

COLLEGE OF  
**MARIN**

**Board of Trustees Meeting  
June 14, 2005  
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 closed session in Conference Room SS A&B on the Kentfield campus, all members having received notice as prescribed by law. Board President Long called the meeting to order at 5:58 p.m. All Trustees were present with the exception of Trustee Moore who was on vacation. Dr. Frances White, Al Harrison, Elise Schneider, Linda Beam, and Paul Loughlin 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 6:26 p.m.

**B. Reconvene to 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 Room 111, Deedy Staff Lounge on the Kentfield campus by Board President Long. She announced that the meeting was being recorded to facilitate the preparation of minutes.

2. **Administration of Oath of Office to Student Trustee**

Austin Smith was sworn in as the new Student Trustee by Board President Long, who welcomed Mr. Smith to his new position.

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

M/s Dolan/Treanor to approve the minutes of the May 10 Board meeting with a change to item 13.E on page 9 adding Sandis Humber Jones, the name of the Civil Engineering firm approved by the Board. The motion passed unanimously. Trustee Long asked to have the following statement explaining her rationale for a "no" vote on item B.4.b(3) at the May 10 meeting reflected in the June 14 minutes.

“My concerns are not so much occurring in Marin County, but we have a responsibility in Marin to see a greater vision for students/Districts through the state on policy matters. Due to a continued inequity of educational funding for schools K-14 across the state, my no vote is not lack of support for the concept, but a concern for the issue of educational funding. Thus, there is a critical need for reform in how we fund our California K-14 schools/community colleges where there is funding inequity across the state. I have a deep concern for the ever widening gap in funding and continued decline of student achievement in districts outside of Marin. The state legislature must fund the schools/colleges in a manner that will guarantee equal opportunity for all students, full funding of student programs, facilities, equipment and instructional materials.”

Board Clerk Hayashino reported that the Board had just concluded a closed session, and that no action was taken. She also reported that the Board would reconvene in closed session immediately after the open session.

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

No requests.

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

**a. Board Study Session**

**1. Actuarial Study of Retiree Health Benefits**

Al Harrison introduced Geoffrey Kischuk of Total Compensation Systems, Inc., who made a presentation on the actuarial study of COM's retiree health benefits which his firm conducted. He stated that COM is much better prepared to deal with the issue of unfunded liability than most community colleges in the state. He noted that the new GASB standards will not go into effect until July 1, 2008, so we have time to develop and implement a plan. In July of 2008 we will be required to book expenses and liabilities like pensions and our expenses will increase. Next steps for us will include developing a plan for implementation prior to July 1, 2008.

Ira Lansing, representing the UPM, stated that that UPM had contributed to reductions in our district's health benefit costs through negotiations in the past and would welcome the opportunity to reduce them even more. He stated that he hoped the District would continue to budget responsibly and not think it necessary to make huge budget cuts now to handle this expense.

**2. District Enterprise Software & Related System (ERP)**

Al Harrison introduced Harold George of Strata Information Group, who updated the Board on his efforts to assist COM with the procurement of a new Enterprise Resource Planning (ERP) system. He noted that we have aging software here and that we are looking for something that is easily accessible and that will help us improve services, access to information, and workflow and efficiency.

A steering committee has been overseeing the process, and Mr. George has been meeting with functional evaluation teams. He stated that the RFP would be issued on June 15 and that we hope to be negotiating the contract by November of 2005.

### **3. Enrollment Management Task Group**

Dr. David Rollison and Dr. Francisco Arce, co-chairs of the Enrollment Management Task Group, updated the Board on the work of the Enrollment Management Task Group. Short-term recommendations are focused on the areas of campus climate, recruitment, marketing, student services, course schedule, relations with schools, and student retention.

Trustees expressed their appreciation to the Task Group for their time and effort in this important area.

### **4. Participatory Governance System**

Dr. White highlighted changes of importance to the Board in the Participatory Governance System procedures. Areas which were dealt with include: timelines for decision making, voting, committee composition, and the tone of the Executive Summary.

#### **b. Commendation Resolutions**

(1) M/s Treanor/Dolan to approve the **Commendation Resolution in Recognition of Elwanda Gammill's Service to College of Marin**. The motion passed unanimously with a roll call vote.

(2) M/s Hayashino/Treanor to approve the **Commendation Resolution in Recognition of Marilyn Bosma's Service to College of Marin**. The motion passed unanimously with a roll call vote.

Board President Long mentioned other retiring employees Minerva Limon, Jim Locke, and Sharon Lee, and retiring Foundation members Amy Belser, Maura Morey, and Wendell Wilson. She expressed the appreciation of the Board for the years of service given to COM by these individuals.

#### **c. Legislative Report**

Trustee Brockbank reported that there is \$4 billion more than expected in the Governor's May Revise budget, but that little of the increase went to Prop 98 money. He also stated that the special election the Governor is promoting could include six or more measures.

#### **d. Committee Chair Reports**

Trustee Kranenburg reported that the Board Ad Hoc Budget/Finance/Facilities and Modernization Committee had met and had looked at total bond expenditure projections and talked about the unfunded liability. He reported that some portion of the \$900,000 spent to date on facilities and bond-related expenditures will be recaptured into the Hamilton Fund (redevelopment monies), and that what architects and legal counsel say will determine what we can use.

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

Trustee Dolan reported that she had recently attended the Teacher of the Year event sponsored by Comcast. She noted that the organizers and other attendees appreciated the fact that a representative from our college was present.

Board President Long congratulated Dr. White and the staff for a fine graduation and end-of-year event. She also offered her congratulations to the marketing staff for recent advertising in the IJ.

Trustee Kranenburg announced that he and several other Trustees had attended the Golden Bell event and that he was proud to be there to honor COM's award winners, Chester Arnold and Radica Portello.

**f. CEO Report to Board on WASC Compliance**

Dr. White reported that she attended the Accrediting Commission meeting on June 10 where she was asked what has changed since our May 24 Progress Report. She told the Commission that we were in the process of approving an Educational Master Planning process and that we had reached consensus around a new governance process. She told them that we have completed our actuarial study but tried to impress upon them the fact that June 30 was an unrealistic deadline for developing a plan to deal with the unfunded liability. She thinks this will be acceptable to the Commission since we have started our planning. We will receive a letter in the near future from the Executive Director of the Accrediting Commission regarding our accreditation status.

**6. Chief Executive Officer's Report**

President White stated that she was happy to report that we will be able to develop a Phi Theta Kappa chapter at COM and that Yolanda Bellissimo will probably be the faculty advisor. She announced that we are "ahead of the pack" in our modernization efforts and thanked Trustees Treanor, Moore, and Brockbank for participating in endless modernization-related committee meetings. She also thanked Trustee Kranenburg for his participation on the Ad Hoc Budget/Finance/Facilities and Modernization Committee. She reported that COM is being used as an example of what should happen after a bond has passed.

Dr. White congratulated Dr. Gammill and the other retirees. She also announced that she had met with COM Foundation Executive Director Margaret Elliott and Foundation President David Schwartz and that we would present an expanded COM-Foundation Memorandum of Understanding to both Boards at a joint meeting in the fall.

**7. Modernization (Capital Improvement Program) Update**

José Nuñez noted that several milestones had been reached this evening with the selection of the District Architect and a number of consultants.

**8. Academic Senate Update**

Dr. David Rollison reported that Academic Senate elections had recently been held and that more interest and attention had been shown than ever before. Nine Senators were either elected or re-elected. Dr. Rollison, John Sutherland, and Hank Fearnley were re-elected.

**9. Classified Senate Update**

Nancy Kutcher announced that the Classified Senate was sponsoring a picnic on June 15 in the Redwood Grove on the Kentfield campus and on June 16 at IVC. Twenty-two classified staff with 20 years or more of service were scheduled to be honored at the picnics.

**10. Student Senate and Student Association Report**

Faith Caughlan reported that she was excited about the new software COM planned to purchase. She also stressed the need to fill the Transfer Center Director position.

**11. COM Foundation Report**

Margaret Elliott reported that the Foundation's Memorandum of Understanding with COM was being renegotiated and that amplified responsibilities for the Foundation were being explored. The Foundation will look to the college for direction regarding fundraising and will continue scholarship support.

The Foundation awarded 105 scholarships at its annual Scholarship Awards Ceremony on May 20. The Foundation's annual meeting was held on June 9 at the Arrividerci Restaurant. David Schwartz will be the President and Frank Parnell will serve as Vice President during the coming year. Jerry Ackeret and Judd Williams will join the Foundation Board as new Directors.

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

**a. Tentative 2005-06 Budget Approval (June '05)**

**b. Approval of New Student Equity Policy (July '05)**

Trustee Treanor asked to have the name of the lawyer who reviewed and approved the new Student Equity Policy and the revised Student Conduct Policy included in the Board Report cover sheets for these policies. She also asked that the Board Report cover sheet for the Student Equity Policy indicate that the policy is part of a continuum toward student success.

**c. Approval of Revised Student Conduct Policy (July '05)**

Trustee Treanor said that the statement about "committing or attempting to commit robbery or extortion" needs a reference to campus jurisdiction and that "sexual orientation" needs to be added to the statement about harassing or discriminatory behavior.

Trustees were asked to send written comments about the Items for Possible Future Board Action to Dr. White.

**13. Consent Calendar Items (Roll Call Vote)**

M/s Treanor/Hayashino to approve all items on the Consent Calendar. The motion passed unanimously with a roll call vote.

**A. Calendar of Upcoming Meetings & Other Special Events**

**All Regular Board Meetings, 6:30 p.m.**

June 28, 2005 – Indian Valley Campus

July 19, 2005 – Room 111, Deedy Student Services, Kentfield

August 30, 2005 – Indian Valley Campus

September 20, 2005 – Room 111, Deedy Student Services, Kentfield

October 11, 2005 – Indian Valley Campus

November 8, 2005 – Room 111, Deedy Student Services, Kentfield

December 13, 2005 – Room 111, Deedy Student Services, Kentfield

June 23, 2005, 6:30 p.m. – Dental Assisting Graduation Ceremony  
Outdoors near Student Services Building

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

1. Appointment of Academic Personnel
2. Resignation/Retirement of Academic Personnel
3. Phased-in Early Retirement of Academic Personnel
4. Academic Request for Reduced Assignment

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

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

**D. Appointment of Educational Administrators**

**E. Instructional Assistant – Reclassification DSPS**

**F. Warrant Approval**

**G. Short-Term Hourly Positions**

**H. Declaration of Surplus Property – Miscellaneous Equipment**

**I. New Community Education and Services Courses Fall 2005**

**J. Bid Award 2005/2006 Printing of the Fall, Spring, and Summer Community Education Schedules**

**K. New Credit Courses**

**L. Credit Course Revisions**

**M. Credit Course Deletions**

**14. Other Action Items**

M/s Treanor/Brockbank to approve Action Items 14.A through 14.F.

The motion passed unanimously.

- A. Approve Selection of Amy Skewes-Cox as District's CEQA Consultant to Prepare a Comprehensive EIR for the New District Master Plan**
- B. Approve Selection of Ninyo & Moore as District's Industrial Hygienist for the Hazardous Material Assessment Program**
- C. Approve Selection of Alpha Tech as District's Engineer for the Mechanical-Electrical-Plumbing Assessment Program**
- D. Approve Selection of Fugro West as District's Geotechnical Engineer**
- E. Approve Selection of Degenkolb Engineers as District Structural Engineer**
- F. Approve Selection of Royston Hanamoto Alley & Abbey as District's Landscape Architect**
- G. M/s Brockbank/Kranenburg to Approve Professional Services Agreement with Allana-Lippert for Roof Repair Design Services.**  
The motion passed unanimously.
- H. M/s Kranenburg/Treanor to Approve Agreement with Community College Services Group (CCS) Educational Master Plan Facilitator.**  
The motion passed unanimously.
- I. Approve Professional Services Agreement with Swinerton Management & Consulting, Inc.**  
Concern was expressed about the length of the term of the contract and payment terms, possible duplication of effort among the various consulting firms we have hired, and the need for more time for the Board to review the contract. President White stated that we hired a construction attorney to review the contract and protect our interests.  
  
M/s Treanor/Dolan to postpone action on this item until the June 28 Board meeting. The motion passed unanimously.
- J. M/s Treanor/Hayashino to approve the Authorization to Negotiate Contract with Steinberg Architects for District Architect.** The motion passed unanimously.
- K. M/s Brockbank/Kranenburg to approve the Resolution Authorizing Budget Transfers – FY 2004/05.** The motion passed unanimously with a roll call vote.

- L. M/s Hayashino/Kranenburg to approve the **Resolution of the Governing Body of the Marin Community College District Proposing an Election Be Held in its Jurisdiction; Requesting the Board of Supervisors to Consolidate with any Other Election Conducted on Said Date and Requesting Election Services by the Registrar of Voters.** The motion passed unanimously with a roll call vote.

President White announced the appointment of the following educational administrators previously approved by the Board:

Richard Sapanaro, Dean of Math, Sciences and Learning Technology effective July 14, 2005; Nanda Schorske, Dean for Workforce Development and Community Partnerships effective July 1, 2005; David Snyder, Dean of Arts and Humanities effective July 15, 2005; and Al Harrison, Vice President of College Operations effective July 1, 2005.

**15. Information Items**

**A. Contracts and Agreement for Services Report**

**16. Correspondence**

Correspondence in Board Packets

**17. Board Meeting Evaluation**

Trustee Kranenburg brought an evaluation form that could possibly be used to evaluate our Board meetings. Trustee Long emphasized the need for a 30-day review period of contracts before the Board is required to take action.

**18. Recess to Closed Session**

The Board recessed to closed session at 9:30 p.m. The meeting was reconvened by Board President Long at 9:40 p.m. All Trustees were present with the exception of Trustee Moore. Dr. Fran White, Linda Beam, Dr. Elise Schneider, Paul Loughlin, Al Harrison, and Larry Frierson were also in attendance.

**a. Request for Public Comment on Closed Session Agenda**

No requests were made, and the Board went into closed session.

**19. Reconvene to Regular Session**

The meeting was reconvened in public session at 10:55 p.m.

**20. Report from Closed Session**

Board Clerk Hayashino reported that no action was taken in the closed session.

**21. Adjournment**

The meeting was adjourned at 11:00 p.m.



