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

Board President Treanor called the meeting to order at 4:47 p.m. in Kentfield Campus Conference Room AC 108.

There was no one present who wished to address the Board on the items listed to be discussed in Closed Session.

Trustees Present: Board President Wanden Treanor, Vice President Phil Kranenburg, Clerk Greg Brockbank, Carole Hayashino, Eva Long, Harry Moore.

Trustees Absent: Barbara Dolan.

Also Present: Dr. Frances White, Dr. Michael Beebe, Dr. Elise Schneider, Pamela Mize and Paul Laughlin attended the meeting.

M/s Brockbank/Hayashino to approve adoption of the agenda, with the following amendments: Item 11.g. - Contracts and Agreement for Services Report – August, is now under Item 12 - Information Items; and Item 12 - Management Retreat Rights is now the second bullet under Item 9 – Items for Future Board Action.

Motion passed unanimously.

The meeting convened in closed session at 4:49 p.m. The Board adjourned the Closed Session at 6:28 p.m. and reconvened to Open Session at 6:39 p.m. in the Deedy Student Services Building, Kentfield.

2. Approval of Minutes and Report on Closed Session.
   a. Approval of Minutes.

M/s Moore/Hayashino to approve the minutes of July 20, 2004. Motion passed unanimously.

M/s Brockbank/Long to approve the minutes of August 31, 2004, with the amendment to include the revised agenda distributed today to reflect Item 10, with detail. Motion passed unanimously.


Board Clerk Greg Brockbank reported that there was no action to report from the Closed Session.

3. Board Reports and/or Requests.
a. **Board Discussion.**
Trustee Moore spoke to meetings of the Novato Chamber of Commerce and the Green Party of Marin. Both organizations endorsed Measure C. He will attend similar meetings with the Earth Charter at The Redwoods and Novato Rotary. Trustee Moore indicated that these organizations are very enthusiastic of COM building ‘green buildings’.

Student Trustee Lopez indicated that he and Trustees Long and Brockbank attended the Marin Democratic Central Committee for the endorsement of Measure C, which was endorsed unanimously.

b. **Commendations & Resolutions.**
None.

c. **Legislative Reports.**
Trustee Brockbank gave a brief update on legislative issues and distributed copies of CCLC’s first Monday report.

d. **Individual Reports and/or requests.**
Trustee Long attended the Marin Brain Injury Network dedication of its new facility, to be completed within 5-6 months. The COM Board members will be invited to the opening.

Trustee Long also acknowledged Dr. White and the staff for a more timely delivery of Board packets.

Trustee Long reported for the Board Officer Rotation Committee, consisting of Trustees Long, Brockbank and Hayashino, and submitted a proposed draft of changes for consideration at the next meeting. It would be appreciated if comments get back to the committee in a timely manner. If, by the next meeting they have not received any comments, they will be prepared to speak to the policy and move forward on an adoption.

Trustee Brockbank clarified COM bylaws, indicating that proposed changes must first be on the agenda for the first time as “Items for possible future Board action”, and can then be voted on the following month. This procedure will be placed on next month’s agenda as an “Item for possible future Board action”.

Chairperson Treanor and/or Dr. White have presented the Bond measure to several organizations, including: Academic Senate and UPM, Board of Realtors of Marin County Government Affairs Committee, North Bay Council, Firemen’s Fund, Novato Fire District, Kentfield Fire District. There is tremendous support in the community for the Bond measure.

Trustee Long commended Liz Moody and Nancy van Ravensway for going out into the community to solicit funds and support for the Bond measure. Student organizations will be circulating plastic jars encouraging the public to “empty their pockets” and donate change, dollars or checks for the “Yes on C” Campaign.

Chairperson Treanor announced the following upcoming events for the Bond measure:
- September 30th - 3DI is sponsoring a bond fundraiser;
- October 19th - the COM Trustees and COM Foundation Board are co-sponsoring, along with the Bank of Marin, a “welcome to the community” event for Dr. White.

4. Chief Executive Officer’s Report.
Dr. White indicated there is nothing official to report today, but tremendous excitement regarding the Bond measure is building, and COM is receiving substantial donations and support. Although faculty and staff are restricted from soliciting “on campus”, students are working hard and making a valuable contribution (see memo attached to official copy of the minutes).

5. Academic Senate Report.
Dr. Rollison reported on the progress of the Academic Senate, indicating that this is a busy time with a great deal of work in progress. He thanked those who participated in the Convocation. A faculty statement will be issued next week and a governance proposal regarding 10 + 1. There has been a lot of confusion regarding how to read this document; Dr. Beebe and members of Senate will get together and try to resolve the confusion.

Dr. Rollison admitted to the necessity and wisdom of hiring consultants to support our organizational self analysis. He expressed hope that college administration will work closely with faculty, staff and people with long institutional memories (see attached report).

Dr. Kutcher reported the Classified Senate following a review of the Technology Plan, agreed it is a good and essential plan. The Classified Senate voted overwhelmingly in favor of the Bond measure at today’s meeting.

Dr. Kutcher also spoke of the devastation in Jamaica following Hurricane Ivan and the Jamaica relief fund. Student groups are collecting items to send; they are particularly in need of books, as most schools were completely destroyed.

Paulette Foster, President of CSEA, informed the Board that the union had voted in favor of the Bond and are expecting to make a monetary contribution as well.

7. Student Senate and Student Association Report.
Trustee Lopez reported that Student Senate members voted to endorse Measure C. He then introduced this year’s Student Senate members: Austin Smith, Chinh Vu, David Quinley, Faith Coughlan, and Dr. Stacey Cook.

The Student Senate mission is to fully represent the students of COM. Trustee Lopez gave a brief presentation of the Student Senate’s mission and goals (see attached presentation).

Faith Caughlan introduced this year’s ASCOM members: Giovanna Mazzoni, Pam Stoggin, Karen Mitchell, VP, and Chinh Vu, Public Relations.

Ms. Caughlan presented the ASCOM report and indicated that this year’s goal is to build strong student voices on campus. She also reported that ASCOM members had participated in a successful team building retreat last weekend at Point Reyes and a ‘get out and vote’ event last week.
8. Citizens Requests to Address the Board on Non-Agenda Items.
   None.

9. Items for Possible Future Board Action.
   - The Information Technology Plan will be presented for approval at the October meeting.
   - Drs. White and Rollison spoke regarding a proposed revision to the policy on Management Retreat Rights. They indicated it had been reviewed by our attorneys and that it will be ready for approval at the October meeting. Trustee Brockbank requested that the old and new versions of the policy be presented for comparison.

10. Consent Calendar Items (Roll Call Vote).
    M/s Kranenburg/Brockbank that the Board approve all items on the Consent Calendar.

      A. Part-Time Temporary Credit Instructors’ Additional and Changed Appointments;
      A.I. Appointment of Fall Quarter 2004, Non-Credit Community Education and Services Instructors;
      B. Academic Staff Summary.

   b. Classified Personnel Recommendations. Approve the Classified Personnel Recommendations:
      A. Appointment of Classified Personnel;
      A.I. Appointment of Hourly Personnel;
      B. Resignation of Classified Personnel;
      C. Classified Request for Leave of Absence;
      D. Temporary Increase/Decrease of Classified Personnel;
      E. Classified Staff Summary.

   c. Declaration of Surplus Property – Miscellaneous Equipment.

   d. Short Term Hourly Positions.

      Motion passed unanimously with a roll call vote.

11. Other Action Items
   a. M/s Brockbank/Hayashino to contract with professional expert Richard Gilliland in Organizational Analysis. Motion passed unanimously.

   b. M/s Kranenburg/Brockbank to pass a resolution endorsing Transportation Measure A. Motion passed unanimously with a roll call vote.

   c. The Board was asked to approve recording all public sessions of the board for purposes of preparing minutes only, with a provision that such records shall be erased after a 30-day period. Trustee Long asked that the time period be extended to 60 days, given the length of time it sometimes takes to approve Board minutes. Trustee Brockbank noted that this action is not a resolution, but rather an amendment to existing Board Bylaws. M/s Brockbank/Moore to postpone this discussion until the October meeting. The motion passed unanimously.
d. M/s Hayshino/Kranenburg to enter into an agreement with the California Department of Education for the purpose of providing child care and development services and designation of personnel to sign contract documents for fiscal year 2004/2005. Motion passed unanimously with a roll call vote.

e. M/s Moore/Hayashino to approve the Award of Contract, IVC Roof Repair, Ohlone Buildings 18 and 19, Indian Valley Campus. Motion passed unanimously.

f. M/s Brockbank/Moore to Amend Lease Agreement with Envision Schools Inc. on behalf of Marin School of Arts and Technology. Dr. Beebe explained COM had originally wanted to limit the lease because of uncertainty of future needs. Motion passed unanimously.

12. Information Items

13. Correspondence
   See Board Packets.

   M/s Kranenburg/Brockbank to adjourn the meeting. Board President Treanor adjourned the meeting at 7:45 p.m.