The Board shall act on posted items and shall not deliberate items that are not on the posted agenda.

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact Bob Balestreri at 485-9414. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting.

If you wish to speak, complete card available at entrance, give card to recording secretary, get recognition from the Chair. Persons desiring to address the Board on items not on the agenda may speak under item number "B.3" on the agenda. Public comment presentations will be limited to no more than 3 minutes each.

Government Code §54957.5 states that public records which relate to any item on the open session agenda for a regular Board meeting should be made available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the Office of the Superintendent/President at 835 College Avenue, Administrative Center 123, Kentfield for the purpose of making those public records available for inspection.

A. Closed Session – 5:00 p.m. in SS A&B, Kentfield Campus

1. Call to Order, Roll Call and Adoption of Agenda
   a) Request for Public Comment on Closed Session Agenda

2. Closed Session: To consider and/or take action upon any of the following items:
   (a) PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)
(b) With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:

CONFERENCE WITH LABOR NEGOTIATOR

Relative to the following organizations representing employees: United Professors of Marin (AFT/UPM), California School Employees Association (CSEA), Service Employees International Union (SEIU), Unrepresented Employees (Confidential, Supervisors, Managers)

Agency Negotiators: Larry Frierson
Bruce Held

(c) Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9:

CONFERENCE WITH LEGAL COUNSEL-Potential & Existing Litigation

Ten —

- G. Garabato vs. MCCD (Marin Superior Court)
- Milte-Kurzman vs. Marin CCD (California Court of Appeal)
- UPM/T. Fung, P. Christensen vs. MCCD Grievance
- SEIU vs. MCCD Grievance (Police Officers – Donning & Doffing)
- UPM/Ordin vs. MCCD Grievance
- UPM/Christensen vs. MCCD Grievance (Overload III)
- UPM/Christensen vs. MCCD (compressed calendar)
- SEIU vs. MCCD Grievance (contracting out)
- SEIU vs. MCCD (PERB Unfair Practice Charge re. Surface Bargaining)
- SEIU vs. MCCD (PERB Unfair Practice Charge re. Contracting Out)

3. Recess to Open Session

REGULAR MEETING AGENDA

6:30 p.m. – Deedy Staff Lounge

Student Services Building, Kentfield Campus

B. Reconvene to Regular Meeting

1. Call to Order, Roll Call and Adoption of Agenda
2. Report of Closed Session for March 16, 2010 (2 minutes)
3. Citizens’ Requests to Address the Board on Non-Agenda Items (3 minutes)

4. Chief Executive Officer’s Report (5 minutes)
   a. Staff Reports (20 minutes)
      1. WASC Report Status (Fran White) -SP.2 (Improve Student Learning and Success)
2. Kentfield/College Avenue Visioning Task Force Update (Eva Long)
3. Bolinas Lab Update (see letter in packet)

5. Board Study Session
   a. Review of Measure C (Steinberg Group Master Architects) Goals, Principles and Guidelines and New Academic Center Architect Selection Criteria and Process
   b. Superintendent/President Recruitment Process and Timeline Update – Stan Arterberry

6. Academic Senate Report (5 minutes)
7. Classified Senate Report (5 minutes)
8. Student Senate and Student Association Report (5 minutes)

9. Consent Calendar Items (Roll Call Vote)
   A. Calendar of Upcoming Meetings
      Addition of a Special Board Meeting on March 30, 2010, 5:30 p.m., SS A&B, Kentfield on “Discussion of transition planning for Interim Superintendent/President services concept, planning and process.”
      Addition of a Board Retreat on April 27, 2010 – 5:00 p.m., Deedy Staff Lounge, Kentfield Campus
   
   B. Approve Classified Personnel Recommendations.
      1. Appointment of Classified Personnel
      2. Appointment of Hourly Personnel
      3. Temporary Increase/Decrease in Assignment/Salary for Classified Personnel
      4. Resignation/Termination of Classified Personnel

   C. Approve Classified Management Personnel Recommendations
      1. Appointment of Classified Management Personnel
      2. Resignation/Retirement of Classified Management Personnel

   D. Approve Short-Term Hourly Positions.

   E. Approve Academic Personnel Recommendations.
      1. Continued Employment of Academic Contract Faculty
      2. Temporary Credit Instructors Appointments Spring 2010
      3. Appointment of Temporary Non-Credit ESL Instructors for Spring 2010 and Community Education and Services Instructors for Winter 2010
      4. Phased-in-Early Retirement of Academic Personnel

   F. Approve Educational Management Personnel Recommendations.
1. Appointment of Educational Management Personnel

G. Budget Transfers – Month of February – FY 2009/10

H. Warrant Approval

I. Approve New Credit Courses – BP2 (Improve Student Access and Success in Instruction and Student Services)

J. Approve Credit Course Revisions – BP2 (Improve Student Access and Success in Instruction and Student Services)

K. Approve Credit Course Deletions

L. Approve Academic Calendar 2010-2011

M. Modernization (Measure C) - BP3.1 (Keep modernization program on track)
   1. Ratify/Approve Modernization Contracts, Changes and Amendments ($280,143)
      Approve Subcontractor Substitution ($0)
   3. Approve Memorandum of Understanding – Federated Indians of Graton Rancheria
      Disposal of Native American Human Remains and Associated Funerary Objects ($0)
   4. Approve Exceptions to Sole Sourcing of Specialty Equipment ($0)
   5. Approve Notices of Completion
      a. West Campus Bridge Project (301A)
      b. Dance Relocation Project (850N)
      c. PE Pool Renovation Project (308F)
   6. Swinerton Management & Consulting
      Extend Pre-Negotiated Contract ($2,777,250)

N. 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 2310 Regular Meetings of the Board
   2. BP 2330 Quorum and Voting
   3. BP 2360 Minutes
   4. BP 2432 Superintendent/President Succession
   5. BP 2610 Presentation of Initial Collective Bargaining Proposals
   6. BP 2716 Political Activity
   7. BP 2725 Board Member Compensation
8. BP 2735 Board Member Travel
9. BP 2740 Board Education
10. BP 2745 Board Self-Evaluation
11. BP 2800 Naming of Facilities
12. BP 6300 Fiscal Management
13. BP 6540 Insurance

10. Other Action Items (10 minutes)
   A. Modernization (Measure C) – BP3.1 *(Keep modernization program on track)*
      1. Utilities IVC Project (#407C)
         Authorize Award of Construction Contract
   B. Approve Superintendent/President Recruitment Process and Timeline
   C. The Board of Trustees is requested to review and approve an agreement for legal services to
      be entered into between the Marin Community College District and the law firm of Kronick,
      Moskovitz, Tiedemann & Girard.

11. 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)*
   A. BP 2100 Board Elections
   B. BP 2305 Annual Organizational Meeting
   C. BP 2715 Code of Ethics
   D. BP 3050 Institutional Code of Ethics
   E. BP 4106 Nursing Programs
   F. BP 4107 Health Science Programs
   G. BP 5030 Fees
   H. BP 5400 Associated Students Organization
   I. BP 5410 Associated Students Organization Elections
   J. BP 5420 Associated Students Organization Finance
   K. BP 6200 Budget Preparation
   L. BP 1200 College of Marin Mission Statement
12. Board Reports and/or Requests (15 minutes)
   a. Commendation Resolutions and Other Resolutions
      1. Resolution in Support of Women’s History Month
   b. Legislative Report
   c. Committee Chair Reports
   d. Individual Reports and/or Requests

13. Approval of Minutes (2 minutes)
    • Minutes of February 11 Special Board Meeting
    • Minutes of February 16, 2010 Board Meeting
    • Minutes of February 23, 2010 Board Meeting

14. Possible Future Agenda Items for Discussion
    A. Fundraising – BP4.1 (Implement a Strategic Plan for College Development)
    B. Planning and Resource Allocation (April)
    C. Irrevocable Trust for the Unfunded Liability (April)
    D. Kentfield Lacrosse/Soccer Proposal

15. Items for Possible Future Board Action (5 minutes)
    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. College of Marin Mission Statement Annual Review (April)
    E. CCCT Board Election (April)
    F. Citizens’ Oversight Committee Appointments (April)
    G. MOU with City and County of San Francisco for Electric Vehicle Program

16. Information Items (5 minutes)
    B. Modernization Update – BP3.1 (Keep modernization program on track)
       1. Director’s Report
2. Revised Schedule
3. Contract Milestones Report through February 2010
4. Quarterly Progress Report - October 1, 2009 through December 31, 2009

C. Revised Administrative Procedures
   1. AP 3050 Institutional Code of Ethics
   2. AP 4101 Independent Study
   3. AP 4106 Nursing Programs
   4. AP 4231 Grade Changes
   5. AP 5400 Associated Students Organization
   6. AP 5410 Associated Students Organization Elections
   7. AP 5420 Associated Students Organization Finance
   8. AP 6200 Budget Preparation

D. Calendar of Special Events
   Community Workshop – March 30, 2010, 7:00 p.m., Deedy Staff Lounge, Kentfield
   Community Workshop – April 1, 2010, 7:00 p.m., Deedy Staff Lounge, Kentfield
   Grand Opening Ceremony for Trans Tech Complex – May 13, 2010, 5:00 p.m., IVC
   Retiree Reception – May 19, 2010, 4 to 6 p.m., Marin Art & Garden Center
   COM Commencement – May 29, 2010, 10:00 a.m., COM Athletic Field

17. Correspondence
    Correspondence in Board Packets

18. Board Meeting Evaluation

19. Adjournment
President’s Report
Board of Trustees Meeting
March 16, 2010

Special Thanks to Colleagues and Friends for a Very Special Honor
At this year’s annual Association of California Community College Administrators (ACCCA) Conference I was surprised, humbled, and extremely honored to receive the prestigious Harry Buttimer Distinguished Administrator Award. It is particularly meaningful to me to receive this award at this time as I begin to prepare for my imminent retirement in June. I was very moved to read the letters of support for my nomination that were submitted by members of the Academic Senate, COM Board, Classified Senate, college staff, elected officials, community leaders, past Buttimer Award recipients, and CEOs and CIOs from other academic institutions across the state and country. It is truly an honor to receive this award and I want to extend my heartfelt thanks to all of you for giving me the opportunity to serve as COM’s Superintendent/President for the past six years.

College of Marin Measure C Bond Citizens’ Oversight Committee Solicits New Members
Five committee members are being sought to serve on the College of Marin Measure C Bond Citizens’ Oversight Committee for the Measure C bond program. The committee is seeking applications for members representing the community at large, a Senior Citizens’ Organization, a Community College Support Group, a Support Organization for College of Marin, and a Student Representative. New members will be appointed by the College of Marin Board of Trustees at its April meeting. Applications are due March 31, 2010. Oversight committee members cannot be employees, officials, vendors, consultants, or contractors of the College of Marin. Application and application information can be found on-line at http://www.marin.edu/MeasureC/coc/index.htm or by calling the Office of the Superintendent/President at (415) 485-9502.

The College of Marin Board of Trustees passed a resolution on December 14, 2004, establishing the independent citizens’ oversight committee. The committee is responsible for ensuring the College of Marin’s financial accountability for projects funded by a $249.5 million bond earmarked for facilities modernization and passed by Marin County Voters in the November 2004 election with more than 63 percent voter approval. Measure C was a Proposition 39 bond that required the formation of a Citizen’s Oversight Committee.

Two COM Standouts Present Workshop in Tampa
Nursing Education Instructor Mary Piper Warren and Simulation Coordinator Edward Avrutin were invited to present a session at the Medical Education Technologies, Inc. Human Patient Simulation Network (METI HPSN) 2010 conference in Tampa, Florida March 2 through 4, 2010. Their presentation, “Head to Toe in Five Minutes,” was one of 160 workshops by leading educators and professionals in health care simulation. The 14th annual conference is designed for nurses, physicians, paramedics, military personnel, and simulation experts from around the world to gather and exchange ideas, preview the latest simulation technology, and push the envelope of 21st century health care education.

Mary and Edward’s session focused on practicing head-to-toe assessment and subsequent critical thinking skills within a five minute time frame. Learners were exposed to ten pre-programmed short clinical scenarios with one or more abnormal clinical findings that yielded room for interpretation and first-line action. The need for the exercise was driven by repeated requests from clinical agencies in our area for graduates to assess the patient quickly and come up with a plan of action. We are so proud of the groundbreaking work that our team has accomplished.

Kudos
Congratulations to COM Financial Aid Specialist Andrea Hunter who has completed all requirements for an MPA!
Sunday Salon
The Emeritus Students College of Marin (ESCOM) and The Lark Theater are pleased to present Sunday Salon. Doors will open at 10:30 a.m. and the festivities include a light continental breakfast, the film followed by a film critic’s commentary, and a question and answer period. The Lark Theater is located in historic downtown Larkspur at 549 Magnolia Avenue. The second in a series of three films will be held March 21. General tickets are $15 per show; emeritus members pay $13 per show. To purchase tickets call The Lark at (415) 924-5111. If you haven’t been to the Lark yet, this is a delightful way to enjoy the community owned historic movie theater. The film will not be announced in advance to add to the intrigue. Lark Theater Executive Director and film marvel Bernice Baeza will find the best and most interesting selection to offer in order to open your eyes and minds to something you might have missed the first time around. See you at the movies!

COM’s Drama Department Presents William Shakespeare’s Hamlet
Directed by James Dunn
March 19, and 20 at 7:30 p.m.
Matinee on March 21 at 1:30 p.m.
College of Marin Fine Arts Theatre (Corner of Sir Francis Drake Blvd. & Laurel Ave.)
Tickets are $15 General / $10 students, seniors, and COM employees and alumni
Information: (415) 485-9555
Box Office: (415) 485-9385
Free parking on weekend evenings and Sunday afternoons.

Traditionally, the role of Hamlet, “The Melancholy Dane,” has been attempted only by the most accomplished (and renowned) actors. In recent film depictions, Mel Gibson was 34 and Kenneth Branagh was 36. On Broadway, Jude Law was 38. So the question is, can a 22-year-old play this most complex and demanding of roles? He can if he’s College of Marin Drama student David Abrams. Abrams, a highly intelligent and versatile young actor, has been performing since the seventh grade. Born in the East Bay, he moved to Marin in 1991 after his family’s home was destroyed in the Oakland Hills firestorm. Backed by an exceptionally talented cast, this Bay Area native brings a performance of Hamlet not to be missed!
To: Board of Trustees  
From: Fran White, Superintendent/President
CC: Joe Mueller, Professor Biology  
      Maria Brown, Superintendent Farallones Marine Sanctuary  
      Terry Goslinger, California Academy of Sciences  
Date: 2/23/2010  
Re: Bolinas Lab Revitalization

In November of 2009, I met with Terry Goslinger of the California Academy of Sciences, and College of Marin Biology professor, Joe Mueller. At our meeting, we agreed that the Marin Community College District would support attempts to secure funding from government and non-profit sources to repair and upgrade the Bolinas Marine Lab Facility. We agreed that, with funding, we would develop a non-profit consortium for academic research and education.

Currently, Maria Brown, Superintendent of Farallones Marine Sanctuary (the federal agency with purview over our local coastline and surrounding waters) is collaborating with Terry Goslinger to apply for stimulus monies earmarked for community college/federal agency partnerships. At this time, the application is being considered and on track in Washington DC.

It is my hope that we can work collaboratively with interested agencies in order to revitalize the Bolinas Lab so that it can support the college’s science program and serve the greater science community and Marin County.
Marin Community College District
Measure C Bond Modernization Program

New Academic Center, Kentfield
Some Facts to Know

Goals, Principles and Guidelines for Design of Measure C Buildings (Exhibit A)

Volume 1B of Bond Spending Implementation Plan by Steinberg Architects, 2007, lists six design goals for the Measure C bond program. Each goal includes related principles, and each principle includes related guidelines. Goals and selected principles are summarized as follows:

- **Goal 1:** Recognize and accentuate a sense of place
  - Respect character
  - Preserve views

- **Goal 2:** Promote a cohesive campus image that fosters a unique collegiate environment
  - Utilize landscape
  - Beautify periphery of campus
  - Enhance visibility and identity of campus at interface with community, with particular consideration given to campus gateways

- **Goal 3:** Foster creative human interaction at a variety of scales
  - Provide welcoming building entries
  - Promote activity at “crossroads” and “heart” of campus
  - Be sensitive to human scale

- **Goal 4:** Create an intuitive circulation network within the College and highlight connections to the community
  - Provide gateways at key access points
  - Promote pedestrian-oriented, accessible campus
  - Create a network of routes
  - Provide signage
  - Consolidate parking, discourage surface parking lots within campus core
  - Encourage alternatives to the automobile

- **Goal 5:** Steward natural resources wisely and embody sustainability at all levels and processes
  - Minimize resource consumption
  - Utilize local, natural assets
  - Demonstrate sustainable practices
  - Respect natural landscape

- **Goal 6:** Promote innovation and continuous improvement
  - Design for durability, flexibility and adaptability
  - Monitor and report resource consumption
  - Embody ecological design and innovation
Marin Community College District
Measure C Bond Modernization Program

The guidelines that were issued to support the above goals and principles include, but are not limited to the following items that are specifically pertinent to the New Academic Center:

- Continue the historic “park-like” and “natural landscape” character of the campus
- Do not obstruct important views with new tree plantings
- Where possible, preserve existing mature trees along Sir Francis Drake Boulevard
- Design campus edges and entrances to create a positive first image with a coherent and unifying landscape treatment
- Design along College avenue to create an “urban” frontage
- Maintain the redwood groves along Sir Francis Drake Boulevard
- Eliminate steps where possible and comply with all ADA requirements
- Avoid large, intimidating buildings that are significantly out of scale with the pedestrian
- Respect distinct topographic zones (creek and quad)
- Use a 20-foot setback from the College Avenue curb line to assure a comfortable pedestrian experience
- Define building entries and forecourts with seating, plantings, site furnishings and enhanced paving materials
- Encourage unique, theatrical, whimsical and experimental design solutions for building courtyards
- Provide outdoor rooms at a variety of scales
- Design low maintenance spaces
- Incorporate opportunities for art in new construction
- Design passive energy efficient buildings to maximize comfort
- Orient new building(s) to take advantage of sunlight, wind direction, and micro climates
- Concentrate outdoor activity areas on south and southwest exposures
- Integrate landscaping to positively adjust microclimate
- Maintain good daylight penetration into the building(s)
- Provide appropriate lobby space with directories and visual cues
- Have greeting stations for large lecture halls, student services and administration
- Employ a coherent architectural composition and unifying vocabulary of forms, details and materials
- Design building facades that are appropriate to the campus and community context
- Where possible, use living roofs
- Enclose and conceal rooftop equipment
- Use synthetics, resins and compositions materials provided they are sustainable
- Use steel instead of poured-in-place concrete
- All glazing shall be clear
- Evaluate materials against a sustainability matrix (e.g., LEED)
- Design a floor-to-floor height of at least 14 feet
Selection Process and Criteria for New Academic Center Architect

Selection of an architect for the New Academic Center is a three step process (Exhibit B):

1. Mathematical screening of written Statements of Qualification (by modernization team) based on Request for Qualifications (Exhibit C): number of projects with the following characteristics
   - Submitted to Division of the State Architect Oakland office
   - Higher education
   - Community college
   - Designed to LEED standards, registered or certified
   - $30 m - $40 m construction value
   - Includes smart classrooms
   - Includes faculty / staff / administrative offices
   - Includes an auditorium
   - Includes computer labs

2. Interviews with a “long list” of eight firms by modernization team leaders; points awarded for answers to questions (Exhibit D):
   - Challenges and opportunities working in participatory governance environment
   - Transition from design to construction administration
   - LEED success story
   - DSA failure story
   - Greatest challenge facing the project

3. Design competition and interviews with a “short list” of four firms by a 10-person selection panel (student, community, faculty, staff, Board, administrator and modernization team representatives); points awarded for:
   - Including requested elements (elevations, massing diagrams, floor plan, site plan, concept diagram)
   - Addressing critical key project elements (sustainability, campus entrance, arboretum, integration with the neighboring community, compatibility with other new buildings)
   - Demonstrated ability to work in a participatory governance environment
   - Budget and schedule
   - Appeal of design concept
Parameters for Design of New Academic Center

The specific design concepts for the New Academic Center include, but are not limited to, the following parameters:

- Retention of redwood and oak groves in northeast corner of campus
- Sustainability (LEED gold or platinum)
- Placement of auditorium
- Accessibility and wayfinding
- Open space enhancement
- Corner perimeter features (e.g., setbacks, building height, visibility of buildings)

Process for Community Participation During Design

**Possible examples of formal community participation points:**

- Design kickoff
- 80% programming
- 50% and 90% conceptual
- 50% and 90% schematic
- 80% design development
- 80% construction documents

**Examples of informal community participation with user group:**

- Visioning
- Massing diagrams
- Adjacencies
- Building exteriors (e.g., roof systems, windows, walls)
- Outdoor spaces (e.g., landscaping, trees, courtyards, waiting areas)
- Furniture and equipment (e.g., desks/chairs/tables, instructional equipment)
- Placement of fixtures (e.g., casework, teaching walls)
- Product selection (e.g., carpet, light fixtures)
- Color palette (e.g., paint, fabrics, flooring, furniture)
- Smart classroom components (e.g., projectors, screens, podiums)
Design Goals and Principles

The following text identifies the six design goals for the Kentfield and Indian Valley Campuses, and general principles that apply to each goal. The Design Guidelines found in Chapter 3 relate to the principles stated below. A Goal matrix identifying specific guidelines supporting each Goal can be found in the Appendix.

1. **Recognize and accentuate Sense of Place**
   a. Respect built, historic character, cultural assets, and regional context
   b. Preserve significant views into, within, and from campus
   c. Ensure new development is compatible with the scale and use of the surrounding area
   d. Accommodate multiple scales of spaces that foster distinctive experiences and a sense of security

2. **Promote a cohesive campus image that fosters a unique collegiate environment**
   a. Create Design Guidelines to define and promote the desired collegiate environment (e.g. building height, massing, setbacks, materials)
   b. Utilize the landscape to create a cohesive visual image of each campus through a coordinated palette of plants, site furnishings, and materials, while allowing the building architecture to be more dynamic
   c. Unify and beautify the periphery of the campus while capitalizing on the strengths of the existing landscape
   d. Design buildings to express interior functions and engage the surrounding environment
   e. Enhance visibility and identity of the campuses at their interface with the surrounding community, with particular consideration given to campus gateways

3. **Foster creative human interaction at a variety of scales**
   a. Provide welcoming building entries
   b. Promote nodes of activity at pedestrian “crossroads” and at the social “heart” of the campuses
   c. Provide a variety of learning and gathering spaces of various sizes that foster exchange and dialogue
   d. Design all campus spaces and buildings with sensitivity to “human scale”
Design Goals and Principles

4. Create an intuitive circulation network within the College and highlight connections to the Community
   a. Provide campus gateways at key access points
   b. Promote a pedestrian-oriented, universally accessible campus
   c. Create a network of routes that supports an ease of travel for all levels of mobility and that accommodates the rich mix of students arriving at different times of day
   d. Provide clear, consistent, and concise signage at key orientation points
   e. Consolidate automobile parking into areas that are within walking distance of the central core of campus and key buildings, but discourage surface parking lots within the pedestrian-oriented campus core
   f. Enhance connections to bus stops and bicycle routes and provide secure bicycle parking adjacent to buildings to encourage alternatives to the automobile
   g. Encourage mass transit, carpooling, and vanpooling as alternatives to single occupancy vehicles

5. Steward natural resources wisely and embody sustainability at all levels and processes
   a. Promote integration of natural systems with college facilities and operations
   b. Minimize resource consumption; maximize conservation
   c. Utilize local, natural assets for construction and in support of District/campus operations
   d. Design campus facilities that visibly demonstrate environmentally sustainable practices and that encourage ecoliteracy
   e. Integrate sustainability into the function and aesthetics of the campus architecture and landscape
   f. Accommodate new construction on infill sites rather than virgin sites
   g. Respect significant natural landscape and hydrological features
   h. Preserve and restore biodiversity in the campus ecosystems
   i. Respect native, geologic soil and hydrologic conditions

6. Promote innovation and continuous improvement
   a. Design building and outdoor spaces that are durable, flexible, and adaptable over time
   b. Create systems for monitoring and reporting resource consumption so as to promote continuous improvement
   c. Use capital improvement projects to promote pedagogical opportunities
   d. Embody ecological design and innovation in all capital improvement projects as an example for the larger community
Design Guidelines

College of Marin Design Guidelines

The College of Marin’s campus designs have always been diverse and based on the unique aspect of the program and site. While the designs of each building should reflect its own time and place, they should also reflect the enduring values of elegance, longevity, and durability. Designs should also form a coherent and memorable campus identity.

This section of the Measure C Facilities Development Plan Documents includes general Design Guidelines for the District Capital Improvement Projects. Supporting the Design Goals and Principles, the Guidelines provide direction for the District and its consultants that are preparing design and construction documents on how to achieve a cohesive and sustainable campus throughout the various phases of modernization and new construction. It is also intended that each specific Project have its own project-specific goals to ensure that the unique features of the Project site and Program are recognized and executed.

Not all issues can be conceived of in advance. The Design Guidelines are not intended to exclude Design teams from developing concepts that depart from these Guidelines when they do so in an effort to improve the solution for a given site. In such cases, Design teams must also present a concept that adheres to the Guidelines for comparative review.

Guideline Organization

Generally, a building is composed of five different systems: Site, Structure, Systems (Mechanical, Plumbing, and Electrical), Skin, and the Interiors, inclusive of Furniture, Fixtures, and Equipment (FF&E). Each of these has a progressively shorter useful “life cycle”. Site and the building’s structure are the most permanent. Mechanical systems and building skins may last a generation or two, while furniture and equipment gets replaced on shorter intervals. A key strategy to saving resources is to design each of these systems with its life cycle cost (LCC), in mind. See Section 3 for definition of LCC.

In light of the aforementioned components of a building project, these Guidelines are organized by Site, Building (Structure, Systems, Skin), and Building Interiors (inclusive of FF&E). These guidelines are provided in a check-box format, allowing design teams the ability to check-off guidelines as they have been reviewed, conceptualized, and incorporated into specific Projects. Also within the last guideline section are “What if...” concepts that embody endeavors that may not currently be feasible in the Measure C Bond Program. Efforts towards these concepts can and should be made in future campus facility planning.

Lastly, an introduction to Sustainability and other references can be found in the Appendices. Specifically, a matrix highlighting the Guidelines and their support of specific Design Goals can be found in Appendix D.
Design Guidelines

3.1 Site Design Guidelines & Objectives

The Site Design Guidelines articulate specific objectives and strategies to support the Campus Design Goals and Principles outlined in Chapter 2. The guidelines will become a reference for all future development projects.

Specifically, the guidelines articulate the following key principles: enhance campus identity and sense of place; improve public image; make the campus landscape a cohesive and attractive environment; enhance the learning environment and the campus social community; improve circulation, both vehicular and pedestrian; provide greater campus visibility at key gateway points; preserve existing mature vegetation; provide an overall update of all site furnishings and lighting; and provide a low maintenance, sustainable campus.

3.1.1 Site Character, Organization & Spaces

3.1.1.1 Character and Identity
The Kentfield campus is largely defined by its mature trees and historic landscape structure - recalling its former use as an arboretum. The 333-acre Indian Valley Campus is defined by its spectacular setting in a valley dominated by bay forests, oak-savannah, and grasslands.

The landscape within the developed cores of the Kentfield and Indian Valley Campuses is park-like. An historic arboretum/garden style prevails at the Kentfield campus, while the Indian Valley Campus is more rustic, blending in with the surrounding native landscape. The park-like areas of both campus landscape cares are composed in an informal manner. These areas inspire passive activities such as picnicking, strolling, studying, contemplating, and resting. The existing landscaping ties together the campus buildings and spaces and defines the campus image.

DESIGN GUIDELINES
☐ Continue the historic "park-like" and "natural landscape" character of the campuses.
☐ Use site furnishings that reflect a park-like character.
☐ Use lighting that is subtle yet provides safety.
☐ Design informal groundcover plantings with mixed, naturalistic tree plantings.

3.1.1.2 View Corridors
The most significant view into the Kentfield campus is from Sir Francis Drake Blvd. The open campus green is organized around this open view that allows views beyond the campus to Mt. Tamalpais. This view corridor allows this magnificent natural feature to be integral to the sense of place of the Kentfield campus. This viewshed is all the more important because the campus is one of the only green park-like breaks along miles of commercial and residential development along the Sir Francis Drake Blvd. corridor.
Design Guidelines

The views at the Indian Valley campus are equally compelling to the Kentfield campus, but are more enclosed. Sitting in the valley floor, adjacent to Ignacio Creek, the views both to the south and north are of oak woodlands and the ridgelines of the surrounding hills. Views of the creek and its ribbon of riparian vegetation are also equally powerful through the whole valley.

DESIGN GUIDELINES
- Treat new tree planting at key viewpoints with care. Do not obstruct important views with new tree plantings – instead, use new tree plantings to frame views.
- Coordinate location and treatment of buildings and courtyards/plazas with viewpoints.
- Where possible, preserve existing mature trees along Sir Francis Drake Blvd.

3.1.1.3 Campus Perimeter

Streets serve as an edge to the Kentfield campus and play a major role in the entry experience and visibility of the campus. The core of the Kentfield campus is bordered by two major County-maintained streets – College Avenue to the east and Sir Francis Drake to the north. To the south and west of the Kentfield campus are commercial areas and single family residential neighborhoods. The campus also interfaces directly with one residential neighborhood on the western side on Laurel Ave. On Sir Francis Drake Blvd., a major arterial, the transition through the park-like edge of the campus provides a welcome relief to offset the impact of traffic.

The perimeter of the Indian Valley campus includes natural hillsides on the north, west and south. Residential development borders the campus to the east. The only public vehicular entry into the campus is from the continuation of Ignacio Blvd. through a narrow opening of the valley to the east. This entrance leads to a series of parking lots. Thus, the campus gives an auto-oriented first impression. The following guidelines address campus edges.

DESIGN GUIDELINES
- Design campus edges and entrances to create a positive first image with a coherent and unifying landscape treatment.
- Avoid placement of new buildings directly adjacent to residential neighborhoods when those buildings may present impacts such as additional noise, traffic, or shadowing.
- At the Kentfield Campus, design new campus buildings along College Ave. to create an "urban" frontage to the campus, encouraging pedestrian activity with door and window fronts to retail, service, and community-oriented uses. Provide a minimum of 2.5 feet from edge of curb to building face to allow for landscaping and pedestrian amenities.
- Enhance the pedestrian experience at the sidewalk on College Avenue and provide opportunities for lingering and enjoying the life of the street. Provide a wide sidewalk with shade trees in tree grates, ample seating, bus shelters, mailboxes, newsstands, and other site furnishings where needed.
- At College Avenue, design planting in an identifiable rhythm to create a strong campus edge, and minimize the impact of parking lots fronting along the street edge. Use the streetscape design to connect the Physical Education complex to the Main Campus.
- Along Sir Francis Drake Blvd., retain and restore the historic landscape character - maintaining the redwood groves as the gateway posts to the campus, removing volunteer
Design Guidelines

- oaks that have taken hold in the center of the viewshed, and relocating automobile parking that blocks views towards the center of the campus. Replace degraded and underutilized lawns to less water-intensive, low-mow rescue to showcase the campus’ goal of sustainability.

- Maintain existing rows of redwoods along Laurel Ave. to provide a buffer for the neighborhood.

- Where possible, screen large surface parking lots from residential neighborhoods.

- At the Indian Valley Campus, provide greater campus visibility for new buildings so as to promote a greater sense of identity for the campus. Locate new buildings closer to the campus gate. Along the campus’ undeveloped edges, preserve existing informal trails and access to open space.

3.1.1.4 Site Circulation

Vehicular and pedestrian circulation can be improved on both campuses. Specifically, the entrances along College Avenue in Kentfield can be improved, and vehicular circulation can be better organized through the southern parking lot. Improved access to the west parking lot off Laurel Avenue can also help alleviate parking and traffic issues in that neighborhood. Pedestrian circulation can be improved by emphasizing key pedestrian corridors both in the campus core and the parking lots, and by making all parts of the campus path network ADA compliant.

Vehicular Circulation

The major redevelopment of vehicular circulation at the Kentfield campus calls for an improved interior road called the Promenade that will connect the east side of the campus to the west side. The road is not intended for everyday vehicular access into the campus, but is intended to improve the fire and service access along the north side of the creek. This road will also serve to create a more active and creek-focused pedestrian path that will connect buildings placed along this spine.

At the Indian Valley Campus, the existing vehicular infrastructure is to remain the same. However, with the new Main Building to be located in the second parking lot, the main campus drop off and arrival point will shift to this building.

DESIGN GUIDELINES

- Along the north side of the Corte Madera Creek on the Kentfield campus, design a promenade with a 20 foot minimum width, with GrassPave shoulders if needed. The intent is for the design to be pedestrian focused, while still allowing for passage of emergency and service vehicles when needed. Use trees to shade the promenade.

- Provide directional signage for vehicles at all key decision points.

Parking Lots

Parking lots are the arrival and departure point for many campus users, and as such shall be designed with consideration for aesthetics and sustainability. In addition to beautifying the campus, the College of Marin has an opportunity to demonstrate cutting-edge sustainable...
Design Guidelines

design strategies in the campus parking lots. Using bioswales to filter run-off from the lots, dense tree planting for shade, and permeable paving to reduce run-off; these sustainable parking gardens could be models for development. The following are guidelines for parking lot improvements to be applied to renovation of existing surface parking lots.

DESIGN GUIDELINES

☐ Pedestrian movement through parking lots shall be clearly defined, pleasant and safe with enhanced planting and lighting. This is especially important at the southern parking lot at the Kentfield campus, as many people park south of the Physical Education complex and walk up to the central campus core through the southern parking lot.

☐ Minimize conflict between pedestrian and vehicular movement.

☐ Provide a uniform signage system to direct users from parking lots to campus destinations.

☐ Provide a sufficient level of night lighting throughout parking areas for security, while minimizing light pollution and trespass to neighboring residents.

☐ Parking lots shall be planted with trees to provide shade for 50% or more of the paved surface. Additionally, provide shade tree planting along pedestrian walkways. Utilize planting to buffer views of parking lots from major streets and buildings.

☐ The feasibility of installing solar panels in shade structures over parking areas should be explored.

☐ Utilize bioswale planting islands to capture and treat run-off on-site wherever possible, reducing peak stormwater flows and enhancing water quality.

☐ Where appropriate, utilize permeable paving systems such as porous asphalt, porous concrete, and permeable unit pavers. In areas where parking is very infrequent, consider gross planting over soil reinforcement cells.

☐ To promote alternate modes of transportation, parking in proximity to building entries and the campus core may be accommodated in a graduated fashion (e.g. in order: carpools, electric, hybrid, compact, full-size, etc.).

☐ Electric charging stations should be provided on campus (campus police have a handful of electric vehicles already. The maintenance department is purchasing alternate fuel-capable vehicles.).

Pedestrian Circulation

Pedestrian paths connect buildings, major exterior spaces, and provide connections with the surrounding community. These pedestrian spaces offer opportunities for socializing, and should be scaled to accommodate intended uses. Within the campuses, the existing pedestrian circulation is adequate but not ADA compliant in a number of key locations. In some cases, major pedestrian paths may also be designed to accommodate emergency vehicle access and maintenance/service vehicle use.

As the space between destinations offers learning and social opportunities, and as the campus is a connection to the surrounding community, paths and sidewalks need to accommodate various activities and speeds of travel (e.g. jogging, walking, standing, and in-repose). In some cases, pedestrian paths may be shared by maintenance vehicles responsible for building services (e.g. recycling, deliveries, etc.).
Design Guidelines

DESIGN GUIDELINES
- Resolve topographical problems and eliminate steps where possible to create easy and direct access for the visually and mobility challenged. Comply with all ADA requirements.
- Provide a width for paths and sidewalks that is appropriate for the intended uses and pedestrian loads. Widen sidewalks along streets where necessary to provide ample area for pedestrian activity.
- Paving for all major pedestrian routes: use poured-in-place, sawcut concrete, at a minimum 12 foot width.
- Paving for all secondary pedestrian routes: use poured-in-place, sawcut concrete, at a minimum 8 foot width.
- Design all primary pedestrian surfaces to take fire truck load.
- Design all secondary pedestrian routes to take motorized cart load.
- Define pedestrian rights-of-way in vehicular areas with ballards, signage, and paving materials. Changes in paving materials, planting or furniture can provide visual separation and physical protection where necessary.
- Highlight pedestrian-vehicular crossing by use of curb extensions, improved crosswalks with special paved surfaces, distinctive landscaping, improved sightlines, signage, and lighting.
- Pole lighting will be the primary means of achieving desired light levels at pedestrian paths.
- Provide amenities along pedestrian routes such as seating, drinking fountains, waste and recycling receptacles, lighting, landscaping, and enhanced paving treatments.
- Add trees as necessary along pathways to provide shade.
- Provide sheltered pathways, canopied walks at building edges, and atrium spaces at building interfaces to protect pedestrians from inclement weather.

Bicycle Circulation
The following guidelines will improve bicycle circulation and accommodate increased bicycle usage at the College of Marin campuses, while reducing adverse effects on the environment.

The design of bicycle storage areas is important in encouraging the use of bicycles. While it is true that the vast majority of College of Marin faculty, staff and students drive to school, those using bicycles should find the on-campus experience as comfortable and convenient as possible.

DESIGN GUIDELINES
- At the Kentfield campus, bicycle access via the Corte Madera Creek trail is encouraged. Care should be taken in designing the realignment of this path to avoid user conflicts and safety problems.
- Coordination with relevant city and county agencies, and interested citizen groups is encouraged to promote bicycle use.
- Provide adequate bike storage to comply with LEED standards.
- Locate bicycle racks in visible places adjacent to major building entries (within 50 feet of a building entrance). Do not locate bicycle racks where they would impede pedestrian movement.
- Weather-sheltered bicycle parking is encouraged. Harmonize bike shelters with the campus architectural vocabulary.
Design Guidelines

- Evenly space bike racks between trees to provide consistent shade coverage.
- Wherever possible, use stabilized decomposed granite or permeable pavements in bicycle parking areas.

Public Transportation
The College of Marin is committed to enhancing public and alternative modes of transportation to and from its campuses. Golden Gate Transit provides access to both campuses via several bus lines which connect the campuses to destinations within the county and beyond. In general, public transportation is not used by the vast majority of College of Marin students, faculty and staff.

DESIGN GUIDELINES
- In the design of new and modernized facilities, transportation planning efforts should emphasize options other than the use of private vehicles.
- Locate and articulate designs of bus stops to minimize danger to embarking and debarking bus riders.
- Provide benches, informational elements, waste / recycling receptacles, and other site amenities at bus stops.
- Providing shelter from inclement weather at bus stops is encouraged.
- Create a pleasant and aesthetically pleasing ambience for those waiting at bus stops through use of special paving and plantings.
- Provide shade trees near bus stops but do not obstruct signage or oncoming traffic.
- Harmonize bus shelter design with campus architectural vocabulary.
- Post and provide transit maps at all bus stops.

Bridges
Bridges play an important role in the organization of both campuses. At Kentfield, Corte Madera Creek separates most of the parking areas from the campus core. Thus, the existing bridge is a major entrance threshold for all users. Currently, planters on the bridge minimize and hide views of the creek. The existing vehicular/pedestrian bridge will be supplemented by an additional pedestrian bridge further to the west - to better connect the central campus to the entire southern parking lot.

At the Indian Valley Campus, Ignacio Creek is spanned by four pedestrian/vehicular bridges, one pedestrian-only bridge, and two paved culverts. These existing bridges create a strong entry experience into the campus and provide memorable views of the Creek.

DESIGN GUIDELINES
- Design bridges to be unique so that they provide memorable entry experiences for campus users and highlight views into waterways.
- Site bridges above the flood line to avoid impact on water flow. Site bridges to avoid removal of significant trees.
- Scale bridges appropriately to anticipated uses, loading requirements, and to site context.
Design Guidelines

Some bridges may accommodate maintenance and emergency vehicles in addition to pedestrians and cyclists.

- Bridges accommodating pedestrians shall be a minimum of ten feet wide with guardrails sufficient to protect pedestrians and cyclists.
- Vehicle bridges accommodating emergency vehicles must accommodate a Coltrons H-20 loading.
- Use bollards at each end of pedestrian bridges that are wide enough for vehicular traffic.

3.1.1.5 Campus Gateways

Gateways are important access points that establish the character and image of the campus upon arrival. Campus gateways shall be located at major entry points onto campus. Campus gateways are intended to be memorable landmarks that help visually define the campus identity and provide a transitional space between the campus and its adjacent setting. Campus gateways may be defined by buildings, site structures (e.g., arbors, orchways, pillars, or walls), or plantings.

Vehicular Gateways

Vehicular gateways at Kentfield include: Circle Drive; Entrances to the parking lot south of the campus core off College and Kent Avenues; Entrance to Physical Education parking lots off College Ave, Entrances to the western parking lot off Laurel Avenue.

There is only one vehicular gateway at Indian Valley Campus - from the East end of Ignacia Blvd.

DESIGN GUIDELINES

- Provide identity signage and appropriate lighting at campus gateways.
- A gateway may be designed as a campus identity sign or an identity element such as gateway pillars flanking the entrance roads.
- Design drop-off courts to be flush with adjacent pedestrian plaza (no curb) and control vehicular access with bollards.
- Design planting to be organized, of varying heights and variety, offer accent flowering color, and be easy to maintain on a frequent basis.
- Design planting so as not to obstruct signage or views.

Pedestrian Gateways

Pedestrian gateways provide a memorable campus experience and often define the character of the campus. They can be defined by built elements (arbors, arches, gate pasts, seatwalls, lights) or by natural elements (creek crossings, groups of trees). These gateways can often serve as plazas and places of interaction and gathering.

Pedestrian gateways at Kentfield include: Circle Drive drop off; College & Sir Francis Drake Plaza; College Avenue Steps & Ramp; Carte Madera Creek Bike Path at College Avenue; Carte Madera Creek Bike Path at campus west edge; the street crossing of College Avenue into the Physical Education Complex; Bridges across Carte Madera Creek.
Design Guidelines

Pedestrian gateways at Indian Valley Campus include: Bridges across Ignacio Creek.

**DESIGN GUIDELINES**
- Provide a unique, graceful, memorable entrance with an overhead element such as an archway or arbor.
- Where possible, make the pedestrian path and gateway broad and welcoming.
- Design gateways to encourage opportunities for informal and chance meetings with seating in sun and shade.
- Provide enhanced planting and paving design at pedestrian gateways.
- Design planting to be organized to have varying heights and variety of flowering colors, and be easy to maintain on a frequent basis.
- Design pedestrian gateways to include campus identity signage and way finding signage consistent with all campus signage, and appropriate lighting.

3.1.1.6 Public Plazas

Like mini cities, campuses are often defined by their public spaces where the student community is built and fostered. These are places of interaction, gathering and socializing. A variety of public plazas are crucial to a creating a dynamic and vibrant campus where students, faculty and staff get to know each other, and where critical thought and interchange is enhanced. Active exterior spaces should take advantage of, and highlight purposeful views into active areas of buildings.

Campus Crossroads

To promote a collegiate community, it is important that each campus have one main outdoor gathering space - a heart - at the crossroads of the most traveled pedestrian paths. A successful crossroads should accommodate large numbers of people with ample, comfortable, functional, and pleasant areas to stop, have a seat, and people watch. The campus crossroads may be the focus of major campus events such as exhibitions, speeches, and tabling, but will also provide a place for everyday activities such outdoor eating and socializing.

**DESIGN GUIDELINES**
- Define the camps crossroads with strong central element such a specimen tree or a fountain. Further define this area with building edges, bosques of trees, or other elements having strong character and clear geometry.
- Provide large paved and/or turf areas for gathering, eating, sitting, and people watching. Incorporate specific design features to identify the plaza as a significant space.
- Provide special paving treatments, seating opportunities in sun and shade, sculpture, fountains, art, and flags and banners as appropriate.
- Use plantings to define architectural spaces and to provide shade for seating.
Design Guidelines

Building Forecourts
Building entries provide the transition between the surrounding campus pathways and interior spaces. As such, they should be sensitively designed to bring the outside in and the inside out. They should celebrate arrival with a sense of welcome and provide an identifiable gathering space.

DESIGN GUIDELINES
- Entries should appear clear, direct and inviting from pedestrian pathways, plazas, courtyards, and other outdoor spaces.
- Building entries and forecourts shall be defined with seating (in shade and sun), plantings, site furnishings and enhanced paving materials.
- If possible incorporate artworks and signage as well as building entries.
- Any access ramps shall be appropriately integrated with the vocabulary of the building architecture. Keep entries clear of service areas, trash dumpsters, and other aesthetically disruptive objects.

Building Courtyards
Building courtyards are small-scale outdoor rooms associated with a building or group of buildings and are typically influenced by their architectural character. Courtyards can have a special, hidden-away feeling and be designed to provide places for study, contemplation, interaction, group discussion, eating, and small events.

DESIGN GUIDELINES
- Use specific materials and designs to make each courtyard a unique and special place separate from the greater campus landscape.
- Provide seating in sun and shade, lighting, and waste and recycling receptacles.
- Incorporate special paving, fountains, sculpture, and group seating arrangements with a variety of detail that can be appreciated at close range.
- Use flowering and fragrant plant materials with a variety of textures and forms.
- Encourage trees and other plantings to soften the building edges and paved surfaces of the space.
- Encourage unique, theatrical, whimsical, and experimental design solutions. However, keep maintenance concerns in mind while designing these areas - especially if access into courtyards is limited. Provide low maintenance design solutions as a general rule.
- Pay special attention to shade patterns in the court and design appropriate planting and seating arrangements.

Outdoor Rooms
Outdoor rooms are outdoor spaces that are not closely associated with a building. Taking advantage of Marin’s temperate climate, these spaces are a logical extension of the built environment. The scale of outdoor rooms may vary from intimate to grand, and can provide space for study, contemplation, interaction, group discussion, eating and small events.
Outdoor rooms are typically defined by the extent of paving on the ground plane, the space or enclosure created by tree canopies and shade structures, and by “walls” or “screens” of
Design Guidelines

vegetation. While benches and seatwalls are typical seating elements, carefully sized and placed boulders and logs may provide opportunities for informal seating.

DESIGN GUIDELINES

☐ Components of outdoor rooms include seating in sun or shade, lighting, and waste receptacles.
☐ Provide outdoor rooms at a variety of scales to be used by groups of all sizes.
☐ Create a sense of security by providing lighting and open sight lines into heavily utilized areas, and avoid tall shrubs that reduce security and visibility.
☐ Design low maintenance spaces that can be kept pleasant, clean and functional with a minimum of effort.

3.1.1.7 Recreational and Athletic Landscapes
The athletic fields at both campuses are well used and loved and are sited within or adjacent to natural, undeveloped lands - next to the wetlands at Kentfield and next to grasslands and oak woodlands at Indian Valley. By their very nature, large expanses of turf define these areas while scattered specimen trees surround the fields. At both campuses, there are opportunities to enhance the sense of a formal entrance to the athletic fields, provide natural seating for spectators, and improve signage.

DESIGN GUIDELINES

☐ Create edge design solutions at athletic fields that merge seamlessly with the surrounding landscape.
☐ Provide seating, viewing and socializing opportunities in areas adjacent to athletic fields.
☐ Provide trees for shading spectators at athletic and recreational facilities.

3.1.1.8 Natural Landscapes & Ecologically Sensitive Areas
Both the Kentfield and Indian Valley campuses contain undeveloped and natural landscape areas. Much of these lands are ecologically sensitive landscapes that should be protected from the impacts of development.

The southeastern portion of the Kentfield Campus contains sensitive remnant coastal salt marsh and brackish water marsh. Though channelized through the developed campus core, the Corte Madera Creek continues to serve as a movement corridor for the federally-threatened steelhead and other fish species.

The Indian Valley Campus contains six native vegetation types: oak savanna, riparian scrub/woodland, grassland, grassland/open brushfield, chaparral, and mixed hardwood woodland in addition to jurisdictional wetlands. This mosaic of vegetation connects with surrounding undeveloped lands and is of relatively high habitat value. However, significant landscape planning and management issues at IVC are wildland fire hazard reduction, sudden oak death, and creek erosion.

The native landscape is adapted to fire. Over time, as fire has been discouraged and suppressed, fuels have built up and fire hazards have increased, posing risks to life and
Design Guidelines

property. Additionally, past grazing activities appear to have affected the soil structure, reducing tree species diversity to primarily oak and bay at the Indian Valley Campus. Due to the lack of diversity and the presence of sudden oak death, the health of the existing forest is threatened; new forest plantings should encourage a greater diversity of native trees.

Finally, Ignacio Creek has been downcut significantly over the years, and the course of the creek has changed, threatening trees and structures near the creek. Prior to future development, the causes of creek erosion should be mitigated in a manner in keeping with an understanding and enhancement of the larger ecological system.

The ecology of the campuses represents a major resource. Opportunities exist for landscape restoration projects connected to the campus curriculum. By understanding and working with ecological principles, future campus development will be better integrated with the natural environment and the campuses will provide improved educational opportunities. The following guidelines aim to maintain and improve the biological diversity and integrity of the campuses.

**DESIGN GUIDELINES**

- □ Locate new development on infill sites. Do not develop in ecologically sensitive and open space lands. New development is discouraged outside of the developed campus cores.
- □ Provide a setback of 50 feet from top of the Corte Madera Creek bank to any new building (hardscape is permissible within this setback).
- □ Provide a minimum setback of 50 feet from top of the Ignacio Creek bank to any new building or hardscape areas. Whenever possible, provide an ideal setback of 100 feet from top of the Ignacio Creek bank to any new building or hardscape areas, especially in undisturbed portions of the campus.
- □ Restore disturbed areas (due to grading or construction) to blend into existing natural contours.
- □ Any earth filling, grading or reshaping near riparian areas must ensure that wildlife corridors will not be disrupted, that erosion will not increase significantly, and that visual and biological resources will be protected.
- □ Retain and release stormwater runoff in a way that avoids erosion or damage to visual resources in the creeks.
- □ In order to minimize disturbance to natural features, design new pathways and roads to be no wider than necessary to accommodate anticipated foot, bicycle, and/or vehicular traffic.
- □ To minimize impacts on wildlife, shield night lighting from sensitive riparian, wetland, and forested areas. Focus night lighting for pathways, parking lots, plazas, and turf on the ground, extending no farther than is necessary for safety reasons.
- □ Limit non-native or “exotic” plant species to the developed areas of the campus. In natural landscape areas, avoid cultivated treatments such as lawns, planted beds, and street trees; design so that native vegetation dominates.
- □ Where new development occurs at IVC, preserve a continuous background view of native vegetation connecting to the larger undeveloped landscape from roads, pathways, and open spaces within the campus core.
- □ Adopt maintenance practices that increase the biodiversity and ecological health of these landscapes and minimize or eliminate use of pesticides whenever possible.
Design Guidelines

- Design and develop management plans to reduce fire hazards at IVC in an ecological manner. In particular, discourage plant succession in the IVC campus grasslands to prevent the development of brushlands. The “ground to crown” ladder fuel structure must be disrupted at the forest interface with grassland and developed areas and the campus perimeter. Fire apparatus clear zones, parking lot ignition prevention zones, and building defensible space zones must be maintained.
- Manage forested areas on the basis of ecological and safety principles, with particular consideration given to the impact of sudden oak death. Management based on visual concerns should be limited to developed areas.
- Encourage a greater diversity of native tree species, especially in riparian areas.
- Identify strategies for maintaining and encouraging wildlife use of the campuses. Avoid fragmentation of their habitat and provide contiguous areas and paths for wildlife movement.

3.1.1.9 Service Areas

Buildings and building clusters require service areas for loading docks and building utilities and trash / recycling containers. While these waste and service needs are essential to making the campus function smoothly, they need to be designed in an integrated manner with the buildings they serve. At the same time, the waste collection and storage areas need to be functional, and easy to use and maintain by campus janitorial staff. They should not attract wildlife and they should deter unauthorized trash dumping by community members.

Design Guidelines

- Conceal all bulk waste containers and building equipment within enclosures designed as integral parts of the architecture and landscape composition so as not to create visual blight. Enclosure finishes and materials should be compatible with building architecture and the surrounding spaces.
- Avoid use of chain link fencing.
- Utilize trees, shrubs, and vines as appropriate to conceal enclosures.
- Provide locking gates to secure service area enclosures.
- Dumpster storage areas shall have internal curbs to prevent dumpsters from rolling and damaging walls.
- At outdoor kitchen service areas, provide a hose connection and sanitary sewer drain to aid clean-up.
- Provide adequate space for turning and parking for service and emergency vehicles at building loading docks.
- Design service areas to minimize potential conflict with pedestrian and bicycle travel.
Design Guidelines

3.1.2 Site And Landscape Materials And Elements

3.1.2.1 Introduction
This chapter reviews the specific design guidelines as they relate to landscape and site elements. Included in the chapter is a general campus planting scheme and guidelines, a comprehensive list of paving materials, as well as concrete seatwalls and stairs.

A standard palette of site furnishings, details, and finishes has been selected for both campuses to create a cohesive College of Marin campus visual appearance and to simplify maintenance. Criteria for the selection of furnishings and materials included: durability, ease-of-maintenance, user comfort, sustainability, and aesthetics. Simple designs with clean lines are preferred.

Since growing conditions at each campus are quite different, a uniform plant palette is not suggested for both campuses – instead, a plant list is suggested for each campus with special emphasis on deer and fire resistant plants at Indian Valley (See Appendix B).

3.1.2.2 Planting
Planting design can be used to unify each campus site and create a cohesive environment. While the urban forest at Kentfield has matured and consists of some beautiful specimens and stands of trees, the shrub and ground cover layers are overgrown and degraded. For example, ivy has taken over a number of areas. The general appearance is made shabby by this ground plane.

At Indian Valley the urban forest has a number of problems - mainly lack of diversity of species and infestation with SOD (Sudden Oak Death) disease.

DESIGN GUIDELINES

General Planting

- Planting design and management should consider an ecosystem-based approach that maximizes species biodiversity and minimizes the need for inputs of fertilizers and pesticides.
- Planting installation should respond to site conditions, soil type and plant variety.
- Plantings should be hardy, pest-free, long-lived, and low-maintenance.
- Native and climate-adapted planting that require minimal irrigation shall be used to minimize impact on local water availability.
- Avoid use of pyrophytic (fire-prone) plant material within 20 feet of a building, and consider fire-safety in design of planting.
- Do not use weedy, invasive species in any planting scheme (see Appendix B for list of recommended plants).
Design Guidelines

Trees
- Do not plant any trees whose mature height would cause branches to grow within 10 feet of overhead power or communication lines.
- Avoid planting trees within 10 feet of underground utility lines and within 15 feet of light poles.
- Where possible, plant deciduous trees on the south and west exposures of buildings to reduce building cooling needs during the warm months and building heating needs during the cool months.
- Plant evergreen trees where needed for windbreaks.
- Use linear deep root barriers for tree planting in narrow parking lot medians and in all areas where trees are planted within three feet of paving. Root barriers should extend 8 feet in each direction beyond tree trunks.

Shrubs
- Locate shrubs higher than 3 feet tall in areas well away from pedestrian pathways and use areas for security purposes.

Groundcovers
- Use blankets of low growing, quick-spreading groundcovers that minimize weed invasion while highlighting the beauty of existing specimen trees.
- Keep border and foundation plantings low. Provide a variety of textures and colors that complement adjacent architecture. A design aesthetic of a mixed border garden is easiest to maintain for campus staff and is definitely preferred.
- Avoid invasive, spreading type groundcovers such as Algerian ivy and vinca. Remove existing beds of ivy as part of new construction and modernization projects.
- Use groundcovers as a substitute for lawn in areas where lawn serves no practical function and in areas that are small, complicated, or noncontiguous.

Turf
- Concentrate turf planting in high use areas.
- Where possible, use significant turf planting in areas most likely to be used by students, faculty and staff for seating/picnicking and possible outdoor class meetings.
- Separate turf and shrubs with a Trex header.
- Install sod, not seed, whenever possible.
- In low use areas where mown turf is not required, consider low-maintenance, low-water use native red fescue.

3.1.2.3 Irrigation
Irrigation equipment at the College of Marin has been standardized for several reasons. A standardized set of equipment will help the District maintain its irrigation system in better repair as well as ensure sustainability goals for water conservation are achieved and maintained.

The District has already taken the first step towards creating a state-of-the-art, resource-efficient irrigation system for each campus by installing a central controller, which dynamically adjusts
Design Guidelines

the water delivered to the landscape based on current weather and soil conditions. This not only conserves the use of municipal water, but also saves electricity because operation of the pump on Kentfield campus’s well is coordinated to efficiently match the delivery of water so that the system achieves the maximum irrigation benefit per kilowatt of electricity used. It also conserves water by automatically isolating leaks in the system and reduces maintenance time by identifying the location of blockages. These features are as important, environmentally speaking, as installing native or drought-tolerant plants, and are an important step in making the College of Marin campuses more ecologically sustainable.

Although the key components are in place, the irrigation system is not sufficiently completed to take full advantage of the precise automatic controls available. Not all areas of the campus are watered by automatic irrigation. Some irrigation lines are antiquated or have been damaged by past digging in the area, making them malfunction or function inefficiently. The results are over-watering in some places and drought conditions in others. A flow sensor on the Kentfield campus well shows daily use at about 50,000 gallons per day, with the likely capacity for around 100,000 gallons per day.

DESIGN GUIDELINES
☐ Use the adopted campus standard irrigation equipment.
☐ Continue to upgrade the irrigation system for water efficiency.
☐ Monitor water usage and seek future water use reductions.
☐ Install flow sensors where necessary to take advantage of the system controller’s capabilities.
☐ Extend irrigation in areas where it is needed, especially parking lots.
☐ Repair damaged lines where necessary.
☐ Maintain large tree health to reduce watering needs in microclimates.
☐ Design planting for the microclimate in specific parts of the campus.

3.1.2.4 Paving and Surfaces
Paving materials and site surfaces in any landscape are important as they help define spaces and connections. Surface treatments also signal the importance of an arrival point or building entry and provide students and faculty with a sense of orientation.

At College of Marin, much of the paving consists of asphalt with some poured in place concrete. In general, the quality of paving materials at College of Marin should be significantly improved and updated. It is preferred, too, that paving treatments and materials be consistent based on function as much as possible as outlined below. This will provide clarity for wayfinding.

Due to clayey soils, the paving at the Kentfield campus has experienced significant differential settlement. This has only been made worse by the wood expansion joint detail that was used extensively at the campus in the 1950s. All future paving at the campus must provide keyed or dowelled joints.
Design Guidelines

The following guidelines are intended to outline the recommended approach to paving treatments and surfaces on the College of Marin campuses.

DESIGN GUIDELINES

Pathways
☐ The preferred material for walkways is poured-in-place standard gray concrete with sawcut joints, and with a consistent medium sandblast or broom finish.
☐ Where possible, design pathway paving to utilize porous and permeable materials.
☐ In areas where primary circulation intersects plazas/courtyards, special paving of the plaza space (colored concrete, unit pavers, etc.) shall be consistent throughout.
☐ Provide detectable warning pavers at sidewalk curb-cuts and flush curbs at drop-offs. Use detectable warning pavers of a contrasting color to adjacent paving to meet ADA code (not bright yellow).

Public Plazas / Campus Crossroads / Building Courtyards / Outdoor Rooms
☐ These spaces will be designed individually and will not all have the same aesthetic. The palette of paving material for these areas will include the following options: Concrete unit pavers, Permeable concrete unit pavers, Integrally colored concrete. The following interlocking paver has been chosen as the campus standard for special paving at Building Forecourt Entrances: Basalite, Italian Renaissance. (See photo)

Service Roads & Athletic Area Paths & Natural areas
☐ Where necessary, the acceptable material for service roads and athletic area paths is asphalt. Asphalt edges must be contained with wooden or 2"x4" recycled plastic lumber headers.
☐ In high visibility areas of this category, the preferred paving material is poured in place concrete.
☐ Where possible, design service road paving to utilize porous and permeable materials.
☐ In natural areas, stabilized gold colored decomposed granite (DG) fines is permissible for paths that do not need to provide ADA access. All DG paths to be built with a 2"x4" recycled plastic lumber header or a shoveled edge detail.

3.1.2.5 Seatwalls and Stairs
Stairs and Seatwalls are to be made with reinforced concrete, consistent in appearance with all poured-in-place concrete paving.

DESIGN GUIDELINES
☐ Finish of concrete steps to be consistent with adjacent paving.
☐ Provide keyed joints or slip dowels at top and bottom landings of stairs where they meet paving.
☐ For all stairs provide 4" high, 8" wide cheek walls with handrail posts anchored in the cheek walls in cans and fixed with non-shrink grout.
☐ Handrails to be galvanized steel tubing that meets California code. Extensions to all handrails to be accommodated within the landing area, in the direction of travel. Intrusions into the path of travel are not permissible.
Design Guidelines

- Seatwalls are to be light sand blast finish on all edges, and are to be integrally colored when budget allows. Seatwall heights to be ideally 14" to 18".
- Seatwalls shall be formed with notched-gaps or armrests so as to deter skateboarding on walls.

3.1.2.6 Landscape Lighting and Security

The importance of lighting on a college campus cannot be overemphasized, as lighting is a direct contributor to actual and perceived campus safety. The most important element of lighting is to ensure a uniform level of light and to avoid alternating dark and light pockets.

Additionally, the family of lighting fixtures chosen can go a long way in establishing a set aesthetic character for the campus. The criteria for choosing these light fixtures are maintenance issues such as standardizing lamp types as much as possible, maximizing availability of fixtures for easier repair, optimizing lamp life, cast, and energy efficiency, and minimizing opportunities for vandalism.

The two most commonly used high efficiency lamp types are Metal Halide and High Pressure Sodium. Benefits of High Pressure Sodium are superior energy efficiency and very long lamp life. Metal Halide on the other hand, provides superior color rendition and user comfort, but is less energy efficient and has a significantly shorter lamp life. Due to limited resources for maintenance and the District’s emphasis on energy conservation, High Pressure Sodium lighting has been adopted as the campus lamp. However, the selected standard light fixtures described below are capable of operating with either lamp type and Metal Halide may be considered in the future if maintenance budgets allow.

DESIGN GUIDELINES

- Provide adequate light for safety and security. Pedestrian pathway lighting shall be of a uniform style and quality of illumination. Two main lighting factors that reinforce a sense of safety and security are adequate horizontal illuminance at the ground for navigation of pathways, and adequate vertical luminance at surfaces such as building forms, building entries, signage and planting to provide visual context.
- Use lighting to promote wayfinding. Illuminate gateways and vertical surfaces to provide context for pedestrians and drivers. Integrate lighting systems with signage.
- Space poles to distribute light evenly along pathways for safety and way-finding (typically 40’ apart).
- Avoid conflicts between light placement and new and existing trees.
- The overall lighting design approach has been directed by a campus safety consultant who recommended that 1 footcandle of light be provided on all parking lots and major campus pathways, while 1/2 footcandle be provided at minor pedestrian paths. Each possible future project should provide smooth transitions between zones of different light intensities.
- All lighting fixtures to be LEED compliant (Silver Equivalency), otherwise to be approved on a case-by-case basis.
- Avoid over-lighting and utilize full-cut off fixtures to minimize light pollution and trespass.
Design Guidelines

Parking Lot Light Poles
The lighting design approach calls for 1 footcandle light levels at parking lots. Security is of prime concern and as such, the most effective light fixture is functional in style, but provides the strongest downward light.

☐ The selected campus standard is Gardco Lighting parking lot pole light (Model G-18) This is an energy efficient fixture with light pollution control and light trespass reduction features. (See photo)

Pedestrian Pole Lights
The lighting design approach calls for a more decorative pedestrian pole light fixture at the campus core. The style of the light fixture has been chosen for its modern neutrality - its ability to complement a number of current and future architectural styles that will exist on the campus. The scale, form, color, and spacing of this lighting element will provide a campus-wide cohesive and compatibility with the designs of other site elements such as planting, architecture, and signage.

☐ The selected standard pedestrian pole light is Hubbell Largent. This is an energy efficient fixture with light pollution control and light trespass reduction features. (See photo)

3.1.2.7 Site Furnishings
Site furnishings are an important feature on a college campus because they allow for: sociability, flexibility, outdoor gathering for classes, a refined and unified campus character. Currently, site furniture at each campus of the College of Marin is inconsistent in style. A new site furnishings palette will update the image of each campus.

Consistent with the overall design approach of the College of Marin campuses, the site furniture selected shows a balance of modern, clean lines and traditional forms. The goal is that furniture selected be functional and beautiful, yet not become dated over the course of time. Additionally site furnishings have been selected with consideration for sustainability goals such as recycled content.

Benches
Benches should be located to maximize year-round use, highlight points of interest, and to encourage social interaction. Provide seating locations in sun and shade to encourage a variety of users to use them at all times of the year.

☐ The selected campus standard is Landscape Forms - Petaskey model with Polysite (recycled plastic) seat and powdercoated steel framing in both backless and full-size models. (See photo)
☐ Preserve existing memorial benches. Where new construction occurs, relocate existing memorial benches as necessary. New memorial benches should be of the existing campus standard and shall have consistent plaque style.
Design Guidelines

Tables
Currently the College of Marin has a variety of picnic table types, with the majority having galvanized steel frames with wood planks. The College of Marin facilities staff requested tables which may easily be repaired, disassembled and moved to new locations as needed. ADA compliant picnic tables must be provided as required by law.

- The selected campus standard picnic table is Plastic Lumber Company, Mission Park Picnic Table. Materials for this table are powdercoated steel frame with recycled plastic seat and table surface. (See photo)

Bicycle Racks
Bike racks will be installed within 50' of building entrances (protected from weather if possible) and designed to hold bikes neatly and securely. Large banks of bike racks must be broken up with plant beds.

- The selected campus standard is Palmer Group - Welle Circular model, galvanized steel. (See photo)

Drinking Fountain
New drinking fountains will replace existing freestanding drinking fountains and will be installed as part of future development. In an effort to reduce the use of disposable water bottles, all campus drinking fountains shall have jug-filler capabilities to encourage refilling and reuse.

- The selected campus standard is Most Dependable Fountains Steel Drinking Fountain Model # 440SS (Dual-height, ADA compliant, with jug-filler and optional dog bowl) (See photo)

Trash / Recycling Receptacles
Management of trash and recycling is a prerequisite to the sustainable operation of the campus. Trash receptacles must be durable, with a sturdy finish, easy to clean, empty, and maintain.

The Site & Exteriors Subcommittee identified the following criteria for trash and recycling receptacles: Resistant to wildlife; top cover to keep rain out; easy to use (no lid flaps to push); prevent dumping of trash with restricted side opening; keep recycling secure; and ability to bolt or heavy enough not to be tipped over.
Design Guidelines

Additionally, concrete material, and round shapes were preferred. Can capacity is to be 32 gollans (best compromise between weight to lift, and frequency of emptying).

- The selected campus standard trash and recycling receptacles for use throughout both campuses are:
  1. Wausau Tile, Concrete TF1156 (with anti-graffiti and custom recycling signage and College of Morin identity signage) - For use near buildings.
  2. Windsor Barrel Works, Clusters Slant Tops (without top swing door) - For use in landscape areas. (See photos)
- Locate trash and recycling receptacles with consideration for encouraging their use and reducing litter and with consideration for and ease of collection and efficient collection routes.

Bollards
Removable and non-removable bollards should be located to prevent un-authorized vehicular traffic on pedestrian walkways.

- The campus standard bollards are: Quickcrete, Light-crete Removable Bollard Model QR-9B-R Concrete Fixed Bollard Model QR-9B. (See photo)

Tree grates
Tree grates or pavers are recommended for trees planted in plazas or high use pedestrian walkways. Tree grates will be raw gray iron finish and must be ADA-compliant.

- The selected campus standard tree grates are Urban Accessories, Kiva and Ironsmith Storbust. (See photo)

3.1.2.8 Fences & Screening
The design guidelines will establish consistency for all fencing to be replaced or newly installed. Maintaining and ensuring safety on the campus for all users is the District’s first priority. In addition, the aesthetics and functionality of fences and screens are important.

- Plant shrubs and vines along fences to reduce their visual impact as needed.
- Greenscreen is one possible alternative to the standard concrete block wall, to be used in special areas only, as part of specialized gardens and courtyards.
- Screen all service areas.
Design Guidelines

3.1.2.9 Campus Art & Special Features
Art that is appropriate in content, scale and placement for the setting can add a unique character to a specific space, and the campus as a whole. Wherever possible campus art should offer students and faculty the opportunity to showcase their talents. In particular, a location for a student mural wall should be provided.

DESIGN GUIDELINES
☐ Incorporate opportunities for art in new construction and modernization projects.
☐ Consider artwork as an integral part of the campus structure and experience and provide for adequate protection from vandalism and weather.
☐ Site art to create or strengthen special areas, gateways, and circulation nodes.
Design Guidelines

3.2 Buildings

The Building guidelines speak to the location, orientation, aesthetic appeal, and functioning system of a living building. The sections start by looking globally at the site and then move into more detail of the actual building.

3.2.1 Total Building and Life Cycle Analysis
The most obvious of building costs is the initial construction. However, the window of time devoted to those costs incurred in this initial construction is a small fraction of the building’s Total Cost of Ownership (TCO). In fact, it is the building’s daily operation and regular maintenance that creates the greatest costs. These costs are referred to as Life Cycle Costs (LCC).

In total, life cycle costs well exceed the initial building design and construction value of a building. While initial capital is not always available to ensure that a Project develops the least life cycle costs possible, the Design process should identify those decision areas with the greatest impact on the LCC. The Design Team must lead the District through goal setting process that outlines and evaluates the needed decisions that will impact the LCC and TCO.

For instance, the energy required to heat and/or cool a building is one of the greatest costs to building operation. An ‘ideal’ design might replace the mechanical heating and cooling systems and daytime electric lighting with natural systems. But, the ideal may not be feasible based on the Project programming or the financial capital available for a project. The above-required goal setting process will call out and acknowledge these goals and decisions.

DESIGN GUIDELINES

- Optimize the performance of a building through passive energy strategies, while minimizing the energy for heating and cooling.
- Design passive energy efficient buildings to maximize comfort, and reduce the need for active climate control systems.

3.2.2 Building Location and Massing (See exhibits on following pages)

Build-to-Datum (RED)
Several build-to-dotum lines have been defined at each campus. These build-to datum lines are building limit or desired building edges that have been developed to shape, frame, and activate circulation paths and open spaces, to relate to existing buildings, paths, views or vistas, to avoid infrastructure corridors, and sensitive areas. Figures on the following pages identify these build-to datum lines along with several other planning controls.

At Kentfield, Datum lines are indicated parallel to the Carte Madera Creek defining the new promenade, parallel to the face of the existing LRC complex (and new Humanities Building), and parallel to Fusselman Hall extending to the new Fine Arts Building. Additionally, a 20 foot setback from the College Avenue curb line assures a comfortable pedestrian experience while also allowing for any future retail that might develop along this street.
Design Guidelines

Development Limit (BLACK)
In addition to building limit lines, the adjacent figures define location of planned promenades and walkways. The most prominent development limit line, along the North side of the Corte Modera Creek has been defined in order to protect the health of existing mature and specimen trees and to work with the existing grades, ensuring accessible paths and walkways.

While not graphically defined for all trees, trees that are to be preserved need protection of the ground surface beneath their drip lines. On both campus plans, development limit lines have been defined at the creeks, along the drip line of the existing tree canopies. In both cases, these limits have been identified on the North side of the campus where new construction is identified.

Desirable Views and Paths (BLUE)
Desirable view and path lines have been defined at both campuses. View and Path lines define vistas or access to or from a specific area of the campus to another location.

At Kentfield, the prominent desired view is to Mount Tamalpais while secondary views and paths are identified parallel to College Avenue and from College Avenue into the heart of the campus. At Indian Valley, Views and Paths are the connections across the creek from the new building to the existing Poma and Transportation Technologies Buildings.

Visual Connection (MAGENTA)
Visual connections at both campuses provide clues and a point of orientation to pedestrians or vehicular traffic. All new construction or landscaping should develop, augment, and strengthen the indicated visual connections.

At Kentfield, a visual connection is desired from the main campus green (the heart of the campus) to the new Science Building. In order to develop this visual connection, the south-most portion of Fusselman Hall, also the latest addition to the building, will be demolished. The Indian Valley Campus planning was primarily shaped by the desire to foster a greater sense of arrival and route to a final destination. As such, visual connections are indicated from Ignacia Blvd to the corners of the new Campus Building.

Height/Scale
Human scale is a relative scale, based on perception of the size of the human body and its relationship to, or experience of a place, space, or element. At both campuses, the treeed and landscoped campuses provide an existing natural scale that should not be challenged by campus buildings or hardscape/paved areas.

DESIGN GUIDELINES
- Avoid large, intimidating buildings, that are significantly out of scale with the pedestrian.
- In site section, the creek level and the existing Quad level represent two distinct topographic zones which should be respected when setting building floor levels.
- The height of a building shall be studied during the goal setting of the specific project and
Design Guidelines

receive District approval during Conceptual/Schematic Design. In order to facilitate this
discussion, buildings shall undergo a 3D massing evaluation for complimentary height
and a design review process that allows the team to consider the scale, massing, and sun/
shading of the building in a more precise in-situ context.

- Buildings shall be sensitive in creating a sense of scale and massing that compliments its
specific location and sense of place in the campus.

3.2.3 Environmental Systems

Environmental comfort is a key element in developing the ideal learning spaces. Whether these
spaces are indoors or outdoors, the method to achieve an acceptable climate is an important
design consideration. In the selection of an exterior space, one might select a space with plenty
of daylight but without the brightness and related contrasts associated with direct sunlight.
Another consideration would be making sure that the air in the space is not originating from
adjacent undesirables, or that hard winds wouldn't make the space uncomfortable or create too
much noise. With interior spaces, similar considerations need to be taken into account during
the design of a space, or a building. A designer should consider the size and dimensions of
the space(s), orientation to the sun, how natural sunlight can provide the majority of needed
lighting, how outdoor air can be utilized rather than mechanical systems or, if mechanical
systems are required, seeking best solutions that reduce the loads of those systems.

The following texts provide insight into use of natural systems, mechanical systems, and
electrical systems that shall be considered in the design of modernized and new buildings at the
College of Marin.

Use of Natural Systems

An ideal building design replaces the mechanical heating and cooling system and daytime
electric lighting with natural systems. The most significant natural systems are the solar cycle
(both in the sky and its effect on ground temperature); the hydrological cycle including rainfall,
watershed and drainage; sails, topography and geology; the flora of both trees and plants.

Passive Design

"Passive" design is a broad term used to encompass a wide range of strategies
and options resulting in energy-efficient building design and increased occupant
comfort. The concept emphasizes architectural design approaches that
minimize building energy consumption by integrating conventional energy-
efficient devices such as mechanical and electrical pumps, fans, lighting fixtures,
and other equipment with passive design elements such as building siting, an
efficient building envelope, appropriate

The two adjacent sketches, A and B, show examples of tuning a building to work
with the elements of sun and wind at the Romberg Biology Labs in Tiburon, CA. High
roof insulation, low-to-high windows for passive ventilation, window shading and a
two-story atrium help to keep this building cool in the summer months. Insulation and
dual-to-triple pane windows help to maintain heat within the building in the winter.
When the sun is available, high thermal mass on the inside of the building stores
heat and radiates it into the building.
Design Guidelines

fenestrations, increased day lighting design, and thermal mass. Other approaches include building forms that run east/west, are relatively shallow for day lighting and natural ventilation, provide shade control through overhang depth and light shelves, allow storage of passive heat in floor slabs, and include super-insulating of north, east, west walls and roofs. Many passive buildings are compatible with active components such as solar hot water systems.

In short, “passive design balances all aspects of the energy use in a building: lighting, cooling, heating, and ventilation. It achieves this by combining, in a single concept, the use of renewable resources and conventional, energy-efficient strategies.” (Sustainable Building Technical Manual: Green Building Design, Construction and Operations by the USGBC). The objectives are to control the entrance of sunlight and air flows into the building at appropriate times and to store and distribute the heat and cool air so it is available when needed.

The U.S. Department of Energy has shown that passive buildings use 47 percent less energy than conventional new buildings and 60 percent less than comparable older buildings. And, many passive design options can be achieved at little or no additional cost. Others are economically viable over a building’s life-cycle. The following two sections, Orientation and Building Envelope and Shading Guidelines and Checklist, provide assistance in addressing opportunities for passive design implementation.

Orientation
The path of the sun, (from East to West) and the angle of the sun (lower in the South in the winter) affects the heat gain of individual buildings. Prevailing wind direction, can also affect building heat gain/loss. One of the easiest and greatest ways to reduce energy loads within buildings is through the building’s siting and orientation. An East/West orientation has proven to achieve the highest levels of natural daylighting into a building (with proper building depth) as well as in reducing heat gain due to the reduced western exposure (i.e. hot afternoon sunlight). Other climatic and site elements/characteristics affect energy loads and heat gain on buildings and each should be evaluated in building orientation.

DESIGN GUIDELINES
- Each new building (or building addition) shall be oriented and designed to take advantage of sunlight, wind direction, and micro climates, enhance user comfort and conserve energy.
- The design shall consider shading and reflected/bounced light options on south and west exposures to reduce heat gain in summer but admit natural light year round.
- Shade and shadow analyses shall be submitted during conceptual design review processes. A similar analysis shall be submitted regarding the design’s effect on outdoor activity areas and adjacent buildings and properties.
- Outdoor activity areas should be concentrated on south and southwest exposures to take maximum advantage of the sun.
Design Guidelines

Building envelope and shading Guidelines and Checklist

- In the design of buildings, design teams will evaluate the following items. The list identifies some of the most significant design opportunities relevant to the College of Marin sites and projects:
- Building orientation to be within 30 degrees of East-West;
- Optimum window area (daylight vs. heat gain);
- Design for daylight (atria, narrow floor plan, light shelves, prismatic glazing), acknowledging issues surrounding glare, solar gain, thermal comfort;
- Maximize solar shading to east, south and particularly west facades (e.g. glazed area ratio, coatings, brise soleil);
- Assess and eliminate, if possible, summertime high-angle noon time and lower angle late-morning sunshine on east facing facades;
- Assess and eliminate, if possible, summertime high mid-morning to mid-afternoon sunshine on south facing facades;
- Assess and eliminate, if possible, summertime high and low angle mid-afternoon to evening sunshine on west facing facades;
- North facing facades are only be affected by early morning sunshine and internal shading will usually suffice;
- Maintain good daylight penetration into the building;
- Maintain visual ‘transparency’ of, and views/vistas through glazed elements;
- Consider increasing insulation to exceed building regulations;
- Zone internal space functions according to daylight and ventilation requirements (e.g. storage space in deep plan);
- In order to ensure the highest level of efficiency from building systems, detail building envelope for high level of air-tightness; and
- Integrate landscaping to positively adjust microclimate (e.g. topography and vegetation for summer shading / protection from prevailing winter winds, etc.).

The above ‘building envelope and shading requirements’ is partially developed from the ‘Sustainable Building Technical Manual: Green Building Design, Construction and Operations’ published in 1996 by the USGBC.

Mechanical Systems

Most occupied, built structures have electrical and mechanical systems of some sort. Mechanical systems are required when the spaces designed can not be fully utilize natural systems to provide the desired environment or as required by regulatory agencies. Amory Lovins, Chief Scientist of Rocky Mountain Institute, and an early innovator of energy efficient design strategies, identifies an approach to design that orders five (5) key energy use priorities:

1. First and most importantly, lower the loads on the system through conservation and clever design, then
2. use the right sized equipment, then
3. use passive services such as shading, orientation, natural cooling, daylighting, and natural ventilation, then
Design Guidelines

Building envelope and shading Guidelines and Checklist

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☐ Design for daylight (atria, narrow floor plan, light shelves, prismatic glazing), acknowledging issues surrounding glare, solar gain, thermal comfort;
☐ Maximize solar shading to east, south and particularly west facades (e.g. glazed area ratio, coatings, brise soleil);
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☐ Assess and eliminate, if possible, summertime high and low angle mid-afternoon to evening sunshine on west facing facades;
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☐ Maintain good daylight penetration into the building;
☐ Maintain visual ‘transparency’ of, and views/vistas through glazed elements;
☐ Consider increasing insulation to exceed building regulations;
☐ Zone internal space functions according to daylight and ventilation requirements (e.g. storage space in deep plan);
☐ In order to ensure the highest level of efficiency from building systems, detail building envelope for high level of air-tightness; and
☐ Integrate landscaping to positively adjust microclimate (e.g. topography and vegetation for summer shading / protection from prevailing winter winds, etc.).

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2. use the right sized equipment, then
3. use passive services such as shading, orientation, natural cooling, daylighting, and natural ventilation, then
Design Guidelines

4. use efficient active sources such as photovoltaics (PV), solar thermal (for hot water), etc., then
5. use Building Management Systems (BMS) controls and other electronic energy surveillance.

DESIGN GUIDELINES

☐ Use the earth’s consistent temperature as a heat-sync for heating and cooling of buildings (e.g. Ground Source heating and cooling).
☐ Evaluate the appropriate air distribution systems (e.g., variable volume vs. constant volume, overhead vs. underfloor).
☐ Evaluate the appropriate energy efficient ventilation systems (e.g. natural, displacement, mixed mode).
☐ Evaluate the appropriate energy efficient services (e.g. variable speed drives pumps/fans, 2-port valves, inverter speed control, low velocity ventilation, etc.).
☐ Evaluate the appropriate water distribution systems (e.g., various piping systems and pumping options).
☐ Minimize cooling loads (e.g. low heat emitting appliances and systems such as flat screen VDU’s and setting realistic comfort criteria).
☐ Mechanical Systems are best operated when they provide opportunity for understanding their efficiency. Therefore, provide sub-metering of substantial energy use areas/building zones (e.g. computer rooms, catering, performance/lecture areas, etc) & link to Building Management Systems (BMS). Each Design Team to coordinate building metering and sub-metering with District personnel and the District’s BMS.
☐ Allow for addition of environmental technologies in the future (e.g. new technological advances & cost reduction practices).
☐ Use “heat recovery and reclaim” where appropriate (e.g. atria/double skin facades/extract ducts).
☐ Reduce refrigerants in buildings. Where refrigerant solutions are required, reduce cooling loads or select alternative natural & zero ODP (Ozone Depletion Potential) refrigerants.

Natural/Artificial Lighting and Electrical Systems

Identified earlier in this document are methods of maximizing natural daylighting. Not only can natural daylighting often eliminate the need for artificial lighting, it has a positive effect on the educational environment. Daylighting is but one opportunity that The Collaborative for High Performance Schools (CHPS) highlights in their Best Practices Manual. In this manual, daylighting, amongst other appropriately designed building systems, is identified as a contributing to higher test scores, increased average daily attendance, reduced operating costs, increased teacher satisfaction and retention, reduced liability exposure, and reduced environmental impacts.

Daylighting also provides changes in light intensity, color, and views that help support student and staff productivity. Properly designed and implemented daylighting strategies can save 50 to 80 percent of lighting energy. Greater use of daylighting can also provide advantages for the environment by reducing power demand and the related pollution and waste by-products from
Design Guidelines

power production. The following guidelines have been developed acknowledging the importance of electrical consumption and daylighting:

**DESIGN GUIDELINES**

- All electrical systems shall be sized to meet current planned need, yet allowing for future expansion or modification as may reasonably be expected.
- Each building shall be metered distinctly from one another.
- If not directly provided in the Project Scope, all building electrical systems will be prepared for Photovoltaic electricity storage and metering.
- For both indoor and outdoor environments, utilize artificial lighting controls such as daylight linked (photo-sensors), presence detection (occupancy sensors), room zoning, manual/automatic, and BMS-linked systems to reduce unnecessary use of artificial lighting.
- Each Project is to provide visual metering and metrics to inform building users of the building’s current and historic use of electricity. Placement of these active, visual readouts is to be determined with input from building users and district facilities personnel.

**Facilities Development Plan, Energy Modeling**

The District’s Mechanical/Electrical consultant, Alfa Tech Cambridge Group was asked to develop a computer model of the District’s Kentfield Facilities Development Plan so as to study the effectiveness and potential savings developed by building energy conscious and energy efficient buildings. The model was developed comparing the energy consumption of standard California Energy code compliant HVAC (Heating Ventilating & Air Conditioning) system with a high efficiency system.

In alignment with many of the above Design Guidelines, the high efficiency system takes advantage of Kentfield’s low night time wet bulb temperature and generates cold water at night. The water is stored and then utilized for cooling the buildings the next day. This system was paired up with an enthalpy wheel on each building. The enthalpy system recovers energy from the normally wasted exhaust air and allows fresh air volumes to be increased with no energy penalty.

At the Kentfield P.E. Complex Site, a geothermal ground coupled water source heat pump system was identified. This system utilizes the Earth’s constant temperature mass in heating and cooling the building. Similar to the main campus, an enthalpy wheel was applied to the model of this portion of the campus.

Through this modeling effort, data was collected that showed the percentage improvement over the standard California Energy Code Title 24 and the percentage improvement over the standard model’s energy consumption. With only mechanical system adjustments, along with the introduction of “Cool Roofs” (roofs consisting of materials that reflect the sun’s energy), the main Kentfield campus buildings were able to perform 20.9% better than Title 24 and showed a 68.8% savings in energy. The P.E. complex buildings reported 26.2% better than Title 24 with a total energy savings of 69.1% as outlined in the adjacent table.
Design Guidelines

This study suggests that with properly sized and designed mechanical systems that the District can appropriately expect its Design Professionals to design buildings to minimally exceed Title 24 by a percentage of 20%. This expectation is outlined in these guidelines. And, while any design decisions need to be made considering all site and contextual influences, it is safe to assume that additional savings can be expected through following guidelines promoting the use of natural systems in lieu of mechanical systems. As outlined in these Guidelines, each Design team shall endeavor to produce energy models and studies that can assist in developing appropriate design solutions for each Project.

Through Pacific Gas & Electric, Alfa Tech Cambridge Group obtained 2005 and 2006 Aggregate Demand Summary reports for each of the campuses. It is through these reports and future metrics built into each Project that the District will be able to measure its successful decrease in energy loads. Additionally, these metrics, along with corresponding system adjustments, will provide avenue for continual review and improvement.

"The College of Marin Computer Energy Analysis of the Kentfield Campus and P.E. Buildings" by Alfa Tech Cambridge Group can be obtained through the District’s Program Manager.

3.2.4 Building Elements

Building Entry

DESIGN GUIDELINES

☐ As an opportunity for consistency on each campus, building entries shall appear clear, direct and inviting from pedestrian pathways, forecourts, terraces, and other outdoor spaces.
☐ Secondary building entrances shall not compete with main lobby entrances.
☐ Once inside, each building shall provide appropriate lobby space and functions for the anticipated occupant types and loads.
☐ Lobbies will contain directories (see Signage standards) and visual cues to the vertical and horizontal circulation routes.
☐ Buildings with large lecture halls, student services, administration, and other heavily visited spaces shall have greeting stations where face-to-face interaction can be had.
☐ Much like public building lobbies, campus building lobbies offer opportunities for display of large scale art. Lobby design, as well as the building itself, shall address the feasibility of student/community artwork in the building program.

Façades

The facade of a building is the primary exterior face or a building side that faces a public space or way. Here, these guidelines provide direction as to proper study of the exterior design of a building in response to the College context and climate.

DESIGN GUIDELINES

☐ Each building shall be a coherent architectural composition, and each shall employ a unifying vocabulary of forms, details and materials.
Design Guidelines

- Building facades shall be appropriate to the campus and community context.
- In general, the pattern of solid and transparent elements shall respect and be coordinated with the structural framework of the building and that of the interior functions.
- Façade treatments shall respond to micro climatic factors, mediating between the exterior exposures and interior spatial needs.
- Façade treatments shall respond to characteristics of each exposure with respect to heat, light, and ventilation.
- Qualities of lighting, thermal and ventilating controls shall be optimized and coordinated with passive and supplemental active systems.

Arcades
Arcades have been used in several of the early buildings at the campus. In general, they can be freestanding, incorporated into the building façade, or carved from the architectural volume. Contextual designs will find ways to bring the similar rhythm and pattern to new Building Projects.

DESIGN GUIDELINES
- Arcades shall be designed to provide functional shelter from sun and rain.
- Arcades shall express the rhythm, proportion, and scale sympathetic to the original arcades (approximately 8-10 feet wide).
- Calculated use of this building element must be made, as state regulations factor 50 percent of this covered area into the building gross square footage.
- Colonnades, pergolas, and trellis/arbor can also be used to provide shaded connections.

Building Art
DESIGN GUIDELINES
- Incorporate opportunities for art in modernization projects. Consider artwork as an integral part of the building interior or exterior. Utilize art to create or strengthen special areas, gateways, and circulation nodes.

Rooftops
DESIGN GUIDELINES
- Study the potential use of ‘living roofs’ (sedum plants) as a way to reduce storm water runoff, absorb CO₂ and minimize the roof membrane’s ultra-violet deterioration. Additional benefits include reduced heating and cooling loads.
- Rooftop equipment shall be enclosed and concealed in every new building, and the enclosure shall be designed as an integral element of the building architecture.
- In new buildings, the design shall include consideration of roof forms that accommodate passive and active solar energy devices as elements integral to the building architecture.
- All new buildings are to be designed for maximum photovoltaic panel placement. PV panels may be part of initial project or may be added at some point in the future.
- Exhaust and plumbing stacks shall be grouped and incorporated into the architectural composition of the building they serve.
- When large in circumference, stacks shall be articulated to reduce their scale.
Design Guidelines

☐ As the stacks may be visible from a distance, it is important that they be designed with a certain degree of uniformity, so that the overall image from a distance is in a harmonious relationship.

☐ Placement and configuration of buildings and exhaust stacks shall recognize that while prevailing winds are from the northwest, open air flow paths should be created and stagnant air pockets avoided.

3.2.5 Materials

The following was developed with the District Modernization Committee, sub-committee on Exteriors and Site in five (5) Goal, Principle, and Guidelines setting meetings held during the Spring of 2006.

Material Guidelines

In these meetings, the sub-committee expressed a desire to allow the contextual creativity of the Design Professionals selected for each Project to develop the material context of the District campuses. While a consistent theme is desired (and appropriate to each campus), it is the existing and new landscape elements, along with the paving/hardscape that will unify the new campus fabric. The Campus Theme at Kentfield is defined as “Arboretum” and at Indian Valley is defined as “Oak Woodland”. Through the above-mentioned Goals, Principles, and Guidelines meetings, the following was developed.

DESIGN GUIDELINES

☐ Exterior materials shall be selected to exude quality durability, and sustainability

☐ Maintenance requirements shall be reviewed with District Personnel.

☐ Choose locally available materials when economically feasible.

Material Selection

Suitable primary exterior materials include granite, limestone, masonry, concrete, cement plaster, pneumatically sprayed earth, or rammed earth.

DESIGN GUIDELINES

☐ Existing concrete buildings on the Kentfield campus have been described as cold and inappropriate to the Morin context. But, given proper scale or texture, concrete can be an appropriate exterior cladding or building material.

☐ Synthetics, resins, and composition materials are acceptable materials provided they meet goals of sustainability, durability, maintenance, and high quality. Again, the embodied energy of these materials should be considered in the selection.

☐ In recognition of the fact that concrete accounts for approximately 8% of global warming, steel is preferred over poured-in-place concrete.

☐ While wood is appropriate to the Morin context, low maintenance requirements preclude it as feasible as an exterior cladding material on District buildings.

☐ Glass wall systems may be used as appropriate to the building program; however, dark, colored, opaque or reflective glass is prohibited. All glazing shall be clear. Fritted glass is acceptable.
Design Guidelines

- Promote design in the nature of the materials, with special considerations for their properties and qualities, e.g. the nature of stone would preclude large spans supported by thin stone lintels.
- In all cases, materials shall be evaluated against a sustainability matrix like the U.S. Green Building Council (USGBC) LEED guidelines. Utilize the Building Material Embodied Energy Chart when evaluating material usage.
- The scale of a material should be used in context with the scale of people and what the eye finds of interest. Avoid massive or blank expanses of any one material. Visual interest shall be created by the scale of materials and the articulation of building planes and volumes.
- Do not make arbitrary changes in materials.
- In all cases, material selection shall be balanced against available Project budgets.

Color and Material Palette
The colors shall be complementary to the College’s landscapes and buildings and reflect the locations’ contextual hues. In addition to the requirement of a color board of actual materials, each Project team will be required to partake in collaborative meetings with Design Teams from concurrent Modernization Projects. In these meetings, Project Designs and Color Palettes will be evaluated with one another to ensure consistency of character. In the absence of concurrent Projects, the District facilities personnel will evaluate the material and color palette for appropriateness to the campus context.

Material Fabrication and Specification

*Embodied Energy*
Every building material requires an initial investment in energy to produce, prepare it for use, and/or deliver. The energy expended in this process is called the Embodied Energy. Buildings constructed of low-embodied energy materials are rewarded in the USGBC LEED Guidelines. However, more than just the embodied energy alone of a material must be taken into account when determining the most energy efficient product: lifespan of a material, quantity of a material required, maintenance of a material over time, and a material’s ability to be recycled or re-used in future projects.

*Material Recycled, Renewable and Re-use*
Some materials such as concrete from demolition of existing buildings can be reused as crushed base on the same site as the demolition. Other materials can be recycled or made from renewable resources (i.e. straw board). Fly ash, a by-product of fossil fuel fired coal plants, was found some years ago to add strength and water impermeability to concrete. Its use is encouraged to the maximum amount appropriate. It is routinely available from local concrete companies and adds no cost to the mix. The transportation of materials adds to its embodied energy. See next page for Design Guidelines.
Design Guidelines

DESIGN GUIDELINES
☐ Utilize materials with low embodied energy.
☐ Evaluate demolition material for re-use.
☐ Recycle a minimum 60% of construction waste.
☐ When using wood, specify timber from sustainably managed sources (See Forest Stewardship Council).

Mock Ups
For new structures, at the District’s discretion, a full-size materials sample may be planned for portions of the building during the construction process, prior to final selection of materials finish and color.

Construction Waste and Recycling/Site Preparation
Facility designs shall be flexible and adaptable to maximize opportunity for future refurbishment rather than demolition. Design for deconstruction and material re-use/recycling. When dismantling, consider deconstruction to re-use elements by others (e.g. windows, doors etc.). Equalize cut and fill on site to reduce transport and landfill costs of soil transport.

Material Processing Cycle - Reduce, Reuse, Recycle

The reuse and recycle of materials such as wood and masonry units reduces the demand for new materials and energy expenditure. Harvesting local resources minimizes transportation and energy use involved with manufacturing.
Design Guidelines

3.3 BUILDING INTERIORS
The campus buildings will inevitably outlive their initially conceived uses. In order to support the sustainable mission of the District, the buildings should be designed to maximize flexibility and adaptability while ensuring the best learning and teaching environments possible. Below are conventions which should be followed during the design of all new campus buildings to ensure these investments have an enduring and fruitful life.

3.3.1 Pedagogical Buildings
Pedagogical buildings (buildings that teach) may have features like exposed structure and mechanical systems, outdoor classrooms, photovoltaic (PV) glass, PV as cladding, light shelves and exterior shading features. Ventilation towers may serve as part of the aesthetic of the building.

DESIGN GUIDELINES
- In all buildings, create opportunities for installing visible building systems metrics (monitors placed in the building lobbies). These displays will provide evidence of system operations and energy reduction or production. These same displays offer opportunity to learn from the betterment of reported metrics. This presents great opportunity to integrate coursework in the regenerative design of the campus ecosystems.

3.3.2 Learning Spaces
A great majority of the District’s facilities are dedicated to teaching and learning. The following Design Guidelines provide insight into Learning processes, the adaptability of the learning spaces, technology and audio/visual spaces, transition spaces, daylighting and views, and indoor environmental quality.

And, as each lecture or lab space will be designed to the specific needs of the Programs that are intended to be taught within them, the District has established some standard guidelines for the layout and features of the standard lecture classroom. For more detail, refer to the Lecture Standards in Volume 3, Master Programming.

Understanding the modalities of learning
“There are three basic modalities to process information to memory: visual (learning by seeing), auditory (learning by hearing), and kinesthetic (learning by doing). Most people have one predominant modality, but some have a balance between two or even all three. Many students are aware of their preference, which helps them approach their own learning more efficiently.

Depending on their preferred learning modality, different teaching techniques have different levels of effectiveness. Effective teaching requires a variety of teaching methods which cover all three learning modalities. No matter what their preference, students should have equal opportunities to learn in a way that is effective for them.” (Oracle Education Foundation, ThinkQuest). See Design Guidelines on next page.
Design Guidelines

DESIGN GUIDELINES
☐ Each College program will likely be focused greater in one modality than others, but the teaching and learning environments shall be designed to adapt to, excite and stimulate as many of the learning modalities as possible.

Adaptability / Multi-functionality
Each new building shall be configured to accommodate a broad range of functions. The need to provide for a specific program in the near term must be balanced against the rapid pace of advances in needs, and the longevity of the buildings.

DESIGN GUIDELINES
☐ Discussion on future uses, potential space users, growth in space needs shall be had during the goal setting of each Project.
☐ Flexibility and Adaptability shall be planned into the building design (e.g. technology and mechanical/electrical infrastructure shall not be designed to pass-through, but rather terminate in demising walls so that future removal of the wall will not require replumbing or rewiring of entire sections of the building infrastructure).
☐ Each new building shall have a floor-to-floor height of at least 14 feet, in order to accommodate a wide range of instruction and research functions while providing for future adaptations.
☐ Where programmatically feasible, each new building shall be designed to consolidate fixed, immovable elements at the core and perimeter and minimize other immovable elements in the remainder of the plan.
☐ Program spaces shall be designed with easily reconfigurable partitions.

Classroom Flexibility
Learning Spaces contain more technology and equipment today than used to be necessary, or even feasible. As such, these systems must be planned for in the conceptual phases of a Project. While standard classrooms outfitted with digital projection remain flexible and can provide the desired learning environment for many types of coursework, less flexible, specialized classrooms with fixed seating arrangements and high technology equipment are a necessity of a collegiate environment. These spaces may require dual digital projection, remote learning cameras, a more controllable environment, potentially multiple screens; low glare lighting, and acoustical treatments and controls. It is important to acknowledge that due to the above requirements and furnishings, high technology rooms can often times be less flexible than may be desired. The technology and A/V Systems within standard classrooms are defined in the District’s Technology Standards.

DESIGN GUIDELINES
☐ As lecture and lab spaces are designed, clearly set and communicate the flexibility goals to the Project User Group and the Vice President of Student Learning.
Design Guidelines

Interior Transition/Opportunity Spaces
Much like exterior spaces, building interiors have circulation and transitions that offer opportunities for social and educational gathering and communing. These spaces can expand the physical boundaries of traditional lecture classrooms, labs, and other teaching spaces.

DESIGN GUIDELINES
☐ Within expansive corridors, circulation intersections, and building lobbies provide transition and opportunity spaces.
☐ Provide learning furnishings as appropriate to the size of space (e.g. study carrels, tables & chairs, whiteboards, digital projectors and projection screens, pin-up area, comfortable seating, etc.)
☐ Core shall be taken in placing and designing these spaces as to not disturb other building functions.

Views and Vistas from within buildings
In a climate and locale like the County of Marin, views and vistas from within buildings are easy to capture. While considered to be a distraction by some educators, students in learning environments actually benefit from the ability to focus on distant vistas as a way to ease strain on the eyes developed from much of the more detail oriented visual work within the lecture and lab spaces.

DESIGN GUIDELINES
☐ The building interiors shall provide views and visual connections to the exterior.
☐ Some portion of every building, especially those with views to vistas like Mt. Tamalpois, shall be available for use by the entire campus populous. Uses include conference rooms, event spaces, as well as circulation lookouts (see Transition and Opportunity Spaces).

Daylighting and Energy Consumption
Good learning spaces provide non-glare daylight and views, some wall space, flexible furniture, and opportunities where students experience energy saving spaces that use as much of the natural environment to heat and cool as possible. In general, a building width of 60'-70' can accommodate a variety collegiate level uses, such as classrooms and labs, and still allow good daylighting opportunities.

DESIGN GUIDELINES
☐ Refer to Section 3.2.3, Environmental Systems for guidelines affecting daylighting and building energy.

3.3.3 Ground Floor and Main Entry Spaces
The ground floor of each building typically contains the building’s main entrance and often serves as the first opportunity for visitor orientation.

DESIGN GUIDELINES
☐ Main entry lobbies shall be designed as welcoming places for user orientation, waiting and socializing.
Design Guidelines

- The ground level spaces of each building shall be programmed to hold the more public functions.
- Public activity areas such as lounges, lecture halls, cafes, display spaces, and college services should be located at the main/ground level in order to allow building entries to have the greatest level of visual interest and invitation from the exterior.
- A greater floor to floor height may be desirable at the ground/main floor to accommodate larger program spaces such as assembly/lecture.

3.3.4 Material Selection

The interior material selections in learning environments can have a great effect on the performance and health of students, faculty, and administration. Material selection can have impact on many areas important to learning environments. Two of these are color and indoor environmental quality. In many students, poor indoor environmental quality can lead to or exacerbate physical problems such as asthma. Such problems decrease comfort and increase student absenteeism. With regards to material selection, “research shows that learning benefits from a stimulus-rich environment, which is not supported by a palette that is dominated by gray, beige, white or off white; this applies to both building interiors and exteriors.” (Lighting Design for Schools and Universities in the 21st Century by Randall Fielding, AIA).

DEVELOPMENT GUIDELINES

- Provide a stimulus-rich interior to learning spaces.
- When selecting interior finishes, specify green materials, recycled product, and recycled content.
- Many materials can contain chemicals that require appropriate off-gasing before occupancy. Choose natural, zero/low toxicity and allergy free materials, finishes and furnishings to maintain good internal air quality.
- Utilize principles outlined in resources like the LEED Guidelines and the Collaborative for High Performance Schools (CHPS) when designing interior, habitable spaces (chps.net).

3.3.5 Building Security

A sense of security in building interiors is enhanced by seeing normal activity going on and by providing enough visually open areas. Open sight lines, clear circulation, lack of hidden corners, and proper lighting all contribute to a sense of interior building security. As will be developed at the District level, highly-visible security cameras and call-points add to a sense of security.

3.3.6 Water Systems

Reduce water use through careful specification of appliances, fixtures & fittings. i.e. movement detector taps and WC flush controls. Low flow urinals and toilets are preferred. Many water-use strategies and systems can be put in place. In order of good to best, use rainwater for irrigation (good), for toilet flushing (better), for domestic consumption (best). Incorporate leak detection systems.
Design Guidelines

3.4 Design Goal 6: Innovation and Continuous Improvement

While Innovation is a goal of the design planning at the College of Marin, it is not possible to tell someone what to implement in order to be innovative. Instead, this section highlights the sustainable benefits of collaboration and communication with the College and its community. It is through this collaboration and awareness that innovation and continuous improvement is fostered.

This Section of the Design Guidelines provides insight into the implementation of Sustainability and the creation of an Eco-literate environment. It provides insight into processes that allow continual improvement on what would ordinarily be static or status-quo. As well, "What if?" statements look to future opportunities for the College of Marin to expand its sustainability-minded education to the community, create mutual community-college benefits, and to work towards a truly sustainable, educational environment.

What is Eco-literacy?
Eco-literacy promotes a fluency with the language of natural systems as they are related to humanly designed technology. As such, eco-literacy involves direct experience with both the buildings and technologies that are designed to respond to the natural systems. It jumps the boundaries and specialized languages of separate disciplines and requires a collaborative, multi-disciplinary conversation.

Implementing an eco-literacy program at the College of Marin that connects and bridges separate disciplines will take intensive discussion amongst administration, faculty, and staff. In the coming year, it is anticipated that the Center for Regenerative Design at the College of Marin will initiate a series of discussions to understand District processes and to see how the newly regenerated campuses can be used to begin the building of cross disciplinary programs focused on eco-literacy and sustainability.

Once implemented, whether it’s a curriculum, a campus/community program, the design and construction of a campus facility, or a cycle of energy production or usage, a review of the processes, outcomes, or collected data should be undertaken. Through this review, each subsequent course, program, or project is able to benefit from the prior experience. This next process can adjust its course in effort to secure improved outcomes. The cycle continues. Continuous Improvement fosters sustainability.

A key place to start is through course offerings that monitor building operations, energy and water usage. Monitoring the building systems and reviewing reported resource consumption will promote awareness and the opportunity for continuous improvement. This monitoring will establish baseline usage data and report on the usage of buildings. Building lobbies can post usage data on wall monitors, reports can be fed to the central plant and published for review, all resulting in potential systems adjustments aimed at greater efficiency. As an example, the Center for Environmental Studies at De Anzo College in San Jose, California, has a number of
Design Guidelines

classes integrated into building and site design and operations. The Center has also created new vocational tracks in Energy Management, a rapidly growing field.

Another opportunity for collaboration towards continuous improvement is with the County Government. The new Marin County General Plan is themed, “Community Sustainability”. The Plan, five years in the making, examines and sets goals for sustainability at the overlapping intersection of the three circles of Environment, Economy, and Social Equity. Each of these three circles is divided into oenas such as Natural Systems, Built Environment and Infrastructure, Social Services and Community. Their entire planning model adopts the most current ideas and language arising out of the Sustainability Movement. Community implementation of the Plan provides a unique learning opportunity.

Over time, through a collaborative effort between the College of Marin and the County, the two campuses can become exemplary examples of sustainability in its myriad of forms and dimensions; physical, social, and educational. A joint College/Community Development Agency Task Force could be formed to develop a continuing collaborative effort to make the campuses a living example and public embodiment of the General Plan’s implementation.

Transportation is an area which cannot be funded through the Capital Improvement Program but is vital to the future of the District, at both campuses. This will involve working closely with the County Transportation and Community Development Agencies to provide alternatives to the present single-driver/single-car model.

A growing College Sustainability movement in the United States has identified key areas that integrate into a campus-wide sustainability plan. The Sustainability References in the Appendix, compiled by Andres Edwards of the Center for Regenerative Design, compiles additional information on notional organizations leading this effort and reports of actions being taken on many campuses. Most report on-going audits and accounts of continuous improvement in such areas as Energy, Water, Transportation, Purchasing and Waste, Land Use, Food, Health and Well-being, Academics and Culture. Particularly, the development of new course offerings relating to eco-literacy and sustainability. The Center for Regenerative Design at the College of Marin will conduct several campus wide meetings for faculty and students to inform them of this rapidly growing movement, how it works and what it can accomplish through faculty and student initiative.

Many elements that are an integral part of creating sustainable campuses are not incorporated into the Measure C Capital Improvement Program due to time and money constraints or the legal restrictions of the Measure C Bond. Despite this current restriction, the District’s Design Goal number six recognizes that the implementation of the Measure C Modernization marks the start of a new era for the College of Marin. As examples of desired innovation, the following WHAT IF... statements provide insight into potential future planning and development options at the College of Marin. Organized within the same categories as the Design Guidelines, some of these ideas require great planning while others could be implemented immediately.
Marin Community College District
Measure C Bond Modernization Program

Qualifications Criteria
Gateway Complex Project
Design Services

Criteria for Step One Screening

A total of up to 100 points may be awarded for the Statement of Qualifications, as follows:

- Matrix A
  - Must have at least one space filled in each column to pass minimum qualifications
  - Up to 45 points for each space filled in Matrix A
  - Up to 5 additional points for a fully filled column

- Matrix B
  - Up to 25 points for each spaced filled in Matrix B.1 (Firms)
  - Up to 25 points for each space filled in Matrix B.2 (Individuals)

- Deductions
  - One (1) point will be deducted for each data point missing on the qualifications statement (e.g., failure to list CV, change orders as a percent of CV), up to 50 points (e.g., one missing project will result in a deduction of 11 points)

Up to ten (10) firms with the highest point count will continue to Step Two. In order to qualify, firms must comply with the California Labor Code with regards to Prevailing Wage Requirements and the District’s Insurance Requirements.

Criteria for Step Two Interviews

Up to five points will be awarded by each interviewer for each question asked, based on

- Understanding of the question
- Directness of answer
- Ability to communicate knowledge of subject matter
- Demonstration of innovative thinking
- Other?

Up to five (5) firms with the highest point count will continue to Step Three
Criteria for Step Three Presentations

Points will be awarded by each member of the selection panel for each of the following criteria:

- Did the presentation include all elements requested? (Five points for each item included)
  - Elevations
  - Massing diagrams
  - Floor plan
  - Site plan
  - Concept diagram

- How well does the design concept address critical key elements of the Gateway Complex vision? (Up to five points for each of the following)
  - Sustainability
  - Campus entrance
  - Arboretum
  - Integration with the neighboring community
  - Compatibility with other new buildings (i.e., Fine Arts, Science Complex)

- How well did the team demonstrate their ability to work in a participatory governance environment? (Up to 5 points)

- How does this team’s budget and schedule compare with other teams? (Five points for best combination of budget and schedule, four points for next, etc.)

- How does this team’s conceptual design appeal to panelists compared with other designs? (Ten points for favorite, eight points for next, etc. to two points for last-ranked favorite)

Total possible points: 70

The design team will be selected by consensus of the selection panel from the top two finalists.
Request for Statements of Qualifications
Gateway Complex Project - Design Services

Introduction

The Marin Community College District ("District") is inviting Statements of Qualifications (SOQs) from architectural teams seeking to design the Gateway Complex on the District's Kentfield, California campus. Three (3) hard copies of team SOQs are due in the District's offices, c/o Swinerton Management & Consulting:

Overnight Mailing Address:
835 College Avenue, Building MS-3
Kentfield, CA 94904

Regular Mailing Address:
PO Box 144003
Kentfield, CA 94914

SOQs are due no later than 5:00 p.m. on Tuesday, July 28, 2009.

Interested parties must attend a pre-qualifications conference on Tuesday, July 14, 2009 at 10:00 a.m. in the Olney Hall Auditorium on the District's Kentfield campus, 385 College Avenue, Kentfield.

The District intends to select an architectural team in three steps:

1. Statements of Qualification – leading to selection of up to ten (10) firms to continue to Step 2
2. Preliminary interviews with Director of Modernization and Program Manager – leading to selection of up to five (5) firms to continue to Step 3
3. Design competition, wherein shortlisted firms will sign a short-form contract for up to $25,000 to develop a design concept, which will be presented to a final selection committee

A brief description of the project, instructions for submittal, a preliminary selection schedule, and criteria for selection can be obtained from the Swinerton office in Kentfield or on the Gateway Complex web page, www.marin.edu/MeasureC/design_and_construction/index.htm.

Responses to this RFQ may contain confidential information, such as financial information and specific qualifications. The District will maintain the confidentiality of these records to the extent permitted by law.

The Marin Community College District is an Equal Opportunity Employer.
Marin Community College District
Measure C Bond Modernization Program

Description of Project

The Gateway Complex will be a structure or structures sited in the northeast quadrant of the Kentfield campus, College of Marin, located adjacent to the intersection of College Avenue and Sir Francis Drake Boulevard, Kentfield. The complex has been programmed to house general classrooms, faculty offices, administrative offices, a 200-seat lecture hall, and computer labs, totaling approximately 36,000 assignable square feet. A Child Care Center, currently housed in the existing Administrative Center, will need to be accommodated as part of the Gateway Complex project.

The programming document and preliminary conceptual sketches were prepared in 2007 as part of an application for funding support from the State Chancellor's Office. Because the College of Marin's capacity to load ratio is high, the State Chancellor's Office declined the request for funding support. Consequently, the District will be funding this project entirely from Measure C bond funds. The District intends to honor the original programming document in developing a new design for the Gateway Complex. The programming document is posted on the Gateway Complex web page, www.marin.edu/MeasureC/design_and_construction/index.htm.

Selection Process

Step One: Request for Qualifications (RFQ) / Statements of Qualification (SOQ)

To qualify for short-listing, all interested parties must adhere exactly to the following instructions for submittal:

- Attend a mandatory pre-qualifications conference on Tuesday, July 14, 2009 at 10:00 a.m. in the Olney Hall Auditorium on the District's Kentfield campus, 385 College Avenue, Kentfield.

- Submit written questions related to the SOQ submittal to the District, c/o Swinerton (address above) by 5:00 p.m. on Thursday, July 16, 2009. Written answers to all questions will be distributed by Tuesday, July 21, 2009 to all entities who attended (and signed into) the pre-qualifications conference.

- Submit three hard copies of a Statement of Qualifications by 5:00 p.m. on Tuesday, July 28, 2009 in the following format:

  A. Letter of intent (max 2 pages)
     - Name(s) of architect firm(s) on the team
     - Name(s) of engineering consultant firms on the team
     - Commitment to deliver named personnel if selected
     - Willingness to agree to short form of contract for design competition (on the Gateway Complex web page, www.marin.edu/MeasureC/design_and_construction/index.htm)
     - Willingness to agree to final form of contract included in this package (on the Gateway Complex web page, www.marin.edu/MeasureC/design_and_construction/index.htm)
B. Qualifications

- For each architect firm on the proposing team, provide:
  - Full name of firm
  - Address and telephone number of office to be managing the Gateway Complex project, if selected
  - If more than one architectural firm is on the team, describe the relationship of the firms for the Gateway Complex project (i.e., joint venture, prime/sub) and role each firm is expected to play on the Gateway Complex project, if selected
  - Name(s) and resumes (max 1 page each) of individuals who will be assigned to the Gateway Complex project, if selected, including but not limited to Project Architect, Project Manager, and Construction Administration architect

- For each engineering firm on the team, provide:
  - Full name of firm
  - Address and telephone number of office to be working on the Gateway Complex project, if selected
  - Specialty to be provided on the Gateway Complex project, if selected
  - Name and resume (max 1 page) of one key individual who will be assigned to and be responsible for the Gateway project, if selected

- Provide the following information for at least five (5) relevant projects (max 1 page per project)
  - Name of project
  - Location of project
  - Photograph or rendering (optional)
  - Name of owner/client (organization/institution, individual, individual’s title and telephone number)
  - Name of proposing architect firm who contracted for the project
  - Name of construction manager (firm, individual who is/was primary CM, individual’s telephone number)
  - Firm name of general contractor who built (or is building) the project
  - Construction value (CV) of project
  - Firm or team role on project
  - Name(s) of individuals who worked on project and who are being proposed for the Gateway Complex
  - Dates started and completed (or estimated completion)
Marin Community College District  
Measure C Bond Modernization Program

- A/E fee as a percent of CV (if not completed, provide estimate)
- Change orders as a percent of CV (if not completed, provide estimate); if change orders exceed 5% of CV, explain (max 1 paragraph)
  - Complete the two qualifications matrices included in this package

- Criteria for selection based on this Statement of Qualifications will be posted on the Gateway Complex web page, www.marin.edu/MeasureC/design_and_construction/index.htm.

**Step Two: Long-listing**

After initial screening, up to ten (10) qualified firms will be invited to meet for one hour with District and Swinerton personnel for an informal interview to discuss design processes. The following may not be brought to the interview:
- Any individuals who will not be participating day-to-day on the project
- Pre-prepared materials of any kind
- Presentations

The information interviews may include discussion of the following topics/questions, among others:
- What challenges and opportunities do you see in working in a participatory governance environment?
- Tell a story about a significant failure in getting a project through DSA: what happened, what did you do about it, what did you learn from it, and how did you avoid the failure on the next project?
- How do you transition a project from construction drawings to construction administration?
- Tell a success story about designing a LEED project while staying within a tight budget.

Up to five (5) firms will be selected based on the results of these interviews. Criteria for selection based on these interviews will be posted on the Gateway Complex web page, www.marin.edu/MeasureC/design_and_construction/index.htm.

**Step Three: Design Competition**

The final short-listed firms will attend a second mandatory (pre-competition) conference to hear more details about the Gateway project, District expectations for the design competition, and criteria for final selection.

Finalists will sign short-form contracts for up to $25,000 each, to develop conceptual presentations for the Gateway Complex, to be completed within two (2) months of selection.

During development of the conceptual presentations, each finalist may schedule two (2) two-hour meetings with District and project management personnel to discuss concepts and ask questions. These meetings will be confidential, and discussions / questions / answers will not be shared with other finalists.
Finalists will present their concepts to a selection panel probably composed of:

- One Board Trustee
- One faculty member
- One classified staff
- One student
- Director of Modernization
- Swinerton Program Manager
- One senior administrator
- One community member

Presentations shall be approximately one hour in length, followed by a 30-minute question and answer period. The presentation may be in any form (e.g., boards, computer presentation, model), but should include at least the following:

- Site plan
- Elevations / exterior renderings
- Massing diagrams
- Concept diagrams
- Floor plan

The presentation should also answer at least the following questions:

- What will the Gateway Complex look like?
- How does it fit into the existing Kentfield campus?
- How does the team intend to interact with stakeholders operating under the participatory governance process?
- What level of LEED certification will this project seek to obtain?

Finalists will also be asked to bring the following \textit{conceptual} information in hard copy:

- Gross square footage
- Cost estimate
- Schedule for design and construction

Criteria for selection of a single firm or team based on the final presentations will be posted on the Gateway Complex web page, www.marin.edu/MeasureC/design_and_construction/index.htm.
Preliminary Selection Schedule

The following dates are approximate and preliminary, and are subject to change at the District’s discretion. Changes to the schedule will be communicated to firms who attend (and sign into) the first mandatory (pre-qualifications) conference.

Wednesday, June 24
District will post RFQ on website and send notices to firms on District’s list of interested parties

Note: after this date the District and Swinerton will decline any and all requests for individual meetings with architects and engineers who intend to submit qualifications

Tuesday, July 14
District will convene first mandatory pre-qualifications conference (all interested parties, including engineering partners, must attend)

Thursday, July 16
Interested firms will submit written questions related to SOQ submittal

Tuesday, July 21
District will transmit answers to written questions to all listed parties

Tuesday, July 28
SOQs are due to the Swinerton office, Kentfield campus, College of Marin. Three (3) hard copies are to be submitted.

July 29 – July 31
District will screen SOQs. Criteria for screening will be posted on Gateway web page, www.marin.edu/MeasureC/design_and_construction/index.htm.

Monday, August 3
District will announce up to 10 qualified firms to proceed to Step 2

August 5 and 6
Step 2: Long-list interviews

Monday, August 10
District will announce up to five (5) firms to proceed to the design competition, Step 3

Tuesday, August 18
Second mandatory (pre-competition) conference (short-listed teams only)

Tuesday, August 25
Board of Trustees awards short-form competition contracts to finalists

Weeks of Sept. 7 and 21
Confidential informal meetings with each finalist

Week of October 12
Final presentations of design concepts

Monday, October 26
District will announce selected architectural team

Tuesday, November 17
Board of Trustees will award professional services contract to selected team
Marin Community College District  
Measure C Bond Modernization Program

Qualifications Matrices

Matrix A: Project Qualifications

Complete matrix by filling in spaces as indicated below.

<table>
<thead>
<tr>
<th>Project</th>
<th>DSA Oakland</th>
<th>Higher education</th>
<th>Community college</th>
<th>LEED certified or applied for</th>
<th>$30-$40 million CV</th>
<th>Smart classrooms</th>
<th>Offices</th>
<th>Auditorium/theater</th>
<th>Computer labs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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<tr>
<td>5.</td>
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</tr>
<tr>
<td>For additional projects, add sheet(s)</td>
<td></td>
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</tr>
</tbody>
</table>

Project: List most relevant five (5) projects on first page, such that they can be readily cross-referenced against project description sheets. Add sheets, if desired, for more than five (5) projects

DSA Oakland: This project was reviewed and approved by the Oakland office of the Division of the State Architect ("x")

Higher education: This project was designed for a college or university ("x")

Community college: This project was design for a California community college ("x")

LEED: This project was design to LEED standards, was registered for LEED certification, and/or is LEED certified (specify which)

$30 - $40 m CV: The construction value of this project was/is between $30 million and $40 million in 2009 dollars (specify approximate value)

Smart classrooms: This project includes "smart" classrooms (specify how many)

Offices: This project includes faculty, staff, and/or administrative offices (specify how many)

Auditorium/theater: This project includes an auditorium and/or theater (specify how many seats)

Computer labs: This project includes computer labs (specify how many)
Matrix B: Firm / Individual Qualifications

Note: for each firm identified on the team, indicate with an “x” which project(s) the firm worked on. Add lines as needed. Projects must match those identified in the qualifications statement. Add lines as needed.

<table>
<thead>
<tr>
<th>Name of Firm / Role on Project</th>
<th>Project 1</th>
<th>Project 2</th>
<th>Project 3</th>
<th>Project 4</th>
<th>Project 5</th>
<th>Other projects</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Note: for each individual identified in the qualifications statement, indicate with an “x” which project(s) the person worked on. Add lines as needed. Projects must match those identified in the qualifications statement. Add lines as needed.

<table>
<thead>
<tr>
<th>Name of Individual</th>
<th>Project 1</th>
<th>Project 2</th>
<th>Project 3</th>
<th>Project 4</th>
<th>Project 5</th>
<th>Other projects</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Marin Community College District
Gateway Complex Project
Long-List Interview Questions
August 2009

First, tell us a bit about you and your subconsultant team.

1. What challenges and opportunities do you see in working in a participatory governance environment? How do you envision your interaction with District administrators (including the Director of Modernization) and the Board of Trustees?

2. How do you transition a project from design to construction administration? How do you sign off and follow through during construction on changes to District standards and/or special requests from M&O or users?

3. Tell us a success story about designing a LEED project while staying within a tight budget. Please be specific.

4. Tell us a story about a significant failure in getting a project through DSA: what happened, what did you do about it, what did you learn from it, and how did/will you avoid the same failure on the next project?

5. Based on what you know today about the Gateway Complex project, what do you believe is its greatest challenge? What new and innovative ideas for the building would you like to propose to the College? What’s your most nagging question about the project, and why is it important to you?
BOARD AGENDA ITEM

To:            Board of Trustees  Date: March 16, 2010
From:         Superintendent/President  Item & File No. B.9.B
Subject:       Classified Personnel Recommendations
Reason for Board Consideration: APPROVAL

BACKGROUND:

The following actions are included in the Classified Personnel Recommendations:

A. Appointment of Classified Personnel
A.1 Appointment of Hourly Personnel
B. Temporary Increase/Decrease in Assignment/Salary for Classified Personnel
C. Resignation/Termination 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.

T. Hersch, F. Mueller M. Haring & J. Woods are on the instructional side of the 50% law.

M. Greitzer, K. Takemoto and M. Stinson are on the non-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>*Greitzer, Michelle</td>
<td>Accountant – Fiscal Services</td>
<td>1.0</td>
<td>12MPY</td>
<td>03/15/2010</td>
</tr>
<tr>
<td>2.</td>
<td>*Takemoto, Kathy</td>
<td>Workforce &amp; Partnership Program Specialist</td>
<td>1.0</td>
<td>12MPY</td>
<td>03/08/2010</td>
</tr>
</tbody>
</table>

BACKGROUND INFORMATION:

1. Ms. Greitzer has accepted the full-time Supervisory position of 1.0FTE/12MPY Accountant in Fiscal Services effective March 15, 2010.

2. Ms. Takemoto has accepted the full-time position of Workforce and Partnership Program Specialist in the Workforce Development Department effective March 8, 2010.

* Probationary period 6 months

March 16, 2010 Board Item
A.1 APPOINTMENT OF HOURLY PERSONNEL

<table>
<thead>
<tr>
<th>Name</th>
<th>Division/Department</th>
<th>Start Date</th>
<th>Expiration Date</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. *Haring, Mary</td>
<td>Workforce Development</td>
<td>02/08/2010</td>
<td>06/30/2010</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

1. Ms. Haring will serve as a Professional Expert to the Workforce Development Program to assist students with a Workforce Investment Act (WIA) grant aimed at helping the college prepare students for the local job market. Projects specifically related to monitoring student progress and identify students that need remediation with one to one instruction.

*Human Resources did not receive necessary paperwork from the department until after these individuals worked. These hourly employees need to be paid for work that has already been completed.


### B. TEMPORARY INCREASE/DECREASE IN ASSIGNMENT/SALARY FOR CLASSIFIED PERSONNEL

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Position</th>
<th>FTE</th>
<th>MPY</th>
<th>Appt Type</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hersch, Tonya</td>
<td>Instructional Specialist English</td>
<td>From .40 To .56 To .48</td>
<td>8.5</td>
<td>Perm. Temp. Temp.</td>
<td>01/26/2010 – 05/28/2010</td>
</tr>
<tr>
<td>2</td>
<td>Mueller, Faye</td>
<td>Instructional Specialist Testing/Distance Ed. Instructional Specialist/ English College Skills</td>
<td>From .80 Add .09 Total .89</td>
<td>8.5</td>
<td>Perm. Temp.</td>
<td>01/26/2010 – 05/28/2010</td>
</tr>
<tr>
<td>3</td>
<td>Woods, Julia</td>
<td>Instructional Assistant—BIS IVC</td>
<td>From .80 To .88</td>
<td>10</td>
<td>Perm. Temp.</td>
<td>01/26/2010 – 05/20/2010</td>
</tr>
</tbody>
</table>

### BACKGROUND INFORMATION:

1. Reduction in temporary increase in assignment at the request of the employee effective January 26, 2010.
2. Temporary increase in assignment to meet the current needs of the English Department for the Spring 2010 semester.
3. Temporary increase in assignment to meet the current needs of the BIS Department at IVC effective January 26, 2010 through May 20, 2010.
C. 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>Stinson, Michael</td>
<td>Laboratory Technician - Chemistry</td>
<td>1.0</td>
<td>12</td>
<td>Retirement</td>
<td>c.o.b. May 31, 2010</td>
</tr>
</tbody>
</table>

BACKGROUND INFORMATION:

1. Mr. Stinson has submitted his letter of resignation for retirement purposes effective close of business May 31, 2010.
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees  Date: March 16, 2010
From: Superintendent/President

Item & File No. B.9.C

Subject: Classified Management Personnel Recommendations

Reason for Board Consideration: APPROVAL

Enclosure(s): Recommendations

BACKGROUND:

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

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

RECOMMENDATION:

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

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

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Title/Discipline</th>
<th>FTE</th>
<th>MPY</th>
<th>Appt. Type</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Northcott, Marshall</td>
<td>Chief Information Officer</td>
<td>1.0</td>
<td>12</td>
<td>Permanent</td>
<td>April 1, 2010</td>
</tr>
</tbody>
</table>

BACKGROUND INFORMATION:

1. Mr. Northcott has accepted the full-time Management position of Chief Information Officer effective April 1, 2010.
### B. 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>Chernock, Virginia</td>
<td>Director of Modernization</td>
<td>1.0</td>
<td>12</td>
<td>Retirement</td>
<td>c.o.b. 07/30/2010</td>
</tr>
</tbody>
</table>

**BACKGROUND INFORMATION:**

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 (5)
- Career Education – Reader (5)

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

- Fine Arts Department – Lab Assistant II (1)

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
<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 Saturdays at Kentfield and Indian Valley Campuses</td>
<td>5</td>
<td>* 1/25/2010</td>
<td>5/28/10</td>
<td>$11.75</td>
</tr>
<tr>
<td>Career Education</td>
<td>Reader - Reader for the Court Reporting Classes</td>
<td>5</td>
<td>* 1/25/2010</td>
<td>5/28/10</td>
<td>$9.50</td>
</tr>
<tr>
<td>Fine Arts Department</td>
<td>Lab Assistant II - Supports laboratory technician in the jewelry Lab (Fine Arts Department) with equipment upkeep for safe usage and preparation of materials and maintenance of tools.</td>
<td>1</td>
<td>*1/18/2010</td>
<td>6/1/10</td>
<td>$10.00</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.

* Human Resources did not receive the necessary paperwork from the department until after these individuals began work. These hourly employees need to be paid for work they have already completed.
BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Subject: Academic Personnel Recommendations
Reason for Board Consideration: APPROVAL

Enclosure(s): Recommendations

BACKGROUND:

The following actions are included in the Academic Personnel Recommendations:

A. Approval of Continued Employment of Academic Contract Faculty
B. Temporary Credit Instructors Appointments Spring 2010
C. Appointment of Temporary Non-Credit ESL Instructors for Spring 2010 and Community Education and Services Instructors for Winter 2010
D. Phased- in- Early Retirement of Academic Personnel

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 Recommendations.

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

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Title 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>Woodlief, Blaze</td>
<td>Communications, English, ESL Credit</td>
<td>1.00</td>
<td>01/01/2006</td>
<td>4(^{\text{th}}) year</td>
<td>Contract for Permanent Status</td>
</tr>
<tr>
<td>2.</td>
<td>Pieper Warren, Mary</td>
<td>Nursing Education</td>
<td>1.0</td>
<td>08/18/2008</td>
<td>2(^{\text{nd}}) year</td>
<td>Contract for 2(^{\text{nd}}) year Probationary</td>
</tr>
<tr>
<td>3.</td>
<td>Johnson, Carol</td>
<td>Nursing Education</td>
<td>1.0</td>
<td>08/12/09</td>
<td>1(^{\text{st}}) year</td>
<td>Contract for 1(^{\text{st}}) year Probationary</td>
</tr>
<tr>
<td>4.</td>
<td>McKinnon, Sara</td>
<td>Non-Credit ESL</td>
<td>1.0</td>
<td>8/12/09</td>
<td>1(^{\text{st}}) year</td>
<td>Contract for 1(^{\text{st}}) year Probationary</td>
</tr>
<tr>
<td>5.</td>
<td>Burton, Jessica</td>
<td>Anthropology</td>
<td>1.0</td>
<td>1/20/10</td>
<td>1(^{\text{st}}) year</td>
<td>Contract for 1(^{\text{st}}) year Probationary</td>
</tr>
<tr>
<td>6.</td>
<td>Marlow, Colleen</td>
<td>Physics</td>
<td>1.0</td>
<td>1/20/10</td>
<td>1(^{\text{st}}) year</td>
<td>Contract for 1(^{\text{st}}) year Probationary</td>
</tr>
</tbody>
</table>

**Children Center Faculty**

1. Helen Morales | Children Center Faculty | 1.00 | 8/14/2006 | 4\(^{\text{th}}\) year | Contract for Permanent Status |

**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.

Items 1-4 and Children enter Faculty 1. The evaluations for listed faculty have been received and are satisfactory. Items 5 & 6: Because Ms. Burton & Ms. Marlow are mid-year appointees, they will have to serve one and one-half years probationary period for the first year of probation.
<table>
<thead>
<tr>
<th>NAME</th>
<th>FTE</th>
<th>STATUS</th>
<th>TITLE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abouaf, Jeffrey R.</td>
<td>0.277</td>
<td>Active</td>
<td>Temporary Faculty Instrl</td>
<td>5/31/2010</td>
</tr>
<tr>
<td>Acredolo, Kristin P.</td>
<td>0.353</td>
<td>Active</td>
<td>Temporary Faculty Instrl</td>
<td>5/31/2010</td>
</tr>
<tr>
<td>Acredolo, Kristin P.</td>
<td>0.1</td>
<td>Active</td>
<td>Co Coord. Court Reporting Prgm</td>
<td>5/31/2010</td>
</tr>
<tr>
<td>Allen, Francine</td>
<td>0.2</td>
<td>Active</td>
<td>Temporary Faculty Instrl CR</td>
<td>2/1/2010</td>
</tr>
<tr>
<td>Andrews, Nilda F.</td>
<td>0.407</td>
<td>Active</td>
<td>Temp Faculty Instrl Credit ESL</td>
<td>2/1/2010</td>
</tr>
<tr>
<td>Antonaccio-Benge, Andrea L.</td>
<td>0.333</td>
<td>Active</td>
<td>Coordinator Art Gallery</td>
<td>5/31/2010</td>
</tr>
<tr>
<td>Antonaccio-Benge, Andrea L.</td>
<td>0.2</td>
<td>Active</td>
<td>Temporary Faculty Instrl</td>
<td>5/31/2010</td>
</tr>
<tr>
<td>Ariano, Vaughan</td>
<td>0.21</td>
<td>Active</td>
<td>Temporary Faculty Instrl</td>
<td>5/31/2010</td>
</tr>
<tr>
<td>Ariano, Vaughan</td>
<td>0.21</td>
<td>Active</td>
<td>Temporary Faculty Instrl CR</td>
<td>2/1/2010</td>
</tr>
<tr>
<td>Ariano, Vaughan</td>
<td>0.21</td>
<td>Active</td>
<td>Temporary Faculty Instrl CR</td>
<td>2/1/2010</td>
</tr>
<tr>
<td>Aten, Duane E.</td>
<td>0.6</td>
<td>Active</td>
<td>Temporary Faculty Instrl</td>
<td>5/31/2010</td>
</tr>
<tr>
<td>Avrutin, Edward</td>
<td>1</td>
<td>Active</td>
<td>Temp. Catagorial Assignment</td>
<td>6/30/2010</td>
</tr>
<tr>
<td>Avrutin, Edward</td>
<td>1</td>
<td>Active</td>
<td>Temp. Catagorial Assignment</td>
<td>6/30/2010</td>
</tr>
<tr>
<td>Bacigalupi, Lindsay W.</td>
<td>0.2</td>
<td>Active</td>
<td>Temporary Faculty Instrl</td>
<td>5/31/2010</td>
</tr>
<tr>
<td>Baird, Jennifer D.</td>
<td>0.207</td>
<td>Active</td>
<td>Temporary Faculty Instrl</td>
<td>2/28/2010</td>
</tr>
<tr>
<td>Baird, Jennifer D.</td>
<td>0.207</td>
<td>Active</td>
<td>Temporary Faculty Instrl</td>
<td>3/31/2010</td>
</tr>
<tr>
<td>Barrall, Mark M.</td>
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### C. Appointment of Temporary Non-Credit ESL Instructors for Spring 2010 and Community Education and Services Instructors for Winter 2010

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### D. PHASED-IN-EARLY RETIREMENT OF ACADEMIC PERSONNEL

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<th>Name</th>
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<th>FTE</th>
<th>Appt. Type</th>
<th>Effective Date</th>
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<tbody>
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<td>Instructor, Fine &amp; Visual Arts</td>
<td>From: 1.0 To: .67</td>
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**BACKGROUND INFORMATION:**

1. Ms. Emily Lazarre has submitted a request to begin Phased-in-Early Retirement for Fiscal Year 2010/11.
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees                  Date: March 16, 2010
From: Superintendent/President         Item & File No. B.9.F
Subject: Educational Management Personnel Recommendations
Reason for Board Consideration:  
APPROVAL

ENCLOSURE(S): Recommendations

BACKGROUND:

The Educational Management Personnel Recommendations are attached.

A. Appointment of Educational Management Personnel

FISCAL IMPLICATIONS: All recommendations are within budgeted FTE.

RECOMMENDATION:

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

Administrator Initiating Item: Linda Beam, Executive Dean of Human Resources and Labor Relations
### A. APPOINTMENT OF EDUCATIONAL MANAGEMENT PERSONNEL

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The accompanying transfer information includes, twenty-one budget transfers in February 2010, totaling $31,937 in Unrestricted Funds.

There were fifteen transfers in Restricted Funds for $87,069, in February 2010, including three budget transfers, totaling $70,369 from Restricted Reserve Contingency Funds. The three transfers from Restricted Reserve Contingency are $67,500 for EV Training allocations, $900 for a Matriculation allocation and $1,969 for a TANF allocation.

There was one budget transfer of $300.00 in the Child Care Fund.

There were three transfers in Measure C funds for $321,957, including one from Measure C Reserve Contingency Funds for $70,000, for the New Fine Arts Building Project.

Net effect of transfers for the Month.

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<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>
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<td>1000 (Certificated Salary)</td>
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<td>3000 (Employee Benefits)</td>
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<td>4000 (Supplies/Equp. Repl.)</td>
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<tr>
<td>5000 (Other Operating Exp.)*</td>
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<td>(300)</td>
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<tr>
<td>6000 (Capital Outlay)</td>
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<tr>
<td>7000 (Other Outgo)**</td>
<td>(70,368)</td>
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*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 February 2010 Budget Transfers – FY 2009/2010.
## BUDGET TRANSFERS

### UNRESTRICTED

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<th>30000</th>
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<th>50000</th>
<th>60000</th>
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### RESTRICTED FUND

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### TOTAL GENERAL FUND

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### Child Care Fund

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### Measure C

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### TOTAL ALL FUNDS

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<th>40000</th>
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<td>(6,826.05)</td>
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<td>(70,000.00)</td>
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<td>0.00</td>
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</tbody>
</table>

404,462.56

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

- Maintenance
- College Net
- Wong&Coogan Dmds

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

**BOARD AGENDA ITEM**

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>March 16, 2010</td>
</tr>
<tr>
<td>Subject:</td>
<td>Warrant Approval for Month of February 2010</td>
<td>Item &amp; File No. B.9.H</td>
</tr>
</tbody>
</table>

**Reason for Board Consideration:**

- 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 02/02/2010 through 02/26/2010, warrants 88719-89437 were issued in the total amount of $6104,357.

**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: March 16, 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 88719-89473 in the amount of $6,104,357 for all funds for the period 02/02/2010 through 02/26/2010 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 $1,760,867 of the above amount. Expenditure Summary includes payroll through February 28, 2010.

---

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
<th>Encumbered</th>
<th>Expended</th>
<th>Balance</th>
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<td>6,747,630</td>
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<tr>
<td>Books &amp; Supplies</td>
<td>1,239,752</td>
<td>109,479</td>
<td>468,869</td>
<td>661,404</td>
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<tr>
<td>Other Operating Expense*</td>
<td>6,351,821</td>
<td>587,178</td>
<td>3,348,872</td>
<td>2,415,771</td>
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<tr>
<td>Capital Outlay</td>
<td>1,588,069</td>
<td>76,151</td>
<td>282,734</td>
<td>1,229,184</td>
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</tbody>
</table>

| Other Outgo**           | 6,155,366  | 0          | 4,160,608  | 1,994,758 |
| Total                   | 57,817,000 | 772,808    | 35,618,053 | 21,426,139 |

* 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

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date: March 16, 2010</th>
</tr>
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<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No. B.9.1</td>
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<tr>
<td>Subject:</td>
<td>New Credit Courses</td>
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<tr>
<td>Reason for Board Consideration:</td>
<td>APPROVAL</td>
<td>Enclosure(s):</td>
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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 courses. The courses are recommended by the appropriate academic departments, the Curriculum Committee, and the Vice President of Student Learning. The proposed new courses 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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Number</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGG</td>
<td>111</td>
<td>Computer Tools for Scientists and Engineers: Spreadsheets</td>
<td>An introduction to computer tools and techniques useful for data analysis, problem solving, and communication in science/engineering coursework and professional activities.</td>
</tr>
<tr>
<td>ITAL</td>
<td>228</td>
<td>Italian Conversation and Culture through Film</td>
<td>The course is designed to introduce and teach students the connection between the Italian culture and films. Focus is on acquiring and improving conversational ability and cultural comprehension through the study of film.</td>
</tr>
<tr>
<td>MATH</td>
<td>85</td>
<td>Arithmetic Skills</td>
<td>This course covers the fundamentals of arithmetic with emphasis on computational skills. Topics include addition, subtraction, multiplication, and division of whole numbers, problem solving, applications, and an introduction to decimals.</td>
</tr>
<tr>
<td>SPAN</td>
<td>228B</td>
<td>Advanced Spanish Conversation and Culture through Film</td>
<td>This course is designed to introduce and teach students about traditional and new tendencies in Spanish and Latin American film, to establish connections</td>
</tr>
</tbody>
</table>
between socio-cultural and political changes in Spanish speaking countries and films as the most artistic and expressive means of the past century.

**SPAN 228C**

Advanced Spanish Conversation and Culture through Film

This course is designed to introduce and teach students about traditional and new trends in Spanish and Latin American film, to establish connections between socio-cultural and political changes in Spanish speaking countries and films, as the most artistic and expressive means of the past century.

**New Vocational/Professional Offerings**

Courses designed to assist students in learning new skills using advanced technical equipment and approaches.

**FIRE 120B**

Emergency Medical Technician – 1 Refresher B

The course provides didactic and skills instruction. The student is updated in all areas of emergency room prehospital care, as contained in the EMT-1 scope of practice.

**RECOMMENDATION:**

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

**Administrator Initiating Item:**

Nick Chang, Vice President of Student Learning
# BOARD AGENDA ITEM

**To:** Board of Trustees  
**From:** Superintendent/President  
**Subject:** Credit Course Revisions  
**Date:** March 16, 2010  
**Item & File No.:** B.9.J  
**Reason for Board Consideration:** 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>CHEM 110</td>
<td>Chemistry for Health Sciences</td>
<td>Change prerequisite from MATH 98 or MATH 101 Eligible to MATH 101 or MATH 103 Eligible. Revise catalog description and schedule description.</td>
</tr>
<tr>
<td>COMP 130</td>
<td>Introduction to Computer Programming Using C++</td>
<td>Change course title from “Introduction to Computer Programming” to “Introduction to Computer Programming Using C++.” Change prerequisite from “MATH 103 and COMP 110” to “MATH 103 or equivalent.” Revise catalog and schedule description, course content, critical thinking, student outcomes, methods of evaluation, and texts/assigned reading.</td>
</tr>
<tr>
<td>COMP 135</td>
<td>Introduction to Programming in JAVA</td>
<td>Revise catalog and schedule description, course content, critical thinking, student outcomes, methods of evaluation, and texts/assigned reading.</td>
</tr>
<tr>
<td>COMP 232</td>
<td>Advanced Programming in JAVA</td>
<td>Change course title from “Programming in JAVA” to “Advanced Programming in JAVA.” Change prerequisite from “COMP 230” to “COMP 130 or COMP 135 or COMP 206.” Revise catalog and schedule description, course content, critical thinking, student outcomes, methods of evaluation, and texts/assigned reading.</td>
</tr>
<tr>
<td>COUN 125L</td>
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</table>
Effective study Skills Lab

DANC 112
Dancing in America

DANC 132
Musical Theatre

DANC 135
The Art of Choreography I

DANC 228AB
Ballet III AB

DRAM 116
Survey of Dramatic Literature: Ancient Greek to the Present

DRAM’ 117
Survey of Dramatic Literature: Shakespeare and His Theatre

DRAM 126
Improvisation for the Theatre

DRAM 128
Improvisation II

DRAM 144
Comedy Theory and Technique

DRAM 230
Advanced Acting Techniques

DRAM 240

Revise course content, student outcomes, and texts/assigned reading.

Revise student outcomes and texts/assigned reading

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

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

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

Revise course content, critical thinking, students outcomes, methods of evaluation, and text/assigned reading.

Revise course content, critical thinking, students outcomes, methods of evaluation, and text/assigned reading.

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

Revise course content.

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

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

ENGGE 110A
Introduction to the Engineering Profession

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

FIRE 120A
Emergency Medical Technician – 1 Refresher A

Change course number from “ENGGE 110” to “ENGGE 110A.”
Change course title from “Careers in Engineering and Technology” to “Introduction to the Engineering Profession.”
Revise catalog and schedule description, student outcomes, and texts/assigned reading.

GEOG 125
Introduction to Geographic Information Systems

Revise catalog and schedule description.

H ED 118
Sports Nutrition for Health and Performance

Revise catalog description, course content, schedule description, student outcomes, and texts/assigned reading.

H ED 140
Stress Management and Health

Revise catalog and schedule description, methods of evaluation, and methods of instruction.

MATH 95
Basic and Intermediate Math Skills

Revise catalog description, schedule description, and methods of instruction.

MATH 95A
Basic Mathematics

Change prerequisite from none to MATH 85. Revise course content.

MATH 95B
Intermediate Math Skills

Change prerequisite from none to MATH 85. Revise course content.

MATH 95X
Basic Mathematics

Change prerequisite from MATH 95A or satisfactory score on Math Assessment Test to MATH 95A or MATH 95X. Revise course content.

MATH 95Y

Revise course content
Intermediate Math Skills

**MMST 150**
Digital Imaging Techniques with Photoshop

**MMST 193**
Print and Packaging Design

**P E 118**
Sports Nutrition for Health and Performance

**SPCH 122**
Public Speaking

**SPCH 128**
Intercultural Communication

**STSK 161**
Seminar for Tutors

- Revise course content
- Change course title from “Print and Packaging Design” to “Layout Design for Print and Packaging.”
- Revise catalog and schedule description, methods of evaluation, and methods of instruction.
- Revise catalog description, course content, schedule description, and student outcomes.
- Revise catalog and schedule description, student outcomes, and texts/assigned reading.
- Revise catalog description, course content, schedule description, student outcomes, methods of evaluation, methods of instruction, and texts/assigned reading.

**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: APPROVAL

Date: March 16, 2010

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>
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<tr>
<th>Course</th>
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<th>Title</th>
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<td>DANC</td>
<td>176</td>
<td>Classical Contemporary Classic I</td>
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<tr>
<td>DANC</td>
<td>260ABC</td>
<td>Musical Production: Dance ABC</td>
</tr>
<tr>
<td>MATH</td>
<td>95E</td>
<td>Automotive Technician Applications</td>
</tr>
<tr>
<td>MATH</td>
<td>95K</td>
<td>Investigative Geometry I</td>
</tr>
<tr>
<td>MATH</td>
<td>95L</td>
<td>Investigative Geometry II</td>
</tr>
<tr>
<td>MMST</td>
<td>154</td>
<td>Software Applications for Multimedia: Digital Media Authoring</td>
</tr>
<tr>
<td>MMST</td>
<td>155</td>
<td>Software Applications for Multimedia: Web Authoring</td>
</tr>
<tr>
<td>MMST</td>
<td>231</td>
<td>Scripting &amp; Interactive Multimedia Production</td>
</tr>
</tbody>
</table>

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
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees  Date: March 16, 2010
From: Superintendent/President  Item & File No. B.9.I.
Subject: ACADEMIC CALENDAR 2010-2011

Reason for Board Consideration:
APPROVAL

Enclosure(s):
Academic Calendar: 2010-2011

BACKGROUND:

Attached for the Board's information is the Academic Calendar for 2010-2011.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees adopt the Academic Calendar for 2010-2011.

Administrator Initiating Item
Nick Chang, Vice President of Student Learning
# 2010 - 2011 ACADEMIC CALENDAR

## 2010

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### JULY

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12 instructional days  
3 flex days  
2 Saturday classes

### SEPTEMBER

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### OCTOBER

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21 instructional days  
4 Saturday classes

21 instructional days  
5 Saturday classes

19 instructional days  
3 Saturday classes

8 instructional days  
5 final exam days  
2 Saturday classes

## 2011

### JANUARY

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3 flex days  
6 instructional days  
2 Saturday class

### FEBRUARY

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### JUNE

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15 instructional days  
5 final exam days  
3 Saturday classes

18 instructional days  
3 Saturday classes

23 instructional days  
4 Saturday classes

16 instructional days  
4 Saturday Classes

Approved by the Board of Trustees - March 16, 2010 Agenda Item
2010 - 2011 ACADEMIC CALENDAR

LEGEND:
Gray - flex activity (mandatory and independent)
Yellow - instructional days
Purple - final exam days (if necessary for Saturday classes)
Blue - holidays (campus closed)
Green - non-instructional days (campus open)
Pink - schedulable for Saturday classes

Fall convocation: August 13, 2010
Spring Convocation: January 21, 2011
Holidays: Labor Day Sept 6, Veteran's Day Nov 11
Thanksgiving, Nov 25-27, Winter Break Dec 23-Jan 2
MLK Jan 17; Pres Days Feb 18 & 21. Spring Break April 11-16
Memorial Day - May 30

**Commencement 2010 is May 28, 2011
Fall Weekly Census Rosters Due: September 14, 2010
Spring Weekly Census Rosters Due: February 22, 2011

<table>
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<tr>
<th></th>
<th>Weeks (Including finals and flex)</th>
<th>Instructional days</th>
<th>Finals days</th>
<th>Flex days</th>
<th>Total Days</th>
<th>Saturdays</th>
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<tr>
<td>FALL</td>
<td>17.5</td>
<td>81</td>
<td>5</td>
<td>3</td>
<td>89</td>
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<td>SPRING</td>
<td>17.5</td>
<td>78</td>
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<td>TOTAL</td>
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<td>159</td>
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Summer School 2011

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6/20 – First Day of Summer School
7/4 – Independence Day Holiday
7/29 – Last Day of Summer School
8/06 – Grades Due for Summer

Approved by the Board of Trustees - March 16, 2010 Agenda Item
### 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 Description</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>
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<td><strong>Construction Contracts – Ratification</strong></td>
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<tr>
<td>Ashbury Homes, Inc. dba AHI</td>
<td>DSPS Relocation (850L)</td>
<td>$4,545.00</td>
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<td>Classic Plumbing</td>
<td>Dance Relocation (850N)</td>
<td>$940.00</td>
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<td>Marin Storage &amp; Trucking dba Reliable Crane &amp; Rigging</td>
<td>Transportation Technology Complex (402A)</td>
<td>$1,670.00</td>
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<td>Treemasters Tree and Garden Care</td>
<td>Tree Program (305C)</td>
<td>$11,820.00</td>
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<td>W.K. McLellan Co.</td>
<td>Main Building Complex (417A)</td>
<td>$10,830.00</td>
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<td><strong>Construction Change Orders – Approval</strong></td>
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<tr>
<td>Ghiglioni Construction, Inc.</td>
<td>West Campus Bridge (301A)</td>
<td>$743,000.00</td>
<td>6</td>
<td>$15,000.00</td>
<td>$43,033.71</td>
<td>$786,033.71</td>
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<tr>
<td>Jeff Luchetti Construction, Inc.</td>
<td>New Fine Arts Building (306C)</td>
<td>$12,514,678.00</td>
<td>2</td>
<td>$10,926.28</td>
<td>$19,073.28</td>
<td>$12,533,751.28</td>
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<td><strong>Professional Services Amendments – Ratification</strong></td>
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<td>Alfa Tech Consulting Enterprise</td>
<td>Pathways IVC (413A)</td>
<td>$487,035.00</td>
<td>23</td>
<td>$903.00</td>
<td>$1,392,347.00</td>
<td>$1,879,382.00</td>
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**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.
BACKGROUND:

On July 21, 2009, the Board awarded a contract to Jeff Luchetti Construction, Inc. for the New Fine Arts Building Project (306C).

Substitutions may be initiated by the General Contractor or subcontractor for various reasons, which are defined in the public contracting code, section 4107. Jeff Luchetti Construction, Inc. (JLCI) requested that the following contractor be released from their contract:

- **Henris Roofing Company** – Roofing subcontractor will be replaced by **Lawson Roofing**, San Francisco, CA. *Reason: JLCI error in bidding process.*

In all cases, the released party has the right to request a formal hearing by the District within five (5) days of receiving a written notice requesting substitution. Henris Roofing and JLCI mutually agreed to release one another from any responsibility related to this project and no written objection was filed.

FISCAL IMPACT:

None

RECOMMENDATION:

The District recommends to the Board of Trustees that Jeff Luchetti Construction, Inc.'s request to substitute a subcontractor be granted.
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees  
From: Superintendent/President
Date: March 16, 2010 

Subject: Memorandum of Understanding – Federated Indians of Graton Rancheria (FIGR) and the California Native American Heritage Commission (NAHC)
Reason for Board Consideration: Enclosure(s):

CONSENT APPROVAL
Memorandum of Understanding

BACKGROUND:

Over a long period of time, the District has come into possession of Native American human remains, associated grave goods and artifacts primarily from excavation at the College of Marin but also from various sites in Marin County (collectively, “Native American artifacts”).

Recognizing the value of the current and on-going relationship with the FIGR, the District, expressly relying on the declaration by the NAHC, wishes to donate the Native American artifacts to the FIGR to rebury the Native American artifacts on their designated reburial site.

Legal counsel (Dannis Woliver Kelley [DVK], formerly Miller Brown & Dannis) has reviewed the Memorandum of Understanding.

FISCAL IMPACT:

None.

RECOMMENDATION:

The Superintendent/President recommends that the Board approve the Memorandum of Understanding between the Federated Indians of Graton Rancheria, the California Native American Heritage Commission and the Marin Community College District.

Administrator Initiating Item
V-Anne Chernock
Director of Modernization

Administrator Approving Item
Albert J. Harrison
Vice President, College Operations
MEMORANDUM OF UNDERSTANDING
BETWEEN FEDERATED INDIANS OF GRATON RANCHERIA,
NATIVE AMERICAN HERITAGE COMMISSION AND
MARIN COMMUNITY COLLEGE DISTRICT FOR DISPOSAL OF NATIVE AMERICAN
HUMAN REMAINS AND ASSOCIATED FUNERARY OBJECTS

This Memorandum of Understanding ("MOU") is dated for identification purposes as of __________, 2010 and is entered into by and between the Marin Community College District (the "District"), the Federated Indians of Graton Rancheria ("FIGR"), and the California Native American Heritage Commission ("NAHC") (collectively referred to as "Parties").

RECITALS

WHEREAS, the District is the owner of that certain real property commonly referred to as the College of Marin in the County of Marin, State of California.

WHEREAS, over the decades, the District has come into possession of Native American human remains, associated grave goods and artifacts primarily from excavation at the College of Marin but also from various sites in Marin County (collectively “Native American artifacts”). These Native American artifacts are identified in the inventory attached hereto as Exhibit “A”

WHEREAS, the FIGR, a federally recognized Indian tribe, through its Sacred Sites Protection Committee, seeks to obtain from the District and rebury the Native American with the remains from CAMRN-406 and IVC-1 on the Kentfield Campus of the College of Marin. The reburial site is located on the map attached hereto as Exhibit “B.”

WHEREAS, the District seeks to donate the Native American artifacts to the most likely descendant(s) from a deceased Native American (“Most Likely Descendant”) if human remains were discovered at the College of Marin pursuant to California Public Resources Code Section 5097.98.

WHEREAS, the NAHC, established by California Public Resources Code Section 5097.91, designates the Most Likely Descendant, if any, pursuant to California Health and Safety Code Section 7050.5(c) and California Public Resources Code Section 5097.98(a) and (b).

WHEREAS, as to this particular matter, the NAHC states that the area where the Native American artifacts were discovered has historically been the culturally affiliated areas for the FIGR and has declared that any and all Native American human remains and associated grave goods found in the College of Marin area should be returned to the FIGR as the Most Likely Descendant. A copy of the letter from the NAHC dated __________, is attached hereto as Exhibit “C.”
WHEREAS, the District, expressly relying on the declaration by the NAHC, wishes to donate the Native American artifacts to the FIGR and allow access for the FIGR to rebury the Native American artifacts on the reburial site designated on Exhibit “B.”

WHEREAS, this MOU is entered into pursuant to the Native American Graves, Repatriation and Protection Act (“NAGPRA”), California Public Resources Code Section 5097.9 et seq., and California Health and Safety Code Section 7050.5(e).

AGREEMENT

NOW, THEREFORE, for an in consideration of the mutual advantages to be derived therefrom, and in consideration of the mutual covenants herein contained, it is agreed by and between the Parties hereto as follows:

A. On or before __________, 2010, the District shall donate the Native American artifacts identified on Exhibit “A” of this MOU to the FIGR.

B. The District shall allow the FIGR reasonable access to the site for reburial on the Kentfield Campus of the College of Marin as designated on Exhibit “B” to this MOU at an appropriate time to be determined by the Parties.

C. The District will not be responsible for assuring that the Native American artifacts are secured.

D. To the extent required by law, the District shall not disclose the site of any reburial of Native American artifacts and shall withhold public disclosure of information related to reburials pursuant to the exemption from the California Public Records Act set forth in California Government Code Section 6254(r).

E. FIGR shall be solely responsible for the costs of repatriation and reburial of the Native American artifacts donated by the District.

F. To the fullest extent permitted by California Law, the FIGR shall defend, indemnify and hold the District, its officers, employees, directors, harmless from and against any and all liability, loss, expenses (including reasonable attorneys’ fees), or claims for injury or damages arising out of the District’s donation of and the FIGR’s reburial of the Native American artifacts, but only in proportion to and to the extent such liability, loss, expenses, attorneys’ fees, or claims for injury or damages are caused by or result from the negligent, wrongful, or intentional acts or omissions of the FIGR. The provisions of this Paragraph shall survive the termination or expiration of the MOU.

G. The FIGR acknowledge and expressly assume all risks and dangers associated with and arising from or in relation to the reburial of the Native American artifacts, known or unknown, and inherent or otherwise. The FIGR accepts full responsibility for any injury or loss, including death, arising in whole or in part out of or in relation to the reburial of the Native American artifacts.

H. THE FIGR AND NAHC HEREBY FOREVER RELEASES AND DISCHARGES the District, its respective agents, employees, board members and representatives from any and all manner of action or actions, cause or causes of action, suits, debts, liens, contracts, agreements, promises,
penalties, liabilities, claims, damages, demands, losses, costs, or expenses of any nature, whether
now known or unknown, at law or in equity, suspected or unsuspected, and whether or not
concealed or hidden, including, but not limited to, all those which arise out of, or relate to the
District’s donation and the F/GR’s reburial of the Native American artifacts.

I. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

J. Either party may terminate this agreement at any time, without cause, by providing the other party
thirty (30) days advance written notice.

K. Should any part of this MOU be found by any court or agency of competent jurisdiction to be to
any extent invalid or unenforceable, the remainder of this MOU shall not be affected thereby and
shall be valid.

L. Each of the parties hereby represents and warrants that it has full legal authority and is duly
empowered to enter into this MOU, and has taken all actions necessary to authorize the execution
of this MOU by the persons signing it.

Executed the day, month and year first above written.

MARIN COMMUNITY COLLEGE DISTRICT

By: ________________________________
Frances White, Ph.D., Superintendent/President

MARIN COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

By: ________________________________
Eva Long, Ph.D., President of the Board of Trustees

FEDERATED INDIANS OF GRATON RANCHERIA

By: ________________________________
Nick Tapon, Chairman of the Sacred Sites Protection Committee

NATIVE AMERICAN HERITAGE COMMISSION

By: ________________________________
_________________, its ________________________________
BACKGROUND:

In order to standardize systems, leverage the knowledge base of the staff, and simplify the stock of parts for Maintenance and Operations, the Board approved the following “brand only” sole source items at the December 9th, 2008 Board meeting:

- Delta Controls for the Building’s Energy Management System (EMS)
- Best locks, keyways, and hardware (cores and locksets)
- Panduit Technology Connections
- Primex Clocks

In addition, prior to the December meeting, additional sole source items were also approved by the Board previously:

- Lifeline roof fall-protection system
- Patterson dental equipment
- Global Finishing Solutions paint booth

However, there are instances where the District may be better served by allowing exceptions to the sole sourcing. These include, but are not necessarily limited to:

- specific products are not available within the specific product line;
- the product does not suit the needs of a special piece of equipment; or
- an academic program requires a special, nonstandard item or piece of equipment.

At the discretion of the Director of Modernization and/or the Director of Maintenance and Operations there should be exceptions allowed with their approval.

FISCAL IMPACT:

None

RECOMMENDATION:

The Superintendent/President recommends that the Board authorize the Directors of Modernization and Maintenance and Operations to approve exceptions to the “brand only” sole sourcing under the conditions listed above.
BACKGROUND:

On December 16, 2008, Ghilotti Construction Company, Inc. was selected to provide General Contracting services for the West Campus Bridge Project (301A). On September 3, 2009, Ashbury Homes, Inc. (AHI) was selected to provide General Contracting services for the Dance Relocation Project (850N). On October 9, 2009, Western Water Features, Inc. was selected to provide General Contracting services for the PE Pool Renovation Project (308F). The work on these three (3) projects is complete, and at this time the District gives notice and certifies that:

- The projects have been inspected and each complies with the plans and specifications;
- The contractors have completed the work;
- The retention for each project can be reduced to 5%;
- The contracts for each project are accepted and complete; and
- A Notice of Completion (attached) is ready to be filed for each of the three (3) projects.

The District recommends reduction of retention from 10% to 5% and approval of the Notice of Completion for each of the three (3) projects.

FISCAL IMPACT:

None.

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees is asked to approve reduction of retention to 5% and approve the Notices of Completion for the West Campus Bridge (301A), Dance Relocation (850N), and PE Pool Renovation (308F) Projects.
Notice of Completion  
(In pursuant to Civil Code Section 3003, 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 635 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

ADDRESS

6. Work of modernization on the property hereinafter described was completed on: 11/24/09
7. The Project Name & Number are: West Campus Bridge 301A
8. The contractor for such work of modernization is: Gilotti Construction Company
9. The name of the contractor's Surety Co is Safeco Insurance Company of America
10. The date of contract between the contractor and the above owner is December 16, 2008
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/City of Larkspur, County of Marin, State of California, and is described as follows: West Campus Bridge

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)
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: January 25, 2010
7. The Project Name & Number are 850N – Dance Relocation Project
8. The contractor for such work of modernization is Ashbury Homes, Inc. dba AHL.
9. The name of the contractor's Surety Co is U.S. Specialty Insurance Company
10. The date of contract between the contractor and the above owner is September 3, 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: MS-3

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)
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: December 29, 2009
7. The Project Name & Number are 308F – PE Pool Renovation Project
8. The contractor for such work of modernization is Western Water Features, Inc.
9. The name of the contractor's Surety Co is Berkley Regional Insurance Company
10. The date of contract between the contractor and the above owner is October 9, 2009.
11. The street address of said property is 700 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: Diamond PE Complex, PE Pool

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)
**BACKGROUND:**

On June 14, 2005, the Board approved a five-year professional services contract with Swinerton Management and Consulting for program/project management services, in the amount of $10,855,000. The contract includes an option for a contract extension, pre-negotiated in the amount of $2,645,000 plus an amount of up to 5% for escalation and cost of living.

The District now seeks Board approval of this contract extension for Swinerton Management and Consulting, in the amount of **$2,777,250** ($2,645,000 plus $132,250 escalation/cost of living) and for “an additional two years, or until completion of all work...up to a maximum of an additional five (5) years,” as stated in the contract (p. B-1).

**FISCAL IMPACT:**

The extension will be paid from Measure C bond funds allocated to program management services.

<table>
<thead>
<tr>
<th>Original Contract Amount</th>
<th>$ 10,855,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extension of contract</td>
<td>$ 2,777,250</td>
</tr>
<tr>
<td><strong>Total Contract Amount</strong></td>
<td><strong>$ 13,632,250</strong></td>
</tr>
</tbody>
</table>

**RECOMMENDATION:**

The Superintendent/President recommends that the Board of Trustees approve the extension of the contract with Swinerton Management and Consulting in the pre-negotiated amount of **$2,777,250** for program/project management services for the Measure C modernization program.
MARIN COMMUNITY COLLEGE DISTRICT  
Kentfield, CA 94904

BOARD AGENDA ITEM

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date: March 16, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No. B.9.N</td>
</tr>
<tr>
<td>Subject:</td>
<td>Second Reading and Approval of Revised Board Policies</td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td>Approval</td>
<td>Enclosure(s): Proposed revised policies</td>
</tr>
</tbody>
</table>

BACKGROUND:

At the November 17, December 8, 2009, and January 19, 2010 Board of Trustees meetings, sets of recommended proposals to revise Board Policies in Chapter 2 Board of Trustees 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 2310 Regular Meetings of the Board
- BP 2330 Quorum and Voting
- BP 2360 Minutes
- BP 2432 Superintendent/President Succession
- BP 2610 Presentation of Initial Collective Bargaining Proposals
- BP 2716 Political Activity
- BP 2725 Board Member Compensation
- BP 2735 Board Member Travel
- BP 2740 Board Education
- BP 2745 Board Self-Evaluation
- BP 2800 Naming of Facilities
- BP 6300 Fiscal Management
- BP 6540 Insurance

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve adoption of Board Policies 2310, 2330, 2360, 2432, 2610, 2716, 2725, 2735, 2740, 2745, 2800, 6300, and 6540.

Administrator Initiating Item  Dr. Frances L. White, Superintendent/President
BP 2310  REGULAR MEETINGS OF THE BOARD

References:
Education Code Section 72000(d);
Government Code Sections 54950, 54952.2, 54953 et seq., and 54961;
Robert's Rules of Order

Regular meetings of the Board shall be held at least monthly on a day, time, and place to be determined at the Organizational Meeting. A regular meeting may, however, be set for another date and time by action of the Board at any previous meeting.

A notice identifying the location, date, and time of each regular meeting of the Board of Trustees shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board of Trustees shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney’s office is outside the District.

Adjourned meetings may be held as the business of the Board requires. At the time of adjournment, the time, date, and place of continuation of the meeting shall be determined and announced. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon.

All regular and special Board meetings shall be open to the public, except as provided by law. Public votes and public records shall be open to the public for inspection and duplication.

Except as they may be in conflict with the statute, the Administrative Code or the Bylaws heretofore set forth, Robert’s Rules of Order, Newly Revised, in its most current edition, shall constitute the parliamentary authority of the Board.

All regular and special meetings of the Board of Trustees shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

Also see BP 2340 titled Agendas

Notes: The language struck through is recommended for deletion. The language in underlined italics reflects revisions from the Board Committee on Policy.

Date Adopted:
(Replaces College of Marin Policies 1.5020, 1.5050, 1.5080, and 1.6030)
BP 2330 QUORUM AND VOTING

References:
Education Code Sections 72000(d)(3), 81310 et seq., 81365, 81432, and 81511;
Government Code Sections 53094 and 54950 et seq.;
Code of Civil Procedure Section 1245.240

A quorum of the Board shall consist of four members.

The Board of Trustees shall act by majority vote of all of the membership of the Board, except as noted below.

No action shall be taken by secret ballot.

The following actions require a two-thirds majority of all members of the Board of Trustees:
- Resolution of intention to sell or lease real property (except where a unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- Appropriation of funds from an undistributed reserve;
- Resolution to condemn real property.

The following actions require a unanimous vote of all members of the Board of Trustees:
- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

❖ From current College of Marin Policy 1.5100 titled Quorum

A majority of the full Board shall constitute a quorum for the transaction of business at regular and special meetings. Less than a quorum may adjourn a meeting. E.C. 72203
From current College of Marin Policy 1.5200 titled Required Vote

An affirmative vote of a majority of the full Board (four votes) shall be required for the passage of any motion at a regular or special meeting except where otherwise required by statutes. E.C. 72203

It is the responsibility of elected Board members to vote on all matters except in cases of an announced conflict of interest or approval of minutes of a meeting which the Board member did not attend.

The President of the Board, or other presiding officer, shall vote upon all questions and may engage in general discussion.

From current College of Marin Policy 1.5300 titled Action by Resolution

1.5301 The following actions shall be passed by a majority roll call vote (four votes): E.C.. 72203

a) Fixing and determining educational policy.

b) Commendation of individuals for significant accomplishments as recommended by the Board Officers.

c) Authorizing signing of documents on behalf of the Board. E.C. 81655

d) Transfer of funds between expenditure classifications. E.C. 85200

1.5302 The following actions shall be passed by two-thirds majority roll call vote (five votes):

a) Any proceedings for eminent domain. C.C.P. 1245.240

b) Providing for the transfer of funds from the undistributed reserve to any expenditure classification. E.C. 85200

c) Sale or lease of District property. E.C. 84365

From current College of Marin Policy 1.5310 titled Action by Motion

Generally, all other action taken by the Board and not falling in the categories listed above in Section 1.5200 shall be by motion of the Board and passed by a majority voice vote (four votes) at a regular or special meeting unless a member of the Board requests a roll call vote. This would include the following:
a) Fixing and determining curriculum.

b) Appointing and fixing the compensation and term of employment of the District Superintendent and other employees of the District retained on multi-year contracts.

c) Appointing a trustee to fill a vacancy on the Board.

d) Adopting terms and conditions of employment of all District personnel and fixing compensation specifically or under general schedules.

e) Granting power to appoint and employ other officers, agents, and employees and fixing general terms and conditions of such employment.

f) Appointing certificated and classified personnel in accordance with general schedules fixing compensation and terms of employment.

g) Fixing non-resident tuition.

h) Adopting the annual budget and authorizing any revisions therein.

i) Acting upon routine approvals of the Board at a regular or special meeting covering such matters as:

1) Serving as a final adjudicating agency for students, employees, and citizens on matters of policy and policy interpretation.

2) Considering communications and requests from citizens and organizations on matters of policy, administration and other items of public concern affecting the District.

3) Maintaining continuous oversight of the District.

4) Adopting rules of order.

5) Appearing before the Board.

6) Authorizing purchases within approved budget, subject to the provisions of Section 6.0045 of Board policies.

7) Authorizing all payments to be made by the Superintendent/President or by his/her designee. This authorization shall require the submission of a written certification by the Superintendent/President or his/her designee within ten (10) days after such payments have been made in reasonably
identifiable detail, including warrant numbers, that all such payments have been properly made. E.G.: 85234:2

Adoption of all items appearing on the Consent Calendar shall be approved by one motion, provided any item appearing on the posted Consent Calendar may be removed for separate Board action upon the request by any Board Member.

NOTE: This policy is legally required. 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 1.5100 titled Quorum, 1.5200 titled Required Vote, 1.5300 titled Action by Resolution, and 1.5310 titled Action by Motion adopted on 12-10-80 and revised on 5-10-05. The language struck through is recommended for deletion. The language in underlined italics reflects recommended revisions by the Board Committee on Policy.

Date Adopted:
(Replaces current College of Marin Policies 1.5100, 1.5200, 1.5300, and 1.5310)
BP 2360  MINUTES

References:
   Education Code Section 72121(a);
   Government Code Section 54957.5

The Superintendent/President shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the Board of Trustees. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

❖ From current College of Marin Policy 1.5330 titled Minutes of Meetings

Minutes of regular and special meetings are public records and shall be contained in the Minute Book which shall be open to inspection by any citizen of the District and shall be kept on file at the District offices as a permanent official record of all actions of the Board. E.C. 72202

The minutes shall record the name of the trustee making a motion, the name of the trustee seconding it, and the vote, attributing each "yea" and "nay" vote, or abstention if not voting, to the individual trustee, unless the motion carries unanimously. A trustee may also have the reasons for his/her vote recorded in the minutes if he/she so requests at the time of vote.

Persons reading statements or desiring specific wording should give a written copy to the Recording Secretary at the meeting to be attached to the Official Minutes of the meeting. The Board indicates neither approval nor disapproval of the attachment by this action.

To facilitate the preparation of the Board's public session meetings, the Secretary to the Board shall cause an audio tape recording to be made of all public sessions of the Board. The President of the Board shall announce that a recording is being made at the beginning of the meetings, and the recorder shall be placed in plain view of all persons present, insofar as possible. Recordings made during the open sessions of regular or special Board meetings are public records. They shall be kept for at least 60 days and upon request shall be made available for inspection by members of the public on a district recorder without charge (Government Code 54953.5). The recordings shall be
erased after 60 days or whenever the minutes of the meeting are adopted by the Board, whichever is later.

NOTE: This policy is legally required except as noted above. 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 Policy 1.5330 titled Minutes of Meetings 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 Policy 1.5330)
BP 2432 SUPERINTENDENT/PRESIDENT SUCCESSION

References:
   Education Code Sections 70902(d) and 72400;
   Title 5 Section 53021(b)

   From current College of Marin Policy 7.0008 titled Acting Chief Executive Officer

In those cases when the Superintendent/President is absent from the District, the Superintendent/President shall designate another College management employee as acting Superintendent/President.

This policy is not intended to cover an extended absence or a permanent vacancy in the Superintendent/President's office, at which time the Board shall establish its own procedures for filling the office, including the appointment of an interim Superintendent/President, if appropriate.

NOTE: This policy is suggested as good practice. The language in underlined regular text is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmire). The language in black ink is from current College of Marin Policy 7.0008 titled Acting Chief Executive Officer adopted on 2-24-82 and revised on 4-9-85 and 3-18-03.

Date Adopted:
(This is current College of Marin Policy 7.0008
– just re-numbered)
BP 2610  PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS

Reference:
  Government Code Section 3547

The Superintendent/President is directed to enact administrative procedures that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Board of initial proposals for collective bargaining.

Collective bargaining begins when either an exclusive representative or the District itself presents an initial proposal for consideration.

- From current College of Marin Policy 5.0031 titled Public Notice Relating to Meeting and Negotiating Under the EERA

(GC-3547)

Pursuant to Government Code Section 3547, the Marin Community College District hereby adopts the following public notice policy relative to meeting and negotiating with exclusive representatives under the Educational Employment Relations Act:

I. Initiation of Meeting and Negotiating

   A. Meeting and negotiating between the District and the exclusive representative shall not take place until the provisions of this policy relating to the presentation of initial proposals, public hearing, and Board adoption of its initial proposal have been completed.

II. Presentation of Initial Proposal

   A. The initial proposal of an exclusive representative or of the District, which relates to matters within the scope of representation, shall be presented at a public meeting of the Board.
1. For purposes of this policy, the term "initial proposal" shall include all non-technical amendments to an agreement.

B. After the initial proposal has been presented at a public meeting of the Board, it shall be a public record.

C. Copies of the initial proposal presented pursuant to I(A) above shall be made available as Board Agenda items.

III. Public Hearing

A. The Board shall schedule a public hearing on the initial proposal after the public has been given a reasonable time within which to become informed of the contents of the proposal. The public hearing may be scheduled to be held at a regular meeting or at a special meeting.

B. The public shall have an opportunity to express itself regarding the proposal.

IV. Presentation of the Initial Proposal in Response to the First Initial Proposal

A. Either an exclusive representative or the District may present the first initial proposal.

B. The presentation of the Initial Proposal in response to the first Initial Proposal shall be processed in accordance with Sections II and III above.

V. Adoption of the District's Initial Proposal

A. After the public has had the opportunity to express itself on the District's initial proposal, the Board shall, at a public meeting, adopt its initial proposal.

VI. New Subjects of Meeting and Negotiating

A. New subjects of meeting and negotiating arising after the presentation of initial proposals shall be made public within twenty-four hours.

B. If a vote is taken on such subject by the Board, the vote thereon by each member voting shall be made public within twenty-four hours.

See BP 7140 titled Collective Bargaining and AP 2610 titled Presentation of Initial Collective Bargaining Proposals

NOTE: This policy is legally required. 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 Policy 5.0031 titled Public Notice Relating to Meeting and Negotiating Under the EERA adopted on 2-24-82 and revised on 2-12-85 and 3-18-03. The language in underlined italics reflects revisions from Human Resources.

Date Adopted:
(Replaces current College of Marin Policy 5.0031)
BP 2716       POLITICAL ACTIVITY

References:
   Education Code Sections 7054 and 7056;
   Government Code Section 8314

Members of the Board shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board of Trustees may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding ballot measures.

Also see BP 7370 titled Use of District Resources for Political Activity

NOTE: This policy is legally required. The language in underlined regular text is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in underlined italics reflects revisions from the Board Policy Committee.

Date Adopted:
(This is a new policy recommended by the League and the League’s legal counsel)
BP 2725 BOARD MEMBER COMPENSATION

References:
Education Code Sections 1090, 35120, and 72024

Members of the Board who attend all Board meetings shall receive compensation in accordance with Education Code Section 72024. The Student Trustee will receive compensation at the discretion of the Board of Trustees (see BP 2015 titled Student Trustee). A member of the Board of Trustees who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board of Trustees may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member is performing services outside the meeting for the District, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.

- From current College of Marin Policy 1.2060 titled Composition of the Board

A Board member shall receive compensation in the maximum amount authorized by Education Code Section 72425 as it now exists or may hereafter be amended. At the December organizational meeting, the Board of Trustees will review the Board’s compensation per Education Code 72425.e. Each member may waive the right to receive the maximum compensation by indicating in writing to the District that no compensation, or partial compensation, is desired.

Board members will be compensated for one regular board meeting absence per board year (December through November) for personal reasons and one special board meeting absence per board year for personal reasons. However, such compensation will not be awarded for absence during the Budget Meeting at which the Annual Budget is approved.

A member of the Board may be paid for any meeting of the Board from which the member is absent if the Board, by resolution duly adopted and included in its minutes, finds that at the time of the meeting the member was ill or on jury duty or the absence was due to hardship, deemed acceptable by the Board. (Education Code—Section 72425)
Each member may also be reimbursed for necessary travel expenses in connection with the carrying out of his/her position on the Board as provided for in Education Code Section 72423.

Those who so elect may also receive such health and welfare benefits as are extended to District management employees, and the cost of such insurance shall be borne by the District up to the equivalent premium paid for a full-time management employee as specified in the Schedule of Salary and Conditions for Management Personnel. Any amount beyond that shall be borne by the individual member.

NOTE: This policy is legally advised. 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 Policy 1.2060 Compensation adopted on 12-10-80 and revised on 12-13-05. The language struck through is recommended for deletion. The language in underlined italics reflects revisions from the Board Committee on Policy.

Date Adopted:
(Replaces current College of Marin Policy 1.2060)
BP 2735      BOARD MEMBER TRAVEL

References:
   Education Code Section 72423 and 87032

Members of the Board of Trustees shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board. The Board is expected to travel in the most economically prudent manner possible.

❖ From current College of Marin Policy 1.2061 titled Expense Reimbursement and/or Payment

Trustees who seek reimbursement and/or payment for expenses incurred for in-state travel, conferences or meetings of governmental agencies, professional associations and educational organizations or associations shall be reimbursed and/or paid up to the annually approved limit allocated in the Board of Trustees’ travel budget. Such reimbursements and/or payments shall be governed by the applicable provisions of State law, Education Code Sections 72423 and 87032 and Board Policy 6.0009.

Out-of-state travel for Trustees must be approved in advance by a majority of the Board to be eligible for reimbursement and payment.

NOTE: This policy is legally required except as noted otherwise. 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 Policy 1.2061 titled Expense Reimbursement and/or Payment adopted on 12-10-80 and revised on 12-13-05. The language in underlined italics reflects revisions from the Board Policy Committee.

Date Adopted:
(Replaces current College of Marin Policy 1.2061)
BP 2740    BOARD EDUCATION

Reference:

ACCJC Accreditation Standard IV.B.1.f

The Board of Trustees is committed to its ongoing development as a Board and to an education program that includes an orientation for new Board members.

To that end, the Board of Trustees will engage in study sessions, provide access to reading materials, and support conference attendance, training, and other activities that foster Board member education.

NOTE: This policy is legally required. The language in underlined regular text is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in underlined italics reflects revisions from the Board Policy Committee.

Date Adopted:

(This is a new policy recommended by the League and the League’s legal counsel)
BP 2745    BOARD SELF-EVALUATION

References:

ACCJC Accreditation Standards IV.B.1.e and g

The Board of Trustees is committed to annually assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board of Trustees has established the following processes:

A committee of the Board shall be appointed at the annual organizational meeting in December to determine the instrument or process to be used in Board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these Board Policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.

The process and the instrument for evaluation shall be recommended to and approved by the Board of Trustees.

All Board members will be asked to complete the evaluation instrument and submit them to the Board Committee on Self-Evaluation.

A summary of the evaluations will be presented and discussed at a regular meeting of the Board. The results will be used to identify accomplishments in the past year, areas of improvement, and goals and objectives for the following year.

NOTE: This policy is legally required except as noted otherwise. The language in underlined regular text is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in underlined italics reflects revisions from the Board Policy Committee.

Date Adopted:
(This is a new policy recommended by the League and the League’s legal counsel)
BP 2800  NAMING OF BUILDINGS AND FACILITIES

References:
No references

This policy is intended to establish and manage the process to ensure consistency, uniformity, fitting recognition, and good value in exchange for the honor or privilege of the name association with the District. Naming opportunities shall support the strategic goals of the District by focusing fiscal resources on its institutional values and priorities, and shall serve the District's mission. Specific selection of names should be consistent with the District's role as a public trust.

The Board of Trustees shall have the final responsibility for the naming of buildings, facilities, grounds and programs within the District. All recommendations for naming shall be submitted to the Board of Trustees by the Superintendent/President, following an appropriate nomination and review process. No commitment for naming shall be made to a donor or honoree prior to Board approval of the proposed naming opportunity in the form of a Board resolution.

Naming opportunities provide the District with occasion to recognize exceptional contributions to the campus and community. Such contributions enrich and strengthen the District and its sense of heritage and are significant events in the history of the institution. Therefore, it is the policy of the Board to approve names for District buildings, facilities, grounds, and programs that recognize a significant contribution(s) to the District.

Naming may be made for an individual, family, organization, non-profit foundation or corporation. No building, facility, grounds, or program shall be named for a religious or political organization, cult, service organization or a special interest group of any type.

General Rationale
Naming a facility or program for an individual, organization, or corporation is one of the highest honors that the District can bestow. This recognition is a lasting and powerful affirmation of the honoree's connection to the District's mission. As such, honorees shall have exemplary character, an unqualified reputation for honesty, personal integrity and the highest standards of personal and professional ethics.
Each proposal for naming shall be considered on its own merits. In all cases, due diligence must be performed and observed to ensure that proposed names are suitable to the District. The Superintendent/President shall convene an ad hoc committee composed of appropriate representatives of the Board of Trustees, faculty, and administrative staff to review the proposed name before submission to the full Board of Trustees by the Superintendent/President.

The naming of District facilities, grounds or program neither implies nor constitutes legal ownership by the individual or group for whom it has been named. The naming of a District facility also does not imply any obligation to the named individual or group beyond the maintenance of the commemorative identification of the facility.

**Naming Criteria**
The Board of Trustees shall consider any of the following conditions as appropriate reason for the naming of a facility, grounds, or program:

1. To designate the function of or discipline to be served by a building or facility, or the mission or purpose of a program;

2. In honor of an individual, family, organization, non-profit foundation or corporation which has made a major, significant financial contribution to the District;

3. In recognition of an individual who has made a significant contribution of service to the District;

4. To reflect natural or local area geographic features.

In special circumstances, the Board of Trustees may waive any or all of the above criteria.

**Acceptable Forms of Donations**
In recognition and appreciation of an individual, family, organization, non-profit foundation or corporation for significant financial or service contributions, the District may name facilities, grounds or programs in honor of significant contributors of funds or service to the District according to the following guidelines:

1. Acceptable forms of gifts to result in a naming include: cash, appreciated securities, real property, and under special circumstances, life income gifts (charitable remainder trusts), gifts through estate planning, and gift-in-kind. Naming opportunities shall be available for a deferred gift if the gift is irrevocable and the District is provided with a copy of the duly signed and executed estate
planning document designating the gift as irrevocable. In most cases, gifts may be made through legally binding pledges fulfilled within no more than five years.

2. In instances when private funds are needed to pay for immediate remodeling, renovation and/or construction, donations made through irrevocable deferred gift techniques shall not be accepted. A naming opportunity may, however, be accepted for an existing, unnamed facility not requiring major remodeling or renovation as long as the irrevocable deferred gift technique has been analyzed and approved by an actuarial study and depreciated over the life expectancy of the donor.

3. The Board shall take into consideration the significance and amount of the proposed gift or gifts or service as either or both relate to the realization, completion or enhancement of a facility or property.

From current College of Marin Policy 8.0003 titled Naming of College and District Buildings or Facilities

The Board of Trustees has the responsibility of approving the names of any building or facility on any campus of the District, and to commemorate such action with a standardized plaque funded by the District.

The Board establishes the following criteria as appropriate for naming a building or part of a building or facility in the District:

1. To honor living or deceased persons who have contributed to the District in an exceptional way through service or monetary contributions.

2. To designate the function of the building or facility.

3. To reflect natural and geographical features.

4. To reflect a traditional theme of the College or the District, such as recognition of California Native American tribes or nations.

5. The naming of a building, part of a building or facility shall be in perpetuity.

The Superintendent/President shall establish and maintain procedures to be followed by individuals or groups in requesting a name for a building.

The Board shall specify procedures for implementation for each project which shall include accounting of all contributions pledged and received.

NOTE: The wording in black ink is from current College of Marin Policy 8.0003 titled Naming of College and District Buildings or Facilities adopted on 11/10/92 and revised on 3/13/01. The
information in **underlined italics** reflects recommended revisions by the Superintendent/President.

**Date Adopted:**
(Replaces current College of Marin Policy 8.0003)
BP 6300  FISCAL MANAGEMENT

References:

Education Code Section 84040(c);
Title 5 Section 58311;
Accreditation Standard III.D.2

The Superintendent/President shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5 Section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

❖ From current College of Marin Policy 6.0001 titled Fiscal Year

The fiscal year period shall commence on the first day of July in each calendar year and shall end on the thirtieth day of June in the succeeding calendar year.

❖ From current College of Marin Policy 6.0002 titled Financial Accounting System
The Superintendent/President shall ensure that the District financial accounting system provides that all funds which are received and disbursed by the District, whether derived from property tax proceeds, State apportionment, student fees, donations, special categorical program revenue, college activities, or other sources, are received and disbursed in accordance with Board policies, State and Federal laws, the California Community Colleges Budget and Accounting Manual, and Generally Accepted Accounting Principles. The accounting system is to be a centralized operation, which is administered and coordinated through the District Vice President for Administrative Services.

- From current College of Marin Policy 6.0005 titled Revolving Cash Fund

A revolving cash fund in an amount to be approved annually by the Board, consistent with State regulations, shall be maintained for emergency situations, prepaid travel expenses, purchase from vendors who will not accept purchase orders, and other incidental expenses. This fund shall be deposited in a local bank and administered in accordance with Board Policy.

- From current College of Marin Policy 8.0027 titled Assignment/Scheduling of District Facilities

It is the Board’s directive that when District facilities are being assigned or scheduled, the following factors shall be considered:

1. Space assignment for instructional programs, offices, and support services will follow State standards, Title 5, California Administrative Code, Section 57920 and 57932.

2. Scheduling of classrooms for instructional programs will be made considering the following priority order:

   A. Student need and access.

   B. Efficient use of classrooms.

      1. Appropriate classroom space for equipment and activity needs.

      2. Appropriate classroom space for class enrollment.

      3. Consolidate use of rooms into minimum number of buildings; thus, minimize overhead costs, such as custodial, maintenance, and utilities.

   C. Access for handicapped instructional staff.
D. Impact on campus parking.

E. Traffic impact on Highway 101 corridor, Sir Francis Drake Boulevard and College Avenue.

3. Assignment and scheduling of facilities use for Community Service programs and community use will be made under full, uniform cost accounting procedures, including direct and indirect costs, to assure that no State funds are used for their support.

(See also Board Policy 3.0010, Community Use of District Facilities)

Also see AP 6300 titled Fiscal Management

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 Policies 6.0001 titled Fiscal Year adopted on 7/29/81 and revised on 3/12/85; 6.0002 titled Financial Accounting System adopted on 7/29/81 and revised on 3/12/85; 6.0005 titled Revolving Cash Fund adopted on 7/29/81 and revised on 3/12/85; and 8.0027 titled Assignment/Scheduling of District Facilities adopted on 6/25/86. The language struck through is recommended for deletion. The language in underlined italics is language added by College Operations. This BP was reviewed by the Board Policy Task Force and recommended to move forward by College Council at its 12/3/09 meeting.

Date Adopted:
(Replaces current College of Marin Policies 6.0001, 6.0002, and 6.005)
BP 6540   INSURANCE

References:
   Education Code Sections 70902, 72502, 72506, and 81601 et seq.

The Superintendent/President shall be responsible to secure insurance for the District as required by law, which shall include but is not limited to the liabilities described in Education Code Section 72506 as follows:

- Liability for damages for death, injury to persons, or damage or loss of property;
- Personal liability of the members of the Board and the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his or her office or employment. The Superintendent/President may authorize coverage for persons who perform volunteer services for the District; and
- Worker's compensation insurance.

Insurance also shall include fire insurance and insurance against other perils.

The District may join in a joint powers agreement pursuant to Education Code Section 81603 for the purposes described in this policy.

❖ From current College of Marin Policy 6.0006 titled Insurance Coverage

(EC-72506)

It shall be the responsibility of the Superintendent/President to ensure that the District is adequately covered by for risks in the following areas:

A. Property  
B. Liability  
C. Automobile  
D. Fidelity-Bonds  
E. Boiler and Machinery  
F. Watercraft  
G. Director and Officers Liability  
H. Flood  
I. Workers' Compensation
This risk coverage shall be limited to activities related to District business.

Insurance coverage policies pertaining to employee fringe benefit programs (i.e., health, dental, insurance, etc.) are presented in the Personnel Policy section.

(See also 5.0040, 7.0030)

Also see BP 5205 titled Student Accident Insurance as well as AP 7381 titled Health and Welfare Benefits

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 6.0006 titled Insurance Coverage adopted on 7/29/81 and revised on 3/12/85 and 5/12/92. The language struck through is recommended for deletion. The language in underlined italics is language added by Maintenance and Operations. The Policy and Procedure Task Force reviewed this policy on November 12, 2008. This BP was recommended by College Council to move forward at its 12/3/09 meeting.

Date Adopted:
(Replaces current College of Marin Policy 6.0006)
BACKGROUND

On January 19, 2010 the Board of Trustees approved the project and authorized bidding for the Utilities IVC Project (407B). The project consists of the installation of a ground coupled heat exchanger (geothermal) field, with 195 bores at approximately 250 feet deep. The geothermal field (bores) will be located in Parking Lots 3, 4 and a portion of Ignacio Blvd at the Indian Valley Campus. The hydronic piping will be run to Power Plant 2, which will be renovated. Mechanical equipment inside Power Plant 2 includes three pumps and related piping and hydronic appurtenances, as well as electrical gear.

The Bid Opening is scheduled for Tuesday, March 16, 2010 at 2:00 p.m and the bid results will be presented to the Board at the evening meeting on the same day. At the conclusion of the five (5) business day bid protest period ending on Tuesday, March 23, 2010, ratification for this construction contract will occur at the next scheduled Board meeting following the award of a construction contract, to the low responsible bidder.

The Board of Trustees is asked to authorize award of a construction contract to the lowest responsible bidder following the five (5) business day bid protest period.

FISCAL IMPACT

The final construction cost estimate for this contract is $2,000,130. The contract will be paid from bond funds budgeted for the Utilities IVC Project (407B).

RECOMMENDATION

The Superintendent/President recommends that the Board award a construction contract for the Utilities IVC Project (407B) to the lowest responsible bidder following the five (5) business day protest period.
BACKGROUND:

Ralph Andersen and Associates was selected as the consultancy firm to assist the District with the recruitment and selection process for the impending Superintendent/President vacancy. Based upon the Board of Trustees’ direction regarding process, the following recommendations are being presented for Board approval.

1) The Board of Trustees will finalize the content of the Superintendent/President recruitment brochure, which includes minimum qualifications, screening criteria, and application requirements.

2) The Board of Trustees will finalize the composition of the interview committee.

3) The Board of Trustees will adopt the anticipated recruitment timeline.

4) The Board of Trustees will support the committee’s recommendation and appoint the 2 community members.

5) The Board of Trustees will approve a March 30, 2010, 5:30 -6:30 p.m. Special Board meeting with this open session item: “Discussion of transition planning for Interim Superintendent/President services concept, planning, and process.”

RECOMMENDATION:

Recommendations will be brought to the Board meeting.
MARIN COMMUNITY COLLEGE DISTRICT  
Kentfield, CA  94904

BOARD AGENDA ITEM

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**BACKGROUND:**

The Board of Trustees wishes to enter into an agreement with the law firm of Kronick, Moskovitz, Tiedemann & Girard for legal services to be performed only as specifically directed by the Board of Trustees on behalf of the Marin Community College District. Fees and costs will be paid from the district’s legal services budget.

**RECOMMENDATION:**

The President of the Marin Community College Board of Trustees recommends that the Board approve the Agreement for Legal Services between the Marin Community College District and the law firm of Kronick, Moskovitz, Tiedemann & Girard.

Administrator Initiating Item: Eva Long, Board President
BOARD AGENDA ITEM

To: Board of Trustees

From: Superintendent/President

Date: March 16, 2010

Item & File No. B.11

Subject: First Reading of Revised Board Policies

Reason for Board Consideration:

Enclosure(s):

INFORMATION

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 2100, 2305, 2715, 3050, 4106, 4107, 5030, 5400, 5410, 5420, 6200 and 1200 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 2100, 2305, 2715, 3050, 4106, 4107, 5030, 5400, 5410, 5420, 6200 and 1200 for first reading and discussion.

Administrator Initiating Item    Dr. Frances L. White, Superintendent/President
BP 2100  BOARD ELECTIONS

References:
   Education Code Sections 5000 et seq.

The term of office of each trustee shall be four years, expiring the first Friday in December following the general election in November. Elections shall be held every two years, in odd numbered years. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election.

❖ From current College of Marin Policy 1.2020 titled Election and Term

Members of the Board, except the student member, shall be elected in the manner specified by law. A candidate shall be 18 years of age or older, a citizen of the state, a resident of the District, a registered voter and not disqualified by the Constitution or laws of the state from holding civil office.

The term of each Board member shall commence on the first Friday of December next succeeding his/her election and shall be for four years, except that a member appointed to fill a vacancy shall hold the office only until the next regularly scheduled Board election. All members shall serve after the expiration of their respective terms until the election or appointment and qualification of their successors. E.C. 5047

❖ From current College of Marin Policy 1.2030 titled Oath of Office

Newly-elected members of the Board shall be qualified by taking the following oath of office complying with the California Constitution and Government Code:

"I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."

NOTE: This policy is legally advised. 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 1.2020 titled Election and Term and 1.2030 titled Oath of Office adopted on 12-10-80 and revised on 5-10-05. The language struck through is recommended for deletion. The language in underlined italics reflects revisions from the Board Committee on Policy.

Date Adopted:
(Replaces current College of Marin Policies 1.2020 and 1.2030)
BP 2305  ANNUAL ORGANIZATIONAL MEETING

Reference:
Education Code Section 72000(c)(2)(A)

The Organizational Meeting of the Board shall be held annually in connection with the regular meeting in December.

The specific business before this meeting shall be the election of officers; the determination of the regular meeting schedule of the Board; the re-adoption or revision of policies for its own operation and the operation of the District, thereby rescinding all policies not re-adopted; and the appointment from its membership of a representative to:

a)—Board-Subcommittees;
b) —Marin County School Boards Association and Trustee Representative to Elect Members of the County Committee on School-District Organization;

c) —Legislative Representative to California Community College Trustees/California School Boards Association (CCCT/CSBA) and liaison with the Community College League of California (CCLC);

d) —The Education Task Force; and

e) —Representatives to other agencies and committees where Board representation is appropriate.

Board officers shall be elected annually at the Organizational Meeting of the Board.

Any Board officer may be nominated and elected to the same post for no more than two consecutive years if voted and elected by the majority of the Board. A Trustee shall have the option to decline to serve in a Board officer role.

At the end of the second year, the Board member elected for a two-year term will vacate the office for at least a one-year duration.

No incumbent who is seeking re-election to the Board of Trustees is eligible to assume the responsibility of the Board of Trustees President office during the year s/he is seeking re-election to the Marin Community College Board of Trustees.

Also see BP 2210 titled Officers.

Black language represents current College of Marin language. Language stricken reflects revision for legal counsel and recommendation by Board Policy Committee.

Date Adopted: April 21, 2009
(Replaces College of Marin Policies 1.3020, 1.3021, and 1.5010)
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.5)

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 deliberate 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 3050    INSTITUTIONAL CODE OF ETHICS

Reference:  
ACCJC Accreditation Standard III.A.1.d

The District shall establish an Institutional Code of Professional Ethics.

Also see BP/AP 2715 titled Code of Ethics/Standards of Practice

NOTE: The language in underlined regular text is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in underlined italics is recommended by the Office of Organizational Development and Planning.

Date Adopted:
(This is a new policy recommended by the League and the League’s legal counsel)
BP 4106 NURSING PROGRAMS

References:
Education Code Sections 66055.8, 66055.9, 70120, 70124, 70125, 70128.5, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and 92645; Title 5 Sections 55060 et seq. and 55521; and Health and Safety Code Section 128050

Nursing students who have already earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements that may be required for an associate degree. Instead, these students only need to complete the coursework necessary for licensing as a registered nurse.

Admission to the nursing program when the number of applicants exceeds its capacity shall be by a random selection method.

NOTE: The language in underlined regular text reflects legally required language recommended by the Community College League and the League's legal counsel. The wording in black ink is from current College of Marin Policies 2.0022 titled Allied Health Program Regulations adopted 5/10/94 and 2.0014 titled Clinical Affiliations adopted on 2/24/82 and revised on 2/12/85. The language in underlined italics was added by the Director of Health Sciences Programs.

Date Adopted:
(Replaces current College of Marin Policies 2.0022 and 2.0014)
BP 4107  HEALTH SCIENCE PROGRAMS

References:
Title 22 Sections

❖ From current College of Marin Policy 2.0022 titled Allied Health Program Regulations

Program Specific Policies and Procedures
The Health Sciences Occupations Programs - Registered Nursing, Dental-Assisting, Medical-Assisting, Certified Nursing Assistant, and Emergency Medical Assistant — need to have specialized regulations (formerly called program policies) and procedures to prepare students for the workplace that. These regulations are essential for consumer protection. The Department of Consumer Affairs has regulations and training requirements for health occupations programs. The Board of Registered Nursing ensures that schools of registered nursing comply with educational requirements of the Nurse Practice Act. The Commission on Dental Accreditation ensures that the Dental Practice Act is followed, and the Medical Board of the California Division of Allied Health Professionals defines the regulations and training requirements for Medical Assistants. Title 22 of the California Code of Regulations specifies standards for the training and practice of EMT and NA programs. Because the regulations are specific to each program and are required by regulating bodies, the coordinators of each program and the Director of Nursing Health Sciences are accountable to these regulating boards. shall ensure that required program policies specific to each discipline are developed and implemented.

Each of these programs has developed program policies and procedures over the years. Some are built on existing District Policies and some are in addition to these Policies. Each program ensures students are informed of the program-specific policies and procedures. publishes a handbook for students that contains these regulations. It is important that the College Senates, administration, President, and Board of Trustees be aware of, sanction, and support the regulations if challenged. This policy authorizes administration to approve, after appropriate consultation (with Senates, college and legal services) specialized program regulations. The President will approve the regulations and share them on an informational basis with the Senates and College Board.
From current College of Marin Policy 2.0014 titled Clinical Affiliations

**Clinical Agency Agreements**
The *Health Sciences Programs* of the District require that clinical affiliations with various area hospitals and agencies are be developed and maintained. Therefore, the District Superintendent/President shall develop such affiliations as appropriate to the needs of the District's *Health Sciences Programs*. All new or continuing clinical affiliations containing substantive changes shall be approved by the Board.

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**NOTE:** The wording in **black ink** is from current College of Marin Policies 2.0022 titled Allied Health Program Regulations adopted 5/10/94 and 2.0014 titled Clinical Affiliations adopted on 2/24/82 and revised on 2/12/85. Text in **black bold** is recommended to remain. Struck through text is recommended for deletion. The language in **underlined italics** was added by the Director of Health Sciences Programs.

**Date Adopted:**
(This is current College of Marin Policies 2.0022 and 2.0014 – just re-numbered)
BP 5030 FEES

References:
Education Code Sections 76141, 76142, and 76300 et seq.

The Board of Trustees authorizes the following fees. The Superintendent/President shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the catalog and schedules of classes.

Community Service Fee (Education Code Section 78300): The District shall charge each student enrolled in community service classes a fee not to exceed the cost of maintaining community service classes.

Credit by Examination Fee (Title 5 Section 55753): The District shall charge a reasonable fee for credit by examination which shall be the per unit enrollment fee established by Education Code Section 76300.

Enrollment Fee (Education Code Section 76300): Each student shall be charged a fee for enrolling in credit courses as required by law. Special part-time students who are concurrently enrolled in grade 12 or lower as described in Education Code Sections 76001 and 48800 et seq. are exempt from paying enrollment fees.

Fee Refunds (Title 5 Section 58509; Education Code Section 66700): The refunding of various fees shall be in accordance with the law and AP 5030 titled Fees.

General Education Diploma (GED) Administrative Testing/Retesting Fee: The District shall charge a GED Testing/Retesting Fee not to exceed the cost of administering the GED Exam.

Health Fee (Education Code Section 76355): All students shall be charged the health fee equally, including full and part-time students, provided for in law and as approved by the Board of Trustees. Students who depend exclusively upon prayer for healing in accordance with the teachings of bona fide religious sect shall be considered for an exemption of this fee.
International Student Application Processing Fee (Education Code Section 76142): The District shall charge students who are both citizens and residents of a foreign country a fee to process their application for admissions.

International Students/Resident Capital Outlay Fee (Education Code Section 76141): The District may charge non-resident students who are both citizens and residents of a foreign country a capital outlay fee. The amount of the fee may not exceed the amount that was expended for capital outlay in the preceding fiscal year divided by the actual full-time equivalent students in the preceding fiscal year. Additionally, the fee cannot be more than 50 percent of the non-resident tuition fee.

Instructional Materials Fee (Education Code Section 76365; Title 5 Sections 59400 et seq.): Students may be required to pay a fee for instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

Parking Fee (Education Code Section 76360): Each student purchasing a parking permit shall be charged a Board approved fee. At the Board’s discretion, parking fees for non-students parking on District property may be assessed.

Physical Education Facilities (Education Code Section 76395): Where the District incurs additional expenses because a physical education course requires the use of non-District facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student’s calculated share of the additional expenses incurred by the District.

Refund Processing Fee (Title 5 Section 58508): The District shall retain the maximum amount as prescribed in Title 5 Section 58508 for the processing of refunds.

Returned Check and/or Declined Credit Card Fee: The District shall charge a fee not to exceed the cost for processing and administering a returned check and/or declined Visa or Master Card.

Student Representation Fee (Education Code Section 76060.5): Students may be charged a fee per semester to be used to provide support for student government affairs representation. Students may refuse to pay the fee for religious, political, financial, or moral reasons and shall submit such refusals in writing to the Director of Student Affairs.

Transcript Fee/Verification of Enrollment (Education Code Section 76223): The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Superintendent/President is authorized to establish a fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of student records or for
two verifications of various records. There shall be no charge for searching for or retrieving any student record.

- From current College of Marin Policy 6.0011 titled Tuition and Fees

1. **Non-Resident Tuition** (EC 76140, 76142-3)

   The Board shall establish a non-resident tuition fee schedule for out-of-state and foreign students not later than February 1 of each year for the succeeding fiscal year.

2. **Enrollment Fee** (EC 72252)

   Pursuant to the provisions of EC 72252, there shall be an enrollment fee established by the State for students enrolled in credit classes.

3. **Materials Fees** (Title 5, 59400-8)

   Pursuant to the provisions of Title 5, 59400-8, when appropriate, there shall be a charge for instructional and other materials required for a credit or non-credit course, provided such materials are of continuing value to a student outside of the classroom setting, and provided that such materials are not solely or exclusively available from the College. The College shall not charge more than the actual cost of providing the materials.

4. **Non-Credit Resident/Non-Resident Fee** (EC 78460-62.5)

   Non-credit students who are not legal residents of California will also be charged for State-supported classes, except for classes where fees are restricted by law.

5. **Transcript/Verification Fee** (EC 76223)

   The Board shall establish the charge for a copy of any student's record. The amount shall not exceed the actual cost of furnishing the copies. No charge shall be made for furnishing up to two transcripts of students' records or up to two verifications of various records of students. No charge may be made to search for or to retrieve any student record.

6. **Parking Service Fee** (EC 72247)

   The Board shall establish a charge to be required of students using parking services. All parking fees collected shall be deposited in the designated fund of the College in accordance with the California Community Colleges Budget and Accounting Manual and shall be expended only for parking services such as the purchase, construction, and operation and maintenance of parking facilities.
no event may the fee required pursuant to this statute exceed the actual cost of providing parking services.

Students who receive financial assistance pursuant to any of the programs described in subsection (G) of EC 72252 shall be exempt from semester parking permit fees in excess of twenty dollars ($20) per semester.

7. Health Service Fee

The Board shall establish a Health Service fee to be required of all students at the time of registration.

8. Other Fees

Other fees may be levied as allowed by law.

9. Refunds

All fees are non-refundable except as indicated below:

Non-Resident Tuition for Credit Classes
100% refund through the second week
70% refund through the third week
50% refund through the fourth week
30% refund through the fifth week
20% refund through the sixth week
No refunds will be granted after the sixth week of instruction.

Enrollment Fee: Refunds will be granted through the second week of instruction. A service charge will be withheld from refunds unless the class is canceled by the College.

Materials Fees: Refunds will be granted through the second week of instruction, when accompanied by a confirmation from the instructor that no materials have been used. Students will also be entitled to refunds if they provide confirmation from the instructor that comparable materials were supplied by the students themselves.

Non-Credit Resident/Non-Resident Fee: Refunds will be made only if requested classes are closed or canceled.

From current College of Marin Policy 3.0041 titled Criteria for Establishing Fees (EC 66150, 5 CCR 51012)

Fees shall be assessed for community education and services programs in accordance
with the program definition and classification system established in Board Policy 3.0002.

No base fees shall be charged for community education courses as defined, since such courses are eligible for full-apportionment from the State.

Base fees shall be charged for community services courses and activities as defined, in an amount not to exceed the cost of maintaining such courses and activities.

A materials fee may be charged, however, for all community services courses in which the student is provided materials by the District and shall be charged if the student takes home a finished product which he/she made from materials provided by the District as part of the course.

Partial or total waivers of base fees may be granted to adults who meet current State Federal poverty criteria. The following exemplify evidence of poverty: prolonged unemployment, qualification for financial aid as an undergraduate, AFDC eligible parent, CETA client, older adult living on low fixed income. Laboratory fees for materials and supplies shall not be waived or reduced.

All fees shall be based on a formula approved by the Board.

\* From current College of Marin Policy 3.0044 titled Refunds (5 CCR 58508)

Full refunds (or Visa/Mastercard credit) shall be issued automatically if a class is cancelled by the District or in other cases of institutional responsibility.

Requests for refunds for reasons other than institutional responsibility shall be granted if the request is received by the District by stipulated deadline. A processing fee will be charged.

Also see BP 5020 titled Non-resident Tuition and BP 4400 titled Community Service Programs

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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 wording in **black ink** is from current College of Marin Policy 6.0011 titled Tuition and Fees adopted on 12/10/85 and revised on 6/25/91; Policy 3.0041 titled Criteria for Establishing Fees adopted on 10/28/81 and revised on 1/15/85; and Policy 3.0045 titled Refunds adopted on 10/28/81 and revised on 6/26/84 and 6/11/86. The language struck through is recommended for deletion. The language in **underlined italics** was added on 4-8-09 during the Administrative Review Session.

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**Date Adopted:**
(Replaces current College of Marin Policies 6.0011, 3.0041, and 3.0045)
BP 5400  ASSOCIATED STUDENTS ORGANIZATION

Reference:
Education Code Section 76060

The students of the District are authorized to organize a student body association. The Board of Trustees hereby recognizes that association as the Associated Students of the Marin Community College District.

The Associated Students Organization is recognized as the official voice for the students in District decision-making processes. It may conduct other activities as approved by the Superintendent/President. The Associated Students Organization activities shall not conflict with the authority or responsibility of the Board of Trustees or its officers or employees.

The Associated Students Organization shall conduct itself in accordance with state laws and regulations and administrative procedures established by the Superintendent/President.

The Associated Students Organization shall be granted the use of District premises subject to such administrative procedures as may be established by the Superintendent/President. Such use shall not be construed as transferring ownership or control of the premises.

- From current College of Marin Policy 4.0028 titled Associated Students (EC 76060)

It shall be the policy of the Board to encourage students to govern themselves through their respective student body associations.

Therefore, the Board recognizes the respective Associated Student organizations of College of Marin: College of Marin Campus, and Emeritus College as separate units of student government, to be governed by their respective Bylaws which shall not be in conflict with Board policies or District regulations and procedures and with State laws.
In addition to the aforementioned three separate units of student government, there shall be a College-wide Student Senate which shall serve as a forum for the students in the Marin Community College to discuss issues of common concern.

To implement this policy, the establishment of the College-wide Senate is referred to the respective student governments to determine its structure and membership thereon, term of office of the members, their manner of selection, and recommended authority, with their recommendations concerning these matters being subject to Board approval.

(The foregoing two paragraphs is a policy codification of the action adopted by the Board of Trustees at its meeting on June 5, 1984.)

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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 wording in black ink is from current College of Marin Policy 4.0028 titled Associated Students adopted on 2/24/82 and revised on 2/12/85. The language struck through is recommended for deletion.

Date Adopted:
(Replaces current College of Marin Policy 4.0028)
BP 5410  ASSOCIATED STUDENTS ORGANIZATION ELECTIONS

References:
Education Code Section 76061:
College of Marin Associated Students' Election Code

The Associated Students Organization shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the District.

Any student elected as an officer in the Associated Students Organization shall meet both of the following requirements:

- The student shall be enrolled in the District at the time of election and throughout his/her term of office, with a minimum of five semester units or the equivalent.
- The student shall meet and maintain the minimum standards of scholarship (see BP 4220 titled Standards of Scholarship and related administrative procedures).

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 is recommended by Student Services.

Date Adopted:
(This is a new policy recommended by the CC League and the League's legal counsel)
BP 5420 ASSOCIATED STUDENTS ORGANIZATION FINANCE

References:
Education Code Sections 76063–76065

The funds of the Associated Students Organization shall be deposited with and disbursed by the District.

The funds shall be deposited, loaned, or invested in one or more of the ways authorized by law.

❖ From current College of Marin Policy 6.0014 titled Student Body Fund (EC 76063, 76065)

It shall be the policy of the Board to establish financial supervision and controls for the administration of the various activities operated for the benefit of the student body.

The student body funds of the District are independent funds administered by student organizations. They are not part of District funds; however, the student body funds shall be administered in accordance with District accounting procedures and shall be subject to annual audit.

A financial report of the condition of each general organization shall be submitted to the Board of Trustees annually.

Student body budget and financial reports are to be approved by the Board of Trustees.

Also see BP/AP 6150 titled Designation of Authorized Signatures

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 6.0014 titled Student Body Fund adopted on 2/24/82 and revised on 3/12/85. The language struck through is recommended for deletion. The language in underlined italics is recommended by Student Services.

Date Adopted:
(Replaces current College of Marin Policy 6.0014)
Marin Community College District Policy No. 6200

Business and Fiscal Affairs

BP 6200  BUDGET PREPARATION

References:
Education Code Section 70902(b)(5);
Title 5 Sections 58300 et seq.;
Title 5 Sections 58191-58194;
Accreditation Standard III.D

Each year, the Superintendent/President shall present to the Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Budget development shall meet the following criteria:

- The annual budget shall support the District's master and educational plans.
- Both short-term and long-term goals and objectives, and broad based input are coordinated with District educational planning.
- Assumptions upon which the budget is based are presented to the Board for review.
- A schedule is provided to the Board by October of each year that includes dates for presentation of the tentative budget, required public hearing(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.
- Unrestricted general reserves shall be no less than the prudent reserve defined by the State Chancellor's Office and Board Budget Priorities.
- Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.
- Budget projections address long-term goals and commitments.
- Business practices for fiscally sound financial planning will be followed.

- From current College of Marin Policy 6.0003 titled Budget

The District budget represents the approved fiscal and educational plan of the Board. It shall attempt to meet the stated philosophy, mission, and goals of the District.

Pursuant to Title 5, Community College Regulations (58101-58194), the Superintendent/President shall submit to the Board for its review and approval an
annual budget of all District funds to be utilized for the maintenance and operation of the District and all revisions thereto in accordance with the requirements of State laws. As such, the budget shall, wherever possible:

1. Reflect the best, possible distribution of available funds in accordance with the District Master Plan.

2. Be a fiscally sound plan.

3. Contain contingency funds adequate to meet reasonable and unforeseen demands.

4. Include funds from grants where such grants meet such conditions set forth in the Board Policy on Application for External Funds.

5. Provide funds for the necessary maintenance and replacement of buildings and equipment.

The Superintendent/President shall administer the Board-approved budget and is accordingly authorized to approve expenditures authorized in the approved budget. Transfers within the approved budget shall be approved by the Board of Trustees.

Also see AP 6200 titled Budget Preparation

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 wording in black ink is from current College of Marin Policy 6.0003 titled Budget adopted on 7/29/81 and revised on 3/12/85. The language struck through is recommended for deletion. The information in underlined italics is language added by College Operations.

Date Adopted:
(Replaces current College of Marin Policy 6.0003)
BP 1200 MISSION

Reference:
ACCJC Accreditation Standard 1

The mission of the Marin Community College District:

College of Marin's commitment to educational excellence is rooted in our mission to provide excellent educational opportunities for all members of our diverse community by offering:
- preparation for transfer to four-year schools and universities;
- workforce education;
- basic skills improvement/English as a Second Language;
- intellectual and physical development; and lifelong learning; and
- cultural enrichment.

The College of Marin is committed to responding to community needs by offering student-centered programs and services in a supportive, innovative learning environment with a strong foundation of sustainability, which will instill environmental sensitivity in our students.

In order to assure that the College of Marin Mission Statement continues to be current and up-to-date, the Board will review it annually.

Date Adopted: December 9, 2008
(Replaces College of Marin Policy 1.7020)

Note:
This is a revision to current Board Policy 1200 recommended by College Council at its March 11, 2010 meeting. Black language represents current College of Marin language. New policy language is underlined.
RESOLUTION No. 3/16/10 B.12.a(1)
IN SUPPORT OF MARCH AS “WOMEN’S HISTORY MONTH”

Whereas American women of every race, class and ethnic background have made historic contributions to the growth and strength of our Nation in countless recorded and unrecorded ways;

Whereas American women have played and continue to play a critical economical, cultural, political and social role in every sphere of the life of the Nation by constituting a significant portion of the labor force working inside and outside of the home;

Whereas American women have played a unique role throughout the history of the nation by providing the majority of the volunteer labor force of the Nation;

Whereas American women were particularly important in the establishment of early charitable, philanthropic, and cultural institutions in our nation;

Whereas American women of every race, class, and ethnic background served as early leaders in the forefront of every major progressive social change movement;

Whereas American women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and other movements, especially the peace movement, which have created a more fair and just society for all; and

Whereas despite these contributions, the role of American women in history has been consistently overlooked, under-represented and undervalued, in the literature, teaching and study of American History;

Now, therefore be it resolved, that the Marin Community College District supports the observance of March as “Women’s History Month.”
I, ____________________________, do hereby certify that the foregoing Resolution No. 3/16/10 B.12.a.1 was duly adopted by the Board of Trustees of the Marin Community College District at a meeting thereof held on the 16th day of March, 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
<table>
<thead>
<tr>
<th>Carole Hayashino, Member</th>
<th>Wenden Treanor, Member</th>
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<tr>
<td>Phillip J. Kranenburg, Member</td>
<td>Barbara Dolan, Member</td>
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<tr>
<td>Eva Long, Ph.D., Member</td>
<td>Diana Conti, Member</td>
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<tr>
<td>James Namnath, Ph.D., Member</td>
<td>Nathaniel Parker, Student Member</td>
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</table>
A. Closed Session

The Board of Trustees of the Marin Community College District met in AC108 on the Kentfield campus, all members having received notice as prescribed by law. Board President Long called the meeting to order at 7:06 p.m. All publicly elected Trustees were present except Trustee Kranenburg, who arrived at 7:16 p.m., and Trustee Treanor, who participated by telephone from Mt. View, California.

M/s (Namnath/Hayashino) to adopt the agenda. The motion passed by a unanimous vote of 7-0.

No action was taken.

Board President Long adjourned the meeting at 9:30 p.m.
A. Board Study Session

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

The Board of Trustees of the Marin Community College District met for a Board Study Session on February 16, 2010 in Milwok 181 on the Indian Valley campus, all members having received notice as prescribed by law. Board President Long called the meeting to order at 5:20 p.m. All publicly elected Trustees were present except Trustee Hayashino, who arrived at 5:50 p.m., and Trustee Kranenburg, who participated by telephone from Truckee, California. Student Trustee Parker was absent.

M/s (Conti/Treasor) to approve the agenda for the Board Study Session. The motion passed by a unanimous vote of 6-0.

2. Public Comment
None

3. Presidential Search
Linda Beam, Executive Dean of Human Resources & Labor Relations, introduced Dr. Stan Arterberry, Senior Consultant with Ralph Andersen & Associates, who updated the Board on the presidential search process which he is facilitating for us. He noted that he left flyers advertising our position opening at conferences and site visits he recently attended and planned to spread the word at the upcoming ACCCA Conference. He reported that he has had some inquiries about the position and that he has met with each Trustee to obtain input on the qualities we are looking for in the next CEO and the challenges that will
be faced by that person.

Dr. Arterberry distributed a document entitled Effective Board & CEO Relationships and suggested that the Board have a workshop on Board-CEO relationships immediately after the person is hired to set the right tone for our organization. He also asked the Board to decide now what to do if we don’t have someone on board by July 1.

4. Board Discussion

Dr. Arterberry then distributed a document on the Superintendent/President Selection process and asked the Board to review and sanction it. Board members commented on specifics of the proposed process including the composition of the search committee and the number of finalists to be forwarded to the Board. Concern was expressed over maintaining the confidentiality of the search process and Executive Dean Beam stated that members of the search committee would be required to sign a confidentiality agreement that would continue after the process has been completed. Some Trustees advocated having an odd number of people on the search committee to avoid a tie vote. It was noted that committee members will have to attend all interviews or they’ll be removed from the committee. After discussion the Board agreed on a 15 member search committee comprised of 3 faculty representatives, 3 classified representatives, 3 management/supervisory/confidential representatives, 3 student representatives, 2 community representatives, and 1 member of the COM Foundation. Board members agreed that consensus would be the preferred method of decision making by the search committee and that they would be comfortable with a minimum of 4 finalists.

Board members discussed and reviewed a document entitled MCCD Superintendent/President draft brochure content (copy attached). They decided to use the more inclusive option #3 listing of minimum and preferred qualifications. Dr. Arterberry asked for leeway to include some of the personal characteristics that Trustees would like to see in the new CEO in the brochure.

5. Recess to Regular Meeting
The Study Session was recessed to the regular meeting at 6:35 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 6:45 p.m. by Board President Long in Miwok 181 on the Indian Valley campus. She announced that the meeting was being recorded to facilitate the preparation of minutes. All publicly elected Trustees were present except Trustee Kranenburg, who
participated by telephone from Truckee, California. Student Trustee Parker was absent.

M/s (Namnath/Dolan) to approve the agenda with these changes: B.8.J (Approve Revised Board Policies) and B.10 (Board Policy Review – 1st read) were tabled to the March 16 meeting to allow time for the Board Policy Committee to meet and complete their work on these policies and J.11.A (Board Study Session) and 9.A.1 (New Academic Center Design Award) were moved to the top of the agenda. The motion to approve the agenda with these changes passed by a vote of 5-2. Trustees Treanor and Hayashino voted no as they were opposed to delaying B.8.J (Approve Revised Board Policies) and B.10 (Board Policy Review-1st read).

2. **Citizens’ Requests to Address the Board on Non-Agenda Items**
   None

11. **Board Study Session**
   A. **Review New Information Regarding Architect Selection**

   V-Anne Chernock, Director of Modernization, reviewed the activities regarding architect selection for the new Academic Center that have taken place since the last Board meeting. She reminded Board members that they are being asked to select a design concept and that there will be a year-long design process with many opportunities for community input. She reported that approximately 40 people came to 5 open houses where they were given the opportunity to review the design concepts of the two finalist firms and to fill out comment cards which were forwarded to the selection panel. That panel met last week and a new recommendation from the panel for award of the design contract will be considered for action at this meeting.

   **Public Comment:**
   Anne Petersen stated that whatever is built will significantly impact the community and that neighbors are very concerned about architectural, parking and traffic circulation issues. She noted that the neighbors want to be involved in what happens on that corner. Ms. Petersen stated that it would be helpful to see models, not just drawings, of the designs and asked how we can go forward unless we have an architect the community can work with.

   Rich Haberman, a Kentfield resident, stated that COM has always been a focal point for Kentfield and that not to involve the community is not something he’s experienced before. He stated that upgrading has to be in character with the community, the project will define what Kentfield looks like, and he doesn’t want Kentfield to turn into a retail environment.

   Mark McDonald advocated for the compact design, noting that it fits in better with the existing architecture and that maintenance and security costs would be less.
Patricia Russo, a Grant Park resident, presented a petition signed by 34 residents and commented that even though she saw drawings and models of the new Fine Arts building she couldn’t visualize what would be built there and how big the building would be. She noted that we’ve taken away a large part of open lawn that people enjoy and that the buildings we are building and planning to build do not fit the image of Kentfield or Ross Valley.

Basia Crane, representing the Marin United Taxpayers Association, expressed agreement with most of the people who just spoke and stated that the designs look like we’re building a town of Kentfield, not a college. She stated that she read we’re taking out more trees and will relocate them and that she hopes they won’t be disposed of like before.

Brian O’Connor stated that he has met a lot of his neighbors in recent days and that most of them knew nothing about what we’re proposing until they saw the new three story building go up. He stated that he keeps hearing that the proposed designs are only concepts but wonders if the heights of building and setbacks can be changed. Mr. O’Connor expressed concern about parking problems and the possible negative effect of the construction on neighborhood property values. He also commented on a lack of transparency in our planning process. Mr. O’Connor commented that the Board’s decision will impact how people vote and how they will think about future bond measures.

Margaret Zegart asked the Board to remember that College of Marin serves people from all over Marin County and other areas and stated that she hopes we will select an architect tonight that has the ability to work with the community. She stated that she hopes we will maintain the quality that COM is known for and that we need to move forward with the project.

Wes Huss commented on the community concerns and alienation that have been expressed regarding the proposed new Academic Center. He stated that the bond measure makes it clear that bond money should be used only for those projects that directly affect the quality of student learning and asked if it is financially prudent to allocate funds to the new Academic Center with no indication yet as to the real costs of projects now in process or the amount of reserves that should be maintained. He asked the Board to delay a decision on architect selection until there is more community input. A copy of his statement is attached to the minutes as part of the official record.

Tom Peters of the Marin Community Foundation commented that he knows the Board is grappling with doing what is best for the college and the community for the present and the future. He noted that he has been in situations like this and knows it’s a complex situation. He stated that it’s time to make a decision on a particular architect so that in-depth work can proceed with faculty, staff and community input and answers can be obtained to the questions the Board and the community are asking.
Dr. Peters stated that he has worked extensively and very successfully with Mark Cavagnero and urged strong consideration of Mr. Cavagnero and his team by the Board. He has seen Mr. Cavagnero engage in detailed exchange with various groups and come out with community consensus.

Scott Peoples, a Kentfield resident, commented on the lack of community inclusion in the planning process, noting that several of the open houses recently held took place in the daytime when many members of the community were at work and could not attend. He stated that the Gateway is totally out of agreement with Measure C and out of character with the other buildings on campus. He stated that renovating and retrofitting seem to be a minor part of the plan and that it seems to be land development instead of modernizing. He doesn’t see this as prudent spending of taxpayer money and is concerned about traffic congestion, parking problems and devaluation of neighborhood property. Mr. Peoples also stated that the neighbors are angry and want to be heard. There has been talk of recalling the Board and the bond. Mr. Peoples stated that the quality of life issue and inclusion in the process are being requested and encouraged the Board to delay action at tonight’s meeting.

Larry Piatti stated that he and fellow neighbors are here tonight to stop a runaway freight train. He asked why all these people are here at the meeting if there has been a lot of community outreach. He stated that he is not happy with either of the architect’s renderings and suggested that we may need a new architect. Mr. Piatti expressed sadness that the nice grassy area in the middle of the campus where graduations and band concerts used to take place isn’t there anymore and asked for a delay in action so that the plans can be further discussed.

Bill Scott stated that you have to pick an architect to do the mitigations to take care of the needs of faculty, staff, students and the community. When architects know they are doing the job they can make renderings and meet with various groups. It will take a year to put this together and take care of the mitigations. He noted that if we don’t go forward with the project we’ll take ourselves out of the favorable construction window we now have. Mr. Scott reminded the Board that the campus is for the students and the community at large as well as the surrounding community.

Deborah Haberman stated that Measure C had specific language not present in any designs of any of the buildings and that the community has been bypassed. She said that the plans are absolutely no reflection of what the neighbors wanted and what they thought their tax dollars were supposed to go toward. Ms. Haberman stated that the community does not want a statement on the street and hopes the Board can join with the community to make changes in the plans. She stated that the beautiful environment of Kentfield and Ross Valley is why people move here and that the old trees and historic buildings are the beauty of COM. She commented that the community has been denied an opportunity to comment and that they thought the buildings would blend into the campus, the trees and the community.
Ms. Haberman stated that what’s happened since the passing of the bond is a travesty and that most people don’t know the Science Center will be torn down and a new building built.

Board President Long expressed appreciation to those who came and spoke. As chair she stated that our process may have been flawed and that this Board has a credibility problem with the community and needs to take appropriate outreach. She apologized that Homeowners Associations were not alerted to many outreach meetings. Board President Long stated that if the Board chooses to hold off on an architect design selection tonight the Board and a committee must define our design criteria and decide how to reach out to the community.

Board President Long recessed the meeting at 8:35 p.m. and reconvened it at 8:55 p.m.

The architects present in the room, Mark Cavagnero of Cavagnero Architects and Peter Wong of ED2 International, introduced themselves. Brian Wright of TLCD was also present.

Trustee Dolan stated that the community is disappointed in the response of the Board and that the Board has failed to consider the common good. She also stated that we are going in the opposite direction of Measure C, didn’t have a community friendly team, and she hopes we can go back to the drawing board.

Trustee Hayashino commented that she does not believe this Board has failed the common good and pointed out that the Academic Center is not a commercial building but rather an academic building with classrooms, a theater, informal student gathering spaces, and faculty and staff offices. She stated that she appreciates the community members who want to be part of the process and that we are trying to move this forward in a positive way.

Architects Cavagnero and Wong were asked to comment on how they would work with the community to move the project forward; on possible modifications they could make to their designs in terms of scope, setbacks, height, mass, and footprint; the design standards they followed; integration of their designs into the campus overall; preservation of historical elements; and parking issues. Both architects noted that they were asked to do a design as part of a design competition and that they did not have the luxury of working with the community as this was not the usual design process. Meetings with stakeholders, refinement of the design, and the addressing of issues important to stakeholders would be addressed during the lengthy design process which would follow the architect selection.

Trustee Treanor mentioned that the selection committee recently met and asked if there was a recommendation to the Board. Dr. White stated that the selection panel
was recommending selection of TLCD/Mark Cavagnero.

9.A.1. **New Academic Center at Kentfield Project (#3038)**  
**Award Design Professional Services Agreement ($50,000)**  
Trustee Namnath asked for clarification from the chair regarding the status of his tabled substitute motion from the December 8, 2009 Board meeting which offered three options for the design award:  
1) TLCD/Mark Cavagnero, 2) ED2 International or 3) none. He noted that this differs from the current proposal to select one firm. Trustees Treanor and Kranenburg commented that since the architect design selection was pulled from the January 19 agenda, there were no current motions on the table and it would be clearer to have a new motion.

Board President Long recessed the meeting at 10:45 p.m. and reconvened it at 10:55 p.m.

Members of the public were again given an opportunity for public comment.

Brian O’Connor thanked the Board for listening to the public comments made this evening and asked the Board to find out if the public wants a compact or linear design before making a decision.

Margaret Zegart asked the Board to pick an architect tonight, noting that public input will come when working with the architect.

Deborah Haberman was encouraged to hear the architects’ answers to questions raised by the public and Trustees but urged the Board not to rush into a decision.

Sara McKinnon urged the Board to decide on an architect so that interaction with the public can take place.

M/s (Namnath/Dolan) to withdraw the tabled substitute motion from the December 8, 2009 Board meeting and to table the original motion from the December 8, 2009 Board meeting (to select one of the two design architect firms) to the March 16, 2010 Board meeting.

Board President Long stated that the Board officers need to with staff to develop a process for public interaction, including dialogue with the architects.

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

3. **Chief Executive Officer’s Report**  
President White called the Board’s attention to her report in their packets.

a. **Staff Reports**  
1. **Citizens’ Oversight Committee Annual Report Spring 2010 (Bill Scott)**  
BP3.1 (Keep modernization program on track)
Bill Scott, chair of COM’s Citizens’ Oversight Committee, reviewed the COC Annual Report (copy in Board packets). He stated that the COC recently reviewed that 2nd of the two yearly bond audits and there have been no audit exceptions in the last 2-1/2 years. He complimented Swinerton and the staff on doing an excellent job.

2. Financial Alert (Al Harrison) – BP1 (Fiscal Accountability)
Vice President Harrison called the Board’s attention to the Financial Alert in their Board packets. Trustee Treanor asked to have a discussion on this at the next meeting since there was not time for this tonight.

3. Enrollment Update
President White distributed updated enrollment figures (copy attached).

4. Modernization Update (V-Anne Chernock)
BP3.1 (Keep modernization program on track)
Reference was made to Director Chernock’s reports in the Board packets.

5. Meeting with COM Foundation (Fran White)
Dr. White reported that Board President Long recently attended a meeting with Margaret Elliott, Dr. Frank Parnell and consultant Patricia Stirling. The next step will be for the Fund Development Committee to converse with consultant Stirling.

6. Follow-up Report (in packet)

7. WASC Report: Role of Trustees in Accreditation Process (Fran White)
SP.2 (Improve Student Learning and Success)
Dr. White referred the Trustees to the handouts on this subject in their Board packets.

4. COM Foundation Report
Dr. Frank Parnell, President of the COM Foundation Board of Directors, updated the Board on the work of the Foundation (copy of report attached). He stated that the Foundation’s assets have exceeded $4 million for the first time and commented on the gift of the Brown family for our journalism program. He expressed appreciation for the Board’s inclusion of a Foundation Director in the presidential search committee.

5. Academic Senate Report
Yolanda Bellisimo, Academic Senate President, submitted a letter to the Board (copy attached) regarding the Superintendent/President Selection Committee.

6. Classified Senate Report
None

7. Student Senate and Student Association Report
None

8. Consent Calendar Items (Roll Call Vote)
Trustee Namnath asked to pull B.8.H, Declaration of Surplus Property – Miscellaneous Equipment, from the Consent Calendar and Trustee Dolan asked to have B.8.I removed from the Consent Calendar. Both of these agenda items were added to the Action Calendar.

M/s (Hayashino/Dolan) to approve all items on the Consent Calendar except B.8.H, B.8.I and B.8.J (which was pulled when the agenda was adopted). The motion passed by a unanimous vote of 7-0.

A. Calendar of Upcoming Meetings

No changes

B. Approve Classified Personnel Recommendations.
   1. Appointment of Classified Personnel
   2. Appointment of Hourly Personnel
   3. Temporary Increase/Decrease in Assignment/Salary for Classified Personnel
   4. Resignation/Termination of Classified Personnel
   5. Classified Request for Leave of Absence/Uncompensated Leave

C. Approve Short-Term Hourly Positions.

D. Approve Academic Personnel Recommendations.
   1. Resignation/Retirement of Academic Personnel

E. Approve Educational Management Personnel Recommendations.
   1. Appointment and/or Change of Educational Management Personnel

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

G. Warrant Approval

9. Other Action Items (10 minutes)

Declaration of Surplus Property – Miscellaneous Equipment
(formerly B.8.H on Consent Calendar)

M/s (Namnath/Dolan) to take the item pertaining to the football team taken off and postponed indefinitely, to maintain the equipment in our inventory and to approve the other items on the surplus property list. The motion passed by a roll call vote of 4 to 3 with Trustees Namnath, Dolan, Conti, and Long voting yes and Trustees Treanor, Kranenburg and Hayashino voting no.

Modernization (Measure C) - BP3.1 (Keep modernization program on track)
(formerly B.8.I on Consent Calendar)

M/s (Hayashino/Treanor) to approve items 1 to 4. The motion passed by a roll call vote
of 6-1 with Trustee Dolan casting the no vote. She objected to the dollar amount of the change orders.

1. Ratify/Approve Modernization Contracts, Changes and Amendments ($379,794)
   2. Transportation Technology Complex Project (#402A)
      Approve Contract Amendment #2
      Jeff Sposato ($40,000)
   3. New Fine Arts Building Project (#306C)
      Approve Contract Amendment 1
      Consolidated Engineering Laboratories ($115,000)
   4. Transportation Technology Complex Project (#402A)
      Approve Revised Language for Professional Services Agreement –
      Moving Services ($0)

A. Modernization (Measure C) – BP3.1 (Keep modernization program on track)
   2. Utilities – IVC Geothermal and IVC Power Plant (#407B)
      M/s (Hayashino/Treonar) to Approve Project and Authorize Bidding. The
      motion passed by a unanimous vote of 7-0.
   3. SMCP Increment No. 1 – Site Development Utilities Project (#305C)
      M/s (Treonar/Conti) to Approve Change Order #9 and Resolution 2/16/10
      Engineering ($153,232). The motion passed by a unanimous roll call vote of 7-0.

B. M/s (Hayashino/Treonar) to Approve Children’s Hospital and Research Center
   Oakland Hospital Experience Agreement - SP.1 (Improve Student Access). The
   motion passed by a unanimous vote of 7-0.

C. M/s (Dolan/Nammath) to Approve Lease Addendum for North American
   Resources - Taqueria Restaurant- BP1 – Fiscal Accountability). The motion passed
   by a unanimous vote of 7-0.

D. (M/s (Treonar/Dolan) to Approve Resolution Authorizing the Governing Board of
   the Marin Community College District to Enter into an Agreement with the
   California Department of Education for the Purpose of Providing Child Care and
   Development Services and Designation of Personnel to Sign Contract Documents
   for Fiscal Year 2009/2010
SP.1 (Improve Student Access). The motion passed by a unanimous roll call vote of 7-0.

Board President Long announced that a Board meeting would be held on February 23 at 6:30 in the Deedy Staff Lounge on the Kentfield campus.

Trustee Kranenburg ended his participation in the meeting by telephone at 11:30 p.m.

12. Board Reports and/or Requests
   a. Commendation Resolutions and Other Resolutions
      Reading of the resolutions was waived.
      1. M/s (Conti/Dolan) to approve Resolution in Support of Black History Month. The motion passed by unanimous vote of 5-0. (Trustee Kranenburg was no longer on the phone and Trustee Trenchor was out of the room).
      2. M/s (Hayashino/Namnath) to approve Resolution in Support of Engineering Week. The motion passed by a unanimous vote of 5-0. (Trustee Kranenburg was no longer on the phone and Trustee Trenchor was out of the room).
   b. Legislative Report
      None
   c. Committee Chair Reports
      None
   d. Individual Reports and/or Requests
      None

13. Approval of Minutes
    M/s (Conti/Hayashino) to approve the minutes of the January 15 Special Board Meeting (Board Retreat) and January 19, 2010 Board meeting. The motion passed by a unanimous vote of 6-0.
    • Minutes of January 15, 2010 Special Board Meeting (Retreat)
    • Minutes of January 19, 2010 Board Meeting

14. Possible Future Agenda Items for Discussion
    A. Fundraising – BP4.1 (Implement a Strategic Plan for College Development)
B. Planning and Resource Allocation *(April Study Session)*

C. Budget Development Process *(April)*

D. Board Liaison to IVC Neighbors *(Next Board Retreat)*

E. Kentfield Lacrosse/Soccer and IVC Tennis Proposals *(ongoing)*

F. Board Retreat *(set date)*

G. IVC Partnership Update *(Study Session)*

15. Items for Possible Future Board Action
   A. Recommendation on Bolinas Field Station – BP1 *(Fiscal Accountability)*
   B. Notice of Completion – LRC Chiller Tower *(March)*

16. Information Items
   Board members were asked to review the information items in their Board packets.
   B. 2nd Quarter Financial Report - 311Q
   C. Modernization Update – BP3.1 *(Keep modernization program on track)*
      1. Director’s Report – BP3.1 *(Keep modernization program on track)*
      2. Revised Schedule – BP3.1 *(Keep modernization program on track)*
      3. Contract Milestones Report through January 2010 – BP3.1 *(Keep modernization program on track)*
      4. Categorical Exemption Filing – Utilities IVC Project (#407B)*

D. Calendar of Special Events
   Annual Dinner Meeting for School Board Trustees and Superintendents, March 3, 2010, 6 to 9 p.m., Inn Marin Hotel, 250 Entrada Drive, Novato

Board President Long recessed the meeting to closed session at 11:55 p.m. in memory of Red Diamond and submitted a statement (copy attached) expressing the Board’s sadness at Dr. Diamond’s passing.

C. Closed Session

1. *Call to Order, Roll Call, Adoption of Agenda, Closed Session*
The Board of Trustees of the Marin Community College District reconvened in closed session in Miwok 181 on the IVC campus. Board President Long called the meeting to order at 12:10 a.m. All publicly elected Trustees were present except Trustee Kranenburg. Fran White, Al Harrison, Linda Beam, Larry Frierson, and Bruce Heid were also in attendance.

2. **Closed Session**

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.

No action was taken.

3. **Reconvene to Open Session**

The closed session was reconvened to open session at 12:23 a.m. by Board President Long. Board Clerk Conti reported that no action was taken in closed session. The meeting was adjourned by Board President Long at 12:25 a.m.
<table>
<thead>
<tr>
<th>SP/BP PRIORITIES</th>
<th>BOARD STUDY SESSIONS/STAFF REPORTS</th>
<th>DATE</th>
<th>PRESENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP3.1: Keep modernization program on track</td>
<td>Review new information regarding architect selection</td>
<td>February 16, 2010</td>
<td>V-Anne Chernock</td>
</tr>
<tr>
<td>Citizens' Oversight Committee Annual Report Spring 2010</td>
<td>February 16, 2010</td>
<td>Bill Scott</td>
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## PROGRESS REPORT ON GOALS AND PRIORITIES

<table>
<thead>
<tr>
<th>SP/BP PRIORITIES</th>
<th>BOARD ACTIONS TAKEN</th>
<th>DATE</th>
<th>VOTES AYES/NOES</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP3: Facilities</td>
<td>Ratify/Approve Modernization Contracts, Changes and Amendments</td>
<td>February 16, 2010</td>
<td>6-1</td>
</tr>
<tr>
<td>3.1: Keep modernization program on track</td>
<td>Approve Jeff Sposato Contract Amendment #2 – Transportation Technology Complex Project</td>
<td>February 16, 2010</td>
<td>6-1</td>
</tr>
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<td></td>
<td>Approve Consolidated Engineering Laboratories Contract Amendment #1 – New Fine Arts Building</td>
<td>February 16, 2010</td>
<td>6-1</td>
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<td></td>
<td>Approve Revised Language for Professional Services Agreement – Moving Services Transportation Technology Complex Project</td>
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<tr>
<td></td>
<td>Utilities – IVC Geothermal and IVC Power Plant Approve Project and Authorize Bidding</td>
<td>February 16, 2010</td>
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<td></td>
<td>SMCP Increment No. 1 - Site Development Utilities Project Approve Emard Engineering Change Order #9 and Resolution</td>
<td>February 16, 2010</td>
<td>7-0</td>
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<tr>
<td>SP.1: Improve Student Access</td>
<td>Approve Children's Hospital and Research Center Oakland Hospital Experience Agreement</td>
<td>February 16, 2010</td>
<td>7-0</td>
</tr>
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<td></td>
<td>Approve Resolution Authorizing the Governing Board of the Marin Community College District to Enter into an Agreement with the California Department of Education for the Purpose of Providing Child Care and Development Services and Designation of Personnel to Sign Contract Documents for Fiscal Year 2009/2010</td>
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<td>7-0</td>
</tr>
<tr>
<td>BP1: Fiscal Accountability</td>
<td>Approve Lease Addendum for North American Resources – Taqueria Restaurant</td>
<td>February 16, 2010</td>
<td>7-0</td>
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</tbody>
</table>
Effective Board and CEO Relationship

Ralph Andersen & Associates recognizes the Superintendent/President must establish a positive, collaborative relationship with the Board of Trustees, all District employees, students, community stakeholders, community based organizations, and social and political organizations. The relationship between the Board of Trustees and the Superintendent/President should be open, frank, and mutually supportive. In order for this partnership to prosper, a good respectful relationship must exist between the Board of Trustees and its Superintendent/President. Both should have a shared sense of purpose and a shared vision for the District. The relationship should be characterized by high integrity, honesty and fairness. Our experience tells us that in order for the Board and Superintendent/President to be successful, they must be a team. The Board exists to represent the ownership, the local community and the state. The Board creates a link between the educational institution and community serviced by the District. The Board as a whole performs the following duties (not all inclusive): sets policy direction for the institution; establishes the climate in which educational goals are accomplished; ensures fiscal health and stability of the District; maintains standards for good personnel relations; monitors institutional performance; and employs a chief executive officer as the institutional leader. It is the Superintendent/President who is held responsible and accountable for the administration of the District’s business. The Superintendent/President is the chief academic leader of the College who implements Board policy and should embody the highest standard of excellence. The Superintendent/President must foster a culture of unity and cooperation.

Elements to an Effective Board and CEO Relationship:

1. A shared vision and purpose for the organization
2. Understanding and appreciation of each other’s roles
3. Demonstrating high degree of trust, respect and integrity
4. Mutual support for Board/CEO education/training
5. Open and honest communication: the good, bad, ugly and no surprises
6. Clear expectation from each other
Marin Community College District
Superintendent/President Selection Process

References:
ACCJC Accreditation Standards IV.BV.1 and IV.B.1.j
Title 5 Sections 53000 et seq.
MCCD Board Policy 2431

- The Board of Trustees (Board) is responsible for the hiring of the Superintendent/President (Chief Executive Officer - CEO).

- The Board will establish the calendar and approve the structure of the presidential hiring process.

- The Board will communicate to all those participating in the selection process to conduct themselves in the highest ethical standards throughout the entire selection process. All participants shall agree to the College of Marin’s Statement of Confidentiality regarding their participation both during and after the interview process.

- The Board selects the Presidential Search Consultant.

- The Board holds a discussion with the consultant on future goals and expectations for the new CEO.

- The Board outlines candidate requirements in terms of education preparation, professional experience, leadership characteristics, and personal qualities.

- The Board will establish a selection process for use by the consultant that ensures the consultant selected reflects the Board’s expectation and values.

- The process for hiring the Superintendent/President will be inclusive, participatory, and transparent.

- The Board will provide the college constituents and community members an opportunity to give input on their priorities, expectations, and qualifications for the new CEO.

- The district and community will be informed and involved throughout the process through regular reports.

- The Board of Trustees or designee oversees the development of the Superintendent/President Search Brochure and approves its content.
• The Board of Trustees determines the number of representatives from each constituent group. All groups will select their own committee members through the established District processes. The Board will select the community representatives. The search consultant will serve as a non-voting member of the committee.

The composition of the search committee is as follows:

- Faculty Representatives (Academic Senate) 3
- Classified Representatives (Classified Senate) 3
- Management/Supervisory/Confidential 3
- ASCOM/Student Representatives (Student Senate) 3
- Community Representatives 2
- Member of the COM Foundation 1
- **Total** 15

• The Search Committee meets to set their mission, expectations and establish meeting dates for the search committee. The Board shall establish the charge for the search committee. Committee members shall abide by the confidentiality requirement, including the prohibition of individual efforts to influence Board members.

• Persons serving on the search committee participate in both the application review and search committee interview phases of the search process. Search committee responsibilities include evaluation of candidate applications, development of interview questions, determination of candidates to be interviewed by the search committee and recommendation of finalists to the Board of Trustees.

• The search committee will try to reach **consensus** on all committee decisions. If the search committee is unable to reach consensus after discussion of an issue, then the majority view of the committee shall prevail.

• Committee members must be willing to give search committee responsibilities their highest priority. To assure equity in the process, attendance at all committee meetings is required.

• The search committee shall work with the designated search consultants. The Executive Dean of Human Resources shall be the District’s representative to the Search Consultants and she/he shall report to the Board President in all matters relating to the Superintendent/President search process.

• The Board of Trustees requires a minimum of four candidates in unranked order.

• Before the selection process begins, the Board of Trustees will clearly articulate to the members of the committee what options are available to the Board if the number of finalist candidates submitted does not fulfill the required minimum number of candidates as determined above. These options can include:
1) Ask the committee to forward additional finalist from the pool of candidates already interviewed;
2) Cease the process and begin a new search;
3) Accept the candidate(s) that are forwarded as finalists and proceed;
4) Ask the committee to interview additional candidates from the applicant pool who could potentially become finalists.

- The Board may provide an opportunity for the Search Committee, through the Search Consultant, to submit a list of candidates along with narratives of each recommended candidates with perceived strengths and weaknesses.

- The Board discusses issues, questions, and format for Board interviews. They will establish common procedure, common interview format, and uniform time allotment for each interview in order that each will be examined on a consistent basis.

- The Board will interview final applicants for the Superintendent/President position. These interviews will be conducted in closed session and will follow a standardized format. Prior to these interviews, the Trustees will be given copies of each finalist’s file for their review and study.

- The Board of Trustees requires that a Presidential Forum be held for the finalists and other activities as defined by the Board, in conjunction with the Board of Trustees interviews. The Board of Trustees determines when the presidential forum is scheduled.

- The Board of Trustees determines the efficacy of a site visit(s) and, if necessary, determines the participants for the visiting team. The Board of Trustees also determines the structure and schedule for the site visit(s).

- The Board may establish any other evaluation methods, as they deem appropriate.

- After all interviews are completed, the Board will choose the most qualified candidate for the position or, if the Board does not feel that any candidate interviewed is qualified for the position, the Board may choose to continue the search.

- The Board of Trustees will evaluate the effectiveness of the CEO Selection Process and may provide an opportunity to the committee to submit an evaluation of the selection process.
Outstanding Career Opportunity

College of Marin is one of the premier community colleges in California with a stellar reputation for transfer education, career preparation, lifelong learning, and cultural enrichment. In addition, College of Marin is a leading community college in the area of emerging sustainability and partnership initiatives, with an award winning organic farm, solar installation programs, and a ground-breaking simulated hospital laboratory.

The Board is seeking a visionary leader to sustain and improve the quality of education being provided by the outstanding faculty, committed staff, and stable management team.

Board President’s Message

TBD

College of Marin

College of Marin has been the community’s major center for higher learning for 82 years. It plays a vital role as an educational, economic, social, and cultural resource for the entire community.

The College’s beautiful natural setting among redwoods is seen by students as an ideal location, just across the Golden Gate Bridge from San Francisco, and within close proximity to Point Reyes National Seashore, Mt. Tamalpais, and the Golden Gate National Recreation Area.

The College is governed by an elected Board of seven Marin County residents and a student representative. The district employs approximately 105 full-time faculty, 250 part-time faculty, and 125 classified support staff employees. The operating budget is approximately $53 million. The district is also in the midst of implementing a $250 million construction/facility bond passed by the County of Marin voters in 2004.

More than 14,000 credit and non-credit students attend classes each semester on the Kentfield and Indian Valley Campuses. Each semester, the credit program provides approximately 1,000 classes at the Kentfield and 300 at Indian Valley. More than 400 short term workshops, seminars, and classes are offered through the Community Education and Services Department, covering a diverse range of subjects in self-enrichment and professional growth.
Many students transfer to the University of California and California State University campuses. Many students complete their education at prestigious 4 year universities.

The college offers more than 70 degree programs leading to an AA or AS degree. Thirty-six Certificates of Achievement are offered.

**Education and Experience**

The Board of Trustees of College of Marin will consider educational background, professional experience, accomplishments, reputation, and characters in its search for the Superintendent/President of College of Marin.

**OPTION #1 (Used in prior recruitment)**

- Master's degree from an accredited institution or equivalent. Earned doctorate strongly preferred.
- Minimum of five years of documented successful experience in progressively responsible positions at the senior administrative level in higher education.
- Experience in a community college environment of shared governance and collective bargaining preferred
- Knowledge of California and federal laws and regulations for community colleges.

**OPTION #2**

**Minimum qualifications include:**

- A master's degree from an accredited institution
- Senior administrative leadership experience in progressively responsible position; and
- Successful candidate must demonstrate a strong record of achievement that includes administrative experience in educational institutions, business, industry, government, and or non-profit organizations

**Preferred qualifications include**

- Earned doctorate degree;
- Senior administrative leadership experience in higher education; and/or
- Successful teaching/counseling experience.

**OPTION #3**

**Minimum qualification includes:**

- A master's degree from an accredited institution;
- Senior administrative-level experience in a reasonably related executive position; and
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender, disability, and ethnic/racial backgrounds of community college students is required.

**Preferred Qualifications:**

- At least 5 years of responsibility for managing major segments of an educational institution, including instruction and/or student services;
- An earned doctorate from accredited institution;
- Experience as a faculty member or student services officer in a community college or other segments of higher education;
- A demonstrated history of innovation, visionary planning leading to achieve goals;
- High professional standards and personal code ethics characterize by honesty, integrity, openness and fairness;
- An understanding of facility planning and construction;
- Effective fundraising skills and fiscal oversight experience;
- Successful experience with participatory governance;
- Commitment to student-centered learning in a climate that embraces diversity; and
- A positive outlook with effective critical thinking, problem-solving, and team-building skills.

**Compensation**

Salary, length of contract, and other terms and conditions of employment will be negotiated and will be competitive with those of similar districts in California.

**Application Procedures**

Individuals interested in this position will state in brief (five pages or less) letter of application specifically why you are interested in the position, how will you meet the desired characteristics, and how would you address the challenges opportunities outlined in this brochure. Applicants will submit College transcripts (unofficial transcripts will be accepted at the time of application), a current resume and the names, business and home telephone numbers of nine references: two supervisors, two subordinates (including one classified or support staff), two faculty members, one student, and two business or community leaders. (Applicants from sectors other than education will submit comparable references) **References will not be contacted without the applicant’s permission.** Candidates will be required to sign a release form to authorize reference checking. Employment history, degrees obtained and other certifications/accomplishments will also be verified.

Nominations and application letters will continue to be accepted until the position is filled. However, since the application letters will be reviewed beginning on ____ __, 2010, submissions are encouraged prior to that time.

Interested candidates will submit their application materials to Ralph Andersen & Associates via email to apply@ralphandersen.com or fax to (916) 630-4911. **Electronic**
submittals are strongly encouraged. Submittals not containing all of the required documentation will be deemed incomplete. Due to the high level of importance placed on candidates' presentation of qualifications and submittal, Ralph Andersen & Associates is under no obligation to assess, comment or inform individuals as to the completeness of submittals.

The College Presidential Search Committee will determine the most highly qualified candidates to be invited for initial interviews. The Search Committee will conduct initial Interviews, and the finalist will be interviewed by the Board of Trustees. The expected starting date will be negotiated by the Board of Trustees and the selected candidate with a possible start date of July 1, 2010.

Should you have any questions regarding this position or the recruitment process, please call Ralph Andersen & Associates representatives Stan Arterberry at (707) 567-4402 or Heather Renschler at (916) 630-4900. Confidential inquiries are welcome.

For more information about College of Marin, visit the website, www.marin.edu. An electronic version of this brochure can be found under the Career Opportunities tab on Ralph Andersen & Associates' website, www.ralphandersen.com; or under [link] page on the College of Marin Human Resources website, www.marin.edu.

College of Marin is committed to equal opportunity/equal access in all its employment, programs, and services. It is dedicated to a policy of nondiscrimination and as such, is an equal opportunity employer.

Expected Personal Characteristics

1. The successful candidate will be an educational leader who:
2. Values teaching and learning as the College's primary focus.
3. Respects faculty, staff, and students and communicates openly and clearly with all parties.
4. Works cooperatively to strengthen relationships within the college community and develops a culture of trust.
5. Recognizes and supports the value of diversity.
6. Advocates for the best interests of the College persuasively and through an active community presence inspires support for the College.
7. Demonstrates an ability to bring people together to build consensus.
8. Inspires and motivates faculty, staff, and administrators.
9. Exhibits honesty, integrity, flexibility, a sense of humor, and decisiveness.
10. Cultivates the support of the College by the County's political, civic and business establishments.

A manager who:
1. Establishes high standards of performance, delegates when appropriate and requires accountability from all segments of the organization.
2. Demonstrates high ethical standards and resolves conflict in an honest and fair minded way.
3. Understands and respects both collective bargaining agreements and shared governance.
4. Demonstrates an ability to work effectively with elected board members in their roles as policymakers, spokespersons, and representatives of the community.
5. Shapes institutional change effectively and views change as a "natural state of affairs."
6. Communicates effectively with both external and internal audiences, including sharing unpopular messages when necessary.
7. Attends to the day-to-day operations of the organization, using appropriate processes and working collaboratively with individuals and groups.
8. Exhibits strength and sensitivity in decision-making, Takes charge and moves forward to implement decisions in a timely manner.
9. Brings successful experience in planning, organizational development, fund raising, and resource development.
10. Understands and promotes the appropriate use of educational and administrative technology.
11. Exhibits the ability to work collaboratively with groups, e.g. the College of Marin Foundation.
12. Demonstrates the ability to work with the college community to develop the annual budget.

Challenges and Opportunities

1. Maintain and build upon existing quality educational programs for all of the residents of Marin County.
2. Align an educational master plan, facilities plan, and resource allocations plan.
3. Involve faculty, staff, and community effectively in decision making.
4. Increase partnerships in the community.
5. Increase student enrollment and retention through creative programs and services.
6. Promote the College as a community center through programs and services attuned to the needs of the community.
7. Seek creative ways to improve revenue.
8. Build a strong reputation and image of the college in all communities in Marin County.
9. Increase the accessibility and attractiveness of the campuses.
10. Inspire confidence and trust, on and off campus, through professional leadership while addressing issues effectively.
11. Recruit faculty and staff to a beautiful but expensive area.
Marin Community College District
Summary Notes
Search Consultants Meeting
With Trustees

The following questions were posed to the Trustees:

1. What would you like to see in your next CEO?
   A. Personal and Professional Characteristics
   B. Leadership Qualities: College Community and District Community
   C. Other

2. What are the major challenges facing the District in the next five years?

Summary Notes
Board Members did not answer questions in order and responses were gathered from comments made during our meeting sessions.

What would you like to see in your next CEO?

- A people person and very active in the external community
- A person knowledgeable about bond finance and facility construction
- A person knowledgeable about Green Technology
- A person knowledgeable about basic aid districts
- A financial background would be useful
- A person with a strong ethical and high integrity background
- A person who is knowledge about the accreditation process
- The ability to manage curriculum effectively
• A person with fund raising and friend raising experience

• A person with a strong collaborative background

• Community outreach including the business and ethnic communities

• Demonstrated ability to work with boards and understand board’s role

• Strong consensus building skills

• To have individual with nontraditional background interviewed

• Understanding of Shared Governance and basic understanding of AB 1725

• The ability to make decisions that are best for the total educational institutions

• The willingness to empower others

*What are the major challenges facing District in the next five years?*

• Effectively managing the District’s construction programs
My name is Wesley Huss. I live at 22 Cedar Avenue, Kentfield.

I sent an email to Board members stating my concern over the amount of community alienation from and even anger at the College, more than at any time I can remember in the 40 years my wife and I have lived in Marin.

The proposed Academic Center/Gateway Complex/Administrative Offices Building is not the sole object of it but it is certainly a flashpoint.

I will not attempt to catalog all the community concerns which are many, but would like to voice these:

The wording of the bond measure is clear. Bond funds are to be used (and I quote) “only for those projects which directly impact the quality of student learning.” The key words are “only” and “directly.” It would take a lot of semantic manipulation to make the AC/GC/AOB fit that description.

Actually, in general, there is a real question of whether the College is not already exceeding the intent of the bond measure that we in the community were sure that we voted for.

And even if these bond measure issue can be resolved the question remains whether it is fiscally prudent to allocate funds to this project with no indication yet as to what the real cost of the projects now in process will be, nor the kinds of reserves that should be kept to apply to the problems that will only show up when the new buildings are in actual use.

There are many more issues on the minds of community members which I know you want to hear and consider.

I respectfully request that you delay any action on this agenda item until there is considerably more community consensus on what the next steps should be. Thank you
Memo

To: Board of Trustees
   President Frances White

From: Nick Chang, Vice President of Student Learning

Date: February 16, 2010

Subject: Update on Enrollment – Spring 2010

The following highlights the student enrollment numbers at College of Marin as of the end of the census week for Spring Semester 2010.

- 8,025 credit students have registered for classes at College of Marin. This is 886 or 12.4% more students than in Spring 2009

- The last time COM had over eight thousand students was in Spring 2003

- The total number of credit students taking classes at Kentfield Campus is 7,027 compared with 6,267 last Spring, an increase of 760 or 12%.

- The total number of credit students at Indian Valley Campus is 1,742 compared with 1,483 last Spring, an increase of 259 or 17%.

- The average load that a student is signed up for is 6.9 credits, a slight increase over last spring’s 6.8 credits

I would like to present a more detailed enrollment picture to the Board at a future meeting to show the areas of growth to date and projections for future growth. This will have profound implications for the College’s enrollment management strategy and resource allocation or reallocation.
College of Marin Foundation  
Summary Report MCCD/Quarter Expenses Report  
July 1, 2009 through December 31, 2009

**PROGRAM SUPPORT**

Transfers to COM/MCCD for College Programs:  
CK11187 Reimb.Feldenkrais Class- R. Weil Gran $ 1,054.92

Expenses Paid to Vendors on Behalf of College Programs $ 88,903.22

**TOTAL PAID ON BEHALF OF COLLEGE PROGRAMS:** $ 89,958.14

**STUDENT SUPPORT**

Checks Written to COM Bookstore for Student Scholarships/Grants $ 37,569.14

Checks Written to MCCD for Student Scholarships/Grants: $ 12,122.00

Scholarships/Grants/Loans Paid Directly to Students:

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<tr>
<th>Scholarship Type</th>
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<tr>
<td>Scholarships</td>
<td>$ 56,217.64</td>
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<tr>
<td>Grants</td>
<td>$ 2,720.50</td>
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<tr>
<td>Loans</td>
<td>$ 1,276.00</td>
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<tr>
<td>Transportation</td>
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</table>

**Total Paid for College of Marin Students:** $ 64,166.64

**SPECIAL FUND PROVIDED TO FACULTY/STAFF**

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<tr>
<td>Aaron Osheroff Fund</td>
<td>$ 220.00</td>
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<tr>
<td>Carla Smith-Zilber</td>
<td>$ 11,161.80</td>
</tr>
<tr>
<td>Lee Tank Chi</td>
<td>$ 617.97</td>
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</tbody>
</table>

**TOTAL** $ 11,999.77

**EXPENSES PAID ON BEHALF OF COM PROGRAMS, STUDENTS AND FACULTY/STAFF**

**TOTAL** $ 215,815.69
Total cash gifts       $403,900.35
Total non-cash gifts  45,150.72

Grand total           $449,051.07
To: Board of Trustees, College of Marin  
From: Yolanda Bellisimo, President Academic Senate  
CC: Fran White, Ph D, Superintendent/President College of Marin  
Date: 2/11/2010  
Re: Superintendent/President Selection Committee

Now that the Board of Trustees has launched a search for a college superintendent/president to replace Dr. White, I want to remind the board of the procedure that is used to include faculty in the search process and the California State laws that set the parameters for faculty involvement.

As a result of the passage of AB 1725 in 1988, the community college boards adopted policies that delegate authority and responsibility to the college Academic Senate. Included in this delegation of authority is the provision for appointment of faculty members to serve on college committees. This provision appears in Title 5 Section 53203 (F): “The appointment of faculty members to serve on college committees shall be made, after consultation with the chief executive officer or designee, by the academic senate.”

In addition to these regulations, other sections of Title 5 and the Education Code identify responsibilities the Academic Senate has in meeting its obligations to ensure the high academic and professional standards of the district. The Senate performs the tasks enumerated in 10 + 1, under the prescription that the board either rely primarily or mutually agree with the academic senate. In addition, the Senate consults collegially with the board offering its views and recommendations on behalf of the faculty.

The provision for Senate participation also appears in College of Marin Board Policy. Policy 7.007 identifies constituent groups that shall participate in the decision-making processes of the district including the Academic Senate. Policy 7.007 D.P.1 lists as constituent group representation the Academic Senate, Classified Senate, and Student Senate.

We have a long-standing tradition at the College of Marin that involves the senates in screening committees. This inclusive process is in keeping with the expectations of WASC and well-suited to the spirit of participatory governance.

The senates – faculty, staff, and students – take pride in their work and look forward to the opportunity to serve.

Yolanda Bellisimo  
President, Academic Senate
We are all so saddened by the news of Dr. Red Diamond's passing.

We have lost a College of Marin friend and historical icon in Marin County.
Not only was he so respected by our College Community, but he transcends the boundaries of the College, as he was held in the highest esteem by our Marin community.

We all loved Dr. Red Diamond for his thoughtful, intelligent, love of people, and reflective comments no matter when we met him in life's journey. He was the grand coach and cheerleader of College of Marin. He was truly beloved and we will miss him.

Dr. Red Diamond will be forever remembered. He leaves a legacy, an endearing memory, far beyond life!!

Rob Rogers
Marin Independent Journal
(415) 382-7297
rrogers@marinij.com
A. Regular Meeting

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

The Board of Trustees of the Marin Community College District met in the Deedy Staff Lounge in the Student Services Building, Kentfield campus, all members having received notice as prescribed by law. Board President Long called the meeting to order at 6:40 p.m. All publicly elected Trustees were present except Trustee Conti, who arrived at 6:47 p.m., and Trustee Hayashino. Student Trustee Parker was also present. Board President Long announced that the meeting was being recorded to facilitate the preparation of minutes.

Board President Long called on the Board to approve the agenda. M/s (Treasor/Kranenburg) to approve the agenda with one change: moving the Consent Calendar item (4.a) to follow closed session. Trustee Dolan made a substitute motion (seconded by Trustee Namnath) to approve the agenda with this change: moving the Consent Calendar item (4.a) up on the agenda to follow A.2 (Citizens’ Requests to Address the Board on Non-Agenda Items) because she had a prior obligation, would not be able to participate in the whole meeting, and wanted to participate in the Consent Calendar item. Trustee Treanor’s reason for wanting to move the item to follow closed session was that she had questions related to the contract which she thought might be answered in closed session.

Board President Long called for a vote on Trustee Dolan’s substitute motion. The vote was 3-3-1 with Trustees Namnath, Dolan and Long voting aye and Trustees Kranenburg, Treanor and Conti voting no. Student Trustee Parker abstained. Board President Long declared that the vote did not carry and called for a vote on Trustee Treanor’s motion to move the Consent Calendar Item (4.a) to follow closed session. The vote was 3-3-1 with Trustees Kranenburg, Treanor and Conti voting yes and Trustees Namnath, Dolan and Long voting no. Student Trustee Parker abstained. Board President Long stated that the
agenda remains the same. Trustee Treanor asked to pull 4.a from the Consent Calendar and move it to action. Board President Long called for a vote on the present agenda (including Trustee Treanor’s request to pull 4.a from Consent). The agenda was approved by a vote of 4-2-1 with Trustees Conti, Namnath, Dolan and Long voting yes and Trustees Treanor and Kranenburg voting no. Student Trustee Parker abstained.

2. **Citizens’ Requests to Address the Board on Non-Agenda Items**

Bud Broomheld spoke on behalf of the Friends of Kentfield and stated that they voted for Measure C and want Measure C and appreciate the fact that we’re creating a legacy for our children, the future and the community. They need access to plans, vision and information for the new Academic Center and asked the Board to assign a budget to incorporating community input into the process. He asked for an approval cycle to include community input and a timeframe for submitting input. The group wants the architectural design to be in line with the surrounding community, open spaces and land use. Mr. Broomheld stated that everyone wants to have the project and to be proud of it and asked for a delay in the architect selection, stating that he is not comfortable with the March 16 date.

John Rowlings addressed the Board on behalf of the Friends of Kentfield. He stated that the group wants to move in a positive direction with the new Academic Center (formerly called Gateway) and wants to avoid an adversarial relationship with the college. The Friends of Kentfield propose a contractual relationship between COM, Swinerton and the design architect that clearly defines a scope of work that includes design review meetings with the community, project definition and adherence to architectural design guidelines and landscape design guidelines established in our Master Plan document. A copy of Mr. Rowlings’ statement is attached to the minutes as part of the official record.

Brian O’Connor informed the Board that the Friends of Kentfield really want a chance to communicate and to be involved in the architectural design process. The group now has a website and attorneys.

Board President Long distributed and read into the record a memo, survey and draft timeline (copy attached) for the community outreach effort which the Board officers put together. She asked Board members to complete the five question survey and send their answers to Clerk Conti by Friday, February 26.

President White stated that she had not seen this draft timeline and had not had an opportunity to review it with staff. She noted that the suggested calendar is very aggressive and that it would be problematic for staff to be able to prepare the necessary information for so many meetings. Trustees Dolan, Treanor and Kranenburg also commented that meeting on a weekly basis would be problematic for staff and their own
schedules.

Trustee Long commented that the timeline is a draft and can be modified. She stated that Board committees were having difficulty finding time to meet and suggested that some Tuesday evenings be set aside for committee meetings. She also announced that Supervisor Hal Brown is convening Kentfield Visioning Task Force meetings from March through June and that we are being urged not to make fast decisions re. the new Academic Center and to wait until the visioning committee has finished its work.

**Additional Public Comment:**

Anne Petersen called the Board’s attention to the three people who spoke earlier and stated that the community wants to be positive and move forward.

Scott Peoples advocated for a contractual agreement allocating funds to arrange dialogue between the architects and the Friends of Kentfield. He said that the Friends of Kentfield want to get this right and thanked the Board for the offer of partnership.

Brian O’Connor expressed excitement about tonight’s meeting as the Friends of Kentfield realize they need more time for this process, too, and need input from other people.

Scott Peoples asked to have Board meetings held at Kentfield when campus modernization projects at Kentfield are on the agenda.

3. **Chief Executive Officer’s Report**
   a. **Staff Reports**
      1. **Financial Alert**

Peggy Isozaki, Director of Fiscal Services, and Al Harrison, Vice President of College Operations, presented a budget update (copy attached). There has been a further reduction in secured property taxes and supplemental property taxes are anticipated at less than half of 2008/09. Enrollment fees are projected to increase approximately $500,000 as a result of the $6 fee increase and increased enrollment. We are currently looking at a revenue decrease of $285,000 and an expense increase of $812,000 and looking at a resulting 2009/10 deficit of $802,000.

Dr. White noted that she has advised the administration to look for ways to cut expenses for the 2010/11 academic year. She also informed the Board that we have an integrated planning process and that she expects recommendations from the Planning and Resource Allocation Committee (PRAC). Board members expressed support for having staff give high priority to our policy on reserves and for working on a proactive budget plan this year.
Trustee Dolan left the meeting at 8:15 p.m.

2. **WASC Report: Role of Trustees in the Accreditation Process**
   President White reviewed the handouts given to Board members on the role of Trustees in the accreditation process and our Standard 4 Self-Study. She noted that we have to provide documentation and evidence as to how we’re meeting the standards. Any comments by Board members regarding the Standard 4 report need to be sent to the Standard 4 Self-Study Committee by the end of March and supporting evidence would be required by mid-April.

3. **Update on Legal Costs**
   President White referred the Board to the report on legal fees in their Board packets and noted that we’ve had almost a 50% cut in our legal fees since July due to changes we’ve made.

4. **Consent Calendar Items**

a. **The Board of Trustees is requested to review and approve an agreement for legal services to be entered into between the Marin Community College District and the law firm of Kronick, Moskovitz, Tiedemann & Girard.**

   This item was pulled from the Consent Calendar earlier in the evening and moved to action.

   Trustee Treanor stated that she had obtained copies of our other legal agreements and that this one is not in keeping with them. She also said that she wants to see that a contract has been approved by legal counsel and thinks SCLC should have reviewed this agreement. Trustee Treanor expressed concern that this is an open ended agreement which allows costs and expenses not allowed in other contracts, contains an acceleration clause, and gives Eva Long signing authority.

   President White passed out copies (attached) of our current policies and procedures on contracts, noting that the contract submitted this evening is meaningless legally. Vice President Harrison explained that our procedures call for administrators to sign contracts, not the Board, after the Board approves contracts. Dr. White suggested replacing Eva Long’s name as signatory with Board of Trustees. Board President Long stated that she had no problem changing Eva Long to Board of Trustees on page 5.
M/s (Teanor/Kranenburg) to not accept this contract at this time. The vote was 2 ayes (Trustees Kranenburg and Teanor), 3 noes (Trustees Long, Namnath and Conti) and 1 advisory abstention by Student Trustee Parker. The motion did not carry.

M/s (Namnath/Conti) to approve the legal services agreement between the Marin Community College District and the law firm of Kronick, Moskovitz, Tiedemann & Girard with an amended section listing the Board of Trustees as the client instead of Eva Long and asking an attorney firm that does not have a conflict of interest to review the contract.

Trustee Teanor made a substitute motion (seconded by Trustee Kranenburg) to approve the legal contract with these changes: deleting the second paragraph under #3 (Billing Rates) and removing the reference to Eva Long’s name and listing the client as Board of Trustees. The vote was 2 ayes (Trustees Kranenburg and Teanor), 3 noes (Trustees Long, Conti and Namnath) and 1 advisory abstention (Student Trustee Parker). The motion did not carry.

A vote was then taken on Trustee Namnath’s motion and the results were as follows: 3 ayes (Trustees Conti, Long and Namnath), 2 noes (Trustees Kranenburg and Teanor), and 1 advisory abstention (Student Trustee Parker). President White informed the Board that the Education Code requires a governing board to act by majority vote of the whole membership and that this motion did not pass because 4 aye votes were required.

B. Closed Session

Closed session was canceled.

M/s (Namnath/Conti) to adjourn the meeting. The motion passed by a vote of 5-0 plus an advisory aye vote by Student Trustee Parker and Board President Long adjourned the meeting at 9:10 p.m.
## BOARD STUDY SESSIONS/STAFF REPORTS

<table>
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<th>SP/BP PRIORITIES</th>
<th>BOARD STUDY SESSIONS/STAFF REPORTS</th>
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<tr>
<td>BP1: Fiscal Accountability</td>
<td>Financial Alert</td>
<td>February 23, 2010</td>
<td>Peggy Iozaki and Al Harrison</td>
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<tr>
<td>SP.2: Improve Student Learning and Success</td>
<td>WASC Report: Role of Trustees in Accreditation Process</td>
<td>February 23, 2010</td>
<td>Fran White</td>
</tr>
<tr>
<td>BP1: Fiscal Accountability</td>
<td>Update on Legal Costs</td>
<td>February 23, 2010</td>
<td>Written Report by Al Harrison in Board Packet</td>
</tr>
</tbody>
</table>
College of Marin BOT Meeting Feb 23, 2010

Friends of Kentfield Statement to the Board of Trustees

**Gateway Building Contract Decision**

Our intent is to take a step forward and seek a way to move in a positive direction with the project that assures the concerns expressed by the community will be addressed by the College in a constructive manner.

We support the mission of the College and want to avoid an adversarial relationship that all too often is the approach taken these days regardless of the issue.

After the dust settled from the meeting of 2/16 it was decided by a group of concerned residents of Kentfield to take a look back and refer to the Master Plan and EIR that the COM prepared to guide them in the modernization process.

In doing so it became apparent that the Master Plan has been followed in some ways and not followed in other ways. This lack of consistency has lead to a degree of mistrust with members of the Marin community.

Looking at the guidelines set forth for this building now labeled the Gateway Building and the products produced by the architectural firms being considered by the Board of Trustees it appears that a LEFT TURN has occurred in the process.

The design proposals presented are a cacophony of cliché's having no relation to the existing campus style or character of the community and out of context with the Architectural Design Guidelines stated in the COM Master Plan and codified in the EIR.

We believe the remedy to this situation is to have a contractual relationship between COM, Swinerton and design architect that clearly defines:

- A **Scope of Work** that includes design review meetings with Marin Community, documenting how many meetings, and at what stages of the design process. Conceptual, Schematic, Design Development, and Contract Documents.
- A **Project Definition** that states the relationship between program space requirements, budget constraints and quality of materials and finishes.
- That adheres to the **Architectural Design Guidelines** and Landscape Design Guidelines established in the Master Plan Document regarding the contextual materials, scale, massing, colors and character to provide the thread of continuity with the other architectural expressions on the campus.

We look forward to your consideration of this proposal and await your response.
Dr. Eva Long, Board President  
Marin Community College District  

February 23, 2010  

Dear College of Marin Board of Trustees:  

During the past week, the officers have gathered certain information  
And have dialog about recommendations for the planning and preparation to  
respond to our education and community outreach, both internal and external.  
We will continue to work with staff to gather information that is needed to  
review and the selection of the architect in content and the process.  

During the interim, we have further asked the officers to respond to a brief  
survey so that we can have a beginning point, and a tentative time-line for a  
process to take place.  

I am asking each Trustee to respond to the following set of questions in writing  
so that we get the best of your thinking and your individual needs for  
information, and any concerns you have.  

We would like you to be thinking and jotting down your ideas about the  
following questions. While it may appear to you that this is a simple  
process, it is important to identify the concerns, problems and issues related to  
what has happened before we can "solve the problem".  

Please respond to the following survey which should take no more than 5-10  
minutes:  

1. Identify the problems/issues involving the architect selection process  
   and content  

2. What questions and concerns do you have related to the topic of the  
   architect selection process and content??  

3. What are the obstacles that prevent the Board or you from moving  
   forward on the architect selection?  

4. Please propose interventions and remedies in the architect selection  
   process and content that would help you??  

5. What should the Board's goals and objectives be on this matter?  

longeva@comcast.net (Business Use Only)
Dr. Eva Long, Board President
Marin Community College District

6. Other issues or comments:

Thank you for your kindness in promptly responding to the survey questions

### Time-line

Since the Board of Trustees have every Tuesday scheduled for Board meetings and/or Board standing Committees, this will enable the Trustees to complete the time and work they need.

**February 16, 2010**  Board authorized a 30 day hold on the selection of the architect until the next regular Board meeting

**February 19, 2010**  Board President requested Dr. Fran White to provide in writing comments made in the public testimony and any other comments by e-mail, telephone from the community in order to understand what areas of concerns the public have expressed in order for the Board and the officers to fully understand the concerns and issues that have been presented.

**February 23, 2010**  Progress report on officers review to date will be presented to the Board. The Board of Trustees will be asked to respond to a brief survey to be returned no later than February 26, Friday at 5:00 PM.

**February 23- March 1, 2010**  Board officers will continue to gather the facts and review the survey results and data, and recommendations for the full Board to review and consider.

**Week of March 1, 2010**  COM Board President and one officer, one staff will meet with Kentfield community leaders and/or Homeowner Association Presidents and officers. Staff and Trustees will assist in identifying contact information on Homeowner’s Association and community leaders, including location/place of meeting.

**Week of March 1, 2010**  COM Board President and officers will meet with facilities staff and Swinerton staff

**March 2, 2010:**  Board of Trustee meeting

**Week of March 8 - March 15, 2010**  Dr. White and staff review Board directions with Staff for internal feedback
Dr. Eva Long, Board President

Marin Community College District

<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>March 9, 2010</td>
<td>Board of Trustee meeting</td>
</tr>
<tr>
<td>Week of March 9, 2010</td>
<td>Schedule community meetings with the Board of Trustees with the assistance of the COM Board President, Board Officers, COM facilities staff and Swinerton staff</td>
</tr>
<tr>
<td>March 16, 2010</td>
<td>Board of Trustee Study Session, no action</td>
</tr>
<tr>
<td>March 23, 2010</td>
<td>Board of Trustee meeting</td>
</tr>
<tr>
<td>March 30, 2010</td>
<td>(No meeting Spring holiday week)</td>
</tr>
<tr>
<td>Month of April, May, June, July, 2010</td>
<td>Other Board meetings as needed</td>
</tr>
</tbody>
</table>

RESERVE ALL TUESDAYS FOR BOARD AND STANDING COMMITTEES
2009/10 REVENUE
REVISED BUDGET UPDATE

- A REDUCTION IN SECURED PROPERTY TAXES REFLECTING CONTINUED LOWER PROPERTY VALUE REASSESSMENTS AND A NEGATIVE CPI ADJUSTMENT.

- SUPPLEMENTAL PROPERTY TAXES ARE ANTICIPATED AT LESS THAN HALF OF 2008/09.
2009/10 REVENUE
REVISED BUDGET UPDATE

- **ENROLLMENT FEES ARE PROJECTED TO INCREASE APPROXIMATELY $500,000 AS A RESULT OF A $6.00 FEE INCREASE AND AN INCREASE IN THE NUMBER OF UNITS STUDENTS ARE ENROLLED IN.**

- **DECLINE OF $356K IN OTHER STATE REVENUE FOR PFE**

- **INCREASE OF $250K IN LOCAL REVENUE FOR NONRESIDENT TUITION AND MISCELLANEOUS**
IMPACT ON SOURCES OF FUNDS

PROPERTY TAXES ($679K)

ENROLLMENT FEES $500K

STATE REVENUES ($356K)

LOCAL REVENUES $250K

REVENUE DECREASE ($285K)
REVISED REVENUE PROJECTIONS

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>PROGRAM-BASED FUNDING</td>
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<tr>
<td>STATE SUBVENTIONS TOTAL</td>
<td>260,416</td>
<td>272,942</td>
<td>(5,526)</td>
<td>267,685</td>
<td>270,386</td>
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<td>PROPERTY TAXES TOTAL</td>
<td>39,366,314</td>
<td>39,826,038</td>
<td>(673,580)</td>
<td>39,154,458</td>
<td>39,242,682</td>
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<tr>
<td>ENROLLMENT FEES TOTAL</td>
<td>1,336,495</td>
<td>1,350,000</td>
<td>500,000</td>
<td>1,850,000</td>
<td>1,650,000</td>
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<tr>
<td>TOTAL PROGRAM-BASED</td>
<td>40,985,225</td>
<td>41,450,880</td>
<td>(165,687)</td>
<td>41,272,143</td>
<td>41,363,971</td>
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<td>FEDERAL REVENUE</td>
<td>245</td>
<td>250</td>
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<td>STATE REVENUE TOTAL</td>
<td>1,742,873</td>
<td>1,509,126</td>
<td>(233,747)</td>
<td>1,153,040</td>
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<td>LOCAL REVENUE TOTAL</td>
<td>2,684,482</td>
<td>2,335,299</td>
<td>(349,183)</td>
<td>1,879,213</td>
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<td>INTEREST</td>
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<td>2,729</td>
<td>100,000</td>
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<td>NON-RESIDENCE FEES</td>
<td>682,286</td>
<td>500,000</td>
<td>182,286</td>
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<td>OTHER STUDENT CHARGES</td>
<td>86,838</td>
<td>95,000</td>
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<td>NON-RESIDENCE INSURANCE</td>
<td>35,103</td>
<td>35,000</td>
<td>100</td>
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<tr>
<td>MISCELLANEOUS</td>
<td>230,712</td>
<td>204,000</td>
<td>26,712</td>
<td>204,000</td>
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<td>TOTAL REVENUE</td>
<td>1,132,210</td>
<td>934,000</td>
<td>250,000</td>
<td>1,184,000</td>
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<td>TOTAL REVENUE DECREASE</td>
<td>$44,892,522</td>
<td>$44,720,529</td>
<td>$ (171,993)</td>
<td>$44,448,536</td>
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2/23/2010
2009/10 EXPENSE REVISED BUDGET UPDATE

- PRIMARY IMPACT ON USE OF FUNDS ATTRIBUTABLE TO ADDITIONAL FUNDING FOR CATEGORICAL PROGRAMS

- INCREASE IN OTHER OPERATING EXPENSES

- BUDGETED POSITIONS NOT FILLED
IMPACT ON USES OF FUNDS

OTHER OUTGO
$477K

OTHER OPERATING
$438K

SALARIES/BENEFITS
($103K)

EXPENSE INCREASE
$812K
## OTHER OUTGO

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<tr>
<th>Description</th>
<th>2008-2009</th>
<th>2009-2010</th>
<th>CHANGE</th>
<th>2009-2010</th>
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<td><strong>ENERGY LOAN REPAYMENT</strong></td>
<td>$110,442</td>
<td>$110,374</td>
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<td><strong>OTHER</strong></td>
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<td>9,765</td>
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<td><strong>INTERFUND / INTRAFUND TRANSFERS:</strong></td>
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<td>CHILD CARE FUND</td>
<td>20,979</td>
<td>92,503</td>
<td>9,497</td>
<td>102,000</td>
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<td>DSPS</td>
<td>552,431</td>
<td>300,000</td>
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<td>RISK MARGIN FUND</td>
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<td>-</td>
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<td>BFAP/FA</td>
<td>107,546</td>
<td>90,000</td>
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<td>TTIP</td>
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<td>36,036</td>
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<td>PUENTE</td>
<td>14,463</td>
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<td>WORKSTUDY</td>
<td>6,200</td>
<td>8,000</td>
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<tr>
<td>MISCELLANEOUS</td>
<td>1,035</td>
<td>1,000</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$1,313,096</td>
<td>$212,642</td>
<td>$477,533</td>
<td>$690,175</td>
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</table>
BP 6340       CONTRACTS

References:
Education Code Sections 81641 et seq.;
Public Contract Code Sections 20650 et seq.

The Board of Trustees delegates to the Superintendent/President the authority to enter into contracts for goods (supplies, materials, apparatus, equipment), work to be done, or services to be performed on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:
- Contracts that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Board.
- Contracts are not enforceable obligations until they are ratified by the Board.
- When bids are required according to Public Contract Code Section 20651, the Board of Trustees shall award each such contract to the lowest responsible, responsive bidder who meets the specifications published by the District and who shall give such security as the Board requires. The Board may reject all bids.

If the Superintendent/President concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification shall be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition, or purchase order though any other public corporation or agency in accordance with Public Contract Code Section 20652, the Superintendent/President is authorized to proceed.

Office of Primary Responsibility: College Operations

Date Adopted: January 20, 2009
(Replaces College of Marin Policies 6.0013 and 6.0018)
The District may enter into personal services contracts to achieve cost savings when each of the following conditions are met:

- It can be clearly demonstrated that the proposed contract will result in actual overall cost savings to the District;
- The contractor’s wages are at the industry’s level and do not undercut District pay rates;
- The contract does not cause the displacement of District employees;
- The savings are large enough to ensure that employees will not be eliminated by private sector and District cost fluctuations that could normally be expected during the contracting period;
- The amount of savings clearly justifies the size and duration of the contracting agreement;
- The contract is awarded through a publicized, competitive bidding process;
- The contract includes specific provisions pertaining to the qualifications of the staff members that will perform the work under the contract as well as assurance that the contractor’s hiring practices meet applicable nondiscrimination standards;
- The potential for future economic risk to the District from potential contractor rate increases is minimal;
- The contract is with a firm; and
- The potential economic advantage of contracting is not outweighed by the public’s interest in having a particular function performed directly by the District.

Personal service contracts are also permissible when any one of the following conditions is met:

- The contract is for new functions mandated or authorized by the Legislature to be performed by independent contractors;
- The services are not available within the District or cannot be satisfactorily performed by District employees;
- The services are incidental to a purchase or lease contract;
- The policy, administrative, or legal goals and purposes of the District cannot be accomplished through the regular or ordinary hiring process;
- The work meets the criteria for emergency appointment;
- Equipment, materials, facilities, or support services could not feasibly be provided by the District; or
- The services are of an urgent, temporary, or occasional nature.

Professional Experts – Contracts for the services of persons who qualify as professional experts may be let without competitive bidding. Professional experts are persons specially qualified to provide services
and advise in financial, economic, accounting, engineering, legal, or administrative matters. They must be specially trained, experienced, and competent to perform the services required. Compensation for special services and advice from professional experts may be paid from available funds in the amounts deemed proper for the services rendered.

Independent Contractors – To be an independent contractor, substantial conformance with the following conditions must exist:

- The contractor controls the way in which work is performed.
- The contractor sets his or her own hours.
- The contractor is not restricted from taking jobs from other businesses at the same time that they are doing work for the District.
- No District employees have duties similar to the independent contractor.
- The District does not provide assistants to the contractor.
- The duration of employment is for a specific job, not for a specified period of time.
- The District does not furnish tools, training, or equipment to the contractor. Contractors should be able to perform their services without the District’s facilities (e.g., equipment, office furniture, machinery).
- The contractor’s investment in his or her trade must be real, essential, and adequate.
- The contractor has employer identification numbers with the Internal Revenue Service and the California Employment Development Department for reporting employer payroll taxes and employee wages.
- The individual is not presently employed by the District to do the same type of work.
- Contractors are hired to provide a result and usually have the right to hire others to do the actual work.
- Contractors are hired for the final result, and therefore should not be asked for progress or interim reports.
- Contractors are generally responsible for their incidental expenses.
- Contractors should be able to make a profit or a loss. Five circumstances show that a profit or loss is possible:
  - If the contractor hires and pays assistants
  - If the contractor has his own office, equipment, materials, or facilities
  - If the contractor has continuing and reoccurring liabilities
  - If the contractor has agreed to perform specific jobs for prices agreed upon in advance
  - If the contractor’s services affect his own business reputation

Contractors cannot be fired as long as they produce a result that meets the contract specifications. Termination of a contractor must abide by the law and be in accordance with the specifications in the contractor’s contract.

Contractors are responsible for the satisfactory completion of a job or they may be legally obligated to compensate the hiring firm for failure to complete.

Consultants – Consulting services contracts refer to all services that:
- Are of an advisory nature,
- Provide a recommended course of action or personal expertise,
- Have an end product which is basically a transmittal of information either written or verbal, and
• Are obtained by awarding a procurement-type contract, a grant, or any other payment of funds for services of the above type.

The product may include anything from answers to specific questions to design of a system or plan, and includes workshops, seminars, retreats, and conferences for which paid expertise is retained by contract.

Office of Primary Responsibility: College Operations

Date Approved: April 21, 2009
(Replaces College of Marin Procedure 5.0011 DP.1)
BACKGROUND:

Past Actions:

At the May 10, 2005 Board of Trustees Meeting, the Board approved the following BOARD POLICY 1200 regarding College of Marin’s Mission Statement:

“The College of Marin Mission Statement shall be reviewed annually at the March Board of Trustees Meeting and considered for approval by the Board at the April Board of Trustees Meeting.”

Below is College of Marin’s Mission Statement (edited and updated in 2007) which was approved at the Board of Trustees Meeting of April 17, 2007. On March 11, 2010 College Council unanimously recommended the change in bold letters below:

MISSION STATEMENT

College of Marin’s commitment to educational excellence is rooted in our mission to provide excellent educational opportunities for all members of our diverse community by offering:

- preparation for transfer to four-year schools and universities;
- workforce education;
- basic skills improvement; English as a Second Language
- intellectual and physical development and lifelong learning; and
- cultural enrichment.

The College of Marin is committed to responding to community needs by offering student-centered programs and services in a supportive, innovative learning environment with a strong foundation of sustainability, which will instill environmental sensitivity in our students.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees review the College of Marin Mission Statement. It will be submitted for approval at the April 20, 2010 Board meeting.

Administrator Initiating Item:  Dr. Frances L. White, Superintendent/President
**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>March 16, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No. B.15.E</td>
<td></td>
</tr>
<tr>
<td>Subject:</td>
<td>2010 CCCT Board Election</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td>Enclosure(s):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**INFORMATION**

**BACKGROUND:**

The election of members of the CCCT Board of the Community College League will take place between March 10 and April 25, 2010. There are seven three-year vacancies on the Board.

Each member community college district board of the League shall have one vote for each of the seven vacancies on the CCCT Board. Only one vote may be cast for any nominee or write-in candidate. The seven candidates who receive the most votes will serve three-year terms. In the event of a tie vote for the last position to be filled, the CCCT board will vote to break the tie. Election results will be announced at the CCCT annual conference.

The 10 trustees who have been nominated for election to the board are listed on the attached sheet, in the Secretary of State’s random drawing order.

Ballots must be signed by the Board secretary and Board President or Vice President and returned to the League office, postmarked no later than April 26, 2010.

**RECOMMENDATION:**

The Superintendent/President recommends that the Board of Trustees review the CCCT Board election materials in preparation for a vote at the April 20, 2010 Board meeting.

Administrator Initiating Item  

Frances L. White, Superintendent/President
2010 CCCT ELECTION
CANDIDATES IN RANDOM DRAWING ORDER.

1. *Louise Jaffe, Santa Monica CCD
2. Stephen Castellanos, San Joaquin Delta CCD
3. Nancy Chadwick, Palomar CCD
4. Cy Gulassa, Peralta CCD
5. *Isabel Barreras, State Center CCD
6. *Donald L. Singer, San Bernardino CCD
7. Jerry Hart, Imperial CCD
8. *Walter G. Howald, Coast CCD
9. Bob Hughlett, Cerritos CCD
10. Eva Kinsman, Copper Mountain CCD

* Incumbent
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees

From: Superintendent/President

Date: March 16, 2010

Item & File No. B.16.A

Subject: Contracts and Agreement for Services Report—February 2010

INFORMATION

Reason for Board Consideration:

Enclosure(s):

Attachment

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>Location/Dept.</th>
<th>Amount</th>
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<tbody>
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<td>P0208036</td>
<td>Arnold Bray Legislative advocacy</td>
<td>District Wide</td>
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<tr>
<td></td>
<td>services for the College from</td>
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<td></td>
<td>January 1 through June 30, 2010.</td>
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<tr>
<td>P0208050</td>
<td>Tom Evers Aquatic Program Directing</td>
<td>Pool – IVC</td>
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<td>services for the IVC Pool,</td>
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<td></td>
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<td></td>
<td>coordination of outside users and</td>
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<td>special events, January to June</td>
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<td>30, 2010.</td>
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<td>P0208067</td>
<td>Job Elephant.Com, Inc Advertising</td>
<td>Human Resources</td>
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<td>services for College recruitment</td>
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<td>from February through June 30,</td>
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<td>P0208090</td>
<td>Casey Printing Printing services</td>
<td>Community</td>
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<td>for the Fall 2010 credit class</td>
<td>Relations</td>
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<td>P0208091</td>
<td>Easy Permit Postage Postal</td>
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<td>53 mail.</td>
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<td>P0208118</td>
<td>Comfort Air Mechanical Systems</td>
<td>Maintenance</td>
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<td>Repair services for variable drive</td>
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<td></td>
<td>fan in the Learning Resource</td>
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<tr>
<td></td>
<td>Center.</td>
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<td>P0208123</td>
<td>Andria Knapp Arbitration services</td>
<td>District Wide</td>
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<td>for UPM Conference reimbursement.</td>
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<td>Dollar Thrifty Automotive Group, Inc</td>
<td>Physical</td>
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<td>Rental services for 12 passenger</td>
<td>Education</td>
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<td>van for 8 Track and Field events.</td>
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<td>P0208152</td>
<td>Professional Personnel Leasing, Inc</td>
<td>Planning and</td>
<td>$4,304.80</td>
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<td>Professional services for the</td>
<td>Research</td>
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<td>Planning and Research Department.</td>
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<td>P0208153</td>
<td>Carrier Commercial Services</td>
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<td>Refabrication services for steel</td>
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<td>beam in the Learning Resource</td>
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<td>Center cooling tower project.</td>
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<td>P0208154</td>
<td>Professional Personnel Leasing, Inc</td>
<td>Planning and</td>
<td>$1,426.20</td>
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<td>Professional services for the</td>
<td>Research</td>
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<td>Planning and Research Department.</td>
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<td>P0208155</td>
<td>Pacific Coast Trane Service</td>
<td>Maintenance</td>
<td>$ 3,920.00</td>
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<td>Installation services of the new</td>
<td></td>
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<tr>
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<td>bearings for the fan in the</td>
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<td></td>
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<tr>
<td></td>
<td>Learning Resource Center.</td>
<td></td>
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<tr>
<td>P0208165</td>
<td>XAP Corporation Maintenance</td>
<td>Maintenance</td>
<td>$ 1,793.00</td>
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<tr>
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<td>services, July 2009, through</td>
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<tr>
<td></td>
<td>June 10, 2010.</td>
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Contracts and Agreement for Services
OVER $1,000.00
MONTHLY REVIEW

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<tr>
<th>Agreement Number</th>
<th>Vendor/Description</th>
<th>Location/Dept.</th>
<th>Amount</th>
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<td>P0208170</td>
<td>Richard Squeri</td>
<td>Drama</td>
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<td>Fight choreography services for Hamlet production.</td>
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<td>P0208178</td>
<td>Fahy Tree Service</td>
<td>Grounds</td>
<td>$ 2,065.00</td>
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<td>Tree removal services for the College.</td>
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<td>P0208185</td>
<td>Poor Ann's Press</td>
<td>Logistics</td>
<td>$ 3,000.00</td>
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<td>Printing services for overflow and finishing services.</td>
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<td>P0208187</td>
<td>Ikon Office Solutions</td>
<td>Logistics</td>
<td>$ 2,000.00</td>
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<tr>
<td></td>
<td>Service/Maintenance agreement for Cannon copiers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0208193</td>
<td>Student Insurance</td>
<td>District Wide</td>
<td>$ 6,144.00</td>
</tr>
<tr>
<td></td>
<td>Insurance services for International mandatory student health insurance.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0208207</td>
<td>Marin Art &amp; Garden Center</td>
<td>Human Resources</td>
<td>$ 1,175.00</td>
</tr>
<tr>
<td></td>
<td>Rental space services for Human Resources.</td>
<td></td>
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</tr>
<tr>
<td>P0208223</td>
<td>Cheri Pratt</td>
<td>Logistics</td>
<td>$ 1,500.00</td>
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<tr>
<td></td>
<td>Newspaper research and collection services for the College.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0208231</td>
<td>Community College League of California</td>
<td>Logistics</td>
<td>$ 1,150.00</td>
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<tr>
<td></td>
<td>Registration fee/services for Cathy Summa-Wolfe to attend the Asilomar Leadership Skills Seminar.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0208232</td>
<td>Marin Arts Council</td>
<td>Logistics</td>
<td>$ 1,500.00</td>
</tr>
<tr>
<td></td>
<td>Advertising services for the Marin Arts Council Open Studies.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Measure C**

<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Vendor/Description</th>
<th>Location/Dept.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0208103</td>
<td>Statewide Educational Wrap UP</td>
<td>Measure C</td>
<td>$12,636.00</td>
</tr>
<tr>
<td></td>
<td>Insurance services for construction value increase from $3,800,000 to 4,264,447, from December 31, 2009 through January 31, 2010.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Marin Community College District
Measure C Bond Modernization Program

Modernization Director’s Report to Board of Trustees
March 16, 2010

BUDGET UPDATE

- Bond spending plan: $264.5 million ($249.5 m bond, $15 m interest)
- Reserves: $5,789,000
- Expended to date: $96.6 million (36.6% of bond spending plan)
  - Assessment $ 5.5 million
  - Planning/design $38.2 million
  - Construction $52.9 million

- Summary of modernization items in this agenda:

  Consent (all routine items not requiring resolution or discussion):
  Five (5) new small construction contracts ($29,805)
  Two (2) construction contract change orders ($25,928)
  Eight (8) professional services amendments ($224,410)
  One (1) substitution request ($0)
  One (1) memorandum of understanding ($0)
  One (1) request for sole source exceptions ($0)
  One (1) request for three (3) notices of completion ($0)
  One (1) professional services contract extension ($2,777,250)

  Action (items requiring resolution or discussion):
  One (1) authorization to award construction contract ($ TBD)

- Net value of new contracts / changes / amendments in this agenda: $3,057,393

CURRENT DESIGN (major building projects are listed in bold)

- KTD New Academic Center
  Design contract award is submitted this meeting (tabbed from February). Community outreach is underway.

CURRENT CONSTRUCTION (major building projects are listed in bold)

- IVC Trans. Tech. Complex:
  No change orders this meeting; change orders = 7.5%. Project is nearing completion; move-in is scheduled for Spring break, and grand opening is scheduled for May 13 (note new date).

- IVC Main Building Complex:
  No change orders this meeting; change orders = 5.2%. Project is on schedule for completion in late 2010.

- KTD Fine Arts Building:
  Change order #2 is submitted this meeting; change orders = 0.2%. Project is on schedule for completion in early 2011.
Marin Community College District
Measure C Bond Modernization Program

- KTD SMCP Utility Project: No change orders this meeting; change orders = 24%. Additional claim is pending; final work is underway. Completion is expected in Spring 2010.

- KTD West Bridge: Change order #6 is submitted this meeting; change orders = 5.8%. Work is completed; Notice of Completion is submitted this meeting.

- KTD Pool Repair Project: No change orders this meeting; change orders = 0.8%. Work is completed; Notice of Completion is submitted this meeting.

- KTD Hazmat Abatement: Work is underway.

- IVC Power Plant (Utilities Project): Bid opening is scheduled for March 16; authorization to award a construction contract is submitted this meeting.

**DESIGN COMPLETED / FUTURE CONSTRUCTION (major projects are listed in bold)**

- KTD Science/Math/CP: Spring (~ March) 2010 – Mid-2012. Hazmat abatement completed; DSA approval on schedule for approval by mid-March. Bidding to begin immediately thereafter. Anticipate award of contract May or June Board meeting.


**OTHER OPEN INITIATIVES**

- Swing space/relocation:
  - Dance No change orders this meeting; change orders = 8.3%. Work is completed; Notice of Completion is submitted this meeting.
  - Orchard Greenhouse DSA approval pending; installation expected late Spring.

- Furniture, fixtures, equipment: Procurement of FF&E for TransTech Complex is near completion; delivery to start ~ March 18.

- Building signage, Phase 1: Proceeding.

- External signage: Proceeding.

- Project Stabilization Agreement: Proceeding.

- LEED PE Complex LEED certification appears certain, silver rating possible.
Marin Community College District  
Measure C Bond Modernization Program

**COMPLETED PROJECTS* (major projects in bold)**

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost (approx)</th>
</tr>
</thead>
<tbody>
<tr>
<td>KTD College Avenue Utility Conduit Crossing</td>
<td>$68,000</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>
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<tr>
<td>KTD Portable Village Swing Space</td>
<td>$1,300,000</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>
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<tr>
<td>IVC Fire Mitigation</td>
<td>$785,000</td>
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<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:** $41,474,000

*Completed = Notice of Completion filed
### 2.1 Schedule
Marin Community College District – College of Marin
Based on expenditures as of 2-23-10

#### 305A - Science Math Central Plant Complex

<table>
<thead>
<tr>
<th>Year</th>
<th>Design</th>
<th>Construction</th>
<th>Current Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005</td>
<td></td>
<td></td>
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<tr>
<td>2013</td>
<td></td>
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</tr>
</tbody>
</table>

Oct. 06 Schedule / Budget
Feb. 07 Schedule / Budget
March 09 Schedule / Budget
Nov. 09 Schedule / Budget

Current Schedule (% of current phase): 95%
Current expenditures (% of budget): 50%

#### 306C - New Fine Arts Building

<table>
<thead>
<tr>
<th>Year</th>
<th>Design</th>
<th>Construction</th>
<th>Current Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>2013</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Oct. 06 Schedule / Budget
Feb. 07 Schedule / Budget
March 08 Schedule / Budget

Current Schedule (% of current phase): 100%
Current expenditures (% of budget): 40%

#### 306A - Performing Arts Modernization

<table>
<thead>
<tr>
<th>Year</th>
<th>Design</th>
<th>Construction</th>
<th>Current Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005</td>
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<td>2012</td>
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</tr>
<tr>
<td>2013</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Oct. 06 Schedule / Budget
Feb. 07 Schedule / Budget
March 09 Schedule / Budget

Current Schedule (% of current phase): 95%
Current expenditures (% of budget): 95%

---

3/3/2010
### 308 Diamond PE Center Alterations
- **See Note 4**
  - **Oct. 06 Schedule / Budget**
    - 2005 Q3: $2,101,000
    - 2006 Q1: $19,220,000
  - **Feb. 07 Schedule / Budget**
    - 2006 Q2: $2,149,000
    - 2007 Q1: $20,256,000
  - **March 09 Schedule / Budget**
    - 2007 Q2: $2,149,000
    - 2008 Q1: $20,256,000
  - **Current Schedule (% of current phase)**
    - 2009 Q1: 100%
    - 2009 Q2: 100%
  - **Current expenditures (% of budget)**
    - 2010 Q1: 91%
    - 2010 Q2: 71%
    - **Total** $1,900,312
    - **Total** $14,368,855

### 402A Transportation Technology Complex
- **See Note 5**
  - **Oct. 06 Schedule / Budget**
    - 2005 Q3: $554,000
    - 2006 Q1: $6,033,000
  - **Feb. 07 Schedule / Budget**
    - 2006 Q2: $1,465,000
    - 2007 Q1: $11,578,000
    - **Total** $13,043,000
  - **Nov. 09 Schedule / Budget**
    - 2007 Q2: $1,465,000
    - 2008 Q1: $11,578,000
    - **Total** $13,043,000
  - **Current Schedule (% of current phase)**
    - 2009 Q1: 100%
    - 2009 Q2: 99%
    - **Total** $1,394,625
    - **Total** $6,166,019

### 417A Main Building Complex
- **See Note 6**
  - **Oct. 06 Schedule / Budget**
    - 2005 Q3: $2,119,000
    - 2006 Q1: $19,475,000
    - **Total** $21,594,000
  - **Feb. 07 Schedule / Budget**
    - 2006 Q2: $2,410,000
    - 2007 Q1: $19,890,000
    - **Total** $22,300,000
  - **Nov. 09 Schedule / Budget**
    - 2007 Q2: $2,410,000
    - 2008 Q1: $19,890,000
    - **Total** $22,300,000
  - **Current Schedule (% of current phase)**
    - 2009 Q1: 100%
    - 2009 Q2: 69%
    - **Total** $1,940,118
    - **Total** $9,988,346

### 303B New Academic Center
- **See Note 7**
  - **Oct. 06 Schedule / Budget**
    - 2005 Q3: $4,864,000
    - 2006 Q1: $45,633,000
    - **Total** $50,597,000
  - **Feb. 07 Schedule / Budget**
    - 2006 Q2: $1,823,000
    - 2007 Q1: $15,677,000
    - **Total** $17,500,000
  - **Nov. 09 Schedule / Budget**
    - 2007 Q2: $1,823,000
    - 2008 Q1: $15,677,000
    - **Total** $17,500,000
  - **Current Schedule (% of current phase)**
    - 2009 Q1: 20%
    - 2009 Q2: 0%
    - **Total** $1,823,000
    - **Total** $15,677,000
  - **Current expenditures (% of budget)**
    - 2010 Q1: 12%
    - 2010 Q2: 0%
2.1 Schedule
Marin Community College District – College of Marin
Based on expenditures as of 2-23-10

302B LRC Modernization  See Note 8
Oct. 06 Schedule / Budget
Feb. 07 Schedule / Budget
Current Schedule

<table>
<thead>
<tr>
<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q3</td>
<td>Q4</td>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
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<tr>
<td>$1,283,000</td>
<td>$11,623,000</td>
<td>$13,106,000</td>
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</table>

Removed from Schedule

304A Fusselman Hall Modernization  See Note 9
Oct. 06 Schedule / Budget
Feb. 07 Schedule / Budget
Current Schedule

<table>
<thead>
<tr>
<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
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<tbody>
<tr>
<td>Q3</td>
<td>Q4</td>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
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<tr>
<td>$547,000</td>
<td>$5,100,000</td>
<td>$5,737,000</td>
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</tr>
</tbody>
</table>

Removed from Schedule

Notes:
1A) Project has been submitted to DSA, therefore the project design is 95% complete. There will be very little additional invoiced until DSA releases the Project.

1B) Project has been submitted to DSA and is expected to be out of DSA in Winter/Spring, 2010

1C) Project duration has changed. The original duration was based on a 50,000 SF bldg and was not revised to reflect the increased building program of 77,000 SF. The revised duration takes into account this modification.

1D) 308B project budget is $20,894,716 since $1.5 million has been allocated to other PE project such as 308E Utilities, 308F Pool and PE swing space.

2A) Project under construction

3A) Project has been submitted to DSA, therefore the project design is 95% complete. There will be very little additional invoiced until DSA releases the Project.

3B) Project has been submitted to DSA and is expected to be out of DSA in Winter/Spring, 2010

3C) Project start date is affected by the FA completion date.

4A) Project has encountered unforeseen conditions that will affect project duration.

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 expenses for preconstruction.

5A) In field construction issue needing DSA approval, schedule adjusted to current status.

6A) Slight delay for bidding due to delay in DSA approval

7A) No State funding will be available for his project

8A) Project funds reallocated to other projects.

9A) Project funds reallocated to other projects.
## 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>
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</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 (306B)</td>
<td>1/31/2010</td>
<td>Amendment 27</td>
<td>In Progress</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>
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</table>

## D. Degenkolb Engineers (District Structural Engineers)

<table>
<thead>
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<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>No Cost Time Extension thru 12/31/10</td>
<td>12/31/2010</td>
<td>Amendment 5</td>
<td></td>
</tr>
</tbody>
</table>

## E. ED2 International (Science / Math / Central Plant)

<table>
<thead>
<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>In Backcheck</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></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>
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## F. Fugro West, Inc. (District Soils Engineer)

<table>
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<th>Milestone Date</th>
<th>Document</th>
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</thead>
<tbody>
<tr>
<td>No outstanding items</td>
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</tbody>
</table>

## G. HKIT (Hardison, Komatsu, Ivlich & Tucker) (Transportation Technology Center)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>Construction Phase</td>
<td>Original 6/15/08-8/31/09</td>
<td>Contract</td>
<td>On Going</td>
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<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>Operation/Project Close-out Phase - 12 months</td>
<td>9/1/09-6/31/10</td>
<td>Contract</td>
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</tbody>
</table>
## H. Kate Keating Associates, Inc. (District Signage Consultant)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Construction Docs for DSA Review and back check (306A)</td>
<td>10/15/2009</td>
<td>Amendment 4</td>
<td>Completed</td>
</tr>
<tr>
<td>Construction Docs at 100% for bid and 100% for fabrication (306A)</td>
<td>5/1/2010</td>
<td>Amendment 4</td>
<td>Completed</td>
</tr>
<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>
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## I. Kwan Henmi (Diamond PE Center)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
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<tbody>
<tr>
<td>Construction Phase</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original 12/4/07-5/15/09</td>
<td></td>
<td>Contract</td>
<td>Close out</td>
</tr>
<tr>
<td>Revised to 3/15/08 - 5/13/09</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Completion Date 8/05/09</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DSA took longer to review the plans than originally scheduled which then required a revised bid date, which then revised the construction start date.</td>
<td></td>
<td></td>
<td></td>
</tr>
<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>
<tr>
<td>Additional service fee to re-register the project from LEED EB to NC (308B)</td>
<td>r/va</td>
<td>Amendment 3</td>
<td>Close out</td>
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## J. Marcy Wong and Donn Logan (FA / PA Buildings)

<table>
<thead>
<tr>
<th>Activity</th>
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<tbody>
<tr>
<td>Performing Arts</td>
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<tr>
<td>Estimated DSA Stamp-out (100% CD's)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original: 10/14/2008, Current: 5/01/09</td>
<td></td>
<td>Contract</td>
<td>in Backcheck</td>
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<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>12/16/09-3/15/10</td>
<td>Contract</td>
<td></td>
</tr>
<tr>
<td>Construction Phase</td>
<td>3/18/10-6/30/11</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>
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<tr>
<td>Project Close-out with DSA</td>
<td>4/30/11-8/31/11</td>
<td>Contract</td>
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</tr>
<tr>
<td>Extra programming &amp; conceptual design schemes</td>
<td>dates not changed</td>
<td>Amendment 1</td>
<td></td>
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<tr>
<td>Survey specs and prelim project scope guidelines</td>
<td>dates not changed</td>
<td>Amendment 1</td>
<td></td>
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<tr>
<td>Fine Arts</td>
<td></td>
<td></td>
<td>In Going</td>
</tr>
<tr>
<td>Construction Phase</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original: 1/16/09-5/31/10</td>
<td></td>
<td>Contract</td>
<td></td>
</tr>
<tr>
<td>Current: 8/10/09 - 12/21/10</td>
<td></td>
<td>Amendment 4</td>
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<tr>
<td>Due to user group questions concerning restrooms and classroom sizes, the start of CD drawings was delayed.</td>
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<tr>
<td>Operation/Project Close-out Phase - 12 months</td>
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</tr>
<tr>
<td>Original: 5/1/10-7/31/10</td>
<td></td>
<td>Contract</td>
<td></td>
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<tr>
<td>Current: 12/2/10 - 3/1/11</td>
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<td>Amendment 4</td>
<td></td>
</tr>
<tr>
<td>Project Close-out with DSA</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Original: 4/30/10-6/31/10</td>
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<td>Contract</td>
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<tr>
<td>Current: 4/1/11</td>
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<td>Amendment 4</td>
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## K. Ninyo & Moore (District Industrial Hygienist Consultant)

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<th>Document</th>
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<tbody>
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<td>No outstanding items</td>
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### L. Royston Haramoto Alley & Abey (District Landscape Consultant)

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<tbody>
<tr>
<td>Kentfield Campus Construction Phasing Diagrams</td>
<td>Quarterly through 2011</td>
<td>Amendment 3</td>
<td></td>
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<tr>
<td>Indian Valley Construction Phasing Diagrams</td>
<td>Quarterly through 2011</td>
<td>Amendment 3</td>
<td></td>
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<tr>
<td>LEED Services</td>
<td>6/15/07 through CA Phase</td>
<td>Amendment 4</td>
<td></td>
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<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>
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</tr>
<tr>
<td>Additional landscape design services (413A)</td>
<td>7/15/2009</td>
<td>Amendment 11</td>
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### M. Steinberg Architects (District Architect)

<table>
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<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
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<tbody>
<tr>
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### N. Transitions (FF & E Consultant)

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<th>Document</th>
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<tr>
<td>FF&amp;E Specifications - PA Modernization (306A)</td>
<td>1/1/2011</td>
<td>Amendment 3</td>
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<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>
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<tr>
<td>FF&amp;E Specifications - Main Building Complex (417A)</td>
<td>7/1/2008</td>
<td>Amendment 3</td>
<td>On Going</td>
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<tr>
<td>FF&amp;E Specifications - New FA Building (305C)</td>
<td>1/15/2009</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>On Going</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>
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<tr>
<td>List of items for disposal of surplus property - District FF&amp;E Consultant Proj (813A)</td>
<td>2/16/2010</td>
<td>Amendment 13</td>
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### O. VBN Architects (IVC Main Building)

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<tr>
<th>Activity</th>
<th>Milestone Date</th>
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<tbody>
<tr>
<td>Construction Phase</td>
<td>Original: 4/4/08-12/1/09</td>
<td>Contract</td>
<td>On Going</td>
</tr>
<tr>
<td></td>
<td>Current: 11/20/08-11/20/210</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Bidding and construction start was delayed with plan check review</td>
<td></td>
<td></td>
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<tr>
<td>Operation/Project Close-out Phase</td>
<td>12/1/09-5/31/10</td>
<td>Contract</td>
<td></td>
</tr>
<tr>
<td>Fire service line re-routing design services (417A)</td>
<td>no change</td>
<td>Amendment 6</td>
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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 3050, 4101, 4106, 4231, 5400, 5410, 5420, and 6200 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 3050 INSTITUTIONAL CODE OF ETHICS

Reference:
ACCJC Accreditation Standard III.A.1.d;
ACCCA Statement of Ethics

Definition of Ethics
Ethical behavior is often defined as “right” or “good” behavior as measured against commonly accepted rules of conduct for a society or for a profession. The ethical person is often described in absolute terms as one who is fair, honest, straightforward, trustworthy, dispassionate, and unprejudiced. If, however, one is inconsistently fair or honest, one loses credibility and is perceived to be unethical. The ethical person must be conspicuously consistent in the exercise of integrity to sustain the credibility that is an expectation of office.

Importance of Ethics
The credibility of the District’s employees depends upon whether they are perceived as honest men and women. If integrity contributes to credibility, then ethical behavior is a singular prerequisite to successful performance. When people are convinced that public institutions employ honest individuals, questions of credibility and demands for public accountability rarely arise.

Statements of ethical standards do not necessarily ensure ethical behavior. Yet public statements of intent surely create an expectation that public officials will indeed act with integrity in the public interest.

Expectations for Ethical Behavior
Employees of the District shall be committed to the principles of honesty and equity. They shall not seek to abridge for any purpose the freedoms of other employees or students. At the same time, they shall not willingly permit the right and privileges of any members of the college community to override the best interests of the public served by the District.

Employees shall exercise judgments that are fair, consistent, and equitable. They shall exhibit openness and reliability in what they say and do as educational leaders. They shall confront issues and people without prejudice. They shall do everything they can to demonstrate a commitment to excellence in education and without compromise to the principles of ethical behavior.

Similarly, students are expected to abide by ethical behavior and decision-making in their treatment of District employees, other students, and members of the public.
Employee Responsibilities

The following statements are intended as guidelines:

1. With respect to students:
   a. Remain continuously informed of characteristics, preferences, and educational needs of the local community.
   b. Provide and protect student access to educational resources of the District.
   c. Protect human dignity and individual freedom, and assure that students are respected as individuals, as learners, and as independent decision-makers.
   d. Invite students to contribute to the District decisions and directions.
   e. Protect students from disparagement, embarrassment, or capricious judgment.
   f. Keep foremost in mind at all times that the District exists to serve students.

2. With respect to colleagues and staff:
   a. Develop a climate of trust and mutual support through the governance process characterized by participation of the people affected; focus on objectives rather than personalities; respect for reason, freedom of expression, and right to dissent.
   b. Foster openness by encouraging and maintaining two-way communication.
   c. Encourage, support, and abide by written policies and procedures and to communicate clearly to new staff members the conditions of employment, work expectations, and evaluation procedures.
   d. Provide opportunities for professional growth.
   e. Provide due process with opportunity for appeal and review of employee evaluation.

3. With respect to the Board of Trustees:
   a. Keep the Board of Trustees informed so it can act in the best interests of the District and the public.
   b. Act in the best interest of the District even when that action conflicts with an interest of an administrator or individual colleagues.
   c. Be guided by the principles and policies established by the Board of Trustees.

Office of Primary Responsibility: President’s Office

NOTE: This procedure is legally required. The underlined regular text is language recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in underlined italics is recommended by the Office of Organizational Development and Planning.

Date Approved:
(This is a new procedure recommended by the CCLC and the League’s legal counsel)
AP 4101  INDEPENDENT STUDY

References:
Title 5 Sections 55230 et seq.

Independent Study
Independent studies are courses designed for independent motivated students to pursue intellectual inquiry outside of regularly scheduled course offerings. These are to be supervised by instructors, generally involving substantial student-instructor interaction. Each course shall be initiated on an individual basis via an agreement between the student and an instructor.

These courses are not designed to substitute for other courses offered by the academic departments.

Enrollment shall be through courses numbered 249A (1 semester unit), 249B (2 semester units), and 249C (3 semester units). One unit of credit requires a minimum of 48 hours of lecture, study, or laboratory work.

Academic Standards
Academic standards applicable to courses of independent study shall be the same as those applied to other credit courses as appropriate at the District.

Procedures for Evaluation
Procedures for evaluation of student progress shall be in accordance with regulations established by the District. A grade report by an instructor on appropriate records bearing the student's name for purposes of state apportionment shall certify the adequate and proper progress toward accomplishment of the course objectives is being maintained by the student.

Availability of Instructor
Independent study students shall have access to the instructor equivalent to access given to students enrolled in courses conducted by other instructional methods, including office hours.

Instructors are responsible for assisting the student in developing the proposal, granting instructor approval of the proposal, assisting the student in the independent study as necessary, evaluating the results of the study, and submitting the final grade to the Office of Admissions and Records.

Independent study courses may be repeated more than once for credit provided the same topic is not repeated. An independent study course cannot be used to satisfy core requirements unless specified by the department to a maximum of three (3) units.
Procedures for Approval of Independent Study

- **Students must have completed 12 degree applicable credit units.**
- **Students must be in good academic and progress standing and have earned a cumulative GPA of 2.0.**
- **The Independent Study Contract must be completed by the student and approved by the instructor and signed by the department chairperson.**
- **Independent Study Contracts must be submitted to the Admissions and Records Office by the add deadline.**

- From current College of Marin Procedure 4.0003 DP.10 titled Academic Standards (From Pages 19-20)

Directed Study
Directed Study is learning undertaken by a student enrolled in a course, without the immediate presence of the assigned instructor. A passing grade will be assigned upon satisfactory completion of prescribed objectives. An Application for Directed Study Form must be completed and signed by the student and a full-time faculty member, credentialed in the requested discipline. Students must submit completed signed forms with their add cards prior to the census date. The completed form must contain the following:

1. Goals and methodology of the course
2. The number of units and hours of study required
3. The arrangement for consultation with the faculty member
4. Method of evaluation
5. The college facilities required

Students are limited to one independent study course per semester, six (6) units of Directed Study independent study per discipline, to a maximum of twelve units overall unless specified by a department to obtain a local certificate.

Office of Primary Responsibility: Office of Admissions and Records

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**NOTE:** This procedure is legally required. The information in underlined italics was added by the Dean of Enrollment Services. The language in black ink is from current College of Marin Procedure 4.0003 DP.10 titled Academic Standards approved on 2/6/05. The language struck through is recommended for deletion. Reviewed by the VP Student Learning, ASC Chair and Academic Senate President on 9/16/09 and ok'd to move forward to the Senate. Approved by A.S. 12/10/09. Move on to TF & CC.

---

Date Approved:
(Replaces portions of current College of Marin Procedure 4.0003 DP.10)
AP 4106 NURSING PROGRAMS

References:
Education Code Sections 66055.8, 66055.9, 70101-70106, 70120, 70124, 70125, 70128.5,
70260, 70261, 70261.3, 70261.5, 87482, 89267, 89267.3, and 92645;
Title 5 Sections 55060 et seq. and 55521; and
Health and Safety Code Section 128050

The District is prohibited from requiring a student who has already earned a
baccalaureate degree or higher from a regionally accredited institution of higher
education to complete any general education requirements.

Students applying to the Registered Nursing Program must submit completed
application materials by the application deadlines. It is the applicant's responsibility to
provide complete and accurate materials by the closing date. A description of what
constitutes a complete application is listed in the catalog. Students must submit official
transcripts with the degree posted directly to the Nursing Department. Students who
provide documentation through the official transcript that they possess a bachelor's
degree or higher from a regionally accredited institution of higher education in the
United States will have the general education requirements waived. The student must
complete all of the coursework necessary for licensure as a registered nurse. This
includes all of the prerequisites to the program, all required application materials,
assessment testing, and/or required remediation and the degree requirements for
nursing.

The District is authorized to require any prospective student to provide criminal record
clearance.

Prospective nursing students must provide a criminal record clearance prior to
enrollment in the Program. Prospective students must sign and submit a release form
and pay the current fee to the background check company. Additional county searches
may require additional fees by the student.

Current and prospective nursing students must at all times meet applicable hospital
security standards for placement in mandatory clinical rotations at selected hospitals.
Every student offered a space in the program will be required to submit to a background
screening prior to beginning clinical rotations as part of their clinical requirements for
admission. A history of felony conviction(s) or any bar, exclusion or other ineligibility for
federal program participation could render a student ineligible for clinical placement, as
determined by the clinical agencies. Screening also includes a national sex offender
search.
If a student cannot obtain background clearance from the clinical agencies, it will not be possible to place the student in the clinical area, which is a required component of the program. In the event that a student cannot obtain a background clearance prior to the commencement of classes, the space will be forfeited.

Clinical agency contracts require screening at the beginning of each academic year.

Students who are ineligible for clinical placement after admission to the nursing program shall be subject to dismissal from the program, as they will be unable to complete mandatory clinical rotations.

The student is sent a copy of the screening report by the background check company and has the right to dispute the accuracy of the report.

Office of Primary Responsibility: Student Learning

NOTE: The language in underlined regular text reflects legally required language recommended by the Community College League and the League’s legal counsel. The language in underlined italics was added by the Director of Health Sciences Programs. This procedure was reviewed by Nanda on 9/15/09.

Date Approved:
(This is a new procedure recommended by the CC League and the League’s legal counsel)
AP 4231   GRADE CHANGES

References:
Education Code Section 76224
Title 5 Section 55025

Changing Grades
The instructor of the course shall determine the grade to be awarded to each student. The determination of the student’s grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency. “Mistake” may include, but is not limited to, errors made by an instructor in calculating a student’s grade and clerical errors. “Fraud” may include, but is not limited to, intentional inaccurate recording or the change of a grade by any person who gains access to grade records without authorization.

The removal or change of an incorrect grade from a student’s record shall only be done pursuant to this process.

Provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available, or where the District determines that it is possible that there may have been gross misconduct by the original instructor.

Grade Changes by Instructors
Instructors may choose to change a student’s grade by submitting a Grade Change Form to the Admissions and Records Office stating the reason for the change.

I. Final Grade Disputes
Students may obtain a change to a final course grade without the instructor’s agreement only when the student can provide proof that the final course grade reflects mistake, fraud, bad faith, or incompetency.

Without such proof, only the instructor who assigned a final grade can choose to change that final grade. No individual or group, whether acting on a grievance or in some other manner, has the authority to change a grade determined by an instructor unless persuasive evidence is presented by the student in accordance with the provisions as outlined in the law and this procedure. Accordingly, in determining whether to initiate a grievance involving grades, students should consider whether they believe there will be persuasive evidence of mistake, fraud, bad faith, or incompetency. Students may seek resolution of their dispute as outlined below. Students must initiate the dispute within three semesters of the final grade being submitted to the Office of Admissions and Records.

II. INFORMAL FINAL GRADE DISPUTE RESOLUTION PROCEDURE
Before initiating formal grade dispute procedures, the student shall attempt to resolve the dispute informally by meeting with the instructor who issued the grade in dispute, the department chairperson and the appropriate academic administrator. The intent of the informal grade dispute procedure is to strongly encourage and support all possible attempts to resolve the dispute with the instructor.

Meeting with the instructor is only excused when the student has filed a discrimination complaint that alleges the grade was affected by improper discrimination (including harassment) or retaliation for filing a discrimination complaint under the District’s nondiscrimination process or when the student reports gross misconduct by the instructor and the District determines that it is possible that gross misconduct occurred.

The student must follow the process described below in an attempt to informally resolve his/her dispute. Students can direct additional questions related to this process to the Petitions Committee.

a. Unless this procedure excuses an initial meeting with the instructor, the student must take any questions regarding the accuracy of a final course grade to the instructor of record for the class in question within three semesters of the final grade being submitted. The instructor has 15 business days to respond to and meet with the student after being contacted by the student. It is the student’s responsibility to obtain the instructor’s signature and date of the meeting on the Request for Grade Reconsideration Form.

b. If the student has not resolved his/her dispute with the instructor, the student may present his/her dispute to the chairperson of the department that offered the class for which the grade in question was given. The department chairperson has 15 business days to respond to and meet with the student after being contacted by the student. It is the student’s responsibility to obtain the department chairperson’s signature and date of the meeting on the Request for Grade Reconsideration Form.

c. If the student has not resolved his/her dispute with the instructor and department chairperson, the student may present his/her dispute to the academic or counseling dean of the division. The dean has 15 business days to respond to and meet with the student after being contacted by the student. It is the student’s responsibility to obtain the dean’s signature and date of the meeting on the Request for Grade Reconsideration Form.

d. At level b and c listed above, the department chairperson or administrator in question does not have the authority to change the grade that was issued by the instructor. Rather, his/her role is to hear the dispute as presented by the student and the instructor. If, after consultation with the instructor and/or department chairperson, the academic or counseling dean feels that the final course grade may reflect mistake, fraud, bad faith, or incompetency, the student may pursue the Formal Final Grade Dispute Process outlined in Section III. If the department chairperson finds cause and the instructor chooses not to change the grade, the student can proceed to the formal process.

e. In cases where the instructor of record for the class in question is on sabbatical or other leave, every effort shall be made to contact the instructor. If the instructor is not
available, the chairperson shall act on the instructor's behalf. In cases where the instructor is on leave for more than one calendar year, or is unavailable for contact, another instructor shall substitute for the instructor of record, as specified in Title 5 Section 55025. If the instructor is not a current employee at the time of the student challenge, the student shall file the Request for Grade Reconsideration Form with the department chairperson.

f. If no evidence of mistake, fraud, bad faith, or incompetency is found by the department chairperson or academic or counseling dean, the instructor's decision is final and no formal grade dispute will proceed. The academic or counseling dean involved will inform the student, instructor, and department chairperson in writing of the finality of the instructor's decision and the completion of the grade dispute process within 15 business days of making the decision.

g. If the student fails to meet any of the deadlines described above in subdivisions a, b, or c, the student is deemed to have waived any challenge to the grade and the final grade issued by the instructor stands.

III. FORMAL FINAL GRADE DISPUTE RESOLUTION PROCEDURE

If the academic or counseling dean finds that there is a potential case that the grade reflects mistake, fraud, bad faith, or incompetency, the student may file a request for a formal hearing. The student must initiate the formal dispute process within 30 calendar days of receiving the Request for Grade Reconsideration wherein the department chairperson and/or dean indicate cause exists to suggest that a grade reflects mistake, fraud, bad faith, or incompetency. Grade disputes that allege discrimination (including harassment or retaliation) in violation of the District's nondiscrimination policies cannot be initiated by the student with the Petitions Committee. Such allegations must be investigated by the District's assigned officer for such investigations.

Students must complete the Petition for Final Grade Review Form including the following typed and signed information in their request for a formal hearing:

a. A clear and concise statement of the dispute that must include details of the specific nature of the alleged mistake, fraud, bad faith, or incompetency.

b. The name of the instructor, course title, course record number, and semester of the class for which the grade is being disputed.

c. Identification of the resolution, corrective action, or remedy being sought.

d. A detailed summary of the actions already taken to resolve the issue, including dates and times for meetings that occurred during the Informal Grade Dispute Procedure and recorded on the Request for Grade Reconsideration Form.

e. Copies of all documents, assignments, or related materials indicating evidence of the alleged mistake, fraud, bad faith, or incompetency.

Upon receiving the student's request for a formal hearing, the Petitions Committee will convene to hear the dispute.
The student has the option to challenge the composition of the Petitions Committee only if it is determined that there is a conflict of interest with any committee member. In such cases, that committee member would be excused from the case and a different member will be assigned.

All documentation from the informal and formal procedures will be maintained in the Office of Admissions and Records to preserve the confidentiality of all records related to the process.

IV. FORMAL HEARING PROCEDURES
a. Within 15 business days of receiving a submitted request for a formal hearing, the Petitions Committee will convene to conduct the hearing.

b. The Petitions Committee will:
   i. Review the request for a formal hearing submitted by the student. The formal hearing is intended to resolve the dispute based on the merits and facts of the case and is not a legal proceeding.
   ii. Request additional information, if necessary, from the instructor who has seven days from receipt of the request to respond.
   iii. Receive a signed written statement from the instructor, department chairperson, and academic or counseling dean, specifying all relevant facts as discovered during the Informal Grade Dispute Procedure and the reasoning and evidence related to mistake, fraud, bad faith, or incompetency.
   iv. The Petitions Committee shall hear testimony, examine witnesses, and receive evidence pertaining to the case, as determined to be necessary by the committee.
   v. Evaluate relevant testimony and evidence.
   vi. Provide a transcript of the proceeding and investigation, which will be kept in a confidential file in the Office of Admissions and Records and shall be available at all times to the parties to the dispute to the extent that such material is not otherwise confidential.

c. The formal hearing will be closed to the public.

d. Upon conclusion of the formal hearing, the Petitions Committee shall make a recommendation to the Superintendent/President.

e. The Superintendent/President shall review the recommendation of the Petitions Committee and make a final decision within 15 business days of receipt of the Committee’s recommendation.

i. If the Superintendent/President’s decision is to change the grade, the Superintendent/President will direct the Dean of Enrollment Service to change the grade. In all such cases, the Superintendent/President will give written notice of the change to the student and the instructor. Whenever a grade is changed as a
result of this process, corrected transcripts will be sent to any known educational institution to which the student has transferred.

ii. If the Superintendent/President’s decision is to retain the original grade, the Superintendent/President will give written notice of that decision to the student and the instructor.

Security of Grade Records
The District shall implement security measures for student records that assure no one without proper authorization may obtain access to student grade records. These measures are installed as part of any computerized grade data storage system.

The measures implemented by the District include, but are not necessarily limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the Dean of Enrollment Management. No more than five District employees may be authorized to change student grades. Only full-time employees of the District may be authorized to change grades. Student workers shall not have access to or change grades at any time.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Dean of Enrollment Management immediately. The Dean of Enrollment Management shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

If any student’s grade record is found to have been changed without proper authorization, the District will notify 1) the student; 2) the instructor who originally awarded the grade; 3) any known educational institution to which the student has transferred; 4) the accreditation agency; and 5) local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any known educational institution to which the student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with the District’s policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency.

- From current College of Marin Procedure 4.0003 DP.10 titled Academic Standards (From Page 12)

Grade Changes Title V- 55760
Changes of grade will only be made due to error or in accordance with Title V regulations. When an error has been made, the erroneous grade will be obliterated. No grade change will be made more than four years after the original grade was issued. The correction of an awarded grade shall only be allowed for a student-initiated request brought under the provisions of this procedure.

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 (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 in underlined italics was added during the Administrative Review with the Senate representatives. Approved by Academic Senate 12/10/09. Move to TF & CC and on to Board. The language in highlighted black ink reflects recommendations from the District’s legal counsel, Ginny Riegel.

Date Approved:
(Replaces portions of current College of Marin Procedure 4.0003 DP.10)
AP 5400  ASSOCIATED STUDENTS ORGANIZATION

Reference:
   Education Code Section 76060

The District has an Associated Students Organization that encourages representation from all registered day and evening students.

A governing body shall be elected that shall keep an account of its meetings, expenditures, authorizations, and policies established.

A simple majority of the elected voting members of the Associated Students Organization governing body shall constitute a quorum.

Also see BP 4675 titled Programs for Older Adult Students (Emeritus College)

Office of Primary Responsibility: Student Affairs

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 is recommended by Student Services.

Date Approved:
(This is a new procedure recommended by the CC League and the League’s legal counsel)
AP 5410 ASSOCIATED STUDENTS ORGANIZATION ELECTIONS

References:
   Education Code Section 76061;
   College of Marin Associated Students' Election Code

The Associated Students Organization shall conduct annual elections to elect officers.

Any student elected as an officer in the Associated Students Organization shall meet the requirements in Board Policy.

The Associated Students Organization elections shall be conducted in accordance with the Associated Students' Election Code as approved by the District.

Office of Primary Responsibility: Student Affairs

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 is recommended by Student Services.

Date Approved:
(This is a new procedure recommended by the CC League and the League’s legal counsel)
ASSOCIATED STUDENTS ORGANIZATION FINANCE

References:
Education Code Sections 76063-76065 and cites below

Associated Students Organization Funds are maintained in accordance with the following procedures:

- Associated Students Organization Fund books, financial records, and procedures are subject to annual audit.
- Reports of the annual audit of Associated Students Organization funds are submitted to the Board of Trustees.
- Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students Organization by the Office of College Operations.
- Associated Students Organization funds shall be deposited with and disbursed by the District.
- The funds shall be deposited, loaned, or invested in:
  - Deposits in trust accounts of the centralized State Treasury System pursuant to Sections 16305 to 16305.7, inclusive, of the Government Code or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.
  - Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
  - Purchase of any of the securities authorized for investment by Government Code Section 16430 or investment by the Treasurer in those securities.
  - Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools.
  - Investment certificates or withdrawable shares in state or federal credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
- Loans, with or without interest, to any student body organization established in another community college of the District for a period not to exceed three years.
- Investment of money in permanent improvements to any community college District property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadia and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

All funds shall be expended according to procedures established by the Associated Students Organization, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be authorized for expenditure:
- the Superintendent/President or designee;
- the employee who is the designated adviser of the particular student body organization; and
- a representative of the student body organization.

Also see BP/AP 6150 titled Designation of Authorized Signatures

NOTE: The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whilmore). The language in underlined italics is recommended by Student Services.

Date Approved:
(This is a new procedure recommended by the CC League and the League’s legal counsel)
AP 6200  BUDGET PREPARATION

References:
   Education Code Section 70902(b)(5);
   Title 5 Sections 58191-58194 and 58300 et seq.;
   ACCJC Accreditation Standard III.D

The annual budget shall support the District’s Educational Master Plan and Strategic Plan.

Assumptions upon which the budget is based shall be presented to the Board of Trustees for review.

Unrestricted general fund reserves shall be no less than the prudent reserve defined by the State Chancellor’s Office and the Board of Trustees.

Changes in any assumptions upon which the budget was based shall be reported to the Board in a timely manner.

The District shall prepare long-term budget projections annually.

A budget calendar shall be established by the Chief Business Officer, including presentation of a tentative budget to the Board of Trustees no later than July 1 and the final budget no later than September 15. A public hearing on the budget shall be held on or before September 15.

The required number of copies of the adopted budget shall be submitted to the California Community Colleges Chancellor’s Office before October 1.

The Chief Business Officer shall follow the Participatory Governance System Plan in defining a consultation process for budget development.

The Chief Business Officer shall be responsible for timely submission of all financial forms, such as the 311 Form, required by the State Chancellor’s Office.

- From current College of Marin Procedure 6.0003 DP.1 titled College Budget Committee
To assure staff involvement with the budget development process, each and every year the Budget Committee will present a Tentative Budget to the President using a modified zero-based budget procedure. To develop the budget, the Committee will use data verified by the Director of Fiscal Services. The Tentative Budget will be reviewed and modified by the President before it is submitted to the Board of Trustees.

1. Composition:

Membership of the College Budget Committee will be for two-year terms and will consist of the following:

A. Four certificated members appointed by the Academic Senate;

B. Three classified members appointed by the Classified Senate, one of which is to be from an academic area;

C. Two managers appointed by the President;

D. One student appointed by the Student Senate.

2. Duties:

The Budget Committee will:

A. Develop a process for budget review;

B. Keep to the Budget Development Calendar in preparing a Tentative Budget: recommendations are to be made to the President no later than April 30 for the Fiscal Year commencing the following July 1;

C. Review current spending to justify coming-year spending;

D. Make recommendations on the use of any additional funds coming into the District.

3. Principles:

A. The review process will be in accordance with the Goals and Objectives of the District and with the Mission Statement;

B. The Committee will make recommendations on non-permanent positions only;

C. The Budget Committee will propose a level of funding for departmental spending (excluding personnel) in accordance with the District’s fiscal guidelines;
D. On all matters, decisions will be reached through consensus of the members present. If consensus cannot be reached, a vote will be taken and alternative recommendations will be forwarded to the President.

- From current College of Marin Procedure 6.0003 DP.3 titled College Budget Committee

To assure staff involvement in recommending allocations for instructional equipment, a College Instructional Equipment Committee will be established. The Committee will advise the College President regarding the specific instructional equipment allocations. A standard form will be used and proposals will be elicited from every department.

1. Committee Composition (for two-year terms):

A. Five certificated members of differing departments, appointed by the Academic Senate

B. Two classified members from the instructional area appointed by the Classified Senate

C. Two managers appointed by the College President

D. One student appointed by the Student Senate

E. The District Buyer as a non-voting resource person

2. Criteria (ranked):

A. Instructional improvement. (Will the equipment upgrade the quality of instruction? Will it facilitate innovation and the application of state-of-the-art technology?)

B. Impact on enrollment. (Will we be able to accommodate or attract additional students?)

C. Interdisciplinary applications. (Can more than one discipline share the equipment?)

D. Number of students to be served.

E. New acquisition, replacement, age and obsolescence. (Are there funds available for new equipment? Replacements? How worn out or outdated is current equipment?)
F. Housing/maintenance. (Does the discipline have space for the equipment? Can it provide for its maintenance?)

G. Current equipment budget. (Disciplines with no significant equipment funds in the current budget should receive greater consideration.)

H. Recency of funding. (When did the disciplines last acquire funding?)

Office of Primary Responsibility: College Operations

NOTE: This procedure is legally required by the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in black ink is from current College of Marin Procedures 6.0003 DP.1 titled College Budget Committee approved on 5/11/87 and 6.0003 DP.3 titled College Instructional Equipment Committee approved on 4/29/88. The language struck through is recommended for deletion. The language in underlined italics was included by College Operations. This procedure has been reviewed by the Academic Senate. College Council recommends AP move forward.

Date Approved:
(Replaces current College of Marin Procedures 6.0003 DP.1 and 6.0003 DP.3)