

COLLEGE OF
MARIN

**Board of Trustees Meeting
September 19, 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 Conference Rooms SS A&B at the Kentfield campus, all members having received notice as prescribed by law. Board President Brockbank called the meeting to order at 4:34 p.m. All Trustees were present except Trustees Kranenburg and Moore. 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 (5-0).

Jim Firth, representing SEIU, addressed the Board, noting that “negotiations are not progressing.”

The Board went into closed session.

The closed session recessed at 6:25 p.m.

B. 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 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 except Trustee Kranenburg, Trustee Moore, and Trustee Dolan (who arrived at 6:40 p.m.). ASCOM President Hoa-Long Tam sat in for Student Trustee Sandfort, pursuant to ASCOM bylaws authorizing such a substitution.

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 (Treanor/Long) to approve the minutes of the August 29 Special Board meeting. The motion passed unanimously (5-0).

M/s (Long/Hayashino) to approve the minutes of the August 29 regular Board meeting. The motion passed unanimously (5-0).

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

Jim Firth, representing SEIU 949, read a statement expressing union members' dissatisfaction with the progress of negotiations. He stated that SEIU is expecting a 6% raise, like the faculty received, and asked that we not have any more delay tactics. A copy of his statement is attached to the minutes as part of the official record.

Chris Edmondson spoke on behalf of Darryl Kesecker, Chief Shop Steward for the SEIU Trades Unit, noting that SEIU members have a reputation of working WITH the district and asking for a fair and equitable offer from the district. A copy of this statement is attached to the minutes as part of the official record.

Ira Lansing, representing UPM, invited Board officers to sit down and talk with him regarding issues of concern to the faculty. He wants the Board to know that there are serious problems and wants Board members to hear from the faculty.

4. Board Reports and/or Requests

a. Commendation Resolutions and Other Resolutions

1) Resolution in Support of Hispanic Heritage Month

Board Clerk Treanor read the Resolution. M/s (Treanor/Hayashino) to approve the **Resolution in Support of Hispanic Heritage Month**. The motion passed unanimously with a roll call vote (5-0).

b. Legislative Report

Trustee Hayashino distributed information on AB 2951 (Goldberg) - Capital Facilities Fees, which would have a serious negative impact on schools, and Proposition 1D, the Kindergarten-University Public Education Facilities Bond Act of 2006. She stated that the CCLC is asking community colleges to endorse Prop 1D and asked to have a resolution in support of Prop 1D placed on the agenda for the October 10 Board meeting.

c. Committee Chair Reports

None

d. Individual Reports and/or Requests

Board President Brockbank reported that he attended "Hydroforce - the Water Wheel," a workshop on water and energy conservation held at the college on September 13, and found it be very valuable. He also informed the Board that he and Trustee Treanor had met earlier in the week with members of the Marin County Grand Jury who are doing some routine investigating of COM and that one of the Grand Jury members was in the audience. He noted that we may or may not receive a report from the Grand Jury this year.

Trustee Treanor announced that the 3rd Annual Marin Educational Equity Week is scheduled for the week of September 25 and that she hopes the college will participate. She announced that the Marin Education Fund and Book Passage would be sponsoring an appearance by Senator Barack Obama at a lunch on October 25 at the Marin Civic Center.

e. CEO Report to Board on WASC Compliance

President White reported that our written report to WASC is due on October 15 and that the accreditation visiting team's visit is scheduled for November 14. She stated that we are on course in terms of completing the team's recommendations.

5. Chief Executive Officer's Report

Dr. White indicated that her written report was in the Board packets.

V-Anne Chernock, Director of Modernization, distributed revised Board Reports specifying bid results as follows:

B.12.I.1(a)(i) – The firm of Anshen & Allen Architects (San Francisco) was recommended as the Project-Specific Architect for the Science/Math/Central Plant Complex (Project #305A).

B.12.I.1(a)(ii) – The firm of VBN Architects (Oakland) was recommended as the Project-Specific Architect for the Main Building Complex (IVC) (Project #417A).

B.12.I.2(a)(i) – Bay Pacific Pipelines, Inc. was recommended as the bid awardee for the Storm Drain Repairs (Project #401A).

a. Staff Reports

1) Budget and Institutional Planning Calendar Update

Dr. Bernie Blackman, Director of Organizational Development & Planning, reviewed the draft of our new Annual Planning Calendar (copy in Board packet), noting that it provides for continuous evaluation and continuous quality improvement. Dr. Blackman explained that under this model, we will always be doing three things: evaluating last year's implementation of activities, implementing this year's goals and activities, and planning next year's activities. Board goals will filter down to the divisions and departments for development of specific activities. This document will go through the governance process and be brought to the Institutional Planning Committee (IPC) for approval.

Trustees thanked Dr. Blackman for his work on the planning process and calendar.

2) Enrollment Growth Plan Update

Vice President Anita Martinez reviewed the document entitled "Workplan: Activities to Optimize Enrollment" which is attached to her enrollment update in the Board packet. This is an example of the detailed workplan format that will fit into the planning model Dr. Blackman described. Board members expressed appreciation for this workplan and stated that they look forward to progress

reports on implementation of the initiatives to increase enrollment.

Vice President Martinez also distributed a report entitled “Noncredit Instruction- A Portal to the Future” (copy attached) which provides information on the way noncredit instruction contributes to the mission of community colleges. She reported that we have had significant growth in our noncredit classes. This shows that we are serving our community of emeritus students and creating a pool of students for the future.

Vice President Martinez reported that our Testing Office is becoming busier and that the wait to obtain testing results has been reduced to two days.

6. Academic Senate Report

Board President Brockbank welcomed and congratulated Yolanda Bellisimo, the new Academic Senate President. Ms. Bellisimo reported that the Academic Senate has been working on the program review portion of the Educational Master Plan. A task force of Senate members has been formed to review the current status of administrative retreat rights and to suggest revisions to the current policy. She also reported that faculty feedback from the architect screening committees has been positive. 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, focused on improved communication in her report. She noted that classified staff are participating fully in governance and modernization committees, and that efforts are being made to see that the Classified Senate receives regular reports from constituents on these committees. The Classified Senate is working in conjunction with CSEA and SEIU in an unprecedented effort to create a Statement of Responsibility between all three groups. She also noted that officers from the Classified Senate and both Classified Unions met with the new officers from the Academic Senate a few weeks ago and that this was an unprecedented effort at improving communication among the constituent groups. A copy of Ms. Reetz’ statement is attached to the record as part of the official record.

8. Student Senate and Student Association Report

Hoa Long-Tam, ASCOM President, reported that ASCOM sponsored a discussion of the United States Constitution on September 18 as part of Constitution Day. Professor Hank Fearnley and representatives from the ACLU participated in this event.

9. COM Foundation Report

Greg Brockbank reported that the President of the COM Foundation, Dr. White, Margaret Elliott, and he had recently had a very productive meeting. The MCCD Board and the COM Foundation Board will hold a joint meeting over lunch on October 10 from 11:00 a.m. to 1:00 p.m.

10. Board Study Session

a. ERP Presentation

Vice President Al Harrison introduced Doug Berman, our on-site SunGard project manager. He then updated the Board on our Enterprise Resource Planning (ERP) system implementation (copy of presentation attached), noting that our timelines for implementation are aggressive. The name of the project is COMet (College of Marin enhanced technology). Mr. Harrison stated that the total projected 5-year cost of ownership is \$5,173,414.

11. Items for Possible Future Board Action

a. Program Review Policy (October)

b. Administrator Retreat Rights Policy (October)

c. Approval of COMF/COM MOU (October)

d. Programs for Older Adult Students (Emeritus College)

12. Consent Calendar Items (Roll Call Vote)

M/s (Treanor/Long) to approve all items on the Consent Calendar with the exception of B.12.J. The motion passed unanimously with a roll call vote (5-0).

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:

October 10, 2006 – Board Study Session on Labor/Risk Management
Prequalifications and Project Labor Agreements – 1:00 to 4:00 p.m.,
POMO 188, IVC Campus

October 10, 2006 – Regular Board Meeting – 6:30 p.m., POMO 188, IVC
Campus

November 14, 2006 – Regular Board Meeting – 6:30 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:

2006 Network of California Community College Foundations Symposium,
September 27-29, 2006, Rancho Las Palmas Resort & Spa, Rancho
Mirage

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

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. Appointment of Hourly Personnel
 - 3. Temporary Increase/Decrease in Assignment/Salary for Classified Personnel
 - 4. Resignation/Separation of Classified Personnel

- C. Classified Employee Changes – Student Development and Special Services.** Approve the Classified Employee Changes.

- D. Academic Personnel Recommendations.** Approve the Academic Personnel Recommendations.
 - 1. Appointment of Academic Personnel
 - 2. Appointment/Changes for Temporary Credit Instructors for Fall Semester 2006
 - 3. Resignation/Retirement of Academic Personnel

- E. Short Term Hourly Positions**

- F. Budget Transfers – FY 2005/06**

- G. Warrant Approval**

- H. Reject Claim for Damages**

- I. Modernization (Measure C) Contracts**
 - 1. Professional Services Contracts
 - (a) New Short Form Contracts
 - (i) Architect Recommendation for Science/Math/Central Plant Complex (\$50,000)
 - (ii) Architect Recommendation for Main Building Complex (IVC) (\$50,000)
 - (iii) Architect Recommendation for Transportation Technology Complex (\$50,000)
 - (b) New Long Form Contracts - **none**
 - (c) Full Contracts/Ratifications - **none**
 - (d) Amendments
 - (i) Contract Amendment #4 – CSW/Stuber-Stroeh (potholing)
 - 2. Construction Contracts
 - (a) Bid Awards
 - (i) Storm Drain Repairs (Project #401A)
 - 3. New Contracts - **none**
 - 4. Ratifications
 - (a) Kingsborough Atlas Tree Surgery – Tree Removal (Project #317A & #414A)
 - 5. Change Orders - **none**
 - 6. Notices of Completion - **none**

- K. Miscellaneous (Measure C)**
 - 1. Disposal of Surplus Property
- L. Approve Resolution Authorizing Governing Board to Enter into Transaction 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**
- M. Approve Resolution Updating Board Policy Regarding Designated Positions for Conflict of Interest**

The Board then discussed item B.12.J which had been pulled from the Consent Calendar.

- J. Authorization to Initiate Projects (Measure C)**
 - 1. Authorize Project Initiation Form (PIF) – Science/Math/Central Plant Complex (Project #305A)
 - 2. Authorize Project Initiation Form (PIF) – Main Building Complex (IVC) (Project #417A)
 - 3. Authorize Project Initiation Form (PIF) - Transportation Technology Complex (Project #402A)

Trustee Dolan expressed concern about authorizing these projects without more discussion on administrative costs and more project design information. M/s (Treanor/Long) to approve **Authorization to Initiate Projects (Measure C)**. The motion passed by a vote of 4-0 with an abstention by Trustee Dolan.

13. Other Action Items

- A. Adopt Board Goals and Budget Priorities for 2007/2008**
M/s (Treanor/Long) to **Adopt Board Goals and Budget Priorities for 2007/2008 with the deletion of item #5**. The motion passed unanimously (5-0).

14. Information Items

- A. Contract and Agreement for Services Report – August 2006**
- B. Report on 50% Law Calculation**
- C. Change in 4.0003 DP.10**
This item was pulled from the agenda.

15. Correspondence

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

16. Board Meeting Evaluation

Board members noted that it was a long day and that it was good to be out of the meeting by 8:30 p.m.

17. Adjournment

M/s (Treanor/Long) to adjourn the meeting. The motion passed unanimously (5-0) and Board President Brockbank adjourned the meeting at 8:30 p.m.