A. Study Session

1. Goals and Visioning – Steinberg Architects and Swinerton Management & Consulting

The Board of Trustees of the Marin Community College District met for a study session in the Staff Lounge, Deedy Student Center on the Kentfield campus, all members having received notice as prescribed by law. Board President Long called the meeting to order at 2:45 p.m. All Trustees were present, except Trustee Dolan, who arrived at 2:55 p.m., and Student Trustee Smith.

President White introduced José Nuñez, Director of Modernization, who announced that representatives from Swinerton and Steinberg would be presenting a summary of modernization-related workshops, forums, and retreats that have occurred during the past few months. Dave Kirn and Bruce Rich of Swinerton reported on the October 11 Board Retreat on Program Controls Systems & Processes (copy of presentation attached). The Paragon software system is up and active and expenditure information has been loaded, so current Measure C budget information is now available. Bruce Rich noted that the Paragon software system is kept in sync with our district’s accounting system. Dave Kirn presented a proposed policy on delegation of authority with these suggested limits for contracts/purchase orders and change orders: up to $50,000 for new commitments, and the lesser of 5% of original agreement or $50,000 (with the total change less than 10% of the original agreement) for change orders. Board members requested a limit on the number of change orders during a given time period and the following wording change: “whatever is less – 5% or $50,000.”

Dave Kirn called the Board’s attention to a handout summarizing feedback from the recently held campus and community facilities forums (copy attached). Recurrent themes included positive comments about the classes we offer, our open space and setting, and the view of Mt. Tamalpais.

On the subject of cultural resources Mr. Kim noted that recent geotechnical work had not uncovered any Indian midden on the campuses and that a previous Board resolution on excavations occurring in Indian midden areas might need to be revisited. He will come back to the Board with an action plan in December or January to deal with this matter.
Rob Barthelman of Steinberg Architects presented a Schedule and Task Review document entitled “Where Are We Now?” (copy attached). He reported that master programming meetings to obtain input on curricular and facilities needs on campus have begun. The Interior Finishes Subcommittee and the Systems Subcommittee have met and the Exteriors and Site Subcommittee will begin meeting in December. Meetings of the Furnishings, Fixtures & Equipment Subcommittee are scheduled to begin shortly. He stressed the fact that nothing will be finalized and no major work will be done until the Educational Master Plan is completed and emphasized the importance of incorporating sustainability into the planning process. Mr. Barthelman stated that additional data is being sought from all major campus groups on the topics of student life, faculty & staff life, community life, desired campus environment, and access to education. Input has already been obtained from the Fine Arts and P.E. Departments. Mr. Barthelman also reviewed the sustainability workshops held on September 9 and 30 and stated that the two most popular themes that have emerged from those meetings have been renewable energy and innovative design. Trustee Moore mentioned that transportation to and from the campuses and problems with hot water on campus need to be addressed as part of the sustainability issue. Trustee Dolan suggested locating emeritus students and the children’s center closer together to provide opportunities for older and younger generations to interact.

Ernie Yamane of Steinberg Architects reviewed a document summarizing the September 20 Board Retreat which focused on goals and vision for the college. The document captures common and unique themes related to each campus which emerged from the brainstorming discussions at the Retreat.

Data on the Indian Valley campus is summarized in the document as follows:

<table>
<thead>
<tr>
<th>Common Themes</th>
<th>Unique Themes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Master Plan Programming &amp; Community</td>
<td>Teach unique programs</td>
</tr>
<tr>
<td></td>
<td>Vocational training</td>
</tr>
<tr>
<td></td>
<td>Organic agriculture &amp; culinary programs</td>
</tr>
<tr>
<td></td>
<td>Partnerships; 4-year colleges, community</td>
</tr>
<tr>
<td>Agricultural Master Plan Space &amp; Program</td>
<td>Strengthen entry to immediate campus</td>
</tr>
<tr>
<td></td>
<td>“Education Park”</td>
</tr>
<tr>
<td></td>
<td>Health &amp; wellness center</td>
</tr>
<tr>
<td></td>
<td>Commercial vendor activities, bookstore, coffee shop</td>
</tr>
<tr>
<td></td>
<td>Amphitheater with community use, possibly located near other community uses</td>
</tr>
<tr>
<td></td>
<td>Housing-Older Center &amp; student athletic/recreation development</td>
</tr>
<tr>
<td>Sustainability &amp; Technology</td>
<td>Demolish most existing buildings</td>
</tr>
<tr>
<td></td>
<td>Solar; photovoltaic array; solar farm, solar heating</td>
</tr>
<tr>
<td>Landscaping</td>
<td>Preserve open space</td>
</tr>
<tr>
<td></td>
<td>Vineyard</td>
</tr>
</tbody>
</table>
Data on the Kentfield campus is summarized in the document as follows:

<table>
<thead>
<tr>
<th>Common Themes</th>
<th>Unique Themes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Master Plan Programming &amp; Community</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Architectural Master Plan Space &amp; Program</td>
<td>Define corner of Sir Francis Drake Blvd. and College Ave. through signage and/or signature/gateway building Retail façade on College Ave. Modernize existing pedestrian bridge and build new one to integrate campus Study access points with safe drop-offs Relocate Science Building closer to heart of campus replacing Fusselman Hall Demolish Fusselman Hall to open Mt. Tamalpais views Consolidate administrative services to existing Harlan Center or new “Signature Building”</td>
</tr>
<tr>
<td>Sustainability &amp; Technology</td>
<td>Consolidate uses and program within campus “one stop:” library, coffee shop, bookstore, food court, etc. Find alternate use for parking 15, 16 &amp; 17</td>
</tr>
<tr>
<td>Landscaping</td>
<td>Solar parking structure Green heart and community garden on campus Wetland restoration</td>
</tr>
</tbody>
</table>

Board members were asked to send suggestions and additions to this visioning document to Dr. White or to Swinerton. Trustee Moore stated that we need to reduce electricity costs on both campuses and urged that all buildings be green. He noted that our focus on sustainability must be clear. Mr. Yamane stated that once the Educational Master plan has been completed, the Steinberg group would like to come back and put the pieces together and focus on sustainability.
issues. Early in the new year, the Board will need to have a meeting to make decisions on our priorities and vision.

The meeting recessed to closed session at 4:15 p.m.

**B. 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 Conference Rooms A & B in the Student Services Building of the Kentfield campus. Board President Long called the meeting to order at 4:30 p.m. All Trustees were present. Also in attendance were Dr. Frances White, Al Harrison, Dr. Elise Schneider, Linda Beam, Larry Frierson, and Armond Phillips.

   M/s (Brockbank/Treanor) to adopt the agenda with the following correction: Item 13.E was pulled from the agenda.

   Trustees agreed to adjourn the meeting in memory of Larry Kramer, a former Trustee of the Marin Community College District. 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 6:30 p.m.

**C. 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 6:43 p.m. in the staff lounge of the Deedy Student Services Building at the Kentfield 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 Minutes and Report of Closed Session**

   Board Clerk Hayashino reported that no action was taken in closed session. Board President Long congratulated Trustees Dolan, Treanor, and Brockbank on their re-election.

   M/s (Kranenburg/Hayashino) to approve the minutes of the October 11 Special Board Meeting (Retreat) and the October 11 regular Board meeting with the following change by Trustee Dolan to the last sentence on page 3 of the minutes of the October 11 regular Board meeting: “Trustee Dolan stated that we once had a tremendously successful marine biology program there and that she would like to see positive alternatives presented following a conference on Bolinas with the community and potential partners like the Romberg Center and/or the Marine Mammal Center.” The motion passed unanimously.
3. Citizens’ Requests to Address the Board on Non-Agenda Items
Jim Firth of SEIU 949 asked the Board to offer SEIU and CSEA an additional 1% off-schedule salary increase so that the increases of these two unions would match the increases just negotiated with UPM.

He also stated that the Classified Senate meets before ½ of the SEIU’s membership comes to work and that the SEIU’s delegate to that committee needs scheduling flexibility which has so far been denied by management. He asked for equal treatment of all employees regarding attendance at these meetings. A copy of his statement is attached to the minutes as part of the official record.

Jim Geraghty congratulated the Board members who were just re-elected. He then asked the Board what they mean by calling this institution student-centered. He stated that he doesn’t think that sufficient input was obtained from the students about changing the academic calendar in the Fall 2006 semester. He asked that the Student Senate be consulted in the future before sending out district negotiators to deal with something that affects students so significantly.

4. Board Reports and/or Requests
a. Board Study Session
   1) MTA Partnership Presentation
   Dan Hillmer, Larkspur City Councilmember and Chair of the Marin Telecommunications Agency, proposed a working partnership between MTA, which is negotiating a 10-year franchise agreement with Comcast, and the College of Marin to provide a media center for the production and broadcast of local public access, educational, and governmental (PEG) television programs. MTA hopes that COM will provide space, staffing, and management of the media center. Equipment will be provided by a grant from Comcast. MTA hopes to operate three distinct TV channels – public access, educational and government. Program contents would also be available on the internet. Supervisor Susan Adams, MTA Vice Chair, shared her excitement about this opportunity to share resources, noting that this partnership could help COM’s enrollment.

   Dr. White stated that she and the two Vice Presidents had met with MTA Executive Officer Marty Nichols and Dan Hillmer and that staff needs direction from the Board re. negotiating further with MTA.

   Frank Crosby, one of COM’s media faculty, told the Board that he had been asked by former President Middleton to see if a partnership with MTA would benefit the college and had worked with MTA as a member of its Media Access Advisory Committee (MAAC). He would like to see the college pursue discussions with MTA and thinks a partnership would offer exciting possibilities. He offered to share his research on the subject with the Board and staff.

   Trustees expressed support of pursuing this partnership with MTA and excitement about an opportunity to be able to continue public access TV here and to begin educational and governmental programming. They asked for more information regarding staffing and equipment requirements and costs, faculty
and staff support for the partnership, student interest, the benefit to our students, benefits to both sides of a partnership, MTA’s openness to increasing COM’s public relations efforts within the community, and staffing and governance issues. The Board unanimously agreed to authorize staff to pursue negotiations with MTA and to work toward development of a plan and a timeline.

2) Assessment Progress Report

Dave Kirn reviewed the Assessment Progress Report on both campuses for the Board (copy attached) and pointed out some of the more surprising findings. Harlan Center has some significant structural issues requiring attention and Olney Hall also has some serious problems. Two of the heating and ventilation units in the Student Center are very deteriorated.

Mr. Kim reported that there are some possible boundary encroachments on our IVC property. Mechanical systems at IVC are past their useful life and the irrigation system has to be rehabilitated. There may be some protected species on the campus. In the way of good news, there is minimal damage to the bridges and they may meet loading requirements.

Trustee Treanor stated that she is concerned about spending lots of money on buildings that are too old to renovate and too costly to keep. She asked what procedure the Board would follow to decide if it would be better to tear down old buildings and build a new energy-efficient building. Dave Kirn responded that Swinerton will do a cost-benefit analysis comparing the cost of repairing to the cost of tearing down and rebuilding. They will then review assessments and prepare an information paper to delineate the next steps in the process.

b. Commendation Resolutions

1) Maura Morey – COM Foundation Board Member
Margaret Elliott, Executive Director of the COM Foundation, and David Schwartz, President of the COM Board of Directors, presented Maura Morey with a gift in recognition of her nine years of service on the COM Foundation Board. Ms. Elliott expressed appreciation for Ms. Morey’s experience as a member of non-profit boards and as a fundraiser which was so helpful to the Foundation. Trustees Long and Treanor also expressed their appreciation to Ms. Morey, especially for her advocacy of Measure C and her significant contribution to the Fusselman project. Dr. White announced that Ms. Morey is one of the founding members of the President’s Circle.

c. Legislative Report

Trustee Brockbank reported that last week’s special election was unprecedented in that all 8 measures lost. Proposition 76 lost by the largest margin of all. He passed out a handout on Bills of Interest prepared by the CCLC and recommended that Trustees read two statewide faculty union newsletters in their packets. Trustee Brockbank also brought the binder of information he received at the Miller Brown & Dannis Fall 2005 Education Forecast Assembly and suggested keeping it in the President’s Office.
d. Committee Chair Reports
   No reports.

e. Individual Reports and/or Requests
   Student Trustee Smith read a statement stressing the importance of the Transfer & Career Center to COM students and asking why it is still closed and when it will re-open. A copy of his statement is attached to the minutes as part of the official record.

   Trustee Dolan stated she attended the COM Dance Department’s recent performance and thought it was a wonderful and beautifully staged production. She thanked all of her supporters who voted for her and encouraged and supported her in the recent election. Trustee Dolan stated that it is an honor to serve on the Board.

   Trustee Treanor also thanked her supporters and stated that she decided to talk about the college and where we are in the ads she ran in her re-election bid. She also put her ballot statement in Spanish, in addition to English, and received a lot of positive feedback.

   Board President Long announced that she had attended the first meeting of the President’s Circle and the recent COM Foundation meeting. Effective fundraising was discussed at the Foundation meeting. Under the Katrina Emergency Relief Act, all charitable cash giving is tax deductible between now and the end of the year. She also reported that the Foundation Board approved the COM – Foundation MOU.

f. CEO Report to Board on WASC Compliance
   President White reported that the Accreditation Visiting Team came to the campus on November 4. The Accreditation Commission will meet in January and will then send us the final report. Dr. White expects that we will receive praise for the work we have done so far with student learning outcomes and the governance process. We will have to operationalize the planning process and structures we have in place. As a result, she stated that we will probably see our warning status removed in June ‘06 or January ‘07.

g. Discussion of Board Officers
   Trustee Brockbank stated that he was willing to serve as Chair. Trustee Hayashino said that she was interested in the Clerk or Vice President position. Trustee Treanor said that she would like to serve as Clerk. Trustee Dolan expressed her willingness to serve in any capacity. Board President Long asked the Trustees to review the Board policy on officers.

5. Chief Executive Officer’s Report
   President White indicated that her written report was in the Board packets. She announced that Nanda Schorske would be honored for her accomplishments in workforce development at the Marin Economic Commission’s Awards Luncheon on Friday, November 18. The first meeting of the President’s Circle took place on November 1. There are 8 founding members, all prominent members of the community. Dr. White hopes to expand the membership to 15 members. The President’s Circle will be involved in fundraising for the Educational Excellence
Innovation Fund and the Education Gap Scholarship, a new President’s Circle scholarship also supported by the COM Foundation for high school students who want to come to the College of Marin.

a) Staff Reports
Dr. Elise Schneider reported that COM has received an award from LERN, a national organization, in the Best Brochure-Community Program category for our Fall 2005 Community Education brochure. She commended Sandy Roberts, Karen Van Kriedt, Janice Goucher, and the other staff members involved in the success of this project. Dr. Schneider reported that the Educational Master Planning process is on target and a rough draft of the EMP will be completed by December 1. She distributed copies of the October 2005 Student Equity and High School Outreach reports (copies attached).

Mr. Al Harrison reported that he will give a budget update at the December Board meeting. He expects the audit report, including the audit report related to Measure C, to be available for review by the Board in December and ready to be sent to Sacramento by the end of the year. He anticipates that there will be improvement and fewer recommendations this time. He reported that the second part of the negotiated pay raises (an additional one percent) is being implemented since the revenue trigger was reached.

b) Citizens’ Oversight Committee Report
Dr. White announced that the next Citizens’ Oversight Committee was scheduled for November 29.

6. Modernization (Capital Improvement Program) Update
José Nuñez updated the Board on the Capital Improvement Program (copy of presentation attached). He announced that an updated Prequalification Questionnaire was in the Board packets and that the Fire Mitigation bid award had been pulled from the agenda. He thanked Trustee Moore for serving on the Furniture, Fixtures and Equipment Consultant interview panel. He noted that roof repairs have begun on Harlan Center and the Learning Resource Center. Open houses have been scheduled at Kentfield on November 17 from 11:00 a.m. to 1:00 p.m. and at IVC on November 16 from 11:00 a.m. to 1:00 p.m.

a. Cultural Resources
This topic was discussed at the Study Session.

A copy of this report is included in the Board packets. Dave Kirn will make a report on the Bolinas property to the COM Foundation on November 29.

Trustee Treanor suggesting asking legal counsel to see if we can obtain hazardous materials monies from other sources.

7. Academic Senate Update
David Rollison commented on the Memorandum of Understanding between the District and the Academic Senate regarding the Student Learning Outcomes Assessment
project. This document will be brought to the Board for approval at the next meeting. Mr. Rollison distributed a handout from the Maricopa Community College Strategic Planning Handbook which illustrates how institutional planning should ideally operate (copy attached). He expressed concern that the December 1 deadline for a draft of our Educational Master Plan seems premature. A copy of his statement is attached to the minutes as part of the official record.

8. **Classified Senate Update**
Becky Reetz, Tutoring Center Coordinator and Classified Senate Secretary, read the Classified Senate Report on behalf of Nancy Kutcher. The Classified Senate has actively participated in the development of COM’s values statement and has been finalizing work on the Classified Senate constitution and bylaws. All classified staff positions on the governance committees have been filled. A copy of her statement is attached to the minutes as part of the official record.

9. **Student Senate and Student Association Report**
Giovanna Mazzei announced that the annual IVC Thanksgiving luncheon would be held on November 17 from noon to 2:00. Club Fest is scheduled for the week of November 28th through December 2nd. ASCOM will be sponsoring a series of events to promote student government participation. The criteria for obtaining emergency loans provided by ASCOM and disbursed by financial aid have recently been revised. The Teacher Appreciation Dinner will be held on December 2 from 6:00 to 10:00 p.m. A copy of her statement is attached to the minutes as part of the official record.

Ms. Mazzei also presented the Emeritus report on behalf of Erika Harkins. Swinerton spoke to the Emeritus Council about bond subcommittees and Emeritus students will serve on the Systems, Interior Fixtures, and Architectural Hiring subcommittees. The Annual Emeritus Winter Holiday Party will take place on Saturday, December 10, from 2 to 5 p.m. in the Kentfield cafeteria. A copy of this report 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. **Board Policy re. Trustees’ Communications with the Media (December)**
   Trustees were asked to send comments on this newly proposed policy to Board President Long or Dr. White.
B. **MTA Partnership**
C. **Collection of Health Fee**
D. **Capitalization Policy**
E. **Academic Calendar, 2006-07**
   Ira Lansing stated that the instructional period will continue to consist of 175 days and 16 weeks under the proposed new Academic Calendar.
F. **COM Needs Assessment Workplan (Harder & Company Community Research) (December)**
   Dr. White stated that a needs assessment is required as part of our Memorandum of Understanding with San Francisco State University.

12. **Consent Calendar Items (Roll Call Vote)**
M/s (Moore/Treanor) 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.

November 17-19, 2005 – Community College League Annual Conference – San Francisco Airport Marriott
December 13, 2005, 5:00 p.m., Board Holiday Dinner, Pacific Café
December 13, 2005 Board Meeting, 6:30 p.m., Deedy Student Services, Kentfield Campus
December 15, 2005, 4:00 to 7:00 p.m., Campus Holiday Party, Willie’s Café

B. Academic Personnel Recommendations: Approve the Academic Personnel Recommendations:
   1. Fall 2005 Temporary Instructors – Credit and Non-Credit

C. Classified Personnel Recommendations: Approve the Classified Personnel Recommendations:
   1. Appointment of Classified Personnel
   2. Resignation/Retirement of Classified Personnel

D. Educational Management Personnel Recommendations: Approve the Educational Management Personnel Recommendations:
   1. Appointment and/or Change of Educational Management Personnel

E. Warrant Approval

F. Short-Term Hourly Positions

G. Declaration of Surplus Property – Miscellaneous Equipment

13. Other Action Items

A. M/s (Moore/Hayashino) to Approve Contract Modifications to Fugro West, Inc. Long Form Contract for Geotechnical Services (Modernization – Measure C). The motion passed unanimously.

B. M/s (Moore/Treanor) to Approve Contract Modifications to Ninyo & Moore Long Form Contract for Facilities Assessments (Industrial Hygiene Services) (Modernization – Measure C). The motion passed unanimously.

C. M/s (Kranenburg/Moore) to Approve Contract Modifications to CSW/Stuber Stroeh Engineering Group, Inc. Long Form Contract for Civil Engineering Services and Related Consultant Services (Modernization – Measure C). The motion passed unanimously.

D. M/s (Treanor/Hayashino) to Approve Contract Modifications to Degenkolb Engineers Long Form Contract for Structural Engineering and Seismic Evaluation Services (Modernization – Measure C). The motion passed
E. Approve Fire Mitigation Project Bid Award (Modernization – Measure C)
   This item was pulled from the agenda.

F. Approve Prequalification Application and Scoring Criteria for A and B Licensed Contractors (Modernization – Measure C)
   Bill Scott of Sheet Metal Workers Local 104 stated that he is in favor of prequalification of subcontractors as well as contractors. He proposed that all subcontractors be required to meet the requirements specified in the prequalification application.
   Charles Ramsey, a member of the Board of Education of the West Contra Costa Unified School District, shared his experiences dealing with subcontractor issues as part of the West Contra Costa District’s $1 billion bond program. He recommended having contractors give their subcontractors a prequalification form to fill out.

   After considerable discussion, Board members decided to have more analysis done on the subcontractor liability issue and to have José Nuñez and Dave Kirn obtain a copy of the prequalification form for subcontractors that Mr. Ramsey mentioned.

   M/s (Kranenburg/Hayashino) to table the motion to Approve Prequalification Application and Scoring Criteria for A and B Licensed Contractors (Modernization – Measure C) and to have a recommendation for best practices brought back to the December meeting. The motion passed unanimously.

G. M/s (Teanor/Hayashino) to Approve Furniture, Fixtures & Equipment Consultant Recommendation (Modernization – Measure C). The measure passed unanimously.

H. M/s (Teanor/Hayashino) to Ratify Contract with United Professors of Marin (UPM)/AFT Local 1610. The motion passed unanimously.

I. M/s (Teanor/Moore) to Ratify Contract with SEIU 949. The motion passed unanimously.

J. M/s (Kranenburg/Teanor) to Approve Resolution Authorizing Budget Transfers – FY 2005/06. The motion passed unanimously with a roll call vote.

14. Information Items

   A. Contracts and Agreement for Services Report
   B. First Quarter Financial Statements and CCFS-311Q for First Quarter 2005/06

   No action was required on these items.

15. Correspondence

   Board members were asked to review the correspondence in their Board packets.
16. **Board Meeting Evaluation**

17. **Adjournment**

Board members sang happy birthday to Trustee Hayashino.

Board President Long asked for a moment of silence in memory of former Trustee Larry Kramer who passed away recently.

M/s (Brockbank/Treanor) to adjourn the meeting in memory of Larry Kramer. The motion passed unanimously and Board President Long adjourned the meeting at 10:00 p.m.