

COLLEGE OF
MARIN

**Board of Trustees Meeting
November 7, 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 2:15 p.m. by Board President Treanor in the Deedy Staff Lounge at the Kentfield campus, all members having received notice as prescribed by law. All publicly elected Trustees were present except Trustee Long, who arrived at 2:17 p.m., Trustee Dolan, who arrived at 2:20 p.m., and Trustee Kranenburg. Student Trustee Tam was also in attendance.

Dr. White congratulated the returning Board incumbents and congratulated Trustee Brockbank on his election to the San Rafael City Council. She noted that this was both a happy and sad time, as we will have to say good-bye to Trustees Moore and Brockbank.

2. Modernization Workshop

In response to questions about the final EIR's, Modernization Director Chernock informed the Board that the possible movement of the IVC main building to a location north of the creek was listed in the FEIR for IVC as an alternate project and not as a preferred project. She announced that attorney Mark Kelley would be present at the evening meeting to answer questions and noted that Board members received an e-mail from him outlining optional EIR processes.

a. Design Review – Geothermal Fields (#305B & #417B)

Mike Lucas of Alpha Tech Cambridge Group, Inc. updated the Board on the design of the geothermal fields projects at both the Kentfield and IVC campuses (copy of presentation on website). Board members asked questions and provided feedback. It was noted that efforts will be made to mitigate the noise level when the work is being done.

b. Design Review – PE Complex PV (#308D) – Kentfield Campus

This presentation will be made at a future Board meeting.

c. Parking Lot-Bioswale (#401B) & Pathways (#413A) – Indian Valley Campus

Aditya Advani of Royston, Hanamoto, Alley & Abey made a presentation on landscaping designs for Parking Lot-Bioswale and Pathways projects on the IVC campus (copy of presentation on website). He reported that native gardens will be planted along the frontage road and behind the proposed building to enhance the appearance of the campus. Mr. Advani noted that drought climate adapted, low-

maintenance plants have been chosen and that DSA has approved the design concept. In response to questions about the possible use of cisterns to collect water, Director Chernock and her staff were directed to preliminarily look into this possibility.

3. Board Discussion Re. LEED

Board President Treanor led the Board in a discussion on the Board's willingness to include an item in our budget for a sustainability coordinator position. She pointed out that the intent of our original Board resolution on sustainability (July 2004) was to let our designers know that we wanted to be sustainable in design. The Trustees discussed this issue at length, noting that the Board had expressed a desire and commitment to become LEED certified, but that there are now serious concerns about our budget and incurring additional expenses for the ongoing monitoring and reporting that would be required to obtain certification.

Modernization Director Chernock explained that LEED is a process and that if we become LEED certified, we have to monitor. Without District commitment to a sustainability coordinator and a restructuring of current positions, we will only reach LEED on one project, the Transportation Technology Complex.

The Board gave direction to staff to inform the architects that we want LEED points from design and construction only. Director Chernock will update the July 2004 Board resolution on sustainability and bring it to the December meeting for approval.

4. IVC Pool Locker/Shower Repair

Al Harrison, Vice President of College Operations, made a presentation (copy attached) on repairs needed for safety reasons in the IVC locker/shower building.

5. Board Self-Evaluation

Trustee Hayashino reviewed the results of the Board Self-Evaluation, a 32-question written survey. She noted that the overall score was above average and that many positive statements were made in the comments section.

The Study Session (open session) was recessed at 4:30 p.m. by Board President Treanor.

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 4:35 p.m. in the SS A&B conference room on the Kentfield campus. All publicly elected Trustees were present except Trustee Long, who arrived at 4:40 p.m., and Trustee Kranenburg, who arrived at 5:15 p.m. Dr. Frances White, Al Harrison, Anita Martinez, Linda Beam, Larry Frierson, and Armond Phillips were also in attendance.

M/s (Hayashino/Moore) to approve the agenda as presented. The motion passed unanimously (5-0).

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 6:35 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 6:40 p.m. in the Deedy Staff Lounge 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.

2. Approval of Minutes and Report of Closed Session

M/s (Hayashino/Tam) to approve the minutes of the October 9, 2007 Board meeting. The motion passed unanimously (7-0) plus 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

Len Pullan asked the Board to support the regravelling and repair of parking lot 13 on the Kentfield campus. A copy of his statement is attached to the minutes as part of the official Record.

Ira Lansing, UPM President, encouraged the Board to endorse Proposition 92, the Community College Initiative.

The following individuals expressed their displeasure to the Board with the lack of progress in CSEA negotiations and the reclassification process: Karen van Kriedt, Dee Frites, June Yokell, Susan Scott, Markee Lees, Patricia Torres, and Jo Muilenburg. Copies of the statements of Ms. van Kriedt, Ms. Yokell, and Ms. Muilenburg and a letter read by Ms. Frites are attached to the minutes as part of the official record.

Trustee Dolan left the meeting at 7:00 p.m. and returned at 9:10 p.m.

4. Board Reports and/or Requests

a. Commendation Resolutions and Other Resolutions

None.

b. Legislative Report.

Board President Treanor referred Board members to the CCLC Legislative Report in their Board packets.

c. Committee Chair Reports

Board President Treanor reminded the Trustees that the Board organizational meeting will take place on December 11. She congratulated Trustees Long, Kranenburg, and Hayashino on their reelection and expressed appreciation to Trustee Moore for his contributions during difficult and challenging times. She congratulated Trustee Brockbank on his election to the San Rafael City Council and thanked him for his 18 years of service to the COM Board. Staff were directed to check with legal counsel and the Marin County

Office of Education to find out the process we need to follow to fill the vacant Trustee position resulting from the resignation of Trustee Brockbank.

d. Individual Reports and/or Requests

None

e. CEO Report to Board on WASC Compliance

President White distributed a handout entitled “Rubric for Evaluating Institutional Effectiveness” (copy attached) and explained that it is an evaluation tool that will be used by the Accrediting Commission to see if schools are improving in program review and student learning outcomes. She reported that the visiting team would be on campus on November 8.

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

Dr. White reported that she learned in a recent conversation with Ken Howard that the Grand Jury received our response last July but have not yet posted it on their website, as they are still reviewing it.

g. Discussion of Board Officers

Trustees Kranenburg, Hayashino, Long, and Treanor expressed interest in serving as Board Officers next year.

5. Chief Executive Officer’s Report

Dr. White called the Board’s attention to her report in their packets. She encouraged the Trustees to write a check in support of Prop 92 and to attend a dinner on November 14 in San Francisco in support of that state initiative. President White reported that College of Marin hosted approximately 400 7th and 8th grade students at the Peer Summit, a conference spearheaded by the Marin County Office of Education and several non-profit organizations. The students were proud to be able to come to a college campus, and the organizers hope to continue this partnership with College of Marin.

a. Staff Reports

1) Bolinas Task Force Update

President White introduced Bill Sydeman, chair of the Bolinas Task Force, who reviewed the Bolinas Task Force Update in the Board packets. Board members thanked Mr. Sydeman and the task force for their work. Dr. White stated that she will check with legal counsel and come back to the Board with recommendations in December.

Dr. White introduced Diana Verdugo, our new Director of Noncredit & ESL, Community & Contract Education.

2) COMet Update

Al Harrison, Vice President of College Operations, referred the Board to the COMet update in their packets. He stated that the impact of increased work load on the staff has reached a “crunch” stage and is being examined and evaluated.

3) Modernization Update

V-Anne Chernock, Director of Modernization, reviewed the modernization action

items on the agenda, noting that five of the projects have multiple action agenda items. She stated that she will bring a list of monies saved from certain projects to the January Board meeting.

4) Sustainability Update

Modernization Director Chernock called the Board's attention to the Sustainability Update in their Board packets. This monthly report will be added to Board meeting agendas.

President White announced that Hoa-Long Tam, Patrick Kelly, Phil Kranenburg, Don Flowers, and V-Anne Chernock (on an advisory basis) have agreed to serve on the President's Climate Commitment Task Force. The two tangible actions to be implemented by the District are: adopting an energy-efficient appliance purchasing policy and encouraging use of and providing access to public transportation.

5) Program Review Update

Anita Martinez, Vice President of Student Learning, thanked the Phase I Program Review participants and introduced Yolanda Bellisimo, who complimented the participants on their high quality work and introduced the presenters:

Carol Adair – Basic Skills English

Sara McKinnon- ESL

Michael Dougan – Journalism

Roz Hartman – Nursing

Anita Martinez – Technology Work Plan

Patricia Torres – Testing

(Copies of the Multimedia Studies Program Review Executive Summary and Sara McKinnon's ESL Program Review Report to the Board are attached.)

Ms. Bellisimo reported that the Institutional Planning Committee will start ranking needs and making recommendations to the Budget Committee based on program review results.

Board members and Dr. White thanked everyone involved in the program review pilot process for their time, energy, and outstanding work.

6) Enrollment Update: Basic Skills Initiative

Susan Andrien, Director of Learning Resources, referred the Board to her report on the Basic Skills Initiative (BSI) in their Board packets. She reported that Chancellor Woodruff is making BSI her top priority in her interim year.

6. Academic Senate Report

Yolanda Bellisimo, President of the Academic Senate, stated that she has been reviewing statewide demographic data for community colleges and studying the state of our transfer programs at College of Marin. As a result, she has concluded that if we want to increase our student population, we should focus on the students who have already made a commitment to come here (non-credit, basic skills, ESL, and community education students) rather than "chasing after phantom students hiding somewhere in this county." 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 on the Classified Senate's

priority goal to raise awareness about disaster preparedness among faculty and staff. 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

Student Senate President Tam stated that the Student Senate believes that every student should have a chance to succeed. He further stated that we can recruit hundreds of students, but that if people aren't passing classes, we're not serving students.

Vice President Martinez announced that Nick Chang, Interim Dean of Student Development & Special Services, will present a report on retention at the next Board meeting.

9. Board Study Session

a. Energy Audit

Al Harrison, Vice President of College Operations, referred the Board to his report on the California Energy Commission Energy Partnership Program in their Board packets. He explained that he wants the Board to be comfortable with this program before it comes to the Board for a vote.

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

a. Shared Use Agreement – Sustainable Horticulture Program at IVC

b. Ground Lease with Marin County Sheriff's Department (2008)

c. Five-Year Scheduled Maintenance Plan (December)

d. Adoption of Board of Trustees 2008 Meeting schedule (December)

Board members reached consensus on holding the March, May, October, November and December Board meetings on the 2nd Tuesday of the month.

11. Consent Calendar Items (Roll Call Vote)

M/s (Long/Brockbank) to approve all items on the Consent Calendar. 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:

December 11	Board Holiday Dinner – 5:00 p.m., Pacific Cafe
December 11	Organizational and Regular Meetings – 6:30 p.m., Staff Lounge, Deedy Student Services, Kentfield

Other Special Events:

**Tuskegee Airmen Congressional Medal Ceremony and
Memorabilia Exhibit – November 11, 3:00 to 5:00 p.m., Fine Arts
Theatre Building, Kentfield**

**ASCOM Sponsored Thanksgiving Lunch – November 13, 11:30 a.m. to
1:00 p.m., Internet Café, Indian Valley Campus**

**ASCOM Sponsored Holiday Dinner/Toy Drive – November 15, 5:30 to
7:00 p.m., Kentfield Cafeteria**

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

Marin Economic Commission Eighth Annual Awards of Excellence Luncheon, November 16, 11:30 a.m. to 1:30 p.m., Embassy Suites Hotel, San Rafael

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

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

12. Other Action Items:

- A. M/s (Kranenburg/Hayashino) to Approve College of Marin Unfunded Liability Funding Plan** (with the addition of “to be approved by the Board” to the end of #3 of the plan). The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee Tam.
- B. M/s (Kranenburg/Hayashino) to Approve Authorization to Proceed with Bid to Repair IVC Pool Lockers/Showers.** The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee Tam.
- C. M/s (Brockbank/Hayashino) to Reject Second Tort Claim – Pamela Mize-Kurzman.** The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee Tam.
- D. M/s (Brockbank/Tam) to Approve Resolution Authorizing Destruction and/or Disposal of Fiscal Services and College Operations Records.**

The motion passed unanimously by a roll call vote of 7-0 (plus an advisory aye vote by Student Trustee Tam).

E. Modernization (Measure C)

1. M/s (Brockbank/Long) to **Approve Resolution Certifying the Final Environmental Impact Report for the Kentfield Campus**. The motion passed by a roll call vote of 6-1 with Trustee Dolan casting the no vote. Student Trustee Tam cast an advisory aye vote.
2. M/s (Moore/Long) to **Approve Resolution Certifying the Final Environmental Impact Report for the Indian Valley Campus**. The motion passed by a roll call vote of 6-1 with Trustee Dolan casting the no vote. Student Trustee Tam cast an advisory aye vote.
3. M/s (Tam/Brockbank) to **Approve Measure C Bond Program Furniture Procurement – Kentfield & Indian Valley Campuses Piggyback Contract with Foundation for California Community Colleges (FCCC)**. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee Tam.
4. **Designation of Specific Materials, Products, Goods or Services on Bond Project**
 - a. M/s (Hayashino/Tam) to **Approve Designation of TMP Services Co. – DSA-Certified Access Ramps for Portables – PE Complex Portables Project (#850F)**. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee Tam.
5. **Award/Approve Professional Services Agreements/Amendments**
 - a. M/s (Hayashino/Brockbank) to **Approve Campus Corner (DSPS/Health Services Relocation - #850G) Design Services HKIT Amendment #4**. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee Tam.
 - b. M/s (Long/Hayashino) to **Approve Parking Lot-Bioswale (#401B) & Pathways (#413A) Transportation Tech Complex (#402A) Campus Corner (DSPS/Health Services Relocation - #850G) Alfa Tech Cambridge Group Amendment #13**. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee Tam.
 - c. M/s (Kranenburg/Tam) to **Approve Geothermal Fields Kentfield & IVC (#305B & #417B) and Parking Lot-Bioswale (#401B) Campus Corner (DSPS/Health Services Relocation – #850G) - Civil Engineering Services CSW/Stuber Stroeh Engineering Amendment #13**. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee Tam.
 - d. M/s (Long/Hayashino) to **Approve New Fine Arts Building Project (#306C) - Equipment Specialist Services Marcy Wong Donn Logan Architects Amendment #3**. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee Tam.
 - e. M/s (Moore/Brockbank) to **Approve Fire Mitigation (#418A) & Shade & Greenhouse Structure (#850C) Arborist Services Moritz Arboricultural Consulting – New Short-Form**

Professional Services Agreement

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

- f. M/s (Kranenburg/Brockbank) to **Approve PE Complex Portables (#850F) & Geothermal Fields Kentfield & IVC (#305B & #417B) GeoTech Utility Locating LLC – New Short-Form Professional Services Agreement.**

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

6. Approve Procurement Purchase Agreement

- a. M/s (Hayashino/Kranenburg) to **Approve PE Complex Portables (#850F) TMP Services, Inc. Purchase Agreement.**

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

7. Award Construction Contract

- a. M/s (Hayashino/Brockbank) to **Approve PE Complex Portables (#850F) Construction Contract for Utility Connections and Site Work – Nemo Construction (\$520,000).**

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

8. Contract Ratification

- a. M/s (Brockbank/Kranenburg) to **Approve POMO 4 Roof Replacement (#402B) Western Roofing Service – New Construction Contract.**

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

- b. M/s (Long/Kranenburg) to **Approve Performing Arts Modernization (#306A) Sensible Environmental Solutions, Inc. – New Short-Form Professional Services Agreement.**

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

- c. M/s (Hayashino/Brockbank) to **Approve Austin Science Center Roof Repairs (#850E) – American Services Co. New Construction Contract.**

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

9. Approve Project/Authorize Bidding

- a. M/s (Kranenburg/Brockbank) to **Authorize Bidding for Geothermal Field Kentfield (#305B) & Site Development Utilities Kentfield (#305C) and Emergency Utility Repair Services Associated with Kentfield Geothermal Field Work.**

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

- b. M/s (Kranenburg/Tam) to **Approve Project and Authorize Bidding - Geothermal Fields Kentfield & IVC (#305B & #417B).**

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

10. Change Orders

a. M/s (Kranenburg/Hayashino) to Approve Pool Boiler Replacement (#407A)

Defective Part Replacement/Time Extension/No Cost Banner Enterprises, Inc. – Change Order #1.

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

b. M/s (Long/Brockbank) to Approve PE Complex Portables (#850F) Interior Finishes Change

Mobile Modular Management Corporation – Change Order #1.

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

13. Information Items

A. Contracts and Agreement for Services Report – October 2007

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 in honor of Trustees Brockbank and Moore. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee Tam, and Board President Treanor adjourned the meeting at 9:55 p.m.