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

The Board of Trustees of the Marin Community College District, all members being present, met in Closed Session in AC108, Kentfield Campus. There were no members of the public who asked to address the Board before the Closed Session. Board President Long called the Closed Session to order at 4:50 p.m. Dr. Frances White, Dr. Elise Schneider, Al Harrison, Dr. Rich Gilliland, Larry Frierson, Paul Loughlin, and Armand Phillips were also present.

M/s Dolan/Brockbank to approve adoption of agenda as modified. Motion passed unanimously by those members present.

The Closed Session adjourned at 6:20 p.m.

B. Reconvene in Open Session

The meeting was reconvened in public session by Board President Long at 6:30 p.m. in Room 111 of the Deedy Student Services Building. She announced that the meeting was being recorded to facilitate the preparation of minutes.

1. Reconsideration of Agenda

M/s Brockbank/Treanor to reconsider previous adoption of the agenda and to revise the agenda as follows: Item 11.F to be brought back and placed under the Action Item Calendar along with items 11.H and 11.M. Motion passed unanimously.

Board members agreed to a request to move Information Item 13.B, Tara Flandreau’s Sabbatical Leave Report, up on the agenda so that it would immediately follow the Items for Future Board Action.

Board President Long explained some changes which have been made to the agenda to enhance the efficiency of the meetings. She noted that a new standing item entitled “CEO Report to Board on WASC Compliance” has been added to the agenda under Board Reports (3f). “Board President Goals and Objectives/2005-06 Board Committee Assignments” was added to tonight’s agenda (3g). Board President Long expressed appreciation for positive comments she has received from other Trustees about the Board President Goals. The addition of time allocations for agenda items has been suggested to expedite the flow of the meetings. She noted that, at Dr. White’s suggestion, future agenda items are now being listed for the next quarter with an indication of the month in which action is expected to be taken. This will give Trustees an opportunity to review information a month ahead of time. Board President Long stated that, at the end of the meeting, Trustees will be asked to evaluate the effectiveness of the meeting in an effort to improve operational procedures. Another procedural change is to not discuss Information Items unless there are questions since written reports are provided for these items. This evening there will be presentations on Information Items D and F only.

Trustee Treanor stated that it is her recollection that a revision of the bylaws is required if procedural changes are to be standardized. She also requested
that Modernization Update become a separate agenda item so that Study Sessions may be held on different topics. Board President Long stated that Trustee Brockbank would be checking the bylaws re. agenda format.

2. Approval of Minutes and Report on Closed Session

Approval of Minutes
M/s Treanor/Brockbank to approve the minutes of December 14, 2004. Motion passed unanimously.

Report on Closed Session
Board Clerk Hayashino reported that the Board met in closed session earlier that evening on the items listed on the agenda under “Closed Session” and that no action was taken.
3. Board Reports and/or Requests

a. Board Study Session

José Nuñez presented a Modernization (bond initiative) update to the board. Highlights of his presentation include the following:

The process started with board authorization in October. Interviews for the four semi-finalist PM/CM firms are scheduled for January 27. Three additional members have been invited to join the PM/CM Screening Committee to enhance shared governance: David Rollison, Nancy Kutcher and Mario Lopez, the three Senate Presidents. Two finalist firms will be presented to the Board of Trustees on February 8. We hope to award a contract to the finalist firm in March so this process is proceeding on schedule. We have started a second process which is the selection of consultants to assist us in the execution of our bond measure in terms of architectural firms, engineering firms and professional services.

It will take approximately 1 1/2 to 2 years to complete the programming, schematic design, construction documents, and bid effort aspects of the process. Managing the expectations of the end users will also be important.

Civil engineers will need to identify utility lines, and structural engineers will need to analyze the seismic soundness of COM’s buildings. Consultants in these areas will also be required: mechanical engineering, electrical engineering, hazardous materials, acoustic engineering, geotechnical engineering, green building technology, furniture selection, and inspection services.

Selection criteria for the consultants we will use include the following: experience with shared governance in an educational environment, experience with the Division of State Architects where applicable, cost estimating, LEED certification, approach to design and project management, communication and interpersonal skills, experience with a Board of Trustees, responsiveness to RFQ, and business practices.

We need to get the campus architect, civil engineer, and geotechnical firm on board as soon as possible.

Trustee Dolan stated that she would like to see monthly cost updates. Mr. Nuñez stated that it is premature for him to include cost amounts into any of the processes at this point. He noted that we are now in the process of selling the first tranche of bonds and acquiring their proceeds.

Trustee Moore stated that he was pleased with the comprehensive coverage of Mr. Nuñez’ presentation. He stressed the importance of knowing what experience the firms and consultants we will use have in greening and commissioning.

Trustee Hayashino asked for more information on Project Labor Agreements (PLA’s). Dr. White stated that she will organize a study session on the pros and cons of PLA’s.

In response to questions asked by Board members, Mr. Nuñez stated that we anticipate having one district architect for both campuses, that we will hire
Information Item

13.B.

a landscape consultant to protect the outside environment, and that asbestos inspections will be further investigated.

Sabbatical Leave Report: Tara Flandreau

Dr. Elise Schneider, Interim Vice President of Student Learning, introduced Tara Flandreau, the Chair of COM’s Performing Arts Department, a violinist and composer, our college’s symphony conductor, and a faculty member at COM since 1982. Ms. Flandreau presented a brief report on her sabbatical research. Much of her sabbatical leave was spent studying at Columbia University in New York City. She expressed appreciation for the sabbatical opportunity which gave her the time to rethink her teaching methods. Her goal is now to inject more creativity into the music curriculum and her students are working on collaborative compositions and improvisations. She’s finding her students to be much more engaged since they’ve created the learning materials themselves. Trustees Kranenburg, Moore and Long complimented Ms. Flandreau on her report and stated that they look forward to hearing more about her progress.

Board President Long noted that Ms. Flandreau was the first faculty member to present a report on her sabbatical to the board.

b. Commendation/Resolutions

None.

c. Legislative Report

Trustee Brockbank reported that the education community is up in arms over the Governor’s initial budget proposal since the Governor is reneging on the deal he made 14 months ago. Trustees Brockbank and Moore recently went to Sacramento where they lobbied a number of key officials with other members of the Marin Joint Legislative Advisory Committee. This joint collaborative effort in Marin County is unique and has attracted considerable attention in Sacramento.

Trustee Brockbank encouraged board members to attend the upcoming CCLC Legislative Conference in Sacramento. He stressed the importance of lobbying our own representatives in Sacramento since basic aid districts are now more threatened than ever.

d. Committee Chair Reports

Trustee Treanor reported that the PM/CM Selection Committee would be interviewing the semi-finalist firms on January 27.

e. Individual Reports/Requests

Trustee Kranenburg stated that he enjoyed the COM holiday celebration and that it was a great time to celebrate all the accomplishments of the past year.

Board President Long welcomed the faculty back and stated that she was glad that Andrew Carothers returned safely from Thailand. She noted that COM has received some excellent newspaper coverage recently.

Trustee Treanor announced that the College Foundation met earlier in the day to review the Foundation’s mission and vision.
President White stated that we expect to receive our Accreditation Report very soon. She noted that major recommendations mentioned in the exit interview include the following: immediately updating our Mission Statement, focusing on the organizational structure of the college to promote efficiency and institutional effectiveness, focusing on student learning outcomes, and completing within 6 months an actuarial study for our unfunded liability associated with retirement benefits.

In response to these recommendations, President White mentioned several action steps that are being taken. She announced that we would have an opportunity to review our Mission Statement at a workshop on January 21. The proposed final version of the organizational structure is in tonight’s Board packet and the proposed draft of a Governance Review System is currently being reviewed by all constituencies. We currently have an RFQ out to help us identify firms to help us with the actuarial study. A team from the college recently attended a workshop in Sacramento on Student Learning Outcomes and additional training will be available in the future. President White stated that we are on track and focusing on the items that need to be addressed.

Board President Long reviewed the following goals and objectives which she has set for herself for the upcoming year:

1) Students first will always be our priority.
2) Implement a smooth Facilities Bond plan.
3) Enhance internal and external communication.
4) Assist President White’s successful orientation and transition.
5) Continue the Board’s teamwork and collaboration.
6) Provide Board education and leadership training focus.
7) Provide effective Board meetings with Board members’ full participation and involvement.
8) Develop and provide Board/Staff Incentives Program.
9) Enhance the Board’s work by having fun and maintaining an esprit de corps.

Trustee Moore asked that the third sentence under goal #2 be amended to read as follows: Implement a citizens’ oversight review committee that will bring forward recommendations regarding bond fund expenditures as required in Measure C while working together effectively on behalf of the College District.

Trustee Brockbank congratulated Board President Long on putting together
such an extensive list of committee assignments. He commended her on her list of President’s Goals and Objectives but expressed concern over possible mixed signals if the Board President presents goals separate from the Board’s officially adopted goals. Board President Long explained that there is nothing new in the President’s goals other than #6 in terms of direction. She stated that geography, Board members’ areas of expertise, and the time of day meetings are held were taken into consideration in the determination of committee assignments. She reviewed the committee assignments and reminded committee chairpersons of their responsibilities.

Trustee Brockbank stated that the Citizens’ Oversight Committee Screening Committee needs to be added to the Ad Hoc List.

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

   **President’s Report**

   Dr. White’s introduced five new staff members: Linda Beam, new Executive Dean of Human Resources and Labor Relations; Dr. Bernie Blackman, a consultant assisting us with mission, vision, values, and strategic planning; Dr. Francisco Arce, Interim Dean of Math, Science and Learning Technology; Ron Gaiz, Interim Dean of Arts and Humanities; and Betty Schlaepfer, Executive Assistant in the Office of the Superintendent/President.

   Highlights of President White’s Report included the following:

   This month the College of Marin will open a high-technology Language and Culture Laboratory. Funded by the San Rafael Redevelopment Agency, the lab will support ESL and modern language instruction with interactive, multi-media software to improve speaking, listening and pronunciation in the target languages.

   A photo exhibit of the civil rights movement from 1963 to 1965 is being installed in the Learning Center and will run through February. The photos were taken by COM Emeritus College member John Kouns.

   Two of COM’s 2004 theatre productions were recognized by the Marin Independent Journal for artistic success: Included among the top productions in Marin during 2004 were *Twelfth Night* and *In Search of My Father: Walkin’ Talkin’ Bill Hawkins*.

   Trustee Kranenburg stated that he appreciates hearing about our success stories and noted that we have much to be thankful for.

5. **Academic Senate Report.**

   No report.
6. **Classified Senate Report.**

No report.

7. **Student Senate and Student Association Report.**

Student Trustee Mario Lopez presented a mid-year report for the Student Senate. He stated that the Student Senate worked hard to promote Measure C and that Senators have been delighted to participate in a number of campus governance committees. He announced that the Student Senate recently sent students to the BSU Conference in Wisconsin and would be sending students to Latino/Chicano, AGS and Journalism Conferences in the near future. All of this was done with a 25% cut in funds.

Student Trustee Lopez announced that a new Constitution for the Student Senate is ready and that there will be a new officer called the Participatory Governance Czar who will make sure students are attending meetings and reporting back. He stated that there have been a few cases where student members of committees have not been treated properly. If this happens in the future a letter will be written by the Participatory Governance Czar first to the committee chairperson, then to the Superintendent/President (if necessary), and then to the State Chancellor’s Office with a copy to the Board (if necessary). Student Trustee Lopez stated that COM students will not be mistreated on any committee on this campus.

Student Trustee Lopez stated that the Senate hopes to expand to 15 members and that Senators want to be seated on bond committees. Student Senators want the college’s governance plan to operate fairly and efficiently and are looking forward to participating in the revision of COM’s Mission Statement. The Student Senate is also committed to doing whatever is necessary to make sure that adequate childcare is available on campus for our students.

Student Trustee Lopez stated that he wants to expand marketing and recruitment of students to attend our school and participate in student government. He will propose raising the student representation fee from $1 to $2 as ASCOM needs more funds for these activities. He is developing a "sister relationship" with the Student Trustee from the San Mateo Community College District. His goal is to make COM’s Student Senate the best in the state.

Finally, Student Trustee Lopez thanked Dean Bonnie Borenstein for the work she has done and her efforts to put students first.

8. **College of Marin Foundation Report.**

No Report.
9. Citizens Requests to Address the Board on Non-Agenda Items.

No requests.

10. Items for Future Board Action.

   a. Governance Review System (March ’05)
      President White stated that draft copies of the College of Marin Participatory Governance
      System Plan have been distributed for review and constituent groups need to be providing
      input.
   
   b. AT&T Wireless Proposal (February ’05)
      Interim Vice President of College Operations Al Harrison explained that AT&T is asking to
      expand wireless services to IVC by placing an antenna tower at the entrance to the college
      within the #1 parking lot area. This location would provide the best coverage for the area.
      One of the services that will be provided is 911 service for AT&T cell phones. Board
      President Long suggested that President White let faculty know that the AT&T Wireless
      Proposal will be a future action item. Interim Vice President Harrison said that an AT&T
      representative would attend the next meeting to answer questions.
   
   c. Marin School of Arts and Technology Authorization to Renegotiate Lease
      No action needed at this time.
   
   d. Review and Adoption of Student Equity Plan (February ’05)
      No action needed at this time.
   
   e. Children’s Center Strategic Plan (February ’05)
      Pam Mize-Kurzman, Dean of Enrollment Services, Development & Special Programs,
      reported that a writing committee assisted by consultant Libby Dietrich is working on the
      Children’s Center Strategic Plan which will be presented to the board at the February
      meeting as an information item. We hope the plan will resolve some of the financial
      shortcomings that have been a problem in that program.
   
   f. Enrollment Services Policies and Procedures (February ’05)
      Pam Mize-Kurzman, Dean of Enrollment Services, Development & Special Programs,
      explained that the Enrollment Services Policies and Procedures Handbook contains all
      policies that have to do with grading. These procedures have to be approved by the board in
      accordance with Title V. Throughout the year the Academic Standards Committee makes
      changes and sends them to the Academic Senate for approval. Specific issues that required
      attention this year include: dealing with students who try to forge transcripts, courses
      concurrently enrolled high school students are allowed to take, repeatability of courses. Ms.
      Mize-Kurzman explained that our catalog identifies how many times a course can be
      repeated.
   
   g. Modernization Implementation and Oversight Plan (Proposed)
      Dr. White noted that there is a proposal in the Trustees’ packets regarding bond
      implementation. She will be communicating this information to the college community.

11. Consent Calendar Items (Roll Call Vote)

M/s Treanor/Hayashino that the Board approve all items on the Consent Calendar with the
exception of Item I which the trustees previously moved to delete and Items H, M and F which
were moved to the Action Item Calendar. The motion passed unanimously with a roll call vote.

   A. Classified Personnel Recommendations. Approve the Classified Personnel
      Recommendations:
1. Appointment of Classified Personnel
2. Temporary Increase/Decrease in Assignment for Classified Personnel
3. Classified Request for Leave of Absence/Uncompensated Leave
4. Permanent Reassignment of Classified Personnel

B. Educational Management Personnel Recommendation
   1. Appointment and/or Change of Classified Management Personnel

C. Warrants

D. Short-Term Hourly Positions

E. Academic Calendar, 2005-2006

F. Student Fee/Refund Schedule for 2005-2006

G. Subordination Request Related to Proposed Bond Issue for the Hamilton Field Redevelopment Project Area of the Redevelopment Agency of the City of Novato

H. Notice of Completion
   IVC Roof Repair, Ohlone Buildings 18 & 19, Indian Valley Campus

I. Marin Country Club Agreement Extension
   Indian Valley Campus Tennis Courts

J. New Credit Courses

K. Less Than 18-Unit Credit Skills Certificates

L. Credit Course Revisions

M. Credit Course Deletions

12. Other Action Items

H. (moved from Consent Calendar)
   M/s Treanor/Hayashino to approve the Notice of Completion
   IVC Roof Repair, Ohlone Buildings 18 & 19, Indian Valley Campus

   Trustee Dolan commented that this was the first time in all her years of serving
   on the Board that a Notice of Completion had been presented with no change orders. The motion passed unanimously.
M. (moved from Consent Calendar)
Trustee Dolan asked why so many Spanish classes were being deleted. Dean Borenstein responded that these courses were self-paced courses at IVC that hadn’t been offered for many years.
M/s Treanor/Dolan to approve the Credit Course Deletions. The motion passed unanimously.

F. (moved from Consent Calendar)
M/s Brockbank/Treanor to adopt student fee as it currently exists and deal with increase for foreign students later. Dean Mize-Kurzman explained that Title V requires the Board to approve non-resident tuition at the January Board meeting.
M/s Kranenburg/Treanor (substitute motion) to approve this action as written, Student Fee/Refund Schedule for 2005-2006. The motion passed unanimously.
Student Trustee Lopez asked that from now on the Student Senate be notified of upcoming fee increases in December.

A. M/s Brockbank/Kranenburg to postpone action on Proposed Extension of Agreement from School Services of California – For Legislative Advocacy Services to the next meeting.

B. Agreement for Services
Labor Relations Consultant – Paul L. Loughlin
Ira Lansing protested the fact that there was no mention of Paul’s salary in his Board packet. Trustee Hayashino informed him that Mr. Loughlin’s salary increase would be 7 ½%.
M/s Treanor/Moore to approve Agreement for Services: Labor Relations Consultant – Paul L. Loughlin. The motion passed unanimously.


D. M/s Treanor/Hayashino to approve Professional Personnel Leasing, Inc. (PPL) Services for Two Vice President Searches. The motion passed unanimously.

13. Information Items
A. Contracts and Agreement for Services Report - December
B. Sabbatical Leave Report: Tara Flandreau (this item was presented earlier in the meeting).
President White stated that information on the January 21 Mission Statement Workshop is in the Board packets.
D. Administrative Reorganization
President White read a statement regarding the COM Administrative Reorganization (copy attached). She noted that improved efficiency and Productivity are specific aims of the new organizational structure.
E. Administrative Performance Evaluation – Procedures and Forms
Dr. White pointed out the new Administrative Performance Evaluation procedures and forms in the Board packets.

F. Ad Hoc Committee Report, Outline Plan for the Environmental Stewardship and Building Design Plan
   Trustee Moore, Don Flowers, COM Maintenance Supervisor, and Jim Ogden of 3DI presented and explained an outline for the development of an Environmental Stewardship Building Design and Implementation Plan for the campus.

14. Correspondence
   Correspondence in Board Packets

15. Adjournment.

M/s Treanor/Brockbank to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 9:55 p.m.