

**COLLEGE OF**  

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**MARIN**

**BOARD OF TRUSTEES  
SPECIAL MEETING AGENDA**

**BOARD RETREAT**

**JANUARY 30, 2007**

COLLEGE OF  
**MARIN**

**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**

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*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

## College of Marin Mission Statement

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*

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, 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

**MARIN COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Matrix**

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



**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
a. 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

Portion of Fee Paid by:

Phase	Percent	Amount	Short Form	Amend #1	Amend #2	Encumbered Totals	Invoiced (thru 11/06)
Programming	2.5%	\$ 50,388	\$ 50,000	\$ 388		\$ 50,388	\$ 50,388
Schematic	10.0%	\$ 201,550		\$201,550		\$ 201,550	\$ 201,550
Design Development	17.5%	\$ 352,713		\$248,062	\$ 104,651	\$ 352,713	\$ 102,562
Construction Documents	35.0%	\$ 705,425					
DSA Approval	5.0%	\$ 100,775					
Bidding	2.0%	\$ 40,310					
Construction	25.0%	\$ 503,875					
Closeout	3.0%	\$ 60,465					
Totals	100.0%	\$2,015,500	\$ 50,000	\$450,000	\$ 104,651	\$ 604,651	\$ 354,500