

COLLEGE OF  
**MARIN**

**Board of Trustees Meeting  
January 16, 2007  
Minutes**

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**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 2:15 p.m. by Board Vice President Hayashino in the Staff Lounge, Deedy Student Services, Kentfield campus. All Trustees were present except Trustee Treanor, who arrived at 2:17 p.m., and Student Trustee Sandfort.

M/s (Long/Moore) to approve the agenda for the Board Study Session. The motion passed unanimously (6-0).

**2. Revised Bond Spending Plan (Presentation and Discussion)**

President White introduced V-Anne Chernock, Director of Modernization, who explained the proposed revised bond spending plan, focusing on changes since October in these six areas: infrastructure/mechanical budget redistribution, Transportation Technology Complex (building expansion from 15,000 to 19,000 square feet), Science Complex (building expansion from 60,000 to 77,000 square feet), Performing Arts Building (expansion from 50,000 to 56,000 square feet), Diamond PE Complex (additional costs for solar thermal and solar photovoltaics), and renewable energy initiative. The proposed revised bond spending plan (scheduled to be voted on in the evening during the regular Board meeting) included a recommendation to fund approved projects with the revised budget figures; defer the Fusselman Hall, Gateway Complex, and LRC modernization projects for six months; and place remaining funds (\$19.7 million) into reserves. A copy of Director Chernock's presentation is attached to the minutes as part of the official record.

Trustees provided feedback and asked questions about the proposed spending plan revisions. Board members asked for more detailed back-up information on the budget revisions, emphasizing the need for careful tracking of the movement of funds. The Trustees asked to have projected figures for the Gateway and minimal safety/seismic upgrades on the LRC included in the spending plan. Other requests included the addition of a notation that the reserve includes projected interest income, information on commodity price changes, a more detailed breakdown of project costs, a breakdown of mechanical/infrastructure costs, a breakdown of support costs, clearer tracking of the way money is being moved around, tracking of contract milestones, and a copy of the programming document.

Questions were asked and concerns were expressed about processes in place for review and oversight of change orders, contract amendments, and long-form contracts.

The Board decided to defer the following two items on the agenda for the regular January 16 Board meeting to the January 30 Board meeting (Retreat):

C.12.B Approve Long-Form Professional Services Agreement – Kwan Henmi Architecture/Planning (Diamond PE Complex)

C.12.F Approve Revised Bond Spending Plan

The Study Session was recessed at 5:00 p.m.

## **B. 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 Conference Rooms A&B in the Student Services Building of the Kentfield campus, all members having received notice as prescribed by law. Board President Treanor reconvened the meeting at 5:20 p.m. All publicly elected Trustees were present. Dr. Frances White, Al Harrison, Anita Martinez, Linda Beam, and Larry Frierson were also in attendance.

M/s (Brockbank/Long) to approve the agenda as presented with these changes: Consent Calendar items C.11.L and C.11.N were moved to the Action Item Calendar; C.12.B and C.12.F were deferred to the January 30 Board meeting; the title of 5(a)(6) was changed from EEOC Update to OCR Update. 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 6:25 p.m.

## **C. 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 Deedy Student Services Building at 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 Sandfort.

### **2. Approval of Minutes and Report of Closed Session**

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.

M/s (Hayashino/Long) to approve the minutes of the December 12, 2006 Board meeting. The motion passed unanimously.

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

Peter Ellredge asked the Board where the community could find an update on the status of the Bolinas Marine Lab.

President White reported that Bill Sydeman has agreed to chair the Bolinas Marine Lab Task Force and will convene it in coming months. A meeting schedule will be established and placed on the website and the Board will be updated on the activities of the Task Force.

**4. Board Reports and/or Requests**

**a. Commendation Resolutions and Other Resolutions**

None.

**b. Legislative Report.**

Trustee Hayashino called the Board's attention to the state budget update in their Board packets. She announced recent legislative committee chair appointments:  
Gene Mullin – Chair of Assembly Education Committee  
Anthony Portantino - Chair of Assembly Committee on Higher Education  
Jack Scott – Chair of Senate Committee on Education  
Trustee Hayashino reminded Board members of the Marin County Joint Legislative Advisory Committee's Sacramento Lobby/Education Trip on January 17 and 18 and the CCLC Annual Legislative Conference on January 28 and 29 in Sacramento.

**c. Committee Chair Reports**

None

**d. Individual Reports and/or Requests**

Trustee Treanor announced the following Board committee assignments:

- Marin County School Boards Association and Trustee Representative to Elect Members of the County Committee on School District Organization – Trustee Kranenburg
- Legislative Representative to California Community Colleges Trustees/ California School Board Association (CCCT/CSBA) and liaison to the Community College League of California (CCLC) – Trustee Moore with assistance from Trustee Brockbank
- Education Task Force – Trustee Long
- College of Marin Foundation – Trustee Treanor
- President Evaluation Committee – Trustees Hayashino & Brockbank
- President Compensation Committee – Trustees Kranenburg and Brockbank

- Board of Trustees Evaluation Committee – Trustees Hayashino and Kranenburg
- Alumni Association Liaison – Trustee Dolan
- Kentfield Advisory Committee – Trustee Dolan
- Corte Madera Creek Liaison – Trustee Moore
- Board Policy Committee – Trustees Kranenburg and Long with help from Trustee Moore
- Ad Hoc Budget Committee – President White will decide
- IVC Advisory Committee – Trustee Moore
- Fund Development Committee – Trustees Hayashino and Treanor

Trustee Dolan reported that she and several other Trustees attended the COM Foundation Donor Reception on January 11. She stated that she was aware of some comments printed in the paper and reminded everyone of the importance of trying to work through problems and issues among ourselves rather than attacking people in the press.

Trustee Brockbank reported that he had recently talked to our State Senator and Assemblyman and their staff members and had mentioned that they may be contacted by one of our students about visiting our school.

Trustee Kranenburg reported that two Trustees attended the recent IVC forums and found them to be helpful.

**e. CEO Report to Board on WASC Compliance**

President White reported that the Accrediting Commission met last week and that we would receive a letter regarding our status at the end of the month. She noted that Dr. Sherrill Amador, the chair of our visiting accreditation team, made it clear that we have done well in complying with 4 ½ of our recommendations but that we are 15 years behind in the implementation of a program review plan. At Friday's Opening Day Convocation, the first group of volunteers for our program review pilot will share their reasons for wanting to participate. Dr. White noted that over time, program review will be mandatory and that an evaluation cycle will be established.

**5. Chief Executive Officer's Report**

Dr. White indicated that her written report was in the Board packets. She introduced Cathy Summa-Wolfe, Director of Communications and Community Relations, who updated the Board on positive trends we are seeing in this enrollment period. Ms. Summa-Wolfe mentioned several actions we have taken to "get the word out" and promote a positive image of our school in a variety of media, including the following:

upgrading the look of publications sent to students and the community, advertising in movie theaters, printing and mailing our class schedules within a day of people receiving Santa Rosa Junior College's schedule, mailing 110,000 schedules in early December and distributing 2,000 schedules to local libraries, arranging to have 150 to 200 point-of-purchase retail outlets display our schedule, e-mailing continuing students and high school counselors, and implementing robo-calls to students who have applied but not enrolled.

**a. Staff Reports**

**1) Program Review Update**

Anita Martinez, Vice President of Student Learning, reported that volunteers from the six groups that will participate in the program review pilot (nursing, ESL, multi-media studies, journalism, the Testing Office, and the Technology Work Plan) would speak at the January 19 Convocation and explain their reasons for wanting to participate in the first pilot.

**2) COMet Update**

Al Harrison, Vice President of College Operations, called the Board's attention to the new COMet logo and presented an update on COMet implementation (copy of presentation attached), noting that we are on target and staying focused and positive.

**3) Modernization Update**

V-Anne Chernock, Director of Modernization, noted a correction to the expended-to-date figure in the budget update portion of the Modernization Director's report in the Board packet (\$12.3 million). She called the Board's attention to the spreadsheet of program costs, consultant brief, and information on budget development in their packets. Director Chernock noted that plans for the Fine Arts Building and Transportation Technology Complex will be presented next month.

**4) Special Services – Basic Aid District**

President White reported that the Board officers would like to keep the door open to engage consulting/lobbying services of Arnold Bray should attempts be made to take away basic aid dollars.

**5) SWACC Report**

Vice President Harrison reminded Trustees that Keenan & Associates had earlier inspected both campuses and made recommendations in their report. COM managers will be asked to address issues in their management area and a report will be brought back to the Board.

**6) EEOC Update (renamed OCR Update)**

Linda Beam, Executive Dean of Human Resources & Labor Relations, reported that the Office of Civil Rights (OCR) contacted us 18 months ago regarding gender inequities in our PE facility. We have submitted plans for modernization of our PE Building, which OCR has approved. OCR will be sending us a letter saying that there are no findings regarding the allegations, but making some suggestions. We will be monitored on occasion.

**6. Academic Senate Report**

No report.

**7. Classified Senate Report**

No report.

**8. Student Senate and Student Association Report**

Hoa Long-Tam, ASCOM President, extended kudos to the Black Student Union for planning several events for Black History Month in February. He announced that ASCOM's blog has been updated, ASCOM and the Interclub Council plan to recruit students interested in participating in student government during the first week of school, and ASCOM elections will be held in April. A copy of his report is attached to the minutes as part of the official record.

**9. Board Study Session**

There was no Board Study Session during the meeting, since one had been held earlier that afternoon.

**10. Items for Possible Future Board Action**

**a. Budget Update**

**b. District Goals, Principles and Guidelines, and Technical Standards**

**c. SWACC Action Plan (February)**

**11. Consent Calendar Items**

M/s (Long/Hayashino) to approve all items on the Consent Calendar with the exception of C.11.L and C.11.N, which were moved to the Action Item Calendar. The motion passed unanimously with a roll call vote.

**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:

January 30	Board Retreat – 10:00 a.m. to 3:00 p.m. – Staff Lounge, Deedy Student Services, Kentfield
<b>February 13</b>	<b>Board Study Session – 1:00 to 5:00 p.m., Ohlone 106, IVC</b>
February 13	Regular Meeting – 6:30 p.m. – Ohlone 106, IVC
<b>March 13</b>	<b>Board Study Session – 1:00 to 5:00 p.m., Staff Lounge, Deedy Student Services, Kentfield</b>
March 13	Regular Meeting – 6:30 p.m. – Staff Lounge, Deedy Student Services, Kentfield
<b>April 17</b>	<b>Board Study Session – 1:00 to 5:00 p.m., Staff Lounge, Deedy Student Services, Kentfield</b>
April 17	Regular Meeting – 6:30 p.m. – Staff Lounge, Deedy Student Services, Kentfield
<b>May 15</b>	<b>Board Study Session – 1:00 to 5:00 p.m., Ohlone 106, IVC</b>
May 15	Regular Meeting – 6:30 p.m. – Ohlone 106, IVC
<b>June 12</b>	<b>Board Study Session – 1:00 to 5:00 p.m., Staff Lounge, Deedy Student Services, Kentfield</b>

June 12	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

Other Special Events:

Opening Day Convocation – January 19, 2007, 10:00 a.m. to 12:00 noon, Olney 96, Kentfield Campus

2007 Marin County Joint Legislative Advisory Committee's Sacramento Lobby/  
Education Trip – January 17 & 18, 2007,  
State Capitol, Sacramento

2007 CCLC Annual Legislative Conference – January 28 & 29, 2007,  
Sheraton Grand Sacramento Hotel

**Commencement – May 25, 2007, 7:00 p.m., Gymnasium**

- 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 Management Personnel Recommendations.** Approve the Classified Management Personnel Recommendations.
1. Resignation of Classified Management Personnel
- D. Academic Personnel Recommendations.** Approve the Academic Personnel Recommendations.
1. Academic Request for Approved Unpaid Leave/Reduced/Increased Assignment
- E. Short-Term Hourly Positions**
- F. Budget Transfers – Month of January - FY 2006/07**

- G. Warrants
- H. **Approve Agreement for Learning Opportunities with Children’s Hospital and Research Center Oakland for Pediatric Experience for RN Student Program**
- I. **Approve Credit Course Revisions**
- J. **Approve New Credit Courses**
- K. **Approve Credit Course Deletions**
- M. **Approve Sabbatical Leave Recommendations for Fiscal Year 2007/08**
- O. **Authorization to Initiate Projects (Measure C)**  
None
- P. **Miscellaneous (Measure C)**
  - 1. Disposal of Surplus Property

**12. Other Action Items**

- A. M/s (Brockbank/Long) to **Approve Student Fee/Refund Schedule for 2007/08**. The motion passed unanimously.
- C. **Acknowledge Receipt of District Financial and Measure C Bond Program Audits for 2005/06**  
Tina Treis of Perry-Smith presented a brief overview of our District Financial and Measure C Bond Program Audits and responded to questions. Trustees expressed appreciation to Ms. Treis for her presentation and congratulated COM staff for the level of improvement in our financial operations indicated by the audit reports. Last year there were 11 findings, and all but 3 recommendations have been implemented.
- D. M/s (Brockbank/Hayashino) to **Reject Claim of Pamela Mize-Kurzman**. The motion passed unanimously.
- E. M/s (Kranenburg/Long) to **Approve Amendment to Agreement with SunGard SCT to Include TracDat System**. The motion passed unanimously.
- G. **Approve Less Than 18-Unit Credit Certificates**  
(Moved from Consent Calendar – formerly C.11.L)  
Trustee Kranenburg expressed his appreciation to Vice President Martinez and her staff for taking the initiative to develop less than 18-unit credit certificates in response to community needs.  
M/s (Kranenburg/Long) to **Approve Less Than 18-Unit Credit Certificates**.  
The motion passed unanimously.
- H. **Modernization (Measure C) Contracts**  
(Moved from Consent Calendar – formerly C.11.N)
  - 1. Professional Services Contracts

- a. New Short Form Contracts - **none**
  - b. New Long Form Contracts - **none**
  - c. Full Contracts/Ratifications - **none**
  - d. Amendments
    - (i) Amendment #1 – HKIT (Transportation Technology Complex)
    - (ii) Amendment #1 – Anshen & Allen (Science/Math/Central Plant Complex)
    - (iii) Amendment #4 – Vianovus (Paragon licenses)
    - (iv) Amendment #5 – Alfatech Cambridge Group, Inc.
2. Construction Contracts
- a. Bid Awards - **none**
  - b. New Contracts – **none**
  - c. Ratifications - **none**
  - d. Change Orders
    - (i) Change Order #4 – Ghilotti Bros., Inc./Larkspur Annex Demolition Project #321A and Resolution
    - (ii) Change Order #1 – Kingsborough Atlas Tree Surgery, Inc./Tree Removal Project #317A & #414A and Resolution
    - (iii) Change Order #2 – Maggiora & Ghilotti, Inc./Gas Main Replacement Project #410A
    - (iv) Change Order #2 – Bay Pacific Pipelines, Inc./Storm Drain Repairs Project #401A
  - e. Notices of Completion
    - (i) Storm Drain Repairs Project #401A
    - (ii) Tree Removal Project #317A, 414A

Trustee Dolan asked that the Board consider putting a cap or limit on consultant contract amendments and change orders. Other Trustees noted that there had been considerable discussion on this subject during the afternoon Study Session and that it had been agreed that tracking mechanisms would be developed and regular reports would be made to the Board.

M/s (Kranenburg/Long) to approve **Modernization (Measure C Contracts)**. The motion passed by a vote of 6-1 with Trustee Dolan casting the no vote. She stated that she voted “no” because there is no cap on consultant amendments and change orders and we need a firm foundational plan instead of a piecemeal approach.

**13. Information Items**

- A. Contracts and Agreement for Services Report – December 2006**
- B. Contracts for Designated Approval**
- C. 2004 Facilities Condition Assessment Executive Summary**

**14. Correspondence**

Correspondence in Board Packets

**15. Board Meeting Evaluation**

**16. Adjournment**

M/s (Long/Hayashino) to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 8:30 p.m.

