

COLLEGE OF
MARIN

**Board of Trustees Meeting
December 9, 2008
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 3:42 p.m. by Board President Hayashino in the Deedy Staff Lounge on the Kentfield campus, all members having received notice as prescribed by law. All publicly elected Trustees were present except Trustee Dolan and Trustee Treanor, who arrived at 3:47 p.m.; and Trustee Namnath, who was excused. M/s (Long/Paterson) to approve the agenda as presented. The motion passed unanimously (4-0).

2. Modernization Workshop

a. MWDL – Final Design Review – Fine Arts Building

Architects from Marcy Wong & Donn Logan Architects presented final drawings of the Fine Arts building. Mr. Wong indicated that very little had changed since the last rendering of the building had been discussed. Green features were further discussed and include building orientation, day lighting and solar use, high efficiency light fixtures, natural ventilation, evaporative cooling, and HVAC. Trustees and members of the public were invited to get up and view the many drawings presented.

b. ED2 International – Final Design Review – SMCP Increments 2 & 3

Architects from ED2 International presented renderings from the Science/Math/Central Plant project. Architects explained features such as the orbit court and the “step up” features of the building. The stepping feature of the building will help to blend the building with the backdrop and help it to appear smaller than it truly is. Green features on this project include energy smart appliances, sustainable landscape, and solar hot water heaters. In addition the building will be comprised of mostly recycled materials. Trustees and members of the public were invited to get up and view the many drawings presented.

The Study Session (open session) was recessed at 4:45 p.m. by Board President Hayashino.

B. Closed Session

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

Board President Hayashino reconvened the meeting of the Board of Trustees of the Marin Community College District at 4:45 p.m. in the SSA&B Conference Rooms in the Student Services Building on the Kentfield campus. All publicly elected Trustees were present. Dr. Frances White, Al Harrison, Anita Martinez, Linda Beam, and Larry Frierson 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 6:10 p.m.

C. Organizational Meeting

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

The meeting of the Board of Trustees of the Marin Community College District was reconvened in open session at 6:39 p.m. in the Deedy Staff Lounge on the Kentfield campus by Board President Hayashino. She announced that the meeting was being recorded to facilitate the preparation of minutes. All Trustees were present except Trustee Dolan who arrived at 6:45 p.m. Student Trustee McCleary was in attendance.

Board President Hayashino announced that the agenda had been approved as revised during the study session. The following revisions were made:

- D.10.C - removed
- D.11.A – removed
- D.12.A – correction
- D.13.C - correction

2. Readoption of Bylaws and Policies

M/s (Long/Treanor) to readopt Board Bylaws, Policies and Procedures in accordance with Board Bylaws Section 1.5010, Organizational Meeting. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.

3. Meeting Schedule 2009

M/s (Long/Treanor) to approve the 2009 Board Meeting Schedule. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.

January 20	Regular Meeting - 6:30 p.m., Staff Lounge, Deedy Student Services, Kentfield
February 6	Board Retreat Location to be determined
February 17	Regular Meeting – 6:30 p.m., Ohlone 106, IVC
March 17	Regular Meeting – 6:30 p.m., Staff Lounge, Deedy Student Services, Kentfield

April 21	Regular Meeting – 6:30 p.m., Staff Lounge, Deedy Student Services, Kentfield
May 12	Regular Meeting – 6:30 p.m., Ohlone 106, IVC
June 9	Regular Meeting – 6:30 p.m., Staff Lounge, Deedy Student Services, Kentfield
June 23	Regular Meeting – 6:30 p.m., Ohlone 106, IVC Tentative Budget Adoption
July 21	Regular Meeting – 6:30 p.m., Ohlone 106, IVC
August 25	Regular Meeting – 6:30 p.m., Ohlone 106, IVC Final Budget Adoption
September 15	Regular Meeting – 6:30 p.m., Staff Lounge, Deedy Student Services, Kentfield
October 13	Regular Meeting – 6:30 p.m., Ohlone 106, IVC
November 17	Regular Meeting – 6:30 p.m., Staff Lounge, Deedy Student Services, Kentfield
December 8	Organizational and Regular Meetings – 6:30 p.m., Staff Lounge, Deedy Student Services, Kentfield

4. Election of Officers

Trustee Long nominated Trustee Kranenburg for the position of Board President. He was elected unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.

Trustee Kranenburg nominated Trustee Paterson and Trustee Hayashino for the positions of Board Vice President and Board Clerk respectively. Trustee Namnath nominated Trustee Long for the position of Board Vice President. Trustees Paterson and Hayashino were elected by a vote of (4-0-3) with Trustees Long, Namnath, and Hayashino acting in abstention. Student Trustee McCleary cast an advisory aye vote for Trustees Paterson and Hayashino.

5. Appointment of Trustee Representatives

Board President Kranenburg announced that he would distribute a list of committees to Board members and would ask for preferences for committee assignments prior to the next meeting.

6. Board Comments & Acknowledgments

Outgoing Board President Hayashino thanked her colleagues on the Board. She made reflections on the year including the departure of Trustee Brockbank and the appointment of Trustee Paterson, the passing of former Trustee Moore, P.E. and IVC groundbreaking, reaffirmation of accreditation, and enrollment growth. Trustee Hayashino also acknowledged Dr. White, Al Harrison, Linda Beam, Anita Martinez, all members of the administrative team, and the faculty and staff for the work that they do.

Trustee Treanor commended Trustee Hayashino on the good job she has done as Board President. Communication has been key and the trust that she shared with Dr. White has shown in the progress the Board has been able to make this year. Trustee Treanor also commented that under Trustee Hayashino's leadership, knowledge has been acquired that has helped set a pace that will be helpful in the future.

7. Adjournment

M/s (Treanor/Long) to adjourn the Organizational Meeting. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary. Board President Kranenburg adjourned the meeting at 6:53 p.m.

D. Reconvene to Regular Meeting

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

The meeting was called back to order at 7:01 p.m. by Board President Kranenburg. All Board members were present, including Student Trustee McCleary.

2. Approval of Minutes and Report of Closed Session

Ira Lansing requested clarification on the procedure for reporting out of closed session. He inquired as to whether or not monetary figures were reported out of closed session and if they are reported out, he requested the minutes reflect the amount awarded to S. Rollison as a result. Trustees indicated that they would look into this question and take appropriate action. M/s (Paterson/Dolan) to approve the minutes of the November 11, 2008 Board meeting. The motion passed unanimously (7-0) with an advisory aye vote by Student Trustee McCleary.

M/s (Dolan/Hayashino) to approve the minutes of the November 26, 2008 Special Board meeting. The motion passed unanimously (7-0) with an advisory aye vote by Student Trustee McCleary.

Board Clerk Hayashino 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

Margaret TorMEA spoke to the Trustees urging them to place enrollment issues on the agenda. Trustees made a general comment indicating that an aggressive stance has been made to improve enrollment and outreach, but encouraged her to contact the Office of the Vice President of Student Learning.

4. Board Reports and/or Requests

a. Commendation Resolutions and Other Resolutions

- 1. Resolution in Recognition of Anita Martinez's Service as Vice President of Student Learning.** Board Clerk Hayashino read the Resolution. M/s (Namnath/Treanor) to approve the **Resolution in Recognition of Anita Martinez's Service as Vice President of Student Learning.** The motion passed unanimously by a roll call vote of 7-0 with an advisory aye vote by Student Trustee McCleary. Board President Kranenburg thanked Vice President of Student

Learning Martinez for her service and presented her with a gift on behalf of the Board. Board President Kranenburg invited Vice President Martinez to say a few words.

Vice President Martinez reflected on the changes at College of Marin since her arrival. She has experienced enrollment growth which she attributes to the achievement of clear accreditation. Partnerships at the IVC campus have been established with San Francisco State University among others. The Banner system and Student Portal are up and running. Program review continues. Finally she remarked that she hoped that the Student Ambassador program could be expanded to the Indian Valley Campus and to the high schools in the county.

b. Legislative Report.

Trustee Paterson updated the Board on the legislative happenings in California. Educators believe that Community Colleges are the key to economic recovery; unemployment in the State of California has reached 8.2% in October. Mid-year cuts are approaching and it is hoped that legislators remember the benefits of these colleges.

c. Committee Chair Reports

(1) Educational Task Force

Trustee Long reported on the Educational Task Force, now called the Marin Teacher Network Committee. She reports that the task force has set priorities for the coming year including articulation of k-14, the assessment of standards and professional development.

d. Individual Reports and/or Requests

Trustee Dolan reported on the various productions the music department has put on this month, encouraging those who can to attend. She also reported on the Emeritus event that both she and Trustee Long attended, stating it was a very festive event.

Trustee Hayashino reported on the Development Committee; she hopes that recommendations will be presented in January. She also reported on the President's Circle event held at Sylvia Kwan's home and indicated that it was a great event.

Trustee Paterson reported on the CCLC conference. She attended several very informative sessions including one on Imoega, an introduction to a program for African American students that promotes social and cultural networking within colleges. She also reported on the key note speaker, Van Jones, author of *The Green Economy*.

e. WASC Compliance

President White reported on the Educational Master Plan. She indicated that the document is in the process of being finalized and a first draft will be distributed in early January.

5. Chief Executive Officer's Report

Dr. White called the Board's attention to her report in their packets.

a. Textbook Cost Containment Update

Dr. White reported that the College of Marin students and faculty are developing a proposal with recommendations that they will bring to the Board regarding textbooks at a future date.

b. COM/MTA Agreement Update

Dr. White reported that the District will be sending a letter to MTA recommending that we draw our meetings to a close and come up with a final resolution to this matter.

Staff Reports

1. WASC Compliance

Director of Communications & Community Relations, Cathy Summa-Wolfe, presented new features on the College website as well as new elements incorporated into the student portal as part of on-line orientation. She also presented new features in the on-line class schedule which has been broken down into smaller parts, making it easier for continuing and potential students to find the information they need.

2. Fiscal Accountability

Vice President of College Operations, Al Harrison, reported on our fiscally accountable status. The District reapplied for fiscally accountable status with the Marin County Office of Education in August. The independent auditor has looked at our processes and will be back in February for a final look; we believe that he will make a favorable recommendation to the Marin County Office of Education. The District will receive word of our approval on or before March 1 of 2009. If approval is granted, the District will begin processing its own payroll beginning July 1, 2009.

3. Modernization Update

Director of Modernization, V-Anne Chernock reported on four topics. First, the State of California has denied our request for state funding. Modernization will present a more refined recommendation on how best to proceed in January. Second, three projects will approach 10% soon. This is just an update, more information will be provided soon. An amendment to Professional Services agreement has been presented by the Architecture firm working at the PS complex; this will be presented at the January meeting. Finally, the Emissions Inventory for the President's Climate Commitment has been completed and submitted.

6. Academic Senate Report

Academic Senate President Yolanda Bellissimo reported on the academic conference that she and Sara McKinnon attended. Yolanda sat on a panel about getting off probation and was subsequently asked to be a trainer for the senate accreditation training. Sara sat on a panel discussion for equitable education for non credit students. A copy of her statement has been attached as part of the official record.

7. Classified Senate Report

Classified Senate President Kathleen Kirkpatrick reported on events in the Classified Senate. Senate will host a governance committee meet and greet so that staff know who is representing them. There is an annual all-staff holiday party tomorrow night. This is the fourth year that this has been a joint event. Classified staff will be recognized at this event

that have been with the District 20+ years. Finally, she recognized Anita Martinez on behalf of the Classified Staff. A copy of her statement has been attached as part of the official record.

8. Student Senate and Student Association Report

Student Trustee McCleary invited Nathan Parker to report on the Annual Night of Giving. The Night of Giving brings student parents and their children together for a feast and other holiday festivities including games, singing, a toy exchange for the children, and a raffle for the parents.

9. Board Study Session – The Bolinas Field Station Proposal

The Bolinas Field Station Task Force gave a power point presentation highlighting their plan for the Bolinas Lab and reasons that they are the best group for the project. A copy of their presentation has been attached as part of the official record.

10. Consent Calendar Items (Roll Call Vote)

M/s (Treanor/Hayashino) to approve all items on the Consent Calendar. The motion passed with a unanimous roll call vote (7-0) plus an advisory aye vote by Student Trustee McCleary.

A. Calendar of Upcoming Meetings

All Campus Holiday Party – December 11, 4:00 to 6:00 p.m., Deedy Staff Lounge, Kentfield Campus

Poetry reading featuring Poet Laureate Kay Ryan – December 11, 7:00pm Olney Hall, Kentfield Campus

Marin County Joint Legislative Action Seminar – January 14 & 15, 2009, State Capitol, Sacramento

Opening Day Convocation - January 16, 2009, 10:00 a.m. to 12:00 p.m., Location TBD, Kentfield

Effective Trustee Workshop, January 25-26, 2008, Sheraton, Grand Sacramento, CA

**Board Retreat, February 6, 2009
Location to be determined**

Marin Superintendents and Trustees/Marin County Council of Mayors and Councilmember's Meeting – March 25, 2009, Servino's Restaurant, 9 Main Street, Tiburon

President's Breakfast – May 6, 2009 7:30am, Embassy Suites

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

1. Appointment of Classified Personnel

- 2. Temporary Increase in Assignment for Classified Personnel
- C. Educational Management Personnel Recommendations**
- D. Short-Term Hourly Positions**
- E. Budget Transfers – Month of November - FY 2008/09**
- F. Warrant Approval**
- G. Declaration of Surplus Property – Miscellaneous Equipment**
- H. District Mileage Rate**
- I. Approval of New Community Services Courses**
- J. Approval of Revised Board Policies**
 - 1. **BP 1100: The Marin Community College District**
 - 2. **BP 1200: Mission**
 - 3. **BP 3430: Prohibition of Harassment**
- K. Modernization (Measure C)**
 - 1. **Ratify Construction Contracts for Various Projects**
 - a. Transportation Relocation Project (850H)
 - B. Cantarutti Electric, Inc. (\$3,292)**
 - Tarps & Tie-Downs, Inc. (\$8,388)**
 - 2. **Ratify Professional Services Contract Amendment**
 - a. Dance Relocation Project (850N)
 - Testing & inspection services
 - Kleinfelder, Inc. – Amendment 3 (\$17,750)**
 - b. Transportation Tech Relocation Project (850H)
 - Moving services
 - Crossroads Relocation Services, inc. – Amendment 2 (\$741)**
 - c. Diamond PE Center Alterations Project (308B), Parking Lot-Bioswale & Pathways Projects (401B & 413A), West Campus Utilities Extension Project (407D) & Ignacio Creek Erosion Mitigation Project (419A)
 - Civil engineering services & construction administration services
 - CSW/Stuber Stroeh Engineering - Amendment 22 (\$82,562)**
 - d. Parking Lot-Bioswale & Pathways Projects (401B & 413A)
 - Paragon Office subscription
 - Royston, Hanamoto, Alley & Abey (RHAA) – Amendment 12 (\$1,000)**
 - e. Transportation Technology Complex Project (402A)
 - i. Paragon Office subscription
 - Hardison, Komatsu, Ivelich & Tucker (HKIT) – Amendment 12 (\$ 2,000)**
 - ii. Testing and inspection services
 - Sensible Environmental Solutions, Inc. – Amendment 5 (\$ 18,265)**
 - f. Main Building Complex Project (417A)
 - Paragon Office subscription
 - VBN Architects – Amendment 4 (\$3,000)**

- g. Various Projects on the Indian Valley Campus
 - Ballard & Watkins Construction Services** – Amendment 1 (<\$12,600>)
Credit & Reallocation
 - Inspection Services, Inc.** – Amendment 1 (\$0) Reallocation

11. Other Action Items

- B.** M/s (Treanor/Hayashino) to **Approve the Five-Year Scheduled Maintenance Plan (2009-10 through 2013-14)**. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.
- C.** M/s (Treanor/Paterson) to **Acknowledge Receipt of District Financial and Measure C Bond Program Audits for 2007/08**. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.
- D.** M/s (Treanor/Hayashino) to **Approve Resolution Declaring Intention to Lease Real Property & Publication of Notice Thereof**. The motion passed unanimously by a roll call vote of 7-0 with an advisory aye vote by Student Trustee McCleary.
- E.** M/s (Treanor/Hayashino) to **Approve Board Compensation Annual Adjustment**. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.
- F. Modernization (Measure C)**
 - 1. Award Construction Contract**
 - a.** M/s (Hayashino/Treanor) to **Award Construction Contract for West Campus Bridge Project**. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.
 - b.** M/s (Treanor/Paterson) to **Award Construction Contract for Main Building Signage Phase I**. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.
 - c.** M/s (Treanor/Namnath) to **Award Construction Contract for Health Services Portables Project**. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.
 - 2. Award Construction Contract**
 - a.** M/s (Treanor/Namnath) to **Approve Change Order No.1 for Bay Pacific Pipelines, Inc.**
Ignacio Creek Erosion Mitigation Project. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.
 - b.** M/s (Treanor/Hayashino) to **Approve Change Order No. 1 for Di Giorgio Contracting Company.**
Main Building Complex Project (417A). The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.
 - c.** M/s (Paterson/Treanor) to **Approve Change Order No.2 for Hannibal's Inc. Electrical Construction.**
DSPS Relocation Project (850L). The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.

- d. M/s (Hayashino/Namnath) to **Approve Change Order No. 4 for Di Giorgio Contracting Company, Inc.**
West Campus Utility Extension Project (470D). The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.
- e. M/s (Treanor/Namnath) to **Approve Change Order No. 7 for Alten Construction, Inc.**
Diamond PE Center Alteration Project (308B). The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.
- f. M/s (Treanor/Namnath) to **Approve Change Order No. 2 for Alten Construction, Inc.**
PE Complex PV Project (308D). The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.

3. Special Approval

M/s (Treanor/Hayashino) to **Authorize the “Brand Only” Sole Sourcing of Systems for all Construction and Modernization Projects on the Kentfield and Indian Valley Campuses Associated with the Measure C Bond Program.** The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.

12. Items for Possible Future Board Action (5 minutes)

- A. **Revised Board Policies (January)**
 - 1. **BP 3570: Environmental Tobacco and Smoke Control**
 - 2. **BP 6340: Contracts**
 - 3. **BP 6500: Property Management**
 - 4. **BP 6560: Environmental Responsibility**
 - 5. **BP 6570: Integrated Pest Management**
 - 6. **BP 6600: Capitol Construction**
 - 7. **BP 6750: Parking**
- B. **Clinical Agreement with California Pacific Medical Center (January)**
- C. **Bond Sale Resolution/Required Documents (January)**
- D. **Final Project Approval for Fine Arts & SMCP (January)**
- E. **Unfunded Liability (Workshop)**
- F. **Bolinas Lab Recommendations**

13. Information Items (5 minutes)

Board President Kranenburg asked the Trustees to review the information items.

- A. **Contracts and Agreement for Services Report – November, 2008**
- B. **Modernization Update**
 - 1. **Director’s Report**
 - 2. **Sustainability Report**
 - 3. **Master Schedule with Spent to Date through November 2008**

- 4. Contract Milestone Report through November 2008**
- C. Revised Administrative Procedures**
 - 1. AP 4021: Program Discontinuance**
 - 2. AP 4100: Graduation Requirements for Degrees and Certificates**
 - 3. AP 4225: Course Repetition**
 - 4. AP 4240: Academic Renewal**
 - 5. AP 6340: Contracts – Goods**
 - 6. AP 6345: Goods – Professional Services**
 - 7. AP 6350: Goods – Construction**
 - 8. AP 6500: Property Management**
 - 9. AP 6560: Environmental Responsibility**
 - 10. AP 6570: Integrated Pest Management**
 - 11. AP 6750: Parking**
- D. First Quarter Financial Status Report 311 Q**

14. Correspondence

The Trustees were asked to review the correspondence in their Board Packets.

15. Board Meeting Evaluation

16. Adjournment

M/s (Treanor/Namnath) to adjourn the meeting. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary and Board President Kranenburg adjourned the meeting at 10:03 p.m.