

COLLEGE OF
MARIN

**Board of Trustees Meeting
December 12, 2006
Minutes**

A. 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 A&B in the Student Services Building on the Kentfield campus, all members having received notice as prescribed by law. Board President Brockbank called the meeting to order at 3:05 p.m. All Trustees were present. Dr. Frances White, Al Harrison, Linda Beam, and Larry Frierson were also in attendance.

M/s (Long/Hayashino) to adopt 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 6:15 p.m.

B. Board Organizational Meeting

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

The meeting of the Board of Trustees of the Marin Community College District was reconvened for the Board Organizational Meeting at 6:30 p.m. in the staff lounge of the Deedy Student Services Building at the Kentfield campus by Board President Brockbank. All Trustees were present except Student Trustee Sandfort.

2. Readoption of Bylaws and Policies

M/s (Moore/Treanor) to readopt the Board Bylaws and Procedures. The motion passed unanimously.

3. Election of Officers

Trustee Long nominated Wanden Treanor for President. She was elected unanimously.

Trustee Treanor nominated Carole Hayashino for Vice President. She was elected unanimously.

Trustee Moore nominated Philip J. Kranenburg for Clerk. He was elected unanimously.

Outgoing Board President Brockbank congratulated the new officers. He stated that he was very proud of this year's accomplishments, particularly these five: 1) defining the bond measure plan, 2) addressing accreditation issues, 3) maintaining a healthy financial status, 4) maintaining relatively good relations with the unions, 5) completing our relatively new administrative team.

Outgoing President Brockbank was presented with gifts from the Board in appreciation for his year of service as Board President.

4. Meeting Schedule 2007

M/s (Kranenburg/Hayashino) to adopt the 2007 Meeting Schedule. The motion passed unanimously.

5. Appointment of Trustee Representatives and Comments by Board Members

Outgoing Board President Brockbank stated that copies of a chart with committee names and potential appointments would be sent to Trustees and that they would be asked to indicate their preferences. Committee assignments will be made in January.

President Treanor expressed appreciation to outgoing President Brockbank for being one of the college's top ambassadors and cheerleaders in the community and for pushing us to address accreditation issues.

Trustee Hayashino complimented outgoing President Brockbank for being a great steward of Measure C funds and for leading great Board meetings.

6. Adjournment

M/s (Treanor/Hayashino) to adjourn the Organizational Meeting. The motion passed unanimously and outgoing President Brockbank adjourned the meeting at 6:42 p.m.

C. Regular Meeting

1. Reconvene

The regular meeting of the Board of Trustees of the Marin Community College District was reconvened at 6:55 p.m. in the staff lounge of the Deedy Student Services Building on the Kentfield campus by Board President Treanor. She announced that the meeting was being recorded to facilitate the preparation of minutes. Board President Treanor thanked her colleagues for their support and said she encouraged everyone to keep moving forward and to keep focusing on "students first."

2. Approval of Minutes and Report of Closed Session

M/s (Brockbank/Long) to adopt the minutes of the November 14, 2006 Board meeting. The motion passed unanimously.

Trustee Dolan asked to add a further explanation of her vote on C.12.B, Accept Diamond PE Complex Schematic Design, from the November 14, 2006 Board meeting. She was informed that she could recommend this under the “Board Requests” agenda item and that her explanation would be attached to the minutes of this meeting.

Board Clerk Kranenburg reported that the Board had met in closed session earlier that day on the items listed on the agenda, and that the Board had voted unanimously to extend the Superintendent/President’s contract. No other action was taken.

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

Myel Jenkins and Don Carney, representing Healthy Marin Partnership-Peer Summit Committee, thanked College of Marin for being such a gracious host to the very successful Peer Summit, a leadership day for Marin County students in middle school, held on our campus on November 17th. This event was held at the Civic Center before, and since COM has more room than that facility, over 200 students could be accommodated this year. Mr. Carney noted that this event brings in non-traditional youth and helps direct their activity in a productive direction. It was great to give these students exposure to a college, as COM may be the only college these students see in their lifetime.

Jim Geraghty stated that since there is a move afoot to “reclaim the commons,” he hopes our students will continue to have access to the COM campus so that they will be able to carry out their student government work and leadership activities and work on the student newspaper.

Esther Wanning addressed the Board regarding the need for better signage on campus and offered to make some directional signs herself.

4. Board Reports and/or Requests

a. Commendation Resolutions and Other Resolutions

1) Resolution in Support of the Dream Act

Board Clerk Kranenburg suggested waiving the reading of the resolution.

M/s (Kranenburg/Long) to approve the **Resolution in Support of the Dream Act**. The motion passed by a roll call vote of 6-1 with Trustee Dolan casting the no vote. She stated that she voted “no” on this resolution because she feels that immigration issues are not our issue and that those issues are for Congress.

b. Legislative Report

Trustee Brockbank encouraged Trustees to attend the Marin County Joint Legislative Action Seminar January 17 and 18 and the CCLC Legislative Conference January 28 and 29. He also suggested that we invite our local legislators to campus for lunch and a presentation.

Trustee Brockbank distributed copies of a sample fundraising letter that Trustees could send to friends asking them to send in contributions for the Community College Initiative so that COM can do its share of fundraising for the initiative.

c. Committee Chair Reports

None

d. Individual Reports and/or Requests

Trustee Dolan asked to have this explanation of her vote on C.12.B, Accept Diamond PE Complex Schematic Design, from the November 14, 2006 Board meeting entered into the minutes as follows:

Trustee Dolan stated that “removing connecting roof and eaves which leaves walls exposed was her reason for voting ‘no’ on C.12.B.”

Trustee Dolan reported that the November and December concerts presented by COM’s Music Department have been fabulous and encouraged everyone to attend.

Trustee Long reported on the recent CCLC Conference she attended, noting that Vaughan Williams, CNN anchor, made an interesting presentation on the equity issue and the importance of providing educational opportunities for all citizens in this country. She stated that she was honored to be present when Dietrich Stroeh was recognized as one of this year’s recipients of the California Community College Distinguished Alumni Award. Trustee Long also shared copies of the California Community Colleges System Strategic Plan and Los Angeles Community College District’s green building policy which she received at the conference.

Board President Treanor asked Board members to give thought to committee assignments they would like to take on and commented that the District Modernization Committee is moving along in the right direction.

e. CEO Report to Board on WASC Compliance

President White reported that the Academic Senate has approved our Program Review plan and that we are going to send this document to the Accrediting Commission as an addendum to our Progress Report. Dr. White thanked the Academic Senate leadership, Vice President Anita Martinez, and the members of the Institutional Planning Committee (IPC) for their work on this project.

Dr. White also called the Board’s attention to a memo she previously sent them regarding Secretary of Education Margaret Spellings’ intent to strengthen accreditation standards and make the system more focused on student learning outcomes. She anticipates that there will be stricter data requirements and more emphasis on accountability.

Board President Treanor thanked everyone involved in the Program Review work.

5. Chief Executive Officer's Report

Dr. White indicated that her written report was in the Board packets. She passed around the program from the CCLC Distinguished Alumni Awards luncheon where Diet Stroeh was honored and also the November 2006 issue of *Hispanic Outlook in Higher Education* which listed COM as one of the colleges making great strides in access and academic success for Hispanic students.

Dr. White introduced Deborah Schoenbaum, Deputy Director of the Marin Conservation Corps, who updated the Board on the partnership between COM and the Corps which has resulted in ESL classes offered in the canal district in San Rafael and in the Bel Marin Keys area in Novato. Twelve corps members are currently enrolled in COM's landscape design program, and two more classes (construction and irrigation) will be offered in the Spring semester. The students in this program will have an opportunity to work on an installation for the San Francisco Flower & Garden Show. A new collaboration in the works is a sustainable horticulture program at the IVC campus. Ms. Schoenbaum stated that the Americorps Program would be able to offer scholarships to students enrolled as corps members in this program. She expressed her appreciation to us for the opportunity to "grow" this successful and exciting partnership.

a. Staff Reports

(1) Program Review Update

Dr. White introduced Karen van Kriedt and Sara McKinnon, Institutional Planning Committee (IPC) members, who worked on the Program Review document (copy attached) and process. Ms. van Kriedt stated that she is happy that the Senate has approved the document, which is recognized as a living document. Ms. McKinnon reported that a call for participation in the pilot Program Review scheduled for the Spring semester had been sent out and that an orientation session on the program review process would be held during flex week.

(2) Modernization Update

Director V-Anne Chernock reported that we have spent approximately \$11,000,000, approximately 4% of the bond expenditure plan. She offered kudos to Swinerton and Steinberg staff and other consultants who put together the massive Facilities Condition Assessment Report. Director Chernock announced that the Transportation Technology Complex has been reactivated. The building square footage issue has been settled and projects are moving along nicely.

(3) COMet Update

Vice President Al Harrison announced that we now have a logo for COMet and then introduced Yulian Ligioso, the chair of the financial module implementation team, who updated the Board on the work and progress of this team. Training has been ongoing, and we are planning to go live in July of 2007.

(4) Lease Extension Option – North American Resources (Al Harrison)

Vice President Al Harrison reported that we have agreed to let Taqueria exercise its option for another year.

6. Academic Senate Report

Ron Gaiz presented the Academic Senate Report in the absence of Senate President Yolanda Bellissimo. The Academic Senate and the faculty on the Institutional Planning

Committee (IPC) have unanimously approved the program review document. The Senate will be working on a Memorandum of Understanding with the Board that will set criteria for protecting programs from discontinuance. The Budget Committee and IPC met together and have decided to meet once a month during the Spring semester. Two faculty members were chosen as this year's Golden Bell Award winners: Ingrid Schreck and Sara McKinnon. A copy of the Academic Senate Report is attached to the minutes as part of the official record.

7. Classified Senate Report

Becky Reetz, Classified Senate President, reported that the classified staff's second annual Christmas party co-sponsored by the Senate and both unions was a huge success. She announced that EOPS and Tutoring would host a holiday potluck for all COM employees on December 19 from 11 to 1 in the Tutoring Center. Ms. Reetz reflected on classified staff accomplishments during 2006 and announced that this would be her last Board meeting as Classified Staff President. A copy of Ms. Reetz' 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 the Student Senate was unable to take a stand on the Community College Initiative because they didn't have a quorum. He extended thanks to the students and staff who hosted the successful Peer Summit on November 17 and a musical performance by students from Dominican University on November 29. Upcoming events being planned include: a free legal clinic for students, the return of College Hour, a series of events for Black History Month, a unity festival/multicultural day, Club Fest, a disabled awareness event, and Valentine's Day activities. Mr. Tam extended kudos to Alpha Gamma Sigma for planning a wonderful Teachers Appreciation Dinner and to Students for Social Responsibility for several well-attended events. A copy of Mr. Tam's statement is attached to the minutes as part of the official record.

9. COM Foundation Report

Dr. Frank Parnell, President of the College of Marin Foundation Board of Directors, updated the Board on the activities of the Foundation. The Foundation's Mission Statement has been revised, and the current Memorandum of Understanding with College of Marin will continue to be reviewed and revised. The Foundation's College of Marin fundraising priorities through June 30, 2006, will be: scholarships, child care support, and allied health/nursing funding support. A copy of Dr. Parnell's statement is attached to the minutes as part of the official record.

10. Board Study Session

None

11. Items for Possible Future Board Action

- a. Program Review Update
- b. Student Fee/Refund Schedule for 2007/08 (Al Harrison)
- c. SWACC Action Plan
- d. District Goals, Principles and Guidelines, and Technical Standards

12. Consent Calendar Items (Roll Call Vote)

M/s (Long/Hayashino) to approve all items on the Consent Calendar. The motion passed unanimously with a roll call vote.

A. Calendar of Upcoming Meetings & Other Special Events

Measure C Community Forum, December 13, 7:00 to 8:30 p.m., Olney Hall 96, Kentfield

Measure C Community Forum, December 14, 7:00 to 8:30 p.m., AS101, IVC

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 in Assignment/Salary for Classified Personnel
4. Resignation/Separation of Classified Personnel

C. Student and Non-Student Hourly Rate Schedule

D. Academic Personnel Recommendations. Approve the Academic Personnel Recommendations:

1. Resignation/Retirement of Academic Personnel

E. Educational Management Personnel Recommendations. Approve the Educational Management Personnel Recommendations.

1. Appointment and/or Change of Educational Management Personnel

F. Short-Term Hourly Positions

G. Warrant Approval

H. District Mileage Reimbursement Rate

I. Travel for Study Abroad Course Offered by Modern Language Department in Summer 2007

J. New Community Education and Services Courses Spring 2007

K. New Community Education and Services Courses Winter 2007

L. Budget Transfers – Month of November - FY 2006/07

M. Modernization (Measure C) Contracts

1. Professional Services Contracts
 - a. New Short Form Contracts
 - (i) Special Advisors for Bond Program
 - b. Full Contracts/Ratifications – **none**
 - c. Amendments
 - (i) Amendment #4 – AlfaTech Cambridge Group, Inc.

(ii) Amendment #5 – CSW/Stuber-Stroeh (revised)

2. Construction Contracts
 - a. Bid Awards – **none**
 - b. New Contracts – **none**
 - c. Ratifications - **none**
 - d. Change Orders
 - (i) Change Order #1 – Bay Pacific Pipeline, Inc./Storm Drain Repairs (Project #401A)
 - (ii) Change Order #3 – Ghilotti Bros., Inc. (Larkspur Annex Demolition Project #321A)
 - e. Notices of Completion
 - (i) Larkspur Annex Demolition (Project #321A)

N. Authorization to Initiate Projects (Measure C)

None

O. Miscellaneous (Measure C)

1. Disposal of Surplus Property

13. Other Action Items

- A.** M/s (Long/Hayashino) 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/Long) to **Approve Resolution for Employer Paid Member Contributions for CSEA, Chapter 196.** The motion passed unanimously with a roll call vote.
- C.** M/s (Brockbank/Moore) to **Accept Facilities Condition Assessment Report.** The motion passed unanimously.
- D. Ratify Extension of Superintendent/President’s Contract**
This item was reported out of closed session.
- E.** M/s (Brockbank/Moore) to **Approve Board Compensation Annual Adjustment.** The motion passed unanimously.
- F.** M/s (Hayashino/Brockbank) to **Approve Program Review Document.** The motion passed unanimously.
- G.** M/s (Kranenburg/Hayashino) to **Ratify Contract with SEIU 949 for 2006/2007.** The motion passed unanimously.

14. Information Items

- A. Contracts and Agreement for Services Report**

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

C. Contracts for Designated Approval

15. Correspondence

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

16. Adjournment

M/s (Hayashino/Dolan) to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 8:20 p.m.

