

COLLEGE OF  
**MARIN**

**Board of Trustees Meeting  
March 21, 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 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 5:20 p.m. All Trustees were present except Trustee Hayashino. Dr. Frances White, Al Harrison, Anita Martinez, Linda Beam, and Larry Frierson were also in attendance.

M/s (Moore/Long) to adopt the agenda with the exception of item 13.F, which was pulled. 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 6:20 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 6:35 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 except Trustee Hayashino.

**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 February 14, 2006 Board Meeting. One change was suggested: removing any references to arrival times of the Trustees.

The motion passed unanimously.

M/s (Dolan/Smith) to approve the minutes of the March 2 Special Board meeting (retreat). The motion passed unanimously.

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

Peter Eldredge showed the Board a draft copy of an oral history on the Bolinas Marine Lab he has been working on which will soon be published. Copies will be made available to the Board and placed in local schools and libraries.

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

**a. Board Study Session**

**1) Review of Mission Statement**

Vice President Martinez presented the Mission Statement for review with no suggested changes from last year's initial version. The statement has been reviewed and approved by other campus groups and no Trustees indicated a desire for any changes.

**2) Review of COM Goals**

Vice President Martinez and David Rollison presented the COM goals which were approved at the March Institutional Planning Committee (IPC) meeting. Mr. Rollison read the eight goals for the record (copy attached). Vice President Martinez explained that the goals will play a role in overall planning for the College and that administrators will be working on workplans tied to the eight goals. She noted that the goals were developed through a shared governance process in a short time and commended the members of the IPC for this remarkable accomplishment. Mr. Rollison explained that the divisions and disciplines will be developing specific goals that will tie into the institutional goals during the first part of the fall semester. Vice President Martinez, Mr. Rollison, and Dr. Bernie Blackman will develop a planning calendar.

**3) Review of COM Educational Master Plan**

Vice President Martinez and David Rollison presented the latest draft of the Educational Master Plan (EMP). Most of the work on this draft was done by the writing subcommittee of the IPC: Maula Allen, Katrina Wagner, Michael Brailoff, David Rollison, and Anita Martinez. Mr. Rollison noted that input from the campus community was included in the EMP and that there were opportunities for our local expertise to contribute. Vice President Martinez stated that it was important for us to demonstrate shared governance at work to the Accrediting Commission and that development of the EMP was the most visible way to do this. The EMP will be brought to the Board in April for final approval. Board members complimented staff for working together on this project.

**4) Marine Science Studies Task Force**

Dr. White introduced Margaret Elliott, Director of the COM Foundation, and Dr. Alissa Arp, Director of the Romberg Tiburon Center, who have agreed to head up a Marine Science Studies Task Force which will make recommendations regarding science education within the county and also help with fundraising for this effort. Dr. Arp stated that the task force will assess the existing situation and talk about collaboration and partnerships to make best use of the available facilities for science education in our county.

Dr. Arp thinks the work of the task force can be completed in twelve months and will give quarterly reports to the Board. Trustees expressed their appreciation to Dr. Arp and Margaret Elliott for their willingness to coordinate this effort. They look forward to hearing suggestions for possible partnership opportunities for the Bolinas Marine Lab.

**5) Bolinas Marine Lab Report**

Dr. Joe Mueller, Director of the Bolinas Marine Lab, gave a presentation on the history and value of the Bolinas Marine Lab. He noted that many organizations have used the lab for research, training, docent training, and educational programs. The lab has provided quality opportunities to change students' lives. He asked that we not destroy the building and allow continued use of the lab and dock.

**b. Commendation Resolutions**

**1) Resolution in Support of March as Women's History Month**

Board Clerk Treanor read the Resolution. M/s (Moore/Long) to approve the **Resolution in Support of March as Women's History Month**. The motion passed unanimously with a roll call vote.

**c. Legislative Report**

No report.

**d. Committee Chair Reports**

Trustee Moore asked for input regarding when the Board evaluation should be done. Trustee Long reported that the Superintendent/President Evaluation Committee will give an update at the April meeting.

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

Trustee Kranenburg reported that he had recently attended an enthusiastic meeting of the Education Task Force and also the Marin County School Board's Association dinner along with several other Trustees.

Trustee Long asked if a study could be done on the effect that raising fees of some of our community education classes has had on our enrollment. Board President Brockbank said that the Board officers would discuss this request.

Trustee Dolan commended COM's Drama Department for a wonderful production of Three Penny Opera.

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

President White reported that we have been on track in addressing all five of the recommendations made by the Accrediting Commission, and that the only one remaining is the Educational Master Plan.

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

President White indicated that her written report was in the Board packets. She reminded the Board of the upcoming CCLC Annual Trustees Conference in May. Dr. White introduced Dr. Bernie Blackman, our Director of Organization Planning & Development, who distributed and explained handouts detailing COM committee membership in Measure C Bond and Title V systems (copies attached). He noted that

there is good representation from all constituencies on the committees. The Governance Review Council (GRC) is finalizing an evaluation instrument that will be used to evaluate the efficiency and effectiveness of our committees.

**a) Staff Reports**

**1) District Modernization Committee and Facilities Planning Committee**

José Nuñez presented the results of a survey he conducted of how six other districts handle their bond programs (copy attached). He noted that we are implementing the Ventura Community College District model here. Board members discussed the need for better communication of what takes place in the modernization committees and subcommittees. Jim Geraghty stated that the students would be willing to be “guinea pigs” and to work with the planners to plan and design a Student Union Building.

**2) MTA Update**

Vice President Harrison reported that COM staff had recently met with Marin Telecommunications Agency (MTA) Board members. MTA expects to have a contract signed with Comcast in April. COM's Frank Crosby will serve as a staff resource for and make a presentation to an MTA working group focusing on governance issues. COM's Board Budget/Facilities/Modernization Ad Hoc Committee will hear feedback from this MTA working group regarding staff/space needs.

**3) Revised Administrator Retreat Rights Policy**

Linda Beam presented a draft of a revised Administrator Retreat Rights Policy with one change suggested by the Academic Senate: adding an optional interview for a retreating administrator. Ms. Beam also announced that she hopes we'll be able to start scheduling policy review committee meetings soon.

**b) Citizens' Oversight Committee Report**

Dr. White reported that we have six openings on the Citizens' Oversight Committee. Applications are available from the President's Office and will be accepted until April 7. A subcommittee composed of the Board officers will review the applications and submit their recommendations at the April meeting.

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

José Nuñez presented the monthly CIP update (copy attached). He encouraged everyone to attend the upcoming charettes on March 24 and 25 and April 6 and 7. The meetings where results of the charettes will be presented have been changed to the week of April 17. The Board will have a Study Session on charette results at the April Board meeting.

**7. Academic Senate Update**

David Rollison reported on the March 3 meeting of the Senate at large where three crucial issues were discussed: revisions to the Educational Master Plan, the faculty role in campus modernization, and the Board directives. He read the three resolutions passed at the meeting. 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, reported that the Classified Senate is continuing to work on updating our constitution and bylaws, developing a mission

statement, and setting goals. All sixteen seats on the Classified Senate are currently filled. A well-attended welcome reception was held for Anita Martinez and Cathy Summa-Wolfe at the last Classified Senate meeting. A copy of Ms. Reetz' statement is attached to the minutes as part of the official record.

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

Student Trustee Smith reported that College of Marin will vote for Model E as the new Structure of the State Student Senate and that our student government elections are coming up. The Student Union is sponsoring a Student Union design contest and is accepting financial contributions to fund the contest prizes.

Student Trustee Smith also reported for ASCOM President Giovanna Mazzei and announced the upcoming Clothesline Project activities. He welcomed Arnulfo Cedillo, our new Interim Director of Student Affairs, and noted that the student government organizations are working to update their web pages on the COM website. Copies of both reports are attached to the minutes as part of the official record.

**10. COM Foundation Report**

Information was already presented in the Marine Science Studies Task Force Report.

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

- a. **Increase in Fees for Community Education (April)**
- b. **MTA Partnership (April)**
- c. **Revised Administrator Retreat Rights Policy (April)**
- d. **Program Review Policy Status (May)**
- e. **COM Educational Master Plan (April)**
- f. **COM Goals (April)**
- g. **Approval of COM Mission Statement (April)**
- h. **Approval of Citizens' Oversight Committee Members (April)**
- i. **MSAT Lease Extension**
- j. **TRANS Resolution (April or May)**
- k. **CalPERS Resolution –Safety Officers (April)**

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

M/s (Treanor/Kranenburg) to approve all items on the Consent Calendar, noting these date changes:

April 6 Planning Charette from 9:00 a.m. to 3:00 p.m. at IVC – Building 12  
in place of a Results of Planning Charette meeting on April 5

April 7 Planning Charette from 9:00 a.m. to 3:00 p.m. at IVC – Building 12  
in place of a Results of Planning Charette meeting on April 6

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:

April 25, 2006 – Board Retreat – 12:00 p.m. to 5:00 p.m.  
Staff Lounge, Deedy Student Services, Kentfield

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

May 16, 2006 – IVC Building 12  
 May 23, 2006 – Board Retreat – 12:00 p.m. 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**

March 22, 2006 – Community Round Table presented by COM's Center for Regenerative Design – 7:00 p.m., Olney Hall  
 March 24, 2006 – Planning Charette – 1:00 to 4:00 p.m., Kentfield (Fusselman 120)  
 March 25, 2006 – Planning Charette – 1:00 to 4:00 p.m., IVC (Building 12)  
 March 30, 2006 – 2006 Marin Jobs Summit – 8:00 a.m. to 4:00 p.m., Giorgio's Ristorante, 200 Drakes Landing Road, Greenbrae  
 April 6, 2006 – Sim Van der Ryn Charette – 9:00 a.m. to 3:00 p.m., IVC (Building 12)  
 April 7, 2006 – Sim Van der Ryn Charette – 9:00 a.m. to 3:00 p.m., IVC (Building 12)  
 April 19, 2006 – Presentation of Charettes – 3:30 to 5:00 p.m., Kentfield (Olney 96)  
 April 20, 2006 – Presentation of Charettes – 12:00 to 1:30 p.m., IVC (Building 12)  
 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 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)

***Please note the addition of the April 25 and May 23 Board Retreats.***

- B. Academic Personnel Recommendations.** Approve the Academic Personnel Recommendations:
  1. Approval of Continued Employment of Academic Contract Faculty
- C. Classified Personnel Recommendations.** Approve the Classified Personnel Recommendations:

1. Temporary Increase/Decrease of Classified Personnel
2. Appointment of Hourly Personnel

- D. **Approve Change to Salary Range – Supervisory Classification – Accountant**
- E. **Approve Reclassification – Confidential - Affecting Executive Secretary Classification**
- F. **Educational Management Personnel Recommendations:** Approve the Educational Management Personnel Recommendations:
  1. Interim Director of Student Affairs and Health Center
- G. **Warrant Approval**
- H. **Short-Term Hourly Positions**
- I. **Declaration of Surplus Property – Miscellaneous Equipment**
- J. **Rejection of Claim by Forster and Kroeger Landscape Maintenance**
- K. **Approve Change Orders #1 and #2 to Contract with Treemasters Tree and Garden Care for Fire Mitigation Project on IVC Campus (418A) (Modernization - Measure C)**
- L. **Adopt Procedure for Publication, Outreach and Selection of Citizens' Oversight Committee (C.O.C.)**
- M. **Approve Resolution Granting Authorization to Enter into an Agreement with 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 2005/2006**

13. **Other Action Items**

- A. M/s (Kranenburg/Treanor) to **Approve North American Resources Corporation – Lease Extension**. The motion passed unanimously.
- B. **2006 CCCT Board Election**. M/s (Moore/Treanor) to accept the slate of candidates recommended by Trustees Dolan, Brockbank and Hayashino. The motion passed unanimously.
- C. M/s (Treanor/Kranenburg) to **Approve Agreement with Perry Smith LLP Measure C Bond Fund Expenditures 2005/06**. The motion passed unanimously.
- D. M/s (Kranenburg/Treanor) to **Approve Agreement with SunGard SCT – ERP System (Modernization – Measure C)**. The motion passed unanimously.
- E. M/s (Kranenburg/Long) to **Approve Resolution Authorizing Budget Transfers – FY 2005/06**. The motion passed unanimously with a roll call vote.

**F. Approve 2006/07 Academic Calendar**

This item was pulled from the agenda.

**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**

No comments.

**17. Adjournment**

M/s (Long/Treanor) to adjourn the meeting. The motion passed unanimously and Board President Brockbank adjourned the meeting at 9:35 p.m.