

COLLEGE OF
MARIN

**Board of Trustees Meeting
October 10, 2006
Minutes**

A. Board Study Session

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

The meeting of the Board of Trustees of the Marin Community College District was called to order at 1:30 p.m. by Board President Brockbank . All Trustees were present except Trustee Dolan, who arrived at 3:55 p.m.

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

MODERNIZATION WORKSHOP

Themes and Styles

V-Anne Chernock, Director of Modernization, clarified definitions of the terms “theme” (general context for design criteria) and “style” (characteristic features of a building) and then discussed themes that have recently been attributed to each campus: “arboretum” for Kentfield and “oak woodland, educational park” for IVC. A copy of her presentation is attached.

The Trustees shared their ideas about theme and style and some of them expressed a preference for buildings that would reflect a historic academic style similar to that of the Stanford and Santa Clara University campuses. Director Chernock stated that the Board’s feedback would be shared with the architects, that design standards have been set, and that the architects will present conceptual designs to the District Modernization Committee and then to the Board in November.

Recommended Bond Program

Director Chernock reviewed the Measure C updated facilities plan and preliminary bond spending plan (as recommended by the District Modernization Committee). Copies of this information are attached.

In response to questions about sustainability, Director Chernock stated that at this point in time we are looking at certifying for silver and possibly higher. President White stated that we will take sustainability as far as we can within our budget.

Student Trustee Kelea Sandfort and ASCOM President Hoa-Long Tam expressed concern over the omission of funds for a Student Center or for improvements (including ADA upgrades) to the Student Services Building in the spending plan. They asked for more information about state codes and regulations related to Student Centers. Dr. White and Trustees assured them that the conversation regarding funding for the Student Center would continue and that there may be other ways to fund such improvements in the future.

Program Definition Document

Director of Modernization Chernock reviewed the Program Definition Document Table of Contents (copy attached). The completed document will be brought to the Board in draft form in November and then submitted for approval in December.

The Study Session was recessed at 4:10 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 Conference Room AS 101 at the Indian Valley campus, all members having received notice as prescribed by law. Board President Brockbank reconvened the meeting at 4:15 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/Moore) 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 6:30 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 6:45 p.m. in POMO 188 at the IVC campus by Board President Brockbank. He announced that the meeting was being recorded to facilitate the preparation of minutes. All Trustees were present except Student Trustee Sandfort, who arrived at 6:50 p.m.

2. Approval of Minutes and Report of Closed Session

Board Clerk Treanor reported that the Board had met in closed session earlier that afternoon to conduct an employee grievance appeal concerning a complaint filed against another District employee. For reasons including those in Dr. White's 8/20/06 letter, the Board denied the grievance by a unanimous vote.

M/s (Hayashino/Long) to approve the minutes of the September 19 Special Board meeting (Retreat). The motion passed by a vote of 5-0 with two abstentions (Trustees Moore and Kranenburg).

M/s (Treanor/Long) to approve the minutes of the September 19 regular Board meeting. The motion passed by a vote of 5-0 with two abstentions (Trustees Moore and Kranenburg).

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

There was no one present who wished to address the Board on the items not listed on the agenda.

4. Board Reports and/or Requests

a. Commendation Resolutions and Other Resolutions

1) Resolution in Support of Proposition 1D

M/s (Hayashino/Long) to approve the **Resolution in Support of Proposition 1D, the Kindergarten-University Public Education Facilities Bond Act of 2006**. The motion passed unanimously with a roll call vote.

b. Legislative Report.

Trustee Hayashino thanked the Board for supporting Prop 1D and said she would communicate passage of the resolution to the Community College League. She reported that the governor had signed SB 361, which will change the funding formula for community colleges, and a bill which resolves teacher complaints against the governor re. Prop 98 funds. The governor vetoed a bill that would increase student fees and one that provided for early assessment pilot programs for community colleges.

Board President Brockbank announced that each community college district has been asked to raise money for the community college initiative, which the Community College League is co-sponsoring. The initiative will address issues related to funding, governance and student fees. The amount we have been asked to contribute (based on our enrollment) is \$12,000. President White has donated \$1,000. Trustee Brockbank stated that the Board and Dr. White need to develop a plan in conjunction with the President's Circle and the COM Foundation to raise the additional \$11,000.

c. Committee Chair Reports

None

d. Individual Reports and/or Requests

Trustee Dolan reported that she saw the COM production "Born Yesterday" and complimented the COM Drama Department on another excellent production.

Trustee Long asked for a report on Partnership for Excellence (PFE) projects.

Trustee Hayashino reported that she, Trustee Brockbank, President White, Margaret Elliott, and COM Foundation Board members attended a recent fundraising symposium sponsored by the Network of California Community College Foundations. This was an excellent opportunity to network with other community college foundations and Board members and to participate in

helpful discussions on fundraising and how to structure foundations.

Board President Brockbank reported that he, Al Harrison, Dr. White, and Cathy Summa-Wolfe had recently toured Classic Residence by Hyatt, an upscale senior residence in Palo Alto. Hyatt is considering the possibility of applying to build a similar facility on the IVC campus.

Trustee Kranenburg reported that Board members and Foundation Directors had participated in a productive luncheon meeting earlier in the day and had discussed fundraising strategies.

Trustee Treanor reminded the Board that the Marin Education Foundation is sponsoring a luncheon/fundraiser on October 25 featuring Senator Barack Obama as the guest speaker.

e. CEO Report to Board on WASC Compliance

1) Report to Accrediting Commission

President White called the Board's attention to the draft of our Accreditation Progress Report in their packets. She reported that the final document will be sent out on October 13 and that the visiting team will have an opportunity to review the report before they arrive on November 13. Supporting documents will be available for their review the day of the visit. The Accrediting Commission will meet in January and issue a report on our accreditation status.

Trustees complimented Dr. White and the staff for preparing a very professional report.

5. Chief Executive Officer's Report

Dr. White indicated that her written report was in the Board packets. She announced that the Marin Telecommunications Agency (MTA) and Comcast had recently signed an agreement and that COM staff would be meeting with MTA Board members later in the week to discuss plans to establish a cable television station on the Kentfield campus.

Board President Brockbank congratulated Trustee Long for being selected to make a presentation at the upcoming CCLC Convention to be held November 16-18 at the Costa Mesa Hilton.

a. Staff Reports

1) Program Review Update

Anita Martinez, Vice President of Student Learning, reported that the Institutional Planning Committee (IPC) has been working on a timeline for development of a Program Review process and a draft document. By the end of the semester, the IPC hopes to present to the Board for approval a Program Review document that has gone through the participatory governance process.

Vice President Martinez also reported that she has not been able to locate our most recent Matriculation Plan. Since we are required to submit one to the state in order to remain eligible to receive matriculation funds, a draft plan was hurriedly prepared in August and reviewed by College

Council. She explained that there will not be time to send the document through the participatory governance process since we have to submit it in time to meet a state deadline. A subcommittee of the Student Services Planning Committee will be established to fine tune our Matriculation Plan and see that it goes through the participatory governance process.

Vice President Martinez is hopeful that a year from now we will have a carefully crafted document in place that is more representative of College of Marin.

2) Modernization Update

V-Anne Chernock, Director of Modernization, introduced Cindi Clinton, her new Administrative Assistant. She then introduced Rich Garrison of Alfatech Cambridge, who made a presentation entitled “Technology Infrastructure Assessment & Recommendations” (copy attached).

Nanda Schorske, Dean of Workforce Development, College & Community Partnerships, updated the Board on staff meetings that have been held at IVC to plan for better use of space on the campus. Kentfield career program staff have also been included in the meetings. She stated that the IVC staff is learning to be flexible and to share space while the campus is growing. She noted that the response to the internet café has been phenomenal and that she has noticed a deepening of relationships among the IVC staff as they work to create the energy of a thriving campus. The staff’s ideas about better use of space are being shared with the District Modernization Committee and the architects.

6. Academic Senate Report

Yolanda Bellisimo, Academic Senate President, reported that it has been determined that bond dollars will be used for new computers for faculty and for student labs and the library. She also noted that a call has gone out for Phase III Student Learning Outcomes (SLO) participants and a facilitator, and that a Senate ad hoc subcommittee has been working on a revised administrator retreat rights policy. She announced that the Senate will sponsor a training session on the Brown Act on November 17th at 9:30 a.m. in Dickson Hall 113. 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 has three new Senators: Emy Bagtas from Financial Aid, Patience James from A&R, and Patricia Torres from the Testing Office. She expressed appreciation to V-Anne Chernock for the informative modernization report she presented at the last Classified Senate meeting. Ms. Reetz announced that CSEA, SEIU and the Classified Senate would once again co-host a holiday staff party. A copy of her statement is attached to the record as part of the official record.

8. Student Senate and Student Association Report

Kelea Sandfort, Student Trustee, reported that the Student Senate had held a forum in the cafeteria and that many exciting ideas had been shared.

Hoa Long-Tam, ASCOM President, reported that ASCOM now has a Vice President, Patrick Troop, and that ASCOM has a \$7,000 deficit budget which

it is diligently working to erase.

Erika Harkins reported that the membership of Emeritus has decreased. Some of the members have moved to retirement communities and are participating in activities there instead of coming to COM. Others have decided not to join because of parking problems on campus. Ms. Harkins also announced that interest in Emeritus classes continues to be high and that some new clubs have been formed, including an Architecture Club where members build their own toy homes.

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**

11. Consent Calendar Items

M/s (Long/Kranenburg) to approve all items on the Consent Calendar with this correction to C.11.D: The correct title of Josué Hoyos' position is Interim Dean, Student Development and Special Services. 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:

November 14, 2006 – Regular Board Meeting – 6:30 p.m., Staff Lounge, Deedy Student Services, Kentfield (possible Board Study Session?)

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

Other Special Events:

Annual Bay 10 Trustees Dinner, November 1, 2006, 6:00 p.m., Pierre Coste Restaurant at Ocean Campus of City College of San Francisco

Marin Economic Commission Awards of Excellence Luncheon, November 9, 2006, 11:30 a.m. to 1:30 p.m., Embassy Suites Hotel, San Rafael

Annual CCLC Conference, November 16-18, 2006, Costa Mesa Hilton

B. Classified Personnel Recommendations. Approve the Classified Personnel

Recommendations:

1. Appointment of Classified Personnel
2. Resignation/Separation of Classified Personnel

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

1. Temporary Non-Credit and ESL Community Education and Services Instructors for Fall 1 Quarter 2006

- 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 – FY 2006/07**
 - G. **Warrant Approval**
 - H. **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 - **none**
 - 2. Construction Contracts
 - (a) Bid Awards - **none**
 - 3. New Contracts - **none**
 - 4. Ratifications
 - (a) Kingsborough Atlas Tree Surgery – Tree Removal (Project #317A & 414A)
 - 5. Change Orders
 - (a) Change Order #7 – Treemasters (Fire Mitigation Project #418A)
 - 6. Notices of Completion - **none**
 - I. **Authorization to Initiate Projects (Measure C)**
 - 1. Approve Project Initiation Form (PIF) – West Bridge at Kentfield
 - J. **Miscellaneous (Measure C)**
 - 1. Disposal of Surplus Property
12. **Other Action Items:**
- A. **Approve Resolution to Compensate Trustee Kranenburg for Excused Absence.**
This item was pulled from the agenda.
 - B. M/s (Hayashino/Treanor) to **Approve Resolution to Compensate Trustee Moore for Excused Absence.** The motion passed by a vote of 6-0 (with an abstention by Trustee Moore).
 - C. **Approve Resolution to Compensate Student Trustee Sandfort for Excused Absence.**
This item was pulled from the agenda.
 - D. M/s (Treanor/Long) to **Approve Revised Policy on Programs for Older Adult Students (Emeritus College) (Board Policy 3.0030).** The motion passed unanimously.

E. M/s (Kranenburg/Hayashino) to Approve Measure C Bond Program Spending Plan (Preliminary).

As a point of clarification, Director of Modernization Chernock explained that the \$15,000,000 in interest on the spending plan is a projection and that we will not spend money we do not have.

Jim Geraghty asked the Board to reconsider including some money for the Student Center in this preliminary spending plan and at the very least to address funding for safety and ADA issues in the Student Services Building.

Trustees discussed this request and noted that modifications would be made in the future to this preliminary spending plan and that efforts would be made to find money somewhere for work on the Student Services Building. The administration has agreed to meet with student leaders to discuss this issue and explore options.

Board members felt that it was important to approve the spending plan as proposed and recommended by the District Modernization Committee (DMC) so that the CEQA process can begin. Student Trustee Sandfort noted that the student members of the DMC had reservations about approving the spending plan without an allocation for the Student Center.

Trustee Long expressed concern over inclusion of \$15,000,000 in projected interest in the spending plan. M/s (Long/Dolan) to amend the original motion by substituting our reserves for the \$15,000,000 interest figure in the preliminary spending plan. Director of Modernization Chernock stated that staff would not recommend eliminating our reserves in the spending plan and would instead suggest going back to the drawing board and eliminating a project worth approximately \$15,000,000 if the Board wants to stick with the \$249,500,000 figure. The amendment was defeated by a vote of 2 ayes (Trustees Long and Dolan) to 5 noes.

The vote on the original motion (M/s Kranenburg/Hayashino) to **Approve Measure C Bond Program Spending Plan (Preliminary)** was 6 to 1 (with a no vote by Trustee Dolan and an advisory no vote by Student Trustee Sandfort). Trustee Long wanted to include a statement with her aye vote that "we should be spending what we have and not what we think we will have seven years from now."

13. Information Items

- A. Contract and Agreement for Services Report – September 2006**
- B. Measure C Financial Statements as of June 30, 2006**
- C. Notice of Exemption – PE Complex**

14. Correspondence

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

15. Board Meeting Evaluation

Trustees said the meeting went well, give or take the too frequent late meeting extended discussions.

16. Adjournment

M/s (Treanor/Kranenburg) to adjourn the meeting. The motion passed unanimously and Board President Brockbank adjourned the meeting at 9:00 p.m.