

COLLEGE OF
MARIN

**Board of Trustees Meeting
December 13, 2005
Minutes**

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 AC108 on the Kentfield campus. Board President Long called the meeting to order at 3:40 p.m. All Trustees were present, all members having received notice as prescribed by law. Also in attendance were Dr. Frances White, Al Harrison, Dr. Elise Schneider, Linda Beam, and Larry Frierson.

M/s (Moore/Dolan) 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 5:45 p.m.

B. Board Organizational Meeting

1. Call to Order, Roll Call, Administration of Oath of Office

The meeting of the Board of Trustees of the Marin Community College District was reconvened for the Board Organizational Meeting at 6:45 p.m. in the staff lounge of the Deedy Student Services Building at the Kentfield campus by Board President Long. Board Clerk Hayashino called the roll and all Trustees were present except Student Trustee Smith.

Dr. White congratulated re-elected Trustees Dolan, Brockbank, and Treanor. Judge Faye D'Opal administered the Oath of Office to them.

2. Readoption of Bylaws and Policies

M/s (Brockbank/Treanor) to readopt the Board Bylaws, Policies and Procedures with recommended changes (amending the order of business to conform with existing practice and adding consideration of Trustee compensation every December). The motion passed unanimously.

3. Election of Officers

M/s (Kranenburg/Hayashino) to nominate Greg Brockbank for President. Elected unanimously.

M/s (Treanor/Brockbank) to nominate Carole Hayashino for Vice President. Elected unanimously.

M/s (Brockbank/Hayashino) to nominate Wanden Treanor for Clerk. Elected unanimously.

Outgoing Board President Long congratulated the new officers. She then commented on progress made toward the Board President's goals she set for herself at the beginning of the year. She emphasized the fact that putting students first had been a high priority for the Board and noted that we are ahead of most community colleges which had passed bond measures a year earlier in the implementation of our facilities bond plan. Board President Long stated that she was pleased that our Board packets are now on the website and that a thorough review of COM'S governance process has been conducted. She noted that Board members have developed a strong relationship with President White and that the Board's teamwork and collaboration have improved. She encouraged the Trustees to continue to pursue educational and training opportunities and expressed the hope that the Board would figure out ways to integrate a staff incentive program into the fundraising plan of the President's Circle. President Long stated that she was pleased with the Board team and what they have done for the college and that she has enjoyed her role as Board President.

President Long was presented with a gift (an engraved clock) from the Board and flowers from Dr. White in appreciation for her year of service as Board President.

4. Meeting Schedule 2006

M/s (Kranenburg/Treanor) to adopt **B.4, Meeting Schedule 2006**. The motion passed unanimously.

5. Appointment of Trustee Representatives and Comments by Board Members

Board President Brockbank distributed copies of a chart with committee names and potential appointments and had asked them to fill out their preferences. He will report on committee appointments at the January Board meeting.

Trustee Dolan congratulated Board President Brockbank on being elected chair and presented him with a gift.

Trustee Treanor stated that she was grateful for Outgoing Board President Long's leadership and appreciated her consistently positive attitude and the way she put the best interest of the college and the students first.

Board President Brockbank stated that he considers it a great honor to serve as Board President and thanked the Trustees for their trust. He said that he has great respect for the role and dignity the office deserves, that he is not coming into the office with a particular agenda, and that he wants to run the meetings well and keep the Trustees

working well together. He noted that this is an exciting time for COM as we are moving ahead as never before.

6. Adjournment

M/s (Brockbank/Hayashino) to adjourn the Organizational Meeting. The motion passed unanimously and President Brockbank adjourned the meeting at 7:05 p.m.

C. Regular Meeting

1. Reconvene

The regular meeting of the Board of Trustees of the Marin Community College District was reconvened at 7:12 p.m. in the staff lounge of the Deedy Student Services Building on the Kentfield campus by Board President Brockbank. He 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 adopt the minutes of the November 15, 2005 Board meeting. The motion passed unanimously.

Outgoing Board Clerk Hayashino reported that no action was taken in the closed session which had been held earlier that day.

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

Jim Geraghty spoke to the Board about being more student-centered and suggested putting a section on the Board agenda which focuses on what being student-centered is and how to attain this. He cited having the Transfer Center closed for a year as an example of not being as concerned about student services as the Board should be.

Jim Locke expressed concern over possible irregularities in faculty hiring policies and procedures (in the areas of minimum qualifications and equivalency determination) at COM. A copy of the letter he submitted to the Board on this subject is attached as part of the official record. Dr. White reported that this issue has been brought to the attention of the administration and that Linda Beam is working with the Academic Senate to respond and correct any problems.

4. Board Reports and/or Requests

a. Board Study Session

1) Educational Master Plan

Dr. Bud Allen of CCS stated that he was happy to report that the first draft of the Educational Master Plan (EMP) was completed by December 1, thanks to the hard work and contributions of faculty, staff, administrators, and students. He said that the document is a good beginning, but needs refinement and completion of some content. He anticipates that the Educational Master Planning Task Group will turn a list of goals over to the Institutional Planning Council or College Council early in February so that they can set priorities. Dr. Allen stated that the EMP draft does not contain a lot of facts and figures about facilities, as EMP's don't usually contain that level of detail, but that COM can

still develop an appropriate Facilities Master Plan.

Board members thanked Dr. Allen for the tremendous amount of work that went into the preparation of the EMP, but expressed a desire for more information about which programs and classes we will be offering and where they will be located. The Board needs to define each campus and make decisions as to where courses will be offered. Dr. White stated that this would take place at the January Board Retreat. She explained that we will focus on two or three major concepts of themes for each campus and then go through a process that will give the campus community a chance to weigh in on the concepts so that we can further define our course of action. Dr. Allen stated that real focus and clarity would come later, once six or eight goals have been specified and refined through the shared governance process.

2) Review of Mission Statement

Dr. Elise Schneider reviewed the process followed in the development of COM's Mission Statement (copy attached) which was approved at the May 10, 2005 Board meeting.

3) Review of Vision and Values Statement

Dr. Schneider presented COM's Statement of Vision and Values (copy attached) which was approved at the December 8 College Council meeting. She thanked the Strategic Planning Task Force for providing leadership in the development of the Mission Statement and the Vision and Values Statement.

b. Commendation Resolutions

None.

c. Legislative Report

Trustee Brockbank distributed copies of a FY2006 federal budget spreadsheet providing an overview of education programs with funding levels recommended by the President, the House, and the Senate. He reported that he heard a presentation at the recent CCLC convention on the massive new community college initiative that would include fee reductions and stated that the Board should pay close attention to this. Dr. White stated that the loss of funding to our district from a reduction in student fees (from \$26 to \$20) would be significant without a clause to hold basic aid districts harmless.

d. Committee Chair Reports

1) Ad Hoc Committee on Trustees' Communications with the Press and Media

Trustee Long reported that the committee, consisting of the Board officers, reviewed existing procedures and recommended the changes to the policy and procedure on Communication with the Public. She noted that a district procedure could include the Board, at President White's discretion, and that an administrative procedure does not require Board action. Board President Brockbank noted that there is room for differences of opinion on the issue of Board access to the press and stated that it was appropriate to address this

issue as a procedure (as opposed to a policy).

e. Individual Reports and/or Requests

Trustee Dolan reported that she, along with Trustees Long and Brockbank, attended the Annual Emeritus Winter Holiday Party and thoroughly enjoyed the event. All three Trustees addressed the group.

Trustee Hayashino reported that she had attended the recent CCLC convention and had picked up a lot of helpful information, particularly on the Campaign for College Opportunities.

Trustee Long wished Erika Harkins well as she completes her term as president of the Emeritus Students.

Board President Brockbank announced that he had attended the recent AGS Teacher Appreciation dinner.

Trustee Moore reported that he recently attended a conference in Novato which provided information on how to make the interior of rooms healthy and safe.

f. CEO Report to Board on WASC Compliance

President White reported that the November 4 team visit went well and that their report has been submitted to the Accrediting Commission. The Commission will meet in January and issue its next report.

5. Chief Executive Officer's Report

President White indicated that her written report was in the Board packets. She announced that \$136,200 had been awarded to faculty and staff for Educational Excellence Innovation Fund (EEIF) proposals. She also stated that we are working with San Francisco State to receive a Workforce Innovation in Regional Economic Development (WIRED) grant from the Department of Labor.

Board President Brockbank announced that Alex Hunt, a COM student, had recently died, and that another COM student had died in San Francisco in a gang-related incident.

a) Staff Reports

Dr. Elise Schneider stated that Board members had received two written reports: a list of disciplines scheduled for Program Review in Spring 2006, and the November Student Equity Report (copies attached).

David Snyder, Dean of Arts & Humanities, reported on the new Study Abroad Program, which we hope to kick off this summer. We are working with the American Institute of Foreign Study and plan to offer Italian 101 and Spanish 112.

Burton Shane of our IT Department demonstrated the new student portal on the COM website which allows students to register online and to access enrollment, schedule, and grade information. Board members congratulated Mr. Shane and our IT Department for providing this great service for our students. They also asked if other services could be provided, such as current grades, tracking of homework assignments, on-line exercises for skill sets, and tracking

progress toward a certificate or AA. Mr. Shane said he would check with the IT Director.

Vice President Al Harrison reported that both ERP vendors were still in the running and that no recommendation had been made yet.

Linda Beam announced that the District will be moving forward with the updating of personnel policies, beginning in January.

b) **Citizens' Oversight Committee Report**

Dr. White announced that a great article had just been published in the Marin IJ describing how well we were doing with our modernization program.

6. Modernization (Capital Improvement Program) Update

Faculty member Katrina Wagner spoke to the Board about her concerns that the modernization process is being driven more by consultants than by the staff, and that architects are being hired before we have developed a Facilities Master Plan. She advocated immediate campus-wide visioning and stated that more students and faculty need to be involved in the Modernization committees on campus. A copy of her statement is attached to the minutes as part of the official record.

José Nuñez stated that the draft of the Educational Master Plan (EMP) was a step in the right direction. He said that he would prepare a formal response to Ms. Wagner but mentioned that numerous open and community forums have been held, that all meetings are open, and that he and his team have tried to be inclusive. Trustee Treanor suggested that Dr. White prepare a communication detailing the inclusive planning and visioning processes that have taken place during the last year. Mr. Nuñez and Dave Kirn updated the Board on the Capital Improvement Program (copy of presentation attached). Dave Kirn reported that he had met with the College Park Homeowners Association to discuss their concerns. Mr. Nuñez has been meeting with many groups on campus to update them on the modernization progress.

Dave Kirn distributed copies of Swinerton's Monthly Progress Report #1, which contains budget, cash flow, project, and contract information (copy attached). These Progress Reports will be prepared each month and will be posted on the college website as part of the bond tracking system. Al Harrison stated that this report is a living document and that it can be refined to meet the information needs of the Board. Preparing the report on a quarterly as opposed to a monthly basis was suggested, and this idea will be considered. Simplifying the format of the expenditure information was also suggested.

7. Academic Senate Update

President White read David Rollison's statement, which focused on collegial consultation, in Mr. Rollison's absence. 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

Daniel Korson, President of Students for Social Responsibility at COM, reported on projects the club is working on: creating a community garden on the Kentfield campus, sponsoring free weekly film screenings, getting locally-grown organic food into our cafeteria, and creating a free textbook website for buying and selling college textbooks.

Giovanna Mazzei, ASCOM President, expressed concern about the proposed Academic Calendar changes. She cited lack of proper analysis of the shortened semester, lack of demographic analysis specific to COM, lack of documentation to back up the proposal, and potential child care problems for parents. She recommended starting the semester on August 28th and ending it on December 16th, having better analysis and student participation in the future when discussing and proposing major policy changes, and keeping documentation to support policy changes. A copy of her statement is attached to the minutes as part of the official record.

Erika Harkins reported that the Annual Emeritus Winter Party was very successful and thanked Trustees Brockbank, Long and Dolan for coming and sharing information. She reported that there is more participation in community and school activities by emeritus students than ever before, and that the bylaws have been revised. She also reported that the COM Foundation donated \$2500 in scholarship funds for emeritus students and that emeritus students have a new art gallery.

10. COM Foundation Report

No report.

11. Items for Possible Future Board Action

a. Academic Calendar 2006-07

Faith Caughlan stated that students are concerned about the proposed calendar changes and the resulting finals schedule. She feels that not enough consultation with students took place before proposing the schedule change and that a task force should be formed to review this issue.

Jim Geraghty and Mario Lopez stated that they have been looking for evidence that students were given an opportunity to provide input on this issue and had not been able to find any. They stressed the importance of looking at the needs of students when negotiating issues that concern students.

Ira Lansing stated that most of the faculty are not dissatisfied with the proposed academic calendar changes and that students may actually gain a few minutes of instruction. The semester will remain 16 weeks in length. He stated that if the starting and ending dates need to be changed, this can be re-negotiated.

b. Board Policy re: Trustees' Communications with the Media (January)

c. Mission Statement, Vision & Values (March)

d. MTA Partnership

e. Financial Audit (January)

f. Student Fee/Refund Schedule 2006/07

g. Marin Country Club Tennis Court Extension (January)

h. Prequalification Application and Scoring Criteria for A and B Licensed Contractors (Modernization – Measure C) (March)

i. School Services of California, Inc. Contract Extension (January)

12. Consent Calendar Items (Roll Call Vote)

M/s (Treanor/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

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. Resignation/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/Retirement of Classified Personnel
4. Temporary Increase/Decrease in Salary for Classified Personnel

D. Classified Management Position – Director of Modernization (Measure C)

E. Classified Management Personnel Recommendations. Approve the Classified Management Personnel Recommendations:

1. Appointment of Interim/Classified Management Personnel
2. Appointment of Classified Management Personnel – (Director of Communications and Community Relations)

F. Educational Administrative Personnel Recommendations. Approve the Educational Administrative Personnel Recommendations:

1. Appointment and/or Change of Educational Administrative Personnel
2. Vice President of Student Learning

Dr. White introduced Dr. Bernie Blackman, COM's new Director of Organizational Development and Planning.

G. Warrants

H. Short-Term Hourly Positions

I. Student Learning Outcomes Assessment: Memorandum of Understanding

J. College of Marin Foundation Memorandum of Understanding

K. New Community Education and Services Courses Spring 2006

13. Other Action Items

A. M/s (Dolan/Kranenburg) to Approve Change in Selection Process for Registered

Nursing Program. The motion passed unanimously.

- B.** M/s (Treanor/Hayashino) to **Approve Contract with Harder & Company Community Research for Needs Assessment Workplan.** The motion passed unanimously. President White introduced Rafael Gomez of Harder & Company.

- C.** **Approve Friends of Corte Madera Creek Watershed Request for Permission To Treat Invasive Spartina in Tidal Areas at the Kentfield Campus.** Sandy Guldman of Friends of Corte Madera Creek Watershed spoke in support of this agenda item. Trustee Dolan stated that she had no problem with digging but was opposed to spraying. Trustee Treanor stated that she wanted the fact that she lives on the property to be sprayed reflected in the minutes.

M/s (Moore/Long) to **Approve Friends of Corte Madera Creek Watershed Request for Permission to Treat Invasive Spartina in Tidal Areas at the Kentfield Campus.** The motion passed unanimously.

- D.** M/s (Dolan/Hayashino) to **Approve Contract Amendment to Allana-Lippert for Consulting Services (Modernization – Measure C).** The motion passed unanimously.

- E.** M/s (Kranenburg/Treanor) to **Approve Capitalization of District Property (District Policy 6.0021).** The motion passed unanimously.

- F.** M/s (Moore/Treanor) to **Approve Implementation of Assembly Bill 982 – Collection of Student Health Fee.** The motion passed unanimously.

- G.** **Approve Contract with Forster Kroeger for Fire Mitigation Project on IVC Campus (Modernization – Measure C)**
Tad Jacobs of Treemasters stated that he felt his company submitted a responsive bid, that Forster Kroeger's bid was not responsive, and that his company should be awarded the contract.

Raul Garcia of Forster Kroeger stated that he had just learned that the contract might be awarded to Treemasters and asked for more time so that he could have proper representation to argue his case and be properly prepared to address this issue before the Board.

Vice President Harrison explained that the Board has the authority to waive minor defects in the lowest bid. Unit price information was missing in Forster Kroeger's bid (the lowest bid), while Treemasters' bid, the second lowest bid, was complete.

M/s (Treanor/Hayashino) to **Approve Contract with Treemasters for Fire Mitigation Project on IVC Campus (Modernization – Measure C).** The motion passed unanimously.

- H.** M/s (Treanor/Hayashino) to **Approve Short Form Contract with CCS Group.** The motion passed unanimously.

- I. M/s (Dolan/Kranenburg) to **Approve Resolution Authorizing Budget Transfers – FY 2005/06**. The motion passed unanimously with a roll call vote.
- J. M/s (Moore/Treanor) to **Ratify Contract with SEIU 949, CSEA, and Unrepresented Groups**. The motion passed unanimously.
- K. M/s (Treanor/Dolan) to **Approve Resolution of Intention – Public Safety Retirement System**. The motion passed unanimously with a roll call vote.
- L. **Ratify Extension of Superintendent/President’s Contract**
This agenda item was continued to the January 24, 2006 meeting.
- M. M/s (Treanor/Hayashino) to **Approve Five-Year Scheduled Maintenance Plan 2006/07 through 2010/11**. The motion passed unanimously.
- N. M/s (Kranenburg/Treanor) to **Approve Contract Amendment to Fugro West, Inc. (Modernization – Measure C)**. The motion passed unanimously.
- O. M/s (Kranenburg/Long) to **Approve Contract Amendment to CSW/Stuber-Stroeh (Modernization – Measure C)**. The motion passed unanimously.
- P. M/s (Treanor/Kranenburg) to **Approve Contract Amendment to Alfa Tech Modernization - Measure C**. The motion passed unanimously.
- Q. M/s (Dolan/Hayashino) to **Approve Contract Amendment to Ninyo & Moore (Modernization – Measure C)**. The motion passed unanimously.
- R. M/s (Long/Kranenburg) to **Approve Contract Amendment to Steinberg Architects Modernization - Measure C**. The motion passed unanimously.
- S. M/s (Treanor/Hayashino) to **Approve Contract Amendment to Amy Skewes-Cox (Modernization – Measure C)**. The motion passed unanimously.
- T. M/s (Dolan/Long) to **Approve Contract Amendment to Royston, Hanamoto, Alley & Abey (Modernization – Measure C)**. The motion passed unanimously.
- U. M/s (Kranenburg/Long) to **Approve Fine Arts Architect Recommendation (Modernization – Measure C)**. The motion passed unanimously.
José Nuñez introduced Marcy Wong, the chief Project Designer for the firm of Marcy Wong and Donn Logan Architects.
- V. M/s (Moore/Kranenburg) to **Approve Physical Education Complex Architect Recommendation (Modernization - Measure C)**. The motion passed unanimously.
- W. M/s (Treanor/Hayashino) to **Approve Resolution Updating Board Policy Regarding Designated Positions for Conflict of Interest**. The motion passed unanimously with a roll call vote.
- X. M/s (Treanor/Hayashino) to **Amend Board Policy and Bylaws – Section 1.2060 (Compensation)**. The motion passed unanimously.

Y. M/s (Treanor/Hayashino) to **Approve Increase in Trustee Compensation.**
The motion passed unanimously.

14. Information Items

A. Contracts and Agreement for Services Report

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

Trustee Kranenburg suggested moving up agenda items when people are present who need to be introduced or who wish to speak.

17. Adjournment

M/s (Treanor/Kranenburg) to adjourn the meeting. The motion passed unanimously and Board President Brockbank adjourned the meeting at 11:00 p.m.

