COLLEGE OF
MARIN

BOARD OF TRUSTEES
SPECIAL MEETING AGENDA

BOARD RETREAT

JANUARY 30, 2007
C O L L E G E  O F
M A R I N

SPECIAL BOARD MEETING
BOARD RETREAT

Tuesday, January 30, 2007
10:00 a.m. to 2:00 p.m.

Marin Community Foundation
5 Hamilton Landing, Suite 220, Novato
Oak Room

The Board shall act on posted items and shall not deliberate items that are not on the posted agenda. Persons desiring to address the Board may fill out a card and give it to the Recording Secretary.

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact Pamela Mize-Kurzman at 485-9414. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting.

If you wish to speak, complete card available at entrance, give card to recording secretary, get recognition from the Chair. Public comment presentations will be limited to no more than 3 minutes each.

AGENDA

10:00 a.m.  CALL TO ORDER, ROLL CALL AND ADOPTION OF AGENDA

COMMENTS FROM THE PUBLIC

NEW BUSINESS

Purpose: Provide an opportunity for the Board of Trustees to review Board roles and responsibilities that pertain to mission, priorities, evaluation, team work, and the bond modernization program.

ADJOURNMENT
College of Marin
Board of Trustees Retreat Agenda
January 30, 2007 (10:00 a.m. to 2:00 p.m.)
Marin Community Foundation – Oak Room
5 Hamilton Landing, Suite 220, Novato

I. Welcome and Overview – Board President Treanor (2 minutes)

II. Review Mission Statement – Dr. White (10 minutes)

III. Review, Revise or Recommit to 2007-2008 Board Budget Priorities – All (15 minutes)

IV. President’s Evaluation Process – Trustee Long (20 minutes)

V. Board Evaluation Process – Trustee Moore (20 minutes)

VI. Schedules and Team Work – Board President Treanor (20 minutes)

VII. Information Needs for Board Members in Order to Approve Facilities/Bond Projects – All (20 minutes)

VIII. Lunch Recess (30 minutes)

IX. Reconvene to Regular Meeting

   A. Call to Order (2 minutes)

   B. Approve Kwan Henmi Architecture/Planning Short Form Contract Amendment #2 (3 minutes)

   C. AlfaTech Cambridge Presentation and Report on Emerging Photovoltaic Technologies (30 minutes)

X. Adjournment
MARIN COMMUNITY COLLEGE DISTRICT

BOARD POLICY

REVIEW MISSION STATEMENT ANNUALLY

1.7020

In order to assure that the College of Marin Mission Statement continues to be current and up-to-date, the Board will review it annually at the March Board of Trustees Meeting and will be considered for approval by the Board at the April Board of Trustees Meeting.

Adopted: Board of Trustees
May 10, 2005
The College of Marin's mission is to provide educational opportunities for all students and community members: preparation for transfer to four-year schools and universities, workforce education, basic skills improvement, intellectual and physical development, and cultural enrichment. The College is committed to responding to community needs by offering student-centered programs and services in a supportive, innovative learning environment. The College of Marin pledges educational excellence to all members of our diverse community.
BOARD GOALS AND BUDGET PRIORITIES 2007/08

Approved at the September 19, 2006 Board Meeting

1. Fiscal Accountability
   - Set appropriate level of reserves.
   - Implement plan for unfunded liability.
   - Right size institution for proper use of basic aid funds.
   - Implement asset management planning for long-term fiscal health.

2. Implement and Evaluate Educational Master Plan
   - Enhance student success – student support/guidance/counseling.
   - Seek scholarship support from COM Foundation.
   - Continue EEIF to promote faculty and staff excellence.
   - Implement processes to provide on-going evaluation, assessment, and data for informed institutional decision making.
   - Increase enrollment and right size institution.
   - Implement Program Review for greater flexibility to meet student needs.
   - Enhance higher education partnerships.

3. Strategic Communication
   - Continue internal communications and participatory governance practices.
   - Continue external communications for marketing and research.

4. Facilities
   - Implement Measure C.
   - Implement Capital Naming Campaign.
## Board of Trustees 2007 Meeting Schedule

*Meetings are held at 6:30 p.m. unless noted otherwise*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</table>
| January 16 | Board Study Session – 2:00 to 4:00 p.m., Staff Lounge, Deedy Student Services, Kentfield  
Regular Meeting – 6:30 p.m., Staff Lounge, Deedy Student Services, Kentfield |
| January 30 | Board Retreat – 10:00 a.m. to 2:00 p.m.  
Marin Community Foundation – Oak Room  
5 Hamilton Landing, Suite 220, Novato |
| February 13| Board Study Session – 1:00 to 5:00 p.m., Ohlone 106, IVC  
Regular Meeting – 6:30 p.m., Ohlone 106, IVC |
| March 13   | Board Study Session – 1:00 to 5:00 p.m., Staff Lounge, Deedy Student Services  
Regular Meeting – 6:30 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  
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 |

1/24/07
MARIN COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

Meeting Matrix

<table>
<thead>
<tr>
<th></th>
<th>Board Retreat</th>
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<tbody>
<tr>
<td>July</td>
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<tr>
<td>August</td>
<td>Final Budget Approval</td>
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<td></td>
<td>Constitution Day</td>
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<td>September</td>
<td>Hispanic Heritage Month</td>
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<td>October</td>
<td>CEO Salary Survey</td>
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<td>November</td>
<td>Community College League of California (CCLC) Annual Conference</td>
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<td>Discussion for New Board Officers</td>
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<td>Golden Bell Nominations</td>
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<td>December</td>
<td>Organizational Meeting</td>
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<td></td>
<td>Review Compensation Policy</td>
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<td></td>
<td>COM Foundation Report</td>
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<tr>
<td>January</td>
<td>CCLC – Sacramento</td>
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<td></td>
<td>Legislative Session</td>
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<tr>
<td>February</td>
<td>Board Retreat</td>
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<td>Black History Month</td>
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<td>Engineers’ Week</td>
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<td>ACCT – Legislative Conference, Washington, D.C.</td>
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<td></td>
<td>Citizens’ Oversight Committee Reappointments</td>
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<tr>
<td>March</td>
<td>Review Mission Statement</td>
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<td></td>
<td>Women’s History Month</td>
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<tr>
<td>April</td>
<td>Begin development of Board Goals &amp; Priorities for following year</td>
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<tr>
<td></td>
<td>Approve Mission Statement</td>
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<td></td>
<td>Citizens’ Oversight Committee Report</td>
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<td></td>
<td>CCCT Board Election</td>
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<tr>
<td>May</td>
<td>Classified School Employees Week</td>
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<td></td>
<td>Board Budget Workshop</td>
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<td></td>
<td>Board Goals &amp; Priorities</td>
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<tr>
<td>June</td>
<td>Tentative Budget Approval</td>
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<td>CEO Evaluation</td>
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<td></td>
<td>COM Foundation Report</td>
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BACKGROUND:

In March 2006 the Board of Trustees authorized the District to proceed with design services for programming the modernization of the Diamond PE Complex (Kentfield) and awarded a contract to Kwan Henmi Architects for that work. Because execution of a long form contract is subject to the completion of the programming exercise and development of an approved cost model for the project, the Board also authorized a short form contract as “seed money” to allow the architect to proceed with their work.

The short form contract, in the amount of $50,000, and Amendment # 1, in the amount of $450,000, have been previously approved to cover programming, schematic and part of design development phases. To allow the architect to continue work pending Board review and approval of the long form contract, Amendment # 2 is presented herein for approval, as follows:

Amendment # 2 \[\$104,651\]
Work tasks associated with the completion of the Design Development phase of the work, per Table 1, attached.

FISCAL IMPACT:

Amendment # 2 will be paid from bond funds. The total amount of this contract to date is $604,651, as follows:

Original Short Form Contract: \[\$50,000\]
Amendment # 1: \[\$450,000\]
Amendment # 2: \[\$104,651\]
Total amended short form contract: \[\$604,651\]

Total fees for design services on this project are estimated to be $1.6 million. The short form contract and its amendments will be incorporated into the final approved long form contract.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve Amendment # 2 to Kwan Henmi Architecture/Planning in the amount of $104,651 for design services associated with the Diamond PE Complex on the Kentfield Campus.
AMENDMENT 2

To the Short Form Professional Services Agreement between the
MARIN COMMUNITY COLLEGE DISTRICT
and
Kwan Henmi Architecture/Planning

January 30, 2007

AMENDMENT 2 TO
SCOPE OF SERVICES, COMPENSATION FOR SERVICES AND SCHEDULE OF
PERFORMANCE

This is an AMENDMENT attached to, and made a part of the Short Form Professional Services Agreement (Agreement) dated March 20, 2006 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and Kwan Henmi Architecture/Planning (Consultant).

I. Scope of the Services

No change in scope of services. Reason for Amendment is as follows:
Funding augmentation in support of continuing the design development phase of work.

II. Compensation for Services

a. Original Short Form Contract Amount $ 50,000
b. Total Amendment # 1 $450,000
b. Total Amendment # 2 $104,651

Total Short Form Contract Amount $604,651

III. Schedule of Performance

Per this Amendment services will continue through January 31, 2007.

IN WITNESS WHEREOF, the parties hereto have executed this AMENDMENT 2 to the Professional Services Agreement dated March 20, 2006 between the MARIN COMMUNITY COLLEGE DISTRICT and Kwan Henmi Architecture/Planning.

MARIN COMMUNITY COLLEGE DISTRICT

By ________________________________ Date __________________

Al Harrison
Vice President College Operations

Kwan Henmi Architecture/Planning

By ________________________________ Date __________________

_______________________________ Its __________________

END OF AMENDMENT 2
Marin Community College District  
Measure C Bond Program  
Kwan Henmi Contract Assessment  
Table 1

Proposed Fee for Total Design  $2,015,500

<table>
<thead>
<tr>
<th>Phase</th>
<th>Percent</th>
<th>Amount</th>
<th>Short Form</th>
<th>Amend #1</th>
<th>Amend #2</th>
<th>Encumbered Totals</th>
<th>Invoiced (thru 11/06)</th>
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<tbody>
<tr>
<td>Programming</td>
<td>2.5%</td>
<td>$50,388</td>
<td>$50,000</td>
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<td>Schematic</td>
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<td>$201,550</td>
<td>$201,550</td>
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<td>Design Development</td>
<td>17.5%</td>
<td>$352,713</td>
<td>$248,082</td>
<td>$104,651</td>
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<td>$352,713</td>
<td>$102,562</td>
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<td>Construction Documents</td>
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<td>DSA Approval</td>
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<td>$100,775</td>
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<td>Bidding</td>
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<tr>
<td>Construction</td>
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<td>$503,875</td>
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<td>$60,465</td>
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<tr>
<td>Totals</td>
<td>100.0%</td>
<td>$2,015,500</td>
<td>$50,000</td>
<td>$450,000</td>
<td>$104,651</td>
<td>$604,651</td>
<td>$354,500</td>
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