

COLLEGE OF  
**MARIN**

**Board of Trustees Meeting  
April 15, 2008  
Minutes**

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**A. Closed Session**

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

Board Vice President Kranenburg called the meeting of the Board of Trustees of the Marin Community College District to order at 4:40 p.m. in the SSA&B Conference Rooms in the Student Services Building on the Kentfield campus. All publicly elected Trustees were present except Trustee Namnath, who arrived at 4:42 p.m., Trustee Treanor, who arrived at 4:45 p.m., and Trustee Hayashino. Dr. Frances White, Al Harrison, Anita Martinez, Linda Beam, and Larry Frierson were also in attendance.

There was no one present who wished to address the Board on the items listed to be discussed in closed session, and the Board went into closed session.

The closed session recessed at 6:00 p.m.

**B. Regular Meeting**

**1. Reconvene in Open Session**

The meeting of the Board of Trustees of the Marin Community College District was reconvened in open session at 6:45 p.m. in the Deedy Staff Lounge in the Student Services Building on the Kentfield campus by Board Vice President Kranenburg. He announced that the meeting was being recorded to facilitate the preparation of minutes. All Trustees were present except Trustee Hayashino. Student Trustee Tam was in attendance.

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

M/s (Treanor/Paterson) to approve the minutes of the March 11, 2008 Board meeting. Trustee Long asked to have some notes she made at the March 11 Study Session (copy attached) added. As a point of clarification it was noted that no decisions were made by the Board at the Study Session and that committees would be making decisions on building finishes and colors. The motion to approve the minutes passed unanimously (6-0) plus an advisory aye vote by Student Trustee Tam.

M/s (Treanor/Paterson) to approve the minutes of the March 18 Special Board meeting. The motion passed unanimously (6-0) plus an advisory aye vote by Student Trustee Tam.

Board Clerk Long reported that the Board had met in closed session earlier that afternoon on the items listed on the agenda and that no action was taken.

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

Ray Moritz expressed concern about the removal of many beautiful trees on our campuses and urged us to treat them for protection against sudden oak death instead of removing them.

Biology professor Jamie Deneris, a member of College of Marin's Health & Safety Committee, asked the Board to reconsider the decision not to put hot water in the restrooms in the new building.

Stanley Pearse and David Alvarez, representing the Novato Riptide Swim Team, asked the Board to allow the parents of the swim team members to purchase parking passes at the student rate for IVC parking lots.

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

**a. Commendation Resolutions and Other Resolutions**

None

**b. Legislative Report.**

Trustee Paterson reported that the Community College League is recommending that districts send teams to upcoming advocacy days for community colleges planned in Sacramento.

**c. Committee Chair Reports**

None

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

Trustee Paterson reported that she attended a recent Novato Roundtable meeting with President White and Dean Schorske which provided opportunities for community leaders and elected officials to learn about IVC and to ask questions and provide feedback.

Trustee Dolan complimented COM's music, drama and dance departments on the recent productions of "A Midsummer Night's Dream" and "Dance upon a Song."

Trustee Dolan stated that she hoped the Board would support a resolution expressing opposition to light brown apple moth (LBAM) spraying in Marin County. Trustee Kranenburg responded that the Board officers felt that the most appropriate action at this time would be to write letters to government officials regarding this issue.

Trustee Long shared two COM student success stories she recently heard about at community events.

Trustee Treanor encouraged Board members to attend the upcoming CCLC

Conference (May 2-4) in Palm Springs and the numerous end-of-year COM activities.

Trustee Kranenburg reported that he and Trustee Hayashino met with Sheryl Amador, the chair of our visiting accreditation team on April 1 and that the conversation was quite positive. Dr. Amador was impressed with the work done and urged us to continue working together to improve our processes. Trustee Kranenburg thanked the faculty, staff and administration for the tremendous effort put forth to complete the program reviews.

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

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

Vice President Harrison announced that Yulian Ligioso, Director of Fiscal Services, has accepted a position as Vice President of Administrative Services at Evergreen Valley College in San Jose. He expressed appreciation for Yulian's support, talent and leadership. Trustee Kranenburg presented Yulian with a gift of appreciation from the Board.

Vice President Martinez recognized long-time employee Jodi Fitzgerald who is retiring from the Office of Instructional Management. She thanked Ms. Fitzgerald for her many contributions to COM and presented her with a bouquet of flowers.

Cathy Summa-Wolfe, Director of Communications & Community Relations, made a presentation on COM's new website, the result of a two-year upgrading process. Changes have been implemented to facilitate ease of use and to accomplish ADA compliance. We now have an interactive online application process and a credit class schedule that will be live out of a database. The Trustees complimented Ms. Summa-Wolfe and her staff on these tremendous improvements.

### **a. Staff Reports**

#### **1) WASC Report**

President White reported that the visiting teams interviewed individuals and groups on April 1 and reviewed numerous documents. She stated that the team chair was pleased with our progress. Additional work needs to be done to complete our planning and budgeting cycle and more information will be sent to the Accrediting Commission prior to its June meeting. Dr. White stated that we expect to hear the Commission's decision in late June or early July and that we are looking forward to positive results.

#### **2) Citizens' Oversight Committee Annual Report**

Bill Levinson, chair of COM's Citizens' Oversight Committee (COC), reported that the COC met three times during the year and that meeting agendas and minutes are posted on the website. He stated that the committee reviewed two six month bond audits and financial statements and validated the findings, noting that the bond money is being spent as intended. He stated that the committee is comfortable with the work that is being done by President White, Vice President Harrison and Modernization Director Chernock and thanked them for their support of the COC and their management of the bond.

**3) COM/MTA/Media Center Update**

Professor Frank Crosby updated the Board on the COM/Marin Telecommunications Agency (MTA) Center, noting that we hope to have a joint use agreement signed by June 16. Trustees requested a workshop at the May meeting so that more information on the Media Center can be presented and to allow time for appropriate legal advice and opinions to be obtained. A copy of Mr. Crosby's presentation is attached to the minutes.

**4) Enrollment Management Update**

Professor Kathy Freschi made a presentation entitled "Enrollment Management Strategies, Modern Languages Department, to Make COM the College of Choice" (copy attached). Proposed strategies include strengthening the enrollment of Main County high school students at COM, making the Modern Languages Department a hub for language and cultural studies, and participating in the Northern California Study Abroad Consortium.

Diana Verdugo, Director of Noncredit & ESL, Community & Contract Education, gave a report on non-credit and community education enrollment figures and course offerings (copy attached). She reported that noncredit classes have increased our enrollment by 3,250 students (although some are duplicated). She distributed copies of our new 2008 Noncredit English as a Second Language Student Handbook and noted that it will be translated into Spanish. Ms. Verdugo reported that noncredit ESL classes are listed in the summer 08 credit schedule. Vice President Martinez commented on the success of Latino College Awareness Day on April 3 and thanked the staff involved in the organization of this event.

**5) Program Review Update**

Yolanda Bellisimo passed out sample Program Reviews to Board members and explained that each section of a Program Review went to a different committee for review. Summaries were then created which will go into an Executive Summary. Summaries and program need ranking sheets will go to the Institutional Planning Committee which will develop an overview of where the college is and where it should go. The IPC's recommendations will be forwarded to the Budget Committee which will develop funding priorities.

**6. Academic Senate Report**

Yolanda Bellisimo, President of the Academic Senate, reported that the Senate wants to develop an early warning system to alert faculty when courses or disciplines need to be updated. She announced that Sara McKinnon will make a presentation at the State Academic Senate and also at Canada College on the status of our ESL credit and non-credit programs using data from the program reviews. Ms. Bellisimo expressed concern that we are becoming more and more dependent on our part-time faculty for committee work since we are down on full-time faculty numbers. A copy of Ms. Bellisimo's statement is attached to the minutes as part of the official record.

**7. Classified Senate Report**

Kathleen Kirkpatrick, Classified Senate President, acknowledged the efforts of the faculty and staff who worked to meet the WASC deadline and named several classified staff who made important contributions. She reported that the Classified Senate will be sponsoring

a special project in connection with One Book One Marin. Staff will be encouraged to read Amy Tan's *Saving Fish from Drowning* and to participate in book discussions held by the Classified Senate. A copy of Ms. Kirkpatrick's report is attached to the minutes as part of the official record.

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

Student Trustee Tam announced that COM will be sending a delegation to the Student Senate for California Community Colleges (SSCCC) Spring 2008 General Assembly in Los Angeles. Our delegation will follow up on Fall 2007 Resolution 16.02, authored by Student Trustee Tam, which calls for the boldest action on climate change passed by the SSSCC in recent history.

Inna Shapiro, ASCOM President, reported that ASCOM is preparing for the upcoming election and introduced Charlene Eldon, who is running for Student Trustee, and Shawn Mehrens, a candidate for ASCOM President. She reported that ASCOM sponsored a successful event on April 1, the date of the accreditation visit, which included a free breakfast and barbecue, a band and DJ music, and information about the WASC visit and our accreditation status. She acknowledged the hard work of the students who organized this event.

**9. Board Study Session**

**a. Procurement Procedures & Change Orders During Construction**

Leigh Sata of Swinerton Management & Consulting gave a presentation (copy attached) on our Measure C change order process. He reviewed the processes followed by other districts and suggested that district staff be given authority to authorize the use of the 10% contingency which is included in our new construction project budget and the 15% contingency which is included in the modernization project budget now that we are moving into the construction phase. His recommendations included authorizing the Director of Modernization to approve potential change orders in order to keep projects on schedule, authorizing the Vice President of College Operations to approve all change orders up to the 10% contract value, and having the Board approve by resolution all change orders in excess of the 10% contract value. Other recommendations included bringing all potential change orders that exceed \$50,000 to the Board as an information item and having the Board ratify all change orders.

Board members discussed these proposals but no decisions were made as the information was presented during a Board Study Session. An action item addressing these issues will be placed on the agenda for the April 29 Special Board meeting.

**b. Exterior Standards Review**

Leigh Sata gave a presentation entitled Exterior Standards Review (copy attached) and showed pictures of color schemes and materials that have been reviewed and approved by Cabinet and the District Modernization Committee (DMC) for the Transportation Technology and Main Building Complexes at IVC. Two color schemes were presented. It was noted that Cabinet and the DMC preferred the original color scheme and most Board members expressed the same preference. These two projects will be brought back to the Board for final approval at the May 13 meeting.

**10. Consent Calendar Items**

M/s (Treanor/Tam) to approve all items on the Consent Calendar.

The motion passed with a unanimous roll call vote (6-0) plus an advisory aye vote by Student Trustee Tam except for 10.H.1.a-d which Trustee Dolan voted no on.

**A. Calendar of Upcoming Meetings**

**April 29, 2008 – Special Board Meeting – 6:00 p.m.  
Deedy Staff Lounge, Kentfield Campus**

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

1. Appointment of Classified Personnel
2. Appointment of Hourly Personnel
3. Temporary Increase in Assignment for Classified Personnel
4. Resignation/Termination of Classified Personnel

**C. Academic Personnel Recommendations.** Approve the Academic Personnel Recommendations:

1. Resignation/Retirement of Academic Personnel
2. Appointment/Change for Temporary Noncredit ESL and Community Education and Services Instructors for Spring Semester and Spring Quarter 2008

**D. Short-Term Hourly Positions**

**E. Budget Transfers – Month of March - FY 2007/08**

**F. Warrant Approval**

**G. Approve New Community Education Courses**

**H. Modernization (Measure C)**

***Note: Consent items for modernization include (1) contracts previously approved and needing routine ratification; and (2) no-cost time extension amendments for professional services agreements.***

**1. Approve No-Cost Time Extension – Professional Services Agreements**

- a. **Shade & Greenhouse Structures Project (#850C)  
Crossroads Relocations Services, Inc. – Amendment #1**
- b. **PE Complex Portables Project (#850F)  
QA Consultants, Inc. – Amendment #1**
- c. **Geothermal Fields Kentfield & IVC Projects (#305B & #417B)  
GeoTech Utility Locating LLC – Amendment #1**
- d. **Geothermal Fields Kentfield & IVC Projects (#305B & #417B)  
Kleinfelder, Inc. – Amendment #1**

**11. Other Action Items**

- A. **2008 California Community College Trustees (CCCT) Board Election**  
M/s (Treanor/Namnath) to accept the slate of candidates suggested by Trustees Long and Paterson. The motion passed unanimously (6-0) plus an advisory aye vote by Student Trustee Tam.
- B. M/s (Treanor/Tam) to **Approve Agreement with Community College League of California for Board Policy and Procedures Consultation Services – Year 2.** The motion passed unanimously (6-0) plus an advisory aye vote by Student Trustee Tam.
- C. **Approve Bid Award Circle Drive Rehabilitation Project, Kentfield Campus**  
M/s (Tam/Long) to approve the amended agenda item which authorizes the rejection of all bids for the Circle Drive Rehabilitation Project and authorizes staff to rebid the project at a later date. The motion passed unanimously (6-0) plus an advisory aye vote by Student Trustee Tam.
- D. M/s (Treanor/Long) to **Approve Purchase of Argos Reporting System.** The motion passed by a vote of 4-2 with Trustees Dolan and Namnath casting the no votes. Student Trustee Tam cast an advisory aye vote.
- E. M/s (Treanor/Tam) to **Approve Selection of Auditing Firm.** The motion passed unanimously (6-0) plus an advisory aye vote by Student Trustee Tam.
- F. **Approve Construction Plans for Marin County Sheriff Substation**  
(This item was pulled from the agenda).
- G. M/s (Treanor/Paterson) to **Approve Resolution Authorizing the Issuance of Tax and Revenue Anticipation Notes for Fiscal Year 2008/09.** The motion passed by a vote of 5-1 with Trustee Dolan casting the no vote. Student Trustee Tam cast an advisory aye vote.
- H. M/s (Namnath/Dolan) to **Approve Memorandum of Understanding for Partnership Agreement for Marin Simulation Center with Dominican University of California.** The motion passed unanimously (6-0) plus an advisory aye vote by Student Trustee Tam.
- I. **Modernization (Measure C)**  
M/s (Treanor/Namnath) to approve 11.I .1-4. The motion passed by a vote of 5-1 with Trustee Dolan casting the no vote. Student Trustee Tam cast an advisory aye vote.
  - 1. **Special Approvals**
    - a. **Approval of Revised Bond Spending Plan**
  - 2. **Approve Projects and Authorize Bidding**
    - a. **Ignacio Creek Erosion Mitigation Project (#419A)**
  - 3. **Approve New Short Form Professional Service Agreements**

- a. **Various IVC Infrastructure Projects – Testing & Inspection Services**  
**Inspection Services, Inc. – New Short Form Professional Services Agreement (\$33,266)**
- 4. **Approve Professional Service Agreement Amendments**
  - a. **Diamond PE Center Alterations Project (#308B)**  
**POMO 4 Roof Replacement Project (#402B)**  
**Ninyo and Moore – Amendment #3 (credit of \$21,524)**
  - b. **Science/Math/Central Plant Project (#305A)**  
**Wind Tunnel Study**  
**ED2 International – Amendment #1 (\$22,000)**
  - c. **PE Complex Portables Project (#850F)**  
**Moving Services**  
**Nor-Cal Moving Services – Amendment #2 (\$8,541)**
  - d. **Shade & Greenhouse Structures Project (#850C)**  
**Transportation Tech Relocation Project (#850H)**  
**West Campus Utility Extension Project (#407D)**  
**Design Fees for Swing Space**  
**HKIT – Amendment #8 (\$56,000)**
  - e. **West Campus Utility Project (#407D)**  
**Soil Boring & Civil Design Fees (\$4,300)**  
**Geothermal Fields Kentfield Project (#305B)**  
**Design Services for Parking Lot Reconditioning (\$27,500)**  
**CSW/Stuber Stroeh – Amendment #18 (\$31,800 total)**
  - f. **New Fine Arts Building Project (#306C)**  
**Arborist Consulting Services – Tree Protection**  
**Moritz Arboricultural Consulting – Amendment #1 (\$3,726)**
  - g. **District Legal Counsel (#831A)**  
**Annual Fiscal Year 2007/08 Budget Encumbrance**  
**Miller Brown & Dannis – Amendment #1 (\$35,000)**
- 5. **M/s (Tam/Treanor) to Award Construction Contract**
  - a. **12KV Utility Extension Project (#407C)**  
The motion passed by a vote of 5-1 with Trustee Dolan casting the no vote. Student Trustee Tam cast an advisory aye vote.
- 6. **Approve Construction Contract Change Orders**
  - a. **M/s (Treanor/Paterson) to Approve PE Complex Portables Project (#850F)**  
**NEMA Construction – Change Order #1**  
The motion passed by a vote of 5-1 with Trustee Dolan

casting the no vote. Student Trustee Tam cast an advisory aye vote.

**b. M/s (Treanor/Paterson) to Approve PE Complex Portables Project (#850F)**

**NEMA Construction – Change Order #2, Notice of Completion & Board Resolution**

The motion passed by a roll call vote of 5-1 with Trustee Dolan casting the no vote. Student Trustee Tam cast an advisory aye vote.

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

- A. Marin Conservation Corps Memorandum of Understanding for Indian Valley Organic Farm and Garden (May)**
- B. Bolinas Lab Recommendations (July)**
- C. Textbook Cost Containment (July)**
- D. METI Agreement**
- E. Agreement with Holy Names University for Supervised Student Teaching Experience for Graduate Nursing Students (June)**
- F. COM/MTA Agreement (May)**
- G. Approve Appointments to Citizens' Oversight Committee (May)**

**13. Information Items**

- A. Contracts and Agreement for Services Report – March, 2008**
- B. Modernization Update**
  - 1. Bar Schedule Through March 2008**
  - 2. Large Commitments – Status Report April 2008**
- C. Sustainability Update**
- D. COMet Update**
- E. SMC Quarterly Progress Report for Period Ending December 31, 2007**
- F. Agreement with County of Alameda (Highland Hospital) Nursing Experience**
- G. Calendar of Special Events**
  - May 14, 2008 – COM Retiree Reception – 4:00 to 6:00 p.m.**
    - Marin Art & Garden Center, 30 Sir Francis Drake Blvd., Ross**
    - College of Marin Foundation Scholarship Awards Ceremony
    - May 16, 2008, 5:00 p.m., Kentfield Cafeteria
    - College of Marin Commencement – May 17, 2008, 10:00 a.m., Kentfield Campus Lawn
    - College of Marin Nursing Program Pinning Ceremony
    - May 22, 2008, 6:30 p.m., Fine Arts Theater

**14. Correspondence**

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

**15. Board Meeting Evaluation**

It was suggested that Board officers better gauge the times allotted for agenda items and that the purpose and outcomes of Board Study Sessions be more clearly defined and reported in the minutes.

**16. Adjournment**

M/s (Tam/Long) to adjourn the meeting. The motion passed unanimously (6-0) plus an advisory aye vote by Student Trustee Tam. Vice President Kranenburg adjourned the meeting at 11:15 p.m.