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 – 5:30 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:
2nd REVISION

(a) 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 Negotiator: Larry Frierson

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

CONFERENCE WITH LEGAL COUNSEL-Potential & Existing Litigation

Five –
1. G. Garabato vs. MCCD (Marin Superior Court)
2. UPM/T. Fung, P. Christensen vs. MCCD Grievance
3. UPM/D. Rollison vs. MCCD Arbitration
4. UPM/Christensen vs. MCCD Arbitration
5. SEIU vs. MCCD Grievance (Police Officers – Donning & Doffing)

(c) PUBLIC EMPLOYEE DISCIPLINE/DISCUSSION/DISMISSAL/RELEASE/SEPARATION

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 October 13, 2009 (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 (45 minutes)
   1. WASC Report Status *(Fran White)* -SP.2 *(Improve Student Learning and Success)*
   2. Bolinas Marine Station Proposal *(Fran White)*- BP1 *(Fiscal Accountability)*
   3. 2009 Audit Plan *(Al Harrison)*
   5. Follow-up Report *(Fran White)*

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

8. Consent Calendar Items (Roll Call Vote)
   A. Calendar of Upcoming Meetings
      No changes
   B. Approve Classified Personnel Recommendations.
      1. Appointment of Hourly Personnel
      2. Classified Request for Uncompensated Leave
   C. Short-Term Hourly Positions
   D. Budget Transfers – Month of September – FY 2009/10
   E. Warrant Approval
   F. Modernization (Measure C) - BP3.1 *(Keep modernization program on track)*
      1. Ratify/Approve Modernization Contracts, Changes and Amendments
         ($376,954)
      2. Approve Re-authorization for Consulting Contract Amendments
      3. Approve Subcontractor Substitution Requests (Mechanical, Electrical, Plumbing and Elevator)
         New Fine Arts Building Project (#306C)
         Jeff Luchetti Construction, Inc. – ($0) Mechanical, Electrical, Plumbing and Elevator
   G. 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 5020 Non-Resident Tuition
2. BP 5035 Withholding of Student Records
3. BP 5052 Open Enrollment

9. Other Action Items (10 minutes)
   A. Approve Bid Award Learning Resource Cooling Tower Replacement Project
      BP3 (Facilities)
   B. Approve Contract with Industrial Employers and Distributors Association (IEDA)
      BP1 (Fiscal Accountability)

10. Board Policy Review (1st Read)
    None

11. Board Study Session
    None

12. Board Reports and/or Requests (15 minutes)
    a. Commendation Resolutions and Other Resolutions
       1. Resolution Declaring October 2009 as Extended Opportunity Programs and Services
          (EOPS) Month —SP.1 (Improve Student Access)
    b. Legislative Report
    c. Committee Chair Reports
       1. Board Self-Evaluation (Trustees Hayashino, Treanor & Namnath)
    d. Individual Reports and/or Requests

13. Approval of Minutes (2 minutes)
    • Minutes of September 22, 2009 Board Meeting

14. Possible Future Agenda Items for Discussion
    A. Kentfield Pool Use Request Update (Al Harrison)- SP.1 (Improve Student Access)
B. IVC Tennis Court Proposal
C. Kentfield Lacrosse/Soccer Request
D. Recommended Architect for Gateway

15. Items for Possible Future Board Action (5 minutes)
   A. Recommendation on Bolinas Field Station – BP1 (*Fiscal Accountability*)
   B. Plan to Address Athletic Facilities Repair, Maintenance, and ADA and Health and
      Safety Issues – SP.1 (*Improve Student Access*)
   C. Resource Development Plan – BP4.1 (*Implement a Strategic Plan for College Development*)

16. Information Items (5 minutes)
   B. Modernization Update – BP3.1 (*Keep modernization program on track*)
      1. Director’s Report – BP3.1 (*Keep modernization program on track*)
      2. Sustainability Report

C. Calendar of Special Events
   CCLC Annual Convention – November 18-21, 2009, Hyatt Regency SFO

17. Correspondence
   Correspondence in Board Packets

18. Board Meeting Evaluation

19. Adjournment
President’s Report
Board of Trustees Meeting
October 13, 2009

Despite its relatively small size, College of Marin has made a huge impression with its far-reaching commitment to the environment and was honored Tuesday, Oct. 6, for its statewide leadership in the green movement. The Green California Community College Summit Pioneer Award was presented by Green Technology, a non-profit educational initiative linking government officials with green technologies in the private sector. The Pioneer Award is given to a community college board of trustees that has shown support and forward thinking in helping implement green plans, strategies, and programs in its district.

College of Marin and the entire project construction team received a Statewide Educational Wrap Up Program (SEWUP) Safety Award for applying safe construction practices during the construction of the Diamond P.E. Center. SEWUP’s Safety Officer JoAnn Campas of Keenan and Associates presented the award to COM Board of Trustees President Philip J. Kranenburg at last week’s ribbon cutting ceremony for the Diamond P.E. Center.

Special thanks to P.E. faculty, staff, and students, modernization department staff members, reprographics staff, and communications and community relations office staff for their fine work in planning the wonderfully successful ribbon cutting event for the refurbished Diamond P.E. Center. Former COM Superintendent/President Irwin P. (Red) Diamond participated in the festivities and helped cut the ribbon commemorating the reopening of the building that was named in his honor.

College of Marin student athlete Diana Escobar was featured in a recent Marin JI article that gave a wonderful perspective on Escobar’s journey from Central America to Marin. Escobar is currently the top player on our women’s soccer team. Women’s soccer coach Carlos Campos is excited to see how far Escobar will go. Escobar is currently working to fulfill her general education requirements in order to transfer to Sonoma State University. Kudos to Diana, and best of luck with both your academic and soccer careers!

CalWORKs is in the second year of its new partnership between Marin County and College of Marin. CalWORKs students are reporting good things about the new CalWORKs class taught by Becky Reetz. The class is already proving effective. More students have turned in their paperwork in a timely manner than in any previous semester. Becky is doing a fabulous job coordinating an incredibly important service for our students.

EOPS/CARE Celebrates 40 Years
The Extended Opportunity Programs and Services (EOPS) staff is preparing to celebrate the 40th anniversary of EOPS. A tea will be held in the EOPS office, Learning Center, Room 160, on Thursday, Oct. 15, from 11 a.m. to 4:30 p.m. All are welcome to stop by.

Transfer Day
College of Marin will be hosting its annual Transfer Day on Monday, Oct. 19, 2009, from 10 a.m. to 1 p.m. at the Kentfield campus, Learning Center Quad. This event is a great opportunity for students, parents, academic counselors, and the community to meet representatives from
four-year California colleges, universities, private colleges and out-of-state institutions and get their questions answered about the institution and the general transfer process.

Liederjahr: Schumann Song Recital
Advanced Voice Class
Linda Noble Brown, Instructor
Wednesday, Nov. 4, 11:10 a.m.
Lefort Recital Hall (FA 72)
FREE admission, parking $3
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>October 13, 2009</th>
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<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No. B.4.a.3</td>
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<tr>
<td>Subject:</td>
<td>2009 Audit Plan</td>
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<tr>
<td>Reason for Board Consideration:</td>
<td>INFORMATION</td>
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<td>Enclosure(s):</td>
<td>Audit Plan</td>
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**BACKGROUND:**

Our auditors, Perry Smith LLP, have provided the attached Audit Plan for review by the Board of Trustees. The client audit plan is a new concept of communicating the planned scope and timing of the annual audit, specifically in the Statement of Auditing Standards 114.

The client service plan is designed to communicate with the Board of Trustees about the details of the audit process. It reintroduces the names of the audit team, provides a brief summary of what the general audit process is, and identifies recent accounting updates and future accounting pronouncements.

A representative from Perry-Smith LLP will be available at the Board meeting to answer questions.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
Marin Community College District

Audit Plan

For the Year Ending June 30, 2009
MARIN COMMUNITY COLLEGE DISTRICT
AUDIT PLAN
FOR THE YEAR ENDING JUNE 30, 2009

Agenda

- The Auditors' Responsibility Under Generally Accepted Auditing Standards
- Required Communications
- Our Reporting Requirements to You
- Current Accounting Standards
- Audit Timing and Reporting Calendar
- Auditor Independence
The Auditors' Responsibility Under Generally Accepted Auditing Standards

- Conduct our audit in accordance with auditing standards generally accepted in the United States of America.

- Our audit is designed to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether caused by error, fraudulent financial reporting or misappropriation of assets.

- An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.

- An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

- Accordingly, the audit is designed to obtain reasonable, rather than absolute, assurance about the financial statements. We believe that our audit accomplishes that objective.

Required Communications

Communication

Effective two-way communication between our Firm and the Board of Trustees is important to understanding matters related to the audit and in developing a constructive working relationship.

Your insights may assist us in understanding the District and Foundation and their environments, in identifying appropriate sources of audit evidence, and in providing information about specific transactions or events. We will discuss with the Board of Trustees your oversight of the effectiveness of internal control and any areas where you request additional procedures to be undertaken. We understand that communication with us regarding any matters you consider relevant to the audit will be timely. Such matters might include strategic decisions that may significantly affect the nature, timing, and extent of audit procedures, your suspicion or detection of fraud, or any concerns you may have about the integrity or competence of senior management.

We will promptly communicate to you any fraud involving senior management and other fraud that causes a material misstatement of the financial statements, illegal acts that come to our attention (unless they are clearly inconsequential), and disagreements with management and other serious difficulties encountered in performing the audit. We also will communicate to you and to management any significant deficiencies or material weaknesses in internal control that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgment, significant and relevant to them in their oversight of the financial reporting process will be communicated to them in writing after the completion of the audit.
**MARIN COMMUNITY COLLEGE DISTRICT**

**AUDIT PLAN**

**FOR THE YEAR ENDING JUNE 30, 2009**

**Required Communications** (Continued)

**The Audit Planning Process**

Our audit approach places a strong emphasis on obtaining an understanding of how the District and Foundation functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your business. The development of a specific audit plan begins by meeting with management to obtain an understanding of business objectives, strategies, risks, and performance.

We will obtain an understanding of internal control to assess the impact of internal control on determining the nature, timing and extent of audit procedures, and we will establish an overall materiality limit for audit purposes. We will conduct formal discussions among engagement team members to consider how and where your financial statements might be susceptible to material misstatement due to fraud or error.

We will use this knowledge and understanding, together with other factors, to first assess the risk that errors or fraud may cause a material misstatement at the financial statement level. The assessment of the risks of material misstatement at the financial statement level provides us with parameters within which to design the audit procedures for specific account balances and classes of transactions. Our risk assessment process at the account-balance or class-of-transactions level consists of:

- An assessment of inherent risk (the susceptibility of an assertion relating to an account balance or class of transactions to a material misstatement, assuming there are no related controls); and

- An evaluation of the design effectiveness of internal control over financial reporting and our assessment of control risk (the risk that a material misstatement could occur in an assertion and not be prevented or detected on a timely basis by the company's internal control).

We will then determine the nature, timing and extent of tests of controls and substantive procedures necessary given the risks identified and the controls as we understand them.

**The Concept of Materiality in Planning and Executing the Audit**

In planning the audit, the materiality limit is viewed as the maximum aggregate amount of misstatements, which if detected and not corrected, would cause us to modify our opinion on the financial statements. The materiality limit is an allowance not only for misstatements that will be detected and not corrected but also for misstatements that may not be detected by the audit. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements as well as financial statements of future periods. At the end of the audit, we will inform the Board of Trustees of all individual unrecorded misstatements aggregated by us in connection with our evaluation of our audit test results.
Our Reporting Requirements to You

- Audit opinions on the financial statements of the District and Foundation.
- Additional letters under A-133 Single Audit and Governmental Audit Standards.
- Letter confirming auditor independence.
- Required communications to the Board of Trustees.
- A management letter.

Current Accounting Standards

- GASB Statement No. 51, Accounting and Financial Reporting for Intangible Assets
- GASB Statement No. 52, Land and Other Real Estate Held as Investments by Endowments
- GASB Statement No. 53, Accounting and Financial Reporting for Derivative Instruments
- GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions
- GASB Statement No. 55, The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments
- GASB Statement No 56, Codification of Accounting and Financial Reporting Guidance Contained in the AICPA Statements on Auditing Standards

GASB Statement No. 51, Accounting and Financial Reporting for Intangible Assets

This statement requires that all intangible assets not specifically excluded from the statement be classified as capital assets. Intangible assets are recognized in the statement of net assets only if they are considered identifiable. The statement also provides guidance on what costs to capitalize with internally developed intangible assets (i.e. Computer software).

Guidance is provided related to amortization lives and methodology. If there are no facts that limit the useful life of an intangible, the assets will be considered to have an indefinite useful life and will not be amortized.
MARIN COMMUNITY COLLEGE DISTRICT
AUDIT PLAN
FOR THE YEAR ENDING JUNE 30, 2009

Current Accounting Standards (Continued)

GASB Statement No. 51, Accounting and Financial Reporting for Intangible Assets (Continued)

The effective date for these requirements is for periods beginning after June 25, 2009 or the 2010 fiscal year. The provisions of this statement are required to be applied retroactively for any government that was in phase 1 or 2 of the GASB 34/35 implementation process. For those governments, retroactive application applies to all intangibles acquired since July 1, 1980. Retroactive reporting is not required, but is permitted for intangible assets considered to have indefinite lives as of the effective date of the statement and those considered to be internally generated. Retroactive reporting is encouraged, but not required for any government that was in phase 3 of the GASB 34/35 implementation process.

GASB Statement No. 52, Land and Other Real Estate Held as Investments by Endowments

Accounting standards previously required permanent and term endowments, including permanent funds, to report land and other real estate held as investments at their historical cost. Endowments exist to invest resources for the purpose of generating income. Other entities that exist for similar purposes—pension and other postemployment benefit plans, external investment pools and Internal Revenue Code Section 457 deferred compensation plans—however, report land and other real estate held as investments at their fair value.

This Statement establishes consistent standards for the reporting of land and other real estate held as investments by essentially similar entities. It requires endowments to report their land and other real estate investments at fair value. Governments also are required to report the changes in fair value as investment income and to disclose the methods and significant assumptions employed to determine fair value, and other information that they currently present for other investments reported at fair value.

GASB 52 amends paragraph 2 of GASB Statement No. 31, Accounting and Financial Reporting for Certain Investment Pools, requiring that investments in land and other real estate held by endowments be added to the disclosure provisions in paragraph 15 of GASB 31. Accordingly, disclosures should include the methods and significant assumptions used to determine the fair value of such investments and provide other information that is currently presented for other investments reported at fair value.

The requirements of this statement are effective for financial statements for periods beginning after June 15, 2008.
Current Accounting Standards (Continued)

GASB Statement No. 53, Accounting and Financial Reporting for Derivative Instruments

This statement addresses the recognition, measurement and disclosure of information regarding derivative instruments entered into by state and local governments. Derivative instruments are often complex financial arrangements used by governments to manage specific risks or to make investments. Derivative instruments, however, also can expose governments to significant risks and liabilities. Common types of derivative instruments used by governments include interest rate and commodity swaps, interest rate locks, options (caps, floors and collars), swaptions, forward contracts and futures contracts.

Governments often enter into derivative instruments with the intention of effectively fixing cash flows or synthetically fixing prices. For example, a government with variable-rate debt may enter into a derivative instrument designed to synthetically fix the debt’s interest rate.

Derivative instruments covered in the scope of this statement are reported at fair value. For many derivative instruments, historical prices are zero because their terms are developed so that the instruments may be entered into without a payment being received or made. The changes in fair value for investment purposes are reported within the investment revenue classification. Those qualifying for hedging are reported in the statement of net assets as deferrals.

Additional disclosures include the objectives, terms and risks of hedging derivative instruments and a summary of derivative instrument activity that provides an indication of the location of fair value amounts reported in the financial statements. The disclosures for investment derivatives are similar to the disclosures of other investments.

The requirements of this statement are effective for financial statements for periods beginning after June 15, 2009. Earlier application is encouraged.

GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions

This Statement is intended to improve financial reporting by providing fund balance categories and classifications that will be more easily understood. Elimination of the reserved component of fund balance in favor of a restricted classification will enhance the consistency between information reported in the government-wide statements and information in the governmental fund financial statements and avoid confusion about the relationship between reserved fund balance and restricted net assets. The fund balance disclosures will give users information necessary to understand the processes under which constraints are imposed upon the use of resources and how those constraints may be modified or eliminated.

The guidance in this Statement is effective for financial statements for reporting periods beginning after June 15, 2010, with earlier application encouraged, and fund balance reclassifications made to conform to the provisions of this Statement should be applied retroactively by restating fund balance for all prior periods presented.
Current Accounting Standards (Continued)

GASB Statement No. 55, The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments

This Statement is intended to incorporate the hierarchy of generally accepted accounting principles (GAAP) for state and local governments into the Governmental Accounting Standards Board’s (GASB) authoritative literature. The “GAAP hierarchy” consists of the sources of accounting principles used in the preparation of financial statements of state and local governmental entities that are presented in conformity with GAAP, and the framework for selecting those principles.

The guidance in this Statement is effective for financial statements effective immediately.

GASB Statement No. 56, Codification of Accounting and Financial Reporting Guidance Contained in the AICPA Statements on Auditing Standards

The objective of this Statement is to incorporate into the GASB authoritative literature certain accounting and financial reporting guidance presented in the American Institute of Certified Public Accountants’ Statements on Auditing Standards. This Statement addresses three issues not included in the authoritative literature that establishes accounting principles – related party transactions, going concern considerations, and subsequent events. The presentation of principles used in the preparation of financial statement is more appropriately included in accounting and financial reporting standards rather than in the auditing literature.

This Statement does not establish new accounting standards but rather incorporates the existing guidance (to the extent appropriate in a governmental environment) in the GASB standards. The guidance in this Statement is effective for financial statements effective immediately.
Audit Timing and Reporting Calendar

District and Foundation Planning Procedures (Fieldwork June 8 – 12, 2009)

- Document our understanding of the District's strategies, objectives and operating environment.
- Develop overall audit plan.
- Document and perform testing of the District's internal control processes.
- Information systems control update.

District and Foundation Year-End Procedures (Fieldwork October 5 – 9, 2009)

- Complete the audit of the District and Foundation financial statements.
- Obtain management's financial statement information.
- Complete engagement administration including subsequent events review, board minute review and other matters.
- Obtain management’s representations.
- Deliver audit communications to the Board of Trustees including required communications, letter on independence and management letter.
MARIN COMMUNITY COLLEGE DISTRICT
AUDIT PLAN
FOR THE YEAR ENDING JUNE 30, 2009

Auditor Independence

Auditor independence ensures that the auditor is free to carry out his or her responsibilities to audit committees and the marketplace.

Certain independence matters have been addressed including their potential effect on our services related to the District and Foundation are described below.

**Personal Impairments** – In compliance with Government Auditing Standards (GAS) we confirm the following types of personal impairments have been evaluated for all Firm employees:

a. No immediate family member (spouse, spousal equivalent, or dependent) or a close family member (parent, sibling, or nondependent child) is a director or officer of the District or Foundation, or is an employee of the District or Foundation in a position to exert direct and significant influence over the District or Foundation or the program under audit.

b. No financial interest that is direct, or is significant/material though indirect, in the District or Foundation.

c. There is no responsibility for managing an entity or decision-making that could affect operations of the District or Foundation, for example as a director, officer, or other senior position of the entity, activity, or program being audited, or as a member of management in any decision-making, supervisory, or ongoing monitoring function for the District or Foundation.

d. There is no concurrent or subsequent performance of an audit by the same individual who maintained the official accounting records when such services involved preparing source documents or originating data, in electronic or other form; posting transactions (whether coded by management or not coded); authorizing, executing, or consummating transactions (for example, approving invoices, payrolls, claims, or other payments of the District or Foundation), maintaining the District or Foundation bank account or otherwise having custody of the District or Foundation funds; or otherwise exercising authority on behalf of the entity, or having authority to do so.

e. There are no preconceived ideas toward individuals, groups, organizations, or objectives of a particular program that could bias the audit,

f. Biases, including those induced by political or social convictions, that result from employment in, or loyalty to, a particular group, organization, or level of government, and

g. Seeking employment with the District or Foundation during the conduct of the audit.

**Prohibited Services** – we do not provide any services that are prohibited under independence rules.

**Pre-approval of Non-Audit Services** – the Board of Trustees pre-approves all non-audit services performed by Perry-Smith LLP.

COLLEGE OF
MARIN

9

PERRY-SMITH
THE PROUD OF CONFIDENCE
BOARD AGENDA ITEM

To: Board of Trustees                                      Date: October 13, 2009
From: Superintendent/President                             Item & File No. B.4.a.5
Subject: Follow-up Report                                    
Reason for Board Consideration:                           Enclosure(s):

INFORMATION

BACKGROUND:

In response to questions posed by Trustees at the September 22, 2009 Board meeting the attached report is submitted for your information.

RECOMMENDATION:

For information only.

Administrator Initiating Item     Dr. Frances L. White, Superintendent/President
FOLLOW-UPS FROM SEPTEMBER 22, 2009 BOARD MEETING

Trustee Long requested a review of the transcript of the discussion on agenda item B.11.G (Approve Agreement with Cardaronella Stirling Associates (CSA) for Strategic Development Assessment) from the August 25, 2009 Board meeting to determine if there was a second to her proposed amendment.

A copy of the transcript was sent to you with your Board packets. There was no second to Trustee Long’s proposed amendment (that when the Foundation is constituted that this $40,000 and any funds that have been expended will be reimbursed to the district).

Trustee Long asked Dr. White for an explanation of limitations on DeBorba fund uses.

DeBorba Trust:

Since the 1992-93 Fiscal Year, the College became a residuary beneficiary of the Carolyne DeBorba Trust, receiving $465,147. One-fourth of this amount was transferred to the COM Foundation and the remainder was deposited into the Investment Trust Fund.

The intended expenditures of the revenues from these funds are:

- One quarter Scholarships (this is funded by the 25% transferred to the COM Foundation)
- One quarter Facilities & Grounds, and
- One half at Board discretion

The ending fund balances at June 30, 2009:

- Facilities and Grounds: $132,282.83
- Board Discretion: $253,837.20

The maintenance funds were subject to “the placing of an appropriate plaque honoring Joseph and Rose DeBorba and Edward DeBorba (the ‘Plaque’) in a conspicuous place in the Fine Arts Building.

The Board discretionary funds were unrestricted but have been maintained in the Investment Trust Fund to facilitate monitoring the expenditures. “Said funds shall be used in areas of most urgent need as determined by the Board of Trustees of COM.”
For the last several years these funds have been used to pay property taxes on a parcel in Monterey – around $2,300 per year.

Trustee Long shared a letter she received from the Campaign for College Opportunity and asked if the Board could generate a response.

There was no Board response.

Trustee Namnath asked the Board to consider a resolution in support of HR 3221 and indicating the intent of COM to apply for federal grants upon the enactment of HR 3221 for the development of programs which increase post-secondary programs with respect to groups underrepresented in higher education.

Dr. White asked Trustee Namnath to send language for this resolution to her office.

Trustee Namnath asked for information on the underrepresented groups on our campus and the programs which foster the successful graduation or granting of certificates to those individuals on our campus.

EOPS, UMOJA, Puente, Basic Skills Initiative, and academic support services and tutoring. Vice President Chang will provide details on these programs at the November 17 Board meeting.

Trustee Long asked for a mid-term report on the amount of savings generated from Measure C projects, the recommended disposition of savings from Measure C projects, and the amount of interest on the bond.

The Board will receive a report in November as not all data is available yet.

Trustee Dolan asked what happened to the evaluation of our historical fabric and open spaces in the environmental impact report.

We are following the environmental impact report; goals, principles and guidelines; and other related documentation.

Trustee Namnath requested a review of the bid process on the Trison contract.

This is being worked on and a report will be given at the November 17 Board meeting.

Trustee Treanor asked for a list of completed Measure C projects.

This information is now included in the Modernization Director’s Report in your Board packets.
Trustee Dolan asked what can be done to stop change orders and amendments.

*Change orders and amendments are a normal part of the construction business and should be expected in any project. The Board approved a process that gives District staff the authority to approve individual scopes of work which are aggregated and then brought to the Board for approval on a monthly basis. PCO guidelines are attached. Each Change Order has its own cover sheet describing the work and generally describing the PCO’s. The item is on the action calendar (not consent). The Board has approved each and every Change Order thus far, which it has done for some time now. This has led to the successful conclusion of a number of construction projects.*

Trustee Long asked for a report on how many students are wait listed for core academic classes and what the resolutions are for that.

*Vice President Chang is gathering data and will report on this at the November 17 Board meeting.*

Trustee Paterson asked for information on the number of high school students co-enrolled at the college and also the number of 18 year-olds that come to COM from high school. She would like to look at the trend over several years to see if the numbers are flat or going up.

*Vice President Chang will provide this information at the November 17 Board meeting.*

Trustee Treanor asked to have the dates of the November CCLC Conference added to the Calendar of Special Events on the Board agenda.

*The information is there: November 18-21 at the Hyatt Regency SFO.*
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Subject: Authorization for Construction Contract Changes
Reason for Board Consideration: Enclosure(s):

Date: April 29, 2008
Item & File No. A5.a

ACTION APPROVAL None

BACKGROUND:

On April 15, 2008 the District provided information to the Board related to processes for authorizing and approving construction contract changes. Recognizing the Board’s desire to trust the process and secure accountability for results while maintaining a smooth construction schedule and controlling costs, the District recommends that the Board grant authority to District staff to approve changes to construction contracts under the following conditions:

- This authority shall be granted on a trial basis for a period of one year, effective immediately, and will be re-visited before the District bids the large Science/Math/Central Plant project in Spring 2009.

- When the Board approves a new construction contract, the Board will also allocate an amount equal to 10% of the approved contract amount to be set aside as construction contingency.

- The appropriate District Director\(^2\) or Vice President of College Operations will have authority to use this 10% construction contingency for contract change orders on behalf of the Board. At no time will this authority transfer to any contractor or consultant.

- The appropriate Director or Vice President will approve all Potential Change Orders (PCOs) on behalf of the Board and authorize work to proceed in order to keep the construction project on schedule.

- The appropriate Director or Vice President will be familiar with the progress of the project and will exercise sound professional judgment in authorizing changes.

- For bond-funded projects, the program management team will maintain a log (list) of all open PCOs, to include the PCO’s scope of work, expected or negotiated price, expected or negotiated time extension, and ultimately the number of the Change Order that includes the PCO. This log will be available for Board review at any time.

- Any individual PCO whose final cost is expected to exceed $50,000 will be reported at the next scheduled Board meeting as soon as the expected cost is identified.

- The Board may request a full explanation of any PCO at any time.

- PCOs will be consolidated into Change Orders\(^3\) as soon as final prices are negotiated. All Change Orders will be presented to the Board for approval.

- When the cumulative value of change orders on any given project approaches the 10% contingency, the Board will be given opportunity to review the contract and discuss options for contract completion.

\(^2\) Typically Director of Modernization for bond projects and Director of Maintenance & Operations for non-bond projects. Directors may substitute for one another if all other conditions of this procedure are met.

\(^3\) A Change Order may include any number of PCOs from one to several hundred, depending on the size and timing of the project.
- If any time contract changes are expected to exceed the 10% contingency, and at the recommendation of District staff, the Board may authorize additional contingency from available budgeted funds.

- When the cumulative value of change orders exceeds the 10% contingency, and the Board has authorized additional budgeted funds, the Board will be asked to make findings that the work is of an emergency nature or that public interest is better served by authorizing the existing contractor to perform the work than by stopping work on the project to allow the work to be formally publicly bid.

FISCAL IMPACT:

The overall fiscal impact of this procedure is expected to be positive, as projects can proceed without the cost of delay.

RECOMMENDATION:

The Superintendent/President recommends that the Board grant authority to District staff to approve changes to construction contracts under the conditions outlined above.
BACKGROUND:

On April 15, 2008 the District provided information to the Board related to processes for authorizing and approving professional services consulting contract amendments. Recognizing the Board's desire to trust the process and secure accountability for results while maintaining project schedules and controlling costs, the **District recommends that the Board grant authority to District staff to approve amendments to professional services consulting contracts** under the following conditions:

- This authority shall be granted on a trial basis for a period of one year, effective immediately, and will be re-visited before the District bids the large Science/Math/Central Plant project in Spring 2009.

- When the Board approves a new professional services consulting agreement, and at least annually thereafter or as needed, upon recommendation\(^1\) by the District, the Board will allocate funds to cover anticipated amendments for a specified time period.\(^2\)

- The appropriate District Director\(^3\) or Vice President of College Operations will have authority to use this amendment allocation on behalf of the Board. **At no time will this authority transfer to any contractor or consultant.**

- The appropriate Director or Vice President will approve consulting amendments on behalf of the Board and authorize work to proceed in order to keep the construction project on schedule.

- The appropriate Director or Vice President will be familiar with the progress of the project and will exercise sound professional judgment in authorizing amendments.

- For bond-funded projects, the program management team will maintain a log (list) of all amendments, to include the scope of work, expected or negotiated price, and expected or negotiated contract milestones. This log will be available for Board review at any time.

- Any individual amendment whose final cost is expected to exceed $30,000 will be reported at the next scheduled Board meeting as soon as the expected cost is identified.

- **The Board may request a full explanation of any amendment at any time.**

- The Vice President of College Operations will sign all amendments whose cumulative value for the specified time period does not exceed the authorized annual or semi-annual allocation. **All amendments will be presented to the Board for ratification.**

---

\(^1\) The recommendation for each allocation will include a detailed explanation of the anticipated scope(s) of work, estimated cost, approximate milestone dates, and budgeted funding source(s).

\(^2\) Typically six months to one fiscal year.

\(^3\) Typically Director of Modernization for bond projects and Director of Maintenance & Operations for non-bond projects. Directors may substitute for one another if all other conditions of this procedure are met.
- When the cumulative value of amendments on any given project approaches the authorized allocation, the Board will be given opportunity to review the contract and discuss options for contract completion.

- If at any time consulting contract amendments are expected to exceed the authorized allocation, and at the recommendation of District staff, the Board may authorize additional allocations from available budgeted funds.

FISCAL IMPACT:

The overall fiscal impact of this procedure is expected to be positive, as projects can proceed without the cost of delay.

RECOMMENDATION:

The Superintendent/President recommends that the Board grant authority to District staff to approve amendments to professional services consulting contracts under the conditions outlined above.
BOARD AGENDA ITEM

To: Board of Trustees                              Date October 13, 2009
From: Superintendent/President                     Item & File No. B.8.B

Subject: Classified Personnel Recommendations

Reason for Board Consideration:                   Enclosure(s):
                                                Recommendations

BACKGROUND:

The following actions are included in the Classified Personnel Recommendations:

    A. Appointment of Hourly Personnel
    B. Classified Request for Uncompensated Leave

BUDGET IMPLICATIONS: All recommendations are within budgeted FTE and are on both the
                     instructional and non-instructional side of the 50% law.

                     K. Canady, P. Friedman, C. Thompson-Smith and D. Saenz are on the instructional side of
                     the 50% law.
                     L. Benjamin is 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 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>2. *Canady, Kim</td>
<td>Health Sciences - Dental Assisting</td>
<td>09/01/2009</td>
<td>12/31/2009</td>
<td>$48.00</td>
</tr>
<tr>
<td>3. *Friedman, Phyllis.</td>
<td>DSPS</td>
<td>07/01/2009</td>
<td>12/31/2009</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

1. Ms. Benjamin will assist the Health Center with the distribution of the H1N1 vaccines to college students and community during the month of November 2009.

2. Ms. Canady will serve as a Professional Expert to the Health Sciences/Dental Assisting 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.

3. Ms. Friedman will serve as a Professional Expert in the DSPS Program to assist students with special needs in the area of Feldenkrais effective July 1, 2009 through December 31, 2009.

4. Ms. Thompson-Smith will serve as a Professional Expert in the DSPS Program to assist students with special needs in the area of Feldenkrais effective July 1, 2009 through December 31, 2009.

*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. CLASSIFIED REQUEST FOR LEAVE OF ABSENCE/UNCOMPENSATED LEAVE

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Position</th>
<th>FTE</th>
<th>MPY</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Saenz, Deirdre</td>
<td>Lab Technician, Microbiology</td>
<td>1.0</td>
<td>12</td>
<td>10/15/09 – 01/01/2010</td>
</tr>
</tbody>
</table>

**BACKGROUND INFORMATION:**

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>October 13, 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item and File No. B.8.C</td>
<td></td>
</tr>
<tr>
<td>Subject:</td>
<td>Short-Term Hourly Positions</td>
<td>Enclosure(s):</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Job Descriptions</td>
<td></td>
</tr>
</tbody>
</table>

REASON FOR BOARD CONSIDERATION: APPROVAL

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 non-instructional side of the 50% law:
- Community Education/Facilities – House Manager

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
A. SHORT TERM HOURLY POSITIONS – October 13, 2009

<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>Community Education/Facilities</td>
<td>House Manager – Open and close, make sure equipment set up and operational, and oversee use of Fine Arts facility during performance by outside group.</td>
<td>1</td>
<td>12/6/09</td>
<td>12/6/09</td>
<td>$11.25-$11.75 hour</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.
The accompanying transfer information includes fifteen budget transfers in September 2009, totaling $12,254 in Unrestricted Funds. There was one budget transfer from Unrestricted Reserve Contingency Funds for $500 for art supplies.

There were eighteen transfers in Restricted Funds for $135,544 in September 2009. There were two budget transfers from the Restricted Reserve Contingency Fund for $23,479 in September, $2,500 to balance Puente Fund and $20,979 to allocate the Santa Rosa Junior College MMST collaborative Funds. There were two budget transfers in Measure C funds for $37,727 for Sungard Consulting.

Net effect of transfers for the Month.

<table>
<thead>
<tr>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>1000 (Certificated Salary)</td>
<td>31,053</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2000 (Classified Salary)</td>
<td>21,209</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>3000 (Employee Benefits)</td>
<td>18,439</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4000 (Supplies/Eqpt. Repl.)</td>
<td>11,974</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>5000 (Other Operating Exp.)*</td>
<td>58,634</td>
<td>-</td>
<td>-</td>
<td>37,727</td>
<td>-</td>
</tr>
<tr>
<td>6000 (Capital Outlay)</td>
<td>(117,330)</td>
<td>-</td>
<td>-</td>
<td>(37,727)</td>
<td>-</td>
</tr>
<tr>
<td>7000 (Other Outgo)**</td>
<td>(23,979)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

*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 September Budget Transfers – FY 2009/2010.
### BUDGET TRANSFERS

#### August 2009

<table>
<thead>
<tr>
<th>UNRESTRICTED</th>
<th>1000</th>
<th>2000</th>
<th>3000</th>
<th>4000</th>
<th>5000</th>
<th>6000</th>
<th>7000</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 4952</td>
<td>(22)</td>
<td></td>
<td></td>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>2 4954</td>
<td></td>
<td>750</td>
<td>(750)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>3 4995</td>
<td></td>
<td></td>
<td>(1,500</td>
<td>1,500</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>4 4997</td>
<td></td>
<td>1,100</td>
<td></td>
<td>1,100</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>5 5011</td>
<td></td>
<td>200</td>
<td></td>
<td></td>
<td>200</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>6 5012</td>
<td></td>
<td>(200)</td>
<td></td>
<td></td>
<td>200</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>7 5013</td>
<td></td>
<td>1,306</td>
<td></td>
<td>1,306</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>8 5014</td>
<td></td>
<td>500</td>
<td>(500)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>9 5024</td>
<td></td>
<td>150</td>
<td></td>
<td>150</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>10 5031</td>
<td></td>
<td></td>
<td></td>
<td>3,000</td>
<td></td>
<td></td>
<td></td>
<td>3,000</td>
</tr>
<tr>
<td>11 5035</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>12 5060</td>
<td></td>
<td>40</td>
<td></td>
<td>40</td>
<td></td>
<td></td>
<td></td>
<td>40.00</td>
</tr>
<tr>
<td>13 5061</td>
<td></td>
<td>250</td>
<td></td>
<td>250</td>
<td></td>
<td></td>
<td></td>
<td>250.00</td>
</tr>
<tr>
<td>14 5065</td>
<td></td>
<td>3,240</td>
<td></td>
<td>3,240</td>
<td></td>
<td></td>
<td></td>
<td>3,240</td>
</tr>
<tr>
<td>15 5071</td>
<td></td>
<td>319</td>
<td></td>
<td>319</td>
<td></td>
<td></td>
<td></td>
<td>319.71</td>
</tr>
<tr>
<td>16 5090</td>
<td></td>
<td>175</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>175.09</td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

| RESTRICTED FUND | 1 4941 |      |      | (87) |      |      |      | 0.00  |
| 2 4944         |      | 1,000|      |      |      |      |      | 1,000 |
| 3 4946         | 7,406| 15,034| 13,059| (60,957)|      |      |      | 0.00  |
| 4 4950         |      | 250  |      | 250  |      |      |      | 250.00|
| 5 4951         |      | 70   |      | 70   |      |      |      | 70.00 |
| 6 4960         |      | 8,000|      | 8,000|      |      |      | 8,000 |
| 7 4990         |      | 5,000| 1,200|      | (6,200)|      |      | 6,200 |
| 8 4991         |      | 300  |      | 300  |      |      |      | 300.00|
| 9 5004         | 1,500| 225  |      |      | (1,725)|      |      | 1,725 |
| 10 5005        |      | 30   |      | 30   |      |      |      | 30.00 |
| 11 5009        |      |      |      | 181  |      |      |      | 181.00|
| 12 5025        |      |      |      |      | (2,500)|      |      | 2,500 |
| 13 5029        |      | 50,400|      |      | (50,400)|      |      | 50,400|
| 14 5032        |      | 1,000|      | 1,000|      |      |      | 1,000 |
| 15 5059        |      |      |      | 173  |      |      |      | 173.00|
| 16 5063        |      |      |      | 75   |      |      |      | 75.00 |
| 17 5064        |      |      | 75   |      | 75   |      |      | 75.00 |
| 18 5074        |      | 1,100|      |      |      |      |      | 1,100 |
| 19 5100        | 6,685| 3,605|      | 10,179| 500  |      | (20,970)| 0.00  |
| 20 5105        |      |      |      | (900)| 900  |      |      | 900.00 |
| 21           |      |      |      |      |      |      |      | 0.00  |

| TOTAL GENERAL FUND | 31,053.45 | 21,209.09 | 18,438.94 | 11,974.49 | 58,633.46 | (117,330.43) | (23,979.00) | 0.00 | 141,309.43 |

<table>
<thead>
<tr>
<th>Child Care Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00 0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measure C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 0.00 0</td>
</tr>
<tr>
<td>2 0.00 0</td>
</tr>
</tbody>
</table>

| TOTAL ALL FUND | 31,053.45 | 21,209.09 | 18,438.94 | 11,974.49 | 98,350.50 | (155,057.47) | (23,979.00) | 0.00 | 179,036.47 |

Budget inter-project transfers were funds remained within the same account code and transfers offset to zero, not included in totals.

<table>
<thead>
<tr>
<th>Object Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>4000 4000 5000</td>
</tr>
<tr>
<td>* 5008 (10,000)</td>
</tr>
<tr>
<td>* 5066 (20,000)</td>
</tr>
<tr>
<td>* 5087 (35,000)</td>
</tr>
<tr>
<td>* 5105 (1,000)</td>
</tr>
<tr>
<td>* (66,000.00)</td>
</tr>
</tbody>
</table>

Total Measure C Building transfers were funds remained within same account code.
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 09/01/2009 through 09/29/2009, warrants 85662-86487 were issued in the total amount of $5,372,128.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the payments for goods and services.
DATE: October 13, 2009

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 85662-86487 in the amount of $5,372,128 for all funds for the period 09/1/2009 through 9/29/2009 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 $1,247,778 of the above amount. Expenditure Summary includes payroll through September 30, 2009.

President or Designee

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
<th>Encumbered</th>
<th>Expended</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated Salaries</td>
<td>20,645,293</td>
<td>0</td>
<td>4,788,346</td>
<td>15,856,947</td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>11,031,853</td>
<td>0</td>
<td>2,605,990</td>
<td>8,425,863</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>10,778,135</td>
<td>0</td>
<td>2,449,097</td>
<td>8,329,038</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>1,254,740</td>
<td>110,730</td>
<td>153,785</td>
<td>990,225</td>
</tr>
<tr>
<td>Other Operating Expense*</td>
<td>6,397,828</td>
<td>682,287</td>
<td>1,097,942</td>
<td>4,617,599</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>1,533,273</td>
<td>50,103</td>
<td>49,283</td>
<td>1,433,887</td>
</tr>
<tr>
<td>Other Outgo**</td>
<td>6,177,879</td>
<td>0</td>
<td>1,394,571</td>
<td>4,783,308</td>
</tr>
<tr>
<td>Total</td>
<td>57,819,001</td>
<td>843,120</td>
<td>12,539,014</td>
<td>44,436,867</td>
</tr>
</tbody>
</table>

* Includes utilities, consultants, travel, legal services, maintenance contracts, etc.
** Includes financial aid awards and inter-fund transfers.
**CONSENT APPROVAL**

**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.

<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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Construction Contracts – Ratification</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ashbury Homes, Inc.</td>
<td>Dance Reloc (850N)</td>
<td>$180,959.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D&amp;D Pipelines, Inc.</td>
<td>Dance Reloc (850N)</td>
<td>$11,500.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forster &amp; Kroeger Landscape</td>
<td>Main Building (417A); Ignacio Cr. Erosion</td>
<td>$2,060.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance</td>
<td>Mitigation (419A); Trans Tech (402A)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hannibal’s, Inc. Electrical</td>
<td>Diamond PE Center Alterations (308B)</td>
<td>$2,693.00</td>
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<td>Hannibal’s, Inc. Electrical</td>
<td>Dance Reloc (850N)</td>
<td>$2,797.00</td>
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<td>Western Sign Company</td>
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<td><strong>Construction Change Orders – Approval</strong></td>
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<td>Ghilotti Construction, Inc.</td>
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<td>$37,288.09</td>
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<td><strong>Professional Services Amendments – Ratification</strong></td>
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<td>LSA Associates, Inc.</td>
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<td></td>
<td>306C, 306D)</td>
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<td>Nor-Cal Moving Services</td>
<td>Dickson Hall Reloc (850M)</td>
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<td>1</td>
<td>$10,220.00</td>
<td>$10,220.00</td>
<td>$18,192.00</td>
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</table>
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.

<table>
<thead>
<tr>
<th>Administrator Initiating Item</th>
<th>Administrator Approving Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>V-Anne Chernock</td>
<td>Albert J. Harrison II</td>
</tr>
<tr>
<td>Director of Modernization</td>
<td>Vice President, College Operations</td>
</tr>
</tbody>
</table>
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>October 13, 2009</td>
</tr>
<tr>
<td>Subject:</td>
<td>Re-authorization for Consulting Contract Amendments</td>
<td>Item &amp; File No. B.8.F.2</td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td>Enclosure(s):</td>
<td>Consultant spreadsheet</td>
</tr>
</tbody>
</table>

**BACKGROUND:**

On April 29, 2008 the Board authorized the District to approve consultant agreement amendments in order to facilitate the construction process in a timely manner. The Board re-authorized approvals in six-month increments on the following dates:

1. November 11, 2008
2. April 21, 2009

At this time the Board is asked to approve the next six-month allocation through April 2010 as indicated on the attached spreadsheet.

**FISCAL IMPACT:**

The overall fiscal impact of this procedure is expected to be positive, as projects can proceed without the cost of delay.

**RECOMMENDATION:**

The Superintendent/President recommends that the Board approve the attached consultant spreadsheet and continue authority for District staff to approve amendments to professional services consulting contracts through April 2010.

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<table>
<thead>
<tr>
<th>Administrator Initiating Item</th>
<th>Administrator Approving Item</th>
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<tbody>
<tr>
<td>V-Anne Chernock</td>
<td>Albert J. Harrison</td>
</tr>
<tr>
<td>Director of Modernization</td>
<td>Vice President, College Operations</td>
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<tr>
<td>Consultant</td>
<td>Responsibility</td>
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<td>------------------------------------------------</td>
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<tr>
<td>City of Los Angeles</td>
<td>DSA Inspector</td>
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<tr>
<td>Aefa Tech Cambridge Group, Inc.</td>
<td>District MEP</td>
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<tr>
<td>Aquatic Design Corporation</td>
<td>Project Specific Architect - PE Pool</td>
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<tr>
<td>Ballard &amp; Watkins Construction Services</td>
<td>DSA Inspector</td>
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<tr>
<td>Chipman Relocation</td>
<td>Movers</td>
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<tr>
<td>Cohn &amp; Associates</td>
<td>Project Specific Architect - Literacy Lab</td>
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<tr>
<td>Consolidated Engineering Laboratories</td>
<td>Testing &amp; Inspection - Geotech</td>
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<tr>
<td>CSUNGreen</td>
<td>District Civil Engineer</td>
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<tr>
<td>Davis Langdon</td>
<td>OPR Consultant</td>
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<tr>
<td>Degenkolb Engineers</td>
<td>District Structural Engineer</td>
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<td>Earthbound Energy Resources</td>
<td>Specialty Consultant - Geothermal</td>
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<td>EDI International</td>
<td>Project Specific Architect - SMCP</td>
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<td>Ecolab Tracks</td>
<td>LEED Displays</td>
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<td>Gary_proctor Construction Consulting</td>
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<tr>
<td>GeoTech Utility Locating LLC</td>
<td>Utility Locating</td>
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<tr>
<td>Hardison, Komatsu, Velich &amp; Tucker (HKVT)</td>
<td>Project Specific Architect - Trans Tech</td>
</tr>
<tr>
<td>Inspection Services, Inc.</td>
<td>Testing &amp; Inspection - Geootech</td>
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<tr>
<td>Jeff Sponsato</td>
<td>DSA Inspector</td>
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<tr>
<td>Kline &amp; Keating Associates, Inc.</td>
<td>District Signage Consultant - Dunes Relaxation</td>
</tr>
<tr>
<td>Kenneth Young</td>
<td>Project Specific Consultant - Dunes Relaxation</td>
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<tr>
<td>Kindred</td>
<td>Testing &amp; Inspection - Geootech</td>
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<tr>
<td>Kean Hanaki Architectural Planning</td>
<td>Project Specific Architect - PE Center</td>
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<tr>
<td>LEA Associates, Inc.</td>
<td>District Environmental Monitor</td>
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<tr>
<td>Marcy Wong Don Logan Architects (MWDL)</td>
<td>Project Specific Architect - FA &amp; PA</td>
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<tr>
<td>McGinnis Chen Associates, Inc.</td>
<td>Roofing Engineer</td>
</tr>
<tr>
<td>Mighty Tree Movers</td>
<td>Tree Removal</td>
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<tr>
<td>Moritz Arboricultural Consulting</td>
<td>Project Specific &amp; District Arborist</td>
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<tr>
<td>Norcal Moving</td>
<td>Movers</td>
</tr>
<tr>
<td>Nostrand, Hanamoto, Alley &amp; Abey (BHA)</td>
<td>District Landscape Architect</td>
</tr>
</tbody>
</table>
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 contractors be released from their contract:

- **SM Leslie** – Electrical subcontractor will be replaced by Banister Electric, Inc. *Reason: Clerical error.*
- **Mitsubishi Inc.** – Elevator subcontractor, will replaced by Kone Inc. *Reason: Clerical error.*
- **Huth Plumbing** – Plumbing subcontractor will be replaced by Custom Plumbing. *Reason: Failure to execute a written contract in a timely manner.*
- **Monarch Mechanical** – Mechanical subcontractor will be replaced by Bay City Mechanical. *Reason: Inability to bond in a timely manner.*

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. Hearings will be held by the District before the October Board meeting and the results of the hearings will be announced at that time.

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.

Administrator Initiating Item
V-Anne Chernock
Director of Modernization

Administrator Approving Item
Albert J. Harrison II
Vice President, College Operations
BOARD AGENDA ITEM

To: Board of Trustees                                      Date: October 13, 2009
From: Superintendent/President                             Item & File No. B.B.G

Subject: Second Reading and Approval of Revised Board Policies

Reason for Board Consideration:
Approval

Enclosure(s):
Proposed revised policies

BACKGROUND:

At the September 22, 2009 Board of Trustees meeting, a set of recommended proposals to revise Board Policies in Chapter 3, General Institution and Chapter 5 Student Service was 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 5020 Non-Resident Tuition
- BP 5035 Withholding of Student Records
- BP 5052 Open Enrollment

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve adoption of Board Policies 5020, 5035, and 5052.
BP 5020 NON-RESIDENT TUITION

References:
Education Code Sections 68050, 68051, 68130, 68130.5, and 76141;
Title 5 Section 54045.5

Non-resident students shall be charged non-resident tuition for all units enrolled, unless specifically required otherwise by law.

Not later than February 1 of each year, the Superintendent/President shall bring to the Board of Trustees for approval an action to establish non-resident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The Superintendent/President shall establish procedures regarding collection, waiver, and refunds of non-resident tuition.

The Superintendent/President is authorized to implement a fee as officially adopted by the Board of Trustees and published in the District Catalog and Schedule of Classes.

This fee applies to:
- United States citizens or permanent United States residents who reside outside the state of California and
- persons who are both citizens and residents of foreign countries (international students).

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the country of which they are a citizen and resident or if they demonstrate economic hardship.

Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance for Needy Families Program, Supplemental Income/State Supplementary benefits, or general assistance.

In addition, international students will be charged an additional $7 per unit capital outlay fee. The Board of Trustees finds and declares that this fee does not exceed the amount expended by the District for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.

- From current College of Marin Policy 6011 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 72262)
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 Fee (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. In 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 Fee: 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.

NOTE: The underlined regular type signifies legally required language (unless designated otherwise) recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The underlined italics was recommended by the Office of Student Learning. The wording struck through is from current College of Marin Policy 6.0011 titled Tuition and Fees adopted on 12/10/85 and revised on 6/25/91 and is recommended for deletion. The BP was reviewed by the Director of Enrollment Management and ok'd by the VP of Student Learning on 6/24/09. Approved by the Academic Senate 8-27-09.

Date Adopted:
(Replaces a portion of current College of Marin Policy 6.0011)
BP 5035 WITHHOLDING OF STUDENT RECORDS

Reference:
Title 5 Section 59410

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges and other services withheld.

NOTE: The underlined regular type signifies legally advised language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in italics is recommended by the Dean of Enrollment Management. The VP of Student Learning recommended the BP go forward to the Senate 6/24/09. Approved by the Academic Senate 8/27/09.

Date Adopted:
(This is a new policy recommended by the CC League and the League’s legal counsel)
BP 5052  OPEN ENROLLMENT

References:

Education Code Section 76000;
Labor Code Section 3077;
Title 5 Section 51006

Unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to regulations contained in Title 5 commencing with Section 55200.

◇ From current College of Marin Policy 4.0002 titled Admission Requirements

The Board subscribes to the "open-door" concept in order to provide full educational opportunities for all persons eligible. Therefore, the following guidelines shall apply:

1. Eligibility

   a. Students graduating from high school shall be admitted in good standing. (EC 76000)

   b. Non-graduates of high school shall be admitted (1) if they are 18 years of age or older and capable of profiting from college instruction, or (2) if they have successfully passed the California High School Proficiency Examination or the General Education Development (G.E.D.) Test. (EC 76000)

   c. Transfer students from other accredited colleges shall be admitted according to their academic status at their last college of attendance. (EC 76000)

   d. Students in high school may be admitted as part-time students upon recommendation of their high school counselor, parent, and college counselor. However, concurrent high school enrollment is required. (EC 76001)

   e. Students shall be admitted to College of Marin but not necessarily directly into a particular curriculum.

   f. International students entering the College of Marin credit program under a student visa must file a Foreign Student Application by the stipulated deadline. These students must meet all U.S. Immigration requirements and also be proficient in the English language as determined by their score on the Test of English as a Foreign Language (TOEFL) or the ESL Admissions/Placement Test.

2. Residence Requirements

   a. Any legal resident of the State of California shall be eligible for admission as a resident student. (EC 68017-18, 68060-68082)
b. Residency determination for all other students shall be made in accordance with the statutes. Non-resident students shall pay a tuition fee established by the Board in accordance with State guidelines in addition to an enrollment fee.

3. Open Enrollment (EC 76000)

a. Unless specifically exempted by statute, every program and course offered by the District for which the District receives State apportionment shall be open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established.

b. In keeping with *Pursuant to Education Code Section 76000 and Labor Code Section 3077* the statute, related and supplemental instruction for apprentices may be restricted to registered apprentices.

The Superintendent/President shall assure that this policy is published in the District Catalog and Schedule of Classes.

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**NOTE:** The *underlined* regular text signifies legally advised/required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording *struck through* is from current College of Marin Policy 4.0002 titled Admission Requirements adopted on 2/24/82 and revised on 2/12/85, 2/9/88, 1/14/92 and recommended for deletion. The language in *underlined italics* is recommended by the Dean of Enrollment Management. This BP was recommended to go forward to the Senate by the VP of Student Learning on 6/24/09. Approved by the Academic Senate 8-27-09.

**Date Adopted:**

(Replaces current College of Marin Policy 4.0002)
MARIN COMMUNITY COLLEGE DISTRICT  
Kentfield, CA 94904

BOARD AGENDA ITEM

<table>
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<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
<th>October 13, 2009</th>
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<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No. B.9.A</td>
<td></td>
</tr>
<tr>
<td>Subject:</td>
<td>Bid Award Learning Resource Cooling Tower Replacement Project</td>
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<tr>
<td>Reason for Board Consideration:</td>
<td>APPROVAL</td>
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<td>Enclosure(s):</td>
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BACKGROUND:

As a result of a failure of the chiller portion of the HVAC system in the Learning Resource Center, the Board of Trustees authorized the purchase of a new cooling tower and authorized staff to go to bid for replacement of the cooling tower.

The Cooling Tower has been purchased and the work to replace the tower was advertised for bid in September. Bids are due on October 9, 2009.

Staff will review all bids received and forward a recommendation to award to the lowest responsible bidder.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees authorize staff to award the bid to the lowest responsible bidder for the Learning Resource Center Cooling Tower Replacement project. A revised Board item supporting this action will be distributed at the Board meeting.

Administrator Initiating Item  
Albert J. Harrison II, Vice President, College Operations
BACKGROUND:

The college is entering into an agreement with Industrial Employers and Distributors Association (IEDA), a non-profit corporation, to assist the Superintendent/President or her designated representative in negotiations with certain employee organizations. The agreement shall cover the period from October 1, 2009, through June 30, 2010, and the District agrees to pay IEDA $1,940.02 per month. The contract has been reviewed by legal counsel.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the contract with Industrial Employers and Distributors Association.
AGREEMENT

THIS AGREEMENT is between the COLLEGE OF MARIN hereinafter called the "College" and INDUSTRIAL EMPLOYERS AND DISTRIBUTORS ASSOCIATION, a non-profit corporation, hereinafter called "IEDA".

Recitals

Pursuant to the provisions of the Meyers-Milius-Brown Act (Government Code, Sections 3500 et seq.), two (2) organizations have been designated as recognized employee organizations of the College.

The Superintendent/President of the College or her designated representative has been designated as the College's representative in employer-employee relations.

The Superintendent/President is now and will be in the future engaged in meeting and conferring in good faith with representatives of such recognized employee organizations on matters relating to employment conditions and employer-employee relations.

It is necessary and desirable that the College obtain the services of qualified persons to consult with and advise the College's Board of Trustees and the Superintendent/President in employer-employee relations, and to assist the Superintendent/President in meeting and conferring in good faith with representatives of the recognized employee organizations.

IEDA is qualified to provide such services to the College.

NOW THEREFORE, in consideration of the mutual terms and conditions hereinafter set forth, the College and IEDA agree as follows:

1. SERVICE TO BE PROVIDED BY IEDA

IEDA shall assign qualified persons to provide the following services to the College.

A. Advise and consult with the College’s Board of Trustees and the Superintendent/President of the College at such times and places as may be mutually agreed upon by IEDA and the Board of Trustees or the Superintendent/President on all matters relating to employment conditions and employer-employee relations.

B. Meet and confer in good faith for and on behalf of the College, as the designated representative of the College’s Board of Trustees and the Superintendent/President, with representatives of the employee organizations of the College at such times and places as may be mutually agreed upon by IEDA and the Board of Trustees and the Superintendent/President.

C. Report to the governing board and the Superintendent/President on the progress of meeting and conferring in good faith with each of the recognized employee organizations.
D. Prepare written memoranda of understanding in a form and manner approved by the Board of Trustees and the Superintendent/President.

E. Review College memoranda of understanding and personnel policy and make recommendation(s) for revision.

2. ASSIGNMENT TO SUBSIDIARY
   It is agreed that IEDA shall have the right to assign its interest in this agreement to its subsidiary, IEDA, Inc., which is controlled and staffed by IEDA.

3. PAYMENT
   A. Fees:
      For the period October 1, 2009 and ending June 30, 2010, the College agrees to pay IEDA and IEDA agrees to accept in full and complete payment for all services rendered under this agreement One Thousand Nine Hundred Forty Dollars and Two Cents ($1,940.02) per month.

   B. After June 30, 2010, the monthly fee shall be adjusted in accordance with the Computation of Dues as adopted by IEDA's Board of Directors.

   C. Payment Schedule:
      Payment of the fees shall be made in equal monthly installments, commencing on October 1, 2009.

4. TERM
   This agreement shall be effective October 1, 2009, and shall remain in effect until such time as either the College or IEDA may exercise the provisions of Item 5 below.

5. TERMINATION
   Notwithstanding the above, either the College or IEDA may terminate this agreement at any time upon ninety (90) days written notice to the other.

Dated: 10/7/09

COLLEGE OF MARIN

By Frances L. White

INDUSTRIAL EMPLOYERS AND DISTRIBUTORS ASSOCIATION,
A non-profit corporation

By
2200 Powell St, Ste 1000
Emeryville, CA 94608
Business Address

94-0294755
Federal Tax I.D. #
**IEDA**

**COMPUTATION OF FEES**

**PUBLIC SECTOR**

July 1, 2009

**DEFINITIONS**

*Formula Employees:* All full time employees and full time equivalent employees (FTE) of the agency who are represented by a union or employee organization with which, on behalf of the agency, IEDA expects to negotiate and/or administer memoranda of understanding--whether or not those employees are themselves members of the union or employee organization.

*Full Time Equivalent Employees:* The number of full time equivalent employees (FTEs) is determined by dividing the total number of part time hours by 2080.

*Major Memorandum of Understanding:* Any memorandum of understanding that covers 100 or more employees.

**COMPUTATION**

For the year July 1, 2009 through June 30, 2010 an agency's monthly fee shall be determined by multiplying the number of formula employees under a Major Memorandum of Understanding by $10.52, and/or the number of employees not covered by a Major Memorandum of Understanding by $14.48.

If the number of formula employees exceeds 450, the agency's monthly fee will not be calculated on each separate union or employee organization but on the total number of represented employees. The fee shall be $4,734.00 (450 x $10.52) plus $1.69 for each formula employee over 450.

Minimum monthly fee: $174.00 per union or employee organization

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>More than 100 employees per MOU*</th>
<th>Fewer than 100 employees per MOU</th>
<th>More than 450 employees per agency</th>
<th>Minimum per union/employee organization</th>
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*More than 100 employees per MOU or first 450 employees for agencies with 450 or more employees*
WHEREAS, Marin Community College District established Extended Opportunity Programs and Services (EOPS) in 1970 to initiate access and retention efforts for first-generation, low-income, educationally disadvantaged and historically underrepresented students to Marin Community College District; and

WHEREAS, EOPS programs in the Marin Community College District have served an estimated 17,000 disadvantaged students during the twenty-eight years of student service; these students have made a positive impact on the business, economic, educational, and cultural fabric of the County of Marin and Marin Community College District; and

WHEREAS, EOPS staff provide academic and transitional support services for students to ensure their educational access, equity, financial, academic support, opportunities to attain a college degree, and strategies that enable their transfer to baccalaureate institutions; and

WHEREAS, EOPS provides dynamic, innovative services through outreach programs serving thousands of potential EOPS applicants, with efforts that help with student retention and success, and program students who impact the greater communities; and

WHEREAS, the Cooperative Agencies Resources for Education (CARE) Program was added in 1990 to expand services for welfare-dependent, single parent EOPS students, and CARE has provided higher education access and supportive services including counseling, book services, tutoring, peer support, child care, transportation, school supplies, classes, and other activities addressing the special needs of the welfare-dependent single parent students; and

WHEREAS, EOPS and CARE are successful programs that bring hope, vision, guidance, and activism to underserved communities that heighten the awareness of educational pathways and socio-cultural opportunities and that invest in developing the leaders of tomorrow; and

WHEREAS, EOPS trains, develops, and produces expertise in faculty and staff, thus enhancing the quality of service, organizational structures, and research on low-income, first-generation, and historically underrepresented students; and

WHEREAS, EOPS has successfully developed local partnerships among community-based organizations, public agencies, legislative institutions, universities, and grades K-12 inclusive in the public school systems; and
WHEREAS, EOPS ensures a diverse and representative voice for many community members whose goal is to participate in, and enrich the public education of California;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Marin Community College District hereby expresses its congratulations and appreciation to Extended Opportunity Programs and Services of Marin Community College District for its historic and continued success in realizing the intent of landmark legislation and the vision of the California Master Plan for Higher Education in attaining educational equity goals and objectives; and

THEREFORE, BE IT FURTHER RESOLVED that the Board of Trustees of Marin Community College District declares October 2009 as Extended Opportunity Programs and Services Month to honor the mission and purposes of EOPS.

PASSED AND ADOPTED by the Board of Trustees of Marin Community College District, on October 13, 2009.

AYES: ..........................................................

NOES: ..........................................................

ABSENT: ......................................................

ABSTAIN: ...................................................

______________________________________________
President, Board of Trustees

I, Dr. Frances White, Secretary to the Board of Trustees the Marin Community College District, State of California, do hereby certify that the foregoing resolution was duly adopted by the said Board at the regular meeting held October 13, 2009.

______________________________________________
Secretary, Board of Trustees
Carole Hayashino, Member

Philip J. Kranenburg, Member

Eva Long, Ph.D., Member

James Namnath, Ph.D., Member

Wanden Treanor, Member

Barbara Dolan, Member

Annan Paterson, Member

Nathaniel Parker, Student Member
A. Closed Session

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

The Board of Trustees of the Marin Community College District met in the SS A&B conference room on the Kentfield campus, all members having received notice as prescribed by law. Board President Kranenburg called the meeting to order at 5:13 p.m. All publicly elected Trustees were present except Trustees Hayashino and Dolan, who both arrived at 6:15 p.m. Fran White, Al Harrison, and Nick Chang were also in attendance.

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

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

The closed session recessed at 6:28 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 6:40 p.m. by Board President Kranenburg in the Deedy Staff Lounge in the Student Services Building on the Kentfield campus. He announced that the meeting was
being recorded to facilitate the preparation of minutes. All publicly elected Trustees were present. Student Trustee Nathaniel Parker was also in attendance.

Board President Kranenburg announced that the agenda had been approved in closed session.

2. Approval of Minutes and Report of Closed Session

Trustee Treanor moved approval of the minutes of the August 25, 2009 Board meeting. Trustee Long seconded the motion with three corrections as follows.

1. Trustee Long contended that the wording of the motion as recorded in the minutes on page 8 was incorrect for agenda item B.11.B and that it should have been Approve 2009/2010 Adoption Budget as posted on the agenda. She objected to singling out a $500,000 allocation to the IVC pool and locker facility as part of the budget adoption and contended that it should have been posted on the agenda as a separate item for discussion and approval. She objected to inclusion of the terminology “to address health and safety concerns” because when she asked exactly where this money was in the budget, Vice President Harrison responded that it was on page 31 under Risk Margin Carry Forward. As a point of clarification Board Parliamentarian Treanor explained that the motion containing those words was withdrawn and the one that was passed by a 7-0 vote was Trustee Paterson’s motion to “Approve 2009/2010 Adoption Budget with the understanding that staff are directed to allot $500,000 to the IVC pool and locker facility” (on page 9 of the minutes). Trustee Long said she would be happy if we would strike out the phrase beginning with “with the understanding” and have staff bring back a plan.

Vice President Harrison reminded the Board that it was explained at the last meeting that during the budgeting process he made a recommendation to the President based on our ending fund balance to build $500,000 into the budget for the specific purpose of repair of the IVC pool and locker facility. A presentation was made previously to the Board about the need to repair the IVC pool and locker facility but we did not have the money at the time to do anything about the situation. He stated that there is no fund called “health and safety” and noted that if we do not address the health and safety issues at the IVC pool we may find ourselves with a situation like the track. He noted that we have previously used ending fund balances to fund our unfunded liability so there is precedent for allocating funds from the ending balance.

2. Trustee Long requested inclusion of her request to find out the amount of Rob Barthelman’s contract for a preliminary Gateway design in the minutes. It was pointed out that her question and the answer ($83,000) are included in B.5.a.3, the Follow-up Report in the Board packet for this meeting.

3. Trustee Long stated that with regard to B.11.G, Approve Agreement with Cardaronella Stirling Associates (CSA) for Strategic Development Assessment, there was a second to
her proposed amendment and requested a review of the transcript of the discussion on this agenda item. She also requested an explanation from Dr. White of limitations on the use of DeBorba funds. Board Parliamentarian Treanor stated that this would be an appropriate request under the Board Reports and/or Requests agenda item.

Board Parliamentarian Treanor stated that it is not appropriate to revisit the activities of a previous meeting during a discussion of the minutes and that since her motion to approve the minutes did not have any qualifications and the second did (proposed corrections), that there was not a motion and a second yet. Trustee Hayashino seconded Trustee Treanor’s motion to approve the minutes of the August 25, 2009 Board meeting. The motion passed by a roll call vote of 4 to 3 with Trustees Kranenburg, Treanor, Paterson and Hayashino voting aye and Trustees Long, Dolan and Namnath voting no. Student Trustee Parker cast an advisory aye vote.

Trustee Long’s reasons for voting no in addition to what was mentioned above include her assertion we have never approved a budget allocation without a plan before. She has concerns about violating the Brown Act since the allocation for pool repair was not posted as a separate item on the agenda and believes we should have made it clear that we would be discussing this during the budget adoption. She also commented that she has become increasingly concerned that certain decisions are made and then the Board finds out about them at the Board meeting. She expects the Board to be duly informed of what is happening.

Trustee Namnath voted no because certain Trustees do not feel comfortable with the language of the motion as recorded. His recollection is that the Board voted only to approve the budget without specifying any one item because repair of the IVC pool was not placed on the agenda for members of the public to discuss in accordance with the Brown Act. If that had been on the agenda there would perhaps have been a different public perception and participation at that last meeting. He said that he did not know ahead of time that there would be discussion of repair of the IVC pool and he feels that other Trustees did.

Trustee Dolan’s reasons for voting no included her contention that we have never pulled out items from a budget and specified at the Board level what the money is going to be targeted for. She stated that this item did not go through the proper budgeting procedure. Trustee Dolan said that no Trustee should be able to simply pull an item from the budget, say this much money is going to go for that and then ask for Board approval. If this item was going to be discussed everyone should have been fully informed including the public. She said she didn’t know that the IVC pool was the first priority over the football field and Kentfield track for health and safety concerns. Trustee Dolan stated that she thinks we need to look at the way we’re doing business and conduct ourselves in a better manner that reflects what the educational needs of this county are.
Board Clerk Hayashino reported that no action was taken during closed session.

3. Citizens’ Requests to Address the Board on Non-Agenda Item

Don Foss, COM faculty member, commented on the environmental degradation that will be caused by tearing down the old Science Center and building a new building on campus, the Science/Math/Central Plant. He also complained that the new S/M/CP building will be smaller than the current building and will not meet the size and program needs of students, faculty and staff. He asserted that no one on the earth and life science faculty has seen the blueprints of the final plan for the building. Mr. Foss submitted a handout (copy attached) entitled “Environmental Foot Print of the Ward Austin Science Center College of Marin Kentfield.”

Judy Mesinger addressed the Board regarding the decision by College of Marin to eliminate the Open College option, expressing concern on behalf of Open College participants regarding what the college will offer in its place. A copy of her statement is attached to the minutes as part of the official record.

Vanae Nelson, a COM water aerobics student, submitted a petition signed by over 140 people urging College of Marin to use voter-approved bond money to repair key athletic facilities such as the Kentfield track and pools at the Kentfield and Indian Valley campuses. She expressed appreciation to the Board for the repair work that will be done at IVC.

John Steppler, representing the pool coalition, stated that he appreciates the time and consideration the Board has given to repairing the IVC pool and locker room.

4. Board Reports and/or Requests

Board President Kranenburg read the following statement:
"On September 11, after a lengthy trial, the jury returned its verdict in the case brought by Pamela Mize-Kurzman against the District, President White and Anita Martinez. The verdict was totally in favor of the District, President White and Ms. Martinez. The jury found against Ms. Mize-Kurzman on all issues in her case, which was for retaliation and whistleblowing. Ms. Mize-Kurzman had brought claims of defamation, wrongful demotion, and breach of the settlement agreement in her prior case. She dismissed each of these claims before the start of the trial. She had also filed an action with the State Personnel Board, which it dismissed months before the start of the trial. The District will seek recovery of its costs."

a. Commendation Resolutions and Other Resolutions
M/s (Hayashino/Treanor) to Approve Resolution in Support of Hispanic Heritage Month. The motion passed by a unanimous roll call vote of 7-0 (plus an advisory aye vote by Student Trustee Parker).
b. Legislative Report.
Trustee Paterson called the Board’s attention to the Race to the Top Funding for California Schools Statement of Support signed by Marin County School Superintendents which is in their Board packets. She reported that the Community College League recommends support of AB 386 (Disabled Students: audio captioning) and AB 669 (Foster Youth: higher education residency requirements) which were passed by the Legislature and sent to the governor for approval. She also called the Board’s attention to AB 774 (Community college transportation fees) and SB 410 (Workforce Investment-federal funding) which are also on their way to the governor’s desk.

c. Committee Chair Reports
1. Board Self-Evaluation
Trustee Hayashino thanked the three Trustees who have responded to the Board Self-Evaluation survey and announced that the survey will be resent as the committee would like to have 100% participation. Results of the survey will be summarized at the next meeting. Trustee Dolan suggested having an outside person evaluate the actions and not just the words of the Board. President White said that the committee could take this under consideration but reminded the Trustees that self-evaluation by the Board is required by WASC.

2. Format for Board Agenda
Board President Kranenburg called the Board’s attention to the fact that Board Budget Priorities and Strategic Plan Priorities have been added to the agenda where applicable. He noted that in an effort to be more considerate of the time of Board members, staff and the public there may be an opportunity to collectively give direction to the Board officers to reorder the Board agenda format by moving items of public interest and items that are voted on up toward the front of the agenda so that the audience won’t have to wait til the end of the meeting for items of interest to them. Suggestions offered by Trustees included moving approval of the minutes and Board reports and requests toward the end of the agenda and reversing the Consent and Action calendars. Board members reached consensus on having Board President Kranenburg and President White use these suggestions and put together a reordered agenda for the next meeting to be tried on a trial basis and evaluated.

d. Individual Reports and/or Requests
Trustee Long asked for an explanation from Dr. White of limitations on the use of DeBorba funds.

Trustee Namnath asked the Board to consider endorsing a resolution in support of H.R.3221, “The Student Aid and Fiscal Responsibility Act of 2009” – particularly the section on Grants to Eligible Entities for Community College Reform. Dr. White asked him to send information and proposed language for a resolution to her and he agreed. He also asked for information on the underrepresented groups on our campus and the
programs which foster the successful graduation or granting of certificates to those individuals on our campus.

Trustee Treanor announced that she has been appointed president of the Board of the Marin Education Fund which provides scholarships to the underrepresented groups in Marin. It consists of support from the Marin Community Foundation and in her time on the board the MEF has given $16 million in scholarships to students who are the first in their families to go to college. She noted that 60% of MEF’s scholarship recipients are College of Marin students.

Trustee Long shared a postcard she received from Santa Rosa College advertising their community ed courses and a letter from the Campaign for College Opportunity explaining their higher education budget recommendations. She asked if the Board would consider generating a letter in response saying that we support certain aspects of their recommendations.

Trustee Long also asked for a report on savings that have been generated from Measure C projects, the recommended disposition of savings from Measure C projects, and the amount of bond interest funds. She also asked for a report on how many students are actually wait listed for core academic classes and what the resolutions are for that.

Trustee Dolan stated that she had been receiving input from community members that reflects what Don Foss was talking about concerning environmental problems caused by the construction. She asked what happened to the evaluation of our historical fabric and open spaces in the environmental impact report. Trustee Dolan also asked for a report on tree removal and relocation and was informed that this would be presented later in the meeting by Modernization Director Chernock.

Trustee Long asked Dr. White to read a letter addressed to Dr. White and the Board complaining about closure of the parking lot for the Arts Department on September 14 for a dedication ceremony without making parking available for students who are handicapped to park within a reasonable walk to class. Dr. White read the letter and a copy is attached to the minutes as part of the official record. She noted that a response to the letter will be prepared by Modernization Director Chernock and that the modernization team will work with the police department during special events to make sure that parking designations are clear and that students know where they can park.

M/s (Long/Treanor) to move agenda item B.11.D.5 up on the agenda. The motion passed by a unanimous vote of 7-0 (plus an advisory aye vote by Student Trustee Parker).

B.11.D.5 Geothermal Fields Kentfield & IVC Projects (#305B & 417B)
Approve Change Order #1R and Resolution Attesting No Benefit to Bidding Out Change Order Work ($737,500) and Notice of Completion – Trison Construction

Modernization Director Chernock presented a staff report (copy attached) on the Trison settlement and responded to questions posed by Trustees. Trustee Namnath requested a review of the bid process on the Trison contract and that will be provided at a future meeting. Trustee Dolan asked what can be done to stop change orders and amendments.

M/s (Treonor/Paterson) to Approve Change Order #1R and Resolution Attesting No Benefit to Bidding Out Change Order Work ($737,500) and Notice of Completion – Trison Construction. The motion passed by a roll call vote of 6-1 with Trustees Long, Namnath, Treanor, Paterson, Kranenburg, and Hayashino voting yes and Trustee Dolan voting no. Student Trustee Parker cast an advisory aye vote.

Trustee Namnath left the meeting at 8:30 p.m.

M/s (Treonor/Long) to move B.8, Student Senate and Student Association Report, up on the agenda. The motion passed by a unanimous vote of 6-0 plus an advisory aye vote by Student Trustee Parker.

8. Student Senate and Student Association Report
Student Trustee Parker introduced ASCOM President Nicolas Pampanin who stated that he and Student Trustee Parker were elected by the highest voter turnout in 10 years and that they feel they both speak for the students of this school. He took issue with statements made by Don Foss regarding the new Science Complex and stated that the students are in favor of the new Science Center and will be happy to have it. He also complimented the modernization team for doing a stellar job and commented that the students’ input needs to be heard. Mr. Pampanin reported that ASCOM and the Student Senate would be sponsoring the following events in recognition of the Hispanic Heritage Month: a food sale and salsa dance lessons, a forum on immigration with a special guest speaker and the showing of a film from the Latino Film Festival.

Student Trustee Parker also responded to Don Foss’ comments by stating that most students support the modernization projects and are excited about having new and up-to-date facilities. He stated that he thinks the modernization team has done an excellent job and that seems to be the general opinion of students on campus. Student Trustee Parker reported that ASCOM and the Student Senate sponsored a showing of the film The Great Debaters on September 16 as part of a Constitution Day celebration. He also announced that student representatives have been recruited for all but one governance committee and that the Student Senate endorsed HR 3221. He reported that a student club called MAMA (Marin Art and Music Alliance) has been putting on some notable musical events on campus that have gathered quite a bit of attention. There has been growing attendance and he hopes these activities will contribute to a culture of music and all-around involvement on campus.
e. **WASC Report Status**

President White reported that we are on schedule with work on the Self-Study (which is co-chaired by Dr. David Snyder and Dr. Blaze Woodlief) and plan to have a presentation on this document at the October or November Board meeting.

5. **Chief Executive Officer’s Report**

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

a. **Staff Reports**

Vice President Chang presented a brief report (copy attached) on Open College at COM. He explained that in reviewing Title 5 and after consultation with our legal counsel, it became apparent that this is a non-compliant program that was designed to get around regulatory requirements regarding repeatability of courses. The largest group of students who will be affected by the discontinuation of Open College in spring 2010 are the ones enrolled in PE173A (Beginning Yoga). To accommodate these students two sections of Community Education Yoga classes will be scheduled.

1. **Enrollment Update**

Nick Chang, Vice President of Student Learning, updated the Board on enrollment figures, noting that our fall 2009 headcount is up 13.4% over fall 2008. A copy of his report is attached.

2. **Modernization Update**

Modernization Director Chernock reported that the new west bridge was installed last week and that the concrete deck was scheduled to be poured on September 24. The bridge is expected to be open for pedestrian traffic within the month. It will be open for a few months and then will be closed during construction.

She updated the Board on tree removal and replanting on both campuses, noting that seven of the trees in the footprint of the Fine Arts Building have been relocated and that a plan for tree removal surrounding the new Science Complex will be developed later this fall and will include a map showing each tree and its location. She noted that our Environmental Impact Report specifies that for every native tree removed we will replant or replace by a ratio of 2 to 1. A copy of Director Chernock’s report is attached to the minutes.

Director Chernock reported that one of our contractors uncovered some Native American artifacts while digging a trench near the location of the Fine Arts Building. Archeological experts were brought in and the situation will be handled in accordance with proper protocols and our agreement with the Federated Indians of Graton Ranchero.
Finally, Director Chernock reported that the modernization team has received comments written by the Science/Math faculty with regard to plans for the new building and will have a response ready at the October or November Board meeting.

3. **Follow-up Report**  
President White called the Board’s attention to this new report which will be prepared for each Board meeting to provide answers to questions posed by Trustees.

4. **Board Budget Priorities to Implement Strategic Plan**  
Dr. White called the Board’s attention to the list of Board Budget Priorities 2009/2010 (approved at the March 17, 2009 Board meeting) in their packets.

President White introduced Greta Siegel, COM’s new Dean of Student Development & Special Services.

6. **Academic Senate Report**  
Yolanda Bellisimo, Academic Senate President, read a resolution recognizing retiring former Academic Senate President David Rollison for his years of service and wishing him well in his retirement. A copy of the resolution is attached to the minutes as part of the official record.

7. **Classified Senate Report**  
No report

9. **Board Study Session**  
None

10. **Consent Calendar Items**

Trustee Namnath left the meeting at 8:30 p.m.

M/s (Treasnor/Hayashino) to approve all items on the Consent Calendar. The motion passed by a roll call vote of 5-0-1. Trustee Dolan abstained and Student Trustee Parker cast an advisory aye vote.

A. **Calendar of Upcoming Meetings**  
   No changes

B. **Approve Classified Personnel Recommendations.**
   1. Appointment of Classified Personnel
   2. Appointment of Hourly Personnel
   3. Classified Request for Leave of Absence/Uncompensated Leave
C. Approve Academic Personnel Recommendations.
   1. Appointment of Academic Personnel
   2. Temporary Credit Instructors Added and Changed Appointments Fall Semester 2009
   3. Temporary Non-Credit ESL and Community Education and Services Instructors Fall 2009
   4. Academic Personnel Lottery to Determine Order of Employment
D. Short-Term Hourly Positions
E. Budget Transfers – Month of August - FY 2009/10
F. Warrant Approval
G. Declaration of Surplus Property – Miscellaneous Equipment
H. Modernization (Measure C) - BP3.1 (Keep modernization program on track)
   1. Ratify/Approve Modernization Contracts, Changes and Amendments ($12,896,706)
   2. Approve Contract Amendment
      PE Pool Renovation Project (#308F)
      Aquatic Design Group – Amendment 1 ($4,740)
I. Approve Revised Board Policies – BP1.4a (Review institutional needs and assess
   Institutional effectiveness, using Program Review, Administrative Planning and
   Assessment, the Strategic Plan and the Educational Master Plan)
   1. BP 3250 Institutional Planning
   2. BP 5150 EOPS
J. Approve Classified Management Personnel Recommendation
K. Approve Out-of-Country Travel

11. Other Action Items
   A. M/s (Treonor/Paterson) to Approve San Mateo Community College District and
      College of Marin Memorandum of Understanding to Support Solar Technician
      Training Program at IVC – SP.2 (Improve Student Learning and Success).
      The motion passed by a vote 6-0 plus an advisory aye vote by Student Trustee
      Parker.
   B. M/s (Treonor/Hayashino) to Approve Sim Center Memorandum of
      Understanding Renewal with Marin General Hospital – SP.2 (Improve Student
Learning and Success). The motion passed by a vote of 6-0 plus an advisory aye vote by Student Trustee Parker.

C. M/s (Teanor/Hayashino) to Approve Sim Center Memorandum of Understanding Renewal with Novato Community Hospital – SP.2 (Improve Student Learning and Success). The motion passed by a vote of 6-0 plus an advisory aye vote by Student Trustee Parker.

D. Modernization (Measure C) – BP3.1 (Keep modernization program on track)
M/s (Teanor/Paterson) to approve agenda items D. 1-3. The motion passed by a vote of 6-0 plus an advisory aye vote by Student Trustee Parker.

1. Approve Diamond PE Center Alterations, Parking Lot 10 Grade/Pave/Stripe Portion Project (#308B)
   Award Construction Contract – Maggiora and Ghilotti, Inc. ($75,813).
2. (PE Pool Renovation Project (#308F)
   Pre-Authorize Award of Construction Contract
3. Health Services Portable Project (#850G)
   Notice of Completion – Fort Bragg Electric, Inc.
4. M/s (Teanor/Long) to approve Diamond PE Center Alterations Project (#308B)
   Approve Change Order #16 and Resolution Attesting No Benefit to Bidding Out Change Order Work ($27,838) – Alten Construction, Inc.
   The motion passed by a roll call vote of 5-1 with Trustee Dolan casting the no vote. Student Trustee Parker cast an advisory aye vote.

12. Possible Future Agenda Items for Discussion
   A. Kentfield Pool Use Request Update (Al Harrison)- SP.1 (Improve Student Access)

13. Items for Possible Future Board Action
   A. Revised Board Policies (First Readings) – 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 5020 Non-Resident Tuition
   2. BP 5035 Withholding of Student Records
   3. BP 5052 Open Enrollment
B. Bid Award for LRC Cooling Tower Replacement Project (October) – BP1 (Fiscal Accountability)

C. Recommendation on Bolinas Field Station – BP1 (Fiscal Accountability)

D. Recommendations for Reduction of District Legal Fees – BP1 (Fiscal Accountability)

E. Plan to Address Athletic Facilities Repair, Maintenance, and ADA and Health and Safety Issues – SP.1 (Improve Student Access)

F. Resource Development Plan – BP4.1 (Implement a Strategic Plan for College Development)

G. Kentfield Asset Management Plan (October) - BP1.5 (Implement asset management for long-term fiscal health)

14. Information Items

Board members were asked to review the information items in their Board packets.

A. Contracts and Agreement for Services Report – August, 2009 – BP1 (Fiscal Accountability)

B. 4th Quarter Financial and CCFS 311Q for 2008/09 – BP1 (Fiscal Accountability)

C. Modernization Update – BP3.1 (Keep modernization program on track)
   1. Director’s Report – BP3.1 (Keep modernization program on track)
   2. Sustainability Report
   3. Contract Milestones Report through August 2009 – BP3.1 (Keep modernization program on track)

D. Revised Administrative Procedures
   1. AP 4225 Course Repetition
   2. AP 5020 Non-Resident Tuition
   3. AP 5035 Withholding of Student Records
   4. AP 5052 Open Enrollment

E. Calendar of Special Events
   Diamond PE Center Ribbon Cutting Ceremony – October 1, 2009, 4:00 p.m.
   ACCT Congress – October 7-10, 2009 – San Francisco Hilton

15. Correspondence
Board President Kranenburg called the Board’s attention to the correspondence in their Board Packets.

16. **Board Meeting Evaluation**

Comments were made in support of talking about restructuring the agenda to be more appreciative and respectful of people’s time. Appreciation was also expressed to several Trustees for making an effort to look for alternatives, options and strategies to make it possible to work together for decision making.

17. **Adjournment**

M/s (Treanor/Hayashino) to adjourn the meeting in honor of Melinda Molloy’s wedding. The motion passed by a unanimous vote of 6-0 (plus an advisory aye vote by Student Trustee Parker) and Board President Kranenburg adjourned the meeting at 9:30 p.m.
# PROGRESS REPORT ON GOALS AND PRIORITIES

<table>
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<th>SP/BP PRIORITIES</th>
<th>BOARD ACTIONS TAKEN</th>
<th>DATE</th>
<th>VOTES AYES/NOES</th>
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<tr>
<td>SP.1: Improve Student Access</td>
<td>Approve Resolution in Support of Hispanic Heritage Month</td>
<td>September 22, 2009</td>
<td>7-0 plus advisory aye vote by Student Trustee</td>
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<tr>
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<td>BP3: Facilities 3.1: Keep modernization program on track</td>
<td>Ratify/Approve Modernization Contracts, Changes and Amendments</td>
<td>September 22, 2009</td>
<td>5 ayes and 1 abstention plus advisory aye vote by Student Trustee</td>
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<td></td>
<td>Approve Aquatic Design Group Contract Amendment #1 for PE Pool Renovation Project</td>
<td>September 22, 2009</td>
<td>5 ayes and 1 abstention plus advisory aye vote by Student Trustee</td>
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<td><strong>BP3: Facilities</strong>&lt;br&gt;3.1: Keep modernization program on track</td>
<td>Award Construction Contract to Maggiora and Ghilotti, Inc. for Diamond PE Center Alterations, Parking Lot 10 Grade/Pave/Stripe Portion Project</td>
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<tr>
<td></td>
<td>Pre-Authorize Award of Construction Contract for Pool Renovation Project</td>
<td>September 22, 2009</td>
<td>6-0 plus advisory aye vote by Student Trustee</td>
</tr>
<tr>
<td></td>
<td>Approve Notice of Completion for Health Services Portable project – Fort Bragg Electric, Inc.</td>
<td>September 22, 2009</td>
<td>6-0 plus advisory aye vote by Student Trustee</td>
</tr>
<tr>
<td></td>
<td>Approve Change Order #16 and Resolution Attesting No Benefit to Bidding Out Change Order Work for Diamond PE Center Alterations Project - Alten Construction, Inc.</td>
<td>September 22, 2009</td>
<td>5-1 plus advisory aye vote by Student Trustee</td>
</tr>
<tr>
<td></td>
<td>Approve Change Order and Resolution Attesting No Benefit to Bidding Out Change Order Work and Notice of Completion for Geothermal Fields Kentfield &amp; IVC Projects – Trison Construction</td>
<td>September 22, 2009</td>
<td>6-1 plus advisory aye vote by Student Trustee</td>
</tr>
<tr>
<td>SP/BP PRIORITIES</td>
<td>BOARD ACTIONS TAKEN</td>
<td>DATE</td>
<td>VOTES AYES/NOES</td>
</tr>
<tr>
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</tr>
<tr>
<td><strong>BP1: Fiscal Accountability</strong>&lt;br&gt;1.4a Review institutional needs and assess institutional effectiveness, using Program Review, Administrative Planning and Assessment, the Strategic Plan and the Educational Master plan</td>
<td>Approve Revised Board Policies BP 3250 Institutional Planning and BP 5150 EOPS</td>
<td>September 22, 2009</td>
<td>5 ayes and 1 abstention plus advisory aye vote by Student Trustee</td>
</tr>
<tr>
<td>SP/BP PRIORITIES</td>
<td>BOARD STUDY SESSIONS/STAFF REPORTS</td>
<td>DATE</td>
<td>PRESENTER</td>
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<tr>
<td>------------------------------------------------------</td>
<td>------------------------------------</td>
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</tr>
<tr>
<td>SP.2: Improve Student Learning and Success</td>
<td>WASC Report Status</td>
<td>September 22, 2009</td>
<td>Dr. Fran White</td>
</tr>
<tr>
<td>BP2: Improve Student Access and Success in Instruction and Student Services 2.2: Continue to improve enrollments, retention, transfer, completion rates in credit and non-credit</td>
<td>Enrollment Update</td>
<td>September 22, 2009</td>
<td>Nick Chang</td>
</tr>
<tr>
<td>BP3: Facilities 3.1 Keep modernization program on track</td>
<td>Modernization Report</td>
<td>September 22, 2009</td>
<td>V-Anne Chernock</td>
</tr>
</tbody>
</table>
Environmental Foot Print of the Ward Austin Science Center College of Marin Kentfield

1. Carbon Dioxide Released into the Atmosphere from the concrete held in the building. Is equal to 8,800,000 pounds.
   a. Over 33 million pounds of Concrete was used in the construction of the building. This figure does not take into account the concrete used in the ramps and stub walls of the structure. The limestone, calcium carbonate milled to generate the cement for this concrete released over 4,400,000 pounds of Carbon dioxide, a greenhouse gas, into the atmosphere. The amount of CO₂ released from the actual mining process and heating of the bulk limestone is about equal to the CO₂ released from the chemical structure of the limestone proper. Thus the total mass of Carbon Dioxide generated from the concrete in the Ward Austin Science Center is on the order of 8,800,000 pounds. This amount of Carbon Dioxide is equal 2,250 cars with a fuel efficiency of 20 miles/gallon driving around the equatorial circumference of Earth.
   b. It is worthy to note that in 1974 the aggregate used in mixing the concrete for the Science Center came from the Russian River Aggregate Resource Area. This source has been shut down and rounded aggregate for all future projects will be imported from the Great Valley.

2. Over 168,810 linear feet of ½ inch diameter rebar, reinforcement steel, is tied off in the above concrete, just over 31 miles of steel bar. This is equal to a ¼ inch diameter steel bar extending from Novato to a point just north of Santa Rosa. The amount of Carbon Dioxide generated in the smelting of this steel has not been calculated, however the steel required to replace this re-bar will be imported from China

3. A very cursive and conservative estimate of the amount of wire used in the structure indicates that the building has over 65,000 linear feet of copper wire strung from one end to the other.

4. 114 fire rated doors, at a cost of $750.00 each or just over $110,000 in doors alone not counting locking mechanisms and door handles, seal the structure from internal fires.

5. The sprinkler system alone has over 4,460 linear feet of 1 ½ inch iron pipe. Over 460 sprinkler brass and copper sprinkler heads lead off from this pipe.

6. There are over 300 very pricy overhead light fixtures found in the structure.

7. A new HVAC system was installed on the Ward Austin Science Center not more than five years ago.

8. The Science Center was re-roofed no more than three years ago

9. All for a building constructed, with the finest materials available, in 1974. A building that meets the needs of the current science offerings and could with a minimal investment serve the future needs of our student population as well.
Some of us are here this evening to address the decision by College of Marin to eliminate the Open College Option for all students. We are being told that the college is out of compliance with the state due to Title 5, and we would like to know exactly what this means. Is this a tax issue, is this a school charter issue, and what are the logistics involved that might lead you to reverse this decision?

The College Of Marin has served its constituents well for many years offering credit and non-credit classes to young students out of high school, aspiring to transfer to a four year college, as well as older students ages 45 years and above, that represents 42.9% of our Marin population. Because of Marin’s large aging population we have different needs than most other counties in the state, and the Open College is the best way to address those needs.

The classes that have been offered have taken faculty members years to develop an excellent curriculum, and each program has a following of dedicated senior students who use the programs to continue their healthy functioning in the Marin Community. One such class is Alice Rocky’s Yoga class. There are students who have taken this class for over twenty years and still benefit greatly from the expert instruction and guidance Alice offers. Many of the language literature classes change the books that are read each semester, so that the content stays relevant and diverse and allows for repetition. The same can be said for the Art and PE classes.

The students who attend these classes range in age from 18 to 80; some are handicapped and many are on fixed incomes. Most seniors can’t afford the expense of private yoga classes, language instruction, or the myriad of classes offered by Open College. We count on College of Marin to provide these unique programs.

As taxpayers we support the College of Marin precisely because it is a vanguard in providing programs for seniors, compared to other counties, and we vote with our tax dollars so that these programs will be available to us.

Learning doesn’t stop when one graduates college, and as a community, we wonder whether age discrimination plays a role in your decision.
The Open College has a long successful history, and those of us who participate in it are very concerned about what the college will offer in its place. Title 5 seems to standardize what community colleges can offer when in fact each community has very different needs.

We are hoping that you will study this issue carefully and include it in the agenda at your next board meeting. We would be happy to participate in any way to help the college keep the Open College option available to all students.

Thank you very much for your time.

Deedy Staff Lounge 6:30
September 16, 2009

President Francis White
The Board of Directors
College of Marin
835 College Avenue
Kentfield, CA 94904

Dear President White and College of Marin Board Members:

I understand you are meeting this Friday, September 18th. I request this letter be read at that meeting and action be taken concerning the following untenable situation.

This letter of complaint concerns the college’s construction of the new Arts Department building.

On Monday, September 14 the parking lot for the Arts Department was closed to all traffic. Signs were posted directing students to temporary lots but no parking was made available for those of us who are handicapped to park within a reasonable walk to class. As a result, I and many other handicapped students, missed our classes.

I was informed by the campus police that this closure was to allow for a dedication ceremony. Is it the college policy to put the needs of its students below the pomp of an opening ceremony? It appears it is. Shame on you.

I was also told that the college plans to close this parking lot in January, 2010 for several years while the new building is constructed. Where do you expect handicapped students to park during construction? If we cannot walk the distance from the “temporary” parking lots, where do we park? Is it not a law in California that adequate and convenient parking be provided for handicapped persons?

This cavalier attitude is not only illegal, it is shocking disrespect to students with handicaps. What were the architects and contractors thinking when they planned this lengthy project?

What do you, the President and Board of Directors of the College of Marin, plan to do to remedy this situation? The college is a vital center for handicapped students of Marin.

We expect the college to adhere to the law. We assure you we take this issue seriously and request an immediate response and solution.

As one of many handicapped students, I am,

Sincerely,

Barbara Wornum
63 Tamalpais Avenue
Mill Valley, CA 94941
Trison Settlement Summary

During construction of the geothermal projects at Kentfield and IVC, many technical challenges and issues surfaced, due in part to the tight conditions on the Kentfield site, and due in part to California laws regulating disposal of water and spoils from underground drilling operations. Construction was delayed as a result of these challenges, and resolution of PCOs was tabled in an effort to complete the project in time for Fall semester 2008.

By early January discussions on resolution of PCOs and other issues reached a halt, and the District issued an invitation to Trison to sit down at the table to negotiate a settlement of all outstanding issues. This meeting finally took place on August 27.

The meeting was attended by three Trison officials: President Brian Haggart, Director of Operations Keith Helgeson, and financial officer Darren Heckman. I represented the District and was supported by Swinerton personnel Bill Krill, Dale Molyneux and Debra Mathau.

Trison came to the table with a request for about a million dollars over the original contract amount. At issue were unallocated contract allowances, four major PCOs totaling more than a million dollars alone, as well as half a dozen other PCOs not yet finalized; a claim of delayed payment; and 17 potential backcharges based on delays and damages.

It became immediately clear that the District and Trison would not be able to settle each individual issue quickly, if at all. In an amicable effort to reach a settlement, both parties agreed to recommend a settlement of $737,000, which covers items owed to Trison as well as approximately $500,000 to split the unresolved difference in claims and counter-claims.

The total settlement equals a construction contingency of slightly less than 15%, which is within the project budget, and is the only change order this contract will have. The change order will be accompanied by a Final Settlement document and Notice of Completion. The only remaining action on this contract will be final release of retention after the required Notice of Completion waiting period.
Open College

How It Came About: Open College at COM was created in Spring 2006 to accommodate students primarily enrolled in the Arts, Modern Languages, and Physical Education credit courses who have exceeded their allowable number of repeats (four) under Title 5 but who wish to re-enroll in the course, and also for J-1 status students who take ESL. At that time, a special section number was created for any credit class for which a student wished to enroll as a not for credit, fee paying, student assuming the instructor agreed to accept the student. The student paid a fee considerably higher than that of a credit student, and it was administered by the Community Education Program. That process has changed more recently to a system whereby an Open College student enrolls, pays the higher fee, but does not show up at all in the credit head count or Management Information System (MIS) report.

Why It Is Being Discontinued: In reviewing Title 5, and after consultation with our Legal Counsel, it became apparent that this is a non-compliant program that was designed to get around the regulatory requirements. Title 5 authorizes three types of courses that a community college can offer: credit, noncredit, and fee-based community education. It does not authorize hybrid classes such as Open College and does not sanction such mechanisms for getting around the repeat policies. There is no category in the MIS for reporting a credit class that has primarily noncredit students. In this period of financial crisis, the State is examining the Fine Arts and Physical Education courses and some of these practices very closely. College of Marin should be very careful to make sure that our practices follow Title 5 regulations.

Finally, Open College creates a number of administrative issues that are difficult to resolve:

- How to determine the pay rate for an instructor of an assigned credit class who has primarily noncredit students;
- How to count attendance on these classes and report to the State; and
- How to report J-1 students’ progress and attendance, as required by the Department of Homeland Security, when they are enrolled as Open College or Community Education students, where their attendance is not recorded.

What Alternative Is Being Provided: With the discontinuation of Open College in the Spring Semester 2010, the largest group of students who will be affected are the ones enrolled in PE 173A (Beginning Yoga). Anticipating this, two sections of Community Education Yoga classes will be scheduled to accommodate these students. They will have a choice of enrolling either in a regular, credit, Yoga class (if they have not exceeded their allowable number of repeats) or in a Community Education Yoga class. These classes will be taught by highly qualified Yoga instructors.

Nick Chang, Vice President of Student Learning – September 22, 2009
College of Marin
Headcount Of Credit Students As Of First Census Day

Headcount of Credit Students

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
<th>% Change Fall to Fall</th>
<th>% Change Spring to Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>99-00</td>
<td>8,294</td>
<td>8,996</td>
<td>-5.1%</td>
<td>-6.0%</td>
</tr>
<tr>
<td>00-01</td>
<td>7,869</td>
<td>8,458</td>
<td>-0.5%</td>
<td>-1.1%</td>
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<tr>
<td>01-02</td>
<td>7,828</td>
<td>8,365</td>
<td>1.4%</td>
<td>0.2%</td>
</tr>
<tr>
<td>02-03</td>
<td>7,941</td>
<td>8,382</td>
<td>-4.5%</td>
<td>-8.4%</td>
</tr>
<tr>
<td>03-04</td>
<td>7,587</td>
<td>7,676</td>
<td>-8.5%</td>
<td>-8.6%</td>
</tr>
<tr>
<td>04-05</td>
<td>6,943</td>
<td>7,016</td>
<td>-7.3%</td>
<td>-4.7%</td>
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<tr>
<td>05-06</td>
<td>6,437</td>
<td>6,667</td>
<td>0.7%</td>
<td>-0.3%</td>
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<tr>
<td>06-07</td>
<td>6,482</td>
<td>6,770</td>
<td>-0.2%</td>
<td>1.5%</td>
</tr>
<tr>
<td>07-08</td>
<td>6,577</td>
<td>7,139</td>
<td>1.7%</td>
<td>5.5%</td>
</tr>
<tr>
<td>08-09</td>
<td>7,460</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09-10</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Headcount of Credit Students by Campus

Fall 1999-Fall 2009

Note: Data includes both community colleges and CSU East Bay. Some students attend both campuses.
**TREE UPDATE**

**History:** tree removal 2006, Kentfield and IVC

In August 2006 the Board awarded a contract to Atlas Tree Surgery to maintain, treat, and/or remove trees on the Kentfield and IVC campuses as part of the Measure C bond program. At that time, about 20% of the trees, bushes and shrubs inventoried on the Kentfield campus (126 total) were removed. Nineteen trees labeled as mature (larger than 20 inches in diameter) were removed; they all had significant structural or health issues. They included eucalyptus, palm, walnut, acacia, plum, pine and maple; none were redwood.

**Update on exact number of trees removed for Fine Arts, final disposition of all**

According to the final report from *Mighty Tree Movers*, seven of the trees in the footprint of the Fine Arts building were relocated: 3 chestnut trees to Red Hill Field, 1 green-leafed maple to Los Gatos, and 3 – two chestnuts and one green-leaf maple – on the Kentfield campus. One birch was donated to campus departments for art projects; and the single redwood was donated to the M&O department for benches. The redwood and one remaining chestnut were originally slated for relocation but were too intertwined with underground utilities to survive removal. The remaining trees were recycled into 100 yards of mulch.

**Plan for tree removal surrounding new Science Complex**

Expect later this Fall – plan will include a map showing each tree and its location.

**Re-planting plan**

2:1 native per Initial Study (EIR) for Fine Arts and Science

**IVC**

Five trees (oaks) removed as part of Parking Lot 4 reconfiguration: issues with grading; re-planting 2:1 to be honored

One oak lost to SOD; others to be treated as soon as rains begin

**Communications**

- Press releases to *Echo Times, Marin IJ*
- Postings on website and student portal
- COM-All notices
- President’s Briefing
- Maps to be posted in the vicinity of the Science project
- Inclusion in the monthly Director’s report to the Board

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Tree removal at Kentfield
COLLEGE OF MARIN

ACADEMIC SENATE

Whereas David Rollison has been a member of the College of Marin English Department faculty for 34 years and has served several terms as chair of the English/Humanities department; and

Whereas David Rollison has been a member of the Academic Senate; and

Whereas David Rollison has served as President of the Academic Senate; and

Whereas David Rollison has been instrumental in establishing the participatory governance system at the College of Marin; and

Whereas David Rollison created and helped organize the Faculty ListServ; and

Whereas David Rollison has served on numerous governance and hiring committees; and

Whereas David Rollison has championed the academic interests of the faculty and students at the college:

Be it Resolved that the Academic Senate of the College of Marin acknowledges David’s dedication to the college, its faculty and its students. We, the Academic Senate, thank David for his years of service and wish him well in his retirement.

Yolanda Bellisimo
Academic Senate President

Derek Wilson
Academic Senate Vice President

Approved by the Academic Senate, September 3, 2009
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>October 13, 2009</td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td>INFORMATION</td>
<td>Enclosure(s): Attachment</td>
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</tbody>
</table>

**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
### Contracts and Agreement for Services

**OVER $1,000.00**

**MONTHLY REVIEW**

<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Vendor/Description</th>
<th>Location/Dept.</th>
<th>Amount</th>
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</thead>
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<tr>
<td><strong>GENERAL FUND</strong></td>
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<tr>
<td><strong>Unrestricted</strong></td>
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<td>P0206773</td>
<td><strong>Casey Printing</strong></td>
<td>Communications</td>
<td>$1,487.39</td>
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<td>Printing services for the new the 2009-2010 Course Catalogs.</td>
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<td>P0206782</td>
<td><strong>Cook Paging</strong></td>
<td>Maintenance</td>
<td>$1,288.62</td>
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<td>P0206783</td>
<td><strong>North Bay Leadership Council</strong></td>
<td>District Wide</td>
<td>$3,600.00</td>
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<tr>
<td></td>
<td>Membership services for the coalition representing employees in Marin and Sonoma Counties. Membership includes position papers and alerts regarding current legislation, overview of local projects.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0206787</td>
<td><strong>De Lage Landen</strong></td>
<td>Maintenance</td>
<td>$3,139.20</td>
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<td>Sharp copier maintenance service contract for Maintenance copier.</td>
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<tr>
<td>P0206813</td>
<td><strong>Isis, Inc</strong></td>
<td>Staff Development</td>
<td>$3,000.00</td>
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<td></td>
<td>Training services for staff to use Office 2007.</td>
<td></td>
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<tr>
<td>P0206815</td>
<td><strong>Health Special Risk, Inc.</strong></td>
<td>College Operations</td>
<td>$50,000.00</td>
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<tr>
<td></td>
<td>Health Insurance services for Students and Athletic Insurance Policy.</td>
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<td>P0206817</td>
<td><strong>Westminster Press, Inc.</strong></td>
<td>Community Services</td>
<td>$46,098.37</td>
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<td>Printing services for Community Services course schedules for Fall 2009, Winter 2010, Spring 2010 and Summer 2010.</td>
<td></td>
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<td>P0206818</td>
<td><strong>Easy Permit Postage</strong></td>
<td>Community Services</td>
<td>$28,309.49</td>
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<tr>
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<td>Mailing/Postal services for mailing of the Community Services schedules for Fall 2009, Winter 2010, Spring 2010 and Summer 2010.</td>
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<td>P0206822</td>
<td><strong>North Bay Overhead Door, Inc</strong></td>
<td>Maintenance</td>
<td>$2,800.00</td>
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<tr>
<td></td>
<td>Install rolling steel overhead door at Physical Education 81.</td>
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<tr>
<td>P0206825</td>
<td><strong>Mission Linen &amp; Uniform Service</strong></td>
<td>Workforce Development</td>
<td>$1,725.00</td>
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<td></td>
<td>Laundry services for the Auto Tech Program.</td>
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<tr>
<td>P0206857</td>
<td><strong>Law Office of Larry Frierson</strong></td>
<td>District Wide</td>
<td>$7,685.00</td>
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<td></td>
<td>Legal services for UPM Conference, UPM Overload Grievance, UPM Lawsuit and miscellaneous legal services.</td>
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<td>P0206875</td>
<td><strong>Arnold Bray</strong></td>
<td>District Wide</td>
<td>$13,000.00</td>
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<tr>
<td></td>
<td>Legislative advocacy services for Community Colleges for services July through December, 2009.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Contracts and Agreement for Services
### OVER $1,000.00
### MONTHLY REVIEW

<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Vendor/Description</th>
<th>Location/Dept</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>P0206878</td>
<td>Sensible Environmental Services Asbestos and mold post clean-up inspections and air sampling services for restroom in the paint shop building Kentfield Campus.</td>
<td>Maintenance</td>
<td>$1,190.00</td>
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<tr>
<td>P0206887</td>
<td>WK McLellan Company Paving repair services for various parking lots at the Kentfield Campus.</td>
<td>Maintenance</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>P0206897</td>
<td>Marsh Affinity Group Services Insurance services for Nursing Student malpractice for 2009/2010, for 150 class I students and 45 class II students.</td>
<td>District Wide</td>
<td>$4,596.00</td>
</tr>
<tr>
<td>P0206900</td>
<td>Sterling Environmental Corporation Asbestos abatement services for IVC, building 21, mechanical room near shower/locker.</td>
<td>Maintenance</td>
<td>$1,880.00</td>
</tr>
<tr>
<td>P0206904</td>
<td>National League for Nursing Membership services for the registered nursing program for the 2009/2010 year.</td>
<td>Nursing</td>
<td>$1,020.00</td>
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<tr>
<td>P0206909</td>
<td>Rain Bird Services Corporation Evaluation services for the primary and secondary comm path system components and features.</td>
<td>Grounds</td>
<td>$1,490.00</td>
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<tr>
<td>P0206926</td>
<td>Accrediting Commission for Community Colleges Membership services for the College.</td>
<td>District Wide</td>
<td>$16,622.00</td>
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<tr>
<td>P0206926</td>
<td>Council for Higher Education Accreditation Membership services for the College.</td>
<td>District Wide</td>
<td>$1,502.00</td>
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<td>P0206926</td>
<td>Academic Senate for California Community Colleges Membership services for the College.</td>
<td>Academic Senate</td>
<td>$1,540.80</td>
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<tr>
<td>P0206950</td>
<td>ATCO Pest Control Rodent/Pest removal services for the Kentfield Campus for six months.</td>
<td>District Wide</td>
<td>$1,665.00</td>
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<tr>
<td>P0206951</td>
<td>ATCO Pest Control Rodent/Pest removal services for the Kentfield Campus cafeteria for six months.</td>
<td>District Wide</td>
<td>$2,140.00</td>
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<tr>
<td>P0206955</td>
<td>Poor Ann’s Press Printing services for the College.</td>
<td>Logistics</td>
<td>$1,000.00</td>
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<tr>
<td>P0206963</td>
<td>Xerox Corporation Maintenance/Service agreement for Xerox 260 Color Copier Serial DRB131112.</td>
<td>Logistics</td>
<td>$2,500.00</td>
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Contracts and Agreement for Services
OVER $1,000.00
MONTHLY REVIEW

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<th>Agreement Number</th>
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<th>Location/Dept.</th>
<th>Amount</th>
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<tbody>
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<td>P0206969</td>
<td>Alexander Bollas</td>
<td>Community Services</td>
<td>$1,160.00</td>
</tr>
<tr>
<td></td>
<td>Instructional services for First Aid/Public Safety classes for Summer 2009.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0206970</td>
<td>Perfect Timing</td>
<td>Human Resources</td>
<td>$3,576.46</td>
</tr>
<tr>
<td></td>
<td>Temporary services for a front desk receptionist for Human Resources.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0206978</td>
<td>CAWC Waterproofing and Restoration</td>
<td>Maintenance</td>
<td>$4,850.00</td>
</tr>
<tr>
<td></td>
<td>Provide waterproofing for Learning Resource Room 81, protect IDF closet and switch.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0207033</td>
<td>Print Inkorporated/Paul Giampaoli</td>
<td>Community Relations</td>
<td>$12,977.14</td>
</tr>
<tr>
<td></td>
<td>President’s report to the Community.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0207043</td>
<td>Reliable Distribution, Inc</td>
<td>Logistics</td>
<td>$2,000.00</td>
</tr>
<tr>
<td></td>
<td>Schedule distribution around Marin County in various locations, bookstores, cafes, etc, to promote classes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0207044</td>
<td>California Volleyball Coaching Official Association</td>
<td>Physical Education</td>
<td>$2,140.00</td>
</tr>
<tr>
<td></td>
<td>A referee service for 10 games includes mileage and administrative fees.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0207048</td>
<td>North State Environmental</td>
<td>Maintenance</td>
<td>$1,555.99</td>
</tr>
<tr>
<td></td>
<td>Hazardous waste removal services for removal of waste at the Pomo Building.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0207064</td>
<td>Statewide Association of Community Colleges of Northern California</td>
<td>District Wide</td>
<td>$1,747.00</td>
</tr>
<tr>
<td></td>
<td>Processing services of endorsements 10, 11 and 12, 10 to add the portable restrooms at the MS3 Dance building, 11 Portable Buildings 8 and 9 on Kentfield Campus, endorsement 12 to add 16 Photovoltaic Solar Array Umbrellas at the parking lot at the Physical Education Diamond Center and endorsement.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Restricted

<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Vendor/Description</th>
<th>Location/Dept.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0206935</td>
<td>Medical Educations Technologies, Inc</td>
<td>Health Sciences</td>
<td>$9,280.00</td>
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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>P0206831</td>
<td>O'Mara Sprung Floors</td>
<td>Measure C</td>
<td>$22,172.63</td>
</tr>
<tr>
<td></td>
<td>Prefinished sprung floor system, for installation into MS-3 dance studio, floors and installation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0206832</td>
<td>Statewide Educational Wrap Up Program</td>
<td>Measure C</td>
<td>$346,626.00</td>
</tr>
<tr>
<td></td>
<td>Insurance services for Workers’ Comp, General Liability, Aggregate Workers’ Comp and General Liability, Program Administration and JPA services.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Contracts and Agreement for Services

**OVER $1,000.00**

**MONTHLY REVIEW**

<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Vendor/Description</th>
<th>Location/Dept.</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>P0206833</td>
<td>Keenan and Associates</td>
<td>Measure C</td>
<td>$37,791.97</td>
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<tr>
<td></td>
<td>Insurance services for the New Fine Arts Building Project, base on construction value and covers Contractor's Pollution Liability, Builders risk and Owners Protective Professional Indemnity services.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0207056</td>
<td>Mcgraw-Hill Construction Regional Publications</td>
<td>Measure C</td>
<td>$1,240.00</td>
</tr>
<tr>
<td></td>
<td>Advertising services for the Physical Education Pool Renovation Project at the Kentfield Campus, run dates August 28 and September 3, 2009.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0207056</td>
<td>Mcgraw-Hill Construction Regional Publications</td>
<td>Measure C</td>
<td>$1,984.00</td>
</tr>
<tr>
<td></td>
<td>Advertising services for the paving and striping of Lot 10 at the Diamond Physical Education at the Kentfield Campus, run dates August 26 and September 1, 2009.</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
October 13, 2009

BUDGET UPDATE

- Bond spending plan: $264.5 million ($249.5 m bond, $15 m interest)
- Reserves: $17,789,000
- Expended to date: $82.6 million (31.2% of bond spending plan)
  - Assessment $ 5.5 million
  - Planning/design $35.1 million
  - Construction $42.0 million

Summary of modernization items in this agenda:

Consen [all routine items not requiring resolution or discussion]:
Six (6) new construction contracts ($292,251)
Two (2) construction change orders ($38,743) within 10% contingency
One (1) credit construction change order ($12,464) above 10% contingency (no resolution required)
Three (3) consulting agreement amendments ($45,960) within pre-approved allocations
One (1) request for four (4) subcontractor substitutions

Action (items requiring resolution or discussion): NONE

- Net value of new contracts / changes / amendments in this agenda: $364,490

MAJOR BUILDING PROJECTS (DESIGN) - BOARD UPDATE/ACTION SCHEDULE

1. KTD Science/Math/Central Plant Award construction contract Early 2010
2. KTD Performing Arts Building Authorize bidding 2011
3. KTD Gateway Complex Award final design contract November 2009

CURRENT CONSTRUCTION (major building projects are listed in bold)

- Diamond PE Center: CO #17 (credit) submitted this meeting; change order contingency reduced to 11.6%.
- IVC Trans. Tech. Complex: No issues this month.
- IVC Main Building Complex: No issues this month.
- KTD Fine Arts Building: No issues this month.
- KTD SMCP Utility Project: Project is nearing completion. Change order contingency expected to exceed 25%.
- KTD West Bridge: Construction nearing completion (late October).
- Parking Lot 10 Paving Project: No issues this month.
Marin Community College District
Measure C Bond Modernization Program

- KTD Pool Repair Project: No issues this month.

FUTURE CONSTRUCTION (major projects are listed in bold)

- IVC Power Plant (Utilities Project): Design continues.

- KTD Demo (Dickson, D/L, DSPS): Winter (~ January) 2010 – Delay in schedule related to length of DSA review. May be consolidated with SMCP construction.


- KTD Gateway Complex: Design competition underway this week.

OTHER OPEN INITIATIVES

- Swing space/relocation:
  - Literacy Lab
  - Dance
  - Dickson Hall
  - Orchard Greenhouse
  - Design underway.
  - Construction underway.
  - Classroom moves scheduled for Winter break.
  - Ordered; installation expected late Fall.

- Furniture, fixtures, equipment:
  - Proceeding.

- Building signage, Phase 1:
  - Proceeding.

- External signage:

- Project Stabilization Agreement:
  - No issues.

- LEED

COMPLETED PROJECTS

- KTD and IVC Tree Removal
- KTD and IVC Geothermal Fields
- KTD Larkspur Annex Restoration
- KTD Portable Village Swing Space
- KTD DSPS Relocation
- KTD Health Services Relocation
- KTD Dickson Hall Faculty Relocation
- KTD Photovoltaic System
- KTD College Avenue Utility Conduit Crossing
- KTD-IVC Greenhouse/Shade Structure Relocation
- IVC Fire Mitigation
- IVC 12kV Utility Extension
- IVC Gas Main Replacement
- IVC Creek Erosion Mitigation
- IVC Storm Drain Repairs
- IVC Pomo 4 Roof Replacement
- IVC TransTech Swing Space
Marin Community College District
Sustainability Initiatives

Report to the Board
October 13, 2009

REWARDS FOR DILIGENCE

The College’s sustainability efforts have begun to pay off in terms of public awareness...

- Last week at the Green Technology Summit for Community Colleges held in Pasadena, the College of Marin received the prestigious Pioneer Award for excellent work by a community college Board of Trustees for advancing a green college program. It was one of five award categories; the award was accepted by Board President Phil Kranenburg.

- Also at the Pasadena summit, the Director of Modernization V-Anne Chernock, Dean of Workforce Development Nanda Schorske, and two of our modernization consultants presented a panel discussion on the College’s sustainability efforts.

- V-Anne Chernock will also join District consultants for two similar panel discussions at the Community College Facilities Coalition conference in Sacramento in November.

TRANSPORTATION DEMAND MANAGEMENT

The TDM Work Group held its first monthly meeting of the 2009-2010 academic year, with discussions about Kentfield parking and public transportation at the top of the agenda. With the paving of Parking Lot 10, the PE Center, preferred parking spaces for carpoolers and vanpools will be activated, and stickers authorizing cars to park in those spaces will be available in the campus Police Department. A large publicity campaign is planned within the next month or two.

Future topics for the TDM Work Group will include parking at IVC.
## A. Alfa Tech Cambridge Group (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>Geothermal System at Kentfield Campus</td>
<td></td>
<td>Amendment 10</td>
<td>In close out</td>
</tr>
<tr>
<td>Revisions / clarifications to the design documents delayed bid into holidays. To have adequate bid response it was determined to postpone bid until after the holidays. Project was then rebid, with BOT approval, due to incomplete bid documentation. Construction delays due to out of sequence work in Parking Lot 4 and incorrect piping in Parking Lot 7</td>
<td></td>
<td>Amendment 14</td>
<td></td>
</tr>
<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></td>
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</table>

## B. Amy Skewes-Cox (EIR)

<table>
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<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
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</thead>
<tbody>
<tr>
<td>No outstanding items</td>
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<td></td>
<td></td>
</tr>
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</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>Fine Arts building engineering survey (803A)</td>
<td>8/25/2009</td>
<td>Amendment 26</td>
<td></td>
</tr>
<tr>
<td>Gateway Complex engineering survey (803A)</td>
<td>9/2/2009</td>
<td>Amendment 26</td>
<td></td>
</tr>
<tr>
<td>Mein Building Complex (417A)</td>
<td>10/1/2009</td>
<td>Amendment 26</td>
<td></td>
</tr>
</tbody>
</table>

## D. Degenkolb Engineers (District Structural Engineers)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
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</thead>
<tbody>
<tr>
<td>No outstanding items</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

## E. ED2 International (Science / Math / Central Plant)

<table>
<thead>
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<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 10/01/09</td>
<td>Contract</td>
<td></td>
</tr>
<tr>
<td>Bidding Phase - to Notice to Proceed</td>
<td>Original 5/1/2009 - Current 11/16/09</td>
<td>Contract</td>
<td></td>
</tr>
<tr>
<td>Construction Phase - 24 Months</td>
<td>5/15/09-4/30/11</td>
<td>Contract</td>
<td></td>
</tr>
<tr>
<td>Operation/Project Close-out Phase - 12 months</td>
<td>4/30/2012</td>
<td>Contract</td>
<td></td>
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</table>

## F. Fugro West, Inc. (District Soils Engineer)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
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<tbody>
<tr>
<td>No outstanding items</td>
<td></td>
<td></td>
<td></td>
</tr>
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</table>

## G. HKIT (Hardison, Komatsu, Ivelich & Tucker) (Transportation Technology Center)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Phase</td>
<td>Original 6/15/09-8/31/09</td>
<td>Contract</td>
<td>On Going</td>
</tr>
<tr>
<td>Operation/Project Close-out Phase - 12 months</td>
<td>9/1/09-6/1/10</td>
<td>Contract</td>
<td></td>
</tr>
</tbody>
</table>
### H. Kate Keating Associates, Inc. (District Signage Consultant)

<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 Docs for DSA Review and back check (306A)</td>
<td>10/15/2009</td>
<td>Amendment 4</td>
<td></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></td>
</tr>
<tr>
<td>Diamond PE Center Signage (308B)</td>
<td>8/31/2009</td>
<td>Amendment 5</td>
<td></td>
</tr>
<tr>
<td>TransTech Complex Signage (402A)</td>
<td>12/31/2009</td>
<td>Amendment 5</td>
<td></td>
</tr>
<tr>
<td>Main Building Complex Signage (417A)</td>
<td>9/30/2010</td>
<td>Amendment 5</td>
<td></td>
</tr>
</tbody>
</table>

### I. Kwan Henmi (Diamond PE Center)

<table>
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<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
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<tbody>
<tr>
<td>Construction Phase</td>
<td></td>
<td>Contract</td>
<td>On Going</td>
</tr>
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</table>

DSA took longer to review the plans than originally scheduled which then required a revised bid date, which then revised the construction start date.

<table>
<thead>
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<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>Operation/Project Close-out Phase - 12 months</td>
<td>1/1/10-1/1/11</td>
<td>Contract</td>
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</tr>
<tr>
<td>Additional service fee to re-register the project from LEED EB to NC (308B)</td>
<td>n/a</td>
<td>Amendment 3</td>
<td></td>
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### J. Marcy Wong and Donn Logan (FA / PA Buildings)

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<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>Estimated DSA Stamp-out (100% CD's)</td>
<td></td>
<td>Contract</td>
<td>Amendment 4</td>
</tr>
</tbody>
</table>

Due to user group questions concerning restrooms and classroom sizes, the start of CD drawings was delayed.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>Bidding Phase</td>
<td>12/15/09-3/15/10</td>
<td>Contract</td>
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</tr>
<tr>
<td>Construction Phase</td>
<td>3/16/10-6/30/11</td>
<td>Contract</td>
<td></td>
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<tr>
<td>Operation/Project Close-out Phase - 12 months</td>
<td>5/1/11-7/31/11</td>
<td>Contract</td>
<td></td>
</tr>
<tr>
<td>Project Close-out with DSA</td>
<td>4/30/11-8/31/11</td>
<td>Contract</td>
<td></td>
</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>
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</table>

Fine Arts

<table>
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<th>Activity</th>
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<th>Document</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>Bidding Phase</td>
<td></td>
<td>Contract</td>
<td>Amendment 4</td>
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</table>

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<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>Construction Phase</td>
<td></td>
<td>Contract</td>
<td>Amendment 4</td>
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Due to user group questions concerning restrooms and classroom sizes, the start of CD drawings was delayed.

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<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>Operation/Project Close-out Phase - 12 months</td>
<td></td>
<td>Contract</td>
<td>Amendment 4</td>
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</table>

Due to user group questions concerning restrooms and classroom sizes, the start of CD drawings was delayed.

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<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Close-out with DSA</td>
<td></td>
<td>Contract</td>
<td>Amendment 4</td>
</tr>
</tbody>
</table>

Due to user group questions concerning restrooms and classroom sizes, the start of CD drawings was delayed.

### K. Ninyo & Moore (District Industrial Hygienist Consultant)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
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<tbody>
<tr>
<td>No outstanding items</td>
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### L. Royston Hanamoto Alley & Abey (District Landscape Consultant)

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<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
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<tbody>
<tr>
<td>Kentfield Campus Construction Phasing Diagrams</td>
<td>Quarterly through 2011</td>
<td>Amendment 3</td>
<td></td>
</tr>
<tr>
<td>Indian Valley Construction Phasing Diagrams</td>
<td>Quarterly through 2011</td>
<td>Amendment 3</td>
<td></td>
</tr>
<tr>
<td>Diamond PE Complex Construction Phasing Diagrams</td>
<td>Quarterly through 2009</td>
<td>Amendment 3</td>
<td></td>
</tr>
<tr>
<td>LEED Services</td>
<td>6/15/07 through CA Phase</td>
<td>Amendment 4</td>
<td></td>
</tr>
<tr>
<td>Construction Administration</td>
<td>Part of IVC Main project</td>
<td>Amendment 5</td>
<td>In Construction</td>
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<tr>
<td>Additional landscape design services (401B)</td>
<td>9/30/2010</td>
<td>Amendment 11</td>
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<tr>
<td>Additional landscape design services (413A)</td>
<td>7/15/2009</td>
<td>Amendment 11</td>
<td></td>
</tr>
<tr>
<td>Additional services to provide parking diagram in accordance w/USGBC standards for LEED Accreditation (305C)</td>
<td>7/31/2009</td>
<td>Amendment 12</td>
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### M. Steinberg Architects (District Architect)

<table>
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<th>Document</th>
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</thead>
<tbody>
<tr>
<td>No outstanding items</td>
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<td></td>
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</table>

### N. Transitions (FF & E Consultant)

<table>
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<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>FF&amp;E Specifications - PA Modernization (306A)</td>
<td>1/1/2011</td>
<td>Amendment 3</td>
<td></td>
</tr>
<tr>
<td>FF&amp;E Specifications - SMCP Incement #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>
</tr>
<tr>
<td>FF&amp;E Specifications - Main Building Complex (417A)</td>
<td>7/1/2008</td>
<td>Amendment 3</td>
<td>On Going</td>
</tr>
<tr>
<td>FF&amp;E Specifications - New FA Building (306C)</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>DSPS &amp; Literacy Lab partition installation and swing space planning; construction administration (850L)</td>
<td>11/1/2008</td>
<td>Amendment 4</td>
<td></td>
</tr>
<tr>
<td>DSPS &amp; Literacy Lab swing space planning; additional CAD drawings for data/electrical design build work (850L)</td>
<td>11/1/2008</td>
<td>Amendment 4 &amp; 5</td>
<td>X</td>
</tr>
<tr>
<td>Specifying and supervising FF&amp;E installation for existing Meth Lab in Austin Sci Center Bldg rms 76, 115, 116 and 117 (305A)</td>
<td>n/a</td>
<td>Amendment 9</td>
<td></td>
</tr>
<tr>
<td>Additional FF&amp;E services for specification phase (306C)</td>
<td>n/a</td>
<td>Amendment 9</td>
<td></td>
</tr>
<tr>
<td>Additional FF&amp;E services for specification phase (308B)</td>
<td>n/a</td>
<td>Amendment 9</td>
<td></td>
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<tr>
<td>Additional space planning services for revision to SMC portable units B and S (850N)</td>
<td>n/a</td>
<td>Amendment 10</td>
<td></td>
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<tr>
<td>Additional services for FF&amp;E disconnect and reconnect computer equipment and make sure it's functional (308B)</td>
<td>n/a</td>
<td>Amendment 11</td>
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</tbody>
</table>

### O. VBN Architects (IVC Main Building)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</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>
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<tr>
<td>Operation/Project Close-out Phase</td>
<td>Current: 11/20/08-11/29/210</td>
<td>Contract</td>
<td></td>
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<tr>
<td>Fire service line re-routing design services (417A)</td>
<td>12/1/08-5/31/10</td>
<td>Contract</td>
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<td></td>
<td>Bidding and construction start was delayed with plan check review</td>
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