

COLLEGE OF  
**MARIN**

**Board of Trustees Meeting  
February 14, 2006  
Approved 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 on the Indian Valley campus, all members having received notice as prescribed by law. Board President Brockbank called the meeting to order at 5:20 p.m. All Trustees were present. Dr. Frances White, Al Harrison, Dr. Elise Schneider, Linda Beam, and Larry Frierson were also in attendance.

M/s (Moore/Hayashino) 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 6:30 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 6:45 p.m. in Building 12, Room 100 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 Dolan, who arrived at 6:50 p.m., and Student Trustee Smith.

**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/Kranenburg) to approve the minutes of the January 24, 2006 Special Board Meeting (Retreat) and the January 24, 2006 regular Board meeting. The motion passed unanimously.

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

Dr. Paul Kingsley expressed concern over the threat of loss of accreditation at the College of Marin if shared governance issues are not addressed. A copy of his statement is attached to the minutes as part of the official record.

Dr. Lawrence Witter suggested that COM celebrate its 80<sup>th</sup> birthday by participating in parades that will take place in Marin County this year to generate positive publicity for the college. Board President Long asked him to write up his ideas and send them to Dr. White for response.

Ms. Gloria Kopshever read a letter she wrote to the Board expressing concern over the lack of a professional pool manager with the responsibility of maintaining the IVC pool and also seeing that money budgeted for heating and service costs are well spent. A copy of her letter is attached to the minutes as part of the official record. Ms. Kopshever also brought a copy of the Novato 2006 City Guide (published by the Novato Advance) and noted that our IVC campus was not mentioned in this publication while Dominican University had a full page ad on the back page.

Jeannie Langer spoke to the Board about the opposition of most of COM's nursing faculty to plans to move Nursing Education from Kentfield to IVC. A copy of her statement is attached to the minutes as part of the official record.

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

**a. Board Study Session**

**1) MTA Partnership Update**

Trustee Kranenburg reported on his attendance on behalf of the Board on a "working group" of the Marin Telecommunications Agency (MTA) Board which is looking at overall governance issues for media center services. He noted that some recommendations are in the process of being made. Dr. White noted that staffing/space issues need to be addressed with regard to COM's potential role in providing media center services in partnership with MTA.

**b. Commendation Resolutions**

**1) Resolution in Support of Black History Month**

Board Clerk Treanor read the Resolution. M/s (Treanor/Hayashino) to approve the **Resolution in Support of Black History Month**. The motion passed unanimously.

**2) Resolution in Support of National Engineering Week.**

Board Clerk Treanor read the Resolution. M/s (Kranenburg/Moore) to approve the **Resolution in Support of National Engineering Week**. The motion passed unanimously.

Dr. White presented Dr. Stacey Cook with a Certificate of Appreciation for her years of service at COM and wished her well in her new endeavor. Dr. Cook thanked the Board, faculty, staff, administration, and students for the opportunity to work and learn at COM and wished everyone here the best as we move forward.

Dr. White thanked Andrew Carothers for his dedication, sense of humor, and hard work and presented him with a Certificate of Appreciation and a gift. Mr. Carothers thanked everyone at COM for the opportunity to work

with them and expressed particular appreciation to Dr. White for her leadership skills and the marketing staff for their terrific work.

Board President Brockbank thanked both Dr. Cook and Mr. Carothers for their service to COM.

Dr. White introduced and welcomed Cathy Summa-Wolfe, our new Director of Communications and Community Relations (effective February 21).

**c. Legislative Report**

Trustee Hayashino reported that she attended the CCLC Advisory Committee on Legislation on January 28 and that the next meeting was scheduled for April 7. She distributed a handout (copy attached) from that meeting and reported that the Governor's budget is the best one in a number of years for community colleges, with no adverse impact to basic aid districts.

**d. Committee Chair Reports**

Board President Brockbank asked committee chairs to check with committee members and Dr. White to make sure we are on schedule for the CEO and Board evaluations.

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

Trustee Dolan reported that she and Board President Brockbank had attended a very interesting workshop at the CCLC Conference which covered several issues relevant to our district including: changes on the Board, conflict among Board members, rebuilding trust, closing the Child Care Center, and friendship with the President.

Trustee Hayashino reported that she and Trustee Moore attended the Multimedia Open House held at IVC on February 11 and commended Nanda Schorske, Derek Wilson, and other staff for an outstanding job of organizing this event.

Trustee Long complimented staff on the outstanding quality of the *College of Marin Source*, the official newsletter from Dr. White.

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

President White reported that the Accreditation Commission has chosen to keep us on warning and that the letter from the Commission has been posted widely. Our next report is due October 15 and we will have to demonstrate that we have institutionalized our processes and structures and that they are working effectively. Student Learning Outcomes will need to be incorporated into as many courses and disciplines as possible. The Commission will also want to see if we have effectively integrated our Educational Master Plan and Facilities Master Plan with the budget process.

Dr. White stated that she had met with David Rollison to discuss the Board directives from the January 24, 2006 Retreat and what might be a good process to ensure appropriate participation by the Academic Senate. Mr. Rollison and Vice President Martinez are working on this issue. Dr. White stated that the Academic Senate expects us to live up to the governance policy we accepted last spring and that the Senate doesn't want its authority usurped in academic areas where it is to

have primary authority. She stated that the Board has made it clear that they want a collaborative process and thinks there is a true acceptance that the Senate will have to play a major role in arriving at the rightsizing of the institution.

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

President White indicated that her written report was in the Board packets. She congratulated Nanda Schorske and Derek Wilson on a successful multimedia partnership meeting at IVC on February 10. Dr. White called the Board's attention to the new organizational charts that Bernie Blackman has prepared, noting that Dr. Blackman's work has already helped to clarify committee structures and interrelationships.

### a) Staff Reports

#### 1) Budget Update (copy of handout attached)

Al Harrison, Vice President of College Operations, reported that our budget is under control and that we are not overspending.

#### 2) EMP Update

Anita Martinez, Vice President of Student Learning, called the Board's attention to the most recent draft of the Educational Master Plan (EMP) and thanked David Rollison for his contributions to this document. A writing subcommittee appointed by the Institutional Planning Committee has been working on the EMP, including COM's goals.

Trustee Long expressed some concerns with the EMP draft, noting that she feels that much content is missing, including the following: information on our programs and sequence of courses, data about our student population, information on current and future enrollment, cost information on facilities, and enrollment planning.

### Other Staff Reports

Andrew Carothers, Interim Director of Communications & Community Relations, gave an update on Bolinas Marine Lab communications. He noted that the future of the lab is an emotionally charged issue and that Dr. White and the Board have received several communications from the community about the Bolinas Marine Lab. Mr. Carothers noted that our goal is to create a dialogue with the Bolinas community and the community at large. We have written opinion pieces and guest editorials for local newspapers in an attempt to communicate with Marin residents and to provide information on data assessments, relevant laws, options for use, and the purpose of the community task force. We have responded to all individuals who have communicated with us on this issue. Board members stressed the importance of being briefed on the Bolinas Marine Lab issue on a regular basis.

Linda Beam, Executive Dean of Human Resources & Labor Relations, reported that her department is working on updating personnel policies. College Council passed a recommendation to create a subcommittee to assist HR in developing a draft proposal process. Phil Kranenburg and Harry Moore will be the two Board representatives to that committee.

### b) Citizens' Oversight Committee Report

No report.

**6. Modernization (Capital Improvement Program) Update**

José Nuñez presented a CIP update and reviewed the Quarterly Report from Swinerton (copies of both handouts attached). He noted that a Paragon demonstration would be given at the next Citizens' Oversight Committee meeting and that the signage selection process has begun.

**7. Academic Senate Update**

David Rollison stated that he thinks we need clarification of program review and that he will be working with Anita Martinez on this. He mentioned some recent statements from the College that have appeared in the IJ which seem to be barbs aimed at the faculty. He suggested that a public effort should be made to correct misrepresentations if people have been inaccurately quoted. A copy of his statement is attached to the minutes as part of the official record.

**8. Classified Senate Update**

Becky Reetz, the new Classified Senate President, read a statement introducing herself, commending Nancy Kutcher for her accomplishments during her tenure as Classified Senate President, and discussing goals of Classified Senate for the coming year (completing revision of constitution and bylaws, developing the Senate website, and improving communication). A copy of her statement is attached to the minutes as part of the official record.

Board President Brockbank welcomed Ms. Reetz as President of the Classified Senate and asked her to thank Nancy Kutcher for all of her hard work.

**9. Student Senate and Student Association Report**

Giovanna Mazzei reported that the ASCOM Board is full and announced these upcoming events: Clothesline Project Display April 17-19, Take Back the Night March (April 19), and Student Union Design Contest. A copy of her 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. Mission Statement Review (March)**
- B. MTA Partnership (March)**
- C. Labor and Risk Management (Modernization – Measure C) (April)**
- D. Program Review Policy**
- E. Lease with North American Resources (Taqueria Site) (March)**
- F. Budget Calendar 2006/07**
- G. 2006/07 Academic Calendar**

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

M/s (Treanor/Long) to approve all items on the Consent Calendar with the exception of 12.G. 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:**

**\* March 21, 2006 – Board Retreat – 12:00 p.m. to 5:00 p.m.**

Staff Lounge, Deedy Student Services, Kentfield

**\* March 21, 2006** – Staff Lounge, Deedy Student Services, Kentfield

April 25, 2006 – Staff Lounge, Deedy Student Services, Kentfield

May 16, 2005 – IVC Building 12, Room 100

June 13, 2006 – Staff Lounge, Deedy Student Services, Kentfield

June 27, 2006 – IVC Building 12, Room 100

July 18, 2006 – Board Retreat – 9:45 to 3:00 p.m., Marin

Community Foundation, Redwood Room, 5 Hamilton Landing,  
Ste. 200, Novato

August 29, 2006 – IVC Building 12, Room 100

September 19, 2006 – Staff Lounge, Deedy Student Services, Kentfield

October 10, 2006 – IVC, Building 12, Room 100

November 14, 2006 – Staff Lounge, Deedy Student Services, Kentfield

December 12, 2006 – Staff Lounge, Deedy Student Services, Kentfield

**Other Special Events**

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

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

**\* Please note date change!**

**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. Educational Management Personnel Recommendations:** Approve the Educational Management Personnel Recommendations:

1. Resignation of Educational Management Personnel

**D. Warrant Approval**

**E. Short-Term Hourly Positions**

**F. Student Fee/Refund Schedule for 2006/07**

**G. Approve Authorization to Procure ERP System (Modernization – Measure C)**

Frank Vaskelis of Strata Information Group made a presentation on the ERP procurement process (copy attached) and responded to questions.

M/s (Hayashino/Treanor) to **Approve Authorization to Procure ERP System (Modernization – Measure C)**. The motion passed by a vote of 6 to 1 (with Trustee Dolan casting the no vote).

H. **Approve Contract Award to FloorTec for Miscellaneous Floor Covering Installations at Kentfield and Indian Valley Campuses (Modernization – Measure C)**

**13. Other Action Items**

A. M/s (Hayashino/Treanor) to **Approve Asbestos Abatement - Kentfield Campus, PE Complex (Project #308C) and Fine Arts Building (Project #306B)**. The motion passed unanimously.

B. M/s (Kranenburg/Treanor) to **Approve Resolution Authorizing Budget Transfers – FY 2005/06**. The motion passed unanimously.

**14. Information Items**

A. **Contracts and Agreement for Services Report**

**15. Correspondence**

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

**16. Board Meeting Evaluation**

**17. Adjournment**

M/s (Long/Kranenburg) to adjourn the meeting. The motion passed unanimously and Board President Brockbank adjourned the meeting at 9:27 p.m.