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 closed session in Conference Room AS101 on the Indian Valley campus, all members having received notice as prescribed by law. Board President Long called the meeting to order at 3:38 p.m. Board Clerk Hayashino called the roll and all Trustees were present. Dr. Frances White, Al Harrison, Elise Schneider, Linda Beam, and Paul Loughlin were also in attendance. M/s Brockbank/Kranenburg to adopt the agenda. The motion passed unanimously. 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 6:20 p.m.

B. Reconvene to Regular Meeting

1. Reconvene in Open Session

The meeting of the Board of Trustees of the Marin Community College District was reconvened in open session at 6:38 p.m. in the library on the Indian Valley campus by Board President Long. She announced that the meeting was being recorded to facilitate the preparation of minutes.

2. Approval of Minutes and Report of Closed Session

M/s Treanor/Hayashino to approve the minutes of the April 12 Board meeting with the following addition to the 3rd paragraph on page 2: “The Board asked to see monthly Measure C budget and expenditure reports.” The motion passed unanimously.

Board Clerk Hayashino reported that the Board had just concluded a closed session, and that no action was taken. She also reported that the Board would reconvene in closed session immediately after the open session.
3. **Citizens’ Requests to Address the Board on Non-Agenda Items**

Jim Locke, a member of COM’s Life and Earth Sciences Department, stated that he would appreciate the Board’s support of the nursing program. He also said that this is the last month of his 34-year career at COM and that many great things have been done here during those years which have not been acknowledged. He stated that he is sad to see COM’s enrollment declining, can’t put up with budget cuts to his department any more, and is concerned that COM’s geography department could completely disappear.

Gaylene Urquhart, a COM library employee, read a statement listing the things she thinks COM owes our college community: teamwork, a living wage, “Students First,” respect, reassurances, support, and transparency. A copy of her statement is attached as part of the official record.

Bill Scott, business representative of the Sheet Metal Workers Local Union #104, introduced some of the members of the 5th year graduating class of the sheet metal workers apprenticeship program. These individuals have completed 1600 hours of on-the-job training and now have opportunities for good-paying jobs with growth potential. He noted that apprenticeship programs are one of the premier benefits of Project Labor Agreements (PLA’s).

George Dorian, a COM graduate and temporary employee, told the Board that he had been working in the science computer lab since the beginning of the semester where he had solved most of the problems himself. He did not understand why he was not even called in for an interview for the permanent computer technician position and asked the Board to ask Dr. White and the administration for an explanation.

4. **Board Reports and/or Requests**
   a. **Board Study Session**
      1. **A&E Update**

José Nuñez introduced the Swinerton staff who are working on campus in the old TV temporary building at Kentfield and in Office Building 10 at IVC. He gave an overview of the architectural and engineering consultant selection process and announced that the full selection committee (which includes Trustees Treanor and Moore) will interview the short-listed firms in May and recommend finalists to be approved or interviewed by the Board at the June 14 meeting. 230 individuals attended the mandatory A&E meeting and 137 initial proposals were submitted. There is a great deal of interest in the design community in working at our college.

Mr. Nuñez reported that the 1st Facilities Open Forum had been held earlier in the day by Swinerton. Approximately 40 people attended and were given information on tentative projects, the consultant selection process, and Swinerton’s role. When forum attendees asked how to give input into the construction and modernization process, Dave Kirn suggested that they go through our governance organizations. A year from now, a number of campus committees will be actively providing input. Programming will probably start in November, and there will be another selection process for project-specific designers. The campus architect, when selected, will define campus themes.
at Kentfield and IVC. Groundbreaking for new buildings is not expected until the summer or fall of 2006.

Dave Kirn gave an update on summer projects, which will include painting and carpeting of certain classrooms, roofing repairs, elevator repairs, tree trimming, and ADA adjustments. These are tasks that will be easy to take care of and will not be affected by the Educational Master Plan, so there is little chance that they would have to be done over.

Trustee Dolan again asked for a monthly accounting of bond dollars spent on the Gantt chart. Mr. Nuñez stated that later in the presentation, he would show a separate cash flow chart and that his team is working on better ways to present the information requested.

District-wide facilities open forums will be presented at least once a semester and extensive information will be on the website. Updates will also be presented to the community.

Mr. Kirn reported that roughly $600,000 had been spent so far and that we will be allowed to be reimbursed for most of it from bond funds.

Next steps include selection of the district architect, district surveys by various consultants, and program definition.

Trustee Long requested information on selection criteria prior to the final interviews with the architectural firms, with particular emphasis on the use of space to enhance learning. Mr. Nuñez said he would ask his team to put together an information sheet for the Board.

2. **College Success Council**

Faculty member Carol Adair gave a presentation on the College Success Council, focusing on its achievements and goals. The charge of the Council, which was created in Fall 2004, is to work toward a unified and coordinated system of student services and pre-collegiate academic programs in order to improve retention and success for students at risk. Major goals of the Council included developing a vehicle for communication among all student services, institutionalizing the College Success Council, and creating a Student Success Center.

Major achievements of the College Success Council have included: creating a monthly round-table discussion group with faculty, counselors, management, staff, and students; establishing an ongoing flow of communication among English and math basic skills teachers and programs; building an online “virtual” center with listings of services, libraries and labs on the college website; establishing a movable, staffed information kiosk to disseminate information about labs and services; presenting two flex workshops; organizing the “Road to Success” which introduced students to available services, labs, and the library; building an online class management materials teacher resource site for the Learning Resource Center; and forming a subcommittee to improve the orientation process.
The College Success Council plans to continue the roundtables, flex workshops, and Road to Success. The vision of the Council is to create a unified student resources program located in one building which would house the current services and academic programs servicing students.

Board members expressed their appreciation to Ms. Adair and her team for the enthusiasm, professionalism, and teamwork, and stated that they would read and consider the Council’s proposal for a College Success Center.

3. Enrollment Management Task Group
David Rollison reported that the Enrollment Management Task Group, consisting of Elise Schneider, Francisco Arce, Pamela Mize-Kurzman, Mario Lopez, and himself, had met several times to address COM’s enrollment decline. They have been taking a look at scheduling, the user-friendliness and appearance of our schedule publication, enrollment practices, recruitment and outreach, marketing, and demographics. The Task Force will present suggestions to the Board in June.

Board President Long stated that the Board was excited to hear this report and that this was the first comprehensive review of enrollment in many years.

b. Commendation Resolutions
(1) M/s Treanor/Kranenburg to approve the Resolution in Support of Classified School Employees Week. The motion passed unanimously with a roll call vote.
(2) M/s Hayashino/Brockbank to approve the Commendation Resolution in Recognition of Mario Lopez’ Service as Student Trustee. The motion passed unanimously with a roll call vote. Student Trustee Lopez thanked his fellow schoolmates and fellow Board members for this opportunity to serve during a great time in our school’s history. He was presented with a plaque commemorating his service as Student Trustee. Board members expressed their appreciation to Student Trustee Lopez and wished him the best in his future endeavors.
(3) Resolution in Support of Assembly Constitutional Amendment 7 and Senate Constitutional Amendment 8.
Fielding Greaves and Basis Crane of the Marin United Taxpayers Association asked the Board not to endorse this resolution in order to protect the taxpayers of this County. Board members expressed their opinions on the resolution. M/s Hayashino/Brockbank to approve the Resolution in Support of Assembly Constitutional Amendment 7 and Senate Constitutional Amendment 8. The motion passed with a roll call vote of 5 to 2, with Trustees Dolan and Long voting no.
(4) M/s Treanor/Moore to approve the Resolution in Support of Senate Bill 840 with this additional wording suggested by Trustee Kranenburg: WHEREAS, the Marin Community College District encourages the legislature to develop a solution that improves health care efficiency to the benefit of the employer and employee. The motion passed with a roll call vote of 6 ayes and 1 abstention (Trustee Dolan).
c. Legislative Report
Trustee Brockbank gave a brief update on the Governor’s May Revise budget, noting that the governor reported California’s economy is starting to improve, which may result in $2 billion or more in his proposed budget. Trustee Brockbank noted that COM will not likely benefit from the expected $1 billion additional Prop 98 money, unless there are slight increases in categorical funds.

d. Committee Chair Reports

Trustee Treanor reported that the President’s Evaluation Committee has developed a format and will report at the next meeting.

Trustee Moore reported that the Board Self-Evaluation Committee’s survey had been sent out and that he hoped to receive them back by the end of the week.

Trustee Kranenburg reported that the Ad Hoc Board Budget/Audit/Facilities and Modernization Committee has been discussing leasing agreements, maintenance costs, the Citizens’ Oversight Committee, and preliminary budget breakdowns.

e. Individual Reports and/or Requests

Trustee Treanor stated that it was an honor to participate as a panelist with Dr. White at the recent CCCT Conference in San Francisco.

Trustee Moore reported that the Marin County School Boards Association will be focusing on the “No Child Left Behind” issue.

Trustee Brockbank mentioned an article about federal student loans in which Harry Moore was quoted. He also shared information about the Marin County School Boards Association Joint Legislative Advisory Committee’s new telephone tree as a way to rapidly activate each constituency in school districts and stated that he would like to see something like this implemented in our district. Trustee Brockbank stated that we will need to adjust our Board Bylaws to take into account recent changes to our agendas.

Trustee Hayashino reported that she had also attended the CCCT Conference and distributed copies of a handout on the role of the Board in the construction process, which she obtained at the conference.

Trustee Kranenburg reported that he also attended the CCCT Conference and went to several excellent presentations on evaluation of the CEO and Board, student learning outcomes, GO bonds, San Diego City College’s Biotech Program, and strategic planning for community colleges.

Trustee Dolan reported that she attended a wonderful memorial service for Carol Ott, a former COM dance instructor. She also saw COM’s production of “A Gown for His Mistress” and offered her congratulations to our drama and dance departments for an outstanding performance.
f. **CEO Report to Board on WASC Compliance**

Dr. White’s written report to the Board on WASC compliance noted that we have made significant progress in the areas of governance, mission statement and annual review policy, student-learning outcomes planning, and the actuarial study on unfunded liability. Strategic Planning and Educational Master Planning Task Forces have been established. Governance plans and procedures, which are being finalized by the Governance Review Council, will be presented as an information item at the June 14 Board meeting.

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

President White reported that she and Trustee Treanor had participated on the GO Bonds panel at the CCCT Conference. She reported that the 1st Citizens’ Oversight Committee had met on May 3rd and that Board President Long had been there to welcome the members. Bill Levinson, the retired Superintendent of the Tamalpais High School District, was appointed Chair of the committee. José Nuñez and Dave Kirk gave a presentation on the Measure C construction program and David Casnocha, our bond attorney, reviewed committee bylaws and the role and responsibilities of the committee.

Dr. White announced that there would be a special Board meeting on June 14 at 3:00 at Kentfield to interview the architectural firm finalists. She reported that the Educational Master Plan (EMP) Phase II was on track and that the EMP Selection Committee had interviewed three firms. One firm will be brought to Board for approval at the June 14 meeting.

Dr. White announced that she and Dr. Elise Schneider attended COM’s annual dance concert and found it to be quite exhilarating.

6. **Modernization (Capital Improvement Program) Update**

See Item 4.a.1. above.

7. **Academic Senate Update**

David Rollison read a statement reflecting on reasons why it took us 11 months to develop the new governance policy. He expressed the hope that with the new administrative team we will soon have, we will be able to create the systems and plans that will enable us to solve problems in less time than 11 months. A copy of his statement is attached as part of the official record.

8. **Classified Senate Update**

No report.

9. **Student Senate and Student Association Report**

Student Trustee Lopez introduced Austin Smith, who will be the 19th President of the Student Senate and the next Student Trustee. He thanked Faith Caughlan and all the Student Senators for their hard work toward what is best for this institution.

Faith Caughlan introduced Giovanna Mazzei, the next ASCOM President. She reported that the bus shelters have finally been installed (one on College Avenue
and one on Sir Francis Drake) and that ASCOM recently put on an Appreciation Show. She gave Trustees Moore and Brockbank certificates of appreciation for their support of students, since they were not able to attend the event.

Board President Long thanked Ms. Caughlan for conscientiously attending Board meetings and told her she would be missed.

10. **COM Foundation Report**
   No report.

11. **Items for Future Board Action**
    a. Modernization Architects/Engineers Contract (June ’05)
    b. Tentative 2005-06 Budget Approval (June ’05)
    c. Swinerton PM/CM Contract (June ’05)

12. **Consent Calendar Items**
    Ira Lansing raised questions about agenda item B.12.C.2 (A.1.2) regarding the appointment of Julie Driscoll, a faculty member, as a consultant.

M/s Brockbank/Kranenburg to approve all items on the Consent Calendar with the exception of the Julie Driscoll appointment. The motion passed unanimously with a roll call vote.

A. **Calendar of Upcoming Meetings & Other Special Events**

   **All Regular Board Meetings, 6:30 p.m.**
   June 14, 2005 – Room 111, Deedy Student Services, Kentfield
   June 28, 2005 – Library, Indian Valley Campus
   August 30, 2005 – Library, Indian Valley Campus
   September 20, 2005 – Room 111, Deedy Student Services, Kentfield
   October 11, 2005 – Library, Indian Valley Campus
   November 8, 2005 – Room 111, Deedy Student Services, Kentfield
   December 13, 2005 – Room 111, Deedy Student Services, Kentfield

   May 13, 2005, 6:00 p.m. – Teacher Appreciation Dinner
   Student Services Center

   May 14, 2005, 2 to 4:00 p.m. – Annual Emeritus Spring Meeting and Celebration
   Student Services Center (Cafeteria)

   May 18, 2005, 5:00 p.m. – Golden Bell Education Evening
   Embassy Suites, 101 McInnis Parkway, San Rafael

   May 19, 2005, 3 to 5:00 p.m. – Annual Reception for Emeritus College Faculty & Staff
   Student Services, Room 146

   May 20, 2005, 5:00 p.m. – COM Foundation Scholarship Awards Ceremony
   Student Center

   May 26, 2005, 6:00 p.m. – Annual Pinning Ceremony for Registered Nursing Program – Fine Arts Theater
May 27, 2005, 7:00 p.m. - Commencement
Gymnasium

June 23, 2005, 6:30 p.m. – Dental Assisting Graduation Ceremony
(Outdoors near Student Services Building)

B. Academic Personnel Recommendations: Approve the Academic Personnel Recommendations:
   1. Appointment of Non-Credit Instructors Spring 2005
   2. Phased-in Early Retirement of Academic Personnel

C. Classified Personnel Recommendations: Approve the Classified Personnel Recommendations:
   1. Appointment of Classified Personnel
   2. Appointment of Hourly Personnel
   3. Resignation/Separation of Classified Personnel
   4. Temporary Increase/Decrease in Classified Personnel

D. Classified Management Personnel Recommendations: Approve the Classified Management Personnel Recommendations:
   1. Appointment of Classified Management Personnel

E. Warrant Approval

F. Short-Term Hourly Positions

G. Notice of Completion, Gardener Shop Roof

H. Approval of Student Equity Plan

I. Raising the Fee for GED Test Administration

13. Other Action Items

A. Approval of New Governance Policy #7000.7
   Board President Long stated that constituencies should understand that the phrase “unforeseeable emergency situations” in the next-to-the-last paragraph of the policy includes interruption of our instructional programs due to the inability of staff to make decisions.
   M/s Treanor/Hayashino to approve the New Governance Policy #7000.7.
   The motion passed unanimously.

B. M/s Treanor/Kranenburg to approve Mission Statement Annual Review and Approval. The motion passed unanimously.

C. M/s Treanor/Moore to approve the Resolution Authorizing the Issuance of a 2005 Tax and Revenue Anticipation Note and Participation in the Community College League of California Cash Flow Financing Program. The motion passed with a roll call vote of 6 yes votes and 1 abstention (Trustee Dolan).

E. M/s Treanor/Brockbank to approve Agreement with Sandis Humber Jones for Upfront Civil Engineering/Surveying. The motion passed unanimously.

F. Professional Services Agreement – José Nuñez
M/s Treanor/Moore to extend the current contract for 30 days, obtain more information, and bring this item back at the next meeting. The motion passed unanimously.

14. Information Items

A. Contracts and Agreement for Services Report – April
President White announced that the formatting of this item would be changed to clarify the information reported.

B. Third Quarter Financial Status Report and CCFS-311Q for 2004-05

15. Correspondence
Correspondence was in the Board Packets.

16. Board Meeting Evaluation
Trustee Kranenburg stated that this was a spirited meeting and that we outlasted the audience.

17. Recess to Closed Session
The Board recessed to closed session at 10:05. The meeting was reconvened by Board President Long at 10:15. All Trustees were present, and Dr. Frances White, Al Harrison, Elise Schneider, Linda Beam, and Larry Frierson were also in attendance.

a) Request for Public Comment on Closed Session Agenda
No requests were made.

18. Reconvene to Open Session
The meeting was reconvened at 11:20 p.m.

19. Report from Closed Session
Board Clerk Hayashino reported that no action was taken in the closed session.

20. Adjournment
M/s Brockbank/Kranenburg to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 11:25 p.m.