A. Board Study Session

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

The meeting of the Board of Trustees of the Marin Community College District was called to order at 3:15 p.m. by Board Vice President Hayashino in Ohlone 106 at the Indian Valley campus, all members having received notice as prescribed by law. All Trustees were present except Trustee Long, who arrived at 3:17 p.m., Trustee Dolan, who arrived at 3:20 p.m., Trustee Treanor, and Student Trustee Sandfort. M/s (Brockbank/Moore) to approve the agenda for the Board Study Session. The motion passed unanimously (4-0).

2. Bond Modernization Workshop

a) Contract Administration Update

President White introduced Rich Graziano, our new Swinerton Program Manager, who distributed and explained a chart which outlines costs and deliverables for the Diamond PE Center Renovation. He stated that he hoped the chart would clarify how Swinerton monitors contracts and fees. He will explain the monitoring of the change order process at a future meeting. Mr. Graziano noted that the Board would be voting during the evening session on amendment #3 to the Kwan Henmi Architecture/Planning short-form contract which would allow the architects to proceed with design development. The long-form Kwan Henmi contract is currently being reviewed by the law firm of Miller Brown and Dannis.

Trustees thanked Mr. Graziano for his presentation and commented that the format of the chart was clear, helpful, and informative.

b) Revised Bond Scope

Vice President Al Harrison made a presentation on the revised bond scope, based on a budget of $264.5 million ($249.5 million in Measure C bond funds plus $3.5 million in interest earned to date and $11.5 million in projected interest). Suggested changes with no impact on total costs include: moving landscape and site work scope to assigned projects and moving mechanical scope from buildings to the central plant project. We still have 9 buildings, a program budget of $39.8 million (including ERP),
and an infrastructure budget of $28.6 million in the plan. Mr. Harrison then explained these proposed scope changes: increased program costs ($4.0 million), increased project support ($1.765 million), increased square footage ($33.2 million), and photovoltaics for PE complex ($4.34 million).

President White presented the following recommendation based on our staff's collective professional judgment: reduction in square footage for the Gateway Complex ($32,505,000) and deferral of Fusselman Hall and Learning Resource Center projects ($17,300,000). She noted that we are recommending scope changes as a result of the work of the user groups which met during the fall semester.

Trustees asked questions and provided feedback on the revised bond scope. Trustee Long expressed concern about including projected interest in the spending plan and said she didn't want the District to face another bond measure and have to say we ran out of money. She doesn't want someone to ask 10 years from now why the District didn't have enough money for all the projects.

c) Commissioning Status Report

Rick Thomas of Glumac, our commissioning agent for all projects, explained that commissioning will be integrated into all of our projects. His staff has reviewed contracts with the architects, looked at front-end specifications that go out to the contractors, and modified our commissioning plan. They will see that sustainability goals are incorporated into each project, check to see if design documents are buildable, be involved in sustainability review during construction, and administer the LEED commissioning plan.

Trustees asked questions and thanked Mr. Thomas for his presentation.

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

B. Closed Session

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

Board President Treanor reconvened the meeting of the Board of Trustees of the Marin Community College District in the AS101 Conference Room of the Indian Valley campus at 5:16 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 (Brockbank/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 6:17 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 6:40 p.m. in Ohlone 106 at the Indian Valley 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

Board Clerk Kranenburg 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 (Long/Hayashino) to approve the minutes of the January 16, 2007 Board meeting. The motion passed unanimously.

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

Bill Scott, Business Manager of the Marin Building Trades Council, read a letter from the North Bay Apprenticeship Coordinators Association supporting his efforts to put together a “Careers in Construction” class (copy attached).

4. Board Reports and/or Requests
   a. Commendation Resolutions and Other Resolutions
      1) Resolution in Support of Black History Month
         Board Clerk Kranenburg read the Resolution. M/s (Hayashino/Long) to approve the Resolution in Support of Black History Month. The motion passed unanimously by a roll call vote of 8-0 (including an advisory vote by Student Trustee Sandfort).
      2) Resolution in Support of National Engineering Week
         M/s (Long/Brockbank) to waive the reading of the resolution. The motion passed unanimously. M/s (Kranenburg/Hayashino) to approve the Resolution in Support of National Engineering Week. The motion passed unanimously by a roll call vote of 8-0 (including an advisory vote by Student Trustee Sandfort).

   b. Legislative Report.
      Trustee Moore stated that he will bring information next month on a state bill that would allow organizations to charge schools extra money for infrastructure work. Trustee Brockbank reported that he had attended two interesting legislative conferences in Sacramento in January: the Marin County School Boards Association Joint Legislative Action Committee Education/Lobby Day and the CCLC Annual Legislative Conference.

   c. Committee Chair Reports
      None

   d. Individual Reports and/or Requests
      Trustee Long suggested that in order to save trees, staff not reproduce back up materials which Board members have already received and attach them to the
Board meeting minutes. After discussion, the Board members agreed to try this.

e. CEO Report to Board on WASC Compliance
   President White noted that the letter we received from the Accrediting Commission has been widely distributed. One recommendation still needs to be completed: implementation of a data-driven institutional planning process. She stated that we are making progress and should have much to report by October 15. Dr. White noted that the earliest time we could be off warning would be January 2008.

5. Chief Executive Officer’s Report
   Dr. White called the Board’s attention to her written report in their packets.

a. Staff Reports
   1) Program Review Update
      Anita Martinez, Vice President of Student Learning, reported that a call will go out in March for the next round of program review pilot participants. A member of Dr. Blackman’s Data Advisory Group has been assigned to mentor each current pilot group. The Institutional Planning Committee will develop guidelines for program review participants. Vice President Martinez stated that she is encouraged by the spirit of the pilot participants.

   2) COMet Update
      Al Harrison, Vice President of College Operations, reported that we are in the process of implementation for all three modules. In one to two months we will be testing the financial module. He noted that the issues of potential staff burnout and overload are being addressed and that the teams are looking at how to best maximize personnel time.

   3) Budget Update
      Vice President Harrison responded to questions from Board members on the Budget Update in the Board packets and reported that he will make a presentation at the April or May Board meeting on the budget process.

   4) Modernization Update
      V-Anne Chernock, Modernization Director, announced that we should be able to complete our EIR on time – by the end of 2007. She offered kudos to Bob Thompson and Don Flowers for responding to an offer from PG&E to borrow 18 meters so that we can develop baseline data.

   5) Children’s Center Update
      Vice President Martinez introduced Beth Root, Interim Childcare Director, who updated the Board on COM’s Children’s Center. She noted that the Children’s Center is serving COM students, state-subsidized families, ECE students, and Behavioral Science students. She reported that the enrollment of the children of COM students has increased at IVC. Staff are trying to close a $50,000 revenue gap by increasing tuition by 15% to non-COM students, offering a 15% discount to COM students, and working on fundraising projects. Ms. Root invited everyone to the Annual Children’s Silent Art Auction on March 2 at 5:30 in the IVC internet café.
Student Trustee Sandfort, whose son attends the Kentfield Children’s Center, shared how much the child care COM provides means to her. It is making it possible for her to pursue an education which she sees as her only hope for a better future. Both Director Root and Student Trustee Sandfort asked the Board for continued support of the Children’s Center.

6) Enrollment Update
Vice President Martinez distributed and reviewed two handouts on spring 2007 enrollment figures. She reported that our headcount is down 19 students (a .3% change) from spring 2006 (first census day) and noted that several Bay Area colleges have experienced severe decline this semester. Vice President Martinez characterized IVC’s 13.4% enrollment growth as extraordinary and commended staff for the great team effort that made this possible.

President White reported that we have a 50% increase in community education enrollment and that more information on community education will be brought to the Board in the future.

Trustees expressed their appreciation to Vice President Martinez and her staff for their tremendous efforts to increase enrollment.

6. Academic Senate Report
Yolanda Bellisimo, Academic Senate President, reported that the Senate has established a calendar for the spring Academic Senate elections. The Senate committee working on the retreat rights policy has completed its work. Other issues the Senate is addressing include: rewriting its administrator evaluation questionnaire, evaluating our distance learning classes, and trying to resolve issues surrounding our Testing Center and its make-up exam policies. A copy of Ms. Bellisimo’s statement is attached to the minutes as part of the official record.

7. Classified Senate Report
Becky Reetz, outgoing Classified Senate President, introduced the new president, Kathleen Kirkpatrick, who reported that the Classified Senate will focus on enhancing the professionalism of the classified staff and raising awareness among the staff about their role in governance. The Classified Senate will also explore community building projects and activities designed to help build positive working relationships on campus. Three lunchtime Health and Wellness workshops open to all college employees will be sponsored by the Classified Senate on March 9, March 23 and April 20. Copies of Ms. Reetz’ and Ms. Kirkpatrick’s statements are attached to the minutes as part of the official record.

8. Student Senate and Student Association Report
Student Trustee Sandfort reported that Hoa-Long Tam, ASCOM President, and Pia Oestlien are currently in Washington, D.C. advocating for student issues on the federal level. She, Mr. Tam, and Ms. Oestlien recently attended the CCLC Legislative Conference in Sacramento. They met with Carole Migden and Jared Huffman, who agreed to come to our campus for a visit. Student Trustee Sandfort also announced that the Student Senate had recently formed a subcommittee on disabled student access.
9. **Board Study Session**
   There was no Board Study Session during the meeting, since one had been held earlier that afternoon.

10. **Items for Possible Future Board Action**
    a. Unfunded Liability Recommendation (March)
    b. SWACC Action Plan (March)
    c. District Goals, Principles and Guidelines, and Technical Standards
    d. Athletic Field Conditions

11. **Consent Calendar Items**
    M/s (Long/Kranenburg) to approve all items on the Consent Calendar. The motion passed unanimously with a roll call vote (8-0 including 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) and other special events as noted:

- **March 13**: Regular Meeting – 6:30 p.m. – Staff Lounge, Deedy Student Services, Kentfield

- **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:

MSCBA Annual Meeting for School Board Trustees and Superintendents – March 1, 2007, 5:30 p.m., Stone Tree Golf Course, 9 Stone Tree Lane, Novato

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. Appointment of Hourly Personnel
   3. Permanent Increase/Decrease in Classified Assignment/Staff Plan
   4. Resignation/Separation of Classified Personnel
   5. Temporary Increase/Decrease in Assignment/Salary for Classified Personnel

   1. Appointment and/or Change of Educational Management Personnel

   1. Temporary Credit Instructors Added and Changed Appointments Spring 2007
   2. Temporary Non-Credit ESL Instructors for Spring Semester 2007 and Community Education and Services Instructors for Winter Quarter 2007

E. Short-Term Hourly Positions

F. Budget Transfers – Month of January - FY 2006/07

G. Warrant Approval for Month of January 2007

H. Modernization (Measure C) Contracts
   1. Professional Services Contracts
a. New Short Form Contracts  
  (i) Consultant (Professional Services for Utility Locating) – GeoTech Utility Locating, Inc.

b. New Long Form Contracts - none

c. Full Contracts/Ratifications - none

d. Amendments (Short Form Contract) 
  (i) Design Services for Main Building Complex IVC (VBN Architects, Short Form Contract Amendment #2)  
  (ii) Design Services for Transportation Technology Complex (HKIT, Short Form Contract Amendment #2)  
  (iii) Design Services for Math/Science/Central Plant Complex (Anshen & Allen, Short Form Contract Amendment #2)  
  (iv) Design Services for Fine Arts & Performing Arts Buildings (Marcy Wong & Donn Logan Architects, Short Form Contract Amendment #2)  
  (v) Master Signage Planning Services (Kate Keating Associates, Inc. Short Form Contract Amendment #1)

e. Amendments (Long Form Contract) 
  (i) Environmental Impact Report (EIR) Services (Amy Skewes-Cox, Long Form Contract Amendment #3)  
  (ii) Mechanical, Electrical and Plumbing Engineering Services for Geothermal Fields (Alfa Tech Cambridge Group, Inc. Amendment #6)

2. Construction Contracts

a. Bid Awards - none

b. New Contracts - none

c. Ratifications – none

d. Change Orders 
  (i) Change Order #3, Bay Pacific Pipelines, Inc. – IVC Storm Drain Repairs Project (#401A) 

e. Notices of Completion – none

I. Authorization to Initiate Projects (Measure C)
None

J. Miscellaneous (Measure C)

1. Disposal of Surplus Property

12. Other Action Items

A. M/s (Brockbank/Hayashino) to Approve Resolution: Destruction of Obsolete Police Records. The motion passed unanimously by a roll call vote of 8-0 (including an advisory vote by Student Trustee Sandfort).

B. Public Hearing on MCCD/UPM Collective Bargaining Agreement
Board President Treanor opened the public hearing and asked for comments. Hearing none, she declared the hearing closed.

C. M/s (Hayashino/Kranenburg) to Approve Revised Bond Scope Items.
The motion passed by a vote of 6-0 with 2 abstentions (Trustee Dolan and
an advisory vote by Student Trustee Sandfort).

D. M/s (Hayashino/Kranenburg) to Approve Design Services for Diamond PE Complex (Kwan Henmi Architecture/Planning, Short Form Contract Amendment #3). The motion passed unanimously (8-0 including an advisory vote by Student Trustee Sandfort).

13. Information Items


B. Second Quarter Financial Status Report and CCFS-311Q for 2006/07

C. Reorganization of SEIU 949

D. Banking Services Change for Financial Aid and Student Fee Accounts

E. Bond Program Information Items
   2. Draft of Volume 3, Master Programming Document by Steinberg Architects
   3. Bond Program FAQ Document

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

15. Board Meeting Evaluation
   Board members liked the location of the meeting.

16. Adjournment
   M/s (Hayashino/Long) to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 8:05 p.m.