on the solar and PV questions and that details would be worked out during design development.

Board members asked for additional information on various options for incorporation of solar energy into the plan for the PE building.

2. Schematic Design for Diamond PE Complex, Kentfield Presentation and Discussion

Jeff Stahl presented an overview of Kwan Henmi's schematic design plan for modernization of the Diamond PE Complex, including a construction budget analysis (copy of presentation attached). He noted that solar heating for the swimming pool will be included as a result of a decision reached at the November 13 District Modernization Committee meeting. Nathan Lozier, of Royston, Hanamoto, Alley and Abey, reviewed landscaping plans for the Diamond PE Complex. Mr. Lozier noted that the landscape architects addressed two major issues in their site plan: ADA compliance and image upgrade.

Trustees provided feedback and asked questions about the plans and proposed budget. They discussed having 50% renewable energy on every project and changing Board policy to reflect this directive. Director Chernock stated that the modernization team has been working off the Board resolution calling for 3% budget augmentation for sustainable features and LEED ratings and that she would appreciate guidance and help with the budget from the Board, perhaps in the form of a new resolution, if we are now to seek to obtain 50% of our energy from renewable sources.

The Study Session was recessed at 5:00 p.m.

B. Closed Session

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

The Board of Trustees of the Marin Community College District met in SS Conference Rooms A&B in the Student Services Building of the Kentfield campus, all members having received notice as prescribed by law. Board President Brockbank reconvened the meeting at 5:12 p.m. All Trustees were present. Dr. Frances White, Al Harrison, Anita Martinez, Linda Beam, and Larry Frierson were also in attendance.

M/s (Long/Hayashino) 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.

C. 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 6:35 p.m. in the Staff Lounge of the Deedy Student Services Building at the Kentfield campus by Board President Brockbank. He announced that the meeting was being recorded to facilitate the preparation of minutes. All Trustees were present.

2. Approval of Minutes and Report of Closed Session

Board Clerk Treanor 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.

M/s (Hayashino/Long) to approve the minutes of the October 10 Joint Meeting of Marin Community College District Trustees/College of Marin Foundation Board of Directors. The motion passed unanimously.

M/s (Long/Treanor) to approve the minutes of the October 10 Board meeting. The motion passed unanimously.

M/s (Long/Hayashino) to approve the minutes of the October 30 Special Board meeting. The motion passed unanimously.

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

Scott de Young asked the Board to treat SEIU workers equitably and offer them the same pay increase that faculty received.

Chris Edmondson also addressed the Board regarding SEIU negotiations and asked for a fair and equitable raise in the salaries of the 41 SEIU members. A copy of his statement is attached to the minutes as part of the official record.

Dr. Larry Witter thanked Dr. White, Rob Barthelman, Andres Edwards, and Sim Van der Ryn for their participation on a panel entitled "Visioning a Green Campus" held at the Green Festival in San Francisco over the weekend. He stated that he would like to see events of this nature receive more publicity in our county. A copy of Dr. Witter's statement is attached to the minutes as part of the official record.

4. Board Reports and/or Requests

a. Commendation Resolutions and Other Resolutions

None.

b. Legislative Report.

Trustee Hayashino reported that Prop 1D passed in the recent election and that this is good news for California schools. She encouraged Trustees to attend the 2007 Marin County Legislative Action Seminar scheduled for January 17 and 18 in Sacramento. Trustee Hayashino also suggested that we invite our new Assembly member to visit our college and meet with Dr. White and members of the Board.

c. Committee Chair Reports

Trustee Kranenburg reported that the Policy Committee (Trustees Kranenburg and Moore joined by Trustee Dolan) had met and reviewed current policies and policy templates from the State Chancellor's Office.

d. Individual Reports and/or Requests

Trustee Treanor reported that she and Trustee Hayashino had recently met to brainstorm fundraising ideas for our bond program. They discussed possible fundraising opportunities for the PE complex, including selling lockers and putting donors' names on them.

Trustee Long reported that she and several other Trustees attended the recent Bay 10 Trustees meeting and heard a wonderful presentation by the sponsor of California's Stem Cell Research proposition. She also reported that she attended the recent Emeritus art exhibit and found it to be delightful.

Trustee Treanor expressed her appreciation for College of Marin's representation at the Barack Obama luncheon sponsored by the Marin Education Foundation (MEF). She reported that approximately \$40,000 was raised at the event and that Senator Obama would be asked if he wants to have a scholarship named after him.

Trustee Kranenburg reported that he recently attended an Education Task Force meeting where putting together a professional development program for the benefit of all schools in the county was discussed. He noted that several Trustees attended the recent Marin Economic Commission Awards Luncheon and reported that budgets for campus buildings were discussed at the last Ad Hoc Budget meeting.

Trustee Dolan commended COM's Dance Department for its fall program, which she described as lovely and exciting.

Board President Brockbank reported that he attended the most recent Center for Regenerative Design forum on "greening of the commons," and found it to be quite interesting.

e. CEO Report to Board on WASC Compliance

President White reported that the Accrediting Team was on campus on Monday, November 13, met with a variety of individuals and committees, and held an open meeting. She stated that overall, the visit went well, and that the team's draft report will be submitted to the Commission in January. After the Accrediting Commission meets at the end of January, we will be notified of our accreditation status.

5. Chief Executive Officer's Report

Dr. White indicated that her written report was in the Board packets. She announced that 100,000 COM schedules have been published and would soon be sent to local households. Chester Arnold is on the cover and a Measure C update is included in each schedule. President White also stated that she, Trustee Long (who will be a presenter), and some staff members would be traveling to the CCLC Convention in Costa Mesa later in the week and that Dietrich Stroeh, a COM graduate, would be honored as a recipient of this year's California Community College Distinguished Alumni Award.

President White introduced Diana Verdugo, our new Interim Director of Noncredit & ESL, Community & Contract Education.

a. Staff Reports

1) Program Review Update

Anita Martinez, Vice President of Student Learning, distributed copies of a timeline and schedule for completion of program review procedures at the College of Marin (copy attached). She reported that the Institutional Planning Committee (IPC) has been working diligently on the Program Review document which is almost ready to go through our participatory governance process.

2) Review to Optimize Enrollment

Anita Martinez, Vice President of Student Learning, distributed copies of two pages (copies attached) from the Spring '07 schedule, noting that we are trying to make the schedule more student-friendly by providing more information about registration. She called the Board's attention to two pieces of information on the handout: the establishment of priority registration for EOPS and DSPS students, and the extension of registration through Sunday.

3) Health Fee Update

Vice President Martinez reported that our concurrent enrollment is up 68% this semester and that the administration is recommending waiving the health fee for high school students enrolled through concurrent enrollment. This action could increase the number of students enrolled in concurrent enrollment while in high school and encourage more high school students to enroll in College of Marin upon graduation.

4) Field Courses

Vice President Martinez reported that COM has a long history of offering field courses, primarily in life and earth sciences. She explained that a working group is meeting to develop budget procedures, policies, and guidelines for field courses which will go through the participatory governance system and then be brought to the Board for approval. Erik Dunmire, Interim Dean of Math & Sciences, stated that students and faculty would like to make presentations to the Board on their field course experiences at a later time.

5) Modernization Update

V-Anne Chernock, Director of Modernization, introduced Steve Buhler, Swinerton's new Interim Program Manager for COM. She called the Board's attention to Information Item C.13.E (Proposed Purchase of New Tables and Chairs for Student Services Cafeteria, Kentfield), noting that this is the first large purchase of furniture under the bond. She announced that two Community Forums have been scheduled: December 13 at Kentfield from 7 to 8:30 p.m. (Olney 96), and December 14 at IVC from 7 to 8:30 p.m. (AS101). Director Chernock distributed draft copies of the MCCD Commissioning Plan (copy attached) and said she would bring more information on this subject to the Board in January and February.

6) ERP Update

Al Harrison, Vice President of College Operations, reported that all ERP implementation plans are on target.

7) Scheduled Maintenance Five-Year Plan

Vice President Harrison stated that we have to submit our five-year scheduled maintenance plan (to be voted on at the evening meeting) to the State Chancellor's Office in order to be in the queue for state funds.

6. Academic Senate Report

Yolanda Bellisimo, Academic Senate President, reported that she and the Senate Vice President and Secretary attended the State Senate Plenary session in Newport Beach. They attended sessions on changes in English and math requirements, compressed calendars, accreditation issues, and legislative updates. She also reported that Ian Walton, President of the State Academic Senate, visited COM's Academic Senate meeting on November 9 and announced that the Senate would sponsor a Brown Act training session on November 17. A copy of Ms. Bellisimo's statement is attached to the minutes as part of the official record.

7. Classified Senate Report

Becky Reetz, Classified Senate President, reported that Classified Senate was currently reviewing a document entitled "Delineation of Roles and Responsibilities Between the Exclusive Representatives and the Classified Senate at the College of Marin," which has been approved by the CSEA Executive Board and will also be reviewed by SEIU. She also reported that CSEA, SEIU, and the Classified Senate are working together to revise the appointment process for classified staff to all governance and hiring committees. Ms. Reetz announced that the Classified Senate would sponsor a Health and Wellness lunchtime workshop for all college employees in the spring. A copy of Ms. Reetz' statement is attached to the minutes as part of the official record.

8. Student Senate and Student Association Report

Kelea Sandfort, Student Trustee, distributed a written report (copy attached) on the Student Forum held on September 26. She reported that the Student Senate has 12 members actively participating already this year and that many task forces have been formed to deal with issues important to the students. Student Trustee Sandfort also reported that five students attended the School Trustees Assembly recently held at the South San Francisco Convention Center. She introduced Pia Oestlien, who won one of the 10 Senator-at-large seats to the SSCCC (Student Senates of the California Community Colleges).

Hoa Long-Tam, ASCOM President, announced that the Outreach and Events Office at College of Marin would be hosting Healthy Teens Marin Partnership's Peer Summit on November 17, and that ASCOM and Interclub Council students would be conducting one of the workshops.

9. Board Study Session

None

10. Items for Possible Future Board Action

a. Program Review Policy

b. College of Marin Foundation/College of Marin Memorandum of Understanding

Board President Brockbank reported that he attended the COM Foundation meeting that morning and that it had been determined that the COMF/COM Memorandum of Understanding doesn't expire. Therefore, this item will not have to be on a future agenda.

11. Consent Calendar Items (Roll Call Vote)

M/s (Treanor/Kranenburg) to approve all items on the Consent Calendar with the addition of two dates to C.11.A, Calendar of Upcoming Meetings &

Other Special Events:

Measure C Community Forums: December 13, 7 to 8:30 p.m., Olney Hall 96, Kentfield; and December 14, 7 to 8:30 p.m., AS101, IVC

The motion passed unanimously with a roll call vote.

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:

December 4, 2006 – Possible Special Board Meeting – 6:00 p.m.,
Staff Lounge, Deedy Student Services, Kentfield Campus

December 12, 2006 – Board Study Session on Design Concepts/Bond
Program, 1:00 to 5:00 p.m., Staff Lounge, Deedy Student Services,
Kentfield

December 12, 2006 – Organizational and Regular Board Meetings – 6:30
p.m., Staff Lounge, Deedy Student Services, Kentfield

Other Special Events:

Annual CCLC Conference, November 16-18, 2006, Costa Mesa Hilton
COM Holiday Christmas Party, December 14, 2006, 4:00 to 7:00 p.m.,
Willie's Café, 799 College Avenue, Kentfield

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

1. Appointment of Classified Personnel
2. Appointment of Hourly Personnel
3. Temporary Increase/Decrease of Classified Assignments
4. Resignation/Separation of Classified Personnel

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

1. Resignation/Retirement of Academic Personnel
2. Temporary Increase of Academic Personnel for Fall Semester 2006
3. Appointment of Temporary Non-Credit and ESL Community Education and Services Instructors for Fall 2 Quarter 2006

D. Short-Term Hourly Positions

- E. **Budget Transfers – FY 2006/07**
- F. **Approve Confidential, Supervisory, and Managers’ Salary and Benefits – 2006/2007**
- G. **Reject Claim – Marilyn Seiberling**
- H. **Approve Scheduled Maintenance Five-Year Plan 2007/08 Through 2011/12**
- I. **Approve Waiving the Health Fee for High School Students Enrolled Through Concurrent Enrollment**
- J. **Approve Contract Award to Tremco, Inc. for Miscellaneous Roof Repairs at Kentfield and Indian Valley Campuses**
- K. **Modernization (Measure C) Contracts**
 - 1. Professional Services Contracts
 - a. New Short Form Contracts - **none**
 - b. New Long Form Contracts - **none**
 - c. Amendments
 - (i) Amendment #1 – VBN Architects
 - (ii) Amendment #1 – Kwan Henmi Architecture/Planning
 - (iii) Amendment #1 – Marcy Wong & Donn Logan Architects
 - (iv) Amendment #5 – CSW/Stuber-Stroeh
 - (v) Amendment #3 – Fugro West, Inc.
 - 2. Construction Contracts
 - a. Bid Awards - **none**
 - b. New Contracts – **none**
 - c. Ratifications - **none**
 - d. Change Orders
 - (i) Change Order #2 – Ghilotti Bros., Inc./Larkspur Annex Demolition Project #321A
 - (ii) Change Order #1 – Maggiora & Ghilotti, Inc./Gas Main Replacement Project #410A
 - e. Notices of Completion
 - (i) Fire Mitigation Project #418A
 - (ii) Gas Main Replacement Project #410A
- L. **Authorization to Initiate Projects (Measure C)**
None
- M. **Miscellaneous (Measure C)**
 - 1. Proposed Sale, Donation, and Disposal of Surplus Property
 - a. Disposal of Surplus
 - b. Donation of Telescope
 - c. Sale of Looms

12. Other Action Items:

- A. M/s (Treanor/Long) to **Approve Resolution to Enter into an Agreement with the California Department of Education for the Purpose of Providing Child Care and Development Services and Designation of Personnel to Sign Contract Documents for Fiscal Year 2006/07.** The motion passed unanimously with a roll call vote.
- B. M/s (Moore/Treanor) to **Accept Diamond PE Complex Schematic Design** with this friendly amendment offered by Trustee Treanor:
 “The Board accepts Kwan Henmi’s schematic design for the Diamond PE Complex so that it can move forward to design development phase with the understanding that the Board’s motion modifies the schematic to include renewable energy to service 50% of the Complex utility demands and solar thermal to provide 100% of the pool heating demand.”
 The motion passed by a vote of 6 ayes to 1 no (Trustee Dolan). Trustee Dolan stated that she voted “no” because she thinks the “green” element and solar heating should have been included in the proposal and she doesn’t think it’s responsible to approve something partial.
- C. M/s (Treanor/Kranenburg) to **Approve Travel by COM Life and Earth Sciences 2007 Field Courses – Biology 139H, Biology 242, Biology 247A, Geology 126, Geology 127B.** The motion passed unanimously with a roll call vote.

13. Information Items

- A. **Contract and Agreement for Services Report – October 2006**
- B. **Statewide Association of Community Colleges (SWACC) Property and Liability Inspection**
- C. **Contracts for Designated Approval**
- D. **District Goals, Principles, Guidelines, and Technical Standards**
- E. **Proposed Purchase of New Tables and Chairs for Student Services Cafeteria, Kentfield**
- F. **Swinerton Quarterly Report**

14. Correspondence

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

15. Board Meeting Evaluation

A request was made to hear comments from staff on Swinerton Quarterly Reports during Board meetings.

16. Adjournment

M/s (Hayashino/Long) to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 8:00 p.m.

