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 the AS101 conference room at the Indian Valley campus, all members having received notice as prescribed by law. Board President Brockbank called the meeting to order at 5:05 p.m. All Trustees were present except Trustee Treanor. Dr. Frances White, Al Harrison, Anita Martinez, and Linda Beam were also in attendance.

M/s (Long/Moore) to approve the agenda as presented. 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 6:45 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 7:02 p.m. in Building 12 at the Indian Valley campus by Board President Brockbank. He announced that the meeting was being recorded to facilitate the preparation of minutes. All Trustees were present except Trustee Treanor.

2. Approval of Minutes and Report of Closed Session

Board Vice President Hayashino reported that the Board had met in closed session earlier that afternoon on the items listed on the agenda, and that no action was taken.

Board President Brockbank read a statement about the Board’s evaluation of the Superintendent/President. A copy is attached to the minutes as part of the official record.
M/s (Kranenburg/Hayashino) to approve the minutes of the June 13 Special Board Meeting (Retreat). Trustee Long suggested adding the phrase “and the expanded version of the plan” after the word “presented” in the first line of the second paragraph under Program Overview on page two and the phrase “and the intent of the bond for the facilities modernization” after the word “budget” in the second line of that same paragraph. Trustees agreed to include the second phrase but not the first. M/s (Long/Hayashino) to approve the June 13 Board Retreat minutes with this change to the second paragraph on page two: “Board members expressed great concern over the budget figures presented and stressed the importance of staying within budget and the intent of the bond for the facilities modernization and being prudent stewards of the bond funds approved by Marin County voters.” The motion passed unanimously (6-0).

M/s (Long/Hayashino) to approve the minutes of the June 13 Board Meeting. The motion passed unanimously (6-0).

3. **Citizens’ Requests to Address the Board on Non-Agenda Items**
   None

4. **Board Reports and/or Requests**
   a. **Commendation Resolutions**
      None
   b. **Legislative Report**
      Trustee Hayashino reported that we may have an on-time state budget for the first time in six years.
   c. **Committee Chair Reports**
      Trustee Moore reported that the Board evaluation was 6/7 complete and that he hopes to have it ready for the next meeting.
   d. **Individual Reports and/or Requests**
      Board President Brockbank reported that he and Trustee Long attended the Classified Staff Appreciation Luncheon on June 15 and that it was a very well-done event.

      Trustee Long reported that she attended the dental assisting graduation and that it was a highlight to see the graduates of this program and the potential jobs they will have almost immediately upon graduation.

   e. **CEO Report to Board on WASC Compliance**
      President White reported that we are preparing for our October 15 Progress Report and the November accrediting team visit.

5. **Chief Executive Officer’s Report**
   Dr. White indicated that her written report was in the Board packets. She announced that the Marin Community Foundation has funded a $234,000 grant proposal for three years for a College of Marin-San Francisco State University partnership. Harder & Co. has completed a draft of the results of the needs assessment they conducted for us. Responses from the 577 students they have surveyed indicate that we are
doing the right thing by continuing our partnership with SFSU. Survey results will be presented to the Board in August. Dr. White also reported that Student Trustee Sandfort has found a candidate for the student representative on the Citizens’ Oversight Committee.

a. Staff Reports

1) ERP Implementation Update

Al Harrison presented a status report on ERP implementation (copy in Board packet), noting that the first all-day training session held on June 14 was well attended by staff. Next steps will include development of a risk mitigation strategy, data standards, a first draft of a project definition document, and a first draft of a communication plan.

2) Modernization Update

V-Anne Chernock called the Board’s attention to three revised Board Reports: Bid Award - Tree Removal, Bid Award - Gas Main Replacement, and Bid Award – Larkspur Annex Demolition. She reviewed the Capital Improvement Program (CIP) Update (copy in Board packet). Ms. Chernock reported that she, Dr. White, and other staff had attended a briefing in the State Chancellor’s Office on state funding of building projects and that her staff was putting together Initial Planning Proposals (IPP’s) to submit to the state by a Friday deadline. One of the proposals we are submitting is for Administration, Student Services and Humanities Buildings in the northeast quadrant of the campus at the corner of College and Sir Francis Drake. We may reconsider our proposal for IVC since we may not want to wait three years (the amount of time it takes to obtain state funding) to start this project.

3) Bolinas Marine Lab Update

Director of Modernization Chernock presented an update (copy attached) on the Bolinas laboratory facility, responding to questions that were asked by Board members at the June 13 meeting. Key points of her report included the following information:

• The Bolinas laboratory building is not deemed structurally safe by professional experts.
• The District is not required to conduct a geologic trenching study prior to completing other repairs and is not bound by the requirements of the Guidelines for Rehabilitation of Existing Buildings.
• The District and its Trustees are liable for damages if the building is occupied in its current condition.
• The building can be repaired (structural repairs and associated hazardous material abatement, accessibility upgrades) at an estimated minimum cost of $150,000. This estimate is less than half the cost of replacing the building.
• The project requires approval by the Division of the State Architect and the work could be completed no earlier than mid-April 2007.

Joe Mueller, who asked to address the Board on this agenda item, stated that Ms. Chernock’s report answered a lot of his questions and asked if data on toxic abatement and other costs could be made available to the public.
Trustee Dolan asked for a copy of the Field Act and Ms. Chernock said she would obtain this for Board members.

4) Administrative Review to Optimize Enrollment
Vice President Anita Martinez welcomed Dr. Joe Mueller back from leading a successful field course to Alaska. She noted that College of Marin is unique in the number of field courses we offer and expressed appreciation to the instructors who make these courses possible. She called the Board’s attention to the new IVC credit class brochure for fall 2006 and the new COM catalog cover which features a picture of one of our students, an image of Mt. Tam, and the college seal.

Ms. Martinez discussed her report (included in Board packet) entitled “Administrative Review to Optimize Enrollment.” She noted that many of the strategies designed to optimize enrollment will take a while to implement, such as adopting new placement-testing instruments and examining and reworking our challenge process. Enrollment management issues are complex, and many of them overlap. Vice President Martinez stated that her number-one priority as an administrator is to continue her review of enrollment management and to address COM's enrollment decline. She noted that this work will require everyone’s support and hopes to present a study session in the fall on current and future enrollment management initiatives.

Pamela Mize-Kurzman, Dean of Enrollment Services, Development, and Special Programs, shared the disheartening news that COM's summer enrollment is down 9.5% (with a 31.4% decline at IVC). A copy of the enrollment figures is attached. Trustees expressed disappointment over the summer enrollment figures and stressed the urgency of turning the enrollment decline around. The importance of providing high quality support services for our students, improving outreach, overcoming misperceptions about our school in the community, and having data-driven enrollment management strategies was stressed.

Vice President Martinez stated that she would develop a work plan indicating who is responsible for each enrollment management initiative. Trustees stressed the importance of implementation, follow up, and accountability. Ms. Martinez distributed a report on Administrative Positions to be Filled (copy attached), noting that appointments to these positions will help us to accomplish many of the enrollment management initiatives.

5) Governance Review Update
Dr. Bernie Blackman, Director of Organizational Development and Planning, presented a report (included in Board packet) entitled “The College of Marin Participatory Governance System Annual Evaluation Spring 2006.” He noted that this is a preliminary report since the Governance Review Council (GRC) has not had time to review and analyze the results of the survey due to the summer break. The survey, a year-end evaluation of the Participatory Governance System (PGS), was created by the GRC in response to WASC recommendations and the GRC charge, which includes conducting a review and evaluation of the new governance system.
The survey was given to all 49 members of 8 standing PGS committees in April 2006. Results were tabulated by the Research Office. Dr. Blackman summarized portions of the survey results as follows:

Attendance at committee meetings was excellent and most participants indicated that meetings were well-run (but could be improved), and that their participation in the committees was valuable and important to the college. Information adequacy and communication were other areas that warrant improvement. Participants requested further training in consensus decision-making, conflict resolution, how to chair a meeting, and parliamentary procedures. Most participants expressed satisfaction with the PGS’s performance. Dr. Blackman is developing a training plan for the GRC and putting together a member orientation binder. He stated that the college’s fledgling governance system has demonstrated commitment to shared governance in both word and deed and that we have solid evidence to demonstrate to WASC that we have evaluated our participatory governance system and that it is working as designed.

6. **Academic Senate Report**
   David Rollison, Academic Senate President, stated that the faculty is also very concerned about the enrollment decline. He then read a statement expressing some themes in the governance of our school which he feels need to be addressed: disagreement on the definition of collegial consultation, the tendency for decision-making (when it comes to important decisions) to still be unilateral and top-down, misunderstanding of the proper role of faculty in governance, and not seeing disagreements as being opportunities for growth. A copy of Mr. Rollison’s statement is attached to the minutes as part of the official record.

7. **Classified Senate Report**
   Don Flowers, in the absence of Classified Senate President Becky Reetz, reported that the Classified Staff Appreciation Picnic held on June 15 was attended by over 100 staff members, administrators, and Board members. Retirees were honored for their years of service and staff members were acknowledged for academic and professional accomplishments and acts of kindness. Mr. Flowers also reported that a Classified Senate task group would be meeting to begin the process of rewriting the “effectiveness” portion of the Educational Master Plan. A copy of Mr. Flowers’ statement is attached to the minutes as part of the official record.

8. **Student Senate and Student Association Report**
   Hoa-Long Tam, ASCOM President, in response to the enrollment discussion that took place earlier in the evening, urged the College of Marin to stop “moving in the right direction” and “get there.” He reported that the new ASCOM Board would officially take power on July 1 and have its first meeting on July 5. He stated that the students are dismayed that the state has classified the Student Union as non-academic and ineligible for state funding. Director of Modernization Chernock stated that although we can’t get state money to build a Student Union, a Student Union is a critical component of any college. A copy of Mr. Tam’s statement is attached to the minutes as part of the official record.

9. **COM Foundation Report**
   No report.
10. **Board Study Session**
   a. Tentative Budget Presentation

   Vice President of College Operations Al Harrison explained that the budget being presented this evening was tentative and that the real budget (connecting resources to our plan) would be presented in August. Yulian Ligioso, Director of Fiscal Services, reviewed the budget update (copy attached), noting that this is a balanced, rollover budget using the Board priorities from last year. Revenues are up by $2.2 million and most of this amount is being absorbed by $1.9 million in salaries and benefits and the 5.18% COLA. A new fund has been established for Retiree Unfunded Medical Benefits Liability. The Trustees made it clear that they want an appropriate level of funding for enrollment management priorities.

11. **Items for Possible Future Board Action**
   a. Program Review Policy Status (Fall)
   b. Administrator Retreat Rights Policy (Fall)

12. **Consent Calendar Items (Roll Call Vote)**

   M/s (Long/Kranenburg) to approve all items on the Consent Calendar with the exception of 12.K and with the following corrected recommendation to B.12.J: “The Superintendent/President recommends that the Board of Trustees award the bid for the Gas Main Replacement (Project #410A) to Maggiora & Ghilotti, Inc. in the amount of $398,765.00.” The motion passed unanimously with a roll call vote (6-0).

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

   All regular Board meetings are at 6:30 p.m. with Board Retreats (Special Meetings) as noted and other special events:

   - August 8, 2006 – Regular Board Meeting – 6:30 p.m., Staff Lounge, Deedy Student Services, Kentfield
   - August 29, 2006 – Regular Board Meeting – 6:30 p.m., IVC Building 12
   - September 19, 2006 – Regular Board Meeting – 6:30 p.m., Staff Lounge, Deedy Student Services, Kentfield
   - October 10, 2006 – Regular Board Meeting – 6:30 p.m., IVC, Building 12
   - November 14, 2006 – Regular Board Meeting – 6:30 p.m., Staff Lounge, Deedy Student Services, Kentfield
   - December 12, 2006 – Regular Board Meeting – 6:30 p.m., Staff Lounge, Deedy Student Services, Kentfield

B. **Classified Personnel Recommendations.** Approve the Classified Personnel Recommendations:

   1. Appointment of Classified Personnel
   2. Appointment of Hourly Personnel
   3. Temporary Increase/Decrease of Classified Personnel
   4. Permanent Increase in the Classified Assignment

C. **Educational Management Personnel Recommendations.** Approve the Educational Management Personnel Recommendations:
1. Appointment of Educational Management Personnel
2. Resignation/Retirement of Educational Management Personnel

D. Creation of New Educational Management Position – Senior Director of Enterprise and Learning Technology

E. Academic Personnel Recommendations. Approve the Academic Personnel Recommendations:
   1. Appointment of Academic Personnel
   2. Resignation/Retirement of Academic Personnel

F. Short-Term Hourly Positions

G. Student Record Destruction

MODERNIZATION (MEASURE C)

PROFESSIONAL SERVICES CONTRACTS

NEW SHORT FORM CONTRACTS

H. Approve Short Form Contract Annual Renewal – Miller Brown & Dannis, District Legal Consultant

FULL CONTRACTS/RATIFICATIONS

None

AMENDMENTS

None

CONSTRUCTION CONTRACTS

BID AWARDS

I. Approve Bid Award – Tree Removal (Project #317A and #414A)

J. Approve Bid Award – Gas Main Replacement (Project #410A)

K. Approve Bid Award – Larkspur Annex Demolition (Project #321A)

  Trustee Kranenburg asked for information on the process by which we decided demolition was necessary. Director of Modernization Chernock responded that this has been planned for some time and that space reduction is an issue. In addition, the buildings are in bad condition and we are seeking to reduce risk to the district. We plan to use the space for staging and parking during construction.

  M/s (Kranenburg/Hayashino) to Approve Bid Award – Larkspur Annex Demolition (Project #321A). The motion passed unanimously with a roll call vote (6-0).
NEW CONTRACTS
None

RATIFICATIONS
None

CHANGE ORDERS

L. Approve Change Order #6 - Treemasters Tree and Garden Care - IVC Fire Mitigation (Project #418A)

NOTICES OF COMPLETION

M. Approve Notice of Completion (NOC) – Sterling Environmental (Modernization Mock-ups and Product Sample Installations - Project #814A)

MISCELLANEOUS

N. Disposal of Surplus Property

13. Other Action Items

A. M/s (Long/Hayashino) to Approve 2006/07 Tentative Budget. The motion passed unanimously (6-0).

B. M/s (Hayashino/Dolan) to Approve Authorization to Sign on Behalf of Governing Board. The motion passed unanimously (6-0).

C. M/s (Dolan/Hayashino) to Approve Bid Award – Community Education Schedules 2006/07. The motion passed unanimously (6-0).

D. M/s (Dolan/Hayashino) to Approve Bid Award – Emergency Care Simulator Mannequins – Nursing Department. The motion passed unanimously (6-0).

E. M/s (Hayashino/Kranenburg) to Approve Board Policy – Sexual and Other Assaults on Campus (Board Policy 7.0054). The motion passed unanimously (6-0).

F. Public Hearing on Labor Contract Proposal (Re-opener) from United Professors of Marin/Association of the Federation of Teachers – UPM/AFT Local 1610. Board President Brockbank opened the public hearing for comment. There being no one who wished to speak on this issue, he then declared the public hearing closed.

14. Information Items
A. Small Contract Report

B. Acknowledgment of Labor Contract Proposals from Service Employees International Union/Marin Association of Public Employees – SEIU/MAPE Local 949

   Ira Lansing stated that both articles cannot be sunshined and that one will have to be selected by the next meeting.

15. Correspondence
   Board members were asked to review the correspondence in their Board Packets.

16. Board Meeting Evaluation
   Trustees noted that the meeting was long.

17. Adjournment
   M/s (Kranenburg/Hayashino) to adjourn the meeting. The motion passed unanimously and Board President Brockbank adjourned the meeting at 10:25 p.m.