

COLLEGE OF
MARIN

**Board of Trustees Meeting
August 28, 2007
Minutes**

A. Board Study Session

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

The meeting of the Board of Trustees of the Marin Community College District was called to order at 2:45 p.m. by Board President Treanor in Ohlone 106 at the Indian Valley campus, all members having received notice as prescribed by law. All publicly elected Trustees were present except Trustee Kranenburg, who arrived at 2:47 p.m., Trustee Long, who arrived at 2:50 p.m., and Trustee Moore, who arrived at 3:18 p.m. Hoa-Long Tam, the Student Trustee, was also present.

M/s (Tam/Dolan) to approve the agenda with the following change:

- Agenda item C.11.H on the Consent Calendar was moved to the Action Calendar as agenda item C.12.G.

The motion passed unanimously (7-0) with an advisory aye vote from Student Trustee Tam.

2. Modernization Workshop

a. Science/Math/Central Plant Complex Conceptual Design Presentation by ED2

Frank Fung and Peter Wong of ED2 International and Aditya Advani of Royston, Hanamoto, Alley & Abey described the design process and presented the latest renderings of the proposed Science/Math/Central Plant Complex. Trustees asked questions and commented on the conceptual design, expressing concern about the visual impact of such a large building and the loss of some parking spaces. Dr. White noted that this building will house some of College of Marin's fastest growing programs, including nursing and the sciences, and that there will be a need for more labs and classrooms in this building to accommodate students in these programs. In response to concerns about traffic and parking issues, Director of Modernization Chernock reported that we have to prepare a Transportation Management Plan as part of the EIR process.

Board members found some of the diagrams presented (particularly aerial views) to be confusing and suggested that diagrams showing the relative heights of all the buildings and the effect of the slope of the campus on building elevation would be helpful.

A copy of ED2 International's presentation is posted on our website.

3. Evaluate Board Goals and Budget Priorities 2007/08

President White presented her analysis and summary of the Board's 2007/08 goals and budget priorities, noting that on the whole we are doing well. Most of the goals are ongoing and/or in progress and are on track. Goals that still require substantial attention include the following:

- Set appropriate level for reserves
- Implement asset management planning for long-term fiscal health
- Right-size institution for proper use of basic aid funds
- Implement capital naming campaign

Board members provided input and suggestions on the 2007/08 Board goals and budget priorities and also on proposed Board goals and budget priorities for 2008/2009. Several Trustees thought it important to develop a policy to set a reserve level, define the term "right size," give greater priority to asset plan management, and include K-12 in the partnership goal. Other suggestions included considering future revenue uncertainties relative to the real estate market as part of fiscal accountability, giving direction on key partnerships, and developing a tool to evaluate whether our modernization program is on target.

The Study Session (open session) was recessed at 4:55 p.m.

B. Closed Session

1. Call to Order, Roll Call, Adoption of Agenda, Closed Session

Board President Treanor reconvened the meeting of the Board of Trustees of the Marin Community College District at 5:00 p.m. in the AS101 Conference Room on the Indian Valley campus. All publicly elected Trustees were present. Dr. Frances White, Al Harrison, Anita Martinez, and Linda Beam were also in attendance.

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 6:40 p.m.

C. 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 6:55 p.m. in Ohlone 106 on the Kentfield campus by Board President Treanor. She announced that the meeting was being recorded to facilitate the preparation of minutes. All Trustees were present, including Student Trustee Tam. Board President Treanor announced that agenda item C.5.a(6), Senior Housing, would be moved to the top of the agenda and that C.11.I, Approve Advanced Placement Credit, would be moved to the Action Calendar as item C.12.A.

2. Approval of Minutes and Report of Closed Session

M/s (Hayashino/Brockbank) to approve the minutes of the July 17, 2007 Board meeting. The motion passed unanimously.

M/s (Hayashino/Brockbank) to approve the minutes of the July 24, 2007 Board meeting. The motion passed by a vote of 6-0-1 with an abstention by Trustee Kranenburg and an advisory aye vote by Student Trustee Tam.

Board Clerk Kranenburg 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.

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

Peter Tregnanowen, a Greenbrae resident, asked about the college's position on affordable housing at the Kentfield campus as part of a countywide plan which the County Board of Supervisors will be discussing. Board President Treanor responded that this is the County's plan, not the college's plan, and that Board members have not discussed this and, therefore, have no response to the question. Mr. Tregnanowen also stated that he had questions about the asphalt paving in front of Larkspur Annex and would be calling V-Anne Chernock, Director of Modernization, for information.

4. Board Reports and/or Requests

a. Commendation Resolutions and Other Resolutions

M/s (Hayashino/Long) to waive the reading of the resolution and to approve the **Resolution in Support of Constitution Day**. The motion passed unanimously by a roll call vote of 7-0 (plus an advisory aye vote by Student Trustee Tam).

b. Legislative Report.

Trustee Brockbank reported that we have a state budget which includes some money for matriculation.

c. Committee Chair Reports

None.

d. Individual Reports and/or Requests

Trustee Long shared an article entitled "San Jose Unified Embarks on Largest K-12 Renewable Energy Project Partnership." She expressed appreciation for the new types of outreach we've done in newspapers and on TV and also complimented staff on the excellent beginning-of-year events.

Trustee Kranenburg reported that the Ad Hoc Budget Committee had recently met and discussed PV financing options.

Board President Treanor congratulated Trustee Brockbank and his wife on their recent marriage. She also announced that President White would be honored with a 2007 Spirit of Marin Award at Bank of Marin's Spirit of Marin Awards Luncheon on September 28 at St. Vincent's School for Boys in San Rafael.

e. CEO Report to Board on WASC Compliance

Dr. White reported that we are working hard on the draft of our Interim Report, which is due October 15.

f. CEO Report to Board on Compliance with Grand Jury Recommendations

Dr. White reported that we are in compliance with the Grand Jury Report and that we are looking forward to implementing the Grand Jury's recommendations on progress reports and outcome assessment of Board goals.

5. Chief Executive Officer's Report

Dr. White called the Board's attention to her report in their packets. She announced that College of Marin will be honored at the Marin Conservation Corps' 25th Anniversary Open House Celebration on October 4 at 5:00 p.m. at 11 Pimental Court in Novato. She also distributed a one page Fall 2007 Enrollment Snapshot (copy attached) which highlighted our need to cancel low-enrolled classes and shift our resources.

a. Staff Reports

1) COMet Update

Al Harrison, Vice President of College Operations, referred the Board to the COMet update in their packets.

2) Modernization Update

V-Anne Chernock, Director of Modernization, explained that the \$16.8 million set aside in contingency budgets for change orders is not the same as the \$17 million we have in reserves. She informed the Board that pages 4.8-8 to 4.8-10 of the Kentfield EIR draft contain a traffic and motor vehicle parking study. Ms. Chernock distributed a card with budget and scheduling information on our Measure C Bond Modernization Program projects which the Trustees can carry with them so that they'll have readily accessible information to share with the public.

3) Program Review Update

Anita Martinez, Vice President of Student Learning, reported that Yolanda Bellissimo led a discussion on Program Review at the Opening Day Convocation. Phase 1 and 2 participants in our program review pilot shared what they learned from the process. Vice President Martinez noted that we have completed two pilots in less than a year and that this was a very inclusive process with good participation from the classified staff. Yolanda Bellissimo is preparing program review guidelines, and we will include a program review update for the visiting accreditation team.

4) Enrollment Update and 5) Enrollment Activities Update

Anita Martinez, Vice President of Student Learning, distributed and discussed information (copy attached) on credit and noncredit enrollment figures. She reported that we have cut approximately twenty classes with enrollment in single digits, that we are extending the add/drop period for one week, and that wait lists are being used to inform the spring 2008 schedule. She also noted that we are working to fix enrollment glitches, we expect growth to remain flat, and she will provide the Board with better enrollment figures at the next meeting.

6) Senior Housing

Al Harrison, Vice President of College Operations, updated the Board on a July 18 meeting he attended, along with Trustees Long and Moore, with representatives from the community who have been discussing the possibility of senior housing at the IVC campus. Representatives from EAH, a nonprofit housing corporation, have proposed that the COM Board commit to an agreement with EAH to jointly request funds from benevolent sources such as the Marin Community Foundation to conduct a feasibility analysis of the concept proposal (copy of letter from EAH attached). Trustees expressed support for the concept of senior housing but recognized the need for more information (including an asset management plan for COM, information on possible funding partners, and information on senior housing models with an educational component that might work here.) They also recognized that we do not have the staff, time, or financial resources to investigate opportunities. Board President Treanor suggested that the committee meet again and be joined by Trustee Brockbank and that Trustee Hayashino provide the committee with information about an organization which approached her regarding a not-for-profit model geared toward retired faculty and staff which could fit in with an educational mission.

6. Academic Senate Report

Yolanda Bellisimo, President of the Academic Senate, thanked those Board members who attended the Opening Day Convocation and heard the presentation by faculty and staff involved in program review. She announced that a debriefing for Phase I and Phase II program review participants would be held on Friday, October 5, at noon. Ms. Bellisimo asked that the two economics courses (Economics 101 and 102) which had originally been approved for advanced placement equivalency be removed from the list of courses in the Advanced Placement Credit Board Report. Further research needs to be done regarding advanced placement acceptance practices at individual UC and CSU schools. A copy of Ms. Bellisimo's statement is attached to the minutes as part of the official record.

7. Classified Senate Report

Kathleen Kirkpatrick, Classified Senate President, reported that representatives from the Classified Senate, CSEA, and SEIU have been meeting together to develop a proposal for an official committee appointment process for classified staff. She commented that this was, to her knowledge, an unprecedented collaboration and expressed hope that this will lead to improved communication and support between the groups in the future. A copy of Ms. Kirkpatrick's statement is attached to the minutes as part of the official record.

8. Student Senate and Student Association Report

ASCOM President Inna Shapiro reported that Welcome Week activities held from August 20 to 23 were successful and that students manned a table that week promoting ASCOM, the Student Senate, and the Interclub Council. She announced that September 5 and 6 would be "Welcome Club" days and that plans were in the works for holiday events later in the year.

9. Board Study Session

a. Proposed Final Budget 2007/2008

Al Harrison, Vice President of College Operations, and Yulian Ligioso, Director of Fiscal Services, made a presentation on College of Marin's 2007-2008 final budget (copy of presentation attached). Mr. Harrison noted that this is an unusual year and that our incremental growth rate in revenue is slowing down over time. He noted that our projected budget shortfall of \$605,000 is not a structural deficit because the amount is so small and we can use our beginning fund balance to cover the shortfall. Mr. Ligioso reported that we have been able to hold fixed expenditures relatively steady and that we are meeting with benefits brokers to examine options in light of increased benefit costs. Trustees asked questions, made comments, and commended Vice President Harrison and Director Ligioso for clarity and transparency in the budget.

b. Discussion of Board Goals/Budget Priorities 2008/09

See A.3

10. Items for Possible Future Board Agendas (5 minutes)

- a. Reserve Policies (September)
- b. Unfunded Liability Options (September)
- c. Shared Use Agreement – Sustainable Horticulture Program at IVC (September)
- d. Board Goals & Budget Priorities 2008/09 (September)

11. Consent Calendar Items (Roll Call Vote)

M/s (Long/Kranenburg) to approve all items on the Consent Calendar with the exception of items C.11. H and C.11. I, which were moved to the Action Calendar as C.12.H. and C.12.A, respectively. The motion passed unanimously with a roll call vote (7-0) plus an advisory aye vote by Student Trustee Tam.

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:

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 7	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

Other Special Events:

CCLC Annual Convention, November 15-17, 2007, San Jose Fairmont

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

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

- 1. Appointment of Classified Personnel
- 2. Appointment of Hourly Personnel
- 3. Temporary Increase/Decrease in Classified Assignment

- C. **Academic Personnel Recommendations**
 - 1. Appointment of Academic Personnel
 - 2. Change of Academic Personnel Assignment
 - 3. Temporary Increase of Academic Personnel Assignment
- D. **Educational Management Personnel Recommendations**
 - 1. Appointment and/or Change of Educational Management Personnel
- E. **Short-Term Hourly Positions**
- F. **Budget Transfers – Month of July - FY 2007/08**
- G. **Declaration of Surplus Property – Miscellaneous Equipment**

12. **Other Action Items**

- A. M/s (Brockbank/Tam) to **Approve Advanced Placement Credit** (minus Economics 101 and 102). The motion passed unanimously (plus an advisory aye vote by Student Trustee Tam).
- B. M/s (Hayashino/Long) to waive the reading of the resolution and to **Approve Resolution to Comply with National Incident Management System (NIMS) and State Emergency Management System (SEMS) Requirements**. The motion passed unanimously with a roll call vote (plus an advisory aye vote by Student Trustee Tam).
- C. M/s (Long/Kranenburg) to **Adopt 2007/08 Final Budget**. The motion passed unanimously (plus an advisory aye vote by Student Trustee Tam).
- D. M/s (Hayashino/Long) to **Approve Request to Bid for Maintenance Building 1 Waterproofing Project**. The motion passed unanimously (plus an advisory aye vote by Student Trustee Tam).
- E. M/s (Tam/Moore) to **Approve Request to Bid for Football Bleacher Repair**. The motion passed unanimously (plus an advisory aye vote by Student Trustee Tam).
- F. M/s (Long/Hayashino) to **Approve Resolution to Establish Fiscal Year 2007/08 (Gann) Proposition 4 Appropriations Limit**. The motion passed unanimously with a roll call vote (7-0) plus an advisory aye vote by Student Trustee Tam.
- G. **Modernization (Measure C) Contracts**
 - 1. M/s (Hayashino/Moore) to **Approve Professional Service Agreement with Jill Murphy for Banner Modules**. The motion passed unanimously (plus an advisory aye vote by Student Trustee Tam).
 - 2. **Professional Services Contracts – Short Form New**
 - a. M/s (Moore/Hayashino) to **Approve Anshen & Allen New Short Form Contract #2 Science/Math/Central Plant Complex Project (#305A) Closeout services for original project design**
The motion passed unanimously (plus an advisory aye vote by Student Trustee Tam).

3. **Professional Services Contracts – Long Form Amendments**
 - a. M/s (Long/Brockbank) to **Approve Ninyo & Moore Amendment #2 PE Complex Project (#308B) and POMO 4 Roof Replacement Project (#402B)**
Additional abatement design services & monitoring
The motion passed by a vote of 6-1 with Trustee Dolan casting the no vote. Student Trustee Tam cast an advisory aye vote.
 4. **Miscellaneous Actions**
 - a. M/s (Moore/Long) to approve **PE Complex Relocation Project (#850) Authorization to lease portables**
The motion passed unanimously (plus an advisory aye vote by Student Trustee Tam).
- H. **Modernization (Measure C) Contracts**
1. M/s (Moore/Long) to **Ratify Actions Pre-Authorized by Board of Trustees on July 24, 2007**. The motion passed by a vote of 6-1 with Trustee Dolan casting the no vote. Student Trustee Tam cast an advisory aye vote. Trustee Dolan stated that she could not support this agenda item without better accountability tools allowing the Board to monitor progress toward targeted goals. She suggested a Board workshop or Study Session to deal with this issue.
 - a. **CSW/Stuber-Stroeh Amendment #10**
Larkspur Annex Restroom and IVC TransTech Projects (#321B and #402A)
Design services (new task)
 - b. **Alfa Tech Cambridge Amendment #12**
Larkspur Annex Restroom and DSPS Relocation (#321B and #850G)
Design services (new task)
 - c. **VBN Architects Amendment #2**
IVC Main Building Project (#417A)
Answers to Board of Trustees' Questions (additional services)
 - d. **McGinnis Chen Associates Amendment #1**
Old Science Roof Repairs Project (#850E)
 - e. **IVC Pool Boiler Replacement Project (#407A)**
Short Form Construction Contract with Banner Enterprise, Inc.
 - f. **Contract Time Extensions**
 - i) **Amy Skewes-Cox Amendment #5**
 - ii) **Crossroads Relocation Services, Inc. Amendment #1**
 - iii) **Degenkolb Engineers Amendment #2**
 - iv) **Fugro West, Inc. Amendment #5**
 - v) **GeoTech Utility Locating, Inc. Amendment #1**
 - vi) **QA Consultants, Inc. Amendment #2**
 - vii) **Royston, Hanamoto, Alley & Abey Amendment #6**
 - viii) **Steinberg Architects Amendment #6**
 - ix) **Transitions Amendment #2**
 - g. **IVC Support Work (Miscellaneous Support)**
 - i) **POMO 4 Roof Repair Project (#402B)**
Pre-construction patchwork
Al Heffley – new short form

13. Information Items

A. Contracts and Agreement for Services Report – July 2007

B. IVC Site and Main Building Geotechnical Studies by Fugro West and Miller Pacific in response to Board of Trustees' request

14. Correspondence

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

15. Board Meeting Evaluation

None

16. Adjournment

M/s (Long/Hayashino) to adjourn the meeting. The motion passed unanimously and Board President Treanor adjourned the meeting at 10:10 p.m.