

COLLEGE OF
MARIN

**Board of Trustees Meeting
April 25, 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 Conference Rooms A&B in the Student Services Building on the Kentfield campus, all members having received notice as prescribed by law. Board President Brockbank called the meeting to order at 5:10 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/Hayashino) 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 6:40 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 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.

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 (Dolan/Treanor) to approve the minutes of the March 21, 2006 Special Board Meeting. The motion passed unanimously. M/s (Moore/Treanor) to approve the minutes of the March 21, 2006 regular Board meeting. Trustee Long asked that the numbering on page 1 under "B" be corrected to read as follows:

1. Reconvene in Open Session
2. Approval of Minutes and Report of Closed Session

The motion passed unanimously.

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

Austin Smith stated that it has been a pleasure to serve on the Board of Trustees and that he knows this Board will continue to do excellent things for this district. He then read a letter of resignation (copy attached). Board President Brockbank presented Mr. Smith with a certificate of appreciation for his service as Student Trustee.

Patrick Seidler, representing Transportation Alternatives of Marin, an organization which promotes pedestrian and bicycle transportation in Marin County, asked the Board to consider conducting a Campus Transportation Needs Analysis. He and his organization would like to work with COM to improve pedestrian, cycling, and disabled student access to our campuses and to incorporate this focus on improving access into the expanding county-wide pedestrian infrastructure. He provided the Board with a handout (copy attached).

4. Board Reports and/or Requests

a. Board Study Session

1) Creek Management Plan Presentation

Debra Mathau of Swinerton, Syd Temple of Questa Engineering Corporation, and Jim Grossi of CSW/Stuber-Stroeh Engineering Group, Inc. discussed Ignacio Creek Erosion Mitigation (copy of presentation attached). Issues that need to be addressed include protecting bridge foundations, stopping bank erosion and failures, and controlling storm drainage. They suggest dealing with immediate concerns and developing a proactive long-term strategy. The projected project cost is \$1,000,000, which is less than was predicted earlier.

2) Educational Master Plan (EMP)

Vice President Anita Martinez presented the latest version of the Educational Master Plan, noting that it now contains a goals preamble and that changes were made to the Library and Learning Resources section. She noted that the Academic Senate had requested removal of Section 4 and its related appendices. The EMP will be posted on our website. Board members expressed their appreciation to everyone who worked on this document.

3) Enrollment Management Report

Pamela Mize-Kurzman, Dean of Enrollment Services, Development & Special Programs, presented a progress report on short-term enrollment management activities (copy attached). Board members expressed great concern over our declining enrollment and asked for regular progress reports on what we are doing to deal with this problem and turn the enrollment situation around.

b. Commendation Resolutions

Austin Smith was recognized earlier in the evening.

c. Legislative Report

No report.

d. Committee Chair Reports

Trustee Long reported that she and Trustee Treanor serve on the Superintendent/President's Evaluation Committee. Last year's evaluation instrument will be used, Dr. White will provide a self-evaluation, and a constituent feedback form will be tried out this year. She noted that the Board is looking forward to obtaining feedback on how the year has gone.

Trustee Kranenburg reported that the Board Policy Committee, consisting of himself and Trustee Moore, had met and will begin the process of reviewing our Board policies and recommending possible updating.

e. Individual Reports and/or Requests

Trustee Dolan reported that she attended COM's spring dance program and enjoyed it very much. She also attended Earth Day in Marin County on April 22 and encouraged everyone to participate in Coastal Clean Up Day the last Saturday in September.

Trustee Kranenburg reported that he and Trustee Long attended a recent meeting of the Marin County School Boards Association where they heard that K-12 schools are focusing on wellness issues and childhood obesity problems.

Trustee Long expressed her appreciation to José Nuñez, Dave Kirn, Rob Barthelman and their staffs and to Dr. White and her staff for all the extra work involved in the development and presentation of the charettes. She announced that she would be making a presentation on Educational Master Plans at the upcoming CCLC Trustees Conference in La Jolla.

Trustee Treanor, a member of the Marin Education Fund (MEF) Board, thanked College of Marin and the College of Marin Foundation for being a co-sponsor of the May 4 MEF anniversary dinner.

f. CEO Report to Board on WASC Compliance

Dr. White reported that the college is taking steps to make sure the community know we are still accredited. A statement that we are fully accredited by WASC will be included in all modernization ads, press releases, Monday briefings, letters to high schools, and college publications. She noted that the Educational Master Plan is the last of the five recommendations we were asked to address. There will be a team visit this November and Dr. White stated that we will have a lot to be proud of. We are looking forward to being removed from warning and increasing our enrollment.

5. Chief Executive Officer's Report

President White indicated that her written report was in the Board packets. She announced that Yolanda Bellissimo and Carol Adair will be honored as outstanding Marin County teachers at the May 24 Golden Bell Education Evening. Dr. White introduced two new members of the staff: Beth Root, Interim Director of Childcare Programs, and V-Anne Chernock, Director of Modernization.

a) Staff Reports

Al Harrison, Vice President of College Operations, presented information (copy attached) on funding of fiscal year 2005-06 Board priorities and estimated financial impact of enrollment declines. He noted that our enrollment fees are \$157,000 less than budgeted and non-resident fees are \$180,000 less than budgeted. Our drop in international fees has been greater than expected. Several Trustees expressed interest in making international student recruitment a higher priority. President White stated that we would need funds and have to realign our infrastructure in order to revitalize international student recruitment.

1) Kentfield Summer Swim Program

Vice President Harrison reported that we will have a summer swim program at Kentfield from June 19 through August 20.

2) IVC Summer Swim/Parks & Recreation

Vice President Harrison reported that we will not be offering a swim program at IVC this summer as we have not heard from the YMCA which has run the program in the past. The Marin YMCA summer camp also will not be held at the IVC campus this year. Several Trustees recalled controversy in the past when IVC's summer swim program was not offered. Dr. White was asked to look into the possibility of finding funding to hire staff to operate a summer swim program at IVC.

b) Citizens' Oversight Committee Report

1) COC Annual Report

Dr. Bill Levinson, chair of College of Marin's Citizens' Oversight Committee (COC), reported that the COC has met five times and that the accomplishments of the committee are listed in the annual report included in the Board packets. He stated that the COC members are comfortable that the bond funds are being used properly. Trustees expressed their appreciation to Dr. Levinson and the committee for their thorough work.

6. Modernization (Capital Improvement Program) Update

José Nuñez presented the monthly CIP update (copy attached). He noted that his team is proceeding with design documents for the creek mitigation measures outlined earlier. A signage consultant is being brought on board and bids for tree removal and Larkspur Annex demolition are set to go out in May. Two hundred thirty-five surveys were filled out by Furniture Fair participants. Mr. Nuñez hopes to bring a Campus Master Plan to the Board at the June 27 meeting, with final approval in July.

a) Bolinas Marine Lab Update

José Nuñez and Dave Kirn showed photos of recent storm damage to the Bolinas property, noting that additional material appears to be poised to dislodge from the slope and add to the existing debris pile. Four feet of material is leaning against the house now from slides in recent months and there is concern that additional material may damage the wall of the house significantly.

b) Science Faculty Report on the Bolinas Marine Lab

Dr. Joe Mueller stated that members of COM's science faculty had come to present compelling evidence that Swinerton has exaggerated claims that the Bolinas Marine Lab is unsafe. Dr. Jamie Deneris stated that in her professional opinion the hazards presented by mold have been grossly

exaggerated. Dr. Patrick Kelly reported that it is a scientific impossibility for traces of formaldehyde to still be present. Dr. Jim Locke reported that the faults Bolinas is on will not generate significant tsunamis because the rocks move from side to side. Dr. Don Foss stated that there is a potential fault outside Bolinas, that no engineer can make the lab seismically safe, and that he is not afraid to teach in the Bolinas Marine Lab. He noted that we live in an earthquake-prone area and that no one knows when the “big one” will come. He also noted that most asbestos in the United States is not a carcinogen and that we need to find out what kind of asbestos we have at the Bolinas lab and to take care of it in an easy and inexpensive way. Joe Mueller requested that reconsideration be given to using the lab, not the house.

Trustees noted that more study needs to be done on the Bolinas Marine Lab issues so that various options can be presented. Board members are very concerned about the Ed Code prohibition against having an educational institution on an active fault. Board President Brockbank thanked the faculty members for their presentations, and promised that they would be responded to.

7. Academic Senate Update

John Sutherland read a statement addressing the cover sheet accompanying the Educational Master Plan which stated that the Academic Senate asked to have Section 4 of the EMP and its related appendices deleted. He explained that there was controversy over one sentence in Section 4 and that the Senate voted to remove Section 4 until a satisfactory agreement could be reached with regard to the language in question. Mr. Sutherland stated that the Senate would continue to work for an agreeable solution for the inclusion of the effectiveness section. A copy of his statement is attached to the minutes as part of the official record.

8. Classified Senate Update

Becky Reetz, Classified Senate President, stated that many of the Classified Senators and staff have concerns about constituent review of the Educational Master Plan. She announced that Nancy Kutcher was recently appointed to the California Community College Classified Senate as a Board member and that COM's Classified Senate would hold a fundraiser BBQ on May 3rd. A copy of Ms. Reetz' statement is attached to the minutes as part of the official record.

9. Student Senate and Associated Students Report

Hoa Long-Tam reported that Giovanna Mazzei will serve as the Interim Student Senate President until the new Student Trustee and Senate President are sworn in. He stated that the students were displeased that the Educational Master Plan was not sent through the participatory governance system. Copies of the Student Senate and ASCOM reports are attached to the minutes as part of the official record.

Vice President Martinez stated that she and David Rollison had talked about the concern expressed regarding the need for more constituent participation in the review of the EMP. The document was posted and there was an overreliance that constituents would read the document and provide feedback. She recognizes that a few more steps need to be taken in the future to provide opportunities for constituent feedback.

President White stated that Institutional Planning Committee members need to report back to their constituent groups and ask for feedback.

10. COM Foundation Report

President White reported that David Schwartz had resigned that morning as COM Foundation President and that Frank Parnell is the new president. The COM Foundation Board is excited about a new scholarship program for needy students and is looking for new Board members.

11. Items for Possible Future Board Action (5 minutes)

- a. **MTA Partnership**
- b. **Program Review Policy Status**
- c. **Health Fee Increase (May)**
- d. **Revised Registration Priority (May)**
- e. **Board Policy – Programs for Older Adult Students (Emeritus College) (May)**

12. Consent Calendar Items (Roll Call Vote)

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

May 16, 2006 – IVC Building 12

June 13, 2006 – Board Retreat – noon to 5:00 p.m.

Staff Lounge, Deedy Student Services, Kentfield

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

June 27, 2006 – IVC Building 12

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

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

October 10, 2006 – IVC, Building 12

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

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

Special Events

May 2, 2006 – 12:00 p.m. to 1:30 p.m., Kentfield Campus Forum (Olney 96)

May 3, 2006 – 3:00 p.m. to 4:30 p.m., IVC Campus Forum (Building 12)

May 3, 2006 – 7:00 p.m. to 8:30 p.m., IVC Community Forum (Building 12)

May 4, 2006 – 7:00 p.m. to 8:30 p.m., Kentfield Community Forum (Olney 96)

May 5 to 7, 2006 – CCLC Trustees Annual Conference, Hyatt Regency, La
Jolla

May 19, 2006 – College of Marin Foundation's Annual Scholarship

Awards Ceremony – 5:00 p.m., Kentfield Student Services Center

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 22, 2006 – 6:30 p.m. – Dental Assisting Graduation – Front of Student Services Building

- B. Academic Personnel Recommendations.** Approve the Academic Personnel Recommendations:
1. Part-Time Temporary Credit Instructors Added and Changed Appointments Spring 2006
 - a) Temporary Non-Credit Community Education and Services Instructors for Spring One 2006
 - b) Temporary Non-Credit Community Education and Services Instructors for Spring Two 2006
- C. Classified Personnel Recommendations.** Approve the Classified Personnel Recommendations:
1. Appointment of Classified Personnel
 2. Resignation/Separation of Classified Personnel
 3. Temporary Increase/Decrease of Classified Personnel
- D. Classified Management Personnel Recommendation.** Approve the Classified Management Personnel Recommendation:
1. Appointment of Classified Management Personnel
- E. Educational Management Personnel Recommendations**
1. Appointment of Educational Management Personnel
- G. Warrant Approval**
- H. Short-Term Hourly Positions**
- I. Approve Contract Award to Tremco Incorporated Roof Repair**
- J. Approve Contract Services with PG & E for Electrical Services Upgrade/ Installation Project #321A Larkspur Annex Demolition and Site Improvements (Modernization – Measure C)**
- K. Approve Change Order #3 to Contract with Treemasters Tree and Garden Care for Fire Mitigation Project on IVC Campus (418A) (Modernization – Measure C)**
- L. Approve Contract Amendment #1 – Degenkolb Engineers, District Structural Engineering Consultant (Modernization – Measure C)**
- M. Approve Change Order #1 – Western Roofing Service Projects #302A-LRC & 303A-HC; Misc. Roof & Below Grade Waterproofing**

- N. **Approve Deductive Change Order #1 – Asbestos Management Group Project 308C Abatement of Asbestos Insulation, P.E. Complex**
- O. **Approve Contract Amendment No. 2 – Allana Buick Bers Design Consultant for Roof Repairs and Replacement (Modernization – Measure C)**
- P. **Approve Short Form Contract for CCS Group to Provide Support for Campus Master Plans**
- F. **Approve Community Education Fee Increases 2006-2007**
Trustee Long stated that she had asked for a report on the effects of past fee increases on enrollment and had not received that. She expressed concern that some people will not be able to afford classes if fees are increased and said she could not support this action.
M/s (Moore/Hayashino) to **Approve Community Education Fee Increases 2006-2007**. The motion passed by a vote of 5 to 2 (with Trustees Long and Dolan casting the dissenting votes). Trustee Long indicated that she would be submitting a statement further explaining her vote.

13. Other Action Items

- A. M/s (Treanor/Hayashino) to **Approve College of Marin Mission Statement**. The motion passed unanimously.
- B. M/s (Hayashino/Kranenburg) to **Approve College of Marin Educational Master Plan**.
Trustee Long asked to modify the language of the recommendation to identify the March 21 draft as Phase II since the plan is not yet complete. Other Trustees did not agree to this suggestion but did agree to add the words “as modified” to the recommendation so that it reads as follows: “The Superintendent/President recommends that the Board of Trustees approve the March 21st draft as modified of the Educational Master Plan.” The motion passed by a vote of 6 to 1 (with Trustee Long casting the dissenting vote). Trustee Long indicated that she would be submitting a statement further explaining her vote.
- C. M/s (Treanor/Kranenburg) to **Approve College of Marin Goals**. The motion passed unanimously.
- D. M/s (Kranenburg/Treanor) to **Approve of Citizens’ Oversight Committee Members**. The motion passed unanimously.

M/s (Treanor/Kranenburg) to approve items 13.E, F and G:
The motion passed unanimously with a roll call vote.
- E. **Approve Resolution Authorizing Budget Transfers – FY 2005/06**
- F. **Approve Resolution Authorizing the Issuance of a 2006 Tax & Revenue Anticipation Note and Participation in the Community College League**

of California Cash Flow Financing Program

- G. **Approve Resolution for Employer Paid Member Contributions – Cal PERS Retirement Plan Change for Safety Officers; and Resolution to Tax Defer Member Paid Contributions – Cal PERS Retirement Plan Change for Safety Officers**
 - H. **Approve Revised Administrator Retreat Rights Policy (Board Policy 50006.2)**
This item was postponed until the next meeting because it is a first reading of the revision.
 - I. M/s (Treanor/Dolan) to **Approve Authorization to Sign on Behalf of Governing Board.** The motion passed unanimously.
 - J. M/s (Treanor/Dolan) to **Approve Academic Calendar for 2006-07.** The motion passed unanimously.
 - K. M/s (Dolan/Kranenburg) to **Approve Study Abroad Program in Spain.** The motion passed unanimously.
 - L. M/s (Treanor/Hayashino) to **Approve Authorization to Negotiate Lease Agreement with Marin School of Arts and Technology (MSAT).** The motion passed unanimously.
 - M. M/s (Treanor/Hayashino) to **Approve Additional Scope of Work – Chief Labor Negotiator Designation.** The motion passed unanimously.
 - N. **Approve Termination of Student Trustee**
This item is moot because of Austin Smith’s resignation.
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**
Trustees commented that the meeting was too long.
17. **Adjournment**
M/s (Hayashino/Treanor) to adjourn the meeting. The motion passed unanimously and Board President Brockbank adjourned the meeting at 11:05 p.m.

