

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

The meeting of the Board of Trustees of the Marin Community College District, all members being present, was called to order at 5:10 p.m. in AC108, Kentfield Campus. The board recessed into Closed Session at 5:15 p.m. and reconvened for a Board Organizational Meeting at 6:50 p.m. in Room 111, Deedy Hall. The board reconvened to regular meeting at 7:20 p.m., members having received notice as prescribed by law.

Organizational Meeting

M/s Brockbank/Long to approve adoption of the agenda as modified with the following changes: References to the 2004 Board Meeting Schedule were changed to 2005. Item C.11.M on the Consent Calendar was moved to the end of the Action Item Calendar as item C.12.H.b. Motion passed unanimously.

M/s Moore/Dolan to readopt Board Bylaws, Policies and Procedures for the year 2005. Motion passed unanimously.

New Officers for 2005 were elected by the board members as follows:

M/ Moore to nominate Carol Hayashino as Clerk. Elected unanimously.

M/ Hayashino to nominate Greg Brockbank as Vice President. Elected unanimously.

M/ Brockbank to nominate Eva Long as President. Elected unanimously.

M/s Brockbank/Long to approve 2005 Board meeting schedule with one change. The January meeting will take place on the 18th instead of the 11th.

President Long announced that committee appointments will not be made at the December meeting. She will contact board members to find out which committees they would like to serve on in 2005.

Outgoing Board President Wanden Treanor thanked the board members for their support throughout the year. She indicated that 2004 has been a year of tremendous success and that all the board should be proud in knowing they have done an incredible job for this institution. She stated it was an honor and a pleasure to serve in this difficult year. Together, the board members had a collective vision which resulted in the passing of Measure C, which will give COM students everything they need to be the best citizens they can be in this county. It was a huge statement to receive 64% voter support for the bond. President Treanor referred to the search for a new college president this year as the best possible outcome for the college. She noted that we all need to be ready for more change. She stated that the Board trusts Dr. White's leadership to show us how to make the necessary changes to do what is best for our students. President Treanor acknowledged CSEA and the League of Women Voters for their bond measure support.

The board expressed their appreciation for Trustee Treanor's leadership, guidance, dedication, determination, and commitment throughout the past year and honored her with a gift of a silver gavel desk set.

16. Reconvene to Open Session

The board reconvened to Open Session at 10:50 p.m.

17. Report on Closed Session.

Board Clerk Carole Hayashino reported that no action was taken at the immediately preceding Closed Session.

18. Adjournment

The meeting was adjourned at 10:55 p.m.

The organizational meeting recessed at 7:00 p.m.

Call to Order **Reconvene to Regular Meeting**
The meeting was called to order by Incoming Board President Long at 7:20 p.m. She announced that the meeting was being recorded to facilitate the preparation of minutes.

Roll Call **Board Members Present**
Dr. Eva Long, President
Mr. Greg Brockbank, Vice President
Dr. Carole Hayashino, Clerk
Mr. Phil Kranenburg
Mr. Harry Moore
Ms. Barbara Dolan
Ms. Wanden Treanor
Mr. Mario Lopez, Student Trustee

Adoption of Agenda M/s Brockbank/Long to approve adoption of the agenda as modified. Motion passed unanimously.

2. Approval of Minutes and Report on Closed Session

Approval of Minutes M/s Treanor/Brockbank to approve the minutes of November 9, 2004. Motion passed unanimously.

Report on Closed Session Board Clerk Hayashino reported that the Board met in closed session earlier that evening, and that no action was taken.

3. Board Reports and/or Requests

Board Study Session

José Nuñez presented an update on the PM/CM Request for Proposal (RFP) process. He indicated that the work done by 3DI on the college's Facilities Master Plan is the basis for the RFP, which details the scope of renovation and construction work. Currently, four firms have been named as semi-finalists: 3DI, Kitchell, PinnacleOne and Swinerton. These firms were chosen by the Bond Committee using data gleaned from Requests for Qualifications (RFQ) which demonstrated that these 4 firms could provide the services required in Measure C. We are specifically looking for architects and engineers with experience in educational environment design. These firms will receive the RFP on December 17th. Interviews will be held on January 27, 2005, during which each firm will be interviewed for 40 minutes, followed by a 20-minute Q & A session. Following this process, 2 firms will be named as finalists and presented to the board on February 8, 2005. Yulian Ligioso reported to the board on how financial information was part of the qualification of the semi-finalist firms.

Mr. Nuñez presented a Gantt Chart providing a general timeline for the numerous things that need to be accomplished. He emphasized the importance of solidifying our Educational Plan and noted that extensive input will be needed from administration, faculty and students during the design process phase.

Board members requested a monthly progress report from Mr. Nuñez and financial reports summarizing bond money expenditures. President White will work with Mr. Nuñez to develop a format and timeframe for presenting financial reports on the bond money to the Board.

Commendation Resolutions

None.

Legislative Report

Trustee Brockbank reported that there will be several local elections in Marin County this year including an election for 3 seats on the COM Board of Trustees. He stated that the word around Sacramento is that the Governor will call a special election which may include, among other things, a ballot measure to extend legislative term limits.

Individual Reports Requests

Trustee Dolan reported that she and several other Trustees had recently attended an Economic Commission meeting at the Embassy Suites. Awards were given to various businesses in Marin County and she lamented the fact that higher education was not included in the award process. Trustee Dolan also reported that she attend the Emeritus Christmas Party on December 10 and that it was the best attended one in years. She complimented Chris Schulz for presenting an outstanding update to the attendees on recent college events.

Trustee Kranenburg spoke about COM's art exhibit and said he was very proud of the art students and faculty. The display "Faces of the Fallen" shows the ability of this college to send a message nationwide and have a huge impact. It shows all of us we can have an impact to effect big change, one step at a time. This was tremendous recognition for the college.

**Individual Reports
Requests**

President Long distributed a handout entitled "FCMAT Predictors of School Agencies Needing Intervention," describing leadership breakdown, ineffective communication, collapse of infrastructure, inadequate budget development, limited budget monitoring, poor position control, ineffective management information systems, inattention to categorical programs, substantial long-term debt commitments, human resource crisis, (see attached). This information ties in well with the recent the WASC visit and their conclusions.

President Long stated that the COM spring catalog had recently been published. She complimented Andrew Carothers and his staff for the beautiful format of the catalog.

4. Chief Executive Officer's Report

President's Report

Dr. White's remarks included praising COM's current student art exhibits, "To Never Forget: Faces of the Fallen" and the outdoor installation based on the myth of Daedalus and Icarus, consisting of 65 wood and fiber fabric wing-like elements. She also reported that a delegation of 20 Korean educators visited COM to evaluate the college's suitability for their students' articulation.

President White announced that the college will be hosting a holiday party on December 16th at Willie's Café from 4:00 to 7:00 p.m. and that an All College Forum will be held from 12:00 to 1:00 p.m. on December 15th in Olney Hall 96 to present the proposed reorganization to faculty and staff.

5. Academic Senate Report.

Dr. Rollison discussed the State Academic Senate sponsorship of a yearly award for Excellence in Education, the Hayward Award. He outlined the criteria for selection. This year's nominee is Chester Arnold of the Art Department whose project, "The Faces of the Fallen," has now gained national and international attention. The show will travel to Syracuse University and then to other schools.

Dr. Rollison discussed the subject of faculty representation on post-Bond implementation groups. The Senate has indicated that it wishes to be represented at each stage of the decision-making process as the Bond is implemented and asked the board to be vigilant regarding faculty's inclusion in all phases of planning and development. Concern has been expressed by faculty in view of problems that have arisen in the past at COM when too few people have made important decisions. Dr. Rollison stated that he trusts Dr. White and believes she will honor faculty participation in college governance, but wants to protest faculty omission in the technical portion of implementation planning (*see report attached*).

6. Classified Senate Report.

Nancy Kutcher, Classified Senate President, reported that 6 new Senators had just been elected to the Classified Senate. She stated that the Classified Senate had been following with interest

the progress of the Governance Review Council and that Senators were looking forward to participation in the mission statement development process.

7. Student Senate and Student Association Report.

Student Trustee Lopez recognized the efforts of Mr. Arnold and art students in the "Faces of the Fallen" project. He reported that Student Senate Elections are upcoming and the new Student Senate will be presented at the next board meeting. Student Trustee Lopez also reported on improvements being made to the college's shared governance plan. The Teacher Appreciation Dinner held on December 10 was well attended and enjoyed by all.

Faith Coughlan reported on behalf of ASCOM, noting it had had a good semester working on Measure C and recruitment of student leaders for next year. ASCOM's evaluation for accountability will take place next month. Ms. Coughlan reported that ASCOM was looking forward to working with the Academic Senate on textbook policies and the bookstore, and with the Academic and Student Senates on the issue of giving students credit for working on committees. She also announced that two new bus shelters would be established in the next two months, one on Sir Francis Drake Blvd. and the other next to Half Day Café.

Erika Harkins reported on behalf of Emeritus College. She explained that the concept of Emeritus is under the community education umbrella, dedicated to adult education and lifelong learning for community residents who are about to retire or have retired. Emeritus has formed clubs for groups who wish to discuss topics such as history and literature and to participate in exercise programs. Grants are available, and the college also subsidizes classes if there are fewer than 16 students. The college has increased from 14 to 25 clubs in the past couple of years. The Emeritus College sponsored a holiday party attended by 130 people last week, the largest attendance in many years.

8. College of Marin Foundation Report.

No Report.

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

As a member of the Academic Senate, Hank Fearnley congratulated the new officers of the board. He also expressed disappointment that faculty was not involved in the selection of the PM/CM.

Dr. Jamie Deneris of COM's Biology Department expressed her concern that no faculty members were involved in the process of hiring a construction management firm and stressed the importance of using the expertise we have on the campus.

Nancy McCauley, a member of Marin's Environmental Forum, congratulated the board on the success of Measure C. She expressed her hope that green building principles, environmental stewardship, sustainable facilities construction and operating practices, renewable energy, and LEEDs would be integrated into the design of renovations and construction.

10. Items for Future Board Action.

a. Governance Review System

Draft copies of the College of Marin Participatory Governance System Plan were distributed for review.

b. 2005-06 Academic Calendar

Copies of the proposed 2005-06 Academic Calendar were distributed for review.

c. Marin School of Arts and Technology Authorization to Renegotiate Lease

d. Agreement for Services

Labor Relations Consultant – Paul J. Loughlin

e. Approval of the Process for Annual Review of the Mission Statement

Dr. White distributed and explained a handout entitled "Mission Planning Activities," which details the activities the college will be engaging in beginning January 21. She acknowledged the task force which developed the mission planning process:

Elise Schneider, John Sutherland, John Hines, Austin Smith, Nancy Kutcher, Rich Gilliland, and Bernie Blackman.

f. Approval of Administrative Reorganization

Dr. Rich Gilliland reported that he has interviewed nearly 100 members of the COM Community in order to obtain input for the development of a simpler and more efficient organizational structure for the college. He stated that the draft of the new organizational chart for the college would be introduced at the all-campus forum President White has scheduled for December 15. He noted that the changes are cost neutral and designed to improve or reduce the number of management positions at the college and to strengthen accountability. Other issues that will have to be addressed as a result of our recent accreditation visit include: management training, development of action plans and calendars, outcomes measurement, updating of college procedures and processes, revision of the college mission, and strategic planning.

g. Administrative Performance Evaluation – Procedures and Forms

Dr. White noted that the new forms are in the Board packets for review.

11. Consent Calendar Items (Roll Call Vote)

M/s Kranenburg/Brockbank that the Board approve all items on the Consent Calendar with the exception of item M, which was moved to the Action Item Calendar.

A. Academic Personnel Recommendations.

1. Appointment of Academic Personnel
 - A.1. Appointment of Non-Credit Academic Personnel, Fall 2004, Session I and II
2. Phased-In-Early Retirement

B. Classified Personnel Recommendations. Approve the Classified Personnel Recommendations:

1. Appointment of Classified Personnel
 - A.1. Appointment of Hourly Personnel Professional Expert
2. Resignation/Retirement of Classified Personnel
3. Classified Request for Leave of Absence-Uncompensated Leave
4. Temporary Increase/Decrease in Assignment for Classified Personnel
5. Change of Status
6. Establishment of New Classification (Prop 39)

- C. Classified Management Personnel Recommendation**
 - 1. Appointment of Classified Management Personnel
 - 2. Resignation of Classified Management Personnel
- D. Educational Management Personnel Recommendations**
 - 1. Appointment and/or Change of Educational Management Personnel
- E. Budget Transfers**
- F. Warrants**
- G. Declaration of Surplus Property – Miscellaneous Equipment**
- H. Short Term Hourly Positions**
- I. Actuarial Study – Other Post Employment Benefits**
- J. Award of Contract – Gardener Shop Roof Repair, Kentfield Campus**
- K. Award of Contracts – Floor Replacement & Asbestos Removal, PE 60, Kentfield Campus**
- L. District Mileage Rate**
- M. Request for Temporary Transfer of Funds from County of Marin**
- N. 2004-2005 Letter of Agreement, San Francisco Community College District Agreement – California Early Childhood Mentor Program**
- O. New Community Education and Services Courses – Spring 2005**
- P. Approval of Chancellor’s Office Grant – Industry Driven Regional Collaborative – Multimedia**
- Q. Memorandum of Understanding Between College of Marin and Marin Child Care Council, Spring 2005**
- R. Sabbatical Leave – Spring 2006 and Spring 2007
Victor Minasian**

The motion passed unanimously with a roll call vote.

12. Other Action Items

- A. M/s Treanor/Moore to approve the Resolution Certifying to the Board of Supervisors of Marin County the November 2 General Obligation Bond Election.** The motion passed unanimously with a roll call vote.

- B. M/s Kranenburg/Treanor to approve the **Resolution Establishing Marin Community College District Citizens' Oversight Committee and Adoption of Bylaws**. The motion passed unanimously with a roll call vote.
 - C. M/s Treanor/Kranenburg to approve the **Adoption of the Procedure for Publication, Outreach and Selection of Citizens' Oversight Committee (C.O.C.)**. The motion passed unanimously.
 - D. M/s Treanor/Moore to approve the **Authorization to Establish Accounts – A Building Fund and a Bond Interest and Redemption Fund**. The motion passed unanimously with a roll call vote.
 - E. M/s Treanor/Hayashino to approve the **Professional Services Agreement – José Nuñez**. The motion passed unanimously.
 - F. M/s Treanor/Moore to approve the **Authorization to Sign on Behalf of Governing Board**. The motion passed unanimously with a roll call vote.
 - G. M/s Kranenburg/Moore to approve the **Professional Expert Consultation for Organizational Development and Planning**. The motion passed unanimously.
 - H(a). M/s Moore/Treanor to approve the Revised **(12/14/04) District Procedures for Student Conduct (Education Code 66017, 66300, 76031-32, 76233)**. The motion passed unanimously with a roll call vote.
 - H(b). M/s Treanor/Kranenburg to approve the **Request for Temporary Transfer of Funds from County of Marin**. The motion passed unanimously with a roll call vote.
13. **Information Items**
- A. Contracts and Agreement for Services Report
 - B. First Quarter Financial Statements and CCFS-311Q
14. **Correspondence**
Correspondence in Board Packets
15. **Recess to Closed Session.**

The Board recessed to closed session in the AC108 Conference Room at 9:12 p.m.