

COLLEGE OF
MARIN

**Board of Trustees Meeting
June 13, 2006
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 the SS A&B conference rooms at the Kentfield campus, all members having received notice as prescribed by law. Board President Brockbank called the meeting to order at 4:30 p.m. All Trustees were present. Dr. Frances White, Al Harrison, Anita Martinez, Linda Beam, and Larry Frierson 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 6:50 p.m. in the Staff Lounge of the Deedy Student Services Building at the Kentfield campus by Board President Brockbank. He announced that the meeting was being recorded to facilitate the preparation of minutes. All Trustees were present except Student Trustee Sandfort.

2. Approval of Minutes and Report of Closed Session

Board Clerk Treanor 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.

M/s (Hayashino/Treanor) to approve the minutes of the May 16 Board Meeting. The motion passed unanimously.

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

Dr. Lawrence Witter thanked the Board and Treemasters for the great job they have been doing trimming the grass and trees on the IVC campus. A copy of his statement is attached to the minutes as part of the official record.

4. Board Reports and/or Requests

a. Commendation Resolutions

None

b. Legislative Report

Trustee Hayashino distributed copies of the most recent CCLC State Budget Update and a June 2006 Federal Update from the California Community Colleges Federal Relations Division (copies attached). She noted that the state budget contains the largest funding augmentation for community college in many years. She mentioned that CCLC recommends that local Boards invite local candidates in the November election to come to campuses to speak. She said her one year term on the CCLC Legislative Advisory Committee would soon be up and that she had an application if other Trustees were interested in serving on this committee.

c. Committee Chair Reports

Trustee Moore reported that he was working on the Board evaluation and would try to have it ready for the next Board meeting.

Trustee Brockbank reported that Board Policy Committee meetings would be put off until the fall.

d. Individual Reports and/or Requests

Trustee Treanor apologized in advance for missing the next meeting as she will be on vacation.

Trustee Dolan encouraged Board members to recycle/reuse binders and other materials being sent to them by district personnel, and displayed a box of binders she was returning.

Trustee Kranenburg reported that he had attended graduation along with the other Trustees and that it went extremely well.

Trustee Moore reported that he and several other Board members had attended the recent COM Foundation Board dinner and that ways to raise funds to help students had been discussed.

Trustee Brockbank thanked staff members involved in the end-of-year staff picnic held last month.

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. She stated that a report will be given at the next Board meeting on the evaluation of our governance system.

5. Chief Executive Officer's Report

Dr. White indicated that her written report was in the Board packets. She called the Board's attention to two items left at their seats: the new IVC credit classes fall 2006 brochure and a front page article in the *Ross Valley Reporter* about one of our graduates. She noted that at the last Board meeting David Rollison had reminded the Board about Academic Senate resolutions regarding the composition and structure of the District Modernization Committee, program review, and the Educational Master Plan. She stated that the Board packet contains a report on the District Modernization Committee and also noted that the Board passed the Educational Master Plan at the April meeting. She thanked the Academic Senate for its support of that document.

a. Staff Reports

1) ERP Implementation Update

Al Harrison presented a status report on ERP implementation (copy in Board packet), noting that the equipment has been installed and training sessions have been scheduled. He stressed the importance of meeting the deadlines that have been set for implementation of the system. Board members asked Mr. Harrison to provide regular updates on the implementation process.

2) Modernization Update

V-Anne Chernock reviewed the Capital Improvement Program (CIP) Update (copy attached), calling attention to the upcoming bid process for three projects: Larkspur Annex demolition, gas main replacement at IVC, and tree removal at both campuses. She informed the Board that a binder containing notes from all the charettes and posters and flyers notifying people of these events has been assembled and is available for viewing.

Katrina Wagner read a statement expressing concerns about the composition, structure, operation, and meeting schedules of the District Modernization Committee and subcommittees. A copy of her statement is attached to the minutes as part of the official record.

3) Bolinas Marine Lab Update

Vice President Martinez reviewed the preliminary report she prepared (copy in Board packet) after she and Dr. White met with COM biology faculty regarding the Bolinas Marine Lab and its suitability for usage, and then reviewed the information acquired to date on this subject. She recommended that we tentatively plan to open the Bolinas Lab for limited COM use (one class – Biology 235) in Spring 2007, depending on the cost to make it ready for instruction and on the ability of the District to fully address safety concerns and contingent on the findings of the Bolinas Task Force. She also recommended that the District not permit use of the site for "Kids Summer Camp" this year based on the advice of Keenan & Associates, our insurer.

V-Anne Chernock called attention to her technical recommendations report regarding the Bolinas Lab (copy in Board packet). She noted that any maintenance or capital construction work involving fire/life safety, structure, or accessibility must be approved by the DSA before a contract for construction can be awarded. Her report also included a recommendation

not to conduct further technical investigations of the lab using bond money until an operational decision is finalized.

Trustees expressed their appreciation to Vice President Martinez and Director of Modernization Chernock for these comprehensive reports. Trustee Kranenburg asked for a legal reading on the geologic (fault) investigation requirement. Trustee Dolan asked for further investigation of a policy previously shown to the Board regarding closure of school properties for safety reasons to see if it applies to schools with established programs (like the Bolinas lab) or just to new schools.

6. Academic Senate Report

David Rollison renewed his request for a written response to three Academic Senate resolutions (on modernization efforts, part of the content of the Educational Master Plan, and the Board directive concerning program review) presented to the Board earlier in the spring. He asked for clarification of references made at the last Board meeting to \$100,000 that had been set aside for enrollment management work in the 05/06 budget, since the two co-chairs of the Enrollment Management Task Force (Pamela Mize-Kurzman and himself), were not aware of this. Mr. Rollison offered support of Katrina Wagner's remarks and reported that the Academic Senate has retained legal counsel to advise the COM faculty on the District's legal obligations toward participatory governance in bond implementation. A copy of Mr. Rollison's report is attached to the minutes as part of the official record.

Board President Brockbank read a statement on behalf of the Board regarding the Academic Senate's refusal to participate in the evaluation of the Superintendent/President. A copy of his statement is attached to the minutes as part of the official record. He gave a verbal response to the Senate's request for a written response to the three resolutions, noting that the Educational Master Plan has already been passed and that a comprehensive written response on the composition and structure of the District Modernization Committee is in the Board packet. He noted that Program Review is on hold until the fall. He also noted that only one of the three resolutions had been included in the Board packet.

7. Classified Senate Report

No report.

8. Student Senate and Student Association Report

No report.

9. COM Foundation Report

Board President Brockbank reported that the Board officers recently met with the COM Foundation officers to discuss a variety of issues.

10. Board Study Session

None

11. Items for Possible Future Board Action

a. Program Review Policy Status

b. Administrator Retreat Rights Policy

Linda Beam reported that this policy will be included with the personnel policies that will be revised.

- c. **Board Policy – Programs for Older Adult Students (Emeritus College) (June)**
- d. **Board Policy – Sexual and Other Assaults on Campus (June)**

Linda Beam reported that one union has stated that there may be some negotiable items related to this policy. She will try to settle this matter before the next meeting.

12. Consent Calendar Items (Roll Call Vote)

M/s (Moore/Treanor) to approve all items on the Consent Calendar except 12.G and 12.H. The motion passed unanimously with a roll call vote.

A. Calendar of Upcoming Meetings & Other Special Events

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

- June 27, 2006 – Regular Board Meeting – 6:30 p.m., IVC Building 12
- 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 – Organizational and Regular Board Meetings – 6:30 p.m., Staff Lounge, Deedy Student Services, Kentfield

Special Events

- June 14, 2006 – 7:00 p.m., IVC Community Forum, IVC Building 12
- June 15, 2006 – 7:00 p.m., Kentfield Community Forum, Olney 96
- June 22, 2006 – 6:30 p.m. – Dental Assisting Graduation – Student Services Courtyard

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

1. Appointment of Classified Personnel
2. Temporary Increase/Decrease of Classified Personnel
3. Resignation/Separation of Classified Personnel

C. Academic Personnel Recommendation. Approve the Academic Personnel Recommendation:

1. Appointment of Academic Personnel

D. Warrant Approval

E. Short-Term Hourly Positions

- F. Approve New Community Education and Services Courses – Fall 2006**
- I. Approve Contract Amendment #2 for Alfa Tech for MEP Engineering Services (Modernization – Measure C)**
- J. Approve Contract Amendment # 2 for CSW/Stuber-Stroeh Engineering Group, Inc. (Modernization – Measure C)**
- K. Approve Contract Amendment #2 for Amy Skewes-Cox (Modernization – Measure C)**
- L. Approve Change Order #1 for Sterling Environmental for Abatement Services (814A) (Modernization – Measure C)**
- M. Approve Contract Amendment #2 for Fugro West, Inc. (Modernization – Measure C)**
- N. Approve Selection of Kate Keating and Associates as the District Signage Consultant and Authorize District to Enter into a Short Form Contract for Initiation of District Signage Standards and Guidelines (Modernization – Measure C)**
- O. Approve Construction Contract for Al Heffley, Inc. to Install Sample Restroom Partitions (Project #814A) (Modernization – Measure C)**
- P. Approve Paragon Program Management System from ViaNovus – Additional View Only Software Licenses for District Personnel (Contract Amendment #2) (Modernization – Measure C)**
- Q. Approve Budget Transfers – FY 2005/06**
- R. Approve Notice of Completion for Miscellaneous Roof Repair, Kentfield & Indian Valley Campuses**
- S. Approve Notice of Completion – Asbestos Abatement P.E. Complex and Fine Arts Building, Kentfield Campus**
- T. Approve Notice of Completion – Harlan Center and Learning Resource Center, Roof Repair Project**
- U. Approve Notice of Completion – Miscellaneous Roof Repair, Kentfield Campus**
- V. Approve Change Order #5 – Treemasters - IVC Fire Mitigation (Project #418A)**
- W. Acknowledge Receipt of Measure C Bond Accountant’s Report for July 2005-December 2005**

G. Approve Steinberg Architects Contract Amendment #2 (Modernization – Measure C)

Trustees asked for advance notice of upcoming contract changes, regular reports on change order amounts, regular reports on changes in the scope of work we are requesting, and a gauge of appropriate levels of deliverables. V-Anne Chernock assured the Board that she will closely monitor contract changes and expenditures and that she will put together a study session on contract procedures for the Board.

M/s (Long/Hayashino) to **Approve Steinberg Architects Contract #2**.
The motion passed unanimously.

H. Approve Long Form Contract for Transitions, managing change in the workplace, inc. as District’s FF&E Consultant (Modernization – Measure C)

In response to questions from Board members, V-Anne Chernock stated that all products presented at the Furniture Fair are sustainable and that substantial changes were made to the standard form because Transitions is not a traditional services vendor.

M/s (Treanor/Moore) to **Approve Long Form Contract for Transitions, managing change in the workplace, inc. as District’s FF&E Consultant**.
The motion passed unanimously.

13. Other Action Items

A. Reaffirm Measure C Bond Modernization Program Committee Structure

Dr. White called the Board’s attention to the Response to Request for Facilities Oversight Group attached to this Board Report in the packet. She noted that the Ventura model (which our Academic Senate has suggested that we follow) is not a Prop 39 model and that the current MCCD model is better suited to our district because it provides more varied opportunities for equal, shared participation in the bond program. She stated that she is recommending that the Board reaffirm the current Measure C Bond Modernization Program committee structure, noting that the District Modernization Committee can decide to expand itself. All constituent groups are represented on the District Modernization Committee and we are not in violation of Title 5, according to our bond counsel. Dr. White also stressed the fact that **only** the Board of Trustees has sign-off with regard to money.

M/s (Treanor/Hayashino) to **Reaffirm Measure C Bond Modernization Program Committee Structure**. The motion passed unanimously.

14. Information Items

A. Contracts and Agreement for Services Report

B. Military Request for Student Directory Information

15. Correspondence

Trustees were asked to review the correspondence in their Board Packets.

16. Board Meeting Evaluation

Board members appreciated the fact that the meeting moved along quickly.

17. Adjournment

M/s (Long/Kranenburg) to adjourn the meeting in memory of Tony Grubman, a long-time COM employee who recently passed away. The motion passed unanimously and Board President Brockbank adjourned the meeting at 8:30 p.m.