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 at the IVC campus, all members having received notice as prescribed by law. Board President Long called the meeting to order at 4:10 p.m. All Trustees were present, except Trustee Treanor, who arrived at 4:12 p.m. Dr. Frances White, Al Harrison, Elise Schneider, Linda Beam, Larry Frierson, and Armond Phillips were also in attendance.

M/s (Brockbank/Dolan) to adopt the agenda, as printed. 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 6:25 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 6:45 p.m. in POMO 188 at the IVC campus, by Board President Long. She announced that the meeting was being recorded to facilitate the preparation of minutes. Student Trustee Smith was present at this time.

2. Approval of Agenda, Approval of Minutes, and Report of Closed Session

M/s (Brockbank/Treanor) to approve the minutes of the July 19, 2005 Special Board Meeting (Retreat). The motion passed unanimously.

M/s (Brockbank/Treanor) to approve the minutes of the July 19, 2005 Regular Board Meeting with the following correction to item #10 on page 4 (COM
Foundation Report): Dr. White noted that the Foundation should make quarterly reports to the Board (instead of Dr. White noted that Foundation meetings should occur quarterly).

Board Clerk Hayashino reported that the Board had just concluded a closed session on the items listed on the agenda, and that no action was taken.

President White asked new faculty and staff present at the meeting to stand and introduce themselves. Board President Long welcomed these individuals and wished them well: Becky Brown (biology faculty), John Marmysz (philosophy faculty), Nanda Schorske (Dean of Workforce Development, College & Community Partnerships), Rick Sapanaro (Dean of Math, Sciences, and Learning Technology). The Board recessed at 6:50 for a reception honoring the new faculty and staff.

Board President Long reconvened the meeting at 7:00 p.m.

3. Citizens’ Requests to Address the Board on Non-Agenda Items
Sandy Boyd addressed the Board on these subjects: facilities and classroom support, online classes, and low faculty salaries. Matthew Priewe discussed three professional concerns of library faculty: lack of collegial consultation in the closing of the IVC library, the lack of funding for information and learning resources, and the lack of support from the district for equitable faculty salary and benefits. Jeannie Langinger, John Sutherland, Hank Fearnley, and Ira Lansing addressed the Board regarding their dissatisfaction with the progress of UPM negotiations and their desire for fair faculty salary increases. Copies of the written statements of Mr. Priewe, Ms. Langinger, and Mr. Sutherland are attached to the minutes as part of the official record.

4. Board Reports and/or Requests
   a. Board Study Session
      1) Enrollment & Marketing Report (copy of presentation attached).
         Pamela Mize-Kurzman, Dean of Enrollment Services, Development & Special Programs, reported that as of opening day our headcount was down 7% and WSCH was down 6%. She noted that enrollment in 7 other Bay Area colleges was down an average of 6.75%. Three primary causes of COM’s enrollment decline include cost increases ($26 per unit), the fact that concurrent education no longer includes P.E. or remedial classes, and and compliance with repeatability requirements. Andrew Carothers, Interim Director of Communications & Community Relations, discussed COM’s targeted marketing strategy. He explained that we have been implementing a variety of marketing techniques (mailings, follow-up calls, newspaper and radio advertising, library and on-campus distribution) which we are tracking in order to determine their effectiveness.

         Board members thanked Ms. Mize-Kurzman and Mr. Carothers for their informative presentation. Areas mentioned for further attention included: developing relationships with high school counselors, joint marketing efforts with San Francisco State, obtaining more information regarding funding resources to help remedial enrollment, moving courses from repeatability into community education, and using our own “people
resources” to recruit students.

2) College of Marin Budget Adoption Process (copy of presentation attached).
Al Harrison, Vice President of College Operations, presented the COM 2005/06 final budget, noting that it is a good news budget and one that is directly reflective of the Board’s budget priorities. He explained that he has implemented budgeting by management responsibility so that someone is responsible for every penny. Much of the “new money” in our budget is already spoken for and will be allocated to step increases, increased employee benefit and worker’s compensation costs, and increased utilities costs.

All departments have been asked to submit budget requests in priority order. The College Budget Committee will evaluate the requests and make recommended allocations which will come back to the Board for approval. Any salary increases above 3%, increases in departmental supplies, and emergency reserves will have to come from a $1,828,685 undistributed allocation.

Mr. Harrison reported that we are anticipating a $2,402,596 increase in revenues and are predicting an 8.3% ending balance. He noted that we are still a basic aid district, are projecting a 5% decline in FTES, and still have to deal with an unfunded liability in workers compensation and health insurance benefits.

Yulian Ligioso presented a property tax analysis based on the most recent figures available (copy attached). He noted that we will not know the exact tax revenue increase until late September or early October but that the figure might be 9.16%.

Board members expressed their appreciation to Mr. Harrison for presenting a thorough, open, and transparent budget. Several Trustees noted the importance of maintaining a high ending balance in view of our basic aid status, fluctuations in supplemental property taxes, and our unfunded workers comp and health insurance liabilities.

President White read the list of Board budget priorities which were developed at the July 19 Board Retreat. Board members verified and affirmed that these were in fact their budget priorities for 2005/06 (copy attached).

3) One-Stop ADA Project (copy of presentation attached).
José Nuñez, our Modernization Consultant, updated the Board on recent ADA improvements to buildings 8, 9 & 10 (One Stop Center) on the IVC campus. Interior ADA improvements include new restrooms and support rooms and a new fire alarm system in buildings 8, 9 & 10. Parking improvements have been made to comply with ADA requirements and ADA signage, handrails, and water fountains have been installed. Five change orders totaling $90,469 were required due to...
unforeseen hazardous material, dry rot damage, and fire alarm system changes.

Board President Long thanked Mr. Nuñez for his report.

4) Bolinas Site Condition Report

Dave Kirn, Swinerton Program Manager, reported that all Board members have visited the Bolinas site. Debra Mathau, Swinerton Construction Manager, made a presentation to the Board (copy attached) outlining the history of the Bolinas facility and reviewing existing conditions. She noted that an earthquake fault study is being done and that an industrial hygienist will conduct an assessment. Board members expressed their appreciation to Swinerton and our maintenance and facilities staff for the opportunity to visit the facility. They expressed concern about possible liabilities resulting from use of the property and also commented on the historical significance, charm, and potential research uses of the facility. More information will be brought back to the Board after additional assessments are completed to assist Board members in their decision making regarding the future of the Bolinas facility.

5) CIP Update

José Nuñez reported that Measure C construction signage is now visible on both campuses. Districtwide notices will be sent out informing the campus of upcoming assessments scheduled during the months of September, October and November. Mr. Nuñez announced that COM would be hosting a Green Summit on September 9th where green building experts from the Bay Area will share information and expertise. Board Retreats will be held on September 20 and October 11 to provide Board members with additional construction management information. Campus and community forums will be held in October, and Mr. Nuñez will update the Citizens’ Oversight Committee at its September 13 meeting.

b. Commendation Resolutions

None.

c. Legislative Report

Trustee Brockbank stated that things are unusually quiet in Sacramento and there was not much to report, since the focus seemed to be on the upcoming special election in November.

d. Committee Chair Reports

1) Board Self Evaluation

Trustee Moore reported on the results of the Board’s Self-Evaluation and thanked Trustees Treanor and Dolan for their assistance in developing a different approach to the evaluation. Questions were divided into four categories: 1) the Board as a team, 2) Board meetings, 3) Working with the College President, and 4) As members of the Board. He summarized the results by stating that although the ratings were acceptable or above, there is still room for improvement. Board members expressed their
appreciation to Trustee Moore for his hard work on this project.

2) Trustee Kranenburg reported that the Board Budget/Facilities/Modernization Ad Hoc Committee had discussed the Measure C schedule, the budget, and leases at the last meeting. He announced that the next meeting was scheduled for September 12 at 4:30.

e. Individual Reports and/or Requests
Trustee Treanor reported that she had attended the Medical Simulation Lab Partnership discussion held at IVC on August 10. She commended Nanda Schorske and other members of the staff for bringing together various business, community, and education partners to discuss this promising venture.

Trustee Brockbank mentioned and distributed copies of a request from the Social Justice Center of Marin for endorsements to boycott Cinta for not being in compliance with the living wage ordinance.

Board President Long reported that several Trustees had recently met with COM Foundation Board members and that much interest was expressed in the Bolinas lab. Board President Long mentioned that many of our community education classes cost almost $100 per class. She requested a study of the fee structures of community ed classes.

e. CEO Report to Board on WASC Compliance
President White announced that we have been granted an extension until November 1 for submission of our WASC progress report.

5. Chief Executive Officer’s Report
Dr. White indicated that her written report was in front of the Board.

a) 2005/06 Board Goals and Objectives
Dr. White noted that the Board’s goals and objectives (copy attached) had been discussed earlier in the meeting.

b) Staff Reports
Dr. Elise Schneider distributed copies of Student Learning Outcomes, a Student Equity Plan Status Summary, and an Articulation Update (copies attached). She reported that we are working on Vision and Values Statements and that our goal is to complete the first draft of Phase 2 of the Educational Master Plan by November 2005.

Al Harrison reported that some pay phones were being removed from the Kentfield campus due to low usage. He also mentioned that we had been receiving many community requests for use of space on our campuses and that we are looking at the possibility of converting the IVC bookstore into a conference room. ERP demonstrations are scheduled for September 26-30 with Sunguard SCT and October 10-14 with Datatel. He also reported that there have been two staff resignations in Fiscal Services which he is anxious to fill.

Linda Beam reported that the negotiations process was in full swing. We will be updating our Board policies in personnel areas and planning
comprehensive training for management in the evaluation process and in sexual harassment policies and procedures. She also noted that we will be recruiting for three management positions which we hope to fill by January 1: Vice President of Student Learning, Director of Communications & Community Relations, and Director of Organizational Development.

c) Citizens’ Oversight Committee Report
Dr. White announced that the Citizens’ Oversight Committee would be meeting on September 13 and that a number of issues would be discussed, including term limits and posting Board packets in PDF form on the web. There have been 3 resignations from the COC and Dr. White will bring recommendations to fill one or more of these positions to the September 20 Board meeting.

6. Modernization (Capital Improvement Program) Update

Information on this topic was presented earlier in the meeting.

7. Academic Senate Update
David Rollison reported that the Academic Senate stands in solidarity with the UPM on contract issues. He stated that the Senate is trying to find faculty volunteers for governance committees and that he hopes to see the Educational Master Plan emerge as a locally driven document. He also hopes to see our internal shared governance process followed before the next budget is adopted. A copy of his statement is attached to the minutes as part of the official record.

8. Classified Senate Update
No report.

9. Student Senate and Student Association Report
Student Trustee Smith had nothing to report at this time. ASCOM President Giovanna Mazzei reported that College of Marin would be hosting the upcoming California Student Association of Community Colleges Region III meeting at the Kentfield campus. She plans to bring the ASCOM Board to the September Board meeting. Ms. Mazzei also announced that ASCOM was planning a student government/administration meet and greet, a joint ASCOM Board and Student Senate retreat, and a student mixer. A copy of her statement is attached to the minutes as part of the official record.

10. COM Foundation Report
No report.

11. Items for Possible Future Board Action
   a. Citizens’ Oversight Committee Appointments (September ’05)
   b. Board Media Relations Policy Recommendation (September ’05)

The staff reports for each of the above items spoke for themselves, and no discussion was necessary.
12. Consent Calendar Items
M/s (Hayashino/Kranenburg) to approve all items on the Consent Calendar. 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.
September 14, 2005 – President’s Breakfast – 8:00 a.m.
Cove House at San Francisco Yacht Club
98 Beach Road, Belvedere
September 20, 2005 – Board Retreat – 9:45 a.m. to 3:00 p.m.
SS Conference Rooms A&B
September 20, 2005 – Room 111, Deedy Student Services, Kentfield
October 11, 2005 – Board Retreat – 9:45 a.m. to 3:00 p.m.
AS 101, IVC Campus
October 11, 2005 – POMO 188, Indian Valley Campus
November 15, 2005 – Room 111, Deedy Student Services, Kentfield
December 13, 2005 – Room 111, Deedy Student Services, Kentfield

B. Academic Personnel Recommendations: Approve the Academic Personnel Recommendation:
1. Appointment of Academic Personnel
2. Resignation/Retirement of Academic Personnel
3. Academic Personnel Lottery to Determine Order of Employment

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

D. Warrant Approval

E. Short-Term Hourly Positions

F. Declaration of Surplus Property – Miscellaneous Equipment

13. Other Action Items

A. M/s (Hayashino/Treanor) to approve the Resolution Authorizing Appointment of Representative and Alternate Representative for Northern California Community Colleges Self-Insurance Authority (NCCC SIA). The motion passed unanimously.

B. M/s (Treanor/Hayashino) to approve the Resolution Authorizing Appointment of Director and Alternate Representative for Marin Schools Insurance Authority (MSIA). The motion passed unanimously.

C. M/s (Moore/Treanor) to approve the Resolution Granting Authorization to Enter into an Agreement with California Department of Education for the
Ira Lansing stated as a point of information that Peggy Dodge is not the Children’s Center Coordinator, that this position is being negotiated, and that an unfair labor practice has been filed. Linda Beam responded that Peggy Dodge had accepted the position as of today and that the District notified UPM that this was a business necessity. The motion passed with seven aye votes and one abstention by Student Trustee Smith.

D. M/s (Dolan/Brockbank) to approve the Resolution Authorizing Designation of September 17 of Each Year as “Constitution Day.”
The motion passed unanimously.

E. M/s (Kranenburg/Treanor) to approve the Resolution Authorizing Budget Transfers – FY 2004/05 Final.
The motion passed unanimously.

F. M/s (Brockbank/Kranenburg) to approve Adoption of the 2005/06 Budget.
The motion passed unanimously.

G. M/s (Treanor/Hayashino) to approve Ford Graphics for District Reprographic Services.
The motion passed unanimously.

H. M/s (Kranenburg/Treanor) to approve Purchase of Paragon Program Management System from ViaNovus.
The motion passed unanimously.

President White stated that this item was reviewed by construction counsel.

I. M/s (Hayashino/Moore) to approve ADA Upgrade Project, Indian Valley Campus Change Orders & Notice of Completion.
The motion passed unanimously.

J. M/s (Treanor/Dolan) to approve Agreement with Miller, Brown, Dannis as District’s Legal Consultant.
The motion passed unanimously.

14. Information Items

A. Contracts and Agreement for Services Report-July 2005

15. Correspondence

Board members were asked to review correspondence in Board Packets.

16. Board Meeting Evaluation
17. **Adjournment**  
Board members wished Trustee Brockbank a happy birthday. M/s (Treanor/Kranenburg) to adjourn the meeting in memory of the hundreds of people who lost their lives in the recent hurricane. The motion passed unanimously and Board President Long adjourned the meeting at 11:05 p.m.