

COLLEGE OF
MARIN

**Board of Trustees Meeting
February 17, 2009
Minutes**

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 AS 101 conference room on the Indian Valley campus, members having received notice as prescribed by law. Board President Kranenburg called the meeting to order at 4:40 p.m. All publicly elected Trustees were present except Trustees Dolan and Namnath. Al Harrison, Nick Chang, Linda Beam, Armond Phillips and Larry Frierson were also in attendance.

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

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

The closed session recessed at 5:45 p.m.

B. Regular Meeting

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

The meeting of the Board of Trustees of the Marin Community College District was reconvened at 6:37 p.m. by Board President Kranenburg. He announced that the meeting was being recorded to facilitate the preparation of minutes. All publicly elected Trustees were present except Trustee Dolan, who arrived at 6:50 p.m. Student Trustee McCleary arrived at 6:40 p.m.

M/s (Long/Hayashino) to approve the agenda as presented. The motion passed unanimously (6-0) plus an advisory aye vote by Student Trustee McCleary.

2. Approval of Minutes and Report of Closed Session

M/s (Paterson/Treanor) to approve the minutes of the January 20 Board meeting with one correction. Under Vice President Chang's Enrollment Update on page 3 the word "up" was inserted before 350 so that the sentence reads as follows: "He reported that as of January 14 our spring credit registration is up 350, a 7% increase over the same date last spring." The motion passed unanimously (6-0) plus an advisory aye vote by Student

Trustee McCleary.

M/s (Treanor/Hayashino) to approve the minutes of the February 6 Special Board Meeting (Retreat). The motion passed unanimously (6-0) plus an advisory aye vote by Student Trustee McCleary.

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

Gloria Kopshever commented on room use at IVC and expressed her appreciation for the transformation of Miwok 214 on the IVC campus which has new carpeting and paint and is now very high tech. She noted that Ohlone 107 is bursting at the seams with equipment and chairs and that Ohlone 106 will have to be set up in the morning for an 11:00 yoga class after the Board meeting setup has been dismantled. She asked if other rooms on campus could be used either for the Board meetings or for the yoga classes.

Vanae Nelson and Kathleen O'Brien, two students in the Aqua Exercise Class for Older Adults, stated that they really enjoy this class, find it very beneficial to their health, and are petitioning the Board to keep the class at the IVC campus after the Kentfield pool reopens. Dr. White said that this would be taken under advisement.

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

a. **Commendation Resolutions and Other Resolutions**

1. **Resolution in Support of Black History Month**

M/s (Treanor/Hayashino) to waive the reading of the resolution. The motion passed unanimously (6-0) plus an advisory aye vote by Student Trustee McCleary. M/s (Treanor/McCleary) to approve the **Resolution in Support of Black History Month**. M/s (Treanor/McCleary) to amend the resolution by adding the following phrase: "Whereas, the Board of Trustees of the Marin Community College District is proud to recognize the election of Barack Obama, our country's first African American President, in November of 2008." The motion passed by a unanimous roll call vote of 6-0 (plus an advisory aye vote by Student Trustee McCleary).

2. **Resolution in Support of National Engineering Week**

M/s (Long/Hayashino) to waive the reading of the resolution. The motion passed unanimously (6-0) plus an advisory aye vote by Student Trustee McCleary. M/s (Long/Hayashino) to approve the **Resolution in Support of National Engineering Week**. The motion passed by a unanimous roll call vote of 6-0 (plus an advisory aye vote by Student Trustee McCleary).

b. **Legislative Report.**

Trustee Paterson reported that one more vote is needed in the State Senate to to pass the budget and that it will take three to six months for federal stimulus money to arrive in California. She summarized the February 2, 2009 CCLC Legislative Update (copy attached).

c. **Committee Chair Reports**

Trustee Long reported that she attended a recent meeting of the Marin Teaching Network and learned that layoff notices have been sent out to the executive

director and all employees and that the services of this group will be suspended effective July 1. Dr. Long recommended for consideration maintaining the 2010-2011 budget of the Marin Teaching Network for K-12/K-13 articulation as all Districts will need support and cooperation in an effort to promote smooth articulation K-14 in these challenging times.

d. Individual Reports and/or Requests

Trustee Dolan reported that she recently participated in a Marin Open Space clean up effort at Corte Madera Creek and commented that we should do a better job of educating our students not to throw their trash in the creek.

Trustee Treanor reported that she and President White received stellar reviews of their presentation at the recent CCLC Conference and that the reviews of the Board Chair Workshop she chaired were also positive. She asked the Board to adjourn the meeting in memory of Carol Adair.

Trustee Paterson invited fellow Trustees to attend a community forum on Creating Sustainable Communities on February 25 from 6:30 to 9:00 p.m. at the Next Key Center in Novato.

Trustee Hayashino reported that she, Trustee Paterson and President White attend the February 4 Bay 10 meeting at Diablo Valley College and that State Chancellor Jack Scott was one of the speakers. She encouraged Trustees to attend the ACCT Congress which will be held in San Francisco in October.

Trustee Kranenburg reported that he attended the Board Chair Workshop at the recent CCLC Conference and also the Accreditation Self-Study kickoff meeting on January 28 at the Kentfield campus.

e. WASC Report Status

President White reported that 60-65 committed and enthusiastic faculty and staff attended the January 28 Self-Study kickoff meeting. She noted that the group is well organized and that the Accreditation Steering Committee will meet once a month. Our next accreditation visit is scheduled for October 2010. Dr. White announced that she, Bernie Blackman and Yolanda Bellissimo would be presenting a workshop entitled "From Sanctions to Success" at the upcoming ACCCA Conference in San Diego.

5. Chief Executive Officer's Report

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

a. Staff Reports

1. Enrollment Update

Nick Chang, Interim Vice President of Student Learning, updated the Board on enrollment figures. He reported that as of February 8, the end of the census period, our credit enrollment is up by 369 students or 5%. Kentfield grew by 151 students and IVC grew by 383 students. He noted that we had had healthy waiting lists and that non-credit enrollment is ongoing.

2. District Bond

Al Harrison, Vice President of College Operations, reported that eight firms have signed up as interested bidders for the sale of our second \$75 million of Measure C bonds scheduled for February 18. Moody's Investors Service gave us a rating of Aa2 and Standard & Poor's gave us an AA rating.

3. Update Report on Fiscal Independent Status

Thomas Henry, President/CEO of Education Management and Assistance Corporation (EdMAC), the company which MCOE and the County asked to audit and analyze our college's processes and internal controls, reported on his company's findings. He thanked our staff for being cooperative and providing the documents requested and stated that he sees no reason why we can't proceed with implementation of the Human Resources/Payroll Banner Module which includes assuming full responsibility for processing payroll in-house. EdMAC will make one more visit to the college to check processes. The Marin County Superintendent of Schools and the Marin County Auditor-Controller have until March 1 to approve the college's request for fiscal accountability effective July 1.

4. Division of State Architects Update

V-Anne Chernock, Director of Modernization, advised the Board that the Division of State Architects (DSA) is participating in the state furlough program and that their employees will be off two days a month. Overtime and outsourcing will not be allowed. Our PE Complex and utilities projects are behind schedule and some other projects may be delayed as a result of the DSA backlog.

5. 2008 ARCC Report

Bernie Blackman, Director of Organizational Development & Institutional Effectiveness, reviewed 2008 ARCC data, a report of college and system level indicators prepared by the State Chancellor's Office. Trustees acknowledged receipt of the report and noted that they found the data to be interesting. They discussed the data and asked questions which were answered by Dr. Blackman and President White.

6. Academic Senate Report

Yolanda Bellisimo, Academic Senate President, reported that we have to develop strategic initiatives based on the Educational Master Plan (EMP). The EMP Committee has ranked the 19 recommendations which have been vetted by the Academic Senate and categorized them under three priorities – improve access, improve success and improve instructional technology. A copy of the EMP Recommendations Priority Listed for Strategic Initiatives is attached.

Ms. Bellisimo asked the Board to adjourn in memory of Carol Adair who taught basic skills at the college for 20 years, founded the Road to Success, and was very organized, hard working and optimistic.

7. Classified Senate Report

None

8. Student Senate and Student Association Report

Student Trustee McCleary announced that many students have been coming into his office, asking what they can do to improve things at College of Marin and volunteering

to participate in student government. He reported that he and other student government officers recently attended a legislative conference in Washington, D.C. and had an opportunity to network with important people there. Student Trustee McCleary stated that he is excited to be part of the 1st annual African American College Information Day scheduled for February 26 at College of Marin.

9. Board Study Session

a. Educational Master Plan

Nick Chang, Interim Vice President of Student Learning, and Yolanda Bellisimo, Academic Senate President, introduced the Educational Master Plan 2009-2019 to the Board, noting that it is the product of the work of a large group of people with input from large segments of the college community and approval by all college constituencies.

Board members complimented and thanked Dr. White, the Educational Planning Committee and all faculty and staff who worked on this outstanding, well written, data-based document.

10. Consent Calendar Items

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

A. Calendar of Upcoming Meetings

Board Retreat in July - date and location to be determined

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

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

C. Educational Management Personnel Recommendations

1. Appointment and/or Change of Educational Management Personnel

D. Short-Term Hourly Positions

E. Budget Transfers – Month of January - FY 2009/10

F. Warrant Approval

G. Modernization (Measure C)

1. Ratify Construction Contracts for Various Projects

a. Main Building Complex Project (#417A)

Kingsborough Atlas Tree Surgery, Inc. (\$3,400)

b. SMCP Increment No. 1 – Site Development Utilities Project (#305C)

Fort Bragg Electric, Inc. (\$4,975)

2. Ratify Professional Services Contract Amendments

- a. **SMCP Increment No. 1 – Site Development Utilities Project (#305C)
Consolidated Engineering Laboratories (\$38,000)**

H. Approve Revised Board Policies

- 1. **BP 6580 Excavation of Midden Areas**

11. Other Action Items

- A. M/s (Hayashino/Long) to **Approve Educational Master Plan 2009-2019**. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.
- B. M/s (Hayashino/Paterson) to **Accept 2008 ARCC (Accountability Reporting for the Community Colleges) Report**. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.
- C. M/s (Long/McCleary) to **Approve Organic Farm and Garden Hoop House Structures Resolution Declaring Non-School Building for Instructional Purposes**. The motion passed by a unanimous roll call vote of 7-0 plus an advisory aye vote by Student Trustee McCleary.
- D. M/s (Long/Treanor) to **Approve Public Private Ventures (PPV) Asset Enhancement Contract Proposal**. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.
- E. **Modernization (Measure C)**
M/s (Treanor/Hayashino) to approve 1.a and 2.a-g (minus b). The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.
 - 1. **Approve New Professional Services Consultant Agreements**
 - a. **Various Projects on Kentfield and Indian Valley Campuses
Arborist Services
Moritz Arboricultural Consulting (\$30,000)**
 - 2. **Approve Construction Change Orders**
 - a. **Ignacio Creek Erosion Mitigation Project (#419A)
Bay Pacific Pipelines, Inc. – Change Order #3 (\$2,433)**
 - b. M/s (Treanor/Dolan) to **Approve West Campus Utility Extension Project (#407D)
Di Giorgio Contracting Company, Inc. – Change Order #6 &
Board Resolution for Approval of Change Order #6 (\$15,822)**.
The motion passed by a unanimous roll call vote of 7-0 plus an advisory aye vote by Student Trustee McCleary.
 - c. **Diamond PE Center Alterations Project (#308B)
Alten Construction, Inc. – Change Order #9 (\$86,981)**
 - d. **PE Complex PV Project (#308D)**

- Alten Construction, Inc. – Change Order #3 ((\$4,251)
- e. Health Services Portable Project (#850G)
Fort Bragg Electric, Inc. – Change Order #2 (\$3,193)
- f. SMCP Increment No. 1 – Site Development Utilities Project (#305C)
Dick Emard Electric, Inc. dba Emard Engineering – Change Order #2 (\$16,424)
- g. Geothermal Fields Kentfield & IVC Projects (#305B & #417 B)
Trison Construction – Change Order #1 (\$194,195)
- 3. Approve Notices of Completion
M/s (Hayashino/Treanor) to approve 3.a-c. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.
 - a. DSPS Relocation Project (#850L)
Hannibal’s Inc. Electrical Construction
 - b. Ignacio Creek Erosion Mitigation Project (#419A)
Bay Pacific Pipelines, Inc.
 - c. West Campus Utility Extension Project (#407D), Shade & Greenhouse Structures Project (#850C) and Transportation Technology Relocation Project (#850H)
Di Giorgio Contracting Company, Inc.
- 4. Acceptance
 - a. M/s (Long/Hayashino) to **Accept Updated Technical Standards for Construction**. The motion passed unanimously (7-0) plus an advisory aye vote by Student Trustee McCleary.
 - F. M/s (Treanor/Hayashino) to **Approve Resolution Authorizing Delegation of Signature Authority to the Director, Fiscal Services in the Absence of the Vice President, College Operations**. The motion passed by a unanimous roll call vote of 7-0 plus an advisory aye vote by Student Trustee McCleary.

12. Items for Possible Future Board Action

- A. Lease with Ross School District (March)
- B. Budget and Planning Calendar Update (March)
- C. Unfunded Liability (April)
- D. Bid Award, Pavement Repairs (March)
- E. TRANS Borrowing Resolution (March)
- F. Revised Board Policies (March)
 - 1. BP 3500 Emergency Preparedness
 - 2. BP 3515 Reporting Crimes
 - 3. BP 3520 Local Law Enforcement

4. **BP 3530 Weapons on Campus**
5. **BP 3850 Display of Flags**
6. **BP 3950 Animals on Campus**
7. **BP 3720 Information Technology**
8. **BP 6800 Industrial Safety**
9. **BP 6850 Bicycles, Skateboards, Roller Skates, Roller Blades, Scooters, and Other Similar Devices on Campus**
10. **BP 7000 Personnel Changes**
11. **BP 7100 Commitment to Diversity**
12. **BP 7110 Delegation of Authority**
13. **BP 7130 Compensation**
14. **BP 7140 Collective Bargaining**
15. **BP 7150 Evaluation**
16. **BP 7155 Commendation of District Employees**
- G. **Nursing Amendments with Sutter Hospitals**
- H. **Agreement for Federal College Work Study Program for Cal-Works**
- I. **Nursing Agreement with St. Francis Hospital**

13. Information Items

Board President Kranenburg asked Board members to review the information items and called their attention to the events on the calendar.

- A. **Contracts and Agreement for Services Report – January, 2009**
- B. **Quarterly Financial Status Report, CCSF-311Q**
- C. **Modernization Update**
 1. **Director's Report**
 2. **Sustainability Report**
 3. **Master Schedule with Spent to Date through January 2009**
 4. **Contract Milestone Report through January 2009**
- D. **Revised Administrative Procedures**
 1. **AP 3500 Emergency Preparedness**
 2. **AP 3515 Reporting Crimes**
 3. **AP 3516 Registered Sex Offender Information**
 4. **AP 3520 Local Law Enforcement**
 5. **AP 3530 Weapons on Campus**
 6. **AP 3720 Information Technology**
 7. **AP 6800 Industrial Safety**
 8. **AP 6850 Bicycles, Skateboards, Roller Skates, Roller Blades, Scooters, and Other Similar Devices on Campus**
 9. **AP 7110 Delegation of Authority**

10. AP 7145 Personnel Files

E. Calendar of Special Events

Marin Superintendents and Trustees/Marin County Council of Mayors and Council Members Meeting – March 25, 2009, 5:30 p.m., Servino’s Restaurant, 9 Main Street, Tiburon

President’s Breakfast – May 6, 2009, 7:30 a.m., Embassy Suites, 101 McInnis Parkway, San Rafael

Marin Education Fund Scholarship Night – May 7, 2009, 6:00 p.m., Marin Civic Center

Commencement – May 23, 2009, 10:00 a.m., Kentfield Campus Lawn

14. Correspondence

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

15. Board Meeting Evaluation

A. Board Packet/Agenda

Board President Kranenburg asked for input regarding reducing documents in the Board packets to summary form and tying agenda items into the college’s goals and strategic initiatives. The Trustees expressed support for these ideas.

B. Strategic Plan Initiatives

Dr. White noted that the Board Officers have talked about restructuring the Board agenda format to show how agenda items match strategic initiatives.

C. Electronic Documents and Internet Access

Trustees expressed interest in pursuing more electronic dissemination of Board documents.

16. Adjournment

M/s (Treanor/Long) to adjourn the meeting in memory of Carol Adair. After a moment of silence Board Kranenburg adjourned the meeting at 8:22 p.m.

