

COLLEGE OF
MARIN

**Board of Trustees Meeting
November 16, 2010
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 SS &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 5:45 p.m. All publicly elected Trustees were present except Trustee Namnath, who arrived at 6:10 p.m., and Trustee Hayashino, who arrived at 6:15 p.m. Al Harrison, Nick Chang, and Peggy Isozaki were also in attendance.

M/s (Treanor/Conti) to adopt the agenda. The motion passed by a vote of 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 at 5:46 p.m.

The closed session recessed at 6:38 p.m.

B. Regular Meeting

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

Board President Long reconvened the meeting of the Board of Trustees of the Marin Community College District in open session at 6:50 p.m. in the Deedy Staff Lounge on the Kentfield campus. All publicly elected Trustees were present. Student Trustee Parker was absent.

M/s (Hayashino/Namnath) to approve the agenda with these adjustments:

- The Showcase Honoring Joan Hopper and the accompanying resolutions B.4.a & b will be rescheduled for January of 2011 and in its place Superintendent/President Al Harrison will be acknowledged for his work during the

transition period.

- 10.A, District Financial Audit and Measure C Bond Performance Audit for the Year Ended June 30, 2010, will be moved up on the agenda to precede B.3.

The motion passed by a unanimous vote of 7-0.

Board President Long announced that the meeting was being recorded to facilitate the preparation of minutes.

2. Report of Closed Session for November 16, 2010

Board Clerk Conti reported that no action was taken.

Recognition of Al Harrison and Other Employees

Board Clerk Conti read a resolution (copy attached) expressing appreciation to Superintendent/President Al Harrison for his leadership during the transition period. Board President Long presented Mr. Harrison with a certificate of appreciation and a gift.

Peggy Isozaki, Betty Schlaepfer, Cathy Summa-Wolfe, and Linda Beam (in abstentia) were also recognized for their assistance during the transition.

The meeting was recessed at 7:05 and reconvened at 7:10 p.m. by Board President Long.

5. Chief Executive Officer's Report

Superintendent/President Harrison called the Board's attention to his written report in their packets.

a. Update Report on WASC Team Visit

President Harrison shared the preliminary recommendations presented by Dr. Jose Ortiz, the Visiting Team Chair, during the exit interview. He stated that WASC may expand on the team's recommendations and the official report from WASC will come in January.

Trustee Treanor suggested a future Board Study Session on distance education issues.

Trustee Long thanked staff who worked on the Self-Study. She commented that the Board should review the report once it is issued and support the recommendations.

b. Staff Reports

None

10.A. District Financial Audit and measure C Bond Performance Audit for the Year Ended June 30, 2010.

Jeffrey A. Jensen of Perry-Smith, the District's auditors, reviewed the results of the District Audit and Measure C Bond Performance Audit. He commented that the audit went smoothly and that this was a testament to the staff of the district. One minor recommendation related to payroll has been made and all prior findings have been implemented. No exceptions were found related to Measure C expenditures. Board members complimented staff on this excellent audit report.

M/s (Treanor/Kranenburg) to acknowledge receipt of the **District Financial Audit and Measure C Bond Performance Audit for the Year Ended June 30, 2010**. The motion passed by a unanimous vote of 7-0.

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

Bill Scott, Chair of COM's Citizens' Oversight Committee, commented that the last time he came to a Board meeting it was in the lobby and the track people took up three hours. He commented that it would have been helpful for them to have stayed for the Board Study Session on Measure C that evening. He noted that we will get savings from Measure C but not until the projects are completed. He urged the Board to move forward with the New Academic Center. Mr. Scott commented that our track is important and that the track supporters should come to Board meeting with some money and ideas. He stated that the Building Association will put up \$1,000 for COM's track.

Steve Nolan addressed the slow atrophy of sciences at COM and urged the Board as they push forward in expansion to properly fund the current faculty and staff, laboratory supplies and maintenance of the building already there. He also urged the Board to save the track.

Science faculty members Don Foss, Joe Mueller, and Jamie Deneris asked the Board not to demolish the Austin Science Center and to consider the environmental effects of a throwaway building. A copy of Ms. Deneris' written statement is attached to the minutes as part of the official record.

Faculty members Erik Dunmire, Hank Fearnley, Jeannie Langinger, and Patricia O'Keefe urged the Board to return to the bargaining table and negotiate a fair contract for faculty. Copies of the statements of Ms. Langinger and Ms. O'Keefe are attached to the minutes as part of the official record.

Sunny Blende, Eve Pell and Mimi Willard advocated for use of Measure C funds to renovate the regulation track during the summer of 2011.

Kay Wernert of Marin Head Start, Joan Brownstein of the League of Women Voters of Marin County, Terry DeMartini of the Marin Childcare Council, and Skye Bailey of Little Arrows Schools urged the Board to enact Measure C as proposed and to honor

replacement of the Child Development Center. A copy of Ms. Bailey's statement is attached to the minutes as part of the official record.

Paul de Silva expressed concern over the rumor that the Austin Science Center will be demolished and stated that a decision to reduce space would be irresponsible since detailed workflow analyses have not been done. A copy of his statement is attached to the minutes as part of the official record.

Julie Hanft urged the Board to renovate, not demolish the Austin Science Center, noting that the college should not take actions that will worsen climate change. A copy of her statement is attached to the record as part of the official record.

David Egert stated that the new Science Building doesn't serve instructional programs as well as the old one and that faculty are worried about keeping instructional programs in tact. He also expressed concern about the environmental impact of destroying the old building and constructing a new one.

6. Academic Senate Report

Sara McKinnon, Academic Senate President, reiterated the Senate's support for the Child Development Center and reported on the Academic Senate of the California Community Colleges Fall Plenary Session which she recently attended.

7. Classified Senate Report

No report.

8. Student Senate and Student Association Report

No report.

9. Consent Calendar Items

M/s (Treanor/Namnath) to approve all items on the Consent Calendar. The motion passed by a unanimous vote of 7-0.

A. Calendar of Upcoming Meetings

B. Approve Classified Personnel Recommendations

1. Appointment of Classified Personnel
2. Appointment of Hourly Personnel

C. Approve Educational Management Personnel Recommendations

1. Resignation of Educational Management Personnel

D. Approve Academic Personnel Recommendations

1. Retirement of Academic Personnel
 2. Temporary Credit Instructors Appointments Fall 2010
 3. Appointment of Temporary Non-Credit ESL Instructors Fall 2010
 4. Appointment of Community Education and Services Instructors Fall 2010
- E. Budget Transfers – Month of October – FY 2010/11**
- F. Warrant Approval**
- G. Declaration of Surplus Property – Miscellaneous Equipment**
- H. Modernization (Measure C) - *BP3.1 (Keep modernization program on track)***
1. Ratify/Approve Modernization Contracts, Changes and Amendments (\$383,051.19)
 2. Accept Short List of Architectural Firms
- I. 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 5030 Fees

10. Other Action Items

- B. M/s (Treanor/Hayashino) to Approve Resolution Providing Notice of Intent to Withdraw from Marin Schools Insurance Authority and Declare Membership in Northern California Community Colleges Schools Insurance Authority for Workers' Compensation Program.** The motion passed by a roll call vote of 6-1 with Trustee Dolan casting the no vote.
- C. Modernization (Measure C) – *BP3.1 (Keep modernization program on track)***
1. M/s (Treanor/Hayashino) to **Approve New Professional Services Agreement for Moving Services** - New Fine Arts Building Project (306C) (\$80,557). The motion passed by a unanimous vote of 7-0.
- D. M/s (Treanor/Conti) to Approve Amendment to Sub-Recipient Project Agreement between San Francisco Community College District and Marin Community College District.** The motion passed by a unanimous vote of 7-0.
- E. M/s (Treanor/Hayashino) to Approve Selection of Company for Food and Drink Vending Services.** The motion passed by a unanimous vote of 7-0.
- F. M/s (Treanor/Hayashino) to Approve Resolution Approving College of Marin's Organizational Membership in Marin College Access Network (MarinCAN) for 2010-11.** The motion passed by a unanimous vote of 7-0.

Trustees Namnath and Kranenburg left the meeting at 8:40 p.m.

11. Board Study Session

- a. Community Services Classes Analysis (*Nick Chang*)**
- Vice President Chang reviewed revenue and expense information and enrollment data on our Community Education Services Program (copies attached), noting that emeritus classes are a subset of community services classes. President Harrison explained that our

community services program, which is required to be self-sustaining by the state, is losing money and is projected to lose \$134,000 this quarter. If classes are not eligible for state funding they are not supportable by unrestricted general funds. Trustee Conti requested a clearer and more detailed breakdown of revenue and expenses for the various types of community services classes.

Public Comment:

Gerald Weisman commented that we appear to be mixed up with regard to categories of classes and that no two people are defining things the same way. He doesn't hear a sincere effort to overcome the problems. He asked for clarification of the term "self-sustaining" and asked what overhead formula is used.

Cole Posard asked how we could offer the \$15 emeritus classes if we're in a financial crisis. He asked why the emeritus weren't consulted about the class changes and commented that they were treated like stepchildren. He suggested replacing the overhead committee with an efficiency committee.

Marian Mermel thanked the Board for listening. She stated that community education classes are becoming expensive and that many people can't afford them. She asked if the Board wants to support the people who can't afford the classes and commented that either you try to make it work or you don't.

Joan Brownstein commented that there are many adult programs offered for much more money than our classes cost and suggested that we look at scholarships for those who have hardships. She commented that the college is here for the whole community and asked us not to take money away from the young people.

12. Board Policy Review (1st Reading) - BP1.4a (*Review institutional needs and assess Institutional effectiveness, using Program Review, Administrative Planning and Assessment, the Strategic Plan and the Educational Master Plan*)

- **BP 3300 Public Records**
- **BP 3550 Drug and Alcohol Free Environment**

Board members were asked to submit comments to the Board Policy Committee.

13. Board Reports and/or Requests (15 minutes)

a. Legislative Report

Trustee Hayashino reported that the governor has called a special session of the legislature and that we are in for a tough ride on the budget. She informed the Board that the UC's and CSU's have increased their fees for spring 2010 and fall 2011.

b. Committee Chair Reports

Trustee Treanor reported that fundraising for the Harry Moore Memorial is going well and that it will be ready for unveiling at the December 14 ribbon cutting. She reported that

she, Trustee Hayashino, Cathy Summa-Wolfe, Ann Hill, and Melinda Molloy were scheduled to meet on November 19 to plan receptions for Dr. Coon to provide opportunities for him to meet members of the campus community and the community at large.

President Harrison reported that a reception for Dr. Coon is being planned for December 7 on the Kentfield campus and that there will be opportunities to meet Dr. Coon at the December 14 ribbon cutting at IVC. The COM Foundation is planning on hosting a reception for him on Convocation Day, January 21, 2011.

c. Individual Reports and/or Requests

Trustee Long reported that she has been attending Kentfield Visioning Committee meetings and that Marin General Hospital's parking issue is a major discussion topic. She also commented on an article on the 50 Best Jobs in American, noting that teaching and nursing are no longer on the list and that most of the jobs on the list require a math and science background.

d. COM Foundation Capital Campaign

Board President Long mentioned that Trustees will be receiving requests to support the COM Foundation's annual fundraising campaign.

e. Discussion of Board Officers

Copies of Board policies related to the Board organizational meeting and election of officers were distributed.

14. Approval of Minutes

M/s (Treanor/Hayashino) to approve the minutes of the October 18, October 19 and November 1, 2010 Board meetings.

- **Minutes of October 18, 2010 Special Board Meeting**
- **Minutes of October 19, 2010 Board Meeting**
- **Minutes of November 1, 2010 Special Board Meeting**

Board President Long asked to correct the minutes of October 18 and 19 and submitted a report in response to comments made on the 18th and 19th. A copy of this submission is attached to the minutes of this meeting as part of the official record.

There was disagreement over how to handle this request (using the submission as a correction to the minutes vs. adding it to the minutes of the current meeting). A request was made for a legal opinion on how to correct the minutes.

The three sets of minutes were not approved and will be brought back to the December 14 Board meeting for approval.

15. Information Items (see written reports)

Board members were referred to the information items in their packets.

- A. Contracts and Agreement for Services Report – October, 2010 – BP1 (*Fiscal Accountability*)**
- B. 1st Quarter Financial Report - BP1 (*Fiscal Accountability*)**
- C. Proposed Five-Year Scheduled Maintenance Plan – BP3 (*Facilities*)**
- D. Measure C - Enterprise Resource Planning (ERP) Spending Summary**
- E. Modernization Update – BP3.1 (*Keep modernization program on track*)**
 - 1. Director’s Report – BP3.1 (*Keep modernization program on track*)**
 - 2. Contract Milestones Report through October, 2010 – BP3.1 (*Keep modernization program on track*)**
 - 3. Schedule – BP3.1 (*Keep modernization program on track*)**
- F. Revised Administrative Procedures**
 - AP 3300 Public Records
 - AP 3550 Drug and Alcohol Free Environment
 - AP 4240 Academic
- G. Calendar of Special Events**
 - November 18-20, 2010 – CCLC Annual Convention and Partner Conferences, Pasadena Convention Center**
 - December 14, 2010 – Ribbon Cutting for New Main Building at IVC, Assembly Room 118/116 (time tbd)**
 - January 21-23, 2011 – CCLC Effective Trustee Workshop Sheraton Grand, Sacramento**
 - April 29-May 1, 2011 – CCLC Annual Trustees Conference Hyatt Regency Monterey**
 - May 28, 2011 – College of Marin Commencement – 10:00 a.m., Gymnasium**

16. Correspondence

Board members were referred to the correspondence in their Board packets.

17. Board Meeting Evaluation

None

18. Adjournment

Board President Long adjourned the meeting at 10:45 p.m.