

REVISED

COLLEGE OF
MARIN

**Board of Trustees Organizational and Regular Meeting Agenda
December 11, 2007
Staff Lounge, Kentfield Campus, Deedy Hall**

A. Closed Session – 4:00 p.m. in Student Services Conference Rooms A&B

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 Bob Balestreri at 485-9414. Notification at least 24 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. Persons desiring to address the Board on items not on the agenda may speak under item number "C.3" on the agenda. Public comment presentations will be limited to no more than 3 minutes each.

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

a) Request for Public Comment on Closed Session Agenda

2. Closed Session: To consider and/or take action upon any of the following items:

- (a) *With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:*

CONFERENCE WITH LABOR NEGOTIATOR

Relative to the following organizations representing employees: United Professors of Marin (AFT/UPM), California School Employees Association (CSEA), Service Employees International Union (SEIU), Unrepresented Employees (Confidential, Supervisors, Managers)
Agency Negotiator: Larry Frierson

- (b) Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9:

CONFERENCE WITH LEGAL COUNSEL-Potential & Existing Litigation

Five cases – Complaint filed by Ms. Mize-Kurzman under Education Code 87164
Mize-Kurzman vs. MCCD (Marin Superior Court)
S. Rollison vs. MCCD
UPM/Graham vs. MCCD – Grievance Arbitration
UPM vs. MCCD – Retiree Incentive Arbitration

- (c) **PUBLIC EMPLOYEE DISCIPLINE/DISCUSSION/DISMISSAL/RELEASE/SEPARATION**

B. Board Organizational Meeting – 6:30 p.m., Deedy Staff Lounge, Kentfield

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

- Oath of Office
- Comments by and regarding outgoing Board members

2. Readoption of Bylaws and Policies

- It is recommended that the Board of Trustees, in accordance with Board Bylaws Section 1.5010, Organizational Meeting, adopt Bylaws, Policies and Procedures for its own operation and the operation of the District (thereby rescinding all Bylaws, Policies and Procedures not readopted) with recommended changes.

3. Meeting Schedule 2008

It is recommended that the Board of Trustees adopt a schedule for 2008 meetings as shown, in accordance with Board Bylaws Section 1.5020, Regular Meetings.

(All Regular Meetings begin at 6:30 p.m. unless otherwise noted.)

January 8	Special Board Meeting – 6:30 p.m., Staff Lounge, Deedy Student Services, Kentfield
January 15	Board Study Session – 2:00 to 5:00 p.m., Staff Lounge, Deedy Student Services, Kentfield Regular Meeting – 6:30 p.m., Staff Lounge, Deedy Student Services, Kentfield
January 29	Board Retreat – 10:30 a.m. to 3:00 p.m. – Marin Community Foundation, Redwood Room, 5 Hamilton Landing, Suite 220, Novato
February 19	Regular Meeting – 6:30 p.m. – Ohlone 106, IVC
March 4	Joint Meeting of College of Marin and College of Marin Foundation Boards 4:00 p.m., Staff Lounge, Deedy Student Services
March 11	Regular Meeting – 6:30 p.m. – Staff Lounge, Deedy Student Services, Kentfield
April 15	Regular Meeting – 6:30 p.m. – Staff Lounge, Deedy Student Services, Kentfield
May 13	Regular Meeting – 6:30 p.m. – Ohlone 106, IVC
June 10	Regular Meeting – 6:30 p.m. – Staff Lounge, Deedy Student Services, Kentfield
June 24	Regular Meeting – 6:30 p.m. – Ohlone 106, IVC Tentative Budget Adoption

July 22	Regular Meeting – 6:30 p.m. – Staff Lounge, Deedy Student Services, Kentfield
August 26	Regular Meeting – 6:30 p.m., Ohlone 106, IVC Final Budget Adoption
September 16	Regular Meeting – 6:30 p.m. – Staff Lounge, Deedy Student Services, Kentfield
October 14	Regular Meeting - 6:30 p.m. – Ohlone 106, IVC
November 11	Regular Meeting – 6:30 p.m. – Staff Lounge, Deedy Student Services, Kentfield
December 9	Organizational and Regular Meetings – 6:30 p.m. – Staff Lounge, Deedy Student Services, Kentfield

4. Election of Officers

It is recommended that the Board of Trustees elect a President, Vice President and Clerk of the Board for the year 2008, in accordance with Board Bylaws Section 1.3020, Manner of Election and Term of Office.

- a. President of the Board
- b. Vice President of the Board
- c. Clerk of the Board

5. Appointment of Trustee Representatives

It is recommended that the following representatives be appointed by the Board President:

- Marin County School Boards Association and Trustee Representative to Elect Members of the County Committee on School District Organization
- Legislative Representative to California Community Colleges Trustees/California School Board Association (CCCT/CSBA) and liaison with the Community College League of California (CCLC)
- The Education Task Force
- Board Representatives, Standing Committees & Discretionary Committees

College of Marin Foundation
 President Evaluation Committee
 President Compensation Committee
 Board of Trustees Evaluation Committee
 Alumni Association Liaison

Kentfield Advisory Committee
Corte Madera Creek Liaison
Board Policy Committee
Ad Hoc Budget Committee
District Modernization Committee
IVC Advisory Committee
Fund Development Committee

6. Board Comments & Acknowledgments

7. Adjournment

**REGULAR MEETING AGENDA
6:45 p.m. – Deedy Staff Lounge, Kentfield**

C. Regular Meeting

- 1. Call to Order, Roll Call and Adoption of Agenda**
- 2. Approval of Minutes (4 minutes)**
 - Minutes of November 7, 2007
 - Report of Closed Session for December 11, 2007
- 3. Citizens' Requests to Address the Board on Non-Agenda Items (10 minutes)**
- 4. Board Reports and/or Requests (15 minutes)**
 - a. Commendation Resolutions and Other Resolutions**
 - (1) Resolution in Support of Proposition 92**
 - b. Legislative Report**
 - c. Committee Chair Reports**
 - d. Individual Reports and/or Requests**
 - e. CEO Report to Board on WASC Compliance**
 - f. CEO Report to Board on Compliance with Grand Jury Recommendations**
 - g. Procedure for Filling Governing Board Vacancy Due to Resignation of Incumbent**
- 5. Chief Executive Officer's Report (5 minutes)**
 - a. Staff Reports (30 minutes)**
 - (1) Program Review Update (Anita Martinez)**
 - (2) Modernization Update (V-Anne Chernock)**
 - (3) Sustainability Update (V-Anne Chernock)**
 - (4) COMet Update (Al Harrison)**
 - (5) Enrollment Management Update (Anita Martinez, Nanda Schorske, Mauricio Torres-Benavides)**

6. **Academic Senate Report (5 minutes)**
7. **Classified Senate Report (5 minutes)**
8. **Student Senate and Student Association Report (5 minutes)**
9. **Board Study Session**
None

10. **Items for Possible Future Board Action (5 minutes)**
 - a. **Shared Use Agreement – Sustainable Horticulture Program at IVC (2008)**
 - b. **Bolinas Task Force Recommendations (January)**
 - c. **Academic Calendar 2008-09 (January)**
 - d. **Revised Board Policies (January)**
 - (1) **BP 4230 Grading and Academic Record Symbols**
 - e. **Memorandum of Understanding with Marin Master Gardeners (January)**
 - f. **Fine Arts Students’ Petitions**

11. **Consent Calendar Items (Roll Call Vote) (10 minutes)**
The Superintendent/President recommends that the Board of Trustees approve the following Consent Calendar Items:

A. Calendar of Upcoming Meetings & Other Special Events

All Campus Holiday Party – December 13, 4:00 to 7:00 p.m., Willie’s Café, 799 College Avenue, Kentfield

ASEC Holiday Party – December 15, 2:00 to 4:00 p.m., St. John’s Episcopal Church, 14 Lagunitas, Ross

Marin County Joint Legislative Action Seminar – January 16 & 17, 2008, State Capitol, Sacramento

Opening Day Convocation - January 18, 2008, 10:00 a.m. to 12:00 p.m., Fine Arts Theater, Kentfield

Marin Superintendents and Trustees/Marin County Council of Mayors and Councilmember’s Meeting – January 23, 2008, Servino’s Restaurant, 9 Main Street, Tiburon

Effective Trustee Workshop, January 25-27, 2008, Sacramento Sheraton

College of Marin Commencement – May 17, 2008, 10:00 a.m., Kentfield Campus Lawn

B. Classified Personnel Recommendations. Approve the Classified Personnel Recommendations:

1. Appointment of Classified Personnel
2. Temporary Increase/Decrease in Assignment/Salary for Classified Personnel
3. Resignation/Retirement of Classified Personnel

C. Academic Personnel Recommendations. Approve the Academic

Personnel Recommendations:

1. Resignation/Retirement of Academic Personnel
- D. Educational Management Personnel Recommendations.** Approve the Educational Management Personnel Recommendations.
1. Appointment and/or Change of Educational Management Personnel
- E. Short-Term Hourly Positions**
- F. Warrant Approval**
- G. District Mileage Reimbursement Rate**
- H. Budget Transfers – Month of November - FY 2007/08**
- I. Declaration of Surplus Property – Miscellaneous Equipment**
- J. Notice of Completion, Maintenance One Roof Repair**
- 12. Other Action Items (10 minutes)**
The Superintendent/President recommends the Board of Trustees approve the following Action Items:
- A. 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 2007/08**
 - B. Approve Five-Year Scheduled Maintenance Plan (2008/09 through 2012/13)**
 - C. Approve Resolution Authorizing Staff to Apply for the California Energy Commission Technical Assistance Program**
 - D. Approve Board Compensation Annual Adjustment**
 - E. Acknowledge Receipt of District Financial and Measure C Bond Program Audits for 2006/07**
 - F. Approve Resolution Declaring Intention to Lease Real Property & Publication of Notice Thereof (Ground Lease with Marin County Sheriff's Department)**
 - G. Modernization (Measure C)**
 - 1. Designation of Specific Materials, Product, Thing or Services on Bond Project**
 - a. Proprietary Paint Booth for Transportation Technology Complex Project (#402A)**
 - 2. Award/Approve Professional Services Agreements/Amendments**
 - a. Environmental Impact Report (#810A)**
Civil Engineering Support Services for EIR

- CSW/Stuber-Stroeh Amendment #14
- b. **Environmental Impact Report (#810A)**
District CEQA Consultant Services
Amy Skewes-Cox Amendment #6
- c. **PE Complex Portables (#850F)**
Additional Design Services
HKIT Amendment #5
- d. **PE Complex Portables (#850F)**
Moving Services
Nor-Cal Moving Services – New Short-Form Professional Services Agreement
- e. **Shade & Greenhouse Structures (#850C)**
Moving Services
Crossroads Relocation Services, Inc. – New Short-Form Professional Services Agreement
- f. **PE Complex Modernization (#308B)**
PE Photovoltaic Project (#308D)
Inspection Services
Quali-Con Enterprises, Inc. – New Short-Form Professional Services Agreement
- g. **12 KV Utility Extension (#407C) and PE Complex Portables (#850F)**
Utilities Design Work
Alfa Tech Cambridge Group Amendment #14
- h. **Austin Science Center Roof Repairs (#850E)**
Design Services
McGinnis Chen Associates, Inc. Amendment #2
- 3. **Approve Lease Agreement**
 - a. **PE Complex Portables (#850F)**
Approve Lease Agreement for Storage Containers
- 4. **Contract Ratification**
 - a. **Shade & Greenhouse Structures Project (#850C)**
IVC Support Work (Relocation/Infrastructure)
B. Cantarutti Electric Co. – New Construction Contract
- 5. **Change Orders**
 - a. **POMO 4 Roof Replacement (#402B)**
Scope changes – existing roof vent curbs, electrical & nailing work
Western Roofing Services – Change Order #1
 - b. **Larkspur Annex Restroom (#321B)**
Scope change for side door access
Ongaro & Sons – Change Order #1
 - c. **Austin Science Center Roof Repairs (#850E)**
Scope changes – additional work and reduction in scope
American Services Co. – Change Order #1 (add & deductive)

H. Approve Resolution Declaring Intention to Lease Real Property & Publication of Notice Thereof (Regents of the University of California, Marin County Cooperative Extension Marin Master Gardeners Program)

13. Information Items (5 minutes)

- A. Contracts and Agreement for Services Report – November, 2007**
- B. First Quarter Financial Status Report and CCFS-311Q for 2007/08**
- C. Revised Administrative Procedures**
 - (a) AP 4230 Grading and Academic Record Symbols**
- D. Contractor Prequalification Process for Review**
- E. Swinerton Management & Consulting Quarterly Progress Report for Period Ending September 30, 2007**

14. Correspondence

Correspondence in Board Packets

15. Adjournment