

COLLEGE OF  
**MARIN**

**Board of Trustees Meeting  
May 16, 2006  
Minutes**

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**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 5:07 p.m. All Trustees were present except Trustee Long, who arrived at 5:15 p.m. Dr. Frances White, Al Harrison, Anita Martinez, Linda Beam, and Larry Frierson were also in attendance.

M/s (Kranenburg/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 6:25 p.m.

**B. Reconvene to Regular Meeting**

**1. Reconvene in Open Session; Swearing in of Student Trustee**

The meeting of the Board of Trustees of the Marin Community College District was reconvened in open session at 6:33 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.

Kelea Sandfort took the oath of office and was sworn in as the new Student Trustee.

**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 April 25, 2006 Special Board Meeting (retreat) and the April 25, 2006 regular Board Meeting. The motion passed unanimously.

Trustee Long asked to add a further explanation of her vote on two agenda items from the April 25 meeting. She was informed that she could recommend this under the Board Requests agenda item and that her explanations would be attached to the minutes of this meeting.

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

Gloria Kopshever read a letter to the Board about communication confusion regarding the lap swimming classes we offer (copy attached). She also shared with the Board a letter (copy attached) signed by 23 lap swimmers in Jean Haley's Instructional Lap Swim class, asking if some creative thinking could be done to provide a consistent schedule of lap swimming classes at the IVC pool. Board President Brockbank responded that he had tried to reach her earlier that day to inform her that we currently do indeed plan to have the IVC pool open for public swimming this summer after all.

**4. Board Reports and/or Requests**

**a. Commendation Resolutions**

Board Clerk Treanor read the two commendation resolutions.

1) M/s (Treanor/Hayashino) to approve the **Resolution in Support of Classified School Employees Week (May 21-27, 2006)**. The motion passed unanimously.

2) M/s (Treanor/Kranenburg) to approve the **Resolution Commending the COM Mariners Baseball Team**. The motion passed unanimously.

Mariners baseball coach Steve Berringer thanked the Board for this honor.

**b. Legislative Report**

Trustee Hayashino reported that the biggest news was the Governor's "May Revise" proposed budget and distributed a one page summary provided by the CCLC (copy attached).

**c. Committee Chair Reports**

Trustee Long reported that Superintendent evaluation forms from Board members are due May 21.

Trustee Moore announced that he would be sending out the Board self-evaluation forms within the next 10 days after checking with Trustee Dolan, his fellow committee member.

**d. Individual Reports and/or Requests**

Trustee Dolan reported that she attended the recent CCLC Trustees Conference in La Jolla. Dr. White was also there, and Trustee Long participated on a panel. Trustee Dolan commended Alpha Gamma Sigma for the outstanding Teacher Appreciation Dinner held on May 12.

Trustee Long announced that Trustee Dolan was honored at the CCLC Conference for her twenty years of service as a Trustee.

Trustee Kranenburg reported that he attended a recent Marin County School Boards Association meeting and the fabulous Marin Education Fund Anniversary Dinner on May 4 along with several other Trustees. The Board Ad Hoc Budget/Facilities/Modernization Committee also met recently and discussed the MSAT

lease.

Trustee Hayashino suggested that we look into having the College of Marin Foundation participate in the CCLC's charitable gift annuities program.

Trustees Kranenburg, Treanor and Long commended Dr. White and the staff for the President's Circle Breakfast, which was very well done and well-received by the community.

Trustee Treanor reminded everyone of the upcoming COM Foundation Scholarship Ceremony on May 19 and the Golden Bell Education Evening on May 24. She thanked everyone who attended the Marin Education Fund anniversary dinner and said she was delighted that COM and the COM Foundation sponsored a table at that event.

Trustee Hayashino expressed thanks on behalf of all the Board members for the books on green design sent by Sim Van der Ryn and Andres Edwards.

Trustee Long asked to have explanations of her vote on two agenda items from the April 25 meeting entered into the minutes as follows:

**12.F. Approve Community Education Fee Increases 2006 – 2007.**

Trustee Long explained her "no" vote by stating that there has been a significant decline of enrollment in community education and she requested at the March Board meeting that a comprehensive study be conducted on factors contributing to the decline since 2004, perhaps due to the increase in fees. She asked for a delay on the decision until such time as the study could be completed.

**13.B. Approve College of Marin Educational Master Plan.**

Trustee Long explained her "no" vote by stating that there is a need for a Comprehensive Educational Master Plan (EMP) with program action plan specifics, a timeline and accountability identified. While she appreciated the collaborative work to date completed by the Educational Master Plan Committee and the Institutional Planning Committee led by Vice President Martinez, the Educational Master Plan is an evergreen document as indicated in the report. The merging of the Educational Master Plan and the Facilities Master Plan is needed.

**e. CEO Report to Board on WASC Compliance**

President White stated that we have completed the five recommendations but still need to work on program review.

**5. Chief Executive Officer's Report**

Dr. White indicated that her written report was in the Board packets. She thanked everyone who attended the President's Circle Breakfast and reported that over 150 people attended and we raised over \$50,000 for the Educational Excellence Innovation Fund. The Board and the audience then viewed the video which was shown at the President's Circle Breakfast.

**a. Staff Reports (5 minutes)**

**1) Enrollment Management Report (A. Martinez, D. Rollison)**

David Rollison reviewed the handouts in the Board packets concerning enrollment management (Enrollment Management Short-Term Action Plan, Short-Term Enrollment Management Activities – Progress Report, and Proposed Enrollment Management Activities 06/07). He noted that the Enrollment Management Task Force tried to find strategies to stop the erosion of enrollment and that funding would be needed to build new strategies.

Vice President Martinez stated that she would like to conduct an administrative review of the following areas in an effort to optimize enrollment: outreach, admission, testing, orientation, counseling, registration, enrollment, and continuing enrollment (copy of handout attached).

Trustees expressed their appreciation for the work of the Task Force and suggested several activities that they would like to see pursued in an effort to turn around the enrollment decline: a student survey to find out what our students need, improved marketing and outreach, improved student support services, inclusion of more detail and strategy in the monthly enrollment management progress reports, student exit interviews, showing the President's Circle Breakfast video to high school counselors and graduating high school students. The Trustees also requested an accounting of last year's expenditures on enrollment management and a recommendation for funding of 06-07 enrollment management activities with sources identified.

**6. Academic Senate Report**

David Rollison presented the Academic Senate's Resolution on Program Review and reported that the Senate was respectfully declining the invitation to participate in the Board-directed evaluation of the Superintendent/President and was declaring its intent to conduct its own evaluation of the Superintendent/President and other administrators consistent with past practice. Mr. Rollison also resubmitted three Academic Senate resolutions presented at the March Board meeting and formally requested a written response. A copy of Mr. Rollison's report and the three resolutions are attached to the minutes as part of the official record.

**7. Classified Senate Report**

Becky Reetz acknowledged the hard work of classified staff who served on college committees and task forces. She announced that a classified staff appreciation BBQ would take place in June to honor retirees, 20-year service awards, and staff milestones. A copy of her report is attached to the minutes as part of the official record.

**8. Student Senate and Student Association Report**

Giovanna Mazzei reported that the current student leadership supports Kelea Sandfort, the new Student Trustee. ASCOM elections have been held and Hoa-Long Tam is the new President. ASCOM has sponsored Fertile Ground for the AIDS Walk and Marin Services for Women for the Marin Human Race. Ms. Mazzei announced that she

would be the commencement speaker and reminded everyone that the COM Foundation Annual Awards Ceremony would take place from May 19 at 5:00 p.m. A copy of Ms. Mazzei's report is attached to the minutes as part of the official record.

**9. COM Foundation Report**

No report.

**10. Board Study Session**

**a) Campus Themes/Programs/Strategic Enrollment Growth (Student Learning Team) (30 minutes)**

Dean Nanda Schorske , Becky Reetz, Letta Hlavachek, and Ron Palmer presented a progress report on suggested areas for growth at IVC (copy of presentation attached). Feedback from the May 10 IVC needs assessment meeting attended by faculty, staff, and administrators was included in the presentation.

One of the conclusions of the presentation was that research prior to and since the May 10<sup>th</sup> meeting does not support inclusion of the nursing program at IVC. Kaye Barnett, a COM nursing student and President of the Student Nurses Association, described the problems that moving the nursing program to IVC would create for the students in the nursing program.

Dean Schorske stated that IVC has the potential to grow by 20% each year with the right mix of programs, student support services, and campus amenities. She stressed the need to focus on "teaching technology and technology as a teaching tool."

Board members thanked Dean Schorske and her staff for the excellent and informative presentation. They suggested several areas to explore as possible programs at the IVC campus: a biotech program, a culinary academy, community education, a customer service academy, an irrigation program, apprenticeships in the business community and ethics training, housing, a dental hygiene program, offering artists space for studios, a golf school, senior day care, training for certified nursing assistants, internet and e-commerce, and viticulture.

Dr. White noted that the Trustees had received a copy of her paper on sustainability. More information will be presented at the next Board meeting about new curriculum being proposed to augment our nascent Environmental Studies program into an Environmental Studies/Regenerative Design degree program.

**b) Modernization (Capital Improvement Program) Update**

President White thanked José Nuñez for doing a fine job as our Interim Director of Modernization. Mr. Nuñez thanked Dr. White and the Board for the opportunity to work on College of Marin's Capital Improvement Program the past 18 months. He stated that he would still be available to our staff as a resource. Mr. Nuñez reviewed the CIP Update (copy attached) and Swinerton's January - March Quarterly Report (copy on the website), noting that 77 contracts have been executed in the last 18 months.

Jim Brovelli, Director of Athletics and Physical Education, commented on the architectural design process that members of the P.E. Department participated in, noting that space needs were discussed at great length. He stated that it has been exciting to be involved in this process and complimented Swinerton for doing a great job.

Tammy Metzler of Transitions reported on the results of the Furniture Fairs held in April and distributed a brochure (copy attached) picturing the first choices in furniture of the individuals who participated in the survey. Durability and sustainability are two of the standards used by the furniture selection committee. Purchasing from a local manufacturer was mentioned as a factor to be considered when the purchasing decisions are made.

**11. Items for Possible Future Board Action**

**a. Program Review Policy Status**

**b. Administrator Retreat Rights Policy**

UPM President Ira Lansing asked if proposed policies were still being circulated to the three unions before coming to the Board and mentioned that he had not seen items 11.a or b before. President White noted that these policies have gone to College Council and that the unions should be in the loop.

**c. Board Policy – Programs for Older Adult Students (Emeritus College) (June)**

**d. Board Policy – Sexual and Other Assaults on Campus (June)**

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

M/s (Treanor/Long) to approve all items on the Consent Calendar with one change to A: the July 18 Board Retreat and meeting are being rescheduled to August 8. 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) as noted and other special events:

June 13, 2006 – Board Retreat – noon to 5:00 p.m., Staff Lounge,  
Deedy Student Services, Kentfield

June 13, 2006 – Regular Board Meeting – 6:30 p.m., Staff Lounge, Deedy  
Student Services, Kentfield

June 27, 2006 – Regular Board Meeting – 6:30 p.m., IVC Building 12

August 8, 2006 – Board Retreat – 9:45 to 3:00 p.m., Marin  
Community Foundation, Redwood Room, 5 Hamilton Landing,  
Ste. 200, Novato

August 8, 2006 – Regular Board Meeting – 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

## **Special Events**

May 12, 2006 – 6:30 p.m., Teacher Appreciation Dinner, Kentfield Cafeteria

May 17, 2006 – 7:00 p.m., Sustainable Community Session, Olney 96

May 19, 2006 – 5:00 p.m., COM Foundation Scholarship Awards Ceremony,  
Student Services Building, Kentfield

May 25, 2006 – 12:00 to 1:30 p.m., Picnic in the Grove, Redwood Grove,  
Kentfield

May 25, 2006 – 6:00 p.m. – Pinning Ceremony for Registered Nursing  
Program, Fine Arts Theater

May 26, 2006 – 7:00 p.m. – Commencement - Gymnasium

May 31, 2006 – 7:00 p.m. to 8:30 p.m., IVC Community Forum (Building 12)

June 1, 2006 – 7:00 p.m. to 8:30 p.m., Kentfield Community Forum (Olney 96)

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. Appointment of Hourly Personnel
  3. Resignation/Separation of Classified Personnel
  4. Temporary Increase/Decrease of Classified Personnel
- C. Classified Management Personnel Recommendation.** Approve the Classified Management Personnel Recommendation:
1. Retirement of Classified Management Personnel
- D. Warrant Approval**
- E. Short-Term Hourly Positions**
- F. Declaration of Surplus Property – Miscellaneous Equipment**
- G. Reject Claim for Damages – North Marin Water District**
- H. Approve Change Order #4 to Contract with Treemasters Tree and Garden Care for Fire Mitigation Project on IVC Campus (418A) (Modernization – Measure C)**
- I. Approve Contract (Deductive) Amendment #2 – Sandis Humber Jones (Modernization – Measure C)**
- J. Approve Resolution Authorizing Budget Transfers – FY 2005/06**
- K. Approve Contract Amendment #2 for Royston Hanamoto Alley & Abey (Modernization – Measure C)**

**13. Other Action Items**

- A. M/s (Treanor/Long) to **Approve Lease Amendment #4 with Marin School of Arts & Technology (MSAT)**. The motion passed unanimously.
- B. M/s (Treanor/Kranenburg) to **Approve Summer Swim Program Indian Valley Campus**. The motion passed unanimously.
- C. M/s (Treanor/Moore) to **Approve Health Fee Increase**. The motion passed unanimously.
- D. M/s (Treanor/Hayashino) to **Approve Revised Registration Priority**. The motion passed unanimously.
- E. M/s (Moore/Dolan) to **Approve Resolution to Enter into Transaction with the California Department of Education for the Purpose of Providing Child Care and Development Services and Designation of Personnel to Sign Contract Documents for Fiscal Year 2005/06**. The motion passed unanimously with a roll call vote.
- F. M/s (Kranenburg/Treanor) to **Approve Study Abroad Field Course (Biology 139)**. The motion passed unanimously.
- G. M/s (Hayashino/Kranenburg) to approve **Acknowledgment of Labor Contract Proposal (Re-opener) from United Professors of Marin/Association of the Federation of Teachers – UPM/AFT Local 1610**. The motion passed unanimously.
- H. M/s (Moore/Long) to approve **Acknowledgment of Labor Contract Proposal from Service Employees International Union/Marin Association of Public Employees – SEIU/MAPE Local 949**. The motion passed unanimously.

**14. Information Items**

- A. Contracts and Agreement for Services Report
- B. Third Quarter Financial Status Report and CCFS-311Q for 2005/06
- C. District Procedure on Communication with the Public

**15. Correspondence**

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

**16. Board Meeting Evaluation**

Favorable comments were made about changes made to the agenda.

**17. Adjournment**

M/s (Treanor/Hayashino) to adjourn the meeting in memory of Honor Jackson, Sr., a retired COM employee, who recently passed away. The motion passed unanimously and Board President Brockbank adjourned the meeting at 10:15 p.m.

