President’s Report
Board of Trustees Meeting
May 18, 2010

Input Needed for the New Academic Center at Kentfield
The design process for the New Academic Center at Kentfield is beginning and we need your input! Please join us for one of the meetings below unless you have received an Outlook meeting request directly from Elizabeth Bornstein.

Dates for the first round of user group meetings are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, May 19, 2010</td>
<td>2 p.m. to 4 p.m.</td>
<td>Fusselman Hall, Room 110</td>
</tr>
<tr>
<td>Thursday, May 20, 2010</td>
<td>2 p.m. to 4 p.m.</td>
<td>Fusselman Hall, Room 120</td>
</tr>
</tbody>
</table>

RSVP to Elizabeth Bornstein at (415) 884-3139 (on campus ext. 8139) or e-mail Elizabeth.Bornstein@marin.edu.

Board of Trustees Member Elected As New President of APAHE
I would like to congratulate Carole Hayashino on her appointment as the new president of Asian Pacific Americans in Higher Education (APAHE). For the past 20 years APAHE has been the leading national organization addressing issues as they relate to Asian Pacific Americans such as student admissions, faculty tenure, under-representation in hiring and promotion, affirmative action, and Asian American Studies.

Another COM Success Story
Former performing arts student, Heather Gordon, has been studying at Harvard’s American Repertory Theatre for the past two years. Gordon is in a new film which has been entered in various film festivals around the world. She has won the Best Performance by a Female at the Geneva Film Festival for her role in Seducing Charlie Barker, which was shown at the San Francisco Film Festival on May 2 and 4. Kudos to Heather!

You Are Invited to COM’s Retirement Reception
A reception honoring retirees will be held on Wednesday, May 19, 2010, from 4 p.m. to 6 p.m. at the Marin Art and Garden Center Garden Room, located at 30 Sir Francis Drake Blvd., in Ross. Join us for this special event showing appreciation for those who have provided many years of dedication and service to College of Marin. The retiree list as of May 6, 2010 includes:

V-Anne Chernock
Carol I. Moeller Costa
Sandra Douglass
Thomas Holub
Robert Kennedy
Carol Lacy

Charles (Chuck) Lacy
Kimie Lakomski
David Rollison
Michael Stinson
Frances L. White, Ph. D.
83rd Commencement Exercises
This year’s commencement exercises will take place Saturday, May 29, 2010. The ceremony begins at 10 a.m. and will be held at the Baseball Field, Kentfield Campus. For more information please contact Student Affairs at (415) 485-9376 or visit http://www.marin.edu/commencement/index.htm.

Concert Band
Douglas Delaney, director
Wednesday, May 19, noon
Fine Arts Theatre
Donation suggested, parking $3

The ensemble will perform a variety of music including Samuel Barber’s Adagio, Debussy’s Arabesque No. 1, and a medley of some of Henry Mancini’s most memorable music. The program will close with a special arrangement of Tchaikovsky’s 1812 Overture.

Symphonic Band
Douglas Delaney, director
Wednesday, May 19, 7:30 p.m.
Fine Arts Theatre
Donation suggested, parking $3

A new work by composer Adrian L. Quince will have its debut at this concert. The band has performed several other works by this gifted composer and former COM music major. Another featured new work is Green Bushes — Percy Grainger’s setting of a beautiful English folk song. Also on the program is the exciting and humorous Tulsa by American composer, Don Gillis.

Beginning Voice Class Recital
Linda Nobie Brown, instructor
Monday, May 24, 2:10 p.m.
Lefort Recital Hall (FA 72), Kentfield
Free admission, parking $3

Contemporary Opera Marin
Eating, Drinking, Shopping
Paul Smith, director
June 19, 23, 25, and 26 at 7:30 p.m.
St. Hilary Church, Tiburon

Contemporary Opera Marin, College of Marin’s opera program, will once again be the resident opera company of the Tiburon Music Festival, June 19 to 26. This summer’s theme is Eating, Drinking, Shopping. The program will include fully staged English language performances ranging from JS Bach’s Coffee Cantata to PDQ Bach’s The Seasonings, Mark Blitzstein’s Triple Sec to settings of Prohibition era songs and, by popular demand, a revival of Mischa Spoliansky’s 1930s cabaret opera, Send for Mr. Plim. Visit www.tiburonmusicfestival.org or call 415.485.9460 for information and ticket reservations.
College of Marin

Academic Planning
Nick Chang, Vice President of Student Learning
Yolanda Bellisimo, President of Academic Senate

Board of Trustees
May 18, 2010

Challenges in Academic Planning with Limited Resources

- Recent enrollment history
- Class size and demand on specific programs/disciplines
- Options in addressing impact of growth

COM Enrollment Growth

CoM Annual Unduplicated Headcount

<table>
<thead>
<tr>
<th>Year</th>
<th>1500</th>
<th>2000</th>
<th>2500</th>
<th>3000</th>
<th>3500</th>
<th>4000</th>
<th>4500</th>
<th>5000</th>
</tr>
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<tbody>
<tr>
<td>2011-12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012-13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013-14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014-15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015-16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016-17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017-18</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018-19</td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

Data from ACCJC: 2010, 2014 & 2018
How do we manage enrollment growth?

• Monitor total growth
• Monitor areas of growth
• Monitor total resources
• Monitor resources by area

Options for addressing continued growth:

1. Cap growth
2. Increase total instructional resources
3. Redistribution of instructional resources
   • Based on demand
   • Based on academic blueprint
   • Based on State directives

State Directive on Academic Priorities
Governor’s Department of Finance
Legislative Analyst’s Office
State Chancellor’s Office

Transfer
• Career and Technical
• Basic Skills/ESL

“For 2009-2010 it is safe to assume all courses that are outside of transfer, basic skills, or career technical are potential courses for savings as community colleges limit class offerings in response to large budget cuts across the state.”

“As you study your offerings and take action to reduce course offerings to meet workload reduction goals, please focus first on sustaining basic skills, transfer, and career/technical courses and programs.”
Questions?

Thank You
Unfunded Liability Program

At the November 7, 2007 board meeting the Board of Trustees approved the College of Marin Unfunded Liability Funding Plan. The plan authorized the administration to set-aside funds to be transferred into the irrevocable trust established by the California Community College League’s Retiree Health Benefit Program Joint Powers Agreement. Based on several factors, the funds were not deposited in the irrevocable trust and instead were deposited in a district-controlled reserve fund with the county treasury.

Because of the extreme risks associated with investing in the open market and considering the remaining life of the college’s retirement liability (approximately 23 years), the Superintendent/President is recommending the Board again consider options to determine how and where the current and future dollars for the unfunded liability program should be deposited. As of April 30, 2010, the college has approximately $1.6 million deposited in a district-controlled reserve fund.

- **Options:**

1. Continue to leave funds in the reserve account
   
   a. **Advantage** — The dollars are under the absolute control of the college.

   b. **Disadvantages**
      
      i. The college would not comply with the GASB 43 and 45 funding requirements.
      
      ii. Continued temptation and pressure for the college to use the fund for alternative purposes.
      
      iii. Annually, for approximately the next 23 years, the college would have to allocate general fund dollars to pay for the cost of retirees’ benefits.

2. Deposit dollars in the California Community College League’s Retiree Health Benefit irrevocable trust.

   a. **Advantages**
      
      i. The college is already a member of the establish JPA.
      
      ii. The college would have a choice of different investment funds.

   b. **Disadvantages**
      
      i. Based on the current market conditions, investments may be exposed to considerable risks.
      
      ii. After administrative cost, the college could have a negative rate of return if investments are placed in a fixed low interest rate fund.
iii. Annually, the college would have to pay administrative and trustee fees for the management of a relatively small dollar investment.

3. Deposit the dollars into CalPERS California Employers' Retiree Benefit Trust (CERBT)

   a. **Advantage** - Easy to become a member

   b. **Disadvantages**
      i. PERS investments are highly concentrated in Equity investments, could represent a high risk.
      ii. Annual administrative fees for the management of a relatively small dollar investment.

4. Establish a private irrevocable trust with County of Marin Treasurer; invest dollars in safe government securities.

   a. **Advantages**
      i. Investments could be structured as a low or no risk investment fund.
      ii. No annual administrative fee, the board would have to provide for an investment committee (board or administration) that would oversee the investments.
      iii. If conditions change, the college could transfer the dollars from the private irrevocable trust to another irrevocable trust of choice.
      iv. The college's investment committee would have full control of the investment strategies.

   b. **Disadvantages**
      i. Low rate of return on investment (assuming the dollars are invested in government securities).
      ii. The college would have some initial cost establishing the irrevocable trust.
      iii. Funds would not be available for alternative use.
<table>
<thead>
<tr>
<th>Name</th>
<th>Current GASB Contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GASB 43/45 Contributions:

- San Mateo Community College District
- San Diego Community College District
- Santa Barbara City College
- Santa Monica College
- Fullerton College
- Orange County Community College District
- Mount San Antonio College
- Honolulu Community College
- North Orange County Community College District
- Merritt College
- Monterey Peninsula College
- Miramar College
- Pierce College
- LA Pierce College
- El Camino Community College District
- College of the Sequoias
- College of the Redwoods
- College of the Canyons
- College of the Desert Community College District
- College of the Orangefield Community College District
- City College of San Francisco
- College of the Canyons
- Fullerton College
- El Camino Community College District
- Alameda College

Trust

<table>
<thead>
<tr>
<th>(YN)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>S.</td>
<td>Transferred almost $170m into new OPSEU Trust</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>N</td>
<td>Explaining moving it to the league of CS&amp;ERs</td>
</tr>
<tr>
<td>A</td>
<td>Have been doing so for the past three years</td>
</tr>
<tr>
<td>N</td>
<td>Will likely fund the facility this year</td>
</tr>
<tr>
<td>N</td>
<td>Fourth year of funding plan to move to irreconcilable trust this year</td>
</tr>
<tr>
<td>A</td>
<td>In an irreconcilable trust with the CS&amp;ER Trust through PARS</td>
</tr>
<tr>
<td>N</td>
<td>Saved $7M in first and continue $500K per year</td>
</tr>
<tr>
<td>N</td>
<td>They are not in an irreconcilable trust</td>
</tr>
<tr>
<td>A</td>
<td>Have set aside $7M in excess of our pay-to-go costs, but</td>
</tr>
<tr>
<td>A</td>
<td>$87K deposited into irreconcilable 4 trust</td>
</tr>
<tr>
<td>A</td>
<td>and approx. $900K in land budgetary funds</td>
</tr>
<tr>
<td>N</td>
<td>Last year met net enrollment obligations, spent $1M in current</td>
</tr>
<tr>
<td>N</td>
<td>Set aside $2.5M of $4.2M in JPA but has not set up trust</td>
</tr>
</tbody>
</table>

GASB 43/45 Contributions
College of Marin Unfunded Liability Funding Plan

In December 2006, the college had a second actuarial study of the retiree health liability that was determined to be approximately $7.4 million dollars, based on 81 eligible active employees and 89 eligible retirees. During the past year, approximately 10 eligible retirees have been dropped from the program because of age or death. Further, because the number of eligible employees, active or retired, is fixed for a limited period, age 70 or death, this trend will continue. Therefore, the College of Marin Unfunded Liability Funding Plan is as follows:

1. The $1 million dollars the college has set-aside shall be transferred into the irrevocable trust established by the California Community College League’s Retiree Health Benefit Program Joint Powers Agreement (JPA), of which the College of Marin is a member.

2. Annually, from funds that were budgeted but were not spent during the year, the President shall make a recommendation to the Board to transfer some or all of these unspent funds into the irrevocable trust as the current year funding. The President will balance the recommendation with the need to increase or preserve the unrestricted general fund reserves with Board approval.

3. If it is determined that sufficient dollars are not being generated to amortize the unfunded liability, the President shall make recommendation for an alternative funding plan.

4. When it is determined that sufficient dollars have accumulated in the trust, the annual benefit payments (premium cost) for retirees shall transfer from the College of Marin to the Retiree Health Benefit Program JPA.

Revised at Board meeting on 11/7/07
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/Shower. 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.
BACKGROUND:

The Board of Trustees, through a series of meetings and discussions, has addressed all of the Retiree Health Benefit unfunded liability issues except a funding plan. Several funding options have been presented identifying the advantages, challenges and disadvantages of each option. The Board of Trustees received the attached College of Marin Unfunded Liability Funding Plan for review at the October 9, 2007 Board meeting.

Based on the previous discussions it is staff’s opinion that the suggested Funding Plan meets the requirements of GASB and is the best alternative at this time.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the attached plan to fund the College of Marin’s unfunded retiree health liability.
College of Marin Unfunded Liability Funding Plan

November 7, 2007

In December 2006, the college had a second actuarial study of the retiree health liability that was determined to be approximately $7.4 million dollars, based on 81 eligible active employees and 89 eligible retirees. During the past year, approximately 10 eligible retirees have been dropped from the program because of age or death. Further, because the number of eligible employees, active or retired, is fixed for a limited period, age 70 or death, this trend will continue. Therefore, the College of Marin Unfunded Liability Funding Plan is as follows:

1. The $1 million dollars the college has set-aside shall be transferred into the irrevocable trust established by the California Community College League's Retiree Health Benefit Program Joint Powers Agreement (JPA), of which the College of Marin is a member.

2. Annually, from funds that were budgeted but were not spent during the year, the President shall make a recommendation to the Board to transfer some or all of these unspent funds into the irrevocable trust as the current year funding. The President will balance the recommendation with the need to increase or preserve the unrestricted general fund reserves.

3. If it is determined that sufficient dollars are not being generated to amortize the unfunded liability, the President shall make a recommendation for an alternative funding plan.

4. When it is determined that sufficient dollars have accumulated in the trust, the annual benefit payments (premium cost) for retirees shall transfer from the College of Marin to the Retiree Health Benefit Program JPA.
FOLLOW-UPS FROM APRIL 20, 2010 BOARD MEETING

Trustee Namnath asked for a comparison of the square foot cost of the NAC compared to the square foot cost of our other building projects and building projects at other educational institutions.

_A report prepared by Modernization Director Chernock’s office is attached._

Trustee Conti asked if the amount of the Keenan contract was less than we paid before for health benefit brokerage services.

_According to Vice President Harrison, our previous broker was paid commissions by the health care providers and we have no information in our records as to the amount of those commissions. Our previous broker did not submit a proposal this time due to a conflict of interest. The Keenan proposal was the lowest of the four proposals submitted._
<table>
<thead>
<tr>
<th>Building</th>
<th>Bid Date</th>
<th>SF</th>
<th>CV</th>
<th>$/SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Main Building</td>
<td>2008</td>
<td>32,300</td>
<td>$15,024,800</td>
<td>465</td>
</tr>
<tr>
<td>New Fine Arts Building</td>
<td>2009</td>
<td>22,500</td>
<td>$12,556,860</td>
<td>558</td>
</tr>
<tr>
<td>SMCP Complex</td>
<td>2010</td>
<td>77,000</td>
<td>$48,000,000</td>
<td>623</td>
</tr>
<tr>
<td>New Academic Center*</td>
<td>2012</td>
<td>48,000</td>
<td>$22,600,000</td>
<td>471</td>
</tr>
</tbody>
</table>

*Escalating New Academic Center 24% to mid-point of construction will yield an adjusted square foot cost of $584.*
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date: May 18, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No. B.8.B</td>
</tr>
<tr>
<td>Subject:</td>
<td>Classified Personnel Recommendations</td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td>CONSENT APPROVAL</td>
<td>Enclosure(s):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Recommendations</td>
</tr>
</tbody>
</table>

BACKGROUND:

The following actions are included in the Classified Personnel Recommendations:

A. Appointment of Classified Personnel  
B. Resignation/Retirement of Classified Personnel

BUDGET IMPLICATIONS: All recommendations are within budgeted FTE and are on both the instructional and non-instructional side of the 50% law.

J. Adams, C. Lacy, B. St. John and Y. Vargas are on the non-instructional side of the 50% law.

J. Zollars is on the instructional side of the 50% law.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the Classified Personnel Recommendations.

Administrator Initiating Item: Linda Beam, Executive Dean of Human Relations & Labor Relations
A. APPOINTMENT OF CLASSIFIED PERSONNEL

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Division/Department</th>
<th>FTE</th>
<th>MPY</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>**Adams, John S.</td>
<td>District Police Officer</td>
<td>1.0</td>
<td>12MPY</td>
<td>04/19/2010</td>
</tr>
<tr>
<td>2.</td>
<td>*Vargas, Yvette</td>
<td>Accountant</td>
<td>1.0</td>
<td>12MPY</td>
<td>04/13/2010</td>
</tr>
<tr>
<td>3.</td>
<td>*Zollars, Justin D.</td>
<td>Laboratory Technician – Chemistry</td>
<td>1.0</td>
<td>12MPY</td>
<td>05/17/2010</td>
</tr>
</tbody>
</table>

BACKGROUND INFORMATION:

1. Officer Adams has accepted the full time 1.0FTE/12MPY position of District Police Officer effective April 19, 2010.

2. Ms. Vargas has accepted the full-time 1.0FTE/12MPY Supervisory position of Accountant in Fiscal Services effective April 13, 2010.

3. Mr. Zollars has accepted the full-time 1.0FTE/12MPY position of Laboratory Technician in the Chemistry Department effective May 17, 2010.

** Probationary period of one year
* Probationary period 6 months
B. RESIGNATION/TERMINATION OF CLASSIFIED PERSONNEL

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Position</th>
<th>FTE</th>
<th>MPY</th>
<th>Type</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>St. John, Barbara</td>
<td>Administrative Assistant – Maintenance &amp; Operations</td>
<td>1.0</td>
<td>12</td>
<td>Retirement</td>
<td>c.o.b. 12/31/2010</td>
</tr>
</tbody>
</table>

BACKGROUND INFORMATION:

MARIN COMMUNITY COLLEGE DISTRICT  
Kentfield, CA  94904

BOARD AGENDA ITEM

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<td>Superintendent/President</td>
<td>Item &amp; File No. B.8.C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Classified Management Personnel Recommendation</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Reason for Board Consideration:</th>
<th>ENCLOSURE(S): Recommendations</th>
</tr>
</thead>
</table>

**BACKGROUND:**

The following actions are included in the Classified Management Personnel Recommendation:

A. Resignation/Retirement of Classified Management Personnel

**RECOMMENDATION:**

The Superintendent/President recommends that the Board of Trustees approve the Classified Management Personnel Recommendation.

Administrator Initiating Item: Linda Beam, Executive Dean of Human Resources & Labor Relations
A. RESIGNATION/RETIREMENT OF CLASSIFIED MANAGEMENT PERSONNEL

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Position</th>
<th>FTE</th>
<th>MPY</th>
<th>Type</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Lacy, Charles O.</td>
<td>Chief of Police/Director of Safety</td>
<td>1.0</td>
<td>12</td>
<td>Retirement</td>
<td>10/01/2010</td>
</tr>
</tbody>
</table>

**BACKGROUND INFORMATION:**

1. Chief Lacy has submitted his letter of resignation effective October 1, 2010.
MARIN COMMUNITY COLLEGE DISTRICT  
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees                      Date: May 18, 2010
From: Superintendent/President             Item and File No. B.8.D
Subject: Short-Term Hourly Positions       
Reason for Board Consideration:
                                       CONSENT APPROVAL

Enclosure(s):
                                       Job Descriptions

BACKGROUND
Pursuant to A.B. 500 a Short-Term hourly employee cannot begin working until the Board has taken action at a regularly scheduled meeting to approve these positions. The attached job descriptions are submitted for approval:

   Short-Term Hourly Positions

BUDGET IMPLICATIONS: All recommendations are within budget and are on the non-instructional and instructional side of the 50% law.

On the instructional side of the 50% law:

   • Business & Information Systems – Dept. Aide IV (8)
   • Career Education – Reader (5)
   • Life & Earth Sciences – Lab Assistant (2)
   • Mathematics – Math Lab Tutor (2)

On the non-instructional side of the 50% law:

   • Bookstore – Bookstore Clerk (16)
   • Life & Earth Sciences – Field Trip Driver (4)

RECOMMENDATION:
The Superintendent/President recommends that the Board of Trustees approve the Short-Term Hourly Positions.

Administrator Initiating Item: Linda Beam, Executive Dean of Human Resources & Labor Relations
### A. SHORT TERM HOURLY POSITIONS - May 18, 2010

<table>
<thead>
<tr>
<th>DEPT.</th>
<th>JOB TITLE</th>
<th>NUMBER OF POSITIONS</th>
<th>START DATE</th>
<th>END DATE</th>
<th>HOURLY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business &amp; Information Systems</td>
<td>Dept. Aide IV - Assist students in the CIS computer labs with their assignments during nights and Saturdays at Kentfield and Indian Valley Campuses</td>
<td>4</td>
<td>6/14/10</td>
<td>6/30/10</td>
<td>$11.75</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>7/1/10</td>
<td>7/24/10</td>
<td>$11.75</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Bookstore Clerk - To assist classified staff, cashier, stock, price, customer service, shipping/receiving. Also prep for push/buyback.</td>
<td>2</td>
<td>5/17/10</td>
<td>6/4/10</td>
<td>$9.75 - $16.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>6/7/10</td>
<td>6/30/10</td>
<td>$9.75 - $16.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>7/5/10</td>
<td>9/30/10</td>
<td>$9.75 - $16.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8</td>
<td>8/1/10</td>
<td>9/30/10</td>
<td>$7.50 - $9.75</td>
</tr>
<tr>
<td>Career Education</td>
<td>Reader - Reader for the Court Reporting Classes.</td>
<td>5</td>
<td>6/7/10</td>
<td>6/29/10</td>
<td>$9.50</td>
</tr>
<tr>
<td>Life &amp; Earth Sciences</td>
<td>Lab Assistant - Assist with the set-up of the labs and their various functions including inventory.</td>
<td>2</td>
<td>6/1/10</td>
<td>6/30/10</td>
<td>$10.75</td>
</tr>
<tr>
<td></td>
<td>Field Trip Driver - Drive insured rental vehicles on designated Biology field trip.</td>
<td>4</td>
<td>6/11/10</td>
<td>6/20/10</td>
<td>$150 per person, per field trip</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Math Lab Tutor - Tutor Math Lab students.</td>
<td>2</td>
<td>6/14/10</td>
<td>6/30/10</td>
<td>$10.75</td>
</tr>
</tbody>
</table>

### BACKGROUND:

Pursuant to A.B. 500 a short-term hourly employee cannot begin working until the Board has taken action at a regularly scheduled meeting to approve these positions. The above job descriptions are submitted for approval.
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Date: May 18, 2010
Item & File No. B.8.E

Subject: Academic Personnel Recommendations

Reason for Board Consideration: Consent Approval

Enclosure(s): Recommendation

BACKGROUND:

The following actions are included in the Academic Personnel Recommendation:

A. Approval of Continued Employment of Academic Contract Faculty

BUDGET IMPLICATIONS: All recommendations are within budgeted FTE and are on the instructional side of the 50% law.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the Academic Personnel Recommendation.

Administrator Initiating Item: Linda Beam, Executive Dean of Human Resources and Labor Relations
A. APPROVAL OF CONTINUED EMPLOYMENT OF ACADEMIC CONTRACT FACULTY

Children’s Center Faculty

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Title</th>
<th>Discipline</th>
<th>FTE</th>
<th>Date of Hire</th>
<th>Contract Year</th>
<th>Contract Year Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Morales,</td>
<td>Children’s Center</td>
<td>.80</td>
<td>8/14/2006</td>
<td>4th year</td>
<td>Contract for Permanent Status</td>
<td></td>
</tr>
<tr>
<td>Helen</td>
<td>Teacher</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. This item is a correction to the Approval of Continued Employment of Academic Continued Employment of Contract Faculty item that was approved by the Board at the March 16\textsuperscript{th} 2010 Meeting. The FTE for Ms. Morales should be .80 FTE not 1.0 FTE.

BACKGROUND INFORMATION:

1. California Education Code Section 87607 provides that before a decision is made relative to the continued employment of academic contract employee, the following requirements shall be satisfied:
   1. The employee shall be evaluated.
   2. The Governing Board has received statements of said evaluation.
   3. The Governing Board has received recommendations of the President in a lawful meeting of the Board.

   The evaluation for the listed faculty member has been received and is satisfactory.
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees  Date: May 18, 2010
From: Superintendent/President  Item & File No. B.B.F
Subject: Budget Transfers – Month of April – FY 2009/2010
Reason for Board Consideration: CONSENT APPROVAL  Enclosure(s):

BACKGROUND:

The accompanying transfer information includes forty-four budget transfers in April 2010 totaling $54,228 in all Unrestricted Funds that included three transfers from Unrestricted Reserve Contingency Fund. The three Unrestricted Reserve Contingency transfers for $1,566 included two transfers totaling $1,000 for Admissions and Records Conferences fees and $566.00 for three new chairs.

There were thirty-seven transfers in Restricted Funds for $110,672 in April 2010 that included three budget transfers totaling $49,821 from Restricted Reserve Contingency Funds. The Restricted Reserve Contingency transfers included $33,350 for Temporary Assistance for Needy Families, $15,000 for the IVC Pool/Shower project and $1,471 for Calworks for books/supplies.

There were two transfers in Measure C Reserve Contingency funds totaling $839,400 for IVC utilities construction costs.

Net effect of transfers for the Month.

<table>
<thead>
<tr>
<th>Object Code</th>
<th>General Fund</th>
<th>Child Care</th>
<th>Capital Outlay</th>
<th>Measure C Bond</th>
<th>Foundation Trust Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 (Certificated Salary)</td>
<td>6,106</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000 (Classified Salary)</td>
<td>(2,166)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>3000 (Employee Benefits)</td>
<td>(4,763)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4000 (Supplies/Eqpt. Repl.)</td>
<td>15,035</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5000 (Other Operating Exp.)*</td>
<td>38,452</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>6000 (Capital Outlay)</td>
<td>(1,276)</td>
<td></td>
<td></td>
<td></td>
<td>839,400</td>
</tr>
<tr>
<td>7000 (Other Outgo)**</td>
<td>(51,386)</td>
<td></td>
<td></td>
<td></td>
<td>(839,400)</td>
</tr>
</tbody>
</table>

*Includes utilities, consultants, travel, legal services, maintenance contracts, etc.
**Includes contingency reserves, financial aid awards, and inter-fund transfers.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the April 2010 Budget Transfers – FY 2009/2010.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations

<table>
<thead>
<tr>
<th>BT #</th>
<th>10000</th>
<th>20000</th>
<th>30000</th>
<th>40000</th>
<th>50000</th>
<th>60000</th>
<th>70000</th>
<th>OTHER</th>
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<td>29</td>
<td>6158</td>
<td>36</td>
<td>(3418)</td>
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<td>3418</td>
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<td>36</td>
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<tr>
<td>30</td>
<td>6111</td>
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<td>0.00</td>
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<tr>
<td>31</td>
<td>6141</td>
<td>(800)</td>
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<td>0.00</td>
<td>800</td>
<td>0.00</td>
<td>0.00</td>
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</tr>
<tr>
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<td>6144</td>
<td>2552</td>
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<td>2552</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>6153</td>
<td>64</td>
<td>(1)</td>
<td>0.00</td>
<td>64</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>34</td>
<td>6154</td>
<td>(64)</td>
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<td>64</td>
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<td>0.00</td>
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</tr>
<tr>
<td>35</td>
<td>6155</td>
<td>101</td>
<td>(101)</td>
<td>0.00</td>
<td>101</td>
<td>0.00</td>
<td>0.00</td>
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</tr>
<tr>
<td>36</td>
<td>6137</td>
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<td>101</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>6163</td>
<td>36</td>
<td>(36)</td>
<td>0.00</td>
<td>36</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>6168</td>
<td>36</td>
<td>(36)</td>
<td>0.00</td>
<td>36</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>39</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL FOR GENERAL FUND</th>
<th>110,672</th>
<th>163,333.34</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(49,820.71)</td>
<td>160,492.52</td>
</tr>
</tbody>
</table>

| TOTAL FOR ALL FUNDS | 6,106,45 | (2,167.86) | (4,762.80) | 15,035.19 | 38,451.67 | (1,275.94) | (51,386.71) | 0 | 59,593.31 | 213,154.05 |

<table>
<thead>
<tr>
<th>Child Care Fund</th>
<th>0.00</th>
<th>0</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Measure C</th>
<th>146,000.00</th>
<th>(146,000.00)</th>
<th>0.00</th>
<th>146,000</th>
<th>V/C Utilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 6149</td>
<td>693,400.00</td>
<td>(693,400.00)</td>
<td>0.00</td>
<td>693,400</td>
<td>V/C Utilities</td>
</tr>
<tr>
<td>2 6150</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3 6151</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4 6152</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

| TOTAL ALL FUNDS | 6,106,45 | (2,167.86) | (4,762.80) | 15,035.19 | 38,451.67 | 638,124.06 | (940,607.42) | (49,820.71) | 698,993.31 | 922,627.73 |

Budget inter-project transfers were funds remained within the same account code and transfers offset to zero, not included in totals.

Object Code | 4000 | 4000 | 5000 | 5000 | 6000 | 6000 | 6000 | 6000 | 6000 |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total Measure C Building transfers were funds remained within same account code
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees  Date: May 18, 2010
From: Superintendent/President  Item & File No. B.B.G
Subject: Warrant Approval for Month of April 2010
Reason for Board Consideration: 

CONSENT APPROVAL 
Enclosure(s): Warrant Listing

BACKGROUND:

Attached is the amount of warrants prepared for purchase orders already issued, purchase orders previously approved for purchases over $15,000 for labor or $50,000 for materials and supplies and direct charges. Warrant registers are available in Fiscal Services for review.

For the period 04/05/2010 through 04/30/2010, warrants 90284-90891 were issued in the total amount of $3,923,486.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the payments for goods and services.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
DATE: May 18, 2010

TO: Members of the Board of Trustees

SUBJECT: Payment for Goods and/or Services

Per Board Bylaw 1.5310, Section b-7, it is recommended that warrants 90284-90891 the amount of $3,923,486 for all funds for the period 04/05/2010 through 04/30/2010 be approved for payment. Copies of invoices for individual warrants are available for review in the Fiscal Services Office. I certify that the warrants listed are proper payments of invoices for previously approved purchase orders, agreements, contracts, utilities, materials, services and claims. The General Fund expenditures represent $1,154,733 of the above amount. Expenditure Summary includes payroll through April 30, 2010.

President or Designee

EXPENDITURE SUMMARY
2009-2010
General Fund – All Programs
Period Ending 04/30/2010

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
<th>Encumbered</th>
<th>Expended</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated Salaries</td>
<td>20,654,133</td>
<td>0</td>
<td>17,008,288</td>
<td>3,645,845</td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>11,090,130</td>
<td>0</td>
<td>8,968,298</td>
<td>2,121,832</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>10,743,258</td>
<td>0</td>
<td>8,541,440</td>
<td>2,201,818</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>1,260,471</td>
<td>120,276</td>
<td>599,227</td>
<td>540,968</td>
</tr>
<tr>
<td>Other Operating Expense*</td>
<td>6,373,255</td>
<td>490,053</td>
<td>4,135,894</td>
<td>1,747,308</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>1,604,575</td>
<td>68,056</td>
<td>383,000</td>
<td>1,153,519</td>
</tr>
<tr>
<td>Other Outgo**</td>
<td>6,093,179</td>
<td>0</td>
<td>5,512,176</td>
<td>581,003</td>
</tr>
<tr>
<td>Total</td>
<td>57,819,001</td>
<td>678,385</td>
<td>45,148,323</td>
<td>11,992,293</td>
</tr>
</tbody>
</table>

* Includes utilities, consultants, travel, legal services, maintenance contracts, etc.
** Includes financial aid awards and inter-fund transfers.
MARIN COMMUNITY COLLEGE DISTRICT  
Kentfield, CA 94904  

BOARD AGENDA ITEM

To: Board of Trustees  
From: Superintendent/President  
Date: May 18, 2010  
Item & File No. B.8.H  

Subject: Declaration of Surplus Property – Miscellaneous Equipment  
Reason for Board Consideration:  
Enclosure(s): List of Equipment  

CONSENT APPROVAL

BACKGROUND:

In accordance with Board Policy, the District will submit to the Board a list of equipment to declare surplus. The items listed on the attachment(s) have been determined to have no further value to the District. Some of the items have been replaced and are no longer used. Some items are simply old and repair and/or maintenance is not cost effective. Items that have no value will be disposed of. The District may be able to sell some of the equipment. No one item or item lot is valued at $5,000 or more.

In accordance with Board Policy and Education Code Section 81452(a), a unanimous vote is required declaring the value of any one item or item lot to be less than $5,000. Upon a unanimous vote, the items may then be disposed of pursuant to the provisions of Education Code Section 81452(c).

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees declare the items described on the attached surplus and that no single item or item lot is valued at $5,000 or more and further authorize the District to dispose of the equipment, pursuant to Education Code Section 81452(c), as the District feels is appropriate.

Administrator Initiating Item  
Albert J. Harrison II, Vice President of College Operations
<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Acquisition Date</th>
<th>Age</th>
<th>Condition</th>
<th>Inventory</th>
<th>Quantity</th>
<th>Detailed Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surplus Per IT Dept</td>
<td>20522-54618/05</td>
<td>20</td>
<td>Surplus Per IT Dept</td>
<td>20622-54618/05</td>
<td>20</td>
<td>Surplus Per IT Dept</td>
</tr>
<tr>
<td>Surplus Per IT Dept</td>
<td>20615-533711</td>
<td>11</td>
<td>Surplus Per IT Dept</td>
<td>20715-532711</td>
<td>11</td>
<td>Surplus Per IT Dept</td>
</tr>
<tr>
<td>Surplus Per IT Dept</td>
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<td>PT30.56020025</td>
<td>Surplus Per IT Dept</td>
<td>209056020025</td>
<td>PT30.56020025</td>
<td>Surplus Per IT Dept</td>
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<tr>
<td>Surplus Per IT Dept</td>
<td>10406</td>
<td>60329</td>
<td>Surplus Per IT Dept</td>
<td>10406</td>
<td>60329</td>
<td>Surplus Per IT Dept</td>
</tr>
<tr>
<td>Surplus Per IT Dept</td>
<td>20109</td>
<td>906</td>
<td>Surplus Per IT Dept</td>
<td>20109</td>
<td>906</td>
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</tr>
<tr>
<td>Surplus Per IT Dept</td>
<td>20117</td>
<td>822</td>
<td>Surplus Per IT Dept</td>
<td>20117</td>
<td>822</td>
<td>Surplus Per IT Dept</td>
</tr>
<tr>
<td>Surplus Per IT Dept</td>
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<td>2013</td>
<td>Surplus Per IT Dept</td>
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<td>1041</td>
<td>Surplus Per IT Dept</td>
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<td>1041</td>
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</table>

May 18, 2010
Surplus Equipment Listing

KTP/VC  11
KTP/VC  11
KTP  109
KTP  109
KTP  109
<table>
<thead>
<tr>
<th>Sys#</th>
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<th>Serial #</th>
</tr>
</thead>
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<td>88601</td>
<td>S/N 101194 49394/03</td>
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<td>20314 53892/07</td>
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<td>10194 49394/04</td>
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<tr>
<td>020202</td>
<td>10504</td>
<td>CNDRK04402</td>
</tr>
</tbody>
</table>

**COMPUTERS**

**MONITORS**

**PRINTERS**
**BACKGROUND:**
New contracts, amendments and change orders to Measure C bond modernization program contracts are listed below for Board approval or ratification. Full copies of the contract documents are available for review in the Swinerton office.

### Contract Description

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Project</th>
<th>Original $</th>
<th>No. of Changes</th>
<th>This Change</th>
<th>Total Changes</th>
<th>Total Contract to Date</th>
<th>Contingency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Construction Contracts – Ratification</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Ashbury Homes, Inc. dba AHI</td>
<td>SMCP Greenhouse (305A)</td>
<td>$14,380.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Cantarutti Electric, Inc.</td>
<td>Transportation Technology Complex (402A)</td>
<td>$1,030.00</td>
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<td></td>
<td></td>
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<tr>
<td>DJM Coating Services, Inc.</td>
<td>Diamond PE Center Alterations (308B)</td>
<td>$3,040.00</td>
<td></td>
<td></td>
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<tr>
<td>DiGiorgio Contracting Co., Inc.</td>
<td>Utilities IVC (407B)</td>
<td>$2,510,000.00</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Hannibal's, Inc. Electrical Construction</td>
<td>SMCP Greenhouse (305A); Dance Relocation (850N); Diamond PE Center Alterations (308B)</td>
<td>$5,193.00^1</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>W.K. McLellan Co.</td>
<td>Main Building Complex (417A)</td>
<td>$6,678.00</td>
<td></td>
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<td></td>
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<tr>
<td><strong>Construction Change Orders – Approval</strong></td>
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<tr>
<td>Allen Construction, Inc.</td>
<td>Transportation Technology Complex (402A)</td>
<td>$6,895,500.00</td>
<td>9</td>
<td>$36,775.00</td>
<td>$627,225.00</td>
<td>$7,522,725.00</td>
<td>9.1%</td>
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<tr>
<td>DiGiorgio Contracting Co., Inc.</td>
<td>Main Building Complex (417A); Parking Lot-Bioswale (401B) &amp; Pathways IVC (413A)</td>
<td>$14,067,250.00</td>
<td>16,172</td>
<td>$88,356.00</td>
<td>$927,505.00</td>
<td>$15,024,755.00</td>
<td>6.6%</td>
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<tr>
<td>Jeff Luchetti Construction, Inc.</td>
<td>New Fine Arts Building (306C)</td>
<td>$12,514,578.00</td>
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<td>$12,337.00</td>
<td>$42,182.28</td>
<td>$12,556,860.28</td>
<td>0.3%</td>
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<tr>
<td>Treemasters Tree &amp; Garden Care</td>
<td>Tree Program (305C)</td>
<td>$11,820.00</td>
<td>1</td>
<td>No cost time extension</td>
<td>$0.00</td>
<td>$11,820.00</td>
<td>0.0%</td>
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<tr>
<td><strong>New Professional Services Agreements – Ratification</strong></td>
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<td></td>
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<tr>
<td>TLCD Architecture (A California Corporation)</td>
<td>New Academic Center at Kentfield (303B)</td>
<td>$50,000.00</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>$50,000.00</td>
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<tr>
<td><strong>Professional Services Amendments – Ratification</strong></td>
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<tr>
<td>Alfa Tech Consulting Enterprise</td>
<td>Utilities IVC (407B)</td>
<td>$50,000.00</td>
<td>2</td>
<td>$2,440.00</td>
<td>$200,950.00</td>
<td>$250,950.00</td>
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<tr>
<td>Ballard &amp; Watkins Construction Services</td>
<td>Utilities IVC (407B)</td>
<td>$452,005.00</td>
<td>3</td>
<td>$33,000.00</td>
<td>$71,399.00</td>
<td>$523,404.00</td>
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<tr>
<td>CSW/Stuber-Stroeh Engineering</td>
<td>Multiple Projects</td>
<td>$436,067.00</td>
<td>31</td>
<td>$159,740.50</td>
<td>$1,411,676.50</td>
<td>$1,847,743.50</td>
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<td></td>
</tr>
<tr>
<td>HKIT Architects</td>
<td>Transportation Technology Complex (402A)</td>
<td>$1,145,125.00</td>
<td>17</td>
<td>$11,015.00</td>
<td>$637,694.00</td>
<td>$1,782,818.00</td>
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<tr>
<td>Inspection Services, Inc.</td>
<td>Utilities IVC (407B)</td>
<td>$126,538.00</td>
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<td>$23,763.00</td>
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<td>$251,662.00</td>
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<tr>
<td>Nor-Cal Moving Services</td>
<td>Transportation Technology Relocation (850H)</td>
<td>$7,972.00</td>
<td>3</td>
<td>$17,238.24</td>
<td>$27,458.24</td>
<td>$35,430.24</td>
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<tr>
<td>Royston, Hanamoto, Alley &amp; Abey</td>
<td>Pathways IVC (413A)</td>
<td>$451,875.00</td>
<td>14</td>
<td>$5,935.00</td>
<td>$324,737.00</td>
<td>$778,612.00</td>
<td></td>
</tr>
</tbody>
</table>

1 $8,696.00 applies to the SMCP Greenhouse (305A) and Dance Relocation (850N) Projects. $405.00 applies to the Diamond PE Center Alterations Project (306B).
2 Change order No. 16 in the amount of $79,612.00 applies to the Main Building Complex (417A) Project. Change order No. 17 in the amount of $8,744.00 applies to the Parking Lot-Bioswale (401B) & Pathways IVC (413A) Projects.

**FISCAL IMPACT:**
These contract changes will be paid from Measure C bond funds.

**RECOMMENDATION:**
The Superintendent/President recommends that the Board approve or ratify the above-listed change orders and amendments.

<table>
<thead>
<tr>
<th>Administrator Initiating Item</th>
<th>Administrator Approving Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>V-Anne Chernock</td>
<td>Albert J. Harrison II</td>
</tr>
<tr>
<td>Director of Modernization</td>
<td>Vice President, College Operations</td>
</tr>
</tbody>
</table>
BACKGROUND:

The District requires continuing legal services to support the District’s Measure C Bond Program. In July 2005 the District approved an annual, renewable short form contract with Miller Brown & Dannis, now known as Dannis Woliver & Kelley (DWK). To date the Board has approved all annual contract extensions for this firm.

DWK is responsible for performing legal reviews and recommendations on all matters related to the Measure C Bond Program. Examples of services include, but are not limited to, review of contracts and bid documents and compliance with state and federal laws for California community colleges.

The current one year agreement will expire on June 30, 2010. A renewal contract for Fiscal Year 2010-2011 in the amount of $125,000 is requested.

FISCAL IMPACT:

This one year agreement will not exceed $125,000. These services will be paid from Measure C Bond funds designated for consultant costs.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve a renewal contract with Dannis Woliver & Kelley in an amount not to exceed $125,000 for the fiscal year July 1, 2010 through June 30, 2011 for legal services related to the Measure C bond program.
BACKGROUND:

The District requires continuing reprographic services to support the District’s Measure C Bond Program. On August 30, 2005, Ford Graphics was selected as the District vendor and a contract was approved by the Board of Trustees [Item B.13.G]. To date the Board has approved extensions of this contract through June 30, 2010.

Ford Graphics has agreed to maintain its current pricing structure through June 30, 2011. The Board is therefore asked to approve a contract extension through that date. The original contract template was reviewed and approved by legal counsel.

FISCAL IMPACT:

The District recommends that $150,000 be contracted for services from Ford Graphics for Fiscal Year 10/11. Approximately $10,000 will be allocated to program-level reproduction, including special reports, studies, relocation documentation and maps for construction. The remaining $140,000 will be allocated to project-specific plans and specifications for bidding and construction.

These services will be paid from Measure C bond funds.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve a renewal contract with Ford Graphics for bond-related reproduction services through June 30, 2011 in the amount of $150,000.
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Date: May 18, 2010
Item & File No. B.8.1.4
Subject: Notice of Completion
Hazardous Materials Abatement Project (305A) – Asbestos Management Group of California, Inc. (AMG)
Reason for Board Consideration: CONSENT APPROVAL
Enclosure(s): Notice of Completion

BACKGROUND:

On December 8, 2009, Asbestos Management Group of California, Inc. (AMG) was selected to provide general contracting services for the Hazardous Materials Abatement Project (305A) related to the planned demolition of buildings in the southwest corner of the Kentfield campus. The work on this project is complete, and at this time the District gives notice and certifies that:

- The project has been inspected and complies with the plans and specifications;
- The contractor has completed the work;
- The contract for the project is accepted and complete; and
- A Notice of Completion (attached) is ready to be filed for the project.

FISCAL IMPACT:

None.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees is asked to approve the Notice of Completion for the Hazardous Materials Abatement Project (305A).
Notice of Completion

(In pursuant to Civil Code Section 3093, must be recorded within 10 days after completion)

In execution of this Notice, notice is hereby given that:

1. The undersigned is an owner or agent of an owner of the estate or interest stated below.
2. The name of the owner is Marin Community College District.
3. The address of the owner is 835 College Ave, Kentfield CA 94904.
4. The nature of the estate or interest is: Marin Community College District in fee.
5. The name and addresses of all co-owners, if any, who hold any title or interest with the above-named owner in the property are:

   NAMES       ADDRESSES

6. Work of modernization on the property hereinafter described was completed on: February 26, 2010
7. The Project Name & Number are 305A – SMCP Hazardous Materials Abatement Project
8. The contractor for such work of modernization is Asbestos Management Group of California, Inc.
9. The name of the contractor’s Surety Co is Westchester Fire Insurance Company
10. The date of contract between the contractor and the above owner is December 9, 2009.
11. The street address of said property is 835 College Avenue
12. The property on which said work of modernization was completed is in the Town of Kentfield,
    County of Marin, State of California, and is described as follows: Dickson Hall, DSPS and Dance
    Landscape Buildings

Date

Signature of Owner
Marin Community College District

Verification

I, undersigned, say:

I am _________________________________

("President," "Owner," "Manager," etc.)

Of the declarant of the foregoing completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is correct and true.

Executed on ________________________, at ____________________, California.

(City or Town where signed)

(Personal signature of the individual swearing that the contents of the notice are true)
MARIN COMMUNITY COLLEGE DISTRICT  
Kentfield, CA 94904  

BOARD AGENDA ITEM  

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date: May 18, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No. B.B.J.</td>
</tr>
</tbody>
</table>

| Subject: Second Reading and Approval of Revised Board Policies |
| Reason for Board Consideration: CONSENT APPROVAL |
| Enclosure(s): Proposed revised policies |

BACKGROUND: 

At the April 20, 2010 Board of Trustees meetings, sets of recommended proposals to revise Board Policies in Chapter 2 Board of Trustees, Chapter 3 General Institution, Chapter 4 Academic Affairs, Chapter 5 Student Services, and Chapter 6, Business and Fiscal Affairs were included in the agenda for a first reading. 

After review by the Board the following Board Policies are hereby presented for a second reading and Board approval:

- BP 2715 Code of Ethics  
- BP 3310 Records Retention and Destruction  
- BP 3518 Child Abuse Reporting  
- BP 4060 Delineations of Functions Agreement  
- BP 5170 Children’s Centers  
- BP 6450 Wireless or Cell Phone Use  
- BP 6640 Art Work Displays

RECOMMENDATION: 

The Superintendent/President recommends that the Board of Trustees approve adoption of Board Policies 2715, 3310, 3518, 4060, 5170, 6450, and 6640.

Administrator Initiating Item  
Dr. Frances L. White, Superintendent/President
BP 2715  CODE OF ETHICS

References:
ACCJC Accreditation Standards IV.B.1.a, e, and h:
Title 5 Section 51016

Understanding that the Board can legally function only as a group, each member should exercise appropriate care to speak as a member of the Board and accurately represent Board policy to the community. Personal opinions should be identified as such.

It is recognized that Trustees may from time to time have to balance the special needs and desired advantages of their own areas with the good of the entire community college district and its student population. Each Trustee shall, as to such matters, make a particular effort to consider all of the facts and arrive at a sound and fair conclusion.

Board members should recognize that the Board makes policy and employs the Superintendent/President to administer the policies. Rather than dealing directly with the staff, it is appropriate for Board members to take their concerns directly to the Superintendent/President.

Trustees should understand that while each Board member has the right, if not the duty, to speak strongly as to issues, a demonstration of respect and consideration for each other, the College staff, and members of the community, will facilitate positive decision making at the College. Attempts should be made to re-establish collegial communications in the event that violations of ethics are perceived to have occurred.

Trustees should be aware of the California laws governing conflicts of interest of public officials (see BP 2710 titled Conflict of Interest).

Board members shall maintain confidentiality as to closed sessions (see BP 2315 titled Closed Sessions).

The Board President and Superintendent/President are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the appropriate governing agency, District Attorney, or Attorney General as provided for in law.
Violations of this policy (BP 2715 titled Code of Ethics) will be addressed by the President of the Board, who will first discuss the violation with the Board member to reach a resolution. If resolution is not achieved and further action is deemed necessary, the Board President may appoint an ad hoc committee composed of two Board members to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Board officers (or committee) and may include a recommendation to the Board of Trustees to censure the Board member. If the President of the Board of Trustees is perceived to have violated the code, the Vice President of the Board of Trustees is authorized to pursue resolution.

From current College of Marin Policy 1.2090 titled Ethics and Authority of Individual Members of the Board and the District Superintendent

All individual members of the Board shall have power and authority only when acting formally as members of the Board in session or when entrusted by the Board with specific and definite assignments.

No individual member of the Board or the District Superintendent has or shall assume power or responsibility to make decisions affecting the District, the Board, or its agents except as that power has been specifically delegated by the Board Bylaws or by Education Code Section 72400.

As a member of the governance structure of the District, but also as a public figure, it is the duty of each Board member and the District Superintendent to work in a responsible way to strengthen the institution. Support for the District should be continuing, and criticism made only after carefully ascertaining the facts. When Board members or the District Superintendent question District policy, procedures or activities, they should do so judiciously and in a constructive manner.

When a Board member or the District Superintendent expresses himself or herself publicly in a way which is not accurate or which is critical of the actions or character of a member of the Board or the District Superintendent, it shall be the responsibility of one or more Board members to bring this to the attention of the individual.

From current College of Marin Policy 1.2091 titled Board of Trustees Code of Ethics/Standards of Practice

(Accreditation Standard 10.A.6)

The Board of Trustees acknowledges that a code of ethics and general standards of good practice, which include an affirmation of responsibilities of service and individual performance standards, are an integral part of effective community college governance.
a) In support of effective community-college governance, the Board believes that it:
   - derives its authority from the community and that it must always act as an advocate on behalf of the entire community;
   - clearly define and articulate its role;
   - is responsible for creating and maintaining a spirit of true cooperation, teamwork and a mutually supportive relationship with its Superintendent/President;
   - strives to differentiate between external and internal processes in the exercise of its authority;
   - engages in a regular and ongoing process of in-service training and continuous improvement
   - comes to each meeting prepared and ready to debate issues fully and openly
   - has its members listen, strive to reach agreement, vote their conscience and support the decision or policy made;
   - strives to exemplify ethical behavior and conduct that is above reproach;
   - endeavors to remain always accountable to the community
   - honestly debates the issues affecting the community and speaks with one voice once a decision or policy is made.

b) With a deep sense of responsibility and conviction, each member of the Board of Trustees affirms that he or she:
   - understands that authority exists only when acting collectively with fellow board members, and that such authority is derived from and obliged to serve the interests of the entire community;
   - strives to exemplify ethical behavior and conduct that is above reproach;
   - engages in an ongoing process of in-service education and continuous improvement;
   - participates in open, honest and deliberation with one’s colleagues, votes one’s own conscience rather than to advance any special interests, and supports the decisions and policy the Board makes;
   - respects and honors the division of responsibility between the Board and the Superintendent/President and staff, and contributes to creating a spirit of true cooperation and a mutually supportive relationship in support of our community.

c) In support of maintaining high standards of ethical conduct by meeting individual performance standards, each member of the Board of Trustees is responsible to:
   - act only in the best interests of the community;
   - ensure public input into Board deliberations
   - adhere to the law and the spirit of the open meeting laws and regulations;
   - prevent conflicts of interest and the perception of conflicts of interest;
   - exercise authority only as part of the Board in a legally constituted meeting, not as an individual;
   - use appropriate channels of communication;
• respect others and act with civility;
• be informed about the District, educational issues and responsibilities of trusteeship;
• devote adequate time to Board work;
• maintain confidentiality of closed sessions.

NOTE: This policy is WASC Accreditation. The language in underlined regular text is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current College of Marin Policies 1.2090 titled Ethics and Authority of Individual Members of the Board and the District Superintendent and 1.2091 titled Board of Trustees Code of Ethics/Standards of Practice adopted on 12-10-80 and revised on 5-10-05. The language in underlined italics reflects revisions from Board Policy Committee

Date Adopted:
(Replaces current College of Marin Policies 1.2090 and 1.2091)
BP 3310     RECORDS RETENTION AND DESTRUCTION

References:
  Title 5 Sections 59020 et seq.;
  Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

The Superintendent/President shall establish administrative procedures to assure the retention and destruction of all District records—including electronically stored information as defined by the Federal Rules of Civil Procedure—in compliance with Title 5. Such records shall include but not be limited to student records, employment records, and financial records.

❖ From current College of Marin Policy 4.0032 titled Student Records Retention and Destruction

The Superintendent/President shall establish a procedure by which he or she, or appropriate designee, shall annually (each fall) review and classify all student administrative documents filed during the preceding school year, according to the provision of Title 5, Community College Regulations, Sections 59020-59022. The Superintendent/President shall submit to the Board a list of records recommended for destruction, certifying that no records are included which conflict with the provisions of Sections 59023-59027. The Board shall approve or disapprove the recommendation, changing classifications where necessary under the provisions of Section 59028. The Superintendent/President or designee shall then destroy specified records according to Section 59029.

NOTE: The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current College of Marin Policy 4.0032 titled Student Records Retention and Destruction adopted on 6/4/80 and revised on 2/12/85. The language struck through is recommended for deletion.

Date Adopted:
(Replaces current College of Marin Policy 4.0032)
BP 3518   CHILD ABUSE REPORTING

References:
Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;
Welfare and Institutions Code Sections 300, 318, 600 and 15630;
Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892

The Superintendent/President shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report suspected abuse and neglect of children.

❖ From current College of Marin Policy 5.0033 titled Reporting Child or Dependent Adult Abuse

It is the policy of the Board of Trustees to give the broadest support to the letter and intent of Penal Code Section 11166.5 dealing with reporting known or suspected cases of child abuse, and Welfare and Institutions Code Section 15630 dealing with reporting known cases of the abuse of dependent adults. A dependent adult is defined as any person residing in this state, between the ages of 18 and 64, who has physical or mental limitations which restrict his or her ability to carry out normal activities or to protect his or her rights including, but not limited to, persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age.

The Superintendent/President shall ensure that all employees are informed of their reporting responsibilities and indicate their willingness to comply with these codes.

NOTE: The underlined regular text signifies legally advised language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current College of Marin Policy 5.0033 titled Reporting Child or Dependent Adult Abuse adopted on 6/9/87. The language struck through is recommended for deletion. This policy was reviewed by Lyda Beardsley on 2/25/10. This policy was reviewed by Nick on 2/25/10.

Date Adopted:
(Replaces current College of Marin Policy 5.0033)
BP 4060    DELINEATION OF FUNCTIONS AGREEMENTS

References:
    Education Code Sections 8535 and 8536

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for non-credit continuing education programs is required by state law, the Superintendent/President shall present an appropriate memorandum of understanding to the Board of Trustees for approval.

NOTE: The underlined regular text signifies optional language suggested as good practice by the Community College League and legal counsel (Liebert Cassidy Whitmore).

Date Adopted:
(This is a new policy recommended by the CC League and the League’s legal counsel)
BP 5170   CHILDREN'S CENTERS

Reference:
Education Code Section 79120

❖ From current College of Marin Policy 4.0014 titled Children's Centers (EC 79120, 5 CCR 8200 et seq., 8203.5)

In order for District educational programs to be more accessible to students with pre-school children, the Board directs the Superintendent/President to maintain Children's Centers.

Children's Centers shall adhere to State statutes for determining eligibility requirements for admission.

--------------------------------------------------
NOTE: The wording in black ink is from current College of Marin Policy 4.0014 titled Children's Centers adopted on 2/24/82 and revised on 2/12/85 and 1/14/92. This policy was reviewed by Lyda Beardsley on 2/25/10. This policy was reviewed by Nick on 2/25/10.

Date Adopted:
(Replaces current College of Marin Policy 4.0014)
BP 6450 WIRELESS OR CELLULAR PHONE USE

References:
Vehicle Code, Sections 12810.3, 23123, and 23124;
Internal Revenue Code (I.R.C.), Sections 274(d)(4) and 280(d)(4)

The Superintendent/President shall determine if it is in the best interests of the District to provide a wireless or cellular phone at District expense.

Wireless or cellular phones provided by the District are to be used exclusively for business purposes.

Motor vehicle drivers may not use wireless or cellular phones while operating their vehicles without a hands-free listening device and shall comply with all requirements of California law regarding the use of wireless or cellular phones in vehicles.

NOTE: The underlined regular text signifies language that is legally advised. This new policy was recommended by the CC League and the League’s legal counsel in Update #15 disseminated to districts in September 2008. This policy was created to address Internal Revenue Service (IRS) guidelines. The language in underlined italics is recommended by the Director of Fiscal Services.

Date Adopted:
(This is a new policy recommended by the CC League and the League’s legal counsel)
BP 6640 STUDENT ARTWORK DISPLAYS

References:
No references

FromFile current College of Marin Policy 8.0015 titled Student Artwork Displays

The Board recognizes that part of the developmental process of artists involves display and public recognition of the artists’ work. Therefore, the Superintendent/President shall establish permanent display fixtures on the campuses for the display of student artwork.

All artwork shall be displayed in accordance with fire and public safety rules and regulations. The District requires persons choosing to exhibit their artwork in District facilities to sign a hold harmless agreement prior to artwork installation.

See AP 6520 titled Security for District Property

NOTE: The wording in black ink is from current College of Marin Policy 8.0015 titled Student Artwork Displays adopted on 7/29/81 and revised on 4/9/85. The language struck through is recommended for deletion. The information in underlined italics is language is recommended by the District’s insurance administrator.

Date Adopted:
(This is a current College of Marin Policy 8.0015 just re-numbered)
BACKGROUND:

New courses are developed by faculty in the Community Education area. Courses are reviewed and approved according to Board policy 3.0001 and 3.0002.

The Community Education Program will offer the following new Community Services courses for the first time during Summer 2010. These fee-based courses are recommended by the appropriate Community Education faculty and staff as well as the Vice President of Student Learning, and are “designed to meet the educational, social, economic, cultural, and recreational needs” of Marin County residents, as specified in Board policy. The proposed new courses are listed below, along with brief descriptions.

Adobe Flash ActionScript 3 for Non-Programmers (Beginning, Intermediate, and Advanced)

Each level meets for 3 weekday evenings for 3 hours for a total of 9 hours

For those of you who have taken the Flash CS4 series in previous quarters or have equivalent experience, it is time to learn ActionScript to give your projects interactivity and make Flash do what you want, whether it is building a portfolio, website, quiz, or a simple game. In this beginning class, created especially for non-programmers, you will learn the basics of ActionScript code in order to build a solid foundation in the fundamentals.

Basic Technical Writing Skills

Meets 3 weekday evenings for 3 hours for a total of 9 hours

This course teaches you the basics of how to write, edit, and design technical information, such as instructions and definitions. These skills expand your skill base so you can be more valuable to an employer. You will hone your skills in class by working in two-person teams. Feel free to bring examples of your or others’ work for discussion and analysis. In addition, you will learn dozens of tips for concise, clear writing and how to edit and proofread technical materials.

Big Time: Native American Festival

The COM component of the festival meets on Saturday, June 17, from 10 a.m. to 12:30 p.m.

July 17, 2010, is the 30th anniversary of the annual celebration of Big Time, a Native American festival held each year at mid-summer. Coast Miwok and Pomo peoples gather at Kule Loklo, a reconstructed Miwok village within Point Reyes National Seashore, to dance and celebrate their heritage. This year, College of Marin, in partnership with the Federated Indian of Graton Rancheria, the Miwok Archeological Preserve of Marin (MAPOM), and the Point Reyes National Seashore, offers an exclusive addition to the day with expert speakers and an authentic Native American meal.
Capoeira Barauna: An Afro-Brazilian Martial Art

Meets for 6 weekday evenings for 1.5 hours for a total of 9 hours

Capoeira combines singing and drumming with fight-dancing, using codified sequences of fighting patterns made up of offensive and defensive martial art blocks and kicks with elements of break dancing and acrobatics. Once these basic moves are learned, we will dance, sing and drum in roda, the circle where two people perform this fighting dance. We will sing Capoeira songs in the original Portuguese, and we will practice basic rhythms with percussion instruments and play Portuguese instruments.

Community Gamelan Ensemble: Music-Making for Everyone

Meets 6 weekday evenings for two hours for a total of 12 hours

If you have been to Bali, and other parts of Indonesia, undoubtedly you have heard a gamelan orchestra perform. These days one hears gamelan all over the world, most major cities and universities have an orchestra. It is a unique sound, percussive and other-worldly, which can fill you with joy and satisfaction. We will play authentic gamelan instruments, provided by the instructor. Gamelans are groups of gorgeously hand-carved and painted metalophones, gongs and drums of various sizes and octaves. Most instruments are played by striking a key with a mallet in one hand while muting a previous key with the other. Hands continually ‘cross-over’ with beneficial effects for the brain/body.

Creative Seasonal Cooking: The Abundance of Summer

Meets 6 Saturdays for 2.5 hours for a total of 15 hours

This class will demonstrate the many reasons—aesthetic, nutritional, ecological, and economical—to cook seasonally. Taking a cue from the summer’s bounty at Marin Farmers’ Markets, our chef instructor will demonstrate the preparation of a light menu of three to four seasonal dishes from scratch. In the last half-hour, everyone will sit down and enjoy the family-style meal together. Salads, soups, fruit desserts, fish, and simple meat dishes will be included.

Elite Soccer Fitness: Footwork

Two sections each meet 6 Tuesdays, 6 Wednesdays, and 6 Thursdays, one from 9 a.m. to 12 noon and the other from 5 to 8 p.m. for a total of 54 hours each

This course is designed to teach high school and college players the necessary off season fitness and skill to compete at the next level. You will be asked to perform a variety of intense fitness and footwork exercises aimed at improving your overall ability. Each session will be designed to teach you how to increase stamina for longer periods of high intensity performance. You will work as individual and in group setting. The goal is to see improvement in decision making on and off the ball, improvement in confidence on and off the ball, and most importantly, the ability to work harder for a longer duration. This course is designed for players that are looking to compete in fall competition at the high school and collegiate levels.

Energy Saving Techniques for Your Home and Your Pocketbook

Meets one Saturday for 4 hours

This course is designed for homeowners who are interested in reducing their home energy use and evaluating new green energy technologies. By evaluating your current structure and building “envelope” along with appliances, windows, insulation, and your current energy consumption, you will be in a position to take action and implement changes needed to reduce your energy use. We will also look into several green energy options now available. Bring your December and July PG&E bill to class.
Finding Healing Within
*Meets 4 Friday mornings for 2 hours for a total of 8 hours*

Guided imagery is a transformative tool that can greatly enhance your ability to heal from emotional, mental, and physical wounding. In this introductory course, you will learn how to use your imagination to create an inner healing environment and access spiritual resources for the purpose of fostering stress reduction, inner peace, spiritual connection, emotional healing, and greater well-being. Topics include: The Power of the Imagination to Heal; Creating Inner Safety, and The ‘Spiritual Internet.’

Get a Job Interview with a Great Resume and Cover Letter
*Meets 3 weekday evenings for 3 hours for a total of 9 hours*

This course teaches you how to write resumes and cover letters that make employers call you for a job interview. With in-class practice and examples to emulate, you will hone your paperwork into a marketing machine for your skills.

In addition, you will learn tips for interviewing and negotiating salary and how to write thank you letters, a list of references, and recommendation and resignation letters. Bring any work you have (on disk or paper) or start from scratch to produce good-looking and good-sounding words that sell you to employers. We will do some practice interviewing in class, and you will leave the class with a resume and cover letter.

Get Ready to Paint: Beginners Really Welcome!
*Meets one Saturday for a total of 5 hours*

This class is an orientation designed for the enthusiastic, but apprehensive novice painter who wishes to start in acrylics. Even “beginners welcome” painting classes can be intimidating when you don’t know the difference between a ‘bright’ and ‘filbert’, turpentine and turpenoid, or the basics of color mixing. Come learn the scoop about brushes, supports, additives, how to prep a canvas and mix paints, and you’ll be ready to jump into your first landscape or still life class with confidence. Through presentation and hands-on activities you will “get ready to paint” in a supportive and relaxed setting.

Google Apps: GMail, Calendar, Docs, and Sites
*Meets 6 weekday evenings for 2 hours for a total of 12 hours*

1.7 Million businesses have switched over to Google Apps. Don’t get left behind! Add a new skill to your resume! In this hands-on class, you will learn step-by-step how to use, setup, and manage Google Apps, including GMail, Google Calendar, Google Docs, and Google Sites. Go from newbie to Google Apps Master in six lessons. Class includes tips and tricks and plenty of Q&A with the instructor.

Google Docs: Documents, Spreadsheets, Presentations, and Forms
*Meets 3 weekday afternoons for 3 hours for a total of 9 hours*

Join the companies, schools, individuals, and organizations who are using the power and accessibility of “cloud computing” — online computer programs — to create documents, collaborate online, and store them online. Google Docs is a free, easy-to-learn suite of applications for word processing, spreadsheets, presentations, and forms. You will learn to create, edit, and format files—docs, spreadsheets, presentations, and forms — both from scratch and from templates.

Hiking for Experienced Hikers
*Meets one Saturday for a total of 6 hours*

For those of you who hike with Sharon Barnett in her “Beginning Hiking” class during the rest of the year and want to stretch your legs further and farther. This strenuous hike will afford spectacular views and, as always, we will discuss what we see along the way. Participants must be in good physical condition and capable of hiking, without undue fatigue, 8-10 miles at a 20-minute mile pace on uneven terrain with about 2,000 feet of elevation gain.
Internet Basics for Seniors  
*Meets 2 weekday mornings for 2 hours for a total of 4 hours*

In this class, you will learn new and interesting ways to immediately bring you closer to your children and grandchildren. During the first week, you will set up a free email account, learn to send and receive emails; manage your mail; deal with spam (junk mail); send and receive photos; and learn email etiquette (NO CAPS!). In week two, have fun researching your favorite topic using basic and Advanced Search techniques. Learn tips for shopping safely online. During week three, we will answer the questions ‘What is Social Networking?’ and ‘Do I need it?’ Includes an introduction to Facebook, Twitter, Flickr, Meetup, and sites specifically for seniors.

Introduction to Kettlebells  
*Meets 6 weekday evenings for 1.5 hours for a total of 9 hours*

Kettlebells is a cutting edge exercise system that will help you improve your health, alleviate your pain, and maximize your athletic performance. This introduction to Kettlebells will include safety, proper warm up, and specific techniques with proper body alignment. You will be fitted with the appropriate Kettlebell for use in class. Kettlebells are appropriate for most people. If you have a heart condition or high blood pressure, you should not do this training. You will be asked to complete a health form at the first class meeting.

Introduction to Shamanism  
*Meets one Saturday for a total of 5 hours*

Shamanism is a practical method for obtaining information and restoring health used by all indigenous cultures. Learn and experience methods used in shamanism, and how both the physical and non-physical reality is viewed from a shamanic perspective. You will experience shamanic journeying, a dream-like state induced by monotonous drumming. We will discuss the shamanic view of reality, including non-ordinary reality.

Introduction to iPhone/iPod Touch Apps  
*Meets one Saturday for a total of 3 hours*

Transform your cell phone or iPods into the true mobile computers these devices have become and access their full internet capability and mobile connectivity. During this three-hour class, we will view applications from the Apps Store: Some of the categories are Books, Business, Education, Entertainment, Finance, Games, Healthcare and Fitness, Lifestyle, Medical, Music, Navigation, News, Photography, Productivity, Reference, Social Networking, Sports, Travel, and Utilities.

Just for Grins: An International Film Festival of Comedy  
*Meets 6 weekday afternoons for 3 hours for a total of 18 hours*

Summer is the perfect time to sit back, relax, and have a good laugh. What better way to do that than to look at comedies from around the world and think about what it is that we find funny and how that changes from one culture to another. Good comedy is a delicate juggling act, keeping intellectual, physical, and socio/political themes all zinging through the air. Three of the films for Summer are: *Good Bye Lenin!* (Germany 2003), *Cosi* (Australia 1995), *Waking Ned Devine* (Ireland 1998).

Magic As A Lifestyle: An Introduction to Magic and Illusion  
*Meets 6 weekday evenings for 2 hours for a total of 12 hours*

This course will introduce you to magic not only as a hobby, but as a viable career path. Class covers the importance of the Magician's Code of Ethics, focusing on magic's time-honored tradition of recognizing magicians of the
past and present, and how to present yourself as a magician, regardless of your social position. You will also learn magic and illusion through hands-on instruction and video performances, as well as guest appearances by Bay Area magicians.

Oh Deer! Coping with Bambi in the Garden  
*Meets one Saturday for a total of 3 hours*  
Gardeners in the Bay Area frequently experience the ravages of deer. These wily creatures can do extensive damage in rural and suburban gardens by consuming both edible crops and ornamental plantings. This one-session workshop will provide all the information you’ll need to garden successfully in deer country.

On Your Own: Where Teens and Young Adults Learn Life Skills that Lead to Success  
*Meets 6 weekday early evenings for 1.5 hours for a total of 9 hours*  
Are you living on your own, or hoping to? This class will give you practical, everyday information that will enable you to survive and thrive. You will gain hands-on experience through discussion, exercises, and role-playing, and the opportunity to raise your issues and concerns with an open-minded, experienced and caring adult.

One with Nature: *En Plein Air Workshop*  
*Meets 6 Saturdays for 3 hours for a total of 18 hours*  
Work directly from the natural beauty of Indian Valley Campus. Classes will be held primarily outside and will cover: how to compose a successful composition in the field; how to see and evaluate values and color; capturing the quality of the location, time of day, weather. Our first class meeting will be an indoor orientation where we will discuss the history of painting *en plein air* using specific artists and their work as examples.

Painting with Fabric: The Art of Traditional Hooked Rugs  
*Meets 6 weekday afternoons for 3 hours for a total of 18 hours*  
Traditional Hooked Rugs, an art form born of domestic thrift, has become an important fixture in the canon of American folk art. In the 19th century, homemakers would use old wool clothing and draperies which they would cut into narrow strips and pull up a series of loops through a backing to create magnificent rugs and pillows. Today, rug hookers dye their own wool and go to thrift shops to find wool clothing. Designs can vary from traditional, to country, to modern.

Retail Customer Service/Sales Training for Employers and Employees  
*Meets one weekday evening for a total of 3 hours*  
In this interactive workshop, you will be offered exclusive tips and techniques that can be used in the daily interaction with retail customers in order to make a connection, increase sales, and provide outstanding customer services.

Shakespeare in Literature and Film  
*Meets 6 Friday mornings for 2.5 hours for a total of 15 hours*  
This course focuses on close critical reading and response to Shakespeare’s major plays. We consider three plays of love, sex, death, gender, and power—*Macbeth*, a powerful and disturbing tragedy, *Richard II*, a history that considers the relation between psychology and politics, and *A Midsummer Night’s Dream*, a witty and playful festive comedy. Viewing performances on film as well as reading from the texts, we will explore Shakespeare’s complex interplay of voices and his subtle, sophisticated use of language.
Soccer Tactics: Systems of Play

Meets twice a week for 3 hours for a total of 36 hours

This course is designed to teach players about the systems of play used in soccer at the collegiate and professional levels. We will look at the 4-4-2, 4-3-3, 3-4-3, and 5-3-2 and, then, diagnose and dissect each system of play, weekly. We will focus on the strengths and weaknesses of each system, on by one. You will gain an understanding of the role of each player in a given system. Once we discuss and analyze the system, the class will be asked to demonstrate knowledge of the system in the classroom and on the field. Experience the value of understanding the principles of play in each system.

Squarespace.com: Fast, Easy Website Creation

Meets one Saturday for a total of 3 hours

Design and construct your own website using Squarespace, a fully hosted, completely managed environment for creating and maintaining a website, blog or portfolio. Squarespace allows point and click control over every design element and its flexible platform can power all kinds of sites of all sizes, perfect for personal or small business websites, Squarespace is completely web browser based and works with all popular web browsers, including Internet Explorer, Firefox, and Safari.

Surfing 101

Meets 2 Saturdays for 2 hours and 3 Saturdays for 3.5 hours, for a total of 14.5 hours

During this introduction to surfing, you will learn basic water safety and surfing fundamentals, including an understanding of wave formation, tides and wind, surfing etiquette, and basic maneuvers, as well as surfing history and ecological and philosophical principles. Catch a wave at an ocean beach (to be determined in class). Our first two meetings are in the classroom, the second meeting will include a swim test in the pool. You are expected to be able to swim for at least 75 yards. The last three sessions will meet on a sheltered beach, possibly Stinson and/or Pacifica.

The Gifts of Menopause: How to Get a Good Night’s Sleep

Meets 6 weekday evenings for 2 hours for a total of 12 hours

Menopause is a time for assessment and reevaluation. In this class, you will learn powerful tools that help you to sleep soundly and thrive, including a body-centered meditation practice to calm the mind and relax the body. Class covers how to:

- Cultivate an ‘Inner Pharmacy of Feel-Good Biochemicals’ for heightened well-being
- Develop a playful relationship with your mind
- Make choices during the day that promote sound sleep at night
- Identify and choose supportive activities over draining activities

Join this class and take the opportunity to greatly improve your ability to sleep while also meeting other women going through similar experiences.

The World Cup 2010

Meets 6 Saturdays for 2 hours for a total of 12 hours

For all you soccer fans out there, this class is for you! Join us in the Men’s Team room to view some of the highlights of the week’s games and discuss the teams, players, strategies, strengths, weaknesses, and groupings, to name a few, based on what we saw. Through lecture and class discussions, you will gain a better understanding of the 32 countries participating in the 2010 World Cup and the impact this tournament has on the world every four years. We will also review history of the tournament and famous players and see some historical footage.
Yoga for Stress Release

Meets 6 weekday evenings for 1.5 hours for a total of 9 hours

In these changing times we are prone to developing stress, which affects us in profound ways. This yoga class will restore the whole body towards dynamic stillness and increased stamina. You will experience:

- Deeper, more refreshing sleep
- Healthier joints to better strengthen and support the connective tissue
- Healthier cardiovascular function increasing the amount of oxygen in the blood
- Balanced mind/brain
- Feeling refreshed, replenished, and rejuvenated

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the new community services courses.

Administrator Initiating Item Dr. Frances L. White, Superintendent/President
BACKGROUND:

New courses are developed by faculty at the discipline level. They are proposed to the Curriculum Committee, a standing committee of the Academic Senate. Courses are reviewed and approved according to Board policy 2.0001 and 2.0001 DP.1.

The Academic Program will offer the following new credit course. The course is recommended by the appropriate academic departments, the Curriculum Committee, and the Vice President of Student Learning. The proposed new course may be categorized as follows:

**Liberal Arts and Sciences**

Courses of freshman and sophomore level in the area of liberal arts and sciences transfer education.

**ART 100 History of Islamic ART**

This survey of Islamic art will consider the development of artistic forms produced for the practice of Islam, as well as art and architecture produced for and by people who live in predominantly Islamic regions.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the proposed new credit course.

Administrator Initiating Item:

Nick Chang, Vice President of Student Learning
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees __________________________ Date: May 18, 2010

From: Superintendent/President ____________________ Item & File No. B.8.M

Subject: Credit Course Revisions

Reason for Board Consideration: CONSENT APPROVAL Enclosure(s):

BACKGROUND:

Revised courses are developed by faculty at the discipline level. Revisions are proposed by departments to the Curriculum Committee, a standing committee of the Academic Senate. Courses are reviewed and approved according to Board Policy 2.0001 and 2.0001 DP.1.

The following course revisions are recommended by appropriate academic departments, the Curriculum Committee, and the Vice President of Student Learning.

**BIOL 224**
Human Physiology

Change prerequisite from “BIOL 110 and 110L or equiv; and CHEM 110 or high school Chem. equiv.” to “BIOL 110 and 110L or equiv; and CHEM 110 or CHEM 114.” Change advisory from none to Completion of ENGL 98, ENGL 98SL or equivalent. Revise catalog description, course content, schedule description, critical thinking, student outcomes, methods of evaluation, methods of instruction, and texts/assigned reading.

**BOS 114**
Beginning Word Processing

Revise catalog description, course content, schedule description, critical thinking, student outcomes, methods of evaluation, methods of instruction, and texts/assigned reading.

**BOS 115**
Intermediate Word Processing

Revise catalog description, course content, schedule description, critical thinking, student outcomes, methods of evaluation, methods of instruction, and texts/assigned reading.

**COMP 220**
### Credit Course Revisions – Cont’d

**Data Structures and Algorithms**

Change prerequisite from “COMP 130 or 230” to “COMP 130 or COMP 135 or COMP 150.” Revise catalog description, course content, schedule description, critical thinking, student outcomes, methods of evaluation, and texts/assigned reading.

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**DANC 160A**  
Introduction to Dance  
Performance Skills

Change course number from “DANC 160” to “DANC 160A”  
Revise catalog and schedule description, methods of instruction, and texts/assigned reading.

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**DANC 160B**  
Introduction to Dance  
Performance Skills

Change course number from “DANC 160” to “DANC 160B”  
Revise catalog and schedule description, methods of instruction, and texts/assigned reading.

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**DRAM 131**  
Theory and Practice in Acting II

Revise course content, critical thinking, student outcomes, methods of evaluation, and texts/assigned reading.

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**ENGL 070**  
Phonics

Revise catalog and schedule description, critical thinking, student outcomes, and methods of evaluation.

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**ENGL 071**  
Spelling I

Revise catalog and schedule description, critical thinking, student outcomes, and texts/assigned reading.

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**ENGL 073**  
Vocabulary I

Revise catalog and schedule description, critical thinking, student outcomes, and texts/assigned reading.

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**ENGL 074**  
Vocabulary II

Revise catalog and schedule description, critical thinking, student outcomes, texts/assigned reading.

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**ENGL 075**  
Reading I

Revise catalog and schedule description, critical thinking, student outcomes, and texts/assigned reading.
**Credit Course Revisions - Cont’d**

**ENGL 076**  
Reading II  
Revise catalog and schedule description, critical thinking, student outcomes, and texts/assigned reading.

**ENGL 077**  
Independent Reading  
Revise catalog and schedule description, critical thinking, and student outcomes.

**ENGL 078**  
Special Interest Workshop  
Revise catalog and schedule description, critical thinking, and student outcomes.

**ENGL 079**  
Grammar Review  
Revise catalog and schedule description, critical thinking, student outcomes, and texts/assigned reading.

**ENGL 095**  
Advanced Spelling  
Revise catalog and schedule description, critical thinking, and student outcomes.

**ENGL 096**  
Advanced Vocabulary  
Revise catalog and schedule description, critical thinking, and student outcomes.

**ENGL 097**  
Critical Reading  
Revise student outcomes, and texts/assigned reading.

**MUS 102**  
Music Masterworks  
Change prerequisite from “MUS 106 or MUS 111” to “none.”  
Change advisory from none to Successful completion of either MUS 101 or MUS 106. Revise catalog description and critical thinking.

**MUS 211**  
Theory III  
Change prerequisite from “MUS 112 and 122” to “MUS 112.”  
Change advisory from none to MUS 221, 271, and a Major Performing Ensemble. Revise catalog and schedule description, critical thinking, and student outcomes.
Credit Course Revisions – Cont’d

MUS 212
Theory IV

Change prerequisite from “MUS 211 and 221” to “MUS 211.” Change advisory from none to concurrent enrollment in MUS 222, MUS 272 and a Major Performing Ensemble. Revise catalog and schedule description, critical thinking, student outcomes, and texts/assigned reading.

PE 123
Group Fitness Instructor Certification Training

Revise catalog and schedule description.

PE 143
Basic Athletic Injuries


RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the proposed credit course revisions.

Administrator Initiating Item:
Nick Chang, Vice President of Student Learning
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Subject: Credit Course Deletions
Reason for Board Consideration: CONSENT APPROVAL

Date: May 18, 2010
Item & File No. B.8.N

BACKGROUND:

Credit courses are recommended for deletion status by the faculty at the discipline level. These deletions are proposed by the academic departments to the Curriculum Committee, a standing committee of the Academic Senate. Deletions are reviewed and approved according to Board policy 2.0001 and 2.000 DP.1.

The following courses are recommended for deletion by the Curriculum Committee from the College of Marin credit curriculum. These courses have not been taught for a period of time or have been replaced by other courses more relevant to student needs.

DELETIONS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>NUMBER</th>
<th>COURSE DESCRIPTION</th>
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<tr>
<td>COUN</td>
<td>070</td>
<td>Interpersonal Skills (INACTIVATE)</td>
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<tr>
<td>COUN</td>
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<td>Educational Planning (INACTIVATE)</td>
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<td>Job Search Strategies (INACTIVATE)</td>
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<td>Effective Communications/Peer Counseling (INACTIVATE)</td>
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<td>COUN</td>
<td>153AB</td>
<td>Group Process (INACTIVATE)</td>
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<td>DANC</td>
<td>176</td>
<td>Summer Intensive: Workshop in Contemporary Classical Dance I</td>
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<td>260ABC</td>
<td>Musical Production: Dance</td>
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<tr>
<td>ENGL</td>
<td>098C</td>
<td>The Paragraph and Short Essay</td>
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DELETIONS - Continued

MUS 119 Media Music Composition
MUS 128 Ear Training Workshop
MUS 128L Ear Training Workshop Lab
MUS 161 Youth Orchestra
MUS 174 Class Instrument Instruction: Brass
MUS 175 Class Instrument Instruction: Percussion Technique
MUS 186A World Music Workshop: Taiko Drumming Techniques and Rhythms
MUS 186B World Music Workshop: African Drumming Techniques and Rhythms
MUS 186C World Music Workshop: Latin Drumming Techniques and Rhythms
MUS 194 Applied Music

RECOMMENDATION:
The Superintendent/President recommends that the Board of Trustees approve the proposed credit course deletions.

Administrator Initiating Item:
Nick Chang, Vice President of Student Learning
BACKGROUND:

The Early Childhood Education Program is designed to prepare students to become teachers or directors in children’s centers, nursery and preschools, prekindergartens, infant-toddler programs, employer-supported children’s centers, extended day-care or family day-care programs.

The following ECE Program Catalog Changes for 2010-2011 are recommended by appropriate academic departments, the Curriculum Committee, and the Vice President of Student Learning.

Learning outcomes:

After completion of the Early Childhood Education program students will be able to:

- Integrate understanding of the needs, the characteristics and multiple influences on development of children birth to age eight as related to high quality care and education of young children.
- Design, implement and evaluate environments and activities that support positive, developmental play and learning outcomes for all young children.
- Apply effective guidance and interaction strategies that support all children’s social learning, identity and self-confidence.
- Develop strategies that promote partnerships between programs, teachers, families and their communities.
- Demonstrate ethical standards and professional behaviors that deepen understanding, knowledge and commitment to the EC/CD profession.

*Please note: All coursework applicable to degrees, certificates and permits must be completed with a grade of C, P, CR or better.

A.S. in Early Childhood Education, Occupational

<table>
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<th>Requirements</th>
<th>Units</th>
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<tr>
<td>Recommended Sequence</td>
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<tr>
<td>First Semester</td>
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<tr>
<td>ECE 100 Licensing and Permits: Introduction to Childcare Programs</td>
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<tr>
<td>ECE 114 Introduction to Early Childhood Education</td>
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Recommended elective:
ECE 101 Introduction to Child Development 3

**Second Semester**
ECE 112 Child, Family, and Community 3
ECE 115 Introduction to Early Childhood Curriculum 3
ECE 116 Observation and Assessment 3

**Third Semester**
ECE 131 Health, Safety and Nutrition Practices for Young Children 3
ECE 280 Early Childhood Education Fieldwork and Seminar I: Beg Practicum in Student Teaching 3
ECE 110 Child Development 3
And one ECE elective (see list below)

**Fourth Semester**
ECE 208 Exploring Cultural Diversity in the Early Childhood Curriculum 3
ECE 222 Working with Special Needs Children in Early Childhood Classrooms 3
ECE 281 ECE Fieldwork and Seminar II: Advanced Practicum in Student Teaching 3
PSY 114 Psychology of Human Development: Lifespan+ 3
SUBTOTAL: 35.5

**ECE Electives (must complete two electives to fulfill requirements for AS degree)**
ECE 101 Introduction to Child Development 3
ECE 133 Creative Art Curriculum for Young Children 2
ECE 135 Working with Children’s Challenging Behavior 2
ECE 137 Emergent Literacy in the Early Childhood Classroom 3
ECE 205 Continuing Experiences in Early Childhood Curriculum 3
ECE 217 Fostering Creativity in the Classroom 2
ECE 218 Caring for the Infant and Toddler 2
ECE 220A Early Childhood Administration A 3
ECE 220B Early Childhood Education Administration B 3
ECE 221 Teaching Science to Young Children 2
ECE 224 Working with Parents in Early Childhood Programs 2
ECE 225 Guidance and Limit-Setting in the Early Childhood Classroom 2
ECE 295 Supervising Adults in Early Childhood Programs 2
TOTAL REQUIRED UNITS: 39.5-41.5

+ Also fulfills College of Marin graduation requirement and CSU transfer requirements, Area D-9 or Area E

Early Childhood Education Certificate of Achievement

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 100 Licensing and Permits: Introduction to Childcare Programs</td>
<td>0.5</td>
</tr>
<tr>
<td>ECE 110 Child Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 112 Child, Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>ECE 114 Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 115 Introduction to Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ECE 116 Observation and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>ECE 131 Health, Safety and Nutrition Practices for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 208 Exploring Cultural Diversity in the Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ECE 222 Working with Special Needs Children in Early Childhood Classrooms</td>
<td>2</td>
</tr>
<tr>
<td>ECE 280 Early Childhood Education Fieldwork and Seminar I: Beg Practicum in Student Teaching</td>
<td>3</td>
</tr>
<tr>
<td>PSY 114 Psychology of Human Development: Lifespan+</td>
<td>3</td>
</tr>
<tr>
<td>ENG 120 Introduction to College Reading and Composition II</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ENG 120SL Introduction to College Reading and Composition II – for Non-Native English speakers</td>
<td>3</td>
</tr>
</tbody>
</table>

SUBTOTAL UNITS: 32.5

AND 10 General Education units including:

At least 3 units in Humanities or Fine Arts from the following list:
- Speech 128
- Dance 121
- Art 112
- Spanish 101, 102
- American Sign Language 101, 102

AND
at least 3 units in Math or Science from the following list:
- Geology 120
- Geology 120L
Board Meeting of May 18, 2010
ECE Program Catalog Changes for 2010-2011
Page 4

- PE107 or BIO107
- Mathematics 101, 101AB, 101XY, 102G, 103, 103AB, 103S, 103XY, or 115
- Statistics 115

AND

At least 4 units from the following list:
- Speech 120
- Speech 128
- Dance 121
- Art 112
- Spanish 101, 102
- American Sign Language 101, 102
- Geology 120
- Geology 120L
- Mathematics 101, 101AB, 101XY, 102G, 103, 103AB, 103S, 103XY, or 115
- Statistics 115
- English 116, 150, 151, 155
- Physical Education 107, or Biology 107
- Political Science 100
- History 118

TOTAL UNITS FOR CERTIFICATE OF ACHIEVEMENT: 42.5

Upon completion of the Early Childhood Education Career Certificate a student would be academically eligible to apply for the Teacher level of the Child Development Permit issues by the Commission on Teacher Credentialing.

Skills Certificate

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 101 Introduction to Child Development</td>
<td>3</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>ECE 110 Child Development I</td>
<td>3</td>
</tr>
<tr>
<td>ECE 112 Child, Family, and Community</td>
<td>3</td>
</tr>
<tr>
<td>ECE 114 Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 115 Introduction to Early Childhood Curriculum</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS: 12

Licensing Coursework Requirements:

The Department of Social Services requires that anyone working in a children’s program as a teacher have at least 12 semester units of coursework in early childhood education, with at least one course in each of the following three subject areas:

1. Child or Human Growth and Development (ECE 101 or 110)
2. Child, Family and Community, or Child-Family Relations (ECE 112)
Recommended (Core) Courses for 12 ECE units. Only one of the recommended courses in Child Development is necessary.

May be counted as units in the Programs and Curriculum category or as 96 hours of experience but not both.

**Child Development Permit Requirements:**

The California Department of Education requires that anyone working in a children's program subsidized by the Child Development Division obtain the appropriate permit from the California Commission on Teacher Credentialing.

<table>
<thead>
<tr>
<th>Permit</th>
<th>Education Requirement¹ (Note: You must have a grade of &quot;C&quot; or better verified by official transcript)</th>
<th>Experience Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Teacher</td>
<td>6 units of Early Childhood Education (ECE) or Child Development (CD)</td>
<td>None</td>
</tr>
<tr>
<td>Associate Teacher</td>
<td>12 units of ECE/CD including core courses*</td>
<td>50 days of 3 or more hours per day within 2 years</td>
</tr>
<tr>
<td>Teacher</td>
<td>24 units ECE/CD including core courses* plus 16 general education (GE) units**</td>
<td>175 days of 3 or more hours per day within 4 years</td>
</tr>
<tr>
<td>Master Teacher</td>
<td>24 units ECE/CD including core courses* plus 16 GE units ** plus 6 units in an area of specialization plus 2 units adult supervision (ECE295)</td>
<td>350 days of 3 or more hours per day within 4 years</td>
</tr>
<tr>
<td>Site Supervisor</td>
<td>AA/AS (or 60 units) with 24 ECE/CD including core courses* plus 6 units administration**** plus 2 units adult supervision (ECE295)</td>
<td>350 days of 3 or more hours per day within 4 years including at least 100 days supervising adults</td>
</tr>
<tr>
<td>Program Director</td>
<td>BA/BS or higher including 24 ECE/CD units with core courses* plus 6 units administration (ECE220A &amp; EC E220B) plus 2 units adult supervision (ECE295)</td>
<td>Site supervisor status and one program year of adult supervision experience</td>
</tr>
</tbody>
</table>

¹ If you do not meet the requirements, you may be eligible for a permit if you have met certain higher educational standards. View the full Child Development Permit matrix at www.childdevelopment.org for alternative qualifications.
*Core courses for the Child Development permit include at least one course in each of the following three subject areas:

1. Child or Human Growth and Development (ECE 101 or 110)
2. Child, Family and Community, or Child-Family Relations (ECE 112)
3. Programs and Curriculum (ECE 114, 115, 116, 120, 131, 132, 133, 134, 135, 137, 205, 208, 217, 218, 221, 222, 223, 224, 225, 280***, 281***)

**GE units require one course in each of four general education categories, which are degree applicable: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts.

***May be counted as units in the Programs and Curriculum category or as 96 hours of experience but not both.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the proposed ECE Program Catalog Changes for 2010-2011.

Administrator Initiating Item:
Nick Chang, Vice President of Student Learning
MARIN COMMUNITY COLLEGE DISTRICT  
Kentfield, CA 94904  

BOARD AGENDA ITEM

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
<th>May 18, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No. B.9.A.1</td>
<td></td>
</tr>
<tr>
<td>Subject:</td>
<td>Backflow Preventer Replacement PE/FA/SMCP Projects (308B-306C-305A) Award Construction Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td>Enclosure(s):</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ACTION – AWARD</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

**BACKGROUND**

As a result of new bond construction, the Marin Municipal Water District (MMWD) has mandated installation of three new backflow preventers in various locations on the Kentfield campus. The backflow preventers have been bid as one package in order to gain cost efficiency. The project includes installation and testing of new equipment, coordination with MMWD, and minor retaining wall construction, asphalt repaving and restriping.

The bid opening is Tuesday, May 11, 2010 at 2:00 PM; the bid results will be presented at the May 18, 2010 Board meeting. The Board of Trustees is asked to award a construction contract to the lowest responsive bidder following successful completion of the mandatory five business day bid protest period ending on Tuesday, May 18, 2010.

**FISCAL IMPACT**

The final construction cost estimate for this contract is $85,000. The contract will be paid from bond funds budgeted for the Backflow Replacement PE/FA/SMCP Projects (308B-306C-305A). Construction will be managed by Maintenance and Operations staff.

**RECOMMENDATION**

The Superintendent/President recommends that the Board award a construction contract for the Backflow Replacement PE/FA/SMCP Project (308B-306C-305A) to the lowest responsive bidder, to be announced at the May 18 Board meeting, following successful completion of the five business day protest period.
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Subject: Building Signage Fine Arts/Science Math Central Plant Complex/Performing Arts Projects (306C-305A-306A)
Authorize Award of Construction Contract

Date: May 18, 2010
Item & File No. B.9.A.2

Reason for Board Consideration: None
Enclosure(s):

ACTION – AWARD

BACKGROUND

Interior and exterior signage is required for the Fine Arts, Science/Math/Central Plant and Performing Arts projects. A single bid package was created for the three projects in order to gain cost efficiency and to ensure consistent quality. The signage bid is based on approved signage standards created for the District and approved by the Board. Signage is size and color coordinated and meets all required standards of the ADA.

The bid opening is Wednesday, May 12, 2010 at 2:00 PM; the bid results will be presented at the May 18, 2010 board meeting. The Board of Trustees is asked to award a construction contract to the lowest responsive bidder following successful completion of the mandatory five business day bid protest period ending on Wednesday, May 19, 2010.

FISCAL IMPACT

The final construction cost estimate for this contract is $210,000. The contract will be paid from bond funds budgeted for the Building Signage FA/SMCP/PA Projects (306C-305A-306A).

RECOMMENDATION

The Superintendent/President recommends that the Board award a construction contract for the Building Signage FA/SMCP/PA Projects (306C-305A-306A) to the lowest responsive bidder, to be announced at the May 18 Board meeting, following successful completion the five business day protest period.

Administrator Initiating Item
V-Anne Chernock
Director of Modernization

Administrator Approving Item
Albert J. Harrison
Vice President, College Operations
BACKGROUND

On March 17, 2009 the Board of Trustees approved the project and authorized bidding for the Science / Math / Central Plant Complex, Increments No 2 & 3, Site Development & Building Project (305A), otherwise known as “SMCP Increment 2/3.” The project has two “increments” (phases) of work as follows:

Increment 2: demolition of Dickson Hall, Dance Center, Disabled Students building, greenhouse, site utilities and site clearing.

Increment 3: Construction of a new 77,000 SF building primarily used for teaching Science and Math, which includes a Central Plant. The project also includes coordination and completion of all underground and above ground site development projects.

The bid opening is scheduled for Tuesday, May 18, 2010 at 2:00 PM; bid results will be presented at the Board meeting that same evening. The Board of Trustees is asked to award a construction contract to the lowest responsive bidder following successful completion of the mandatory five business day bid protest period ending on Tuesday, May 25, 2010.

FISCAL IMPACT

The final construction cost estimate for this contract is $48,341,000. The contract will be paid from bond funds budgeted for the Science/ Math/ Central Plant Complex Increment No 2 & 3 Site Development & Building Project (305A).

RECOMMENDATION

The Superintendent/President recommends that the Board award a construction contract for the Science/ Math/ Central Plant Complex Increment No 2 & 3 Site Development & Building Project (305A) to the lowest responsive bidder following successful completion of the five business day protest period.
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees                      Date: May 18, 2010
From: Superintendent/President            Item & File No. B.9.A.4
Subject: SMCP Increment No 1 – Site Development Utilities Project (305C)
         Dick Emard Electric, Inc. dba Emard Engineering – Change Order 11
Reason for Board Consideration: APPROVAL
Enclosure(s):
         Change Order 1 and Resolution

BACKGROUND:
On August 26, 2008, Dick Emard Electric, Inc. (dba Emard Engineering) was selected to provide General Contracting services for the SMCP Increment No. 1, Site Development Utilities Project (305C).

Change Order 11 is a settlement of known changes between the District and Emard Engineering in the amount of $569,315 with a time extension. The change order resolves all issues and costs, to date, including but not limited to all known outstanding PCOs, back charges, warranty issues, legal fees, interests costs and prompt penalty costs, related but not limited to unforeseen site conditions, permit restrictions, and damages that occurred during construction. Because the change order exceeds the 10% contingency threshold, a Resolution is included for approval as required.

Total Compensation $569,315
Total Time extension 375 working days (revised completion of 6/10/2010)

FISCAL IMPACT:
The total amount of this contract to date is as follows and will be paid from Measure C bond funds:

Original Contract Amount: $2,820,000 Site Development Utilities Project (305C)
$ 42,088 Change Order 1 (1.5% of original contract value)
$ 16,424 Change Order 2 (2.1% of original contract value)
$ 31,086 Change Order 3 (3.2% of original contract value)
$ 38,615 Change Order 4 (4.5% of original contract value)
$136,342 Change Order 5 (9.4% of original contract value)
$199,892 Change Order 6 (16.5% of original contract value)
 $ 7,260 Change Order 7 (16.7% of original contract value)
 $64,495 Change Order 8 (19.0% of original contract value)
 $153,232 Change Order 9 (24.4% of original contract value)
 $ 31,692 Change Order 10 (25.6% of original contract value)
$569,315 Change Order 11 (45.76% of original contract value)

Total Contract Amount: $ 4,110,441

Change orders to date equal 45.7%. One outstanding item, resolution of issues related to chiller operation, is not expected to (but might) require an additional change order.

RECOMMENDATION:
The Superintendent/President recommends that the Board of Trustees approve Change Order 11 to Dick Emard Electric, Inc. (dba Emard Engineering) in the amount of $569,315 and Resolution 5/18/10 B.9.A.4 attesting that the District will not benefit from bidding the work separately for the SMCP Increment No. 1, Site Development Utilities Project (305C).
MARIN COMMUNITY COLLEGE DISTRICT
MEASURE C BOND PROGRAM

RESOLUTION 5/18/10 B.9.A.4 FOR APPROVAL OF CHANGE ORDER NO. 11
TO THE EXISTING CONTRACT WITH
Dick Emard Electric, Inc. dba Emard Engineering
FOR
SMCP Increment No. 1 Site Development Utilities Project (305C)

WHEREAS, Marin Community College District (the “District”) previously awarded a contract for work for the SMCP Increment No. 1 Site Development Utilities (the “Project”) to Dick Emard Electric, Inc. dba Emard Engineering; and

WHEREAS, subsequent to the award of the Project, it was determined that additional work was necessary as part of the Project (the “Change Order”); and

WHEREAS, the Change Order provides for the work set forth in Exhibit “A,” and

WHEREAS, the total cost for the Change Order is $569,315.00 and exceeds the limitations set forth in Public Contracts Code Section 20659; and

WHEREAS, it will be more costly and time-consuming to bid this additional work since it is integral to the Project and the work being performed by the Contractor; and

WHEREAS, competitive bidding the additional work covered by the Change Order would result in the delay of the completion of the Project and result in coordination issues if another contractor is performing similar work at the Project site at the same time as Contractor; and

WHEREAS, it would work an incongruity and not produce any advantage to the District to competitively bid the Change Order since such competitive bid work could result in multiple contractors being required to performed work more efficiently and effectively performed by one contractor; and

WHEREAS, a change in contractors in the middle of the Project may cause an inability to enforce the warranty provisions of the Contract; and

WHEREAS, Los Angeles Dredging v. Long Beach (1930) 210 Cal. 348 holds that statutes requiring competitive bidding do not apply when competitive bidding would work an incongruity or not produce any advantage; and

WHEREAS, while pursuant to Public Contract Code section 20659, a community college district is required to competitively bid any change or alteration to a contract that has a value over 10% of the original contract price, California law provides that, “[w]here competitive proposals work an incongruity and are unavailing as affecting the final result or where they do
not produce any advantage... the statute requiring competitive bidding does not apply." Hiller v. City of Los Angeles (1961) 197 Cal.App.2d 685, 694;

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Marin Community College District makes the following findings:

1. That the above recitals are true and correct.

2. That it would work an incongruity and not produce any advantage to the District to bid the completion of the work set forth in the Change Order under the competitive process.

3. That the District approves the immediate completion of the work stated in the Change Order without competitively bidding such work and approves the District's payment in the amount set forth in the Recitals to the Contractor upon the terms and conditions set forth in the Change Order.

PASSED AND ADOPTED by the Governing Board of the Marin Community College District, on May 18, 2010.

AYES: ____________________________

NOES: ____________________________

ABSENT: ____________________________

ABSTAIN: ____________________________

President, Governing Board

I, Dr. Frances White, Secretary of the Governing Board of the Marin Community College District, State of California, do hereby certify that the foregoing resolution was duly adopted by the said Board at a regular meeting held May 18, 2010.

Secretary, Governing Board
EXHIBIT A

CHANGE ORDER WORK
Carole Hayashino, Member

Philip J. Kranenburg, Member

Eva Long, Ph.D., Member

James Namnath, Ph.D., Member

Wanden Treanor, Member

Barbara Dolan, Member

Diana Conti, Member

Nathaniel Parker, Student Member
# EFFECTIVE ONLY WHEN SIGNED BY OWNER

**PROJECT:** SMCP Increment No. 1 - Site Development Utilities

**PROJECT No.:** 305 C

**CONTRACTOR:** Dick Emard Electric, Inc. dba Emard Engineering

**OWNER:** Marin Community College District

**ARCHITECT:** ED2 International/Alfa Tech Cambridge Group

**CHANGE ORDER:**

**BTO Approval DATE:** 5/18/2010

**DSA File #:** 21-C1

**DSA Application #:** 01-109358

---

**To:**

You are directed to make the following Changes in this Contract:

<table>
<thead>
<tr>
<th>PCO #</th>
<th>Description</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCO 79</td>
<td>Request for equitable adjustment due to extensive rework required. Unforeseen Condition</td>
<td>$550,000</td>
</tr>
<tr>
<td>PCO 96</td>
<td>Use class 2 base in lieu of native soils due to saturation of moisture. Unforeseen Condition</td>
<td>$12,176</td>
</tr>
<tr>
<td>PCO 97</td>
<td>Extend Student Services sewer lateral to manhole. Design Clarification</td>
<td>$7,139</td>
</tr>
</tbody>
</table>

**TOTAL:** $569,315

**NOTE:** Unless otherwise noted in the specific item description above, the costs detailed in this Change Order represent the total cost of the work, complete supply and installation of materials and equipment, Contractor’s fees, profit, and overhead, administration, general conditions, all other indirect costs, and associated additional bond and insurance premiums.

---

**AGREEMENT**

When this Change Order is signed by all parties, it constitutes their agreement:

A. That the Contract Price / Time is adjusted as shown and that no further adjustment by reason of the change(s) provided herein shall be made; and

B. That all the Terms and Conditions of the Contract, except as modified by this and any previous changes, shall remain in full force and effect and apply to the work so changed.

---

**CONTRACT VALUE ADJUSTMENT**

| Original Contract Price: | $2,830,086 |
| Net Change By Previously Authorized Change Order: | $721,126 |
| Contract Price Prior To This Change Order: | $3,541,216 |

**Contract Price Will Be:**

- Increased: $560,315
- Decreased: 
- Unchanged: 

**New Contract Price Including This Change Order:** $4,110,441

**TIME ADJUSTMENT**

- Contract Time Will Be:
  - Increased: 375 Calendar days
  - Decreased: 
  - Unchanged: 

Date of Contract Completion As Of The Date Of This Change Order: 6/10/2010

---

**AGREED BY CONTRACTOR**

Dick Emard Electric, Inc. dba Emard Engineering

**APPROVED BY ARCHITECT/ENGINEER**

ED2 International

---

**ISSUED BY PROJECT MANAGER**

Swinerton Management & Consulting

**RECOMMENDED BY PROGRAM MANAGER**

By: Project Manager

By: Construction Manager

Date: 

Date: 

Leigh Sato, Program Manager

---

**APPROVED BY OWNER**

Marin Community College District

**AUTHORIZED BY OWNER**

By: V-Anne Chernock, Director of Modernization

Date: 

Date: 

Marin Community College District

By: Albert J. Harrison II, VP of College Operations

Date: 

---

Distribution: Owner Consultant Construction Manager Contractor C. O. File Other
BOARD AGENDA ITEM

To: Board of Trustees  Date: May 18, 2010
From: Superintendent/President  Item & File No. B.9.B
Subject: Bid Award for Pool Complex Renovations Project
         Indian Valley Campus
Reason for Board Consideration: APPROVAL
Enclosure(s):

BACKGROUND:

At the April 20, 2010 Board meeting the Board of Trustees authorized staff to proceed with the process to bid the Pool Complex Renovations Project at the Indian Valley Campus.

Bids for this project are due on May 12, 2010 at 2:00 p.m. Upon review of the bids received, a revised Board item will be presented to the Board requesting authorization to award to the lowest responsive bidder.

RECOMMENDATION:

The Superintendent/President recommends the Board of Trustees authorize staff to award the bid for Indian Valley College Pool Complex repairs to the lowest responsive bidder.

Administrator Initiating Item
Albert J. Harrison II, Vice President, College Operations
BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Subject: Authorization to Sign on Behalf of Governing Board

Date: May 18, 2010
Item & File No. B.9.C

Reason for Board Consideration: APPROVAL

Enclosure(s): Resolution

BACKGROUND:

The County of Marin requires that the College Board of Trustees notify the County of employees authorized to sign on behalf of the governing Board for orders or documents that the County of Marin monitors for the Marin Community College District.

The attached Resolution grants signature authorization to the new Accountant, Yvette Vargas.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees adopt the attached Resolution granting authorization to sign on behalf of the governing board to Yvette Vargas.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
RESOLUTION 5/18/10 B. 9 C
of the Governing Board of the

Marin Community College District School/College District
County of Marin, State of California

AUTHORIZATION TO SIGN ON BEHALF OF THE GOVERNING BOARD

Kentfield, California

City

May 18, 2010

Date

Pursuant to the provisions of Education Code Section 42630 to 42633 (School Districts) and 85230 to 85233 (Community College Districts) and other legal provisions, the members of the governing board of the above-named school/college district hereby authorize the officer or employee whose name and signature appear below to sign orders and other documents on behalf of the governing board of said school/college district during the period 5/18 - 6/30/10 (not to exceed one fiscal year), subject to further board action limiting or extending this authority and notification to the County Superintendent and the County Auditor of such action.

Yvette Vargas

Name (Typed)

IS AUTHORIZED TO SIGN THE FOLLOWING ON BEHALF OF THE BOARD:

Accountant

Signature

Please Indicate “Yes” or “No”

Cash Receipt / Disbursement Authorization

Endorsement Checks ......................................................... x

Journal Vouchers Requests ............................................ x

Loan Request – Tax Anticipation Note (TAN) ........................ x

Payroll Order Certification ............................................... x

Request for Hand Warrant ............................................. N/A

Vendor Payment Certification ........................................... x

Deposit Transmittal ..................................................... N/A

Attendance Reporting

Attendance Certifications ............................................... N/A

Request for Inter-district Attendance Permit ..................... N/A

State and Federal Reporting

Applications for K-3 Class Size Reduction Operations ..................... N/A

Audit Findings Certificate of Corrective Action ..................... N/A

Certification of IDEA Funds (Resource 3310) ........................ N/A

Deferred Maintenance Certification .................................. N/A

Independent Auditor Selection Form ................................ N/A

K-12 Revenue Limit Certifications .................................... N/A

Morgan-Hart Class Size Reduction Program Application (J10) .... N/A

Reduction to Categorical Program Funding Basic Aid Districts .......... N/A

Report of Enrollment for K-3 Class Size Reduction Program (J7) ...... N/A

Salary and Benefit Schedule (J90) ..................................... N/A

Other (Please Specify) ..................................................

Signed by a majority of trustees (Original signatures required on all copies):

__________________  ____________________  ____________________

__________________  ____________________  ____________________

Distribution: 1 copy - School District
1 copy - Marin County Superintendent of Schools

MCOE Business Form No. 35 (05/08)
STATE OF CALIFORNIA

MARIN COUNTY

I, ________________________________, do hereby certify that the foregoing Resolution No. 5/18/10 B.9.C was duly adopted by the Board of Trustees of the Marin Community College District at a meeting thereof held on the 18th day of May, 2010 and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

By: ________________________________

Secretary of the Board of Trustees
of the Marin Community College District
**BOARD AGENDA ITEM**

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
<th>May 18, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No. B.9.D</td>
<td></td>
</tr>
<tr>
<td>Subject:</td>
<td>Amendment to Ground Lease with Ross School District</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td>APPROVAL</td>
<td>Enclosure(s): Amendment to Ground Lease</td>
<td></td>
</tr>
</tbody>
</table>

**BACKGROUND:**

On March 17, 2009, the Board of Trustees approved a ground lease with Ross School District to lease District property located at 1144 Magnolia Avenue in Larkspur to accommodate staging associated with a multi-year construction project.

Ross School District has requested modifications to the original agreement dated April 6, 2009. The changes are summarized below and defined in the attached amendment.

- Reduce lease space to one-half of the original space per Exhibit A. Ross proposes to use property adjacent to Magnolia Avenue.
- Extend lease term from July 31, 2010 to July 31, 2011.
- Decrease rent from $5,000 per month to $2,500 per month.

The lease amendment has been reviewed by School & College Legal Services.

**RECOMMENDATION:**

The Superintendent/President recommends that the Board of Trustees approve the attached amendment to the ground lease dated April 6, 2009 with Ross Valley School for use of the property located at 1144 Magnolia Avenue, Larkspur, California in accordance with the terms of the attached amendment.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
AMENDMENT TO GROUND LEASE

This Amendment to Ground Lease ("Amendment") shall amend the Ground Lease dated April 6, 2009, between Marin Community College District, hereinafter "College" or "Lessor", and the Ross School District, herein after called "District" or "Lessee", as follows:

Sections 1, 2, 3, and 8 of the Ground Lease shall be amended by adding the following:

Section 1. DESCRIPTION:

For the "Amendment Term" defined in Section 2 of this Amendment, College leases to District, and District hereby leases from College, certain real property (hereinafter "Amendment Premises") consisting of approximately sixteen thousand seven hundred and thirty-eight (16,738) square feet situated at 1144 Magnolia Avenue, Larkspur, California, as more particularly depicted in Exhibit A, which is attached hereto and incorporated herein by reference. Upon the commencement of the Amendment Term, the "Premises", as that term is defined in the Ground Lease, shall mean the Amendment Premises.

The remaining portion of the "Premises", as that term is defined in the Ground Lease; that is, the "Premises" less the "Amendment Premises"; shall return to the District's sole use and possession upon commencement of the Amendment Term.

Section 2. TERM:

The Amendment Term shall commence on the day after each of the parties' governing boards has approved this Amendment and shall end on July 31, 2011. Either party may terminate the Ground Lease including this Amendment by giving written notice to the other at least ninety (90) days prior to the effective date of termination.

Section 3. RENT:

During the Amendment Term, the rent shall be $2,500.00 per month. The first rental payment during the Amendment Term shall be due within five (5) calendar days after the commencement of the Amendment Term and shall include the rent for the period commencing with the first day of the Amendment Term through the end of the then-current calendar month, prorated at a rate of eighty-three dollars and thirty-three ($83.33) per day. All subsequent rental payments shall be due in advance on the first day of each calendar month thereafter. Rental payments shall be delivered to the address specified in the Ground Lease for the giving notices to College.

Section 8. SAFETY AND SECURITY FENCING:

At all times during the use of the Premises, District shall keep the Amendment Premises under its control and adequately fenced and secure for safety purposes, including maintenance of the any existing fencing on of the Amendment Premises. Promptly upon commencement of the Amendment Term, District, or its agent, shall install and maintain a security fence to secure the Amendment Premises and separate them from the portion of the "Premises" that
shall return to the sole use and control of the College at that time. Prior to installation of the security fence, District shall submit a description of the intended design, including height, materials and means of installation to College's Vice President of College Operations for prior written approval which shall not be unreasonably withheld. The rental, installation, maintenance, removal, and all other costs related to the security fence shall be paid by the District. On or before the termination of the Lease, District shall remove the security fence and restore the Amendment Premises to their condition at the commencement of the Ground Lease.

All other provisions of the Ground Lease shall remain in full force and effect during the Amendment Term. This Amendment shall be incorporated into and made a part of the original Ground Lease.

IN WITNESS WHEREOF, this Amendment has been executed by the parties hereto as of the date written below.

College of Marin:  
Date: ____________________________

By: Vice President, College Operations

Ross School District:  
Date: ____________________________

By: President, Board of Trustees

Attest:

By: ____________________________

Deputy Clerk
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees                           Date: May 18, 2010
From: Superintendent/President                  Item & File No. B.9.E

Subject:
Memorandum of Understanding- San Francisco Community College District (“City College”) and Marin County Community College District (“the District”).

Reason for Board Consideration: Action
Enclosure(s): Memorandum of Understanding

BACKGROUND:

This Memorandum of Understanding (MOU) is submitted to the Board for action due to the time-sensitive nature of the funding period (05/19/10-12/30/10). This Memorandum of Understanding has been reviewed and approved by the District’s Legal Counsel, Adam Ferber.

This is an agreement (“AGREEMENT”) between San Francisco Community College District (“City College”) and Marin Community College District (“the District”).

In order to implement portions of Assembly Bill 118 (Health and Safety Code sections 44060.5, 44125 and 44270 through 44274.5; and Vehicle Code 98536), the California Energy Commission has established the Alternative and Renewable Fuel and Vehicle Technology Program (“the Program”).

As part of the Program, the Bay Area EV Corridor Project was been established by a collaboration of San Francisco Bay Area public agencies and private sector participants with the goal of building a regional network of Electric Vehicle- (“EV”) ready communities—also known as “the Bay Area EV Corridor Project.”

In this agreement the College of Marin will join with City College of San Francisco to provide workforce development supporting the skilled workforce needed to achieve the electric vehicle deployment goals of the Bay Area EV Corridor Project.

Funds from this grant will support the Electric Vehicle Conversion classes taught by the College of Marin at the Indian Valley Campus.

It is anticipated that through this collaboration, the College of Marin will benefit significantly from the participation of all the local schools, professional community, and community members contributing to the success of this program.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the Memorandum of Understanding – San Francisco Community College District (“City College”) and Marin Community College District (“the District”).

Administrator Initiating Item   Nanda Schorske, Dean of Workforce Development and College-Community Partnerships
Master Sub-Recipient Sub-Award Agreement
Between
San Francisco Community College District
And
Marin Community College District

This Master Sub-Recipient Sub-award Agreement ("the Master Agreement"), is entered into effective the 19th day of May, 2010 by and between the San Francisco Community College District ("City College") Marin County Community College District ("the District").

WHEREAS, City College has received a California Clean Energy Workforce Training Partnership (CCEWTP) Grant--Grant # ("the Grant") from the San Francisco Office of Workforce and Economic Development. ("the Granting Authority"), more specifically described in the Sub-Recipient Project Agreement dated May 18, 2010 ("the Project Agreement," attached hereto as Attachment A and, by this reference made fully a part of this Master Agreement).

WHEREAS, City College and the District wish to enter into the Project Agreement and the Granting Authority approves their entering into the Project Agreement.

NOW THEREFORE, in consideration of the mutual benefits and promises contained herein, the parties agree as follows:

1. Scope of Work, Term, Amount: The scope of work, term of the Project, and amount payable under the Project are described in the Project Agreement. The line-item budget for the Project is described in the Project Budget, attached hereto as Exhibit B and, by this reference made fully a part of this Master Agreement.

2. Master Agreement. The parties may enter into additional Project Agreements with the same or different scopes of work and/or different terms and conditions. Each such additional Project Agreement shall incorporate this Master Agreement by reference; no provision of any Project Agreement shall be in conflict with the terms and conditions of this Master Agreement. This Master Agreement shall remain in full force and effect for all subsequent Project Agreements unless otherwise specifically provided otherwise in a writing signed by the parties.

3. District Status: The District is an institution of higher education. It agrees to conform its performance to the terms and conditions outlined in the guidelines specific to and governing the Granting Agency, as those terms and conditions may, from time-to-time, be amended.

4. Responsible Personnel. The Principal Investigator/Project Director specified in the Project Agreement shall oversee the Project. The District shall immediately notify City College of any change in the Principal Investigator/Project Director or other Senior Personnel directly involved with the Project.

5. Financial Management of Project Funds. The District warrants that it has a financial management system that provides accurate, current and complete disclosure of the financial status of the activities described in the Project Agreement. The District warrants that its system is capable of generating regular financial status reports which indicate the dollar amount allocated for each activity (including any budget revisions), the amount obligated, and the amount for each Project Agreement activity. It warrants further that its system permits individual comparisons of actual expenditures and revenues against budgeted expenditures and revenues.
The District’s accounting records will be supported by source documentation, including but not limited to invoices, purchase vouchers and payrolls, that demonstrates the purposes for which funds were spent. All employee time paid in whole or in part, from funds paid to the District by City College shall supported with documents indicating the hours worked on sub-award activities and the hourly costs of such employee activities.

The District shall use such forms as required by City to report the status of funds expended pursuant to the Project Agreement.

6. **Retention of and Access to Records.** The District shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Project Agreement, for five (5) years following its complete receipt of Project funds. Notwithstanding the foregoing, if any litigation, claim, or audit is started before the expiration of the said five-year period, the District shall retain the records until all such litigation, claims, and/or audit findings involving the records have been finally and completely resolved. During the said five-year period, the District shall transmit certified copies of such records City College and/or the Granting Authority upon thirty (30) days advance written notice.

The District agrees that on fifteen (15) days advance written notice, City College and/or the Granting Authority or any of their duly authorized representatives, shall have the right to inspect and/or copy District records pertinent to the Project Agreement, in order to make audits, examinations, excerpts, transcripts and copies of such documents.

7. **Performance Reports:** The District shall submit performance reports to City College as provided more specifically in the Project Agreement.

8. **Desk Reviews, Limited-Scope Audits and Onsite Monitoring Activities.** On fifteen (15) days advance written notice the District shall provide City College with reports and documentation as requested by City College to enable it to verify compliance with the Project Agreement through desk reviews, limited-scope audits, or otherwise. The District shall schedule up to two annual fiscal monitoring visits with CITY COLLEGE representatives to evaluate the progress and performance of the sub-award. CITY COLLEGE shall conduct such additional document reviews and onsite monitoring activities as it deems appropriate in connection with this sub-award.

9. **Corrective Actions – Remedies – Dispute Resolution**

   (a) The District shall immediately notify City College in writing, concerning circumstances which, in the District’s reasonable discretion could have a material impact on its performance of the Project Agreement, including but not limited to delays in performance, adverse conditions that could lead to delays in performance. In each such notice the District shall include a recommendation concerning corrective action for review and approval by City College.

   (b) If any cost attributable to the Project Agreement is disallowed by the Granting Authority due to a breach of the Agreement by District, then the District shall be liable to City College to the extent that its grant is reduced by the Granting Authority.

   (b) In the event of a dispute between City College and the District, the parties shall first make best efforts to resolve the dispute by negotiation in good faith. Should they fail to resolve the
dispute within fifteen (15) days of the first written notice given by the complaining party, the parties shall be left to their remedies at law and under the Grant.

10. **Enforcement.** Should the District breach the Master Agreement by failing to comply with one or more of the Master Agreement’s terms and conditions, such that the breach cannot be cured following the dispute resolution procedure specified in Section 9(b), City College shall be entitled to pursue all remedies available to it under applicable law and the terms of the grant.

11. **Termination.** At any time on or before 5:00 p.m., July 15, 2010, this Master Agreement may be terminated by either party upon thirty (30) days advance written notice to the other.

**Compensation Upon Termination.** Upon termination by either party pursuant to this Section 11, if the District is not in default, he/she shall be compensated for Services satisfactorily performed up to the effective date of termination.

12. **Insurance.** Prior to commencing performance of the Project Agreement, the District shall deliver to City College certificates of insurance evidencing the following insurance policies in the following limits:

(a) Comprehensive General Liability, including Premises and Operations; Elevator Liability; Providers Protective Liability; Products Liability including completed Operations Coverage; and Contractual Liability for the Project in the amount with limits of no less than $1,000,000/2,000,000 (per occurrence/annual aggregate)

(b) Comprehensive Automobile Liability, including all owned Automobiles; Non-Owned Automobiles; Hired Car Coverage. Limits: $500,000/1,000,000 (per occurrence/annual aggregate)

(c) Workers’ Compensation, including Employer’s Liability. Limits: Statutory; Employer’s Liability $100,000

All insurance policies required by this provision shall be and remain in full force and effect for the entire contract period, shall name City College of San Francisco as an additional insured under such insurance contracts, and shall contain a stipulation that the insurance provided shall not be reduced, terminate, lapse, or otherwise expire, prior to twenty (20) days written notice to that effect, given by the insurance carrier to CITY COLLEGE.

13. **Liability and Indemnification:**

(a) To the fullest extent permitted by law, the District shall indemnify, defend, release, and hold City College harmless from all claims, demands, or liabilities arising from or encountered in connection with this Master Agreement, or the District’s prosecution of work under it, whether such claims, demands, or liabilities are caused: 1) by the District, the District’s officers, employees, or by the District’s contractors or authorized agents, excepting only such injuries, damages, fines or penalties as may be caused by the negligence or willful acts of City College and/or its officers, employees, contractors or authorized agents. The District’s obligation to indemnify, defend, release and hold City College harmless shall extend to claims, demands and liabilities for injuries, damages, fines, and penalties, whether they occur during or after completion of the project contemplated within this Master Agreement.
(b) To the fullest extent permitted by law, City College shall indemnify, defend, release, and hold the District harmless from all claims, demands, or liabilities arising from or encountered in connection with this Master Agreement, or the City College’s prosecution of work under it, whether such claims, demands, or liabilities are caused: 1) by the City College, City College’s officers, employees, or by City College’s contractors or authorized agents, excepting only such injuries, damages, fines or penalties as may be caused by the negligence or willful acts of the District and/or its officers, employees, contractors or authorized agents. City College’s obligation to indemnify, defend, release and hold the District harmless shall extend to claims, demands and liabilities for injuries, damages, fines, and penalties, whether they occur during or after completion of the project contemplated within this Master Agreement.

14. Conflict of Interest. The District has established or shall establish safeguards to prohibit its officers, employees and authorized agents from engaging in behavior that constitutes a conflict of interest under applicable law.

15. Contracting by the District. No part of the Master Agreement or the Project Agreement may be assigned or subcontracted without the prior written approval of City College, which approval shall not unreasonably be withheld. As a condition of approval of any request to assign or subcontract, the District shall notify proposed subcontractors in advance and in writing that the performance of the Project Agreement (by means of assignment or subcontract) shall be subject to all applicable law; and shall verify and document the eligibility (by certification, license or otherwise as the case may be) of all potential subcontractors and/or assignees.

As a further condition of approval, the District shall disclose the intended purpose and amount of the subcontract (or assignment), identify the proposed subcontractor, and certify that the proposed subcontractor was selected according to any applicable competitive bidding processes. If there are no applicable competitive bidding processes, the District shall certify that the selection process was reasonably calculated to ensure that cost was given substantial weight, and that the selected subcontractor was the best qualified to provide the designated services, at reasonable cost. Subcontracts shall explicitly prohibit any third- or subsequent-tier subcontracts without City College’s written approval.

16. Nondiscrimination. The District and its subcontractors shall not discriminate against any employee or applicant for employment, or against any student, or student applicant on the basis of race, color, ethnic group identification, national origin, ancestry, religion, gender, age, marital status, physical or mental disability, medical condition (cancer), sexual orientation, or status as a Vietnam-Era veteran.

17. Intangible Property. No reports, projects, materials, documents or programs produced in whole or in part under this Agreement shall be the subject of any application for copyright or copyright registration, patent, or trademark by or on behalf of SUB-RECIPIENT or by any officer, employee, subcontractor or agent of SUB-RECIPIENT.

18. No Authority to Bind City College. The District has no authority to enter into contracts on behalf of City College. This Agreement does not create a partnership between the parties.

19. Compliance with Applicable Law. The District shall comply with all law and regulation applicable to the performance of the Master Agreement and Project Agreement.
20. **Amendments.** This Master Agreement, and the attachments hereto constitute the entire Agreement between the parties. City College and the District may amend this Agreement by mutual consent. No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the properly authorized representatives of the parties.

21. **Governing Law and Severability.** This Master Agreement shall be construed in accordance with and governed by the applicable laws of the State of California. Venue for all litigation relative to the formation, interpretation, and performance of this Master Agreement and the Project Agreement shall be San Francisco, CA. If any term or provision of this Agreement is held by a court of competent jurisdiction to be invalid, the remainder of the provisions shall not be affected thereby.

IN WITNESS of the forgoing, the parties hereto have executed this Master Agreement.

CITY COLLEGE OF SAN FRANCISCO

MARIN COMMUNITY COLLEGE DIST.

By
Name: Peter Goldstein
Title: Vice Chancellor of Finance & Administration
Date: ______________________

By
Name: Albert J. Harrison, II
Title: Vice President of College Operations
Date: ______________________
Sub-Recipient Project Agreement Between
San Francisco Community College District
And
Marin Community College District

This Sub-Recipient Project Agreement ("the Project Agreement") is entered into this 18th day of
May, 2010 by and between San Francisco Community College District ("City College") and the
Marin Community College District ("the District").

WHEREAS, to implement portions of Assembly Bill 118 (Health and Safety Code sections
44060.5, 44125 and 44270 through 44274.5; and Vehicle Code 98536), the California Energy
Commission has established the Alternative and Renewable Fuel and Vehicle Technology
Program ("the Program"); and

WHEREAS, as part of the Program the Bay Area EV Corridor Project has been established,
constituted of a collaboration of San Francisco Bay Area public agencies and private sector
participants with the goal of building a regional network of Electric Vehicle- ("EV") ready
communities ("the Bay Area EV Corridor Project"); and

WHEREAS, City College and the District wish to collaborate to develop the skilled workforce
needed to achieve the electric vehicle deployment goals of the Bay Area EV Corridor Project; and

WHEREAS, City College has received Grant # XXX ("the Grant") from the City and County of
San Francisco Department of Economic and Workforce Development ("the Granting Authority")
in response to its proposal for Electric Vehicle Training dated 20 ; and

WHEREAS, utilizing funds from the grant in the amounts set forth in this Project Agreement,
City College wishes to contract with the District to obtain and the District wishes to contract with
City College to provide EV Training as more specifically described herein; and

WHEREAS, pursuant to Resolution No. adopted on , 2010 by the Board of
Trustees of the San Francisco Community College District, on , 2010, City College and
the District entered into "the Master Sub-Recipient Sub-Award Agreement Between San
Francisco Community College District and Marin Community College District," ("the Master
Agreement") to which this Project Agreement is Attachment A; and

WHEREAS, by explicit reference, the Parties have incorporated this Project Agreement into the
Master Agreement and do hereby incorporate the Master Agreement into this Project Agreement

WHEREAS, the Granting Authority has approved both the Master Agreement and this Project
Agreement.

NOW THEREFORE, in consideration of the mutual benefits and promises contained herein, the
parties agree as follows:

1. **Scope of Work:**

   At its Indian Valley Campus, as part of its Automotive Technology Program, the District will;
(a) Offer, as developed as taught by innovative and experienced District faculty, the following course with the following projected enrollment:

*Alternative Fuels Course – Converting from the Internal Combustion Engine to Electric Plug-Ins.*

<table>
<thead>
<tr>
<th>Date of Course</th>
<th>Projected enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2010</td>
<td>16</td>
</tr>
<tr>
<td>Summer 2010</td>
<td>16</td>
</tr>
<tr>
<td>Fall 2010</td>
<td>16</td>
</tr>
</tbody>
</table>

(b) Target, for course participation, the following:

**EVAA/Auto Tech Classes**

60%: Working automobile technicians seeking upgrade of skills; and
Up to 40%: Incumbent or new auto program students who are, or who may become unemployed or under employed

An approximate anticipated gender distribution of:
90% male, 10% Female

An approximate anticipated age distribution:
60% < 30 years
30% < 40 years, and
10% < 50 years

(c) Offer support services as follows:

Underemployed or unemployed participants who are eligible for Workforce Investment Act (WIA) support service – including assistance with practical needs such as transportation, books, supplies, etc. – as well as job search and placement – will have access to these supplementary and support services.

One-stop career counseling and supportive services, which may include educational training stipends, assistance with transportation, other eligible services including, career search and counseling, and job placement assistance. The anticipated supportive services enrollment is at least 15 participants per WIB on average, for a total of 45 enrollees. As indicated in the demographic information cited below, approximately half of classroom program participants are expected to be already employed and seeking skill upgrades.

Employer partners on the Green Employer Council may also provide work-based learning experiences for program participants that may include job shadowing, internship experiences (for appropriately qualified candidates), and industry site visits.

(d) Provide information concerning available support services as follows:

As described in this process flowchart, enrollees will be provided information on available supplementary service needs – including training fees and expense subsidies and employment search and placement assistance.
STEP 1: Outreach to incumbent technicians and job seekers by generally used media and related mechanisms

STEP 2: Provide information on supplementary services and referrals as appropriate.

STEP 3: Provide classroom and lab-based learning experiences at employer sites.

STEP 4: Provide access to work-based learning experiences at employer sites.

STEP 5: Assess participant skills and refer graduates to employers partnered for potential hiring.

STEP 6: Provide employment assistance to graduates, and counseling to those in need of continuing skill-building.

2. Term: The period of performance under this Project Agreement shall commence on May 19, 2010 and terminate on 12/30/10.

3. Payment: City College shall pay the District an amount not to exceed Sixty-Four Thousand Eight Hundred Dollars ($64,800) for the District’s performance of the services set forth in this Project Agreement, all as more specifically provided in the Project Budget attached to this Project Agreement as Attachment B.

This Project Agreement shall have no force and effect unless and until funding is provided for the project by the Granting Authority.

4. Authority for Participation: Sub-Recipient certifies by its signature that its governing body has duly adopted a resolution or other measure authorizing this Project Agreement.

6. Authority for Participation: The District official or agent who is authorized to request payment shall be the Vice President of College Operations, presently Albert J. Harrison, Jr., or his designee or successor as the case may be.

District requests for payment shall include the information required by the Master Agreement.

CITY COLLEGE shall make properly authorized payments as required by this Project Agreement to:

    College of Marin,
    Business Services Office
    835 College Avenue
    Kentfield, CA 94904.

7. Principal Investigator/Project Director. The District’s Principal Investigator/Project Director for the work of the Project Agreement shall be the Dean, Workforce Development and College-Community Partnerships, presently Nanda Schorske, or her designee or successor as the case may be.

8. Performance Reports. The District shall submit performance reports for each year of the Project Agreement. In addition, a comprehensive final performance report shall be submitted by the District to City College no later than thirty (30) days following the completion, termination or
expiration of the Project Agreement, as the case may be. Each such performance report shall include information concerning the follows: (a) An analysis of District performance in light of the goals and objectives contained in Section 1 of the Project Agreement; and (b) other information that the District considers pertinent to the review of its performance.

All performance reports shall be submitted to the City College Program Coordinator, presently Gerald Bernstein, or his designee or successor as the case may be, as follows:
City College of San Francisco
50 Phelan Ave.
San Francisco, CA 94112

9. Notices. All notices, reports, and filings referenced in the Master Agreement or this Project Agreement are to be given by certified or registered mail, return receipt requested, postage fully prepaid, directed as follows:
To: City College:
Gerald Bernstein, Program Coordinator
City College of San Francisco
50 Phelan Ave.
San Francisco, CA 94112

To: The District:
Albert J. Harrison, II
Vice President of College Operations
College of Marin
1800 Ignacio Blvd
Novato, CA 94949
415-883-2211 x 8100
al.harrison@marin.edu

Copy:
Nanda Schorske
Dean, Workforce Development and College-Community Partnerships
College of Marin
1800 Ignacio Blvd
Novato, CA 94949
415-883-2211 x 8506
Nanda.schorske@marin.edu

Notices, reports, and filings shall be effective when received, as indicated by post office records.

CITY COLLEGE OF SAN FRANCISCO

By
Name: Peter Goldstein
Title: Vice Chancellor of Finance & Administration Services
Date: __________________________

COLLEGE OF MARIN

By
Name: Albert J. Harrison, II
Title: Vice President of College Operations
Date: __________________________
ATTACHMENT B

Project Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty &amp; Staff Salary</td>
<td>$38,115.00</td>
</tr>
<tr>
<td>Benefits (.35%)</td>
<td>$13,340.00</td>
</tr>
<tr>
<td>Instructional Materials &amp; Supplies</td>
<td>$13,345.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$64,800.00</strong></td>
</tr>
</tbody>
</table>

Invoices to be submitted within 30 days after the close of the quarter and mailed to:

Gerald Bernstein, Director  
Advanced Transportation Technologies and Energy initiative  
City College of San Francisco  
50 Phelan Avenue  
San Francisco, CA 94112  
415-550-4437  
GBernste@ccsf.edu

The invoice shall show by line item:
1. Budgeted amount
2. Expenses for invoice period
3. Expenses year-to-date
4. Percent of budget expended
5. Remaining balance

Executive Director, CFO, or other authorized signer must sign certification on the invoice.
BACKGROUND:

The Marin Community College District is in the process of updating and aligning the District's Board Policies with the recommended policies developed through the legal firm of Liebert Cassidy Whitmore in conjunction with the Community College League of California (CCLC). The District is a member of the Board Policy and Administrative Procedure Subscription Service coordinated by the CCLC.

ANALYSIS:

The District's current Board Policy Manual has not been revised for quite some time. Therefore, the Board Policy Manual is being reorganized and updated to align with the recommended policy information provided by the Policy and Procedure Subscription Service. Fifty-nine community college districts throughout the state are embarking on or have completed this same process.

There are seven chapters of the Board Policy Manual that include the following sections: 1) The District, 2) Board of Trustees, 3) General Institution, 4) Academic Affairs, 5) Student Services, 6) Business and Fiscal Affairs, and 7) Human Resources. The goal will be to review the current Board Policies and align them with the recommended policy information provided by the Policy and Procedure Subscription Service.

Board Policies and Administrative Procedures for Chapters 1 and 2 will undergo administrative review by Dr. Jane Wright and Dr. Frances White. After this review, the new draft will be evaluated by the Board Subcommittee on Policy for suggested revisions. Revisions will then be reviewed as information items at the BP/AP Revision Task Force and College Council. Once these steps have been completed, finished Board Policies will be submitted to the full Board for first reading and adoption. Administrative Procedures will be presented as information items.

Board Policies and Administrative Procedures for Chapters 3 through 7 will undergo administrative review by Dr. Jane Wright and Dr. Frances White. After this review, the new draft will be evaluated by the BP/AP Revision Task Force for suggested revisions. Revisions will then be reviewed as information items at College Council. Once these steps have been completed, finished Board Policies will be submitted to the full Board for first reading and adoption. Administrative Procedures will be presented as information items.

Board Policies 3500, 4050, 4235, 4300, 5050, 5052, 5055, 7120, and 7210 are now ready for review by the Board of Trustees.
FISCAL ANALYSIS:

No fiscal impact for the District.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees receive Board Policies 3500, 4050, 4235, 4300, 5050, 5052, 5055, 7120, and 7210 for first reading and discussion.
BP 3500 EMERGENCY PREPAREDNESS

Reference:
   Education Code Section 67380(a)(4)

The Board of Trustees is committed to a safe and secure District work and learning environment. To that end, the Superintendent/President shall establish a District Safety Plan with minimum disruption to the educational program and ensure that it is posted or otherwise made available to students. The District Safety Plan shall include availability and location of security personnel, methods for summoning assistance of District Police, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.

The Superintendent/President and/or designee is authorized to close District facilities, including the campuses, delay the opening of the campuses, or dismiss classes early for emergency reasons and to protect the health and safety of the campus community.

4. The Superintendent/President shall develop procedures for responding to District emergencies.

   From current College of Marin Procedure 5.0021 titled Liability of Staff for Student Welfare

Teaching staff members because of their proximity to students, are frequently confronted with situations, which, if handled incorrectly, could result in liability to the District and personal liability to the staff member. Therefore, the Superintendent/President and shall ensure that:

1. Each instructor District employees maintains a standard of care for supervision, control and protection of students commensurate with assigned duties and responsibilities.

2. Each instructor District employees immediately reports to the Superintendent/President or designee an accident or a safety hazard he/she detects.
3. Students are not required to perform work or services which may be detrimental to their health.

The language struck through is recommended for deletion. The language in underlined italics reflects revisions from Human Resources and the Academic Senate. This policy was reviewed by the Taskforce and College Council and recommended to move forward.

<table>
<thead>
<tr>
<th>Date Adopted: March 17, 2009</th>
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<tbody>
<tr>
<td>(Replaces current College of Marin Policy 7.0009) Replaces current College of Marin Policy 5.0021</td>
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</tbody>
</table>
BP 4235   CREDIT BY EXAMINATION

Reference:
Title 5 Section 55050

Credit may be earned by students who satisfactorily pass authorized examinations. The Superintendent/President shall establish administrative procedures to implement this policy.

________________________________________________________________________________________

NOTE: The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

Date Adopted:
(This is a new policy recommended by the CC League and the League’s legal counsel)
BP 4300  FIELD TRIPS AND EXCURSIONS

References:
Title 5 Sections 55220 and 58166

The Superintendent/President shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant, or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

From current College of Marin Policy 2.0008 titled Field Trips and Supplemental Class Activities (5 CCR 58166)

The Board recognizes that important learning experiences occur outside the classroom. The Superintendent/President shall provide for and encourage supplementary class activities, such as field trips and attendance at professional on- and off-campus productions, in all instructional areas where it is determined that appropriate educational value would be obtained.

District funds which would be used to encourage such activities may be incorporated in the District’s budget.

NOTE: The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in black ink is from current College of Marin Policy 2.0008 titled Field Trips and Supplementary Class Activities adopted 2/24/82 and revised on 2/12/85 and 7/28/92. The language struck through is recommended for deletion. The language in this policy reflects revisions recommended in the CC League’s Update #13 distributed on September 21, 2007.

Date Adopted:
(Replaces current College of Marin Policy 2.0008)
BP 4050 ARTICULATION

References:
Education Code Sections 66720 - 66744;
Title 5 Section 51022(b)

The Superintendent/President shall establish procedures that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate level institutions.

The procedures also may support articulation with institutions, including other community colleges and those that are not geographically proximate but that are appropriate and advantageous for partnership with the District.

______________________________
NOTE: The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). This policy was reviewed by the Administrative Review Group on 2/25/10.

Date Adopted:
(This is a new policy recommended by the League and the League's legal counsel)
Student Services

BP 5050 MATRICULATION

References:
- Education Code Sections 78210 et seq.
- Title 5 Section 55500

The District shall provide matriculation services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of matriculation is to bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements.

The Superintendent/President shall establish procedures to assure implementation of matriculation services that comply with the Title 5 regulations.

__________________________________________________________

NOTE: The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

Date Adopted:
(This is a new policy recommended by the CC League and the League's legal counsel)
BP 5052  OPEN ENROLLMENT

References:
Education Code Section 76000;
Labor Code Section 3077;
Title 5 Section 51006

Unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to regulations contained in Title 5 commencing with Section 55200.

From current College of Marin Policy 4.0002 titled Admission Requirements

The Board subscribes to the "open-door" concept in order to provide full educational opportunities for all persons eligible. Therefore, the following guidelines shall apply:

1. Eligibility

a. Students graduating from high school shall be admitted in good standing. (EC 76000)

b. Non-graduates of high school shall be admitted (1) if they are 18 years of age or older and capable of profiting from college instruction, or (2) if they have successfully passed the California High School Proficiency Examination or the General Education Development (G.E.D.) Test. (EC 76000)

c. Transfer students from other accredited colleges shall be admitted according to their academic status at their last college of attendance. (EC 76000)

d. Students in high school may be admitted as part-time students upon recommendation of their high school counselor, parent, and college counselor. However, concurrent high school enrollment is required. (EC 78004)
e. Students shall be admitted to College of Marin but not necessarily directly into a particular curriculum.

f. International students entering the College of Marin credit program under a student visa must file a Foreign Student Application by the stipulated deadline. These students must meet all U.S. Immigration requirements and also be proficient in the English language as determined by their score on the Test of English as a Foreign Language (TOEFL) or the ESL Admissions/Placement Test.

2. Residence Requirements

a. Any legal resident of the State of California shall be eligible for admission as a resident student. (EC 68017-18, 68060-68082)

b. Residency determination for all other students shall be made in accordance with the statutes. Non-resident students shall pay a tuition fee established by the Board in accordance with State guidelines in addition to an enrollment fee.

3. Open Enrollment (EC 76000)

a. Unless specifically exempted by statute, every program and course offered by the District for which the District receives State apportionment shall be open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established.

b. In keeping with Pursuant to Education Code Section 76000 and Labor Code Section 3077 the statute, related and supplemental instruction for apprentices may be restricted to registered apprentices.

The Superintendent/President shall assure that this policy is published in the District Catalog and Schedule of Classes.

NOTE: The underlined regular text signifies legally advised/required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in black ink is from current College of Marin Policy 4.0002 titled Admission Requirements adopted on 2/24/82 and revised on 2/12/85, 2/9/88, 1/14/92. The language struck through is recommended for deletion. The language in underlined italics is recommended by the Dean of Enrollment Management.

Date Adopted:
(Replaces current College of Marin Policy 4.0002)
BP 5055    ENROLLMENT PRIORITIES

References:
Title 5 Sections 51006, 58106, and 58108

The Superintendent/President shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

NOTE: The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). This policy was reviewed by Student Learning.

Date Adopted:
(This is a new policy recommended by the CC League and the League's legal counsel)
BP 7120  EMPLOYMENT RECRUITMENT

References:
Education Code Sections 70901.2, 70902(b)(7) & (d), 87100 et seq., 87360, and 87400;
Title 5 Sections 53000 et seq. and 51023.5;
ACCJC Accreditation Standard III.1.A

The Superintendent/President shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

An Equal Employment Opportunity plan shall be implemented according to Title 5 and BP 3420 titled Equal Employment Opportunity.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors of the California Community College System.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board Policies and Administrative Procedures and in accordance with the Academic Senate’s role in local decision making.

* From current College of Marin Policy 5.0003 titled Guidelines for Employment

The quality of the program of any educational institution is always dependent on the skills, commitment, and enthusiasm of its employees. The Board seeks to employ only the most outstanding personnel who are available. All employees shall be aware of and follow the Policies, regulations, procedures, and programs of the District, shall devote their professional services and individual skills to the realization of those District goals and objectives which fall within their areas of specializations, and shall discharge their duties in a professional manner.

It shall be the policy of the Board that all employment of personnel shall be in conformity with the District’s Affirmative Action policy and goals.
From current College of Marin Policy 5.0005 titled Employment of Full-Time District Employees

Education Code Section 87400

It shall be the policy of the Board of Trustees to appoint full-time management, supervisory, certificated, and classified employees based upon the recommendation of the Superintendent/President. An outside consultant may be used to assist in the recruiting and screening process for selected positions.

In the event that it shall be deemed essential by the Superintendent/President that such employment shall commence prior to the formal appointment by the Board, the Superintendent/President shall be authorized to commence such employment prior to approval by the Board. The continuity of such employment shall be dependent on Board approval at the next regular meeting.

The Superintendent/President shall outline the candidates' qualifications to the Board and report that all policies, regulations, and procedures for employment of personnel, including Affirmative Action, have been rigidly followed.

From current College of Marin Policy 5.0006.1 titled Employment of Temporary and Permanent Faculty (EC 87360.5 CAC 53002 and 53203)

It is the policy of the Board of Trustees of the Marin Community College District that faculty hiring practices shall promote the goal of creating and maintaining a faculty whose composition reflects the changing diversity of our student population as well as our state.

The District is committed to full and equal employment opportunity in the recruitment and hiring of all faculty regardless of race, religious creed, age, sex, sexual orientation, national origin, marital status, medical condition (cancer), disability, or status as a Vietnam-Veteran.

To this end, the District will take affirmative steps to recruit, hire, and promote persons who are qualified or may become qualified through appropriate training or experience within a reasonable length of time, who are underrepresented in the work force in comparison to their representation in the population, and who have formerly been excluded at the various levels of responsibility. The District recognizes that affirmative steps require imaginative, energetic, and sustained action by all members of the college community.

NOTE: The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in black ink reflects current College of Marin Policy 5.0003 titled Guidelines for Employment adopted on 2/24/82.
Policy 5.0005 titled Employment of Full-Time District Employees adopted on 2/24/82 and revised on 2/12/85, and Policy 5.0006.1 titled Employment of Temporary and Permanent Faculty adopted on 6/25/91 and revised on 12/8/92. The language struck through is recommended for deletion. The language in underlined italics reflects revisions from Human Resources.

**Date Adopted:**

_Replaces current College of Marin Policies 5.0003, 5.0005, and 5.0006.1_
BP 7210    ACADEMIC EMPLOYEES

References:
Education Code Sections 87400 et seq., 87419.1, 87600 et seq., and 87482.8;
Title 5 Section 51025

Academic employees are all persons employed by the District in academic positions. Academic positions include every type of service, other than paraprofessional service, for which minimum qualifications have been established by the Board of Governors for the California Community Colleges.

Faculty members are those employees who are employed by the District in academic positions that are not designated as supervisory or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professionals in health services, DSPS, and EOPS.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established for the evaluation of probationary faculty and in accordance with the requirements of the Education Code. The Board of Trustees reserves the right to determine whether a faculty member shall be granted tenure.

The District may employ temporary faculty as required by the interests of the District. Temporary faculty may be employed full-time or part-time. The Board of Trustees delegates authority to the Superintendent/President to determine the extent of the District’s needs for temporary faculty.

Notwithstanding this policy, the District shall comply with its goals under the Education Code regarding the ratio of full-time to part-time faculty to be employed by it and for making progress toward the standard of 75% of total faculty work load hours taught by full-time faculty.

📍 From current College of Marin Policy 5.0007 titled Employment of Certificated Personnel for Categorically Funded Projects (EC 87470)

It shall be the policy of the Board, upon recommendation of the Superintendent/President, to shall employ academic certificated personnel for categorically funded projects under written contracts which contain restrictive clauses. Categorically funded projects shall be defined as programs and services of indeterminate duration, funded by grants, contracts, and other agreements with external agencies.
Academic Certificated personnel not having previously established rights, and employed for a categorically funded project do not possess the due process rights which are possessed by probationary, permanent, or tenured employees.

The Superintendent/President shall ensure that personnel for categorically funded projects are employed and terminated in accordance with the Education Code.

NOTE: The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whilmore). The language in black ink is current College of Marin Policy 5.0007 titled Employment of Certificated Personnel for Categorically Funded Projects adopted on 2/24/82 and revised on 2/12/85. The language struck through is recommended for deletion. The language in underlined italics reflects revisions from Human Resources.

Date Adopted:
(Replaces current College of Marin Policy 5.0007)
BUDGET WORKSHOP
STUDY SESSION
05/18/10
REVENUE ASSUMPTIONS SUMMARY

1. COMMUNITY SERVICES BUDGET WILL REMAIN STABLE IN WHICH REVENUE AND EXPENDITURES ARE EQUAL.

2. RESTRICTED GENERAL FUND BUDGETS FOR 2010/11 AND 2011/12 MAY BE LOWER THAN THE 2009/10 STATE FUNDING LEVELS. BUDGET AT 85% OF 2009/10 STATE ALLOCATION.
REVENUE ASSUMPTIONS SUMMARY

3. FOR 2010/11, NEGATIVE CPI INFLATION ADJUSTMENT FOR SECURED PROPERTY TAXES WILL RESULT IN A DECLINE IN ANTICIPATED SECURED PROPERTY TAXES.

4. SUPPLEMENTAL PROPERTY TAXES WILL CONTINUE AT THE SAME FUNDING LEVELS AS WAS COLLECTED FOR THE 2009/10 FISCAL YEAR.
5. Enrollment fees are projected to remain constant pending legislation that may result in a fee increase.

6. State revenue is budgeted at same funding level as 2009/10.

7. Local revenue to remain constant.
# PROPERTY TAXES

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<tr>
<th>PROGRAM-BASED FUNDING</th>
<th>ESTIMATED</th>
<th>PROJECTED</th>
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<tbody>
<tr>
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<td>ACTUAL</td>
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<tr>
<td>STATE SUBVENTIONS</td>
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<th>PROPERTY TAXES</th>
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<td>PRIOR YEAR</td>
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<tr>
<td>TOTAL</td>
<td>29,314,856</td>
<td>-72.00%</td>
</tr>
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</table>

| TOTAL                 | $29,314,856|         | $31,695,205|         | $33,334,368|         | $34,299,124|         | $35,399,598|         | $36,615,277|         |

5/18/10
### SOURCES OF FUNDS

**FISCAL YEAR**

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<tr>
<th></th>
<th>ACTUAL 2007-2008</th>
<th>ACTUAL 2008-2009</th>
<th>% CHANGE</th>
<th>ESTIMATED ACTUAL 2009-2010</th>
<th>PROJECTED BUDGET 2010-2011</th>
<th>% CHANGE</th>
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<td><strong>PROGRAM-BASED FUNDING</strong></td>
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<tr>
<td>STATE SUBVENTIONS</td>
<td>$286,240</td>
<td>$260,416</td>
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<td>$267,685</td>
<td>$267,685</td>
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<tr>
<td>TOTAL</td>
<td>$286,240</td>
<td>$260,416</td>
<td>-2.0%</td>
<td>$267,685</td>
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<td><strong>PROPERTY TAXES</strong></td>
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<tr>
<td>SECURED</td>
<td>35,766,615</td>
<td>37,713,652</td>
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<td>37,911,663</td>
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<td>UNSURECURED</td>
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<td>PRIOR-YEAR</td>
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<td><strong>TOTAL TAXES</strong></td>
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<td>39,366,314</td>
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<td>39,135,399</td>
<td>39,311,103</td>
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<td><strong>TOTAL PROGRAM-BASED</strong></td>
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<td>40,704,825</td>
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<td>41,133,054</td>
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<td><strong>FEDERAL REVENUE</strong></td>
<td>232</td>
<td>245</td>
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<td>23,278</td>
<td>250</td>
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<td><strong>STATE REVENUE</strong></td>
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<td>PARTNERSHIP FOR EXCEL</td>
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<td>OTHER STATE</td>
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<td><strong>TOTAL STATE</strong></td>
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<td>2,684,972</td>
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<td><strong>LOCAL REVENUE</strong></td>
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<td>INTEREST</td>
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<tr>
<td>NON-RESIDENCE FEES</td>
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<tr>
<td>OTHER STUDENT CHARGES</td>
<td>97,166</td>
<td>86,838</td>
<td>-10.6%</td>
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<tr>
<td>NON-RESIDENCE INSURANCE</td>
<td>39,503</td>
<td>35,103</td>
<td>-11.3%</td>
<td>39,500</td>
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<tr>
<td>MISCELLANEOUS</td>
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<td>230,712</td>
<td>-13.9%</td>
<td>234,000</td>
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<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$41,261,057</td>
<td>$44,602,522</td>
<td>3.6%</td>
<td>$44,203,668</td>
<td>$44,355,774</td>
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</tbody>
</table>
EXPENSE ASSUMPTION #1

- STEP & COLUMN INCREASES $323,000
  - CERTIFICATED STAFF $173,000
  - CLASSIFIED STAFF $147,500
  - ADMINISTRATORS $ 2,500

Automatic increases for employees not at the top of the salary schedule or who acquire advanced academic degrees.
EXPENSE ASSUMPTION #2

» EMPLOYEE BENEFIT INCREASES $502,700
  ◦ HEALTH BENEFITS
    • KAISER HEALTH 16.5% $298,400
    • HEALTH NET 15.8% $116,000
  ◦ PERS – RETIREMENT $74,000
  ◦ STRS – RETIREMENT $14,300

» ADDITIONAL ADJUSTMENTS WILL BE MADE AFTER NEW RATES ARE ANNOUNCED AT MAY BOARD MEETINGS
### HEALTH BENEFITS

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<td>2,089.66</td>
<td>2,316.80</td>
<td>2,653.71</td>
<td>2,773.03</td>
<td>3,212.69</td>
<td>359%</td>
</tr>
</tbody>
</table>
### PENSION BENEFITS

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PERS-Employee (ER pays)</td>
<td>7.00%</td>
<td>7.00%</td>
<td>7.00%</td>
<td>7.00%</td>
<td>7.00%</td>
<td>7.00%</td>
<td>7.00%</td>
<td>7.00%</td>
<td>7.00%</td>
</tr>
<tr>
<td>PERS-Employer</td>
<td>0.0000%</td>
<td>2.0040%</td>
<td>10.4200%</td>
<td>0.0020%</td>
<td>9.1160%</td>
<td>9.1240%</td>
<td>9.3060%</td>
<td>9.4390%</td>
<td>9.7090%</td>
</tr>
<tr>
<td>PERS-CSEA-EPMC</td>
<td>1.1267%</td>
<td>1.1414%</td>
<td>1.1652%</td>
<td>1.1056%</td>
<td>1.1056%</td>
<td>1.1056%</td>
<td>1.1056%</td>
<td>1.1056%</td>
<td>1.1056%</td>
</tr>
<tr>
<td>PERS-Public Safety-Employee (EE pays)</td>
<td>6.00%</td>
<td>6.00%</td>
<td>6.00%</td>
<td>6.00%</td>
<td>6.00%</td>
<td>6.00%</td>
<td>6.00%</td>
<td>6.00%</td>
<td>6.00%</td>
</tr>
<tr>
<td>PERS-Public Safety-Employee (ER pays)</td>
<td>2.192%</td>
<td>2.192%</td>
<td>2.192%</td>
<td>2.192%</td>
<td>2.192%</td>
<td>2.192%</td>
<td>2.192%</td>
<td>2.192%</td>
<td>2.192%</td>
</tr>
<tr>
<td>PERS-Public Safety-Employer</td>
<td>20.1240%</td>
<td>20.1240%</td>
<td>22.8000%</td>
<td>22.8000%</td>
<td>24.4800%</td>
<td>24.4800%</td>
<td>24.4800%</td>
<td>24.4800%</td>
<td>24.4800%</td>
</tr>
<tr>
<td><strong>PERS Cost to District:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERS - SEIU and Unrepresented</td>
<td>7.00%</td>
<td>9.04%</td>
<td>17.42%</td>
<td>16.92%</td>
<td>16.11%</td>
<td>16.12%</td>
<td>16.36%</td>
<td>16.40%</td>
<td>16.70%</td>
</tr>
<tr>
<td>PERS - CSEA</td>
<td>7.00%</td>
<td>9.04%</td>
<td>17.42%</td>
<td>16.92%</td>
<td>16.11%</td>
<td>16.12%</td>
<td>17.23%</td>
<td>17.44%</td>
<td>17.57%</td>
</tr>
<tr>
<td>PERS - Police</td>
<td>7.00%</td>
<td>9.04%</td>
<td>17.42%</td>
<td>16.92%</td>
<td>16.11%</td>
<td>16.12%</td>
<td>22.31%</td>
<td>22.31%</td>
<td>24.95%</td>
</tr>
<tr>
<td><strong>STRS-Employee (EE pays)</strong></td>
<td>8.00%</td>
<td>8.02%</td>
<td>8.00%</td>
<td>8.00%</td>
<td>8.00%</td>
<td>8.00%</td>
<td>8.00%</td>
<td>8.00%</td>
<td>8.00%</td>
</tr>
<tr>
<td>STRS-Employer</td>
<td>8.25%</td>
<td>8.25%</td>
<td>8.25%</td>
<td>8.25%</td>
<td>8.25%</td>
<td>8.25%</td>
<td>8.25%</td>
<td>8.25%</td>
<td>8.25%</td>
</tr>
<tr>
<td><strong>STRS Cost to District:</strong></td>
<td>8.25%</td>
<td>8.25%</td>
<td>8.25%</td>
<td>8.25%</td>
<td>8.25%</td>
<td>8.25%</td>
<td>8.25%</td>
<td>8.25%</td>
<td>8.25%</td>
</tr>
</tbody>
</table>
# USES OF FUNDS

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>USE OF FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SALARIES</strong></td>
<td>$26,607,717</td>
<td>$27,899,435</td>
<td>$28,538,218</td>
<td>$28,700,561</td>
<td>$172,343</td>
<td>0.6%</td>
</tr>
<tr>
<td><strong>BENEFITS</strong></td>
<td>9,232,333</td>
<td>9,537,655</td>
<td>9,627,172</td>
<td>10,410,184</td>
<td>583,022</td>
<td>5.9%</td>
</tr>
<tr>
<td><strong>TOTAL SALARIES &amp; BENEFITS</strong></td>
<td>38,140,050</td>
<td>37,437,090</td>
<td>38,165,390</td>
<td>39,110,745</td>
<td>755,355</td>
<td>2.0%</td>
</tr>
<tr>
<td><strong>FIXED EXPENSES</strong></td>
<td>1,654,892</td>
<td>1,880,347</td>
<td>2,045,206</td>
<td>2,049,206</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>OTHER OPERATING</strong></td>
<td>3,111,161</td>
<td>3,514,111</td>
<td>3,654,480</td>
<td>3,429,503</td>
<td>(214,977)</td>
<td>-5.9%</td>
</tr>
<tr>
<td><strong>CAPITAL OUTLAY</strong></td>
<td>330,630</td>
<td>211,918</td>
<td>268,451</td>
<td>288,451</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>OTHER OUTGO</strong></td>
<td>609,966</td>
<td>1,313,096</td>
<td>674,214</td>
<td>674,214</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>EDUC. EXCELLENCE RESERVE</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL OTHER EXPENSES</strong></td>
<td>5,946,649</td>
<td>6,919,472</td>
<td>6,646,351</td>
<td>6,413,274</td>
<td>(214,977)</td>
<td>-3.2%</td>
</tr>
<tr>
<td><strong>TOTAL USES</strong></td>
<td>$44,086,699</td>
<td>$44,356,562</td>
<td>$45,001,741</td>
<td>$45,642,129</td>
<td>$540,388</td>
<td>1.2%</td>
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</tbody>
</table>
# SOURCES AND USES OF FUNDS

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>ACTUAL</th>
<th>ESTIMATED</th>
<th>PROJECTED</th>
<th>DOLLAR</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOURCES OF FUNDS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REVENUES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROGRAM-BASED FUNDING</td>
<td>40,985,225</td>
<td>40,406,054</td>
<td>41,153,054</td>
<td>41,326,788</td>
<td>175,734</td>
</tr>
<tr>
<td>FEDERAL</td>
<td>245</td>
<td>245</td>
<td>23,278</td>
<td>250</td>
<td>(23,028)</td>
</tr>
<tr>
<td>OTHER STATE</td>
<td>2,800,948</td>
<td>2,681,948</td>
<td>1,918,235</td>
<td>1,616,235</td>
<td>-</td>
</tr>
<tr>
<td>OTHER LOCAL</td>
<td>926,487</td>
<td>1,132,210</td>
<td>1,008,500</td>
<td>1,008,500</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL SOURCES</td>
<td>44,001,956</td>
<td>44,422,462</td>
<td>44,283,898</td>
<td>44,355,774</td>
<td>162,796</td>
</tr>
<tr>
<td>USE OF FUNDS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SALARIES</td>
<td>28,407,717</td>
<td>27,865,435</td>
<td>28,526,218</td>
<td>28,700,591</td>
<td>172,343</td>
</tr>
<tr>
<td>BENEFITS</td>
<td>9,372,333</td>
<td>9,537,656</td>
<td>9,827,174</td>
<td>10,410,199</td>
<td>583,022</td>
</tr>
<tr>
<td>TOTAL SALARIES &amp; BENEFITS</td>
<td>35,779,050</td>
<td>37,392,091</td>
<td>38,353,392</td>
<td>39,110,790</td>
<td>755,365</td>
</tr>
<tr>
<td>FIXED EXPENSES</td>
<td>1,804,632</td>
<td>1,804,347</td>
<td>2,049,206</td>
<td>2,049,206</td>
<td>-</td>
</tr>
<tr>
<td>OTHER OPERATING</td>
<td>3,111,161</td>
<td>3,514,111</td>
<td>3,654,480</td>
<td>3,436,503</td>
<td>(214,977)</td>
</tr>
<tr>
<td>CAPITAL OUTLAY</td>
<td>330,830</td>
<td>211,918</td>
<td>268,451</td>
<td>268,451</td>
<td>-</td>
</tr>
<tr>
<td>OTHER OUTGO</td>
<td>609,066</td>
<td>1,319,056</td>
<td>674,214</td>
<td>674,214</td>
<td>-</td>
</tr>
<tr>
<td>EDUC. EXCELLENCE RESERVE</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL OTHER EXPENSES</td>
<td>5,645,699</td>
<td>6,819,472</td>
<td>6,646,351</td>
<td>6,431,374</td>
<td>(214,977)</td>
</tr>
<tr>
<td>TOTAL USES</td>
<td>44,001,956</td>
<td>44,422,462</td>
<td>45,057,841</td>
<td>45,442,129</td>
<td>540,388</td>
</tr>
<tr>
<td>SOURCES OVER (UNDER) USES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRANSFER IN (OUT)</td>
<td>(825,642)</td>
<td>446,960</td>
<td>(798,673)</td>
<td>(1,186,359)</td>
<td>(397,683)</td>
</tr>
<tr>
<td>BEGINNING FUND BALANCE</td>
<td>5,469,889</td>
<td>6,816,497</td>
<td>4,915,538</td>
<td>4,091,999</td>
<td>-</td>
</tr>
<tr>
<td>ENDING FUND BALANCE</td>
<td>4,614,497</td>
<td>4,915,438</td>
<td>4,091,999</td>
<td>2,819,678</td>
<td>(287,683)</td>
</tr>
<tr>
<td>RESERVE</td>
<td>10.5%</td>
<td>11.1%</td>
<td>9.6%</td>
<td>6.2%</td>
<td>-</td>
</tr>
</tbody>
</table>
SETTING THE STAGE

➤ State Controller reported Friday that revenues coming into state coffers from personal and corporate taxes fell $3.6 billion short of what was projected.

➤ The governor had included $6.9 billion in federal dollars in his January budget plan, but so far the state has received just under $3 billion.

➤ Schwarzenegger also had counted on $140 million in proceeds from a lease for an oil drilling project off the Santa Barbara coast that would fund state parks. But last week the governor dropped his support for the proposal after the huge oil spill in the Gulf of Mexico.

➤ San Francisco Chronicle June 10, 2010
SETTING THE STAGE

➢ NEGATIVE CPI INFLATION ADJUSTMENT FOR SECURED PROPERTY.

➢ SMALLER INCREASE IN SUPPLEMENTAL PROPERTY TAX REVENUE.

➢ ADDITIONAL REDUCTIONS IN CATEGORICAL FUNDS FROM THE STATE.

➢ MAJOR INCREASES IN EMPLOYEE BENEFITS, INCLUDING STRS & PERS RATES.
OPTIONS FOR ELIMINATING $1M DEFICIT

› REDUCTION IN NON-INSTRUCTIONAL AREAS
  ◦ 10% ACROSS THE BOARD RESULTS IN <$200K

› REDUCTION IN CATEGORICAL PROGRAMS
  ◦ $600K CURRENTLY FUNDING CATEGORICAL

› REDUCTION IN PT FACULTY
  ◦ ACROSS THE BOARD OR SPECIFIC PROGRAMS?
  ◦ REVIEW CLASS ENROLLMENT LEVELS?

› REDUCTION IN 2010/11 SUMMER SESSION
  ◦ ALLOW TRANSFER CLASSES ONLY?
  ◦ REVIEW NECESSITY OF FIELD TRIPS?

› FREEZE VACANT POSITIONS
RESOURCE ALLOCATION
HOW WE SPEND OUR DOLLARS

- Review resource allocation:
  - Overall student instruction/support
  - Administration
  - Other funding allocations from the unrestricted fund

- Shift in benefits expense:
  - 2008/09 charged to districtwide
  - 2009/10 allocated to organizations

- Attempt to align 2008/09 with 2009/10 reorganization of College Skills
## RESOURCE ALLOCATION

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>2009/09</th>
<th>YTD 2/21/10</th>
<th>2009/10</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Skills Department</td>
<td>$1,407,391</td>
<td>$1,082,463</td>
<td>$2,070,161</td>
<td>5.80%</td>
</tr>
<tr>
<td>Fine and Visual Arts</td>
<td>1,655,348</td>
<td>1,406,680</td>
<td>1,993,260</td>
<td>4.33%</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>1,432,338</td>
<td>1,386,452</td>
<td>1,666,598</td>
<td>4.32%</td>
</tr>
<tr>
<td>Mathematics</td>
<td>1,378,054</td>
<td>1,224,519</td>
<td>1,876,750</td>
<td>4.13%</td>
</tr>
<tr>
<td>Career Education</td>
<td>1,257,812</td>
<td>1,253,355</td>
<td>1,777,808</td>
<td>3.93%</td>
</tr>
<tr>
<td>Life and Earth Sciences</td>
<td>1,347,550</td>
<td>1,225,569</td>
<td>1,738,394</td>
<td>3.82%</td>
</tr>
<tr>
<td>Performing Arts</td>
<td>1,325,337</td>
<td>1,187,514</td>
<td>1,694,418</td>
<td>3.70%</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1,159,816</td>
<td>1,113,092</td>
<td>1,576,563</td>
<td>3.47%</td>
</tr>
<tr>
<td>Business; Information Systems</td>
<td>1,039,422</td>
<td>983,037</td>
<td>1,384,464</td>
<td>3.06%</td>
</tr>
<tr>
<td>Physical Sciences</td>
<td>1,020,503</td>
<td>958,216</td>
<td>1,359,171</td>
<td>2.98%</td>
</tr>
<tr>
<td>English and Humanities</td>
<td>1,397,348</td>
<td>613,672</td>
<td>1,154,145</td>
<td>2.63%</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>679,669</td>
<td>688,846</td>
<td>976,891</td>
<td>2.14%</td>
</tr>
<tr>
<td>Communications</td>
<td>810,707</td>
<td>664,634</td>
<td>942,744</td>
<td>2.07%</td>
</tr>
<tr>
<td>Behavioral Sciences</td>
<td>721,439</td>
<td>646,179</td>
<td>916,566</td>
<td>2.01%</td>
</tr>
<tr>
<td>Modern Languages</td>
<td>773,093</td>
<td>648,078</td>
<td>915,859</td>
<td>2.01%</td>
</tr>
<tr>
<td>NonCredit</td>
<td>175,149</td>
<td>107,305</td>
<td>192,207</td>
<td>0.33%</td>
</tr>
<tr>
<td>Instructional Activities</td>
<td>$17,887,193</td>
<td>$16,287,669</td>
<td>$23,102,938</td>
<td>56.73%</td>
</tr>
<tr>
<td>Admissions and Records</td>
<td>$843,032</td>
<td>$602,916</td>
<td>$1,269,547</td>
<td>2.76%</td>
</tr>
<tr>
<td>Counseling</td>
<td>860,357</td>
<td>850,925</td>
<td>1,219,781</td>
<td>2.68%</td>
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<tr>
<td>Deans</td>
<td>573,093</td>
<td>570,113</td>
<td>817,182</td>
<td>1.79%</td>
</tr>
<tr>
<td>Library</td>
<td>481,383</td>
<td>472,257</td>
<td>671,297</td>
<td>1.47%</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>377,532</td>
<td>370,272</td>
<td>533,710</td>
<td>1.17%</td>
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<tr>
<td>Academic Svcs; Articulation</td>
<td>320,025</td>
<td>335,612</td>
<td>473,033</td>
<td>1.04%</td>
</tr>
<tr>
<td>Media Services</td>
<td>265,062</td>
<td>308,825</td>
<td>438,049</td>
<td>0.99%</td>
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<tr>
<td>Learning Resources Center</td>
<td>258,309</td>
<td>193,033</td>
<td>273,804</td>
<td>0.60%</td>
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<tr>
<td>Student Development; Spec Svcs</td>
<td>162,574</td>
<td>155,605</td>
<td>229,716</td>
<td>0.48%</td>
</tr>
<tr>
<td>EPIS A</td>
<td>164,920</td>
<td>112,703</td>
<td>159,823</td>
<td>0.35%</td>
</tr>
<tr>
<td>Testing</td>
<td>67,394</td>
<td>103,405</td>
<td>149,674</td>
<td>0.32%</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>114,720</td>
<td>98,400</td>
<td>139,587</td>
<td>0.31%</td>
</tr>
<tr>
<td>Transfer Center</td>
<td>43,861</td>
<td>56,128</td>
<td>79,615</td>
<td>0.17%</td>
</tr>
<tr>
<td>Outreach and School Relations</td>
<td>54,654</td>
<td>46,678</td>
<td>70,423</td>
<td>0.15%</td>
</tr>
<tr>
<td>Tutoring</td>
<td>49,226</td>
<td>30,731</td>
<td>53,690</td>
<td>0.12%</td>
</tr>
<tr>
<td>Student Support Services</td>
<td>$4,667,056</td>
<td>$4,422,837</td>
<td>$6,559,789</td>
<td>14.40%</td>
</tr>
</tbody>
</table>

**EXPENDED TOWARDS STUDENTS**

|                      | $22,234,249 | $20,910,106 | $28,690,726 | 65.13% |

5/11/2010

5/18/10
## RESOURCE ALLOCATION

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>2009/10</th>
<th>YTD J31/10</th>
<th>Annualized</th>
<th>2009/2010 %</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>$420,961</td>
<td>$321,325</td>
<td>$455,781</td>
<td>1.00%</td>
</tr>
<tr>
<td>Board</td>
<td>114,161</td>
<td>153,808</td>
<td>218,169</td>
<td>0.48%</td>
</tr>
<tr>
<td>VP - Student Learning</td>
<td>287,066</td>
<td>318,607</td>
<td>451,928</td>
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<td>Academic Senate</td>
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<td>99,374</td>
<td>140,956</td>
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<tr>
<td>VP College Operations</td>
<td>244,680</td>
<td>195,679</td>
<td>279,977</td>
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</tr>
<tr>
<td>Police</td>
<td>537,151</td>
<td>519,754</td>
<td>737,240</td>
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<td>Information Technology</td>
<td>1,118,869</td>
<td>1,272,497</td>
<td>1,804,946</td>
<td>3.96%</td>
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<tr>
<td>Fiscal Services</td>
<td>640,228</td>
<td>720,719</td>
<td>1,022,297</td>
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<tr>
<td>Maintenance and Operations</td>
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<td>2,632,233</td>
<td>3,733,864</td>
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<td>District-wide Expenses</td>
<td>11,977,559</td>
<td>1,691,891</td>
<td>2,399,845</td>
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<td>Utilities</td>
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<td>Human Resources</td>
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<td>Planning, Research &amp; Institutional Effectiveness</td>
<td>218,746</td>
<td>213,390</td>
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<td>Communications, Community Relations</td>
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### Categorical Programs Funded with Unrestricted Funds

<table>
<thead>
<tr>
<th>Category</th>
<th>2009/10</th>
<th>YTD J31/09</th>
<th>Annualized</th>
<th>2009/2010 %</th>
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<tbody>
<tr>
<td>MPS</td>
<td>$552,431</td>
<td>$300,000</td>
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<td>CNid Care Fund</td>
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<td>Matriculation-noncredit</td>
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<td>20,000</td>
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<td>Miscellaneous</td>
<td>1,035</td>
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<td>1,000</td>
<td>0.00%</td>
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<td>Community Services</td>
<td>148,619</td>
<td>55,666</td>
<td>55,666</td>
<td>0.12%</td>
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<td><strong>External Funding Allocations</strong></td>
<td>$851,173</td>
<td>$609,666</td>
<td>$609,666</td>
<td>1.34%</td>
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### TOTAL EXPENSES

<table>
<thead>
<tr>
<th>Amount</th>
<th>2009/10</th>
<th>YTD J31/10</th>
<th>Annualized</th>
<th>2009/2010 %</th>
</tr>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>$45,087,734</td>
<td>$32,207,659</td>
<td>$45,642,129</td>
<td>100.00%</td>
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5/11/2010
OTHER POTENTIAL IMPACTS

▶ OTHER BOARD PRIORITIES:

- RESERVE LEVEL
- UNFUNDED LIABILITIES
- EMPLOYEE EQUITY STUDY
- CONTRACT NEGOTIATIONS
- FACILITIES MAINTENANCE
BOARD BUDGET PRIORITIES 2009/2010
Approved at March 17, 2009 Board Meeting

BP1: Fiscal Accountability

1.1 Set appropriate reserve levels.

1.1a Establish a prudent reserve level range.

1.2 Unfunded Liability

1.2a Continue to fund the unfunded liability.

1.3 Equity Study

1.3a Determine strategy to fund the Equity Study.

Timeline: Fall 2009 and review annually

1.4 Improve coordination and balance of institutional and program needs for proper use of basic aid funds.

1.4a Review institutional needs and assess institutional effectiveness, using Program Review, Administrative Planning and Assessment, the Strategic Plan and the Educational Master Plan.

Timeline: Begin Fall 2009

1.5 Implement asset management for long-term fiscal health.

1.5a Identify resource models for consideration and planning.

Timeline: Begin 2009/2010

BP2: Improve Student Access and Success in Instruction and Student Services

2.1 Review and evaluate the current Strategic Plan on an annual basis.

Timeline: Ongoing

2.2 Continue to improve enrollments, retention, transfer, completion rates in credit and non-credit.

Timeline: Ongoing
2.3 Continue efforts in marketing and outreach.

Timeline: On-going

BP3: Facilities

3.1 Keep modernization program on track.

3.1a Comply with timelines, schedules, budgets, and reporting.

Timeline: Ongoing

BP4: College Development to Open Doors for Academic and Student Success

4.1 Implement a Strategic Plan for College Development.

Timeline: Spring 2009
WHEREAS, classified professionals provide valuable and integral services to the schools and students of the Marin Community College District;

WHEREAS, classified professionals contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, classified professionals serve a vital role in providing for the welfare and safety of Marin Community College District's students; and

WHEREAS, classified professionals employed by the Marin Community College District strive for excellence in all areas relative to the educational community.

THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Marin Community College District hereby recognizes and wishes to honor the contribution of classified professionals to quality education in the State of California and in the Marin Community College District and declares the week of May 24-28, 2010, as Classified School Employees Week in the Marin Community College District.

RESOLVED, that this resolution be made a part of the official Minutes of the meeting and of the permanent files of the District.

PASSED AND ADOPTED THIS 18TH day of May, 2010, by the Board of Trustees of the Marin Community College District of Marin County, California, by the following vote:

AYES: 
NOES: 
ABSENT: 

STATE OF CALIFORNIA  )
COUNTY OF MARIN  )

I, Frances L. White, Superintendent/President of the Marin Community College District of Marin County, California, do hereby certify that the Board of Trustees adopted the foregoing resolution at a regular meeting at the time and by the vote stated above.

__________________________________________
Frances L. White, Ph.D.
Secretary to Board of Trustees
Carole Hayashino, Member

Philip J. Kranenburg, Member

Eva Long, Ph.D., Member

James Namnath, Ph.D., Member

Wanden Treanor, Member

Barbara Dolan, Member

Diana Conti, Member

Nathaniel Parker, Student Member
A. 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 the S5 A&B conference room on the Kentfield campus, all members having received notice as prescribed by law. Board President Long called the meeting to order at 4:09 p.m. All publicly elected Trustees were present except Trustee Namnath, who arrived at 4:20 p.m. Fran White, Al Harrison, Nick Chang, and Linda Beam were also in attendance.

M/s (Treanor/Hayashino) to adopt the agenda with these changes: Action items C.9.A & B were moved up on the agenda to follow C.3 and B.8.J.3 (BP 2715 Code of Ethics) was pulled and will be discussed at the April 24 Board Retreat. The motion passed unanimously (7-0).

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 at 4:30 p.m.

The closed session recessed at 5:38 p.m.

B. Board Study Session

1. Overview of Community Comments Related to New Academic Center

The meeting of the Board of Trustees of the Marin Community College District was reconvened at 5:50 p.m. by Board President Long in the Deedy Staff Lounge in the Student Services Building on the Kentfield campus. All publicly elected Trustees were present and Student Trustee Parker was also in attendance.
Board President Long expressed appreciation to community members for their involvement and participation in the March 30 and April 1 community outreach programs and their love of our college. She thanked staff for their hard work and commended Board members who participated in the community forums.

President White welcomed the community friends present in the audience for the Study Session on the community comments related to the design of the New Academic Center which were received by the Measure C modernization team.

Trustee Dolan made a slide presentation which included pictures of the college as it looks today, a graphic aerial overview map of current plans, and a montage of current architectural proposals. Her presentation listed issues that need to be addressed: access and parking, safety, and neighborhood impact. She proposed a Board design review process using pre-visualization as the next step to support our chosen architect in meeting the needs of the community and college in a non-confrontational way. An outline of her presentation is attached to the minutes.

V-Anne Chernock, Director of Modernization, gave a presentation (copy attached) which included the following topics: summary of community comments, expanded due diligence, budget and scope, and red flags and risk factors. She reported that the comments received on the two architectural designs for the New Academic Center (NAC) indicated a virtual tie and commented that the statistics presented should be considered approximate. She noted that square footage of the project will have to be reconciled to the budget and the project design must fit the district’s budget. She stated that the modernization team conducted expanded due diligence on the two finalists (ED2 International and TLCD/Mark Cavagnero Architect). There were no “red flags” in the areas of new reference checks or review of original selection scores. She pointed out these “red flags” for the finalists:

ED2 – budget
TLCD/MCA team – budget, MCA experience, relationship of the two firms, outside discussions with community, buildability

Director Chernock asked the Board to consider each team’s qualifications and experience and noted that the modernization staff stands ready to manage the risks and move toward a successful completion of the project.

President White explained that the architectural firms are consultants, not employees, and that the Brown Act prohibits discussion about consultants in closed session. Therefore, this process has to be dealt with in open session.

Trustee Hayashino commented that she was bothered by the “red flags” and presumed before that these firms were qualified. She thought the discussion today would be based on design concepts.
Trustee Namnath asked for a comparison of the square foot cost of the New Academic Center to the cost of our other Measure C building projects and also building costs at other educational institutions. Director Chernock said she would look for this information.

Trustee Conti commented that she read all the community comments, did her own polling, went to all the workshops and came to different conclusions from those presented by Director Chernock. She also stated that she was disturbed and confused to hear about “red flags” now as she thought all the architects were vetted ahead of time.

Trustee Dolan encouraged the Board to consider a design review process using pre-visualization as the next and best step.

Board President Long asked the reason for specifying a budget range of $33.6 million to $40 million instead of staying at $33.6 million. Director Chernock responded that a project budget is not a construction budget and that we are trying to maintain flexibility. Leigh Sata, Swinerton project manager, commented that $33.6 to $40 million was the amount used in the RFP process and Dr. White stated that nothing has changed and we are here to build to budget.

Director Chernock assured the Board that she was not making a design firm recommendation but was just supplying data and bringing out concerns as a professional responsibility. She commented that all four of the finalist firms were well qualified.

The Study Session was recessed at 6:50 p.m.

C. Regular Meeting

1. Board President Long reconvened the meeting at 6:55 p.m. All publicly elected Trustees were present and Student Trustee Parker as also in attendance. Board President Long announced that the meeting was being recorded to facilitate the preparation of minutes. Clerk Conti announced that the agenda had been approved in closed session with two changes: Actions items C.9. A&B were moved up on the agenda to follow C.3 and B.8.J.3 (BP 2715 Code of Ethics) was pulled and moved to the April 24 Board Retreat for discussion.

2. Report of Closed Session for April 20, 2010
   Board Clerk Conti reported that no action was taken in closed session.

3. Citizens' Requests to Address the Board on Non-Agenda Items
   Board President Long asked Vice President Chang to review his follow-up report to the Board on the Adapted Physical Education Program (copy attached) in their Board packets. Vice President Chang explained that categorical budget cuts of over 30% necessitated a reduction in Adapted PE classes and services for spring 2010. Alternative approaches for
serving disabled students which are currently being developed include the following: offering Adapted PE courses in various formats: credit, non-credit and community education; moving some current credit adapted classes to fee based; exploring community partnerships; and looking into grants and other outside funding sources as possible future resources.

The following individuals addressed the Board on the subject of cuts to the Adapted PE and stroke support classes and urged the Trustees to be creative and find a way to restore the cuts and fund the program: Jeff Speno, COM Adapted PE instructor Jessica Naythons, Lloyd Wiberg, Toni MacIntyre, joy Dryden, Benjamin Wheeler, and Jeanne Rossen. Copies of the statements made by Mr. Speno, Ms. MacIntyre and Ms. Dryden are attached to the minutes as part of the official record.

Many who spoke were students in the program or family members of students in the program who explained how much the classes and services have benefitted the participants and what a serious loss the program reductions will be for these individuals. Board members were asked to be compassionate, fiscally conservative and to think outside the box. Concerns were also expressed about possible discrimination against disabled students and lack of compliance with ADA requirements.

Board President Long acknowledged the efforts of Adapted PE students and their loved ones to send letters and e-mails to the Board members and to express their sentiments at Board meetings. She commented that she knows the value of our Adapted PE program and that some Trustees would be willing to work on a committee to deal with this issue.

Terry Malouf, one of our IVC neighbors, commented on the April 8 IVC community forum. He called the Board’s attention to two issues which he feels the Board should be made aware of: the danger of wildfire on the IVC campus which could spread to the neighbors’ homes and the need for an emergency spillway for the bioswale to avoid potential flooding of the neighbors’ homes. A copy of Mr. Malouf’s statement is attached to the record as part of the official record.

Bob Crankshaw, another IVC neighbor, commented that after hearing at the recent IVC community forum that there are no funds in the operating budget for the air conditioning systems and leaking roofs of existing buildings at IVC, he is wondering why why our Bond C funds are not being spent on “restoration and renovation” needs at IVC. A copy of his statement is attached to the minutes as part of the official record.

Brian O’Connor of Friends of Kentfield asked the Board to address the following issues that have been raised but not dealt with due to the recent focus on the architect selection: parking, temporary buildings, the Austin Science Center and community meetings (user groups). A copy of Mr. O’Connor’s statement is attached to the minutes as part of the official record.
9.A Approve BP 1200 College of Marin Mission Statement
M/s (Hayashino/Treasor) to approve BP 1200 College of Marin Mission Statement. Board President Long suggested changing “basic skills improvement” to read “basic skills completion and improvement.” In addition, she suggested adding a reference to the limits of our funds and resources to the administrative regulations that go with the Mission Statement.

Dr. White stated that we need to follow our participatory governance process for reviewing and revising the Mission Statement and that she will take Dr. Long’s recommendations to College Council for consideration when the Mission Statement is reviewed again in Spring 2011. Dr. White stated that our Self-Study can reflect that we are updating our Mission Statement.

The motion to adopt BP 1200 College of Marin Mission Statement as presented passed by a unanimous vote of 7-0 plus an advisory aye vote by Student Trustee Parker.

9.B.1 New Academic Center at Kentfield (3038)
Select Architect and Award Short Form Design Contract

Board President Long suggested changing the word “architect” in the recommendation to “company.”

Public Comment:

The following community members addressed the Board on this agenda item, thanked the Board for the opportunity to attend the community workshops and provide input, and endorsed selection of TLCD/Marc Cavagnero Architect to design the New Academic Center: Anne Petersen, Scott Peoples, Josh Rafner, Larry Piatti, Alyce Chasse, Richard Haberman, Tal Fletcher, Peter Brockman, Deborah Haberman, Brian O’Connor, and Wes Huss.

M/s (Namnath/Dolan) to comply with the Board policy which requires a yes, no or abstention vote with four yes votes needed for the motion to carry. In his motion Trustee Namnath also stated that in order to select an architect firm there will be two ballots, one for each firm, requiring a yes, no or abstention vote in either case. Trustee Dolan requested a roll call vote. The motion was defeated by a vote of 5 noes to 2 ayes. Trustees Treanor, Hayashino, Kranenburg, Conti, and Long voted no and Trustees Namnath and Dolan voted aye. Student Trustee Parker cast an advisory aye vote.

M/s (Hayashino/Treasor) to waive the Board policy requiring four yes votes and voting each item up or down one at a time. The motion passed by a vote of 5 to 2 plus an advisory aye vote by Student Trustee Parker. The no votes were cast by Trustees Namnath and Dolan.
M/s (Hayashino/Treanor) to award TLCD/Mark Cavagnero Architect a short form contract in the amount of $50,000 to begin design of the New Academic Center at Kentfield. The motion passed by a vote of 5-0-2 plus an advisory no vote by Student Trustee Parker. Trustees Treanor, Conti, Hayashino, Kranenburg, and Long voted aye. Trustees Namnath and Dolan abstained.

Board President Long read an excerpt from an architectural magazine article on the reopening of the Oakland Museum which was designed by Mark Cavagnero.

The meeting was recessed at 9:20 and reconvened at 9:30 p.m. by Board President Long.


Modernization Director Chernock explained that the purpose of this agenda item is to officially initiate the Child Development Center project and hire an architect to help us decide when and where the center will be built and to determine the size, cost and type of construction. She called the Board’s attention to the fact that the Center will need to be out of its current home in the Administrative Center before we start construction of the new Academic Center in mid-2012.

Trustee Long expressed concern about having the money to do this since it’s unclear what the cost of the project will be and asked if portables could be used. Director Chernock responded that we need an architect to determine how much the project would cost and that, under DSA requirements, we would need an architect to help us determine if we wanted to use portables for the project.

M/s (Treanor/Hayashino) to amend their original motion by changing the amount of the transfer from unallocated bond reserve funds to proceed with the architect selection process for the Kentfield Child Development Center from $50,000 to $30,000. The motion passed by roll call vote of 4 to 3 (plus an advisory aye vote by Student Trustee Parker). Trustees Kranenburg, Hayashino, Treanor and Conti voted aye and Trustees Namnath, Dolan and Long voted no. Trustee Dolan’s reason for voting no was that she thinks the Board needs a design review process of its own without hiring expensive architects.

4. Chief Executive Officer’s Report

President White called the Board’s attention to her report and the written staff reports in their Board packets.

The Board agreed to move the staff report on Academic Planning at College of Marin (C.4.a.5) to the May 18 Board meeting.
a. Staff Reports (45 minutes)
   1. Adapted PE Update (Nick Chang) - SP.1 (Improve Student Access)
      This report was presented and discussed earlier in the evening.
   2. ARCC Report Update (Chialin Hsieh)
      President White introduced Dr. Chialin Hsieh, our new Director of Planning, Research and Institutional Effectiveness, who reviewed the ARCC Report in their Board packets. She noted that we have made great progress in basic skills improvement but need to work on completion and persistence. Board members asked questions, made comments and thanked Dr. Hsieh for a very clear and understandable report.
   3. College Avenue Visioning Committee Update (V-Anne Chernock)
   4. Unfunded Liability Funding Plan (Al Harrison)
   5. Academic Planning at College of Marin (Nick Chang & Yolanda Bellisimo)
   6. Follow-Up Report (in packet)

5. Academic Senate Report
   Yolanda Bellisimo, Academic Senate President, reported that she and Sara McKinnon recently attended the Academic Senate of California Community Colleges (ASCCC) Plenary where significant resolutions concerning ACCJC leadership and transfer degrees were discussed. A copy of Ms. Bellisimo's statement is attached to the minutes as part of the official record.

6. Classified Senate Report
   No report

7. Student Senate and Student Association Report
   No report

8. Consent Calendar Items (Roll Call Vote)
   M/s (Treonor/Hayashino) to approve all items on the Consent Calendar (with the exception of C.8.J.3 which was pulled earlier). The motion passed by a roll call vote of 6-1 plus an advisory aye vote by Student Trustee Parker. Trustee Dolan cast the no vote.
   A. Calendar of Upcoming Meetings
      No changes
   B. Approve Classified Personnel Recommendations
      1. Classified Request for Leave of Absence/Uncompensated Leave
   C. Approve Classified Management Personnel Recommendation
1. Resignation/Retirement of Classified Management Personnel

D. Approve Short-Term Hourly Positions

E. Approve Academic Personnel Recommendations
   1. Resignation/Retirement of Academic Personnel
   2. Phased-in-Early Retirement of Academic Personnel

F. Budget Transfers – Month of March – FY 2009/10

G. Warrant Approval

H. Declaration of Surplus Property – Miscellaneous Equipment

I. Modernization (Measure C) - BP3.1 (Keep modernization program on track)
   1. Ratify/Approve Modernization Contracts, Changes and Amendments
      ($208,595)
   2. Approve Six-Month Re-authorization for Contract Changes and Amendments

J. Approve Revised Board Policies – BP1.4a (Review institutional needs and assess institutional effectiveness, using Program Review, Administrative Planning and Assessment, the Strategic Plan and the Educational Master Plan)
   1. BP 2100 Board Elections
   2. BP 2305 Annual Organizational Meeting
   4. BP 2800 Naming of Facilities
   5. BP 3050 Institutional Code of Ethics
   6. BP 4106 Nursing Programs
   7. BP 4107 Health Science Programs
   8. BP 5030 Fees
   9. BP 5400 Associated Students Organization
   10. BP 5410 Associated Students Elections
   11. BP 5420 Associated Students Finance
   12. BP 6200 Budget Preparation

K. Approve Revisions in A.A. Degree in International Studies - SP.2 (Improve Student Learning and Success)

L. Approve New Credit Courses – SP.2 (Improve Student Learning and Success)

M. Approve Credit Course Revisions – SP.2 (Improve Student Learning and Success)

N. Reject Claim – Suttipong Suvonnasupa
9. Other Action Items

B. Modernization (Measure C) – BP3.1 (*Keep modernization program on track*)

3. SMCP Increment No. 1 – Site Development Utilities Project (#305C)
   M/s (Treonor/Kranenburg) to Approve Change Order #10 and Resolution
   Attesting No Benefit to Bidding Out Change Order Work, Emard Engineering
   ($31,692). The motion passed by a vote of 5-1-1 (plus an advisory aye vote by
   Student Trustee Parker). Trustee Dolan voted no and Trustee Namnath abstained.

C. M/s (Treonor/Hayashino) to Approve Appointments to Citizens’ Oversight
   Committee – BP3.1 (*Keep Modernization program on track.*) The motion passed by
   a vote of 6-0-1 (plus an advisory aye vote by Student Trustee Parker). Trustee Dolan
   abstained. Josh Rafner and Bob Borinstein, two of the new COC members, were
   introduced and thanked for their willingness to serve.

D. M/s (Treonor/Hayashino) to Approve Authorization to Sign on Behalf of Governing
   Board – BP 1 (*Fiscal Accountability*). The motion passed by a unanimous roll call
   vote of 7-0 (plus an advisory aye vote by Student Trustee Parker).

E. M/s (Treonor/Hayashino) to Approve Cash Borrowing Program Resolution – BP1
   (*Fiscal Accountability*). The motion passed by a roll call vote of 5-1-1 (plus an
   advisory abstention by Student Trustee Parker). Trustee Dolan voted no and Trustee
   Namnath abstained.

F. M/s (Treonor/Hayashino) to Approve Notice of Completion LRC Cooling Tower
   Replacement Project. The motion passed by a unanimous 7-0 vote (plus an advisory
   aye vote by Student Trustee Parker).

G. M/s (Treonor/Hayashino) to Approve Selection of Keenan & Associates as Health
   Benefits Broker. The motion passed by a vote of 6-1 (plus an advisory aye
   vote by Student Trustee Parker). Trustee Dolan cast the no vote.

H. 2010 California Community College Trustees (CCCT) Board Election
   Trustee Treanor reported that she and Trustee Conti had conferred and were
   recommending that the Board vote for the following candidates for the CCCT Board
   election: Louise Jaffe, Stephen Castellanos, Cy Gulassa, Isabel Barreras, Donald
   Singer, Walter Howard, and Bob Hughlett.
   M/s (Treonor/Conti) to approve the recommended slate of candidates for the CCCT
   Board. The motion passed by a unanimous vote of 7-0 plus an advisory aye vote by
   Student Trustee Parker.

I. M/s (Treonor/Kranenburg) to Approve Authorization to Bid IVC Locker/Shower
Building – BP3 (Facilities). The motion passed by a unanimous 7-0 vote (plus an advisory aye vote by Student Trustee Parker).

J. M/s (Treonor/Krakenburg) to Approve Agreement with Community College League of California Board Policy and Procedures Consultation Services – Year 4. The motion passed by a vote of 5-2 (plus an advisory aye vote by Student Trustee Parker). Trustees Dolan and Namnath cast the no votes.

K. M/s (Treonor/Hayashino) to Approve Agreement for Services – Cabrillo Community College District and College of Marin. The motion passed by a unanimous vote of 7-0 (plus an advisory aye vote by Student Trustee Parker).

L. M/s (Conti/Treonor) to Accept 2010 Accountability Reporting for the California Community Colleges (ARCC) Report & Self-Assessment. The motion passed by a unanimous vote of 7-0 (plus an advisory aye vote by Student Trustee Parker).

10. Board Policy Review (1st Read) – BP1.4a (Review institutional needs and assess institutional effectiveness, using Program Review, Administrative Planning and Assessment, the Strategic Plan and the Educational Master Plan)

Board members were asked to send their feedback to the Board Policy Committee.

A. BP 3310 Records Retention and Destruction

B. BP 3518 Child Abuse Reporting

C. BP 4060 Delineation of Functions Agreement

D. BP 5052 Open Enrollment

E. BP 5170 Children’s Centers

F. BP 6450 Wireless or Cell Phone Use

G. BP 6640 Art Work Displays

11. Board Study Session

None

12. Board Reports and/or Requests

a. Commendation Resolutions and Other Resolutions

None

b. Legislative Report

None
c. Committee Chair Reports
   
   None

d. Individual Reports and/or Requests
   
   Trustee Trenor stated that she thinks the Fundraising Committee should meet as soon as possible.

13. Approval of Minutes
   
   • Minutes of March 16, 2010 Board Meeting
     
     M/s (Trenor/Conti) to approve the minutes of the March 16, 2010 Board meeting. The motion passed by a unanimous vote of 7-0 (plus an advisory aye vote by Student Trustee Parker).

   • Minutes of March 30, 2010 Special Board Meeting
     
     M/s (Hayashino/Conti) to approve the minutes of the March 30, 2010 Special Board meeting. The motion passed by a unanimous vote of 7-0 (plus an advisory aye vote by Student Trustee Parker).

   Trustees Namnath, Hayashino and Kranenburg left the meeting at 10:25 p.m.

14. Possible Future Agenda Items for Discussion
   
   A. Fundraising - BP4.1 (Implement a Strategic Plan for College Development)

15. Items for Possible Future Board Action
   
   A. Recommendation on Bolinas Field Station – BP1 (Fiscal Accountability)
   B. Resource Development Plan – BP4.1 (Implement a Strategic Plan for College Development)
   C. Proposal to Enter into a Joint Use Agreement for Lacrosse/Soccer at Kentfield – BP1 (Fiscal Accountability)
   D. Unfunded Liability – BP1 (Fiscal Accountability) (May)
   E. Resolution for Athletic Field
   F. Marin Clean Energy Leadership Request

16. Information Items

   Board members were asked to review the information items in their Board packets.
B. 3/31/10 Year-to-Date Financial Report – BP1 (Fiscal Accountability)
C. Modernization Update – BP3.1 (Keep modernization program on track)
   1. Director’s Report – BP3.1 (Keep modernization program on track)
   2. Sustainability Report
   3. Schedule – BP3.1 (Keep modernization program on track)
D. Revised Administrative Procedures
   1. AP 3310 Records Retention and Destruction
   2. AP 3518 Child Abuse Reporting
   3. AP 5170 Children’s Centers

E. Calendar of Special Events
   Board members were asked to note the upcoming events.
   CCLC Trustees Conference – April 30-May 2, 2010, Hyatt Regency Long Beach
   Grand Opening Ceremony for Trans Tech Complex – May 13, 2010, 5:30 p.m., IVC
   Retiree Reception - May 19, 2010, 4 to 6 p.m., Marin Art & Garden Center, 30 Sir Francis Drake Blvd., Ross
   Faculty & Staff Recognition Luncheon – May 27, 2010, 12 to 1:30 p.m., Lawn area at top of hill above Student Services, Kentfield
   Golden Bell Education Ceremony – May 27, 2010, 4:30 p.m., Dominican University - Angelico Hall
   COM Commencement – May 29, 2010, 10:00 a.m., COM Athletic Field
   Marin County Mayors and Councilmen’s Dinner – June 23, 5:00 p.m., San Francisco Yacht Club, Belvedere

17. Correspondence
    Board members were asked to review the correspondence in their Board packets.
18. **Board Meeting Evaluation**
   No comments

19. **Adjournment**
   M/s (Treanor/Conti) to adjourn the meeting in memory of Joan Hopper. The motion passed by an a vote of 4-0 plus an advisory aye vote by Student Trustee Parker and the meeting was adjourned by Board President Long at 10:35 p.m.
<table>
<thead>
<tr>
<th>Student Trustee</th>
<th>March 20, 2020</th>
<th>Overall Committee Approval of Appointments to Citizens</th>
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<tbody>
<tr>
<td>6-0-1 (plus an advisory)</td>
<td>Engineering, Bidding Out Change Order Work, Etc.</td>
<td>Resolution of Fratelli, No Benefit to Approval Change Order #10 and</td>
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<td>5-1-1 (plus an advisory)</td>
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<td>Approve Updated Bond Spending Plan</td>
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<td>4-3 (plus an advisory)</td>
<td>Development Center Project, Authorization of Child Care</td>
<td>Acceptance of Architect Alphabet Center Project To TCDD/Marks</td>
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<td>3-0-2 (plus an advisory)</td>
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<td>Award Design Contract for New Track</td>
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<td>Approval of Changes and Amendments for Five-Month Re-Authorization</td>
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**Notes:**
- **A/VES**/**NOES**
- **Votes**
- **Date**
- **Board Actions Taken**
- **SP/BP Priorities**

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**Progress Report on Goals and Priorities**
<table>
<thead>
<tr>
<th>Vote</th>
<th>Action</th>
<th>Date</th>
<th>Details</th>
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<tbody>
<tr>
<td>7-0 (plus in advisory) Student Trustee</td>
<td>Attend by the board; vote for the resolution.</td>
<td>April 20, 2010</td>
<td>Review, administrative planning effectiveness, using program and assess institutional needs</td>
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<tr>
<td>6-1 (plus in advisory) Student Trustee</td>
<td>Approve BP 2100 College of Marin Mission Statement</td>
<td>April 20, 2010</td>
<td>Review, administrative planning effectiveness, using program and assess institutional needs</td>
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<tr>
<td>5-1 (plus in advisory) Student Trustee</td>
<td>Approve credit course and credit course in a new degree in business</td>
<td>April 20, 2010</td>
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<td>7-0 (plus in advisory) Student Trustee</td>
<td>Approve cash borrowing program</td>
<td>April 20, 2010</td>
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<td>7-0 (plus in advisory) Student Trustee</td>
<td>Approve authorization to sign on behalf of governing board</td>
<td>April 20, 2010</td>
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<td>7-0 (plus in advisory) Student Trustee</td>
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<td>Chelia Hersh</td>
<td>April 20, 2010</td>
<td>Arcc Report Update</td>
<td>Learning and Success</td>
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<td>Nick Chang</td>
<td>April 20, 2010</td>
<td>Adapted PE Update</td>
<td>SP: Improve Student Access</td>
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<td>V-Anne Chernock</td>
<td>April 20, 2010</td>
<td>Academic Center</td>
<td>Program on track</td>
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<td>Overview of Community</td>
<td>BP: Keep Modernization</td>
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BOARD STUDY SESSION/STAFF REPORTS
The following outline is a way for this board to responsibly come together and choose the best architect, along with supporting the chosen architect in meeting the needs of the community and college in a non confrontational way.

As a Board it is now time to refine the process and help avoid costly future problems. To take this next responsible step, I share with you what was shown to me.

**Slide #1:** Three beautiful COM pictures recently taken. (Current status as the college looks today).

**Slide #2:** A graphic overview map. (Current plans).

**Slide #3:** Montage of current architectural proposals.

**Slide #4:** Some of the issues: Access and parking, safety, neighborhood impact, etc.

**Slide #5:** Measure C word points.

**Slide #6** Solution. I recognize the need for expedience and efficiency. Including Pre-visualization in our design review process will forestall costly delays in the future. These are the steps we as a board must take to support our chosen architect in meeting the needs of the community and college in a non confrontational way.
New Academic Center

Architect Selection
Comments and Preferences
March/April 2010

Overview
- Summary of community comments
- Expanded due diligence
- A word about budget and scope
- Red flags and risk factors

Summary of community comments
Caveats

- Some duplication of comments, not assessed
- Some comments critique both designs, favor neither
- Some comments don't address the project at all
- Score based on specific positive statements only
- Negative comments not included in scoring

---

Statistics

- Number received: 130
- Viewing opportunities:
  - Open houses February 2006 (6)
  - Community workshops March/April 2006 (99)
- Type received:
  - 95 hand-written comments
  - 35 e-mails
- E-Mails
  - Generally longer, more generic in nature
  - Personal endorsement vs. design comments
  - One e-mail received after 5 p.m. April 2 was not transcribed

---

52 comments not “scored”

- Favored neither
- Favored both
- Spoke against either
- Endorsed a firm without reference to design concept
General comments (not "scored")
- Parking, traffic (not part of project)
- Process
  - Community participation desired
  - Move forward with project
  - Don't build on corner
  - Don't change campus
- General "wishes" and "dislikes" to be considered during design

Mis-information
- Building on the street is a departure from COM history
- No building [should be] taller than a palm tree
- [EDs] design is very high maintenance
- Both of the plans are too big
- Should exist for Marin students only

Major themes
- Community participation is desired
- What will the building look like from outside the campus?
### Preferred design concept

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<th>34</th>
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<td>Totals</td>
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### Expanded due diligence

1. Conducted new reference checks
2. Reviewed original selection scores
3. Re-evaluated firm experience
4. Asked more questions
A word about budget and scope

Budget and scope – a yellow flag

- Budget: $33.6 million - $40 million
  - Fund only when $ are available
  - Possible bid savings /other projects

- Size of building: 48,000 - 55,000 gsf
  - Fiscal services at IWC
  - Dickson Hall demolition
  - Retention of Austin Science Center

Budget and scope (cont’d)

- Reconciliation:
  - Add budget
  - Reduce scope

- DESIGN TO BUDGET
Red flags and risk factors

1. (No) Red flags – reference checks
- Called eleven (11) references for three firms
- Spoke with six individuals
- Previous references for ED2 and TLCD are also on file
- All references were positive

2. (No) Red flags – original scores
- Screening:
  - ED2: 92
  - TLCD: 89
- Scores from selection panel:
  - ED2: 398
  - TLCD: 431
3. Red flags - experience
- Division of the State Architect
- Community colleges
- LEED certification
- Projects in the $30-40 million range
- Smart classrooms
- Offices
- Auditorium / theater complexes
- Computer labs

4. Red flags - questions to the teams
- Confirm that
  - The site area can accommodate 55,000 sf
  - The first floor will remain above floodplain
  - Trees will not be removed
  - Concept and budget can be reconciled
  - Team has not changed (firms, individuals)
- List outside discussions with community
- Verify DSA experience
- Willing to sign long-form contract without change

Red flag risk factors
- ED
  - Budget
- TLCD / MCA team
  - Budget
  - MCA experience
  - Relationship of firms
  - Outside discussions with community
  - Buildability
Follow-up Report to the Board of Trustees on the Adapted Physical Education Program—Nick Chang, Vice President of Student Learning, April 20, 2010

The DSPS program received a reduction in its categorical funding of over 30% from 2008-2009 to 2009-2010, and expects even less money for 2010-2011 due to the absence of the one-time, federal ARRA money next year. The administration has taken on the difficult task of maintaining as many of the programs and services as possible within its much smaller budget. Some programs and services had to be maintained because of ADA and accommodation requirements. Others were spared reductions proportionate to the cuts because the District backfilled some of the losses with general funds.

Despite it all, there were insufficient funds to maintain the programs and services at the same level as before the cuts. The current reduction in classes and services for spring 2010 reflects these realities, and the adapted physical education program is affected: Approximately one third of the Adapted P.E. classes were cut; IVC continues to have a program but it is significantly reduced; three non-credit classes in movement awareness and aerobics for the disabled were cancelled.

The DSPS faculty and staff have met and are actively developing alternative approaches for serving disabled students. By the nature of the Adapted P. E. curriculum, classes can be offered in various formats, credit, non-credit and Community Education. The initial step will be to restore the classes already cancelled and offer them in a ‘fee based’ format through Community Education. These classes will cost the student more but will not cost the college anything because they are designed to cover their total cost. These classes are Adapted Aerobics, Awareness through Movement, and Adapted Tia Chi. They will start in fall 2010.

The second step in reducing costs while preserving offerings will be to move some of our current credit adapted classes to fee based. We will start in spring semester 2011 with Adapted Conditioning and Adapted Aquatics.

Additionally, DSPS program staff is initiating relationships with the following community agencies and medical facilities with the aim of developing partnerships to increase offerings to the disabled community while reducing costs to the college: Marin Center for Independent Living; Marin General Hospital; Kentfield Rehabilitation Hospital; Kaiser Permanente; Novato Community Hospital.

Finally, they are looking into grants and other outside funding sources as possible future resources.

The dedicated DSPS staff and faculty are committed to serving the disabled community of Marin. They are working hard to find new ways to structure and fund the program to insure students do not lose valuable services.
BOARD MEETING

MADAM PRESIDENT, OTHER OFFICERS OF THE COLLEGE, BOARD MEMBERS, ADMINISTRATORS, FACULTY, STAFF, STUDENTS, AND OTHERS WHO ARE PRESENT.

MY NAME IS JEFF SPENO. I AM A STUDENT HERE IN THE ADAPTED PHYSICAL EDUCATION PROGRAM. I AM A MARIN RESIDENT. I VOTE, AND I AM DISABLED.

I WAS PRESENT AT THE DEDICATION OF THE DIAMOND PHYSICAL EDUCATION BUILDING AND HAD THE PLEASURE OF MEETING MR. DIAMOND HIS DAUGHTER AND TWO OF HIS GRAND-DAUGHTERS AT THAT EVENT.

FOR THOSE OF YOU WHO NEVER HEARD THE STORY OF MR. DIAMOND'S RELATIONSHIP TO THIS COLLEGE. HE WAS THE BASKETBALL COACH IN 1947 WHOSE TEAM WON THE NATIONAL CHAMPIONSHIP. ONE OF THE STORIES I HEARD THAT DAY GOES LIKE THIS

COACH DIAMOND'S TEAM WOULD NEVER HAVE WON THE CHAMPIONSHIP IF THE TEAM WAS NOT ABLE TO GET TO WHERE THE FINALS WERE BEING PLAYED, SOMEWHERE ON THE EAST COAST BECAUSE THEY WERE SHORT OF MONEY.
COACH DIAMOND AND HIS TEAM WERE UNDAunted. THEY PUT MILK BOTTLES IN EVERY STORE IN THE NEIGHBORHOOD AND ASKED FOR DONATIONS. THEY GOT OVER $4,000.00 AND WERE ABLE TO GO TO THE FINALS AND WON THE CHAMPIONSHIP.

20 YEARS LATER. AFTER A LONG CAREER AT MARIN COLLEGE COACH DIAMOND BECAME PRESIDENT OF THE COLLEGE OF MARIN. HE IS A LIVING LEGEND AND A WONDERFUL BENEFACtor FOR THIS COUNTY, THE COLLEGE AND OTHER ELEEMOSYNARY EFFORTS. HE IS DEFINITELY A NICE MAN AND A LEADER.

$4,000.00 IN THE LATE 1940'S WAS A SIZEABLE SUM TO RAISE. JUST AS IN THE PRESENT DAY, $400,000.00 IS A SIZEABLE SUM TO RAISE. I AM NOT SURE THAT COACH DIAMOND WOULD NOT ATTEMPT TO BALANCE THE BUDGET BY CUTTING STAFF, COURSES, AND AN ADAPTED PHYSICAL EDUCATION PROGRAM.

HE WOULD FIND A MORE IMAGINATIVE WAY TO FIND THE MONEY SOMEWHERE AND KEEP ALL OF THE VALUABLE FACULTY, STAFF, AND COURSES OFFERED.

MY FIVE PAGE LETTER TO ALL OF YOU SETS OUT MY PROPOSALS FOR SOLVING THIS PROBLEM. THE COLLEGE HAS SPENT TAXPAYER MONEY TO REFURBISH THE DIAMOND PHYSICAL EDUCATION BUILDING. NOW THAT THE REFURBISHING HAS OCCURRED, IT DOESN'T MAKE SENSE TO BEGIN SHUTTING IT DOWN IN ORDER TO DEAL WITH A BUDGET CRUNCH. THAT'S NOT THE WAY COACH
DIAMOND WOULD HANDLE IT. THERE HAS TO BE ANOTHER IMAGINATIVE SOLUTION. I HAVE SET OUT SEVERAL IN MY LETTER TO THE BOARD.

THANK YOU.
MY NAME IS TONI SHEN MACINTYRE. I AM ENROLLED AS A STUDENT IN THE ADAPTED PE PROGRAM. I AM APPEARING BEFORE YOU ON BEHALF OF MY FELLOW STUDENTS AND THE STAFF IN THE ADAPTED PE PROGRAM.

THE PURPOSE OF MY PRESENTATION THIS EVENING IS AS FOLLOWS:

ONE: TO REITERATE THE CONCERNS DESCRIBED IN THE LETTERS SIGNED BY MANY OF US AND SENT TO EACH ONE OF YOU PRIOR TO THE TWO PREVIOUS BOARD MEETINGS.

TWO:
TO CLARIFY THAT THE ADAPTED PE PROGRAM IS AN EDUCATION-BASED PROGRAM AND NOT A PHYSICAL THERAPY PROGRAM. IT IS NO DIFFERENT THAN ANY CONTENT BASED OR THE REGULAR PE PROGRAM. WE HAVE STUDENTS ENROLLED IN THIS PROGRAM TAKING CLASSES FOR CREDIT THAT IS TRANSFERABLE AND SOME TO COMPLETE REQUIREMENTS FOR THEIR GED
THREE

TO REQUEST THE BOARD TO USE THE GENERAL FUNDS OF THE COLLEGE TO SUPPORT THIS ADAPTED PE PROGRAMS, TO REINSTATE IT, AND NOT TO DISMANTLE IT FURTHER.

THE ADAPTED PE PROGRAM IS A VITAL PROGRAM AND HAS BEEN IN OPERATION FOR 34 YEARS. IT HAS BEEN SUCCESSFUL DUE TO THE CARING, DEDICATED AND COMPETENT STAFF. IT HAS MADE A TRMONDOUS DIFFERENCE TO MANY LIVES OF THE STUDENTS.

WE ARE REQUESTING AND PLEADING WITH YOU TO HONOR THE MISSION STATEMENT OF THE COLLEGE: "THE COLLEGE IS COMMITTED TO RESPONDING TO COMMUNITY NEEDS BY OFFERING STUDENT CENTERED PROGRAMS IN A SUPPORTIVE, INNOVATIVE LEARNING ENVIRONMENT WITH A STRONG FOUNDATION OF SUSTAINABILITY..." QUESTION: IS THERE A DIFFERENT INTERPRETATION OF THIS MISSION STATEMENT WHEN SOME OF THE PROGRAMS HAVE BEEN AND WILL BE REINSTATED WITH GENERAL FUNDS AND NOT THE ADAPTED PE PROGRAM? IS THERE A DOUBLE STANDARD WHEN IT COMES TO SERVING A CERTAIN TARGET POPULATION SUCH AS THE STUDENTS IN THE ADAPTED PE PROGRAM?

THE STUDENTS IN THIS PROGRAM RANGE FROM AGES 18 TO 94, THEY ARE ALREADY SOMEWHAT DISENFRANCHISED BY THE SOCIETY DUE
TO THEIR CHALLENGES AND VARIOUS DISABILITYIES. WE DON'T WANT THIS STIGMA TO CARRY OVER TO OUR RESPONSIBLE BOARD MEMBERS AND TREAT THEM AS THIRD CLASS CITIZENS BY DEPRIVING THEM OF A VALUABLE EDUCATION WHICH CONTRIBUTES TO IMPROVING THEIR QUALITY OF LIFE.

IN CONCLUSION
I AM PLEADING WITH YOU TO BE COMPASSIONATE AND BE FISCALLY CREATIVE TO FIND THE MONEY IN THE GENERAL FUNDS TO SERVE THE STUDENTS IN THE ADAPTED PE PROGRAM IN THE MANNER WHICH THEY DESERVE. WE KNOW YOU CAN DO IT. Please DO IT.
THANK YOU.
Hi, my name is Joy Dryden and I am an athlete who uses a wheelchair and other adaptive equipment to participate in sports and exercise my body. I want to thank the College of Marin for renovating the sports center to make it accessible to everyone. The whole facility is ramped. The restrooms have accessible toilets and showers. The pool has a chairlift to allow someone who can’t walk to get in and out of the pool. There is a room complete with all kinds of adaptive exercise equipment. This is great!

But for people like me this facility is useless unless there are trained people to assist me to use the adaptive equipment. I can not get into the pool without someone to operate the chair lift for me. I need assistance to set up the exercise equipment so that I will not get injured using it. When I go to yoga I need four people to assist me on and off the floor and in order for me to fully participate in the yoga exercises I need a person to move my legs or steady my body.

The College of Marin Adaptive PE program has allowed me get good exercise in a safe environment. There are trained instructors who can help me to adapt to an activity or show me how to use adaptive equipment to be able to fully participate.

Consider what would happen if there was no longer the Adaptive PE program and I signed up for the Yoga class for able bodied people. The teacher would have to arrange for four college employees who knew how to properly lift me to come at the beginning of the class and the end of the class to get me on and off the floor. Some college employee would need to spend the class hour with me to assist me with the yoga moves. The instructor may have to change the activity of the whole class so that would be appropriate for me. Do you see what a burden this would be to the instructor, the PE program, and the inconvenience and frustration it might cause to the able bodied students who are used to a more strenuous, faster paced program?

Now, what if I want to join the swimming class? Or the Tai-Chi class? Or a class which uses the exercise machines? By the ADA laws you can’t tell me that I can’t participate in these classes if you are not offering a class designed to accommodate my needs.

Up until now, the College of Marin has been the forerunner in the Bay Area for providing accessible PE programs for the disabled community. This is really in the spirit of complying with the ADA laws. Please keep it going!
MY NAME IS TERRY MALOUF; I LIVE IN IGNACIO BY THE IVC CAMPUS. I AM HERE TONIGHT AS A PRIVATE CITIZEN AND AS YOUR NEXT DOOR NEIGHBOR.

ABOUT TWO WEEKS AGO ON 8 APRIL, SEVERAL OF MY NEIGHBORS AND I ATTENDED THE FINAL IVC COMMUNITY FORUM CONDUCTED BY V-ANNE CHERNOCK.

BECAUSE THERE WERE NO COMBOT MEMBERS PRESENT, I THINK IT'S IMPORTANT TO MAKE YOU AWARE OF TWO CRITICAL ISSUES THAT WERE DISCUSSED AT THAT MEETING.

FIRST POINT: ONE OF MY NEIGHBORS RAISED HER CONCERN ABOUT THE POSSIBILITY OF WILDFIRE.

BECAUSE OF THE LARGE ACCUMULATION OF DEAD TREES, LIMBS, LEAF DUFF AND OTHER FIRE FUEL ON THE GROUND AT IVC, THERE IS A REAL POSSIBILITY THAT A WILD FIRE STARTING ON IVC PROPERTY COULD SPREAD TO OUR HOMES.

V-ANNE ASKED COM DIRECTOR OF MAINTENANCE AND OPERATIONS, BOB THOMPSON, TO RESPOND.

THOMPSON SAID THAT "IN SOME RESPECTS, THE CAMPUS IS A FIRE WAITING TO HAPPEN". HE WENT ON TO ADVISE US THAT HE HAD NO FUNDS AVAILABLE FOR FIRE MITIGATION AND THAT NO FURTHER FIRE MITIGATION ACTIVITIES WERE PLANNED.

THE FIRE SEASON IS ALMOST HERE SO THIS IS A PROBLEM THAT REQUIRES THE COMBOTS IMMEDIATE ATTENTION.

SECOND POINT: IN THE FORUM I NOTED THAT THE EMERGENCY SPILLWAY FOR THE BIOSWALE HAD NOT YET BEEN BUILT. THIS FEATURE IS SPECIFIED IN THE FINAL EIR AT: Mitigation Measures - HYDROLOGY – 2a (4)

"The basin shall be designed with an emergency spillway for a 50-year storm event."

I WAS ADVISED BY SWINERTON CONSTRUCTION MANAGER, DEBRA THAT THE 54" MAIN DRAIN WOULD TAKE CARE OF A 50 YEAR STORM.

I THEN ASKED DEBRA WHAT WOULD HAPPEN IF THE 54" DRAIN SYSTEM FAILED.

DEBRA ACKNOWLEDGED THAT IF THE DRAIN SYSTEM FAILED, THE BIOSWALE WOULD OVERFLOW.

PLEASE NOTE THAT THIS OVERFLOW WOULD CAUSE FLOODING OF OUR HOMES AS ACTUALLY OCCURRED IN THE PAST.

V-ANNE ADVISED US THAT THEY WOULD TAKE THIS INTO CONSIDERATION.

I SAY THERE IS NO REASON FOR ANY FURTHER DELAY AND I REQUEST THAT THIS SPILLWAY BE CONSTRUCTED AT ONCE. IT WILL BE A SIMPLE, LOW COST PROJECT AND IT IS A REQUIRED MITIGATION MEASURE ACCORDING TO YOUR OWN EIR.

I ASK THAT THE COMBOT GIVE THEIR IMMEDIATE ATTENTION TO THE TWO CRITICAL ISSUES OF POTENTIAL FIRE AND FLOODING.

MY FRIEND AND NEIGHBOR BOB CRANKSHAW HAS SEVERAL ADDITIONAL POINTS FROM THE IVC FORUM HE WOULD LIKE TO DISCUSS WITH YOU IN HIS ALLOTTED 3 MINUTES.
Terry Malouf  
1005 Indian Way  
Novato, California 94949  
23 April 10

ERROR CORRECTION: COMBOT MEETING — 20 APR 10

Dear President Long:

During my Citizens Request Remarks at the above meeting, I mistakenly stated that there were “no COMBOT members present” at the Final IVC Community Forum held 8 April.

Trustee Dolan contacted me immediately after I concluded my remarks and advised that she had been at the Forum. Further investigation showed that you were also in attendance at the Forum.

My apologies to both you and Trustee Dolan for my error. Apparently both of you came in after the meeting started and I did not notice that you were there.

I am sorry we missed this opportunity because my neighbors and I would have enjoyed the chance to meet you in person. Also, while Trustee Dolan and I have met previously on several occasions, my other neighbors had never met her.

In any case, the dangers that I pointed out in my remarks regarding the possibility of Wildfire and Bioswale Overflow/Flood are real. My neighbors and I will appreciate your prompt attention to these issues.

I have enclosed an extra copy of this letter and ask that you send it to your Recording Secretary so she can append it to the remarks I left with her at the 20 April meeting. Also enclosed is a copy of my remarks for your reference.

Yours truly,

Terry Malouf

C.C. Trustee Barbara Dolan  
v-Anne Chernock
Good evening,

I'm another of those irate neighbors of IVC. But I'm no longer quite as irate as I have been. I spent over fifty years in major league construction and I'm more inclined these days to be entertained than ticked off by your construction project at IVC. It has been alternately amusing, amazing and, in retrospect, entertaining. The recent community forum at IVC is a good example.

At the outset of the meeting, Ms. Chernock confirmed that the Bond C monies were, in part, for the "restoration and renovation of existing buildings". In response to further questions, we were informed that there are no funds in the operating budget for the air conditioning systems and leaking roofs of these buildings. We've been told they are "in very bad condition". QUESTION: Why weren't our Bond C funds spent on these "restoration and renovation" needs?
Ms. Chernock informed us of the expansion of the geothermal field, doubling its size, and thus providing the heating/cooling medium needs for the original campus.  QUESTION: does that do anything to correct the "very bad condition" of the present AC system?

And, as a final bit of entertainment, we find that a major piece of the drilling for the geothermal field will be in the area most recently paved and curbed.

Thank you.
Issues That Must be Considered

For the last several months, the focus of the Board of Trustees and the community has been on the selection of an architect for the new Gateway Center at the Kentfield campus of the College of Marin. This has been a process that proved to be cumbersome, frustrating and yet educational for all of us. During this process, there have been some issues that have been raised but not dealt with due to the focus on the architect selection. We would like to remind the Board of these issues and ask that they be addressed immediately.

Parking

At every turn, the issue of insufficient parking and the erosion of the number of spaces at the College is raised. We have continually been told that “there is a study for that” and that a consultant will come up with a plan. Tonight I ask you, who is that consultant and when will we see a report? As we head for summer and a change in the College’s administration, we fear that we will head into the next academic year without addressing the parking issue. With parking spaces being lost on Laurel Avenue and plans for Lot 13 to return to wetlands, the problem is getting worse, not better. Please make sure that the parking issue is being addressed and that the promises of a plan are not hollow.

Temporary Buildings

The temporary buildings on the South side of the creek and along College Avenue are unsightly. In the midst of a College that advertises itself as in the middle of a modernization project, these buildings have no place. We also find that our Sheriff’s Department has now taken up permanent residence on campus property. All of these buildings need to be removed and replaced with additional parking and/or a small creek-side park.

Austin Science Center

If this building is to be kept as a part of the College, then we should make plans for it. The square footage of this building is never considered when we talk about the size of the campus. We suggest that the Austin Science Center be considered as the new Administrative and Security Center, with the administrative, sheriff and campus police offices all being moved to this building. This will allow for the removal of the temporary buildings and for the reduction in size and profile of the new Gateway Center.

Community Meetings (User Groups)

We, as a community are happy that there is a plan for user groups to work with the architect as we move forward. We request that the community groups have the opportunity to review the
contract with the architect prior to it being approved and help in drafting the scope of work. We want to see language in the contract that allocates time with the architect for all users (Community, staff, administration, students, etc.) As scheduled, the User Groups are planned for May, with the second meeting being in September. This is either poor planning or an attempt to complete much of the design with no user input. While school is not in session, Swinerton, the Director of Modernization and the architect will continue work on the project. The community is available and wants to meet with the architect at least once a month to discuss progress, ideas and to answer concerns.
Academic Senate Presentation to the Board of Trustees
April 20, 2010

Sara McKinnon and I attended the Academic Senate of California Community Colleges (ASCCC) Plenary Thursday through Saturday of this past week. Senates, through the resolution process, debate significant issues and take an official stand on them.

There are a myriad of issues that are considered in this process, many of them quite technical as they relate to faculty qualifications, the disciplines list, curriculum, accreditation standards, and articulation and transfer. I’d like to review two of the most salient matters that came forward through the resolution process.

Resolution 2.05 – asked for a vote of no confidence in the leadership of ACCJC. It asked that the senate work with the Chancellor’s Consultation Council to send the notice of the vote of no confidence to state and national education leaders. This motion was withdrawn.

Two subsequent motions were considered on the subject of ACCJC and WASC.

Resolution 2.06 – asked that ASCCC research options for peer review and accreditation other than ACCJC and WASC, and that the results of the research be made available by next spring. One “Whereas” says: “Alternative accrediting bodies other than the ACCJC exist and are utilized by our transfer institutions;”. This resolution will be referred to one of the Senate’s standing committees for research and reporting.

Resolution 2.03 – had three significant parts:
>
> To endorse the seven recommendations the Consultation Task Force made to ACCJC last year
> To express disappointment at ACCJC’s lack of responsiveness to the seven recommendations
> To continue working with the Consultation Task Group on next steps, which might include a letter of no confidence; seeking federal advice and support; or legislative alternatives.

Both Resolution 2.06 and 2.03 passed.

The second issue has to do with transfer degrees, which is an issue I talked to you about last year after the fall plenary. As a recap, Assembly Bill 440 was introduced in the last legislative session. AB 440 would have allowed community colleges to offer a transfer degree but would have mandated that the degree not include any local requirements beyond those expected for transfer into a four year college. This applies to students who complete a minimum of 60 transferable semester units consisting of an approved transfer general education program and a major or area of emphasis. The ASCCC was against this bill and it ultimately died in committee. It was resurrected this session as SB 1440.

However, while we were meeting at plenary, SB 1440 morphed into something quite different from where it began.

It would still codify a degree in statute rather than in Title 5, and it would mandate that community colleges offer transfer degrees rather than this being locally determined, both of which the senate is against. However, the latest version of SB1440 also requires the CSUs to standardize their course requirements for GE and create a common lower division major prep that applies across the CSUs. This is something the community colleges have been asking for and wholeheartedly support, especially since it will help save programs like psychology or engineering where no two colleges have the same
requirements, making it near impossible for the community college to prepare students in these fields. The morfed version also guarantees admissions – if space is available – to any student who is awarded the transfer degree. Further, it protects our students by preventing the CSUs from requiring students who complete such degrees to repeat transferable courses that are similar to those taken at the community college.

There were five resolutions considered on this issue and numerous amendments to the resolutions. Two of the resolutions were referred back to the executive council, one failed, one passed, and one was rendered mute by virtue of the one that passed.

**Resolution 4.07** is the one that passed and it assumes that transfer degrees are imminent and resolved that despite prior opposition to the use of the word “transfer” in a degree title and to having degrees in legislation, the ASCCC support legislation to allow but not mandate such degrees.

The resolution also directed the ASCCC to work with senates from the CSUs and UCs to identify common major preparation pathways so that we can simplify student course planning.

As it stands, the transfer degree may have little impact on College of Marin since the degrees we revised last year under the direction of Nick Chang, Robert Kennedy, and Bessie Nulung will probably be close to the standards proposed in this legislation.

If you are interested in information about any of the other resolutions or specifics on the ones I mentioned, please let me know.
Call to Order and Roll Call

The Board of Trustees of the Marin Community College District met in AC108 on the Kentfield campus for a Special Board Meeting (Board Retreat), all members having received notice as prescribed by law. Board President Long called the meeting to order at 9:15 a.m. Trustees Treanor, Hayashino, Conti and Long were present. Trustees Dolan, Namnath, Kranenburg, and Student Trustee Parker were absent.

M/s (Conti/Hayashino) to approve the agenda as presented. The motion passed unanimously (7-0).

Adoption of Agenda

M/s (Hayashino/Treanor) to adopt the agenda with these revisions: 1) the group norms discussion was deferred to the June 8 Board Retreat; Vice President Harrison was asked to change the focus of his financial update to the state employee pension situation and its effects on the college and to defer the balance of his planned financial update to the May 18 Board meeting. The motion passed by a unanimous vote of 4-0.

Comments from the Public

None

Financial Update

Al Harrison, Vice President of College Operations, informed the Board that STRS is in deep trouble and has a potentially bigger unfunded liability problem than PERS. He anticipates that there will be significant increases in required employer contributions for
both STRS and PERS in the next four years and noted that the college will have to be prepared to deal with this.

Case Studies

Trustee Treanor presented scenarios for discussion she prepared for the Board on organizational, operational and functional areas with a focus on conflict resolution. Board members reviewed the scenarios, complimented Trustee Treanor for her work on this exercise, and decided that it would be best to make some edits to make the tone less subjective and to wait until more Board members were present to have the actual discussion on these issues. They also commented on the need for an outside facilitator to come to the June 8 Retreat and oversee the discussion of these scenarios.

Organizational Areas

*Agenda Development:* Trustees discussed the development of agendas and timing of meetings/study sessions. Trustees also discussed a set time for meetings (including study sessions); meetings should be started on-time and if closed session is not finished by this time closed session will be continued after the open session has adjourned. Dr. White reminded Trustees that the meeting calendar is set at the Annual Organizational meeting in December.

*Agenda improvement:* Board Officers need to recognize when a study session is needed. Before the Bond, study sessions were educational topics led by a Board member and addressed an issue that would come to the Board 1-2 meetings in advance of the action item appearing on the agenda. Trustees agreed that it would be good to move back toward this model. To aid in this preparation, the Board of Trustees meeting matrix will be included in the organizational meeting materials along with the annual calendar.

*Decision Making:* Agendas and the back-up materials should be read in advance of the meeting. Board members who do not come prepared should be sure not to monopolize Board meeting time with questions that are addressed in the meeting materials. This topic will be further discussed at the June retreat.

Operational Areas

*Meeting Protocols:* Trustees were provided with two handouts: (1) Successful Meetings and (2) Do’s and Don’ts of Parliamentary Procedure. Trustees were asked to review each handout.

*Parliamentary Procedure vs. Robert’s Rules of Order:* Trustees discussed the difference between parliamentary procedure and Robert’s Rules of Order. It was pointed out that Robert’s Rules is typically used for larger decision making bodies (typically 12+ people) and that the terminology we should be using is parliamentary procedure. Trustees Conti and Hayashino will form an ad hoc committee to select and develop a parliamentary procedure and report back at the next Board retreat.
“Command Performance” expectations: This item will be discussed at the June Retreat.

Functional Areas

Code of Ethics: This Board Policy is required to meet a WASC standard and part of the Self-Study. Therefore, this item will appear for approval on the May 18 agenda.

Community Relationship: Trustees acknowledge that the community cannot be put aside, but decisions of the Board must be made according to the needs of programs and students.

Trustee to Trustee Relationship: This item will be discussed at the June Retreat.

Wrap up

Topics for May 18 Meeting:
- STRS/PERS Discussion
- BP 2715 Code of Ethics
- Board of Trustees Goals/Priorities

Topics for June Retreat:
- Team Building/Norming
- Case Studies (Trustees Conti and Hayashino to revise)
- Parliamentary Procedure
- Discuss “must attend” events

Adjournment

Board President Long adjourned the meeting at 2:52 p.m.
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
<th>May 18, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No. B.16.A</td>
<td></td>
</tr>
<tr>
<td>Subject:</td>
<td>Contracts and Agreement for Services Report— April 2010</td>
<td>Enclosure(s):</td>
<td>Attachment</td>
</tr>
</tbody>
</table>

**BACKGROUND:**

In accordance with Board Policy 6.0017 on External Consultants and Evaluators, attached for your information is a listing of all External Consultants and External Evaluators with whom we entered into a contract in excess of $1,000 with a description of services provided.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Vendor/Description</th>
<th>Department</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0208475</td>
<td>Print Inkorporated/Paul Giampaoli</td>
<td>Logistics</td>
<td>$3,920.73</td>
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<td></td>
<td>Printing services for 5,000 presentation folders for</td>
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<td></td>
<td>the College of Marin</td>
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<td>P0208481</td>
<td>DaVinci Fusion, Inc</td>
<td>Performing Arts</td>
<td>$1,200.00</td>
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<td></td>
<td>Production design services for the Spring 2010 Dance</td>
<td></td>
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<td></td>
<td>Concert.</td>
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<tr>
<td>P0208491</td>
<td>Ikon Office Solutions</td>
<td>Logistics</td>
<td>$2,000.00</td>
</tr>
<tr>
<td></td>
<td>Service/Maintenance agreement for 3 Canon Copiers.</td>
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<tr>
<td>P0208536</td>
<td>3M Library Systems</td>
<td>Logistics</td>
<td>$1,241.00</td>
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<td></td>
<td>Service/Maintenance agreement for security book tagging</td>
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<td></td>
<td>equipment.</td>
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<tr>
<td>P0208553</td>
<td>PACO Pumps Grundfos CBS, Inc</td>
<td>Maintenance</td>
<td>$4,661.93</td>
</tr>
<tr>
<td></td>
<td>Service and replacement of failed sump pump at Kentfield</td>
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<td>PE 98, pool boiler room.</td>
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<tr>
<td>P0208557</td>
<td>Dorius &amp; MacCarthy Plumbing &amp; Heating</td>
<td>Maintenance</td>
<td>$2,200.00</td>
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<tr>
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<td>Testing services for annual required backflow testing</td>
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<td></td>
<td>on the Kentfield Campus.</td>
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<tr>
<td>P0208561</td>
<td>Kean Miller Trust Account</td>
<td>District Wide</td>
<td>$2,000.00</td>
</tr>
<tr>
<td></td>
<td>Mitigation and clean-up services for abandoned site.</td>
<td></td>
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<tr>
<td>P0208565</td>
<td>Law Office of Larry Frierson</td>
<td>District Wide</td>
<td>$20,480.00</td>
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<td>Legal services for United Professors of Marin fact</td>
<td></td>
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<td></td>
<td>finding, February 2010.</td>
<td></td>
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<tr>
<td>P0208567</td>
<td>Sacramento Collegiate Umpires Association</td>
<td>Physical Education</td>
<td>$2,380.00</td>
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<tr>
<td></td>
<td>Umpire services for 2010 Women's home softball games.</td>
<td></td>
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<td>P0208568</td>
<td>Student Insurance</td>
<td>District Wide</td>
<td>$4,608.00</td>
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<td>International insurance services required for 9</td>
<td></td>
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<td></td>
<td>international students.</td>
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<td>P0208569</td>
<td>Northern California Community Colleges</td>
<td>District Wide</td>
<td>$5,311.00</td>
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<tr>
<td></td>
<td>Insurance services to cover renovations to PE Complex,</td>
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<td>adding Geothermal Fields and new equipment coverage</td>
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<td>for the Transportation Tech Complex.</td>
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<td>P0208576</td>
<td>Lexipol, LLC</td>
<td>Police</td>
<td>$1,950.00</td>
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<td></td>
<td>Updating services for the Police Policy Manual for the</td>
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<td>2009/2010 year.</td>
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<td>Agreement Number</td>
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<tr>
<td>P0208589</td>
<td>Town of Ross</td>
<td>Police</td>
<td>$4,079.57</td>
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<td>Police services for additional coverage of officers</td>
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<td>between March 7 through March 20, 2010, additional</td>
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<td></td>
<td>funding to come from restricted funds.</td>
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<td>P0208591</td>
<td>Law Office of Larry Frierson</td>
<td>District Wide</td>
<td>$24,650.00</td>
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<td>Legal services for UPM arbitration, SEIU issues,</td>
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<td>UPM fact finding, UPM overload and miscellaneous for</td>
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<td>March 2010.</td>
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<td>P0208642</td>
<td>School &amp; College Legal Services of California</td>
<td>District Wide</td>
<td>$17,897.97</td>
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<td>Legal services for mandated costs and additional hours</td>
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<td>over retainer.</td>
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<td>P0208668</td>
<td>Pitney Bowes Postage By Phone</td>
<td>Logistics</td>
<td>$10,000.00</td>
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<tr>
<td></td>
<td>Postal services for first class mail for the College.</td>
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<td>P0208671</td>
<td>Reliable Distribution, Inc</td>
<td>Logistics</td>
<td>$5,000.00</td>
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<td>Distribution services for class schedules throughout</td>
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<td>Marin County.</td>
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<td>P0208685</td>
<td>Kronick, Moskovitz, Tiedemann &amp; Girand</td>
<td>District Wide</td>
<td>$4,300.00</td>
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<td>Legal services for labor and employment law.</td>
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<td>P0208686</td>
<td>College Source, Inc</td>
<td>Student Learning</td>
<td>$2,705.00</td>
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<td></td>
<td>Online database of 52,364 digital college catalogs.</td>
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<td>Restricted</td>
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<td>P0208548</td>
<td>WK McLellan Co</td>
<td>Grounds</td>
<td>$7,850.00</td>
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<td></td>
<td>Repair/Surfacing services for Lot 3 emergency repairs</td>
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<td>at the Kentfield Campus.</td>
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<tr>
<td>P0208589</td>
<td>Town of Ross</td>
<td>Parking</td>
<td>$2,719.71</td>
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<td></td>
<td>Police services for additional coverage of officers</td>
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<td>from March 7 to March 20, 2010, additional funding</td>
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<td>to come from unrestricted funds.</td>
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<td>P0208626</td>
<td>Hardison, Komatsu, Ivelich &amp; Tucker Architects</td>
<td>District Wide</td>
<td>$2,274.64</td>
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<td></td>
<td>Architect services for the fence line adjustments for</td>
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<td>the Farm at the Indian Valley Campus location.</td>
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<td>P0208630</td>
<td>Sungard Higher Education Managed Service</td>
<td>District Wide</td>
<td>$1,000.00</td>
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<td></td>
<td>Consulting services for Financial Aid Process.</td>
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<td>Agreement Number</td>
<td>Vendor/Description</td>
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<td>P0208631</td>
<td>Sungard Higher Education Managed Service</td>
<td>District Wide</td>
<td>$7,200.00</td>
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<td>Consulting services for Financial Aid Process.</td>
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<tr>
<td>P0208649</td>
<td>Mimi Katz</td>
<td>Vocational Programs</td>
<td>$1,200.00</td>
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<td></td>
<td>Facilitation services for Foster Parent meeting 2009/2010.</td>
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<tr>
<td>Measure C</td>
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<tr>
<td>P0208817</td>
<td>Pacific Sun</td>
<td>Measure C</td>
<td>$1,428.00</td>
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<td></td>
<td>Advertising services for the Indian Valley Community Forum, run dates March 19 and March 26, 2010.</td>
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<tr>
<td>P0208628</td>
<td>Mcgraw-Hill Construction Regional Publications</td>
<td>Measure C</td>
<td>$1,984.00</td>
</tr>
<tr>
<td>P0208693</td>
<td>Green Building Services</td>
<td>Measure C</td>
<td>$2,000.00</td>
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<tr>
<td></td>
<td>LEED review service for New Fine Arts Buildings.</td>
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</tbody>
</table>
### BOARD AGENDA ITEM

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
<th>May 18, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No. B.16.B</td>
<td></td>
</tr>
<tr>
<td>Subject:</td>
<td>Third Quarter Financial Status Report and CCFS-311 Q for 2009/10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td>Enclosure(s):</td>
<td>INFORMATION</td>
<td>CCFS-311Q</td>
</tr>
</tbody>
</table>

### BACKGROUND:

The CCFS-311Q report is attached for review. Staff is available to answer any questions.

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Administrator Initiating Item

Albert J. Harrison II, Vice President – College Operations
### Table: Total General Fund Cash Balance (Unrestricted and Restricted)

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>As of the Specialized Quarter ended for each Fiscal Year</td>
<td>5/09</td>
<td>5/09</td>
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</table>

### Table: Annualized FTE's (Excluding Apparatus and Non-Resident)

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<tr>
<td>As of the Specialized Quarter ended for each Fiscal Year</td>
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### Table: Annualized Attendance FTE's

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<tbody>
<tr>
<td>As of the Specialized Quarter ended for each Fiscal Year</td>
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<td>Year 1</td>
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</table>

- **Total Cost Increase**
- **Temporary Cost Increase**
- **Permanent Cost Increase**
- **Management Cost Increase**
- **Academic Cost Increase**
- **Contracted Employee Benefits**
- **Salaries**

**V.** Has the district settled any employee contracts during this quarter?

**A.** Yes

**B.** No

**C.** Yes, complete the following: (if multi-year settlements, provide information for all years covered)

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
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<tbody>
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</table>

**D.** Fund balance, ending (previous to current year)

**E.** Adjusted fund balance, beginning

**F.** Revenues (General Fund Expenditures: L.5 - L.3)

**G.** Total unrestricted expenditures (L.1 + L.2)

**H.** Other revenues (general and special funds)

**I.** Revenues:

**J.** Total unrestricted Revenues (L.1 + L.2)

**K.** Other revenues (special funds) (Ordinance 8800)

**L.** Revenues:

**M.** Total unrestricted General Fund Revenues (Ordinance 8800, 8800)

**N.** Revenues:

**O.** Total unrestricted General Fund Revenue, Expenditure, and Fund Balance:

**P.** Total Cash, Cash, Fund Balance only

**Q.** Cash, excluding borrowed funds

**R.** Cash, borrowed funds only

**S.** Borrowed Funds only
If yes, what are the problems and what actions will be taken? Enter explanation below, include additional pages if needed.

VII. Does the district have significant fiscal problems that must be addressed?

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed)

VIII. Did the district have significant events for the quarter (include occurrence of long-term debt, settlement of (TRANSA) Issuance of CPSP, etc.)

Check if applicable. Provide an explanation on how the district intends to fund the salary and benefit increases and also identify the revenue sources/budget code.

As specified in Collective Bargaining Agreement or other Employment Contract

| Year 3: |
| Year 2: |
| Year 1: |
| Benefits: |
| Year 3: |
Quarterly Financial Status Report: CCFS-3110

California Community Colleges Chancellor's Office

Quarterly Status Data - CCFS-3110
Quarterly Financial Status Report: CCFS-3110

District (330) Marin

Change the period

District: (330) Marin

Certify Quarterly Data:
Quarterly Financial Status Report: CCFS-3110

District: (330) Marin

Quarterly Financial Status Report: CCFS-3110

Certify Quarterly Data - CCFS-3110 (Quarterly Financial Status Report)
Marin Community College District
Measure C Bond Modernization Program

Modernization Director’s Report to Board of Trustees
May 18, 2010

BUDGET UPDATE

- Bond spending plan: $264.5 million ($249.5 m bond, $15 m interest)
- Reserves: $5,789,000
- Expended to date: $101.9 million (38.5% of bond spending plan)
  - Assessment $ 5.5 million
  - Planning/design $40.8 million
  - Construction $55.6 million

- Summary of modernization items in this agenda:

  Consent (all routine items not requiring resolution or discussion): $3,261,921
  Six (6) new construction contracts ($2,544,321)
  Four (4) construction change orders ($139,468)
  One (1) new professional services agreement ($50,000)
  Nine (9) professional services amendments ($528,132)
  One (1) notice of completion ($0)

  Action (items requiring resolution or discussion):
  Three (3) new construction contracts (low bidders TBA)
  One (1) construction change order ($569,315)

- Net value of new contracts / changes / amendments in this agenda: $3,831,236
  Not counting three construction contracts w/ low bidders TBA

CURRENT DESIGN (major building projects are listed in bold)

- KTD New Academic Center
  Design kickoff meetings held April 29; user group meetings started w/o May 10

- KTD Child Development Center
  Project initiated by Board April 20; meetings with user groups have commenced.

CURRENT CONSTRUCTION (major building projects are listed in bold)

- IVC Trans. Tech. Complex:
  Change order #9 is submitted this meeting; change orders = 9.1%. Grand opening is scheduled for May 13; move-in to be complete week of May 17.

- IVC Main Building Complex:
  Change orders #16 and #17 are submitted this meeting; change orders = 6.6%. Project is on schedule for completion in late 2010.

- KTD Fine Arts Building:
  Change order #4 is submitted this meeting; change orders = 0.3%. Project is on schedule for completion in early 2011.
Marin Community College District  
Measure C Bond Modernization Program

- KTD SMCP Utility Project: Change order #11 is submitted this meeting; change orders = 45.7%. Work is complete; contractor request for equitable adjustment is settled in Change order #11.

- KTD Hazmat Abatement: Notice of Completion is submitted this month. Final change orders included a credit reducing final price to below bid price.

- IVC Utilities Project (Geothermal II): Notice to Proceed issued this month.

DESIGN COMPLETED / FUTURE CONSTRUCTION (major projects are listed in bold)

- KTD Science/Math/CP: Bids opened May 18; apparent low bidder to be announced at Board meeting.

- KTD Performing Arts Building: Spring/Summer 2011 – Summer 2012. Continuing discussions with building occupants regarding scheduling and relocation are scheduled monthly.

- Backflow Preventers: Bids opened May 11; low bidder to be announced at Board meeting.

OTHER OPEN INITIATIVES

- Swing space/relocation: Construction is substantially complete. Three (3) classrooms are being converted to smart classrooms
  - Orchard Greenhouse
  - Portable Village

- Furniture, fixtures, equipment: Most TransTech Complex FF&E has been delivered; some items remain to be procured. Fine Arts Complex FF&E list is complete. SMCP FF&E list is underway. Performing Arts FF&E list is pending

- Building signage (FA, SMCP, PA): Bids opened May 12; low bidder to be announced at Board meeting.

- External signage: Revision of IVC campus map underway this month.

- Project Stabilization Agreement: Proceeding.

- LEED: PE Complex has earned LEED Gold! Other projects are pending completion of construction.
## Marin Community College District
### Measure C Bond Modernization Program

**COMPLETED PROJECTS* (major projects in bold)**

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Budget (approx)</th>
</tr>
</thead>
<tbody>
<tr>
<td>KTD College Avenue Utility Conduit Crossing</td>
<td>$68,000</td>
</tr>
<tr>
<td>KTD Dance Relocation</td>
<td>$770,800</td>
</tr>
<tr>
<td><strong>KTD Diamond PE Center</strong></td>
<td><strong>$20,900,000</strong></td>
</tr>
<tr>
<td>KTD Dickson Hall Faculty Relocation</td>
<td>n/a</td>
</tr>
<tr>
<td>KTD DSPS Relocation</td>
<td>$212,000</td>
</tr>
<tr>
<td>KTD Health Services Relocation</td>
<td>$495,000</td>
</tr>
<tr>
<td>KTD Larkspur Annex Restoration</td>
<td>$1,200,000</td>
</tr>
<tr>
<td>KTD Literacy Lab (partially funded by Redevelopment funds)</td>
<td>n/a</td>
</tr>
<tr>
<td>KTD Parking Lot 10 Paving Project</td>
<td>n/a</td>
</tr>
<tr>
<td>KTD Photovoltaic System</td>
<td>$3,700,000</td>
</tr>
<tr>
<td>KTD Pool Repair Project</td>
<td>$425,100</td>
</tr>
<tr>
<td>KTD Portable Village Swing Space</td>
<td>$1,300,000</td>
</tr>
<tr>
<td>KTD West Bridge</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>KTD and IVC Geothermal Fields</td>
<td>$9,300,000</td>
</tr>
<tr>
<td>KTD and IVC Greenhouse/Shade Structure Relocation</td>
<td>$359,000</td>
</tr>
<tr>
<td>KTD and IVC Tree Removal</td>
<td>$315,000</td>
</tr>
<tr>
<td>IVC 12kV Utility Extension</td>
<td>$472,000</td>
</tr>
<tr>
<td>IVC Creek Erosion Mitigation</td>
<td>$788,000</td>
</tr>
<tr>
<td>IVC Fire Mitigation</td>
<td>$785,000</td>
</tr>
<tr>
<td>IVC Gas Main Replacement</td>
<td>$534,000</td>
</tr>
<tr>
<td>IVC Pomo 4 Roof Replacement</td>
<td>$159,000</td>
</tr>
<tr>
<td>IVC Storm Drain Repairs</td>
<td>$349,000</td>
</tr>
<tr>
<td>IVC TransTech Swing Space</td>
<td>$538,000</td>
</tr>
</tbody>
</table>

**Total completed projects to date:** $44,669,800

*Completed = Notice of Completion filed
6A) Project funds reallocated to other projects.
6B) Project funds reallocated to other projects.
7A) NO state funding will be available for this project.
6A) Significant delay for bidding due to DSA approval
4A) In field construction issue needing DSA approval.
5A) Schedule advanced to current status.

4B) The 91% is based on the amount spent of the preconstruction budget. We are now in the construction budget and therefore, expect little additional expense for preconstruction.

4A) Project has encountered unforeseen conditions that will affect project duration.
3C) Project start date is affected by the FTA completion date.
3B) Project has been submitted to DSA and is expected to be out of DSA in Whittier/Spring 2010.
3A) Project has been submitted to DSA. Therefore the project design is 95% complete. There will be very little additional involved until DSA releases the Project.

1B) Project has been submitted to DSA and is expected to be out of DSA in Whittier/Spring 2010.
1A) Project has been submitted to DSA. Therefore the project design is 95% complete. There will be very little additional involved until DSA releases the Project.

Notes:

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**304A Fusselman Hall Modernization**

**302B LRC Modernization**
### A. Alfa Tech Consulting Enterprise (Geothermal / PV @ PE / Sitework)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical &amp; IT design services for 12 KV Utility extension project</td>
<td>To follow project 402A schedule</td>
<td>Amendment 14</td>
<td>In Progress</td>
</tr>
<tr>
<td>Electrical design for add alternate 8-ticket dispensing machine and future blue light telephone (413A)</td>
<td>11/15/2009</td>
<td>Amendment 21</td>
<td>In Progress</td>
</tr>
<tr>
<td>No Cost Time Extension thru 12/31/10</td>
<td>12/31/2010</td>
<td>Amendment 22</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

### B. Amy Skewes-Cox (EIR)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>No outstanding items</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### C. CSW Stuber-Stroeh (Bioswale / West Campus Bridge / Sitework)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>No outstanding items</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Building Complex (417A)</td>
<td>10/1/2009</td>
<td>Amendment 26</td>
<td>In Progress</td>
</tr>
<tr>
<td>Design Services to replace backflow devices at PE Complex Diamond PE Center (308B)</td>
<td>1/31/2010</td>
<td>Amendment 27</td>
<td>In closeout</td>
</tr>
<tr>
<td>No Cost Time Extension thru 12/31/10</td>
<td>12/31/2010</td>
<td>Amendment 28</td>
<td>In closeout</td>
</tr>
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</table>

### D. Degenkolb Engineers (District Structural Engineers)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
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</thead>
<tbody>
<tr>
<td>No outstanding items</td>
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</table>

### E. ED2 International (Science / Math / Central Plant)

<table>
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<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated DSA Stamp-out (100% CD's)</td>
<td>Original 2/1/2009 - Current 4/01/10</td>
<td>Contract</td>
<td>Out of DSA</td>
</tr>
<tr>
<td>Bidding Phase - to Notice to Proceed</td>
<td>Original 5/1/2009 - Current 04/19/10</td>
<td>Contract</td>
<td>In Progress</td>
</tr>
<tr>
<td>Construction Phase - 24 Months</td>
<td>4/15/10-4/30/12</td>
<td>Contract</td>
<td></td>
</tr>
<tr>
<td>Operation/Project Close-out Phase - 12 months</td>
<td>10/30/2012</td>
<td>Contract</td>
<td></td>
</tr>
<tr>
<td>HABS (Historic American Buildings Survey) (305A)</td>
<td>3/19/2010</td>
<td>Amendment 2</td>
<td></td>
</tr>
</tbody>
</table>

### F. Fugro West, Inc. (District Soils Engineer)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>No outstanding items</td>
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</table>

### G. HKIT (Hardison, Komatsu, Ivelich & Tucker) (Transportation Technology Center)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Phase</td>
<td>Original 6/15/08-8/31/09</td>
<td>Contract</td>
<td>On Going</td>
</tr>
<tr>
<td>Plans came out of DSA July 8, 2008.</td>
<td>Current completion 3/15/10</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operation/Project Close-out Phase - 12 months</td>
<td>9/1/08-9/1/10</td>
<td>Contract</td>
<td></td>
</tr>
</tbody>
</table>
### H. Kate Keating Associates, Inc. (District Signage Consultant)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>TransTech Complex Signage (402A)</td>
<td>12/31/2009</td>
<td>Amendment 5</td>
<td>In Progress</td>
</tr>
<tr>
<td>Main Building Complex Signage (417A)</td>
<td>9/30/2010</td>
<td>Amendment 5</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

### I. Kwan Henmi (Diamond PE Center)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operation/Project Close-out Phase - 12 months</td>
<td>1/1/10-1/1/11</td>
<td>Contract</td>
<td>Close out</td>
</tr>
</tbody>
</table>

### J. Marcy Wong and Donn Logan (FA / PA Buildings)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performing Arts</td>
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<td></td>
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</tr>
<tr>
<td>Estimated DSA Stamp-out (100% CD's)</td>
<td></td>
<td>Original: 10/14/2008 - Current: 5/01/09</td>
<td>Contract, Amendment 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>dates not changed</td>
<td>dates not changed</td>
</tr>
<tr>
<td>Due to user group questions concerning restrooms and classroom sizes, the start of CD drawings was delayed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bidding Phase</td>
<td>12/15/09-3/15/10</td>
<td>Contract</td>
<td></td>
</tr>
<tr>
<td>Construction Phase</td>
<td>3/16/10-6/30/11</td>
<td>Contract</td>
<td></td>
</tr>
<tr>
<td>Operation/Project Close-out Phase - 12 months</td>
<td>5/1/11-7/31/11</td>
<td>Contract</td>
<td></td>
</tr>
<tr>
<td>Project Close-out with DSA</td>
<td>4/30/11-8/31/11</td>
<td>Contract</td>
<td></td>
</tr>
<tr>
<td>Extra programming &amp; conceptual design schemas</td>
<td></td>
<td>dates not changed</td>
<td>Amendment 4</td>
</tr>
<tr>
<td>Survey specs and prelim project scope guidelines</td>
<td></td>
<td>dates not changed</td>
<td>Amendment 4</td>
</tr>
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### K. Ninio & Moore (District Industrial Hygienist Consultant)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
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<tbody>
<tr>
<td>No outstanding items</td>
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</table>
L. Royston Hanamoto Alley & Abey (District Landscape Consultant)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kentfield Campus Construction Phasing Diagrams</td>
<td>Quarterly through 2011</td>
<td>Amendment 3</td>
<td></td>
</tr>
<tr>
<td>Indian Valley Construction Phasing Diagrams</td>
<td>Quarterly through 2011</td>
<td>Amendment 3</td>
<td></td>
</tr>
<tr>
<td>LEED Services</td>
<td>6/15/07 through CA Phase</td>
<td>Amendment 4</td>
<td></td>
</tr>
<tr>
<td>Construction Administration</td>
<td>Part of IVC Main project</td>
<td>Amendment 5</td>
<td>In Construction</td>
</tr>
<tr>
<td>Additional landscape design services (401B)</td>
<td>9/30/2010</td>
<td>Amendment 11</td>
<td></td>
</tr>
<tr>
<td>Additional landscape design services (413A)</td>
<td>7/15/2009</td>
<td>Amendment 11</td>
<td></td>
</tr>
</tbody>
</table>

M. Steinberg Architects (District Architect)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>No outstanding items</td>
<td></td>
<td></td>
<td></td>
</tr>
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N. Transitions (FF & E Consultant)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>FF&amp;E Specifications - PA Modernization (306A)</td>
<td>1/1/2011</td>
<td>Amendment 3</td>
<td>On Going</td>
</tr>
<tr>
<td>FF&amp;E Specifications - SMCP Increment #3 (305A)</td>
<td>3/1/2009</td>
<td>Amendment 3</td>
<td>On Going</td>
</tr>
<tr>
<td>FF&amp;E Specifications - TransTech Complex (402A)</td>
<td>7/1/2008</td>
<td>Amendment 3</td>
<td>On Going</td>
</tr>
<tr>
<td>FF&amp;E Specifications - Main Building Complex (417A)</td>
<td>7/1/2008</td>
<td>Amendment 3</td>
<td>On Going</td>
</tr>
<tr>
<td>FF&amp;E Specifications - New FA Building (305C)</td>
<td>1/5/2009</td>
<td>Amendment 3</td>
<td>On Going</td>
</tr>
<tr>
<td>FF&amp;E Specifications - Diamond PE Center (308B)</td>
<td>9/1/2009</td>
<td>Amendment 3</td>
<td>Closing</td>
</tr>
<tr>
<td>Additional FF&amp;E for Adaptive PE Program in Room 40 - Diamond PE Center (308B)</td>
<td>n/a</td>
<td>Amendment 12</td>
<td>Closing</td>
</tr>
</tbody>
</table>

O. VBN Architects (IVC Main Building)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Phase</td>
<td></td>
<td>Contract</td>
<td>On Going</td>
</tr>
<tr>
<td></td>
<td>Original: 4/4/08-12/1/09</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Current: 11/20/08-11/20/10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operation/Project Close-out Phase</td>
<td>12/1/09-5/31/10</td>
<td>Contract</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bidding and construction start was delayed with plan check review</td>
<td></td>
<td></td>
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</table>
BACKGROUND:

The Marin Community College District is in the process of updating and aligning the District’s Board Policies with the recommended policies developed through the legal firm of Liebert Cassidy Whitmore in conjunction with the Community College League of California (CCLC). The District is a member of the Board Policy and Administrative Procedure Subscription Service coordinated by the CCLC.

ANALYSIS:

The District’s current Board Policy Manual has not been revised for quite some time. Therefore, the Board Policy Manual is being reorganized and updated to align with the recommended policy information provided by the Policy and Procedure Subscription Service. Fifty-nine community college districts throughout the state are embarking on or have completed this same process.

There are seven chapters of the Board Policy Manual that include the following sections: 1) The District, 2) Board of Trustees, 3) General Institution, 4) Academic Affairs, 5) Student Services, 6) Business and Fiscal Affairs, and 7) Human Resources. The goal will be to review the current Board Policies and align them with the recommended policy information provided by the Policy and Procedure Subscription Service.

Board Policies and Administrative Procedures for Chapters 1 and 2 will undergo administrative review by Dr. Jane Wright and Dr. Frances White. After this review, the new draft will be evaluated by the Board Subcommittee on Policy for suggested revisions. Revisions will then be reviewed as information items at the BP/AP Revision Task Force and College Council. Once these steps have been completed, finished Board Policies will be submitted to the full Board for first reading and adoption. Administrative procedures will be presented as information items.

Board Policies and Administrative Procedures for Chapters 3 through 7 will undergo administrative review by Dr. Jane Wright and Dr. Frances White. After this review, the new draft will be evaluated by the BP/AP Revision Task Force for suggested revisions. Revisions will then be reviewed as information items at College Council. Once these steps have been completed, finished Board Policies will be submitted to the full Board for first reading and adoption. Administrative Procedures will be presented as information items.

Administrative Procedure 4050, 4225, 4232, 4235, 4250, 4255, 4300, 4500, 5013, 5045, 5050, 7210, 7211, 7212, and 7217 are presented herein for information.
FISCAL ANALYSIS:

No fiscal impact for the District.

RECOMMENDATION:

For information only. No action is required.

Administrator Initiating Item    Dr. Frances L. White, Superintendent/President
AP 4050  ARTICULATION

References:
Title 5 Section 51022(b):
ACCJC Accreditation Standard II.A.6.a

The Articulation Officer shall be responsible for the development, maintenance, and distribution of articulation agreements in coordination with the Office of Student Learning. The Articulation Officer follows guidelines provided in the California Articulation Policies and Procedures Handbook developed by the California Inter-segmental Articulation Council (CIAC).

The District maintains the following types of articulation:
- California State University (CSU) Baccalaureate List
- CSU General Education Breadth Agreement
- University of California (U.C.) Transferable Course Agreement
- U.C. campus/college specific breadth requirements
- Inter-segmental General Education Transfer Curriculum (IGETC)
- Course to course articulation agreements with CSU, U.C., and Independent Colleges
- Major preparation articulation agreements with CSU, U.C., and Independent Colleges
- College to college articulation for specific programs
- High School Tech Prep Courses and Advanced Placement Courses in Specific Disciplines

Articulation with the University of California (U.C.)
The agreements shall specify which District courses are accepted by the U.C. on a system-wide basis. The agreements shall be reviewed and updated annually. The approved list of transfer courses shall be shared with faculty, staff, and students.

Articulation with the California State University System (C.S.U.)
The agreements shall specify which District courses are accepted by the C.S.U. on a system-wide basis. The agreements shall be reviewed and updated annually. The approved list of transfer courses shall be communicated to college faculty, staff, and students.

Articulation System Stimulating Inter-institutional Student Transfer (ASSIST)
The District's approved transfer information to the U.C. and C.S.U. Systems is maintained in ASSIST, the statewide repository for articulation. Transfer information is published in the District’s annual catalog, the schedule of classes, and on the District’s website.

**Articulation with High Schools in the District**
The District also enters into transfer agreements with local high schools through the Tech Prep Program. Students completing articulated courses in a specified major at the high school and who enter and complete a course or set of specified courses at the college shall be granted college credit for those courses completed in high school.

**Articulation with Community Colleges and Other Institutions**
Pending transcript evaluation, lower division course credit is accepted for transfer from colleges accredited by recognized regional accrediting associations.

Office of Primary Responsibility: Office of Student Learning

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**NOTE:** The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in underlined italics reflects revisions from Information Technology. This policy was reviewed by the Administrative Review Group on 2/25/10.

**Date Approved:**
(This is a new procedure recommended by the League and the League’s legal counsel)
AP 4225  COURSE REPETITION

References:
Education Code Section 76224;
Title 5 Sections 55024, 55040-55045, and 58161

Non-Repeatable Courses (Substandard Grades)
A student who receives a substandard grade of “D,” “F,” “FW,” “NP,” or “NC” on the first attempt of a non-repeatable course taken at College of Marin, may repeat that course two one more times without a petition in an effort to successfully complete the course with a passing grade.

- Upon successful completion of a repeated course, the student may petition the College Petition Committee to have the substandard grade excluded in computing most recent grade earned will be computed in the cumulative grade point average or non-progress grades (NPG) percentage. (Refer to Course Lineout Policy for procedure.

After receiving three two substandard grades in the course, a student may petition the College Petitions Committee to repeat a course for the fourth third enrollment, provided the student there is verifiable documentation that extenuating circumstances occurred which justify an additional repetition. For the petition to be approved, the student is required to meet with a counselor to complete the petition. Upon successfully completion of a repeated course, the most recent grade earned will be computed in the cumulative grade point average or NPG percentage.

- With an approved petition, the student must wait one week after the start of new and returning student registration to register for the course.

- Upon successful completion of the repeated course, the student may petition the College Petition Committee to have the two previous substandard grades excluded in computing most recent grade earned will be computed in the cumulative grade point average or non-progress grades (NPG) percentage. (Refer to Course Lineout Policy for procedure.

Courses granted Academic Renewal will not be included for course repetition limits. (See BP/AP 4240 titled Academic Renewal for specific requirements.) Equivalent coursework completed at other accredited colleges and universities may be accepted
when approved by the appropriate department chair and the student has successfully completed 12 units at College of Marin.

Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

Non-Repeatable Courses (Withdrawal "W" Symbol)
Students who have received the "W" symbol after withdrawing from a course may re-enroll in the course without petition. After receiving three two "W" symbols in a given course, a student may petition once to re-enroll in the College Petitions Committee to repeat the course for a third enrollment providing verifiable documentation that extenuating circumstances occurred. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. The student is required to meet with a counselor to complete the petition and all supporting documents must be attached to the petition at the time of submission.

- With an if approved petition, the student must wait one week after the start of new and returning student registration to register for the course.

After the last day of the fourteenth week (or 75 percent of the term, whichever is less) upon petition of the student or his/her representative and after consultation with the appropriate faculty, the Chief Instructional Officer or designee may approve an additional withdrawal based on extenuating circumstances outlined in the petition.

Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

Non-Repeatable Courses (Absent Substandard Grades)
Under the following circumstances, under which students may repeat courses in which a "C" or better grade was earned: (Such course repetition requires a finding that circumstances exist which justify such repetition)

1. **A Significant Lapse of Time:** Students may petition the College Petition Committee to repeat a course in which a "C" or better was earned based on one of the following circumstances: after 2 or more years have elapsed since successfully completing the course, providing there are compelling circumstances as listed on the petition which warrants such a repeat. Grades awarded for courses repeated under these provisions shall not be counted in calculating a student’s grade point average.

   *(a) Two* or more years have elapsed since successfully completing the course.
(b) Another institution of higher education to which the students seeks to transfer has established recency requirements which the student will not be able to satisfy without repeating the course.

(c) A recency prerequisite for a course or program has been established which the student will not be able to satisfy without repeating the course.

Under these provisions with an approved petition:

- If approved, the Student must wait one week after the start of new and returning student registration to register for the course.

- Students petitioning to repeat for either (a) or (c) above are only allowed to repeat the course one time.

- Grades awarded for courses repeated under these provisions shall not be counted in calculating a student's grade point average.

2. Mandated Training: Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better, however, the grade received by the student each time will be included in calculations of the student's grade point average or NPG percentage.

- Admissions and Records will maintain a list of courses that meet a legally mandated training requirement and such course may be identified on the course outline.

Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

Repeatable Course:

1. Activity Courses: Students may repeat courses that have been designated as activity courses and where it is found that the course content differs each time it is offered to enhance the skills and proficiencies of the student. Activity courses are defined as career-technical courses where the content differs each time the course is offered but the primary educational activity remains the same. Examples of activity courses include physical education and courses in music, fine arts, theater, and dance. Absent substandard academic work, courses may not
be repeated for more than three semesters including summers and inter-
sessions. to a maximum of four enrollments. Activity courses as listed
above may not be repeated under the significant lapse of time provisions.
Consult the catalog to determine which courses are designated as
repeatable. Prior approval is not required.

2. Courses for Students with Disabilities: Students with disabilities can
repeat a special class for students with disabilities any number of times
when an individualized determination verifies that such repetition is
required as a disability-related accommodation.

Annotating the permanent academic record shall be done in a manner that all work
remains legible, insuring a true and complete academic history.

Office of Primary Responsibility: Vice President of Student Learning

Date Approved: December 9, 2008
(Replaces portions of current College of Marin
Procedure 4.0003 DP.10)

Date Revised: February 19, 2009

Note: This is the revised language approved by the Academic Senate President for inclusion in the
catalogue. All highlights and underlining have been removed. Please see AP 4225 Revised 7/6/09 to
identify new and struck language. The language in underlined italics reflects revisions from ASC.
AP 4232    PASS/NO PASS

Reference:
   Title 5 Section 55022

Courses may be offered in either or both of the following categories:
   • Courses in which all students are evaluated on a "pass/no pass" basis. Such
courses will be identified in the approved course outline of record, the College
Catalog, and the Class Schedule.
   • Courses in which each student may elect on registration or the first 30% of the
semester or session to take the course on a "pass/no pass" basis. Such courses
will be identified in the approved course outline of record, the College Catalog,
and the Class Schedule. Instructors' grade rosters will only allow "pass/no pass"
grading for students who have requested this option by the appropriate deadline.

A student electing to be evaluated on the "pass/no pass" basis will receive both course
credit and unit credit upon satisfactory completion of the course. Units earned on a
"pass/no pass" (previously "credit/no credit") basis shall not be used to calculate grade
point average.

A "pass" grade is granted for performance that is equivalent to the letter grade of "C" or
better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.

Students are held responsible for all assignments and examinations required in the
course. The standards of evaluation are identical for all students in the course.

* From current College of Marin Procedure 4.0003 DP.10 titled Academic
Standards (From Page 7)

Credit/No-Credit Option Title V. 55752
Credit/No-Credit grading encourages students to take a wider variety of courses and to
extend their intellectual horizons without jeopardizing their grade point average.

In those courses which permit a student to be evaluated either on a Credit/No-Credit or
a letter-graded basis, a student must select the Credit/No-Credit option no later than the
last day of the fifth week of instruction, for a semester length course or, for a short-term
course, no later than the day which marks completion of 30 percent of the term.
Selection will be made by dialing the published touch-tone registration number and
entering the Credit/No-Credit Option followed by the course number, as soon as
programming has been completed. Instructors' grade scanners will only allow Credit/No Credit grading for students who have requested this option by the appropriate deadline. Once a student has made a selection, the option cannot be changed.

NOTE: The underlined regular text signifies optional language suggested as good practice by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current College of Marin Procedure 4.0003 DP.10 titled Academic Standards approved on 2/8/05. The language in this procedure has been revised to reflect the CC League's Update #13 distributed on September 21, 2007. The language struck through is recommended for deletion. The language in underlined italics was added during the Administrative Review with the Senate.

Date Approved:
(Replaces portions of current College of Marin Procedure 4.0003 DP.10)
AP 4235  CREDIT BY EXAMINATION

Reference:
Title 5 Section 55050

It is the prerogative of the department or instructor to offer credit by examination.

Credit by Examination may be obtained by one of the following methods:
- Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board.
- Achievement of a score that qualifies for credit by examination in the College Level Examination Program.
- Credit by satisfactory completion of an examination administered by the District in lieu of completion of a course listed in the District Catalog.

Determination of Eligibility to Take the Examination:
- The student must be currently registered in the college and in combined good standing (Academic and Progress)
- The course is listed in the District Catalog
- A student must have successfully completed a minimum of 12 units in residence at the College of Marin.
- A student must be registered (enrolled) in the semester for which the student is petitioning.

Process for Credit by Examination
- A student must complete and submit to the Office of Admissions and Records a Petition for Credit by Examination by the last day to add full and short-term classes.
- The instructor authorizing the examination will issue the student a letter grade or "pass-no pass" if that grading option is available for the course.
- A student will be charged a Credit by Examination fee which will equal the enrollment fee associated with enrollment in the course for which the student seeks credit by examination. NOTE: The student will not be enrolled in the course for which the student seeks credit by examination.
- The grade submitted by the instructor will be placed on the student record and the academic record will be clearly annotated to reflect that credit was earned by examination.
- Re-examination for credit in a given course will not be allowed.
- If the student fails the "Examination," the student may enroll in the course by the last day to add full or short-term courses. The failed grade will appear on the transcript.
- The course being challenged must be offered in the semester in which the examination is being taken.
- Credit by Examination counts as an enrollment for repeatability purposes.
- Courses successfully completed through Credit by Examination can be used for course lineup and in determining academic renewal.
- Once a student successfully completed a course he/she cannot repeat the course through Credit by Examination.
- Credit by Examination cannot be taken for courses in re-certification of current skills.

Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's benefits, or Social Security benefits.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

❖ From current College of Marin Procedure 4.0003 DP.10 titled Academic Standards (From Pages 12-13, 16-19)

Credit by Examination Title V-55760

Credit by Examination is optional for the faculty member and for the department. Students must contact each department or individual faculty member for specific requirements and departmental policies.

There is a 12-unit limit per department on the total number of units earned by examination, subject to the conditions outlined below.

1. A student must submit a Petition for Credit by Examination, with the instructor's approval, to the Office of Admissions and Records.

2. Re-examination for credit in a given course will not be allowed.

3. The student may be graded on a Credit/No Credit or letter-graded basis. The grade earned shall be binding and become a permanent part of the student's academic record and will appear with a "Credit by Examination" annotation indicating the grade has been earned through Credit by Examination.

4. If the student fails the Credit by Examination course, the student may re-enroll in the course by Census Date, with the consent of the instructor. The failed grade will appear on the transcript.
5. The course being challenged must be offered in the semester in which the examination is being taken.

6. The student will be eligible for Credit by Examination after successfully completing 12 units at the College of Marin ("C" grade or better).

7. Courses completed through Credit by Examination shall not be used toward the 12-unit residency requirement for the Associate Degree or Certificate.

8. Credit by Examination counts as an enrollment for repeatability purposes.

9. Courses successfully completed through Credit by Examination can be used for course lineout and in determining academic renewal eligibility.

The student's grade shall be reported by the instructor on the final scanner report at the end of the term. Students may not apply these courses toward part or full-time status to receive financial aid, veterans' benefits or other student verifications.

Advanced Placement (AP) Title V, 55753.7

English: Students with an APT score of 3 or an SAT score of 600, or more, will be eligible for English 150. After completing successfully 12 units at College of Marin, students with a score of 4 or 5 may petition for English 150 credit.

Chemistry: Students with an APT score of 3 or more will be eligible for Chemistry 115 and Chemistry 131. Students with an APT score of 4 or more will be eligible for Chemistry 132, 132E, and 190. Students with an APT score of 5 or more will be eligible for Chemistry 245 and 231. After successfully completing 12 units at College of Marin, students with an APT score of 3 may file a student petition for 5 units of Chemistry 144. Students with an APT score of 4 may file a student petition for 5 units of Chemistry 131. Students with an APT score of 5 may file a student petition for 10 units of Chemistry 131/132.

History: Students with APT scores of 3 or higher may file a petition for credit for History 117 and 118 (6 units) after successfully completing 12 units at College of Marin.

Math: Students with an APT score of 3 on the AB test will be placed in either Math 123 or Math 124. Students with an APT score of 4 on the AB test will be placed in Math 124; students with an APT score of 5 on the AB test will be placed in either Math 124 or Math 223. After successfully completing 12 or more units at College of Marin, students with an APT score of 4 on the AB test may file a student petition to receive 5 units of Math 123. Students with an APT score of 2 on the BC test will be placed in Math 124; students with an APT score of 3, 4 or 5 on the BC test will be placed in either Math 223 and/or 116. After successfully completing 12 or more units at College of Marin, students with an APT score of 3, 4 or 5 on the BC test may file a student petition to
receive 5 units of Math 123. Students with a score of 5 on the BC test may also file a petition to receive 5 units of Math 123.

<table>
<thead>
<tr>
<th>Test</th>
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<th>Placement</th>
<th>Course Credit (Units)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>423 or 124</td>
<td>None</td>
</tr>
<tr>
<td>AB</td>
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<tr>
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<tr>
<td>BC</td>
<td>5</td>
<td>223 and/or 116</td>
<td>123 (5 units) and 124 (5 units)</td>
</tr>
</tbody>
</table>

Except as outlined above, units attained from Advanced Placement examinations may be used for general education and elective credit only and not for major course requirements. See a counselor for limitations and recency policies.

Assessment Test
A student may retake the same assessment test after waiting a period of three months. If a student has documentation on file with the Disabled Students Program Office the student may, with a written note from a DSPS counselor, repeat the same assessment test once within three months.

CLEP
After successfully completing 12 units at College of Marin, a student may file a student petition for 6 units of credit with a minimum score of 500 on each of the CLEP examinations in the areas of Social Science, History and Natural Science. The maximum number of CLEP units that can be awarded is 12. Units credited appear in the memorandum section of the transcript and are counted towards the 60 units' graduation requirement. Transfer credits vary. See a counselor for additional information.

The English Department does not award CLEP units in English or Humanities to students; however, students will be eligible for English 150 if they score as follows:

a. 540 or more on the CLEP General Examination in English Composition, essay version.

b. 55 or more on the CLEP Subject Examination in Freshman College Composition, essay version.

Except as outlined above, units attained from CLEP examinations may be used for Social Science and Natural Science general education and elective credit only and not for major course requirements.

Administration of Justice
After successful completion of 12 units at College of Marin, students who have completed Post-Basic Academy may petition for 6-12 elective units of Basic Academy Credit. 200 hours = 6 units, 400 hours = 8 units, 560 hours = 10 units and 800 hours = 12 units.

Students may transfer credits for other police academy work only if the academy is fully accredited (as listed in the ACCRAO Guide) or if another fully accredited college or university has granted credit for the work. Courses must closely parallel those in the Major requirements to be substituted.

**Automotive Technology**

After successful completion of 12 units at College of Marin, students may request a waiver of Auto 110 by providing verification, on a Student Petition, of completion of 1 year of Auto Shop with a "B" or better grade in a course meeting ATTS standards in the Marin County High School ROP program. Upon completion of 2 years of Auto Shop with a "B" or better grade in a course meeting ATTS standards, a student can receive a waiver of Auto 111 by providing verification on a student petition (includes San Rafael High School, Terra Linda High School, Tamalpais High School, San Marin High School and Novato High School).

**Early Childhood Education**

After successful completion of 12 units at College of Marin, students with a grade of "B" or higher in Marin County Office of Education, Regional Occupations Program (R.O.P.) in Early Childhood may either petition for credit or a waiver of ECE-100. Units credited appear in the memorandum section of the transcripts and are counted towards the 60 units' graduation requirement. Transfer credits vary. See a counselor for additional information.

**Business and Information Systems**

The following criteria must be met in order for a student to receive advanced placement (a waiver of BOS 114, 116, 118, 120, 140 or MMST 111) in the Business and Information Systems Department or the student may petition for credit by Examination. The student shall complete articulated high school courses in the Computer Information Systems Program at San Rafael, Novato, or Tamalpais District high schools with a grade of "B" or better. Credit by Examination requires that the student must first successfully complete 12 units at College of Marin.

**Tamalpais District Articulation**

Students who successfully complete 12 units at the College of Marin will be eligible to receive credit by submitting a Petition for Credit by Examination as follows:

**Accounting**

One year of high school Accounting with a grade of "B" or higher = 3 units. Applied Accounting at College of Marin.

**Business Math**
One year of high school Business Math with a grade of "B" or higher = 3 units Business Math at College of Marin.

**Computer Literacy/Word Processing**
One semester of high school Computer Literacy with a grade of "B" or higher = 1 unit Keyboarding for Computers at College of Marin.

One semester of Regional Occupations Program (ROP) WordPerfect with a grade of "B" or higher = 1 unit Word Processing at College of Marin.

An official transcript may also be used to waive any of the above courses required for a degree or certificate.

*Also see BP/AP 4050 titled Articulation*

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**NOTE:** The underlined regular text signifies optional language suggested as good practice by the Community College League and legal counsel (Liebert Cassidy Whitmore). If the District has a policy on Credit by Examination, this procedure is legally advised. The language in black ink is from current College of Marin Procedure 4.0003 DP.10 titled Academic Standards approved on 2/8/05. The language struck through is recommended for deletion. The language in underlined italics is recommended by Enrollment Management.

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**Date Approved:**
(Replaces portions of current College of Marin Procedure 4.0003 DP.10)
AP 4250 PROBATION

References:
Title 5 Sections 55030-55034

Placement on Probation

Progress Probation:
After enrolling in at least 12 semester units at College of Marin, if the percentage of a student's recorded entries of "W," "I," "NC," and "NP" reaches or exceeds 50 percent of all units in which a student has enrolled in at College of Marin, he/she shall be placed on progress probation at the end of the semester or session.

At the end of the third semester in which the student is on progress probation, a notice that the student is subject to dismissal will be sent to the student.

Academic Probation:
After attempting at least 12 semester units at College of Marin, a student shall be placed on academic probation at the end of the semester or session in which the student's cumulative grade point average (GPA) falls below 2.0 in all units enrolled in at College of Marin.

Removal from Probation

Progress Probation:
A student will be removed from progress probation when the student's cumulative Non-Progress Grade (NPG) drops below 50 percent.

Academic Probation:
A student will be removed from academic probation when the student's cumulative GPA reaches 2.0 or higher.
A student who is on academic probation and earns a semester grade point average of 1.75 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

**Notification of Probation**

Students will be notified of their probationary status prior to the start of the next semester or session.

The notice will consist of, at a minimum, the following: the significance of being on probation, enrollment limits, appeal procedures, and a description of the support services and classes available to prevent dismissal.

- From current College of Marin Procedure 4.0003 DP.10 titled Academic Standards (From Pages 13-14)

**Probation/Dismissal**

**Standards for Probation** Title V, 55754-55755

A student who has enrolled in at least 12 units or 2 semesters and has a cumulative GPA of less than 2.0 will be subject to probation.

A student who has enrolled in at least 12 units or 2 semesters and has a cumulative NPG of 50 percent or more will be subject to probation.

Students who were dismissed or on probation at their last school of attendance will enter College of Marin on a probationary status.

**Standards During a Semester of Probation**

**Academic**—A student who does not have at least a 2.0 semester GPA during a semester of probation (including Summer) will be dismissed.

**Progress**—A student who has a 50 percent or more semester NPG during a semester of probation (including Summer) will be dismissed.

All probationary students are required to meet with a counselor and complete or update a Student Educational Plan.

**Enrollment Limits:**

Students on probation may not register in more than 13 units total for that entire Fall or Spring semesters. For the summer session, students may enroll in one class regardless of the unit value or multiple classes not to exceed 4 units.
For students who have exceeded the unit limit and have not met the conditions to appeal, as described in the Appeal Procedure below, the student must drop the necessary class(es) to comply with the notification. If the student does not drop by the beginning of the semester or session, the College will reduce the course load to meet the maximum units allowed by random selection.

**Appeal Procedures:**

A student placed on probation may file a petition with the Office of Admissions and Records only if the student:

1) Believes an error has been made.
2) Provides evidence of graduating or transferring at the end of that semester.
3) Provides evidence that additional units are needed to meet a legally mandated training requirement.

**Enrollment limits may not be appealed beyond the College Petitions Committee.**

**Office of Primary Responsibility:** Office of Student Learning

**NOTE:** The red type signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current College of Marin Procedure 4.0003 DP.10 titled Academic Standards approved on 2/8/05. The language struck through is recommended for deletion. The language in underlined italics reflects revisions from VPST, the Deans and the Academic Standards Committee. Approved by Academic Senate 3/25/10.
AP 4255 DISMISSAL

References:
Title 5 Sections 55033 and 55034

Standards for Academic Dismissal
A student who has been placed on academic probation shall be subject to academic dismissal if the student has less than a cumulative grade point average of 1.75 in all units attempted in three consecutive semesters (not including summer).

Standards for Progress Dismissal
A student who has been on progress probation shall be subject to progress dismissal if the percentage of units in which the student has been enrolled for which entries of "W", "i", "NC" and "NP" are recorded in at least three consecutive semesters reaches or exceeds 50 percent (not including summer).

Dismissal Letter
The letter notifying the student that he/she is subject to academic and/or progress dismissal will cover, at a minimum, reference to this procedure, explanation of what academic and progress dismissal means, procedure for reinstatement, and procedure to appeal the academic and progress dismissal notice.

Procedures for Filing the Petition To Return After Dismissal
A student must file a petition To Return After Dismissal with the Office of Admissions and Records within two weeks of the start of the fall and spring term semester and within one week of the start of a summer session. As a condition to return, the student must meet with a counselor to complete a Student Educational Plan with no more than 12 units requested for that entire fall or spring semester. For the summer session, students may request one class regardless of the unit value or multiple classes not to exceed 4 units. A copy of the Student Educational Plan and all supporting documents must accompany the Petition to Return After Dismissal.

Standards for Evaluating the Petition To Return After-Dismissal
In considering whether or not students may return after dismissal, the following criteria should be considered:

- Documented extenuating circumstances.
- Marked improvement following the semesters on which dismissal was based.
- Semesters on which dismissal action was based were atypical of past academic performance.
- Formal or informal educational experiences since completion of semesters on which dismissal was based.
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.
- GPA calculation error.
- Evidence that the posting of final grades was in error which contributed to the academic and/or progress dismissal action.

Within 10 working days from the date the petition was submitted to Admissions and Records for review, the student will be notified in writing of the decision.

- If the Petition To Return After Dismissal is approved, the student will be notified of the terms and the condition of the petition and allowed to continue on academic and/or progress probation for an additional semester. At the end of that semester, the student’s academic record will be evaluated to determine whether the student may be removed from academic and/or progress probation, should be dismissed, or should continue on academic and/or progress probation.

- If the Petition To Return After Dismissal is denied, the student will receive notification of the decision and procedures to appeal the decision.

Appeal of Dismissal

The student has the right to appeal an academic and/or progress dismissal action, if the student can provide evidence that warrants a review of the dismissal action. The student may appeal this decision by making an appointment with the College Petition Committee within five working days of the postmark date of the notice of the denied petition.

- If the student fails to make the appointment within the specified time, the student waives all future rights to appeal the dismissal action for that term.

- If the student makes an appointment, the student will continue on academic and/or progress dismissal until the student meets with the College Petitions Committee. A decision to either uphold the original dismissal decision or approve the appeal will be made at the conclusion of the meeting.

Standards for Evaluating Appeals

Dismissal appeals may be granted under the following circumstances:

- If the dismissal determination is based on the academic record for one semester in which the record does not reflect the student’s usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification must be submitted with the appeal.

- The student enrolls in a corrective program designed to assist him/her in improving academic skills, such as obtaining academic counseling, and/or limiting course load.

- Where there is evidence of significant improvement in academic achievement.

❖ From current College of Marin Procedure 4.0003 DP.10 titled Academic Standards (From Pages 14-15)
Standards for Dismissal  Title V, 55756
Academic: A student who has less than a cumulative GPA of 1.75 in three consecutive semesters (not including summer) will be dismissed. A student who does not have at least a 2.0 semester GPA during a semester of probation will be dismissed.

Progress: A student who has 50 percent or more NPG in three consecutive semesters (not including summer) will be dismissed. A student who has a 50 percent or more semester NPG during a semester of probation will be dismissed.

Readmission after Dismissal  Title V, 55756
In order to be considered for readmission, dismissed students must:

a. File a Petition to Return not later than the second week of the semester (forms available in the Office of Admissions and Records). Students who fail to petition by this time or fail to show for their appointments will be denied and dropped from their classes.

b. Students seeking re-admission must meet with a counselor and complete or update a Student Educational Plan (SEP) and submit it with their Petition to Return to the Academic Standards Committee.

c. Students seeking readmission may be required to make an appointment with the Academic Standards Committee and, if approved, will be admitted on probation.

d. Readmitted students may not be enrolled in more than 12 units for the entire semester. Students may be limited to fewer units and other restrictions may also be imposed. Enrollment limits may not be appealed beyond the Academic Standards Committee.

e. Students who are readmitted must maintain at least a “C” grade at midterm or they will be dropped from the class. Within 5 days of notification, students who are dropped but wish to stay enrolled may provide the Academic Standards Committee with a letter from the instructor verifying that the student is likely to succeed in the class.

f. Any student who has been dismissed two or more times for either poor academic performance or lack of academic progress within four years shall not be permitted to return except with the recommendation of the Academic Standards Committee and the approval of the Dean of Enrollment Services.

Appeal of Academic Standards Decision
A student has the right to appeal a denied petition due to extraordinary circumstances or to provide additional information. The appeal is made to the College’s Academic Standards Committee.

Within 7 days of receipt of a denial a student must make an appointment with the Academic Standards Committee to provide evidence showing why the petition should not be denied. If the petition is not approved by the Academic Standards Committee, the student may appeal in writing to the Academic Senate within 5 days of the receipt of the denial (exception is Board Policy and State Law). The Academic Senate will make a decision in consultation with the Dean of Enrollment Services.

NOTE: The underlined regular text signifies legally required language (except where noted otherwise) recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The
language in **black ink** is from current College of Marin Procedure 4.0003 DP.10 titled Academic Standards approved on 2/8/05. The language struck through is recommended for deletion. The language in **underlined italics** reflects revisions from VPSL and ASC.

**Date Approved:**
(Replaces portions of current College of Marin Procedure 4.0003 DP.10)
AP 4300   FIELD TRIPS AND EXCURSIONS

Reference:
Title 5 Section 55220

The District may conduct field trips and excursions in connection with courses of instruction or District-related social, educational, cultural, athletic, or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country for students.

The District shall engage instructors, supervisors, and other personnel as may be necessary for such excursions or field trips who desire to contribute their services over and above the normal period for which they are employed by the District.

The District shall, at the discretion of the Vice President of Student Learning, transport students, instructors, supervisors, or other personnel by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment.

When District equipment is used, the District shall obtain liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.

The District may pay expenses of instructors, chaperones, and other personnel participating in a field trip or excursion. Payment shall be by way of itemized reimbursement in a form prescribed by the Vice President of Student Learning. The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant, or categorical program funds if the funds are used consistently with the funding source.

No student shall be prevented from making a field trip or excursion which is integral to the completion of the course because of lack of sufficient funds. The District shall coordinate efforts of community services groups to provide funds for students in need of them.

All persons making a field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims.

NOTE: The underlined regular text signifies legally advised language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in this procedure has been revised to reflect the CC League’s Update #13 distributed on September 21, 2007. The language in underlined italics reflects revisions from the Vice President of Student Learning.
Date Approved:
(This is a new procedure recommended by the CC League and the League’s legal counsel)
AP 4500  **STUDENT NEWS MEDIA**

References:
First Amendment, U.S. Constitution;
California Constitution, Section 2, Article 1

Student news media are any news/feature publications issued under the name of the college, funded by the District, and produced by students as an integral part of instruction in *Journalism and Mass Communication Program*. It may include, but is not limited to, student newspaper reporting, broadcast news journalism, and internet news journalism. The term "editorial" refers to all content other than advertising.

*Student* news media, as laboratory publications of the *Journalism and Mass Communication Program* curriculum, shall provide vehicles to train students for careers in mass communication. *Student* news media shall also serve the entire college community by reporting the news, including college events and activities, providing a forum for comment and criticism, and encouraging free expression as guaranteed in the First Amendment to the Constitution of the United States.

*Student* news media are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion. *Student* news media shall exercise editorial freedom in order to maintain their integrity as vehicles for free inquiry and free expression in the college community. At the same time, the editorial freedom of the *student* news media shall entail corollary responsibilities to *uphold professional ethics and use professional practices as defined by leading professional organizations*.

Each college newspaper or other news medium is published as a learning experience, offered under the *Journalism and Mass Communication Program*. The editorial and advertising materials published in each news medium, including any opinions expressed, are the responsibility of the student staff. An editorial board should be formed for the news media involved. Under appropriate state and federal court decisions, these materials are free from prior restraint by virtue of the First Amendment to the United States Constitution. These procedures are adopted so as to encourage a responsible exercise of such freedom.

**Journalism Grievance Procedures**
A grievance is a complaint that alleges facts which, if true, would demonstrate a violation of the grievant's right to free inquiry, free speech, or fair treatment. **All grievances must be brought first before the Student Chief Editor and the Faculty Advisor of the student news media. No initial grievance shall receive a hearing in the absence**
of the Student chief Editor or the Faculty Advisor, both of whom are jointly responsible to see the grievance case is addressed in a timely fashion. It is the responsibility of the grievant to produce evidence to support his/her allegation(s) which must appear to be substantially credible.

- **Grievance from **Student News Media Staff
  If the Student Chief Editor and the Faculty Advisor cannot jointly resolve a student news media staff member's grievance to the complainant's satisfaction, the appropriate dean, the Chief Instructional Officer, and/or the Petitions Committee may be appealed to, in consultation with the Student Chief Editor and the Faculty Advisor.

- **Grievance from Member(s) of the Student Body**
  If the Student Chief Editor and the Faculty Advisor cannot jointly resolve a student's grievance to the complainant's satisfaction, the appropriate dean and/or the Chief Instructional Officer may be appealed to, in consultation with the Student Chief Editor and the Faculty Advisor.

- **Grievance from General Readership/Advertisers**
  The editorial and advertising materials published in each news medium, including any opinions expressed, are the sole responsibility of the student news media staff. No legal action may be taken against the District.

**Letters to the Editor**
All letters must be accompanied by the author's name and must contain the author's address, telephone number, and/or e-mail address. The author should be contacted to confirm he/she wrote the letter. Letters or portions of letters that are obscene, libelous, or contain confidential personal information shall not be published.

Also see AP 5530 titled Student Rights and Grievances

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**NOTE:** The underlined regular text signifies legally advised language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in underlined italics reflects revisions recommended by David Snyder. This procedure was reviewed by the Administrative Review Group on 2/25/10.

**Date Approved:**
(This is a new procedure recommended by the CC League and the League's legal counsel)
AP 5013 STUDENTS IN THE MILITARY

References:
Education Code Sections 68074, 68075, and 68075.5; Title 5 Sections 55023, 55024, 54041, 54042, 54050, and 58620

Residence Determinations for Military Personnel and Dependents
A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification.

An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification.

A student who was a member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he or she lives in California after being discharged up to the minimum time necessary to become a resident.

A parent who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041; 54042)
Withdrawal Policies for Members of the Military
A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A MW symbol will be assigned to the student’s academic record. Military withdrawal shall not be counted in progress probation or dismissal calculations. In no case may a military withdrawal result in a student being assigned an “FW” grade.

The student will be eligible to receive a full refund for all fees paid in the term for which the military withdrawal was granted.

A student who has received military orders compelling a withdrawal from all courses must submit their military orders along with a Drop Form and a Request for Refund Form to the Office of Admissions and Records. A student, who has been deployed suddenly, may request to have his/her documents completed and submitted by a specified third party.

From current College of Marin Procedure 4.0003 DP.1 titled Academic Standards
(Page 46)

Military Credit

Students who have completed at least one year of active military service may submit a copy of their DD214 showing an honorable discharge and receive 5 units of PE.

These units will appear in the memoranda section of the grade record. Students must have successfully completed 12 units at College of Marin to be eligible.

Office of Primary Responsibility: Office of Admissions and Records

NOTE: The underlined regular text is suggested as good practice/optional language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in black type is current College of Marin Procedure 4.0003 DP.1 titled Academic Standards approved on 2/8/05. The language in underlined italics is recommended by the Dean of Enrollment Management.

Date Approved:
(Replaces part of current College of Marin Procedure 4.0003 DP.1)
AP 5045 STUDENT RECORDS – CHALLENGING CONTENT AND ACCESS LOG

References:
Education Code Sections 76222 and 76232;
Title 5 Section 54630

Challenging Content
Any student may file a written request with the Dean of Enrollment Management to correct or remove information recorded in his/her student records that the student alleges to be:
1. inaccurate;
2. an unsubstantiated personal conclusion or inference;
3. a conclusion or inference outside of the observer's area of competence; or
4. not based on the personal observation of a named person with the time and place of the observation noted.

Within 30 days of receipt of the request, the Dean of Enrollment Management shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the District. The Dean of Enrollment Management shall then sustain or deny the allegations.

If the Dean of Enrollment Management sustains any or all of the allegations, he/she shall order the correction or removal and destruction of the information. If the Dean of Enrollment Management denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within 30 days of the refusal, may appeal the decision in writing to the College Petitions Committee.

Within 30 days of receipt of an appeal, the College Petitions Committee shall, in closed session with the student and the employee who recorded the information in question, determine whether to sustain or deny the allegations. If the College Petitions Committee sustains any or all of the allegations, it shall order the Superintendent/President or his/her designee, to immediately correct or remove and destroy the information. The decision of the College Petitions Committee shall be final.

If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of his/her objections to the information. This statement shall become a part of the student's record until the information objected is corrected or removed.
Whenever there is included in any student record information concerning any disciplinary action, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

Whenever there is included in any student record information concerning any disciplinary action in connection with any alleged sexual assault or physical abuse, or threat of sexual assault, or any conduct that threatens the health and safety of the alleged victim, the alleged victim of that sexual assault or physical abuse shall be informed within three days of the results of the disciplinary action and the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.

Access Log
A log or record shall be maintained for each student's record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following:

- Students seeking access to their own records;
- Parties to whom directory information is released;
- Parties for whom written consent has been executed by the student;
- Officials or employees having a legitimate educational interest.

The log or record shall be open to inspection only by the student and the Dean of Enrollment Management or any other responsible academic or student development administrator, and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.

✈ From current College of Marin Procedure 4.0003 DP.1 titled Academic Standards
(Page-31-32)

Review, Inspection, and Challenge of Records

Any currently enrolled or former student has the right of access to all of the student's College of Marin academic records. Students wishing to inspect their records may obtain forms from staff in the Office of Admissions and Records; access shall be granted no later than 45 days following receipt of the written request to the Dean of Enrollment Services at College of Marin, Kentfield, CA 94904. The Dean of Enrollment Services will make arrangements for access and notify the student of the time and place where records may be inspected. Qualified personnel will assist the students in interpreting their records, if necessary. If the records are not maintained by the Dean of Enrollment Services, the student will be advised of the correct office to whom the student's request should be addressed.
The Dean of Enrollment Services will provide forms for any student who wishes to challenge the content of the student's records, excluding grades, if the student believes the information to be (1) inaccurate, (2) misleading, (3) an unverifiable personal conclusion or inference outside of the observer's area of competence, or (4) not based on the personal observation of a named person with the time and place of the observation noted. The student should clearly identify the part of the record the student wants changed and specify why it is inaccurate or misleading. If the student is not satisfied with the results of the challenge procedure, a written request for a formal hearing may be filed with the President, or designee.

Within 30 days of receipt of such a request, the President, or designee, shall meet with the student and employee who recorded the information in question, if any, and if such employee is presently employed by the College. The President, or designee, shall then sustain or deny the allegations in writing. If the President, or designee, denies any or all of the allegations and refuses to order the correction or removal of the information, the student will be notified that the student may, within 30 days of the refusal, appeal the decision in writing to the College of Marin Board of Trustees. Within 30 days of receipt of such an appeal, the College of Marin Board of Trustees shall, in closed session with the student and the employee (if presently employed by the College), determine whether to sustain or deny the allegations. If the Board of Trustees sustains the allegations, it shall order the President, or designee, to immediately correct or remove and destroy the information. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Office of Primary Responsibility: Admissions and Records

NOTE: The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in black type is current College of Marin Procedure 4.0003 DP.1 titled Academic Standards approved on 2/8/05. The language struck through is recommended for deletion. The language in underlined italics was recommended by the Dean of Enrollment Management.

Date Approved:
(Replaces portions of current College of Marin Procedure 4.0003 DP.1)
Marin Community College District Procedure

AP 5050 MATRICULATION

References:
Education Code Sections 78210 et seq.,
Title 5 Section 55500

Matriculation brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan.

Each student, in entering into an educational plan, will do all of the following:
- express at least a broad educational intent upon admission
- declare a specific goal no later than the term after which the student completes 15 semester units of degree applicable credit coursework
- diligently attend class and complete assigned coursework
- complete courses and maintain progress toward an educational goal
- cooperate in the development of the student educational plan

Matriculation services include, but are not limited to, all of the following:
- Processing of the application for admission
- Orientation and pre-orientation services designed to provide to students, on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters
- Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:
  - Administration of assessment instruments to determine student competency in computational and language skills
  - Assistance to students in the identification of aptitudes, interests, and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and career/technical certificates and licenses
  - Evaluation of student study and learning skills
  - Referral to specialized support services as needed, including, but not limited to, local, state, and federal financial assistance; health services; campus employment placement services; extended opportunity programs and services; campus child care services programs that teach English as a second language; and disabled student services
  - Advisement concerning course selection
Post-enrollment evaluation of each student's progress and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation.

The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

- From current College of Marin Procedure 4.0003 DP.1 titled Academic Standards
(From Page 17)

Assessment Test
A student may retake the same assessment test after waiting a period of three months. If a student has documentation on file with the Disabled Students Program Office the student may, with a written note from a DSPS counselor, repeat the same assessment test once within three months.

Although all students are given the opportunity to participate, the District has elected to exempt certain students from orientation, assessment and counseling/advisement (Section 55532(a)). Exempted students are identified and informed through the matriculation process. Exemption criteria are outlined in the Matriculation Plan for the District as well as in the Catalog and Schedule of Classes.

Office of Primary Responsibility: Office of Student Learning

NOTE: The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Lisbert Cassidy Whitmore). The wording in black ink is from current College of Marin Procedure 4.0003 DP.1 titled Academic Standards approved on 2/8/05. The language struck through is recommended for deletion. The language in underlined italics is additional language to consider including in this procedure.

Date Approved:
(Replaces a portion of current College of Marin Procedure 4.0003 DP.1)
AP 7210  ACADEMIC EMPLOYEES

References:
Education Code Sections 87400 et seq., 87600 et seq., and 87482.8;
Title 5 Section 51025

College of Marin employs, for academic positions, persons who possess the
qualifications prescribed by regulation of the California Community College's Board of
Governors.

NOTE: The underlined regular text signifies language that is suggested as good practice by the
Community College League and legal counsel (Liebert Cassidy Whitmore). The information in underlined
italics was added by the Human Resources Office and the President of the Academic Senate on 3/10/10.

Date Approved:
(this is a new procedure)
AP 7211  FACULTY SERVICE AREAS, MINIMUM QUALIFICATIONS, AND EQUIVALENCIES

References:
Education Code Sections 87001, 87003, 87359, and 87743.2;
Title 5 Sections 53400 et seq.

Faculty Service Areas
Faculty service areas shall be established after negotiation and consultation as required by law with the appropriate faculty representatives.

Minimum Qualifications
Faculty shall meet minimum qualifications established by the Board of Governors, or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

Equivalencies
Equivalency Committee – An Academic Senate Equivalency Committee shall be established to fulfill the requirement of Education Code Section 87359, which states that the equivalency process "shall include reasonable procedures to ensure that the Board of Trustees relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications..." In order to ensure that the Board of Trustees relies primarily on the advice and judgment of the Academic Senate, the Academic Senate Equivalency Committee shall:

- Be available as a resource regarding equivalency determinations.
- Recommend all equivalency determinations.
- Further clarify the criteria to be used for determining equivalency.
- Ensure that careful records are kept of all equivalency determinations.
- Periodically review this procedure and recommend necessary changes to the Academic Senate and Board of Trustees.
- In general, ensure that the equivalency process works well and meets the requirements of the law.

Determination of Equivalencies – The following procedure is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience specified in the Disciplines List of the Board of Governors that establishes the minimum qualifications for hire, nonetheless does possess qualifications that are at
least equivalent to those required by the Disciplines List. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

All faculty position announcements will state the required qualifications as specified by the Disciplines List, including the possibility of meeting the equivalent of the required degree or experience.

District applications for faculty positions will ask applicants to state whether they meet the minimum qualifications of the Disciplines List or whether they believe they meet the equivalent. Those claiming equivalency will then be asked to state their reasons and to present evidence. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.

Human Resources will initially screen all applicants. Those applicants who require an equivalency determination will be forwarded to the Academic Senate's Equivalency Committee or designee. The Academic Senate Equivalency Committee or designees shall submit its recommendation and evaluation concerning equivalency and non-equivalency to Human Resources. Only applicants who are found to meet equivalency may be selected for an interview.

From current College of Marin Procedure 5.006 titled Criteria and Standards for Qualifications Equivalent to Minimum Qualifications (EC 87359)

The College of Marin is committed to the selection of outstanding faculty members from a large and diverse applicant pool and recognizes that potential candidates for faculty positions may have attained expertise in a discipline through a variety of both traditional and nontraditional means. The minimum qualifications on the Board of Governors List of Disciplines as supplemented by these equivalences constitute the minimum level of requirements to identify which applicants may be worthy of consideration for a particular assignment. Departments and selection committees continue to have the responsibility for recommending the most capable from a group of candidates for each position.

When to Determine Equivalency

Equivalency is determined by the Equivalency Committee for all candidates who do not meet minimum qualifications. To assure equity, equivalency will be determined before a search committee considers candidates for employment.

Responsibilities of the Human Resources Personnel Office

The Personnel Office must include on the job announcements, the minimum and desirable qualifications for the position and the criteria for determining equivalency. It must inform all candidates that they are responsible for including all relevant degree and experience documentation with their job application. For both permanent and temporary positions, the Personnel Office will screen all applications to determine those
which meet the minimum qualifications on the Board of Governors List of Disciplines. Those applications for permanent positions which require an equivalency determination will be forwarded to the Academic Senate's Equivalency Committee. For temporary positions, the Department Chair will forward the applications of all candidates deemed equivalent to the Equivalency Committee for review.

Responsibilities of the Candidate

When a candidate for employment does not meet the established minimum qualifications, it shall be the candidate's responsibility to supply all documentation needed to evaluate equivalency. The documentation submitted by candidates who claim equivalent qualifications will provide conclusive evidence in regard to each of the following:

A. For establishing the equivalent of a required degree, possession of at least the equivalent in level of achievement and breadth of understanding for each of the following:

1. The General education required for that degree; and
2. The major course work required for that degree.

B. For establishing the equivalent of required experience, possession of thorough and broad skill and knowledge meeting each of the following criteria:

1. Mastery of skills of the vocation sufficient to serve as a basis for teaching the other courses within the discipline; and
2. Extensive knowledge of the working environment of the vocation.

Responsibilities of the Academic Senate

The Academic Senate President, with the advice and consent of the Academic Senate and in consultation with the College President, will appoint members to the Equivalency Committee. The Academic Senate will insure that, as far as disciplines allow, the same standards are applied in every case. The actions of the Equivalency Committee and/or the Academic Senate relative to evaluating equivalency shall not be considered as part of the hiring process and shall have no bearing on any other deliberation.

Composition of the Equivalency Committee

All deliberations and records of the Equivalency Committee shall be confidential. The Equivalency Committee shall consist of:

A. The President of the Academic Senate or designee;

B. Two members from the faculty, including at least one from an ethnic, racial, or protected group underrepresented among the faculty as a whole, each appointed by the President of the Academic Senate in consultation with the College President for a term of one year;
C. Two members from the relevant discipline appointed by the President of the Academic Senate in consultation with the College President on a case by case basis;

D. Affirmative Action Officer or designee as a non-voting member; and

E. Personnel Specialist as a non-voting member.

Minimum Standards for Consideration of Equivalency

A. In the case of disciplines normally requiring a Master's degree:

Master's degree and 24 semester units of coursework in the discipline of the assignment. At least 12 of these units must be graduate or upper division (The 24 units may have been either included in or taken in addition to the Master’s degree.);

or,

Master's degree plus two years professional experience related to the discipline of the assignment or two years of teaching experience in the discipline of the assignment;

or,

Bachelor's degree, plus six years of professional experience related to the discipline of the assignment or six years teaching experience in the discipline of the assignment;

or,

Recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education.

B. Provisional

For temporary positions or under exceptional circumstances and in order to support cultural diversity an applicant may be hired provisionally with a high school diploma and five years of occupational experience or who is enrolled in a graduate program in the discipline of the assignment, and has completed at least 12 semester units of graduate coursework in the discipline of the assignment provided that during a one year period, he/she would receive teacher training as designed at the College of Marin (ex.: monitoring, staff development program), and embark on a defined plan of coursework. Provisional certification may be withdrawn by the Equivalency Committee if satisfactory progress in the graduate program or planned coursework is not maintained.

C. Limited Service

An applicant may be hired to teach a limited number of specific courses under the following conditions:
Bachelor's degree or completion of 120 semester units and two years of occupational experience related to the discipline of the assignment;

or

Associate's degree or completion of 60 semester units and four years of occupational experience related to the discipline of the assignment;

or

High School diploma and six years of occupational experience related to the discipline of the assignment.

D. Counselors

Bachelor's degree and completion of 24 semester units of post-baccalaureate, upper division or graduate level course work with emphasis in counseling, guidance, student personnel, psychology, or social welfare. Six of the semester units of course work may be met by verification of two years of recent occupational experience in counseling or guidance.

E. In the case of disciplines not normally requiring a Master's degree:

Bachelor's degree plus four years of occupational or teaching experience in the discipline of the assignment, plus appropriate certification or licensure to practice;

or

Associate's degree and course work equivalent to a major in the discipline of the assignment plus six years of occupational experience in the discipline of the assignment or six years of teaching experience in the discipline of the assignment plus appropriate certification or licensure to practice*;

or

High School diploma plus college course work equivalent to an Associate degree major in the discipline of the assignment, plus eight years of occupational experience or apprenticeship training in the discipline of the assignment or eight years of teaching experience in the discipline of the assignment, plus appropriate certification or licensure to practice*;

or

High School diploma plus ten years of occupational experience or apprenticeship training in the discipline of the assignment or ten years of teaching experience in the discipline of the assignment, plus appropriate certification or licensure to practice*;
Recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education.

Teaching and occupational experience may be combined to total the required number of years.

Responsibilities of the Equivalency Committee

For permanent positions the Equivalency Committee will review the applications and supporting documentation of candidates on a case-by-case basis maintaining thorough and accurate records of their deliberations and decisions. For temporary positions, the Department Chair, in consultation with department members and the Affirmative Action Officer, will function as the Equivalency Committee and will follow the guidelines and process described in this document. They will insure uniformity within and between all cases. In evaluating equivalency, the Committee shall consider all documents including, but not limited to, the following:

A. A transcript showing that appropriate courses were successfully completed at an accredited college or appropriate foreign institution;

B. Publications that show a command of the major in question, the general education of the candidate, or writing skill;

C. Other work products that show a command of the discipline or occupation in question;

D. A resume, employer statement, chronological listing, or other evidence of work experience in the appropriate discipline; and

E. Other evidence of demonstrated skill or accomplishment the candidate may wish to submit.

The Committee will recommend to the Board of Trustees that a candidate be granted a certificate of equivalency to be placed in the personnel file. Appeals of the Committee’s decision may be made to the full Academic Senate in closed session.

In the event a certificated administrator hired before July 1, 1990 retreats to the faculty and does not meet the state minimum qualifications for any District faculty position, his/her competence to assume any District faculty position shall be determined through the equivalency process, i.e., by the appropriate Academic Senate–Equivalency Committee.

If the retreatant does not meet the equivalencies for any District faculty position, the Academic Senate–Equivalency Committee shall delineate the activities that will prepare the retreatant to assume a District faculty position. The retreatant must satisfactorily complete the delineated activities before he/she can assume the duties of a District faculty position. The Academic Senate–Equivalency Committee shall determine what satisfactory completion means. As it relates to certificated administrator retreatants
hired before July 1, 1990, the Board of Trustees shall rely primarily upon the advice and judgment of the Academic Senate.

Review

This policy shall be reviewed as part of the College's regular self-study process.

NOTE: The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in black ink is current College of Marin Policy 5.0006 titled Criteria and Standards for Qualifications Equivalent to Minimum Qualifications adopted on 6/25/91 and revised on 5/13/97. The language struck through is recommended for deletion. The information in underlined italics was added by the Human Resources Office and the Academic Senate.

Date Approved:
(Replaces current College of Marin Policy 5.0006)
AP 7212  TEMPORARY FACULTY

References:
Education Code Sections 87481, 87482, 87482.5, and 87482.8

The District may employ any qualified individual as a temporary faculty member for a complete academic year, but not less than one semester or quarter during an academic year unless the date of rendering first paid service begins during the second semester or third quarter and prior to March 15th. The employment of these persons shall be based upon the need for additional faculty during a particular semester, quarter, or year because a faculty member has been granted leave for a semester, quarter, or year, or is experiencing long-term illness, and shall be limited, in number of persons so employed, to that need.

The District may employ any qualified individual as a temporary faculty member for a complete academic year but not less than a complete semester or quarter during an academic year. The employment of those persons shall be based upon the need for additional faculty during a particular semester or quarter because of the higher enrollment of students during that semester or quarter as compared to the other semester or quarter in the academic year, or because a faculty member has been granted leave for a semester, quarter, or year, or is experiencing long-term illness, and shall be limited, in number of persons so employed, to that need. Such employment may be pursuant to contract fixing a salary for the entire semester or quarter. No person, other than a person serving as clinical nursing faculty, shall be so employed for more than two semesters or three quarters within any period of three consecutive years.

A person serving as clinical nursing faculty may be employed for up to four semesters or six quarters within any period of three consecutive years between July 1, 2007 and June 30, 2014, as long as the hiring of that person does not result in an increase in the ratio of part-time to full-time nursing faculty in the District.

Any person who is employed to teach classes for not more than 67 percent of the hours per week that are considered a full-time assignment for regular employees having comparable duties shall be classified as a temporary employee, and shall not become a contract employee. However, any agreement prior to January 1, 2009, to limit temporary employees to 60 percent of the hours per week that are considered a full-time assignment will govern until the expiration of the agreement. Service as a substitute on a day-to-day basis shall not be used for purposes of calculating eligibility for contract or regular status.
Screening for temporary faculty shall be conducted in accordance with District practices and procedures for employment of regular faculty. In particular, there shall be consideration given to principles of selection that assure the greatest opportunity for participation by underrepresented groups as required by District policies and procedures.

* From current College of Marin Procedure 5.0006.1 DP.1 titled Employment of Temporary Faculty (EC 87360, Title 5 CCR 53020-53024, 53203)

**Employment of Temporary Non-Credit Faculty**

**A. Recruitment Cycle and Screening Process:** The District will recruit for instructors by advertising in class schedules for all classes. The appropriate Dean/Director and Community Education Supervisor—Non-Credit shall interview the applicants in the recruitment pool and make hiring recommendations based on expertise in the required course(s). Non-credit selection pools are separate from credit selection pools.

**B. Automatic Eligibility**

**1. Definitions**

a. An Eligible Temporary Non-Credit Unit Member (hereafter referred to as an ETNUM) is any qualified unit member who has provided prior service (excluding substitutions and intersessions) in the District in a specific course(s) in the non-credit program and who was paid on the Non-Credit Instructor Hourly Schedule. Said paid service must have occurred during the two academic years (excluding substitution and intersessions) immediately preceding the assignment, beginning with the academic year 1991-92 and must include a satisfactory evaluation as provided in 7.3.7. of the Collective Bargaining Agreement. However, ETNUMs shall not be denied their employment right provided herein as a result of not being evaluated in the 1991-92 academic year. Any ETNUM not evaluated in the 1991-92 academic year shall be evaluated in the subsequent academic year in which they are employed. Any unsatisfactory evaluation shall result in ineligibility.

b. Permanent certificated unit members who retired during the academic year 1991-92, and who have provided services in the Non-Credit Program shall immediately become Eligible Temporary Non-Credit Unit Members (ETNUMS) and shall retain their step and column placement on the certificated salary schedule.
c. Temporary Non-Credit Hours are those non-credit hours which are scheduled but not assigned to permanent unit members.

d. Contracts for Temporary Non-Credit Unit Members are contracts issued to a temporary non-credit unit member for a quarter or contract period and which are contingent on the availability of temporary non-credit hours and a satisfactory evaluation as provided in 7.3.7. of the Collective Bargaining Agreement.

2. Eligibility

a. Ranking of ETNUMs (excluding ESL) shall be determined by step placement on the Non-Credit Instructor Hourly Schedule. Ranking of permanent certificated unit members, who retired during the academic year 1991-92 and who provide service in the Non-Credit Program, and ESL Non-Credit (working the semester program on campus) ETNUMs shall be determined by placement on the Certificated Salary Schedule. In the event that two or more ETNUMs occupy the equivalent step on a schedule, ranking shall be determined by lottery (No. 1 being the highest ranked). The lottery will be conducted by the Human Resources Personnel Department. A unit member will be invited to draw a number. In the event the unit member is unavailable, a UPM representative will draw a number for him/her.

3. Assignment

a. In ranked order an ETNUM who has been deemed eligible (as defined in B.1.a. and b. above and 6.9.1. and 6.10 of the Collective Bargaining Agreement) shall be given first preference in the assignment of all available temporary non-credit hours to 40% and shall not exceed 60% of a permanent full-time load for the specific course(s) for which they have had paid service (as defined in B.1.a. and b. above and 6.9.1.A. and 6.10 of the Collective Bargaining Agreement). After all eligible ETNUMs have been given first preference as afore stipulated, the recommended applicants, as defined in "A." above, shall be given assignments.

b. Individuals who qualify as ETNUMs herein are not precluded from seeking employment in other certificated areas for which they do not qualify as ETNUMs.

c. ETNUMs and other temporary non-credit instructors with specific expertise who accept an assignment with the District shall be offered contracts (as defined in B.1.d. above and 6.9.1.C. of the Collective Bargaining Agreement.)
Employment of Temporary Credit Faculty

A. Automatic Eligibility

1. Definitions

a. An Eligible Temporary Credit Unit Member (hereafter referred to as an ETCUM) is any qualified certificated unit member who has provided prior service (excluding substitution and intersessions) in the District credit program in the discipline offering the assignment and who was paid on the Certificated Salary Schedule. Said paid service must have occurred during the two academic years (excluding substitution and intersessions) immediately preceding the assignment, beginning with the academic year 1991-92 and must include a satisfactory evaluation as provided in 7.2.1.3. of the Collective Bargaining Agreement. However, ETCUMs shall not be denied their employment right provided herein as a result of not being evaluated in the 1991-92 academic year. Any ETCUM not evaluated in the 1991-92 academic year shall be evaluated in the subsequent academic year in which they are employed. Any subsequent unsatisfactory evaluation shall result in ineligibility.

b. Permanent certificated unit members who retired during the academic year 1991-92, shall immediately become Eligible Credit Unit Members (ETCUMS) and shall retain their step and column placement on the certificated salary schedule.

c. Temporary Credit Units are those credit units which are scheduled in the District credit program but not assigned to permanent unit members.

d. Contracts for Temporary Credit Unit Members are contracts issued to a temporary credit unit member on a semester-by-semester basis contingent on the availability of temporary units.

e. For the purposes of ranking ETCUMs, "equivalent step" on the salary schedule means placement on the same numerical step of any of the columns of the salary schedule, for example column 1, step 7 is equivalent to column 5, step 7.

2. Eligibility

a. Ranking of ETCUMs and permanent certificated unit members who retired during the academic year 1991-92 for purposes of unit assignments shall be determined by step placement on the
Certificated Salary Schedule (as defined in A.1.e., above and 6.8.1 D. of the Collective Bargaining Agreement). In the event that two or more ETCUMs occupy the equivalent step on a schedule, ranking shall be determined by lottery (No. 1 being the highest ranked). The lottery will be conducted by the Human Resources Personnel Department. A unit member will be invited to draw a number. In the event the unit member is unavailable, a UPM representative will draw a number for him/her.

3. Assignment

a. In any discipline for which an ETNUM has been deemed eligible (as defined in A.1.a. and b. above, and 6.8.1 A. and 6.10 of the Collective Bargaining Agreement) the ETCUMs shall in ranked order (as defined in A.1.e. and 2.a. above and in 6.8.1 D., 6.8.2. and 6.10 of the Collective Bargaining Agreement) be assigned all the temporary credit units available in a discipline to 40%. No ETCUM shall be assigned more than 60% of a full-time equivalent workload for the academic year. In the case of units identified by departments and approved by UDWC (as provided for in 8.19 of the Collective Bargain Agreement) as follows: "units requiring limited special skills unlikely to be possessed by persons of more general qualifications, or 'event-related' teaching units and specialty units," the District will not be required to offer said units to ETCUMs who have not provided prior paid service in the specialty units as designated by PAC. After all eligible ETCUMs have been given first preference as afore stipulated, the recommended applicants, as defined above, shall be given assignments.

b. Individuals who qualify as ETCUMs herein are not precluded from seeking employment in other certificated areas for which they do not qualify as ETCUMs.

c. ETCUMs who accept an assignment with the District shall be offered one-semester contracts (as defined in A.1.d., above and 6.8.1 C. of the Collective Bargaining Agreement).

B. Recruitment Cycle and Process:

1. Recruitment: Recruitment will be conducted for all disciplines in Spring, 1992. Thereafter, recruitment will be conducted every two (2) years, unless it is necessary to conduct a recruitment on a more frequent basis, as determined by the Personnel Department in conjunction with the appropriate Dean, Director, and Coordinator or Department Chair, whomever is applicable. In an effort to develop a well-qualified and diverse pool of potential part-time faculty, a year-round process for advertising and
screening will be conducted, allowing for the continuous recruitment of part-time faculty. Applications for all disciplines or programs will be accepted throughout the year. Once screened, applications will be held for one year. After the one year period, applicants who have not been hired will be notified by the Human Resources Departments that they may update their application and have it kept on file.

2. Exceptions: If a discipline has no applicants in the selection pool, and there must be an unanticipated (emergency) hire is needed, an expedited interview process will be conducted. However, made, the appropriate Dean, Director, and Coordinator or Department Chair will submit the request to the Appropriate Vice President for approval by the Affirmative Action Officer and the President. all individuals must have a completed application packet on file with the Human Resources Office and must meet minimum qualifications prior to the beginning of the assignment.

3. Job Announcement: Individual announcements for each discipline will be developed by the Human Resources Personnel Office and shall include the following:

   a. a statement that there is an anticipated need for temporary faculty for specific disciplines;

   b. minimum qualifications, equivalency, desirable knowledges, abilities, and skills;

   c. screening methods to be used in assessment;

   d. other terms and conditions of employment as required by contract, District policy, or State law;

   e. an address and/or telephone number for obtaining further information;

   f. the following statement: "Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds and learning styles of community college students and staff."

The appropriate Deans, Directors, and Coordinators or Department Chairs will be asked to assist with developing "Desirable Knowledge, Abilities, and Skills," which will be the basis for the screening criteria, in addition to the minimum qualifications or equivalency. The announcements shall may be reviewed and approved by Academic Affairs, the Office of Student Learning, or Student Services, and the Affirmative Action Officer, the Staff Diversity/Affirmative Action Advisory Committee, where possible, the
Academic Senate, and the Department Chairs or Coordinators and sent to each applicant who requests an application for employment in that discipline. Department Chairs and Coordinators who wish to participate in this process may volunteer.

4. **Advertising:** An advertisement will be developed that lists all disciplines for which applications are being invited, and shall include the following:

   a. a statement that there is an anticipated need for temporary faculty for specific disciplines;

   b. the minimum qualifications and equivalency;

   c. screening methods to be used in assessment;

   d. an address and/or telephone number for obtaining further information;

   e. the following statement: "Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds and learning styles of community college students and staff."

   The text of the advertisement will be reviewed and approved by Academic Affairs or Student Services, the Affirmative Action Officer, the Staff Diversity/Affirmative Action Advisory Committee, where possible, the Academic Senate, and the Department Chairs or Coordinators, if they wish.

5. **Recruitment Area:** Ads will be placed in appropriate publications, including the internet and other electronic outlets, the San Francisco Chronicle, Oakland Tribune, Independent Journal, Press Democrat, Bay Area publications with circulation to underrepresented groups, and if applicable, journals specific to a discipline. Recruitment may be conducted at specialty conferences, job fairs, or with professional and community organizations representing underrepresented groups, if deemed applicable by the Personnel Department. The State Chancellor's Office, Faculty and Staff Diversity Registry will also be accessed.

C. **Application Screening Process for Minimum Qualifications:** The Affirmative Action Officer will review the composition of the applicant pool for each discipline recruited to assure reasonable representation of protected groups, and approve, or, if necessary, direct additional recruiting. Applications will be reviewed by the Human Resources Office Personnel Department for minimum qualifications. If minimum qualifications are not apparent, the applications will be sent to the Equivalency Committee. **If the applicant has applied for a minimum qualification**
D. **Screening Committees:** A screening committee for each discipline recruited will be formed.

1. **Composition:** The screening committee shall be composed of at least one or two faculty members from the relevant discipline or a closely related one field. Faculty who wish to participate in the process may submit his/her name to the President of the Academic Senate. The selection of the faculty to serve on any given committee shall be made by the President of the Academic Senate in consultation with the College President and the Affirmative Action Officer or designee. In the case where there are speciality courses in a discipline as designated by UDWC, up to five faculty members from the relevant discipline or a related one may volunteer and be selected by the President of the Academic Senate in consultation with the College President and the Affirmative Action Officer or designee. The appropriate Dean or Director, chosen by the College Superintendent/President, may also participate. The chairperson shall be a faculty member. To the maximum extent feasible, members of underrepresented groups shall be included on the screening committee. If a committee member has to withdraw and cannot be replaced prior to the beginning of interviews, or a committee member chooses not to participate in the screening process, the committee will continue with the remaining members.

2. **Training:** All members of the screening committee shall be trained in the relevant State and Federal provisions for equal employment opportunity/affirmative-action, the search/screening process and applicable methods of meeting affirmative action targets.

3. **Scope of Responsibility:** All committee members, with the exception of the *Equal Employment Opportunity* Affirmative-Action Officer or designee, will participate equally in the decision-making process.

4. **Role of the Affirmative-Action *Equal Employment Opportunity* Officer Designee:** The *Equal Employment Opportunity* Affirmative-Action Officer or designee will serve as a resource to the committee and will provide the following services: a) provide training in the relevant State and Federal provisions for equal opportunity/affirmative-action, the faculty search/screening process and applicable methods of meeting affirmative action targets; b) assist in developing job related screening criteria, weighting systems, questions, guideline answers, and the teaching demonstration and/or other type of performance indicator exercise(s), if applicable; c) record the responses of the candidates during the interview process; d) facilitate the committee discussion of the evaluation scores for
each candidate; and e) in concert with the committee chairperson compile the total points for each candidate and rankings.

The *Equal Employment Opportunity* Affirmative Action Officer or designee serves as the monitor in the screening/selection process and may report and intervene in the event of irregularities. If monitoring reveals that any selection technique or procedure has adversely impacted any historically underrepresented group, the Affirmative Action Officer or designee shall suspend the screening/selection process and timely and effective steps shall be taken to remedy the problem before the screening/selection process resumes. The Affirmative Action Officer or designee may assist the screening committee by discussing overall composition of the applicant pool and the screening criteria or procedures which have produced an adverse impact, provided that confidential information about individual candidates is not disclosed. Where necessary, the position may be reopened at any time and a new selection process initiated in a way designed to avoid adverse impact.

5. **Confidentiality:** The search/screening/recommendation process is confidential. All members of the committee are expected to respect—adhere to strict—this confidentiality, and all information reviewed and discussed will not be shared with anyone, with the exception of the respective Vice President and the College *Superintendent/President* as stipulated below, who are not members of the committee.

E. **Development of Screening Materials:** The committee will develop the detailed job-related screening criteria, weighting systems, questions, guideline answers, and teaching demonstration and/or other type of performance indicator exercise(s), if applicable to be used in the interview. The standardized 0-16 rating scale (0-4 = Unsatisfactory; 5-8 = Weak; 9-12 = Satisfactory; 13-16 = Strong) will be used. The job-related criteria, weighting system, questions, guideline answers, and teaching demonstration and/or other type of performance indicator exercise(s) will be reviewed and approved by the Affirmative Action Officer. *All screening materials will be reviewed by Human Resources.*

F. **Evaluation and Recommendation Process:**

1. **Applicant Screening:** Members of the committee shall individually review each qualified applicant's application, transcript(s), resume or curricula vitae, and other materials which the applicant submitted, and using the standardized rating scale and previously agreed upon criteria, shall evaluate, score, and rank each applicant. Each committee member shall keep a standardized record of his/her evaluation. The point totals shall be summed for each applicant and an aggregate candidate list compiled. The committee shall agree upon size of the pool and the number of applicants to be invited to interview. The Affirmative Action Officer shall review and approve the list of eligibles to assure reasonable representation of protected groups. The
Department shall determine the date(s) of the interviews and screening committee chairperson, in concert with the Personnel Department Human Resources Office, will schedule interviews and make all necessary arrangements.

2. Interviews and Recommendations: Interviews will be conducted and members of the committee shall individually evaluate and score each candidate, using the standardized rating scale, and teaching demonstration and/or other type of performance indicator exercise(s), if applicable. Each committee member shall keep a standardized record of his/her evaluations. At the conclusion of the interview process, committee members shall discuss their evaluation scores for each candidate. The chairperson, in concert with the Affirmative Action Officer or designee, shall compile the total points for each candidate, including points on submitted materials and interview performance, and prepare the final ranking. The committee members shall then agree, based on the rankings, on those candidates whose names shall be submitted to the appropriate Human Resources or administrative designee for reference checks. Results of reference checks shall be submitted to Human Resources, Vice President and the College President for initial approval of the pool. A statement shall be prepared by the committee outlining the factors deemed most important by the committee in making its final recommendations. The Affirmative Action Officer shall review and approve the final recommendations of the committee to assure reasonable representation of protected groups, and shall submit this document, the prepared statement, and all supporting materials to the appropriate Vice President and the College President for initial approval. When a particular candidate who meets the minimum qualifications for the job is also a member of an historically underrepresented group, this membership may be taken into account as one factor in the final selection process where this would further achieve the goals set forth in the District's faculty and staff diversity plan. All applications, supporting documents, and screening committee documents will be returned to the Personnel Human Resources Office, including the applications and documents of those applicants designated to be in the selection pools. If the committee cannot find a sufficient number of candidates for the pool, the position shall be re-advertised and the screening process re-started.

G. Selection: Human Resources may disqualify candidates as a result of reference/background checks. The names and contact information for the final list of candidates will be forwarded to the appropriate department chair. After initial approval is received from the appropriate Vice President and the College President, the Personnel Department will forward to the Department Chair all application materials on those candidates in the selection pool. The Department Chair, as directed by a majority of the permanent faculty, will make recommendations for selection based on ranking and expertise in the required course(s), and forward these to the appropriate Vice President for his/her
approval and that of the Affirmative Action Officer, the College President, and the Board of Trustees. All applications, supporting documents, and screening committee documents shall be returned to the Personnel Office.

H. Appointment/Duration of Eligibility: Candidates in the pool may be offered temporary employment by the College Superintendent/President or designee for approval by the Board of Trustees. The Board of Trustees or its designee shall have the authority to make all final hiring decisions based upon careful review of the candidate or candidates recommended by a screening committee. This includes the right to reject all candidates and order further review by the screening committee or reopening of the position where necessary to further achieve the goals established in the faculty and staff diversity plan. However, consistent failure to select qualified candidates from historically underrepresented groups who are recommended by screening committees shall constitute a violation of Section 54010 of the Title V Regulations. If the Board of Trustees or its designee rejects all candidates and orders further review by the screening committee or reopening of the position, the decision with reasons and the order shall be made in writing to the screening committee.

If a candidate is offered a temporary assignment, excluding substitution and intersession, the candidate becomes an ETCUM and is subject to the applicable ETCUM provisions of the MCCD-UPM/AFT Collective Bargaining Agreement. He/she must maintain a satisfactory performance evaluation. An unsatisfactory performance evaluation constitutes automatic disqualification from the ETCUM list. If a candidate is not offered employment within two consecutive years of establishment of the pool, the candidate is removed from the pool. To be considered for future employment, the candidate must reapply to the pool.

I. Notification of Candidates: The Personnel Human Resources Office will notify all applicants of their selection or non-selection for the pool. Applicants for the pool will be notified of their ranking.

J. Unsolicited Applications: Human Resources does not accept unsolicited applications outside of active recruitments. Applications received by Departments or the Personnel Department between recruitment periods will be acknowledged by the Personnel Department and the applicant information will be retained in a database in the Personnel Department until the next recruitment, at which time they will be invited to participate. Application materials will not be kept on file.

NOTE: The underlined regular text signifies legally advised language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in black ink is current College of Marin Procedure 5.0006.1 DP. 1 titled Employment of Temporary Faculty approved on 9/23/91 and revised on 12/9/92. The language struck through is recommended for deletion. The information in underlined italics was added by the Human Resources Office and the Academic Senate.

Date Approved:
(Replaces current College of Marin Procedure 5.0006.1 DP.1)
Marin Community College District Procedure

AP 7217 INSTRUCTIONAL ROTATION

References:
None

- From current College of Marin Procedure 5.0003 DP.1 titled Guidelines for Employment – Instructional Rotation

Marin Community College is responsible for providing a variety of qualified instructors for all of its educational programs. Therefore, the College District shall make it possible for permanent certificated employees to teach a variety of courses for which they are qualified, through course instructional rotation. The objective of course instructional rotation is to enhance instruction in all disciplines and to provide a variety of presentation, both for students and instructors.

Criteria for Instructional Rotation

1. Each department shall develop guidelines for the rotation of teaching assignments and submit them to the Academic Senate which will keep all rotation guidelines on file which will make recommendations to the Vice President, Academic Affairs. These guidelines should be submitted annually by the beginning of each fall semester and be approved by November 20 for the following academic year. Changes to a department’s guidelines shall be submitted to the Academic Senate.

2. The initial request for course assignment shall go to the Department Chair in writing. If an agreement is not reached at the department level, the request shall go to the appropriate Dean. If the request is not resolved by the Dean, it shall go to the Vice President, Academic Affairs, for final disposition.

3. The Chief Instructional Officer Vice President, Academic Affairs, shall make final decisions regarding course assignments taking into account departmental rotation guidelines, such requests and the recommendations of the Department and the Dean of the subject area.

4. This procedure is not to conflict with policies in the union contract or with state law.

NOTE: The language in black ink is current College of Marin Procedure 5.0003 DP.1 titled Guidelines for Employment – Instructional Rotation approved on 5/23/88. The language struck through is recommended for deletion. The language in underlined italics was added by the Human Resources Office and the Academic Senate President. This was reviewed by the Yolanda B. and Linda Beam on 3/10/10. OK'd by VP Nick Chang per Yolanda B. Passed Academic Senate 3/25/10.

Date Approved:
(Replaces current College of Marin Procedure 5.0003 DP.1)