COLLEGE OF MARIN

BOARD OF TRUSTEES
REGULAR MEETING AGENDA

MARCH 21, 2006
COLLEGE OF MARIN

SPECIAL BOARD MEETING
BOARD RETREAT

Tuesday, March 21, 2006
12:00 p.m. to 5:00 p.m.

College of Marin
Staff Lounge, Deedy Student Services – Kentfield Campus

AGENDA

12:00 p.m. CALL TO ORDER, ROLL CALL AND ADOPTION OF AGENDA

COMMENTS FROM THE PUBLIC

NEW BUSINESS

Purpose: Provide a forum to encourage full Board discussion of 1) College of Marin's 2006/07 budget development workshop and 2) response to Board directives.

ADJOURNMENT
Agenda
BOT Retreat/Workshop
March 21, 2006 (12:00 noon to 5:00 p.m.)
Staff Lounge, Deedy Student Services – Kentfield Campus

A. 2006-2007 Budget Development:
   Al Harrison, Vice President of Operations

   The purpose of the budget workshop is to review with the Board of Trustees certain
trends and other information which will assist in understanding and formulating the
2006/07 unrestricted general fund budget projections. Topics which will be presented
are:

1. Proposed revenue and expense assumptions
2. Historical analysis and projection of property taxes
3. Analysis of personnel costs including the cost of negotiated contracts
4. Analysis and history of employee benefit costs
5. Analysis of other costs such as fixed costs, supplies, etc.
6. Comparison of program costs
7. Analysis and projection of Children’s Center Operation
8. Other special budget items

B. Response to Board Directives:
   Anita Martinez, Vice President of Student Learning

   The purpose of the presentation is to provide background information and respond to
the Board directives of January 24, 2006. Topics which will be presented include:

1. Board Directives
2. Role of specific planning in overall planning
3. Facilities usage
4. Size of the College of Marin – 10,000 by year 2010
5. College growth strategy
6. The Top 10 Programs
7. The Top 20 Partnerships
8. Campus themes, such as those suggested by the Board of Trustees at the
   January 24, 2006 Workshop
9. WSCCH by discipline
10. Translation of WSCCH to Assignable Square Footage (CCS Group)
11. Top 10 Projects
A. Closed Session – 5:00 p.m. in Student Services Conference Rooms A&B

1. Call to Order, Roll Call and Adoption of Agenda

   a) Request for Public Comment on Closed Session Agenda

2. Closed Session: To consider and/or take action upon any of the following items:

   (a) With respect to every item of business to be discussed in closed session pursuant to Section 54957.6: CONFERECE WITH LABOR NEGOTIATOR

   Relative to the following organizations representing employees: United Professors of Marin (AFT/UPM), California School Employees Association (CSEA), Service Employees International Union (SEIU), Unrepresented Employees (Confidential, Supervisors, Managers)

   (b) Significant exposure to litigation pursuant to subdivisions (b) of Government Code Section 54956.9: CONFERECE WITH LEGAL COUNSEL-Potential & Existing Litigation

   Four cases – Sullivan vs. MCCD
   UPM Unfair Practice Charge
   UPM Grievance Arbitration
   Forster and Kroeger

   (c) PUBLIC EMPLOYEE DISCIPLINE/DISCUSSION/DISMISSAL/RELEASE/SEPARATION
B. Reconvene to Regular Meeting

1. Call to Order (6:30)
2. Approval of Minutes (6:30 to 6:35)
   - Minutes of February 14, 2006 Board Meeting
   - Minutes of March 2, 2006 Special Board Meeting
   - Report of Closed Session for March 21, 2006

3. Citizens’ Requests to Address the Board on Non-Agenda Items (6:35 to 6:45)

4. Board Reports and/or Requests (6:45 to 8:10)
   a. Board Study Session
      1) Review of Mission Statement (Anita Martinez) – 6:45 to 6:55
      2) Review of COM Goals (Anita Martinez and David Rollison) – 6:55 to 7:05
      3) Review of COM Educational Master Plan (Anita Martinez and David Rollison) – 7:05 to 7:30
      4) Marine Science Studies Task Force Report (Dr. Alissa Arp and Margaret Elliott) – 7:30 to 7:40
      5) Bolinas Marine Lab Report (Joe Mueller) – 7:40 to 7:50
   b. Commendation Resolutions
      1) Resolution in Support of March as Women’s History Month
   c. Legislative Report
   d. Committee Chair Reports
   e. Individual Reports and/or Requests
   f. CEO Report to Board on WASC Compliance

5. Chief Executive Officer’s Report (8:10 to 8:20)
   a. Staff Reports
      1) District Modernization Committee and Facilities Planning Committee (Fran White/Al Harrison)
      2) MTA Partnership Update (Al Harrison)
      3) Revised Administrator Retreat Rights Policy (Linda Beam)
   b. Citizens’ Oversight Committee Report

6. Modernization (Capital Improvement Program) Update (8:20 to 8:30)
7. Academic Senate Report (8:30 to 8:35)
8. Classified Senate Report (8:35 to 8:40)
9. Student Senate and Student Association Report (8:40 to 8:45)
10. COM Foundation Report (8:45 to 8:50)

11. Items for Possible Future Board Action (8:50 to 9:00)
   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) (9:00 to 9:10)

   The Superintendent/President recommends that the Board of Trustees approve the following Consent Calendar Items:

   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 Charrette – 1:00 to 4:00 p.m., Kentfield (Fusselman 120)
   March 25, 2006 – Planning Charrette – 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 5, 2006 – Results of Planning Charrette – 3:00 to 4:30 p.m., Kentfield (Olney 96)
April 6, 2006 – Results of Planning Charrette – 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 (9:10 to 9:20)
The Superintendent/President recommends the Board of Trustees approve the following Action Items:

A. Approve North American Resources Corporation – Lease Extension

B. 2006 CCCT Board Election

C. Approve Agreement with Perry Smith LLP Measure C Bond Fund Expenditures 2005/06

D. Approve Agreement with SunGard SCT – ERP System (Modernization – Measure C)

E. Approve Resolution Authorizing Budget Transfers – FY 2005/06

F. Approve 2006/07 Academic Calendar


A. Contracts and Agreement for Services Report

15. Correspondence
Correspondence in Board Packets

16. Board Meeting Evaluation (9:25 to 9:30)

17. Adjournment (9:30)
Board of Trustees Meeting
February 14, 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 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 except Trustee Long, who arrived at 5:30 p.m., and Trustee Dolan. 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 80th 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 Langinger 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 Kutzer 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 Kutzer 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 (Treasor/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
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.
COM Presentation

I'm Paul Kingsley, a retired physician who has lived and worked in Marin County for 49 years, and have enjoyed the many assets provided us here. I currently reside in Ross, a short bicycle ride from COM.

I have endeavored to contribute to this community by participating in the activities of charitable and non-governmental agencies, often on their boards of directors, such as the Marin medical Society, The Family service Agency, the Marin Heart Association. I served as a member the Mental Health Advisory Committee to our Board of Supervisors which persuaded them to establish our Community Mental Health Center. Recently I have been a member of the Council of the Emeritus College.

This is the first time I have attended a COM Board of Trustees meeting. Why? And why now?

Mostly because, after retiring having learned to play the piano by attending COM music classes, I have considerable affection for the faculty members who encouraged me "to hang in there" when I discovered how difficult learning to play is for a seventy year old.

Later I became interested in expanding my literature horizons and enrolled in English Department classes. There I learned that a number of young English major students were unable to find enough credit courses to qualify them for going on to a four years university. The English Department faculty responded by creating classes that could be taken either for credit or non-credit, providing not only a wholesome mix of young and older students, but the opportunity for non-credit students to switch to credit when enrollment was insufficient to continue the credit status. This occurred in one of my literature classes.

Dr. Middleton, speaking the following Spring at an Emeritus College annual dinner meeting, told us that COM financing has shifted from the State, based on attendance, to local property taxes, giving the College more flexibility in what it could offer. I asked him if that meant COM could offer credit classes for students aspiring to attend four-year colleges, when as few a six or seven enrolled. Smiling, he said, "Yes".

That promise has not materialized.
I was mobilized to attend this meeting when I saw this headline in the SF Chronicle last Wednesday. I knew that the same would likely be the fate of COM if the Administration continued on its present course, a likely scenario, given its past behavior, namely not using better their excellent resource, the faculty, to help operate the college. Time and time again I read in the newspapers statements from college officials that blame the faculty for the problems we face now, such as the precipitous drop in enrollment and the inability to offer credit classes to students desiring to transfer to a four year college.

Loss of accreditation is threatened in the near future if the next inspection doesn’t find “an effective governance structure that reinforces respectful dialog, defines shared commitment, and outlines the roles of responsibilities of all constituent groups for participation in informed decision making process.”

I have puzzled over how this could have happened over the years, especially when I read of our esteemed president, Dr. White, following the footsteps of Dr. Middleton by not speaking up for the value of the faculty. Perhaps we have a structural problem here. If the president is hired and fired by the Board of Trustees and the faculty has no voice in the matter, the saying, “He who pays the piper calls the tune,” comes to mind.

Hopefully when the Organizational Development staff person is hired this can be addressed.

In closing I want to remind the Board that the public is very interested in the welfare of COM and I urge you to reach out better to the public. I saw no public announcements of this meeting. Only by calling around did I learn of it and when and where it was to be held.
JANUARY 18, 2006

College of Marin Board of Trustees
Kentfield, CA.

Dear Trustees,

On Monday January 16, we walked past the pool at IVC and noticed two things:

1.- There was steam on the surface of the water indicating that it was being heated—perhaps in preparation for the beginning of Spring Semester classes on January 23.

2.- The blue insulation covers were not only still rolled up but had been moved well outside the pool area. They are seldom used and could be to conserve heat.

There is continuing concern that there is no professional pool manager who has the responsibility of not only maintaining one of the "jewels" on the COM/IV Campus, but also seeing that money budgeted for heating and service costs are well spent.

Gloria Kopshever

883-7805
To: Board of Trustees  
From: Jeannie Langinger RN, MSN  
Topic: Nursing Education  
Date: February 14, 2006

Last year, there was talk that Nursing Education was going to move from the Kentfield (KTD) campus to Indian Valley Campus (IVC). After much discussion within the Nursing Department, the majority of nursing faculty decided such a move, for a variety of reasons, would not be beneficial for either faculty or the nursing students. In an effort to make our intention clear, we took two steps: 1) outlined the reasons for our opposition in the form of a memo, addressed to President White, and 2) integrated our opposition to such a move into our Discipline Review.

Other than President White's acknowledged receipt of our memo, no action or dialogue has occurred...until the Board directive revealed plans to move Nursing from KTD to IVC. In the midst of a nursing faculty shortage, which is a contributing factor to the nursing shortage, the Board is recommending a move that the majority of nursing faculty is against.

The COM Board of Trustees is not making evidence-based decisions, as opposed to nursing faculty members, who in their memo have outlined the inconveniences for both nursing student and faculty. The COM Board of Trustees is not engaging in collegial consultation, as there has been no response to our memo. The COM Board of Trustees is projecting a move without faculty input. If the Board was surprised at faculty's vote of no confidence against Middleton back in 2003, let the Board of Trustees not be surprised at Nursing's verbal and documented protest against a move from our centralized KTD campus.
Advisory Committee on Legislation

Committee Responsibilities
Primary responsibilities of the Advisory Committee on Legislation is to advise the League boards (CCCT/CEOCCC) on state and federal legislation affecting community colleges, and general advocacy strategies. The committee reviews legislation and related issues requiring legislative resolution, develops appropriate legislative solutions and recommends appropriate League advocacy priorities.

Specific activities include:
1. Analyze and develop recommendation for action by the CCCT and CEOCCC boards on state legislation and, as time permits, federal legislation. Provide advice on means to support the positions adopted by the boards. In this capacity, the committee will review legislation that impacts the community colleges; discuss potential effects, advantages and disadvantages and possible advocacy strategies; and recommend positions for CCCT and CEOCCC boards action.
2. Develop, in concert with the needs of local districts and the Board of Governors, advisory recommendations for the Community College Legislative Program of priority issues to be addressed by the legislature.
3. Develop recommendations on strategies for advocacy on key legislation, and ensure local community college representatives are informed in a timely and effective manner about legislative issues and activities.
4. Explore and propose strategies to further enhance League legislative and advocacy activities through the increased involvement of locally elected governing boards, chief executive officers, students, district personnel and community leaders.
5. Advise and assist in the maintenance and distribution of the League's Advocacy Handbook and other related advocacy information thereby encouraging and facilitating local community college governing boards, district personnel, and students to influence legislative actions and to work with the Board of Governors and Executive Branch.
6. Prepare for and attend meetings of the committee, contribute to the discussions; and plan, attend and assist at the Annual Legislative Conference as time allows.

Past Meeting Minutes:
- September 2004 (PDF)
- January 2005 (PDF)
- April 2005 (PDF)
- June 2005 (PDF)
- September 2005 (PDF)

Meetings:
- Friday, September 23, 2005 (Notice)
- Saturday, January 28, 2006
- Friday, April 7, 2006
- Friday, June 9, 2006

Staff to the Committee
- Bonnie L. Stlosson, Director of Governmental Relations
  bstlossan@ccleague.org
- Scott Ley, Vice President and General Counsel
  scottley@ccleague.org
- Danna Pacheco, Governmental Relations Associate

http://www.ccleague.org
While equalization and enrollment growth are funded, the budget does not invest in two of the four equitable access areas—noncredit and rural college access grants. Staff to the governor convened a meeting in late December to discuss reaching a compromise on SB 361, and no specific concerns about these two budget priorities have been brought to staff's attention. Staff from the governor's administration, Senator Jack Scott, the System Office, and the League plan to meet and deliberate on SB 361 through the next several months with a goal of reaching agreeable legislation to sign with the 2006-07 budget act. Thus, it is reasonable to continue advocating for the remaining SB 361 equitable access priorities.

Staff Recommendation

Staff recommends that the ACL:

1. Adopt the attached resolution (Attachment 2.5 B) and endorse the attached letter (Attachment 2.5 C) commending the Governor for his investments in equalization, career-technical education and disabled student services.

2. Encourage local districts to adopt the attached resolution and sample letter.

3. Continue to support the 2006-07 System Budget Request (Attachment 2.5A), amended to reflect the support of $130 million for equalization.

4. Support the Board of Governors' direction to look at unused enrollment growth funds and other available resources for unmet budget requests, with a particular emphasis on the equitable access issues of noncredit education and rural colleges.
Members

- ABE ALI, Liaison, Association of Chief Human Resources and Affirmative Action Officers (ACHRO-AAO)
- BENITA BRIONES, Liaison, California Community College Classified Senate (4CS)
- CHRIS CONSTANTIN, Trustee, West Valley-Mission CCD
- KATHLEEN (CASEY) CRABILL, President, College of the Redwoods
- MANDY DAVIES, Liaison, California Community College Chief Student Service Administrators Association (CCCCSSAA)
- JACKIE FISHER, SR., Superintendent/President, Antelope Valley College
- ALAN FLORY, Trustee, Yuba CCD
- ALLAN FORBES, Trustee, Butte-Glenn CCD
- JACK FRIEDLANDER, Liaison, Chief Instructional Officers of the California Community Colleges (CIOCCC)
- PHILIP N. FULTZ, Trustee, Copper Mountain CCD
- PETER GARCIA, President, Los Medanos College
- KAREN HALLIDAY (Chair), President, Las Positas College
- JOHN HANNA, Trustee, Rancho Santiago CCD
- PHIL HARTLEY, Liaison, Association of California Community College Administrators (ACCCA)
- CAROLE HAYASHINO, Trustee, Marin CCD
- CHERYL HEITMANN (Vice Chair), Trustee, Ventura County CCD
- NORMA HERNANDEZ, Superintendent/President, Southwestern College
- AARON JOHNSON, Trustee, Hartnell CCD
- STEVEN KINSELLA, Superintendent/President, Gavilan CCD
- NICK KREMER, Liaison, California Community College Association for Occupational Education (CCCAOE)
- GARY MENDEZ, Trustee, Rio Hondo CCD
- ELOY O. OAKLEY, Liaison, Association of Chief Business Officials (ACBO)
- CHRISTOPHER O'HEARN, President and CEO, Mt. San Antonio College
- NANCY PALMER, Trustee, Sierra Joint CCD
- DANA QUITTNER, Liaison, Community College Public Relations Organization (CCPRO)
- FRANCISCO C. RODRIGUEZ, President, Cosumnes River College
- ABE ROJAS, Trustee, Yosemite CCD
- PHIL SANDERS, Liaison, California Community College Student Affairs Association (CCCSAA)
- SYLVIA SCOTT-HAYES, Trustee, Los Angeles CCD
- GRACE SLOCUM, Trustee, Riverside CCD
- LESLIE SMITH, Liaison, Association of Community and Continuing Education (ACCE)
- CHARLES TERRELL JR., Trustee, San Bernardino CCD
- MICHAEL J. VIERA, Superintendent/President, Citrus College.
- ANNIE YANG, Associated Student Government (ASG) President, College of the Canyons
GOVERNOR'S STATE BUDGET
(Discussion/Action)

Background

On January 10, Governor Schwarzenegger released his 2006-07 proposed state budget. The spending plan includes an early repayment of a portion ($1.7 billion) of the $4 billion owed to schools and community colleges pursuant to the Proposition 98 maintenance factor.

The budget increases funding for community colleges by $606 million, including the following significant program augmentations:

- Cost-of-living adjustment: $280.1 million to provide a 5.18% statutory cost-of-living adjustment to the general apportionment and selected categorical programs.
- Enrollment growth: $153.9 million to provide 3% enrollment growth for the general apportionment and 1.74% statutory enrollment growth for selected categorical programs.
- Equalization: $130 million to continue the multi-year inter-district equalization of credit apportionment rates.
- Career-Technical Education: $50 million in ongoing funding ($30 million augmentation) for SB 70 career-technical education program.
- Disabled Students: $9.6 million to reimburse districts for the cost of providing translators and real-time captioning equipment to hearing impaired and learning disabled students.
- Joint Baccalaureate Pilot: $100,000 for two pilot joint baccalaureate programs in areas with low college-going rates, pursuant to AB 1280.

The budget proposes to provide 10.79% of Proposition 98 funds to community colleges.

Analysis

The decision by the Governor to make an early repayment of the maintenance factor allowed for a significant funding increase for community colleges. The high statutory cost-of-living adjustment of 5.18%, however, occupies the biggest portion of the proposed augmentation.

With the $130 million proposed, the budget brings the system much closer to full credit equalization under either the 2003-04 formula or SB 361 formula.

The budget’s proposal of 3% for enrollment growth will provide access to community colleges for an additional 35,000 students. While enrollment demand has fallen far below long-term projections in the last two years, most analysts believe there are sufficient would-be students that will return to community colleges in the near future as one or more of the following occur: 1) the economy slows; 2) course sections and student services are restored; and 3) student fees are perceived to stabilize. From a demographic perspective, there is no reason why community college districts could not grow by 3% in 2006-07.
2006-07 System Budget Priorities

(Ongoing Proposition 98 only)
(dollars in thousands)

<table>
<thead>
<tr>
<th>Category</th>
<th>System Request</th>
<th>Governor's Budget</th>
<th>Unmet Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain and Restore Educational Quality</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLA (3% requested; 5.18% provided)</td>
<td>$164,000</td>
<td>$280,092</td>
<td>$47,500</td>
</tr>
<tr>
<td>Core Operational &amp; Institutional Needs (1%)</td>
<td>47,500</td>
<td>0</td>
<td>$47,500</td>
</tr>
<tr>
<td>Restore one-half of 2003-04 lost COLA</td>
<td>48,000</td>
<td>0</td>
<td>$48,000</td>
</tr>
<tr>
<td>Professional development</td>
<td>5,000</td>
<td>0</td>
<td>$5,000</td>
</tr>
<tr>
<td>Fully fund part-time office hours and health Ins.</td>
<td>9,000</td>
<td>0</td>
<td>$9,000</td>
</tr>
<tr>
<td>Restore academic senate</td>
<td>50</td>
<td>0</td>
<td>$50</td>
</tr>
<tr>
<td>Provide Equitable Student Access</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Growth (4% requested; 3% provided)</td>
<td>210,000</td>
<td>153,907</td>
<td>56,093</td>
</tr>
<tr>
<td>Equalization</td>
<td>80,000</td>
<td>130,000</td>
<td></td>
</tr>
<tr>
<td>Noncredit rate enhancement</td>
<td>30,000</td>
<td>0</td>
<td>$30,000</td>
</tr>
<tr>
<td>Rural access grants</td>
<td>5,000</td>
<td>0</td>
<td>$5,000</td>
</tr>
<tr>
<td>Disabled Students Program (fund interpreters/captioning for the deaf)</td>
<td>9,600</td>
<td>0</td>
<td>9,600</td>
</tr>
<tr>
<td>Restore Essential Services Critical to Student Success</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partial restore matriculation/counseling/placement</td>
<td>24,000</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Special services for CalWORKs students</td>
<td>9,000</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Maintain State's Investment and Maximize Facility Use</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Equipment/Facilities Maintenance</td>
<td>2,000</td>
<td>0</td>
<td>2,000</td>
</tr>
<tr>
<td>Partner in State's Economic and Workforce Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economic/Workforce/Occupational Infrastructure Development program</td>
<td>15,000</td>
<td>0</td>
<td>15,000</td>
</tr>
<tr>
<td>Apprenticeship training program</td>
<td>2,500</td>
<td>0</td>
<td>2,500</td>
</tr>
<tr>
<td>Career technical pathways*</td>
<td>*</td>
<td></td>
<td>30,000</td>
</tr>
<tr>
<td>Enhance Technology Infrastructure and Data</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corporation for Educational Networking in California (CENIC)</td>
<td>2,200</td>
<td>0</td>
<td>2,200</td>
</tr>
<tr>
<td>Data sharing/CalPASS</td>
<td>1,000</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>Electronic transcript exchange</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Issues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase Full-Time Faculty Positions (75-25)</td>
<td>40,000</td>
<td>0</td>
<td>40,000</td>
</tr>
<tr>
<td>Compensation Equity for Part-Time Faculty Equity</td>
<td>50,000</td>
<td>0</td>
<td>50,000</td>
</tr>
<tr>
<td>Reimbursement of StateMandates</td>
<td>20,000</td>
<td>0</td>
<td>20,000</td>
</tr>
<tr>
<td>AB 1280 Baccalaureate Pilot</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Various Technical Changes</td>
<td>1,727</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL AUGMENTATIONS</td>
<td>$773,850</td>
<td>$605,926</td>
<td>$327,843</td>
</tr>
</tbody>
</table>

*System requested $37.4 in one-time funds
Community College Ballot Measure
for the November 7, 2006 Ballot

Allows community college funding to increase with the growing student population without hurting K-12 schools.
- Calculates the minimum community college funding guarantee based on community college growth.
- Avoids an artificial funding cap that will be imposed on community colleges over the next ten years because of declining K-12 enrollment.
- Ends the zero-sum game “Proposition 98 split” argument, which forces community colleges to advocate shifting money from K-12 schools.
- Provides property tax backfill and the ability for colleges to continue regular operations when the Legislature does not approve a timely budget.
- Funds the increase to community colleges over the next ten years through natural growth in the state’s general fund, and does not raise taxes.

Enhances state leadership and secures local governance of the state-local community college partnership.
- Allows the Board of Governors and Chancellor to hire the senior staff currently appointed by the governor. This is the same authority used by the K-12 Superintendent, UC President and CSU Chancellor.
- Provides for locally elected governing boards accountable to voters and a statewide chancellor hired by a board appointed by the governor in the state constitution.

Provides for stable and predictable student fees.
- Lowers fees to $20 to bring them in line with personal income.
- Prohibits the Legislature from increasing fees in the future by more than the change in per capita personal income.
- Eliminates possibility of mid-semester fee increases, and gives students at least 60 days notice before any fee increase.
- Ensures that fee revenue stays with the community colleges, instead of being diverted to other state programs.

Sponsors:
California Federation of Teachers
Community College League of California
Faculty Association of California Community Colleges
Los Angeles College Faculty Guild
Budget Update
General Fund

College of Marin
FY 2005/06
Six Months Ended 12/31/05

Al Harrison, Vice-President, College Operations
Yulian Ligioso, Director of Fiscal Services

Highlighted Areas

- General Fund Summary
- General Fund – Unrestricted
  - Budget Summary
  - Board Budget Priorities and Distribution of Un-allocated $1.8M
  - Revenues and Expenditures
  - 50% Law
General Fund - Summary
(Unrestricted and Restricted)

Mid-Year Revenues and Expenditures
Are principally on track as budgeted
(in thousands of dollars)

<table>
<thead>
<tr>
<th></th>
<th>12/31/05</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Budget</td>
</tr>
<tr>
<td>Revenues</td>
<td>49,215</td>
</tr>
<tr>
<td>Expenditures</td>
<td>43,652</td>
</tr>
<tr>
<td>Other Outgo</td>
<td>3,450</td>
</tr>
</tbody>
</table>

General Fund Unrestricted
(in thousands of dollars)

FY 2005/06

- **Summary**
  - Revenues: 38,631
  - Expenditures: 38,631
  - Sources over Expenditures: 0
  - Beginning Fund Balance: 3,193
  - Ending Fund Balance: 3,193

8.3%
Board Budget Priorities and
Distribution of $1.8M of Un-Allocated Funds
(in thousands of dollars)

- Fair & Equitable Compensation          825
- Unfunded Liability OPEB                200
- Departmental Supplies, Equipment      400
- Educational Master Plan                300
- Enrollment Management                  100

General Fund - Unrestricted
(in thousands of dollars)

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actuals 12/31/05</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program-Based Funding</td>
<td>34,834</td>
<td>17,685</td>
<td>50.77</td>
</tr>
<tr>
<td>Other State</td>
<td>2,346</td>
<td>343</td>
<td>14.62</td>
</tr>
<tr>
<td>Local</td>
<td>1,451</td>
<td>581</td>
<td>40.04</td>
</tr>
<tr>
<td></td>
<td>38,631</td>
<td>18,609</td>
<td>48.17</td>
</tr>
</tbody>
</table>

* Property taxes and enrollment fees are on target. State funding is
  lagging because PFE funds have not yet been allocated; also Part-Time
  Equity and Medical funds generally are not distributed until the end of
  the year. Local non-resident fees and other student charges are
  expected to catch up once the spring semester begins.
### General Fund Unrestricted

*(In thousands of dollars)*

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actuals 12/31/05</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>24,054</td>
<td>11,325</td>
<td>47.08</td>
</tr>
<tr>
<td>Benefits</td>
<td>8,236</td>
<td>3,266</td>
<td>39.66</td>
</tr>
<tr>
<td>Other</td>
<td>6,194</td>
<td>2,004</td>
<td>32.35</td>
</tr>
<tr>
<td></td>
<td>38,484</td>
<td>16,595</td>
<td>43.12</td>
</tr>
</tbody>
</table>

* The bulk of the UPM settlement, principally the retro-active pay adjustments will be paid and recorded in January and February. Health billings and utility bills generally lag one month and the majority of the un-allocated $1.8M has not yet been spent.

### 50% Law at Mid-Year

*(In thousands of dollars)*

<table>
<thead>
<tr>
<th></th>
<th>Instructional Salary/Benefits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Costs</td>
<td></td>
</tr>
<tr>
<td><strong>Academic Salaries</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional</td>
<td>5,821</td>
<td>5,821</td>
</tr>
<tr>
<td>Non-Instructional</td>
<td>-</td>
<td>1,477</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td>5,821</td>
<td>7,298</td>
</tr>
<tr>
<td><strong>Classified Salaries</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Instructional</td>
<td>-</td>
<td>3,139</td>
</tr>
<tr>
<td>Instructional Aides</td>
<td>465</td>
<td>485</td>
</tr>
<tr>
<td><strong>Benefits</strong></td>
<td>1,669</td>
<td>3,113</td>
</tr>
<tr>
<td><strong>Supplies/Other</strong></td>
<td>-</td>
<td>1,705</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td>7,975</td>
<td>15,740</td>
</tr>
<tr>
<td><strong>Less: Exclusions</strong></td>
<td>-</td>
<td>26</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>7,975</td>
<td>15,714</td>
</tr>
<tr>
<td><strong>Percentage of CEE</strong></td>
<td></td>
<td><strong>50.75%</strong></td>
</tr>
</tbody>
</table>
Board of Trustees Update  
CIP Update  
February 14, 2006

I. Communications
   • 2/15/06 Presentation to Kentfield Planning Advisory Committee – AC 108
   • 2/23/06 Meeting with Ignacio Creek Home Owners Association – HOA Clubhouse
   • Budget development workshop with Citizens Oversight Committee 2-28-06

II. Consultant Selection
   a. Signage Consultant – Selection process has been initiated.

III. Design Update
   • Kentfield
     i. Larkspur Annex Demolition – Design completion March
     ii. Tree Removal – Design completion April
     iii. Architectural Programming of Fine Arts – Approximately 45% complete
     iv. Architectural Programming PE Complex – Approximately 90% complete
   • IVC
     i. Tree Removal - Design completion April
     ii. Gas Main Replacement - Design completion March

IV. Construction Update
   • Roof Repairs HC and LRC – Base contract work completed 2-11-06
   • Fire Mitigation – Treemasters / work began 02/01/06. Contract completion 7-1-06

V. New Business
   • Budget – Program Summary Report-Time to review at March 21 Retreat
   • Consultants – Additional Services / Number of Meetings
   • Schedule Delays – Approximately 4 months
   • Lost buying power – Approximately $4 to $6 Million
   • Campus and Community Forum Announcements/Advertisements
TABLE OF CONTENTS

1. GENERAL INFORMATION
   A. Table of Contents
   B. Distribution List
   C. Project Team

2. PROGRAM SUMMARY
   A. Current Activities
   B. Next 120 Day
   C. Issues

3. KENTFIELD CAMPUS SUMMARY
   A. Current Activities
   B. Next 120 Day
   C. Issues

4. INDIAN VALLEY CAMPUS SUMMARY
   A. Current Activities
   B. Next 120 Day
   C. Issues

5. FINANCIAL SUMMARY
   A. Budget Update
   B. Program Summary Cash flow
   C. Contingency Status
   D. Contract Status
   E. Additional Services / Pending Exhibits
   F. Payment Status

6. SUMMARY BAR CHART SCHEDULE (PRELIMINARY)
   A. Preliminary Program Summary Bar chart Schedule – Based on 3DI Report

7. PROGRAM BUDGET SUMMARY
   A. Preliminary Program Budget Summary – Based on 3DI Report

8. CASH FLOW - CUMULATIVE PROJECTION (PRELIMINARY)
   A. Program Summary Cashflow Projection – Based on 3DI Report

9. PROJECT REPORTS – FOR ACTIVE PROJECTS
   A. Individual Project Reports

10. APPENDIX
    A. Meeting Summary – Swinerton Management and Consulting, Inc. and Steinberg Architects
    B. Campus Site Plans Existing/ New Facilities
       1. Kentfield
       2. Indian Valley
       3. Bolinas
    C. Photos of Flooding at Kentfield Campus 12/30/05 and 12/31/05 (for information only)
<table>
<thead>
<tr>
<th>MCCD</th>
<th>Name</th>
<th>Administration &amp; Staff</th>
<th>Board of Trustees</th>
<th>Citizen's Oversight Committee</th>
<th>District Modernization Committee</th>
<th>Board Budget, Facilities, Accommodation, and Equipment Committee</th>
<th>President's Cabinet</th>
<th>Management Council</th>
<th>College Council</th>
<th>COM Foundation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AI</td>
<td>Harrison</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anita Martinez</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Austin Smith</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barbara Dolan</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bernie Blackman</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bill Levinson</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bill Scott</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blaze Woodlief</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Bob Thompson</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cari Pogans</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cerrie Hayashino</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cathy Summa-Wolfe</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charles Lacy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chris Edmondson</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Connie Lehua</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dave Bernardi</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dave Kim</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>David Toole</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>David Cook</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>David Rollison</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>David Schwartz</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>David Snyder</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Don Flowers</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Erika Harkins</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eva Long</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frances White</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Frank Parnell</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gene Clements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Giovanna Mazzei</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Greg Brodskau</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harry Moore</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jeff Gee</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jerry Acherel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jim Brovelli</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Hinds</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Sutherland</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jose Nunez</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Judd Williams</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Julie Grantz</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kathleen Kirkpatrick</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lawrence Willer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linda Beam</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linda Lippresu</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mara Perez</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Margaret Elliott</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michael Gorton</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nancy Kutcher</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Marin Community College District
Quarterly Progress Report
December 31, 2005

Swinerton Management and Consulting, Inc.
### College of Marin

**SMC Monthly Report Distribution Matrix**

<table>
<thead>
<tr>
<th>COC</th>
<th>Nancy McCarthy</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCCD</td>
<td>Nanda Schorske</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MCCD</td>
<td>Pamela Mize-Kurzman</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COC</td>
<td>Perry Newman</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MCCD</td>
<td>Phil Kranenburg</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MCCD</td>
<td>Rainer Wachalovsky</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COC</td>
<td>Richard Biegel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MCCD</td>
<td>Richard Saganaro</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COC</td>
<td>RJ de Rocat</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COC</td>
<td>Roberta Michels</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COC</td>
<td>Ross Millerick</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MCCD</td>
<td>Sandy Roberts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MCCD</td>
<td>Stacey Cook</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COC</td>
<td>Ted Bright</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMF</td>
<td>Tom Knopf</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MCCD</td>
<td>Wanden</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>MCCD</td>
<td>Yulian Ligioso</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Total 64**

---

**Distribution of Quarterly and Monthly Report:**

- A hard copy will be provided to Board of Trustee members and Administration & Staff.
- An electronic link will be sent to all others on the distribution list via email within two days of distribution to the Board of Trustees. The electronic link will take individuals to the COM website.
PROJECT TEAM

Owner: Marin Community College District

Program /Construction Manager: Swinerton Management & Consulting, Inc.

District Architect: Steinberg Architects

District Landscape Architect: Royston Hanamoto Alley & Abey

District Civil Engineer: CSW/Stuber-Stroeh

District Geotechnical Engineer: Fugro West, Inc.

District Structural Engineer: Degenkolb Engineers

District Mechanical, Electrical & Plumbing (MEP) Engineer & IT & Security:

District Industrial Hygienist: Alfa Tech

District California Environmental Quality Act (CEQA) Consultant: Tomasi-Dubois Associates (Security)

Bolinas Lab Project Architect: (ON HOLD) Ninyo & Moore

Kentfield – Misc. Roof Repairs & PE Roof Replacement Designer: Amy Skewes-Cox

Diamond PE Complex Project Architect MBT Architecture

Fine Arts Building Project Architect Allana, Buick & Bers, Inc.

District Furniture, Fixtures & Equipment (FF&E) Consultant Kwan Hemi Architecture/Planning

Transitions...managing change in the workplace, inc.
2. PROGRAM SUMMARY

A. CURRENT ACTIVITIES

1. The quarter ending December 31, 2005 has definitely been a busy one for the Capital Improvement Program (CIP) Team at College of Marin. All of the District Wide Consultants have completed their draft of the comprehensive facility assessment reports for both Kentfield and Indian Valley campuses. A focused assessment for the Bolinas Marine Laboratory was also completed. The final assessment reports are scheduled to be formally issued in early March. In the months of October, November and December 2005 the Capital Improvement Program (CIP) Team conducted 157 meetings directly associated with the Measure C Bond Modernization Program. A list of these major meetings, forums, open houses, workshops, and retreats held during the quarter ending December 31, 2005 is attached.

2. Involvement at College of Marin - Swinerton Management & Consulting, Inc. (SMC) and Steinberg Architects continue to meet with all the user groups on campus to outline the program and solicit input from all constituents including faculty, staff and students. While Campus and Community Forums have been conducted to apprise stakeholders of the status of the program and solicit their feedback, these meetings have typically had low attendance. The Capital Improvement Program (CIP) Team has also held "Open House" style events on both campuses which yielded higher levels of contact. In general, it has been difficult to get people to attend meetings or workshops.

3. Sustainability - The College has hired Sim Van der Ryn and David Gottfried to advise the District on issues related to Sustainability in both the Measure C Bond Modernization Program and the academic programs area. Sim will also head the Center for Regenerative Design which will provide an overarching framework for the development of sustainable programs and input on the planning and design of Measure C Bond Modernization Facilities.

4. Additional Support for District Accounts Payable - In order to streamline the process for Purchase Orders and payment of contractor, consultant and vendor invoices, the District will need to purchase "add-on" software for their Great Plains accounting system. Also in order to keep up with the large volume of invoices the District is pursuing the hiring of two positions already authorized by the Board of Trustees (BOT), an Accountant and an Accounts Payable Clerk.

5. Site Assessments - The District wide consultants selected have submitted their draft and are currently working to complete their facility assessment reports of all the buildings and systems on the campuses. The report will be broken down by the following disciplines:

<table>
<thead>
<tr>
<th>CEQA (Environmental)</th>
<th>Mechanical (HVAC)</th>
<th>Civil</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural</td>
<td>Plumbing</td>
<td>Geotechnical</td>
</tr>
<tr>
<td>Landscape</td>
<td>Electrical</td>
<td>Hazardous</td>
</tr>
<tr>
<td>Structural</td>
<td></td>
<td>Materials</td>
</tr>
</tbody>
</table>
6. District Modernization Subcommittee Meetings – These subcommittees have representatives from the following groups: Academic, Classified, Student, Emeritus, Maintenance and Operations, Ergonomics, Information Technology as well as representatives from Steinberg Architects and Swinerton Management & Consulting, Inc. (SMC). Products are being reviewed and recommended based on their recycled content, sustainability, cost, long term durability and their life cycle cost and ability to recycle the materials in the future. The District has completed most of its meetings related to the Interior Finishes Subcommittee. Swinerton Management & Consulting, Inc. (SMC) is working with floor covering vendors to install mock-ups for carpeting, linoleum and vinyl flooring. Installation of floor coverings is scheduled to be completed in March. Toilet partition mock-ups will also be installed. Below is a list of the District Modernization Subcommittees:

a. Systems
b. Exteriors and Site
c. Interior Finishes (Meetings complete, mockups to be installed)
d. Furniture, Fixtures and Equipment (FF&E)

7. District Safety Officer - Swinerton Management & Consulting, Inc. (SMC) has requested that the Marin Community College District appoint a District Safety Officer to represent the District. This officer needs to be an employee or direct agent of the District to act on the District’s behalf. This person should have the required training and associated credentials required to represent the District in the event of an accident or emergency on campus.

8. College Communication - The Swinerton Management & Consulting, Inc. (SMC) Team will be added to Campus wide distributions for both voicemails and emails. It is suggested that Swinerton Management & Consulting, Inc. (SMC) be approved to send out Campus wide announcements via voice mail and email regarding the Capital Improvement Program (CIP).

9. Training

a. Budget Management Software Program - Swinerton Management & Consulting, Inc. (SMC) has been utilizing Paragon software to manage the bond dollars which breaks the Capital Improvement Program (CIP) down by program, campus, project and soft costs (i.e. design) and hard costs (construction). The program is complex and will require some additional training for District and Swinerton Management & Consulting, Inc. (SMC) personnel.

b. Fusion Training - Swinerton Management & Consulting, Inc. (SMC) will send a representative to Fusion training on 3/24/06 in Southern California.

10. Information Technology Kickoff Meeting- IT Standards & Guidelines meetings are underway. The entire Technology Committee was invited to participate; several members of the Technology Committee have participated. The systems discussed will include the campus clocks, Fire Alarm, Voice, Data, CCTV Cable and Satellite TV, Facilities Management Software, Building Management Systems, Access Controls and Cameras.
11. **Security Consultant** - Tomasi–Dubois Associates will conduct their first Security Risk Analysis interviews with faculty, staff and students. Interviews will begin on 1/25/06. In addition to the interviews, Paul Dubois, will be touring both campuses taking light level readings during the day and at night and noting other possible security issues.

12. **Inventory of Campus Furniture, Fixtures and Equipment (FF&E)** - Transitions...managing change in the workplace, inc. (Transitions) has been on campus conducting a building-by-building and room-by-room inventory of all the furniture, fixtures and equipment in all the buildings and classrooms. This will allow the District, Swinerton Management & Consulting, Inc. (SMC) and all other District Consultants to utilize the inventory and catalog all existing FF&E to more easily coordinate moving and relocation of usable items during the Measure C Bond Modernization Program. It will allow for the easy identification of items no longer used or needed so that an environmentally friendly disposal program can begin.

13. **Upcoming Meeting with COM Facilities Dept & State Chancellors Office Representative** - The District has scheduled a meeting with a representative from the State Chancellors office in late March to determine how to obtain additional funding for the Maintenance of facilities and future capital fundraising for the Measure C Bond Modernization Program.

14. **Cultural Resources – Effect on Program and Schedule**

   a. Swinerton Management & Consulting, Inc. (SMC) and the District Consultants are reviewing options and District policy regarding the handling of Cultural Resources found on site. Proposals will be discussed with the Federated Indians of Graton Rancheria and presented to Board of Trustees (BOT) for action. Target date is the April BOT Meeting.

15. **Educational Master Plan (EMP).** The Educational Master Plan (EMP) Phase II Draft was posted on the Intranet on 12/1/05. Further development is required to adequately inform the Facilities Master Plan. Planned completion for this phase is scheduled for March 2006. Additional phases are contemplated. The Institutional Planning Committee (IPC) will be responsible for the Educational Master Plan’s (EMPs) further development. A delay in the completion of the Educational Master Plan (EMP) will have large negative impacts to the Measure C Bond Modernization Program. It is estimated that with a 6-month delay in the completion of the Educational Master Plan (EMP), the District will lose approximately $6M in buying power due to rising construction costs and inflation.

16. **Citizen’s Oversight Committee (COC)** - The next meeting is scheduled for 2/28/06. During this meeting Swinerton Management & Consulting, Inc. (SMC) will provide an in-depth budget review and Paragon demonstration. Swinerton Management & Consulting, Inc. (SMC) will show how this software is utilized to manage bond dollars associated with the Capital Improvement Program (CIP).

17. **October 11 Board Meeting & Retreat** – Board Retreat was from 9:45 AM to 3:00 PM on 10/11/05. Program Controls Systems & Processes were reviewed by the Swinerton Management & Consulting, Inc. (SMC) team along with Arthur Williams from Vianovus (Paragon Software Consultant/Trainer). Processes to incorporate the District’s Accounting System with Paragon were reviewed.
a. Board Agenda Items

Presentations
- Bolinas Marine Biology Lab Survey/Study
- CIP Update

Items for Future Approval (for information)
- Degenkolb Engineers, District Structural Engineer - Long Form Contract
- CSW/Stuber-Stroeh, District Civil Engineer – Long Form Contract
- Ninyo & Moore, District Industrial Hygienist – Long Form Contract
- Furgro West, District Geotechnical Engineer – Long Form Contract

Items for Information Only
- None

Items for Approval (for action)
- Steinberg Architects, District Architect – Long Form Contract
- Alfa Tech, District Mechanical, Electrical & Plumbing (MEP) Engineer – Long Form Contract
- Royston, Hanamoto, Alley & Abey, District Landscape Architect – Long Form Contract
- Amy Skewes-Cox, District California Environmental Quality Act (CEQA) Consultant – Long Form Contract
- Bid Recommendation for Miscellaneous Roof, Waterproofing & Drain Repairs Contract Harlan Center (Project # 303A) and Learning Resource Center (Project # 302A) Kentfield Campus

18. November 15 Board Meeting & Study Session – Board Study Session was from 2:30 PM to 4:00 PM on 11/15/05. A review of the Goals and Visioning Workshop held on 9/20/05 for the Board of Trustees (BOT) with Steinberg Architects was discussed. Volume One, Goals and Visioning, College of Marin Master Plan, was handed out to the board members and others in attendance at this public study session. Volume One is an overview of the Board of Trustees (BOT) 9/20/05 workshop to obtain ideas from the Board of Trustees (BOT) about future planning for the College of Marin.

a. Board Agenda Items

Presentations
- CIP Update
- Assessment Progress Report
- Cultural Resources Update
- Bolinas Marine Biology Lab Facility Conditions Report

Items for Future Approval (for information)
- None

Items for Information Only
- None

Items for Approval (for action)
- Degenkolb Engineers, District Structural Engineer - Long Form Contract
- CSW/Stuber-Stroeh, District Civil Engineer – Long Form Contract
- Ninyo & Moore, District Industrial Hygienist – Long Form Contract
○ Furgro West, District Geotechnical Engineer – Long Form Contract
○ Bid Recommendation for Fire Mitigation (Project # 418A)
○ Prequalification Application and Scoring Criteria for A and B Licensed Contractors
○ Consultant Recommendation for Furniture, Fixtures & Equipment (FF&E)

19. December 13 Board Meeting – Board meeting only on 12/13/05.

a. Board Agenda Items
   Presentations
   ○ CIP Update

   Items for Future Approval (for information)
   ○ Prequalification Application and Scoring Criteria for A and B Licensed Contractors

   Items for Information Only
   ○ None

   Items for Approval (for action)
   ○ Allana-Lippert, Roofing Consultant – Contract Amendment
   ○ Treemasters, Fire Mitigation Project # 418A – Contract
   ○ CCS Group, Consultant – Short Form Contract
   ○ Fugro West, District Geotechnical Engineer – Contract Amendment
   ○ CSW/Stuber-Stroeh, District Civil Engineer – Contract Amendment
   ○ Alfa Tech, District Mechanical, Electrical & Plumbing (MEP) Engineer – Contract Amendment
   ○ Ninyo & Moore, District Industrial Hygienist – Contract Amendment
   ○ Steinberg Architects, District Architect – Contract Amendment
   ○ Amy Skewes-Cox, District California Environmental Quality Act (CEQA) Consultant – Contract Amendment
   ○ Royston, Hanamoto, Alley & Abey, District Landscape Architect – Contract Amendment
   ○ Recommend Fine Arts Building Project Architect
   ○ Recommend Diamond PE Complex Project Architect

20. January 24 Board Meeting - Board Retreat scheduled from 8:30AM till 3:30PM on 1/24/06. Plan to review the vision for College of Marin in terms of number of students to plan for, green building goals and sustainability and the status of College of Marin in terms of number programs, maintenance and facility costs compared with other community college districts and state schools

a. Board Agenda Items
   The following items are scheduled to be taken to the Board of Trustees (BOT). All of these items are associated with the California Environmental Quality Act (CEQA).
   ○ CEQA Review – Notice of Exemption of Tree Removal Project (317A & 414A) for information
   ○ CEQA Review – Notice of Exemption of Larkspur Annex Demolition Plan (#21A) for information
   ○ CEQA Review - Notice of Exemption of Gas Main Replacement Project (3410A) for information
21. **Procedures Manual** – Swinerton Management & Consulting, Inc. (SMC) has completed its Procedures Manual for the Measure C Bond Modernization Program which is in use. Updates will be issued periodically to modify/correct/improve the document as necessary. Like any good process or procedure this document is a dynamic ever-evolving document that will continually be updated.
B. PROGRAM – NEXT 120 DAYS

1. Facility Condition Assessment Reports are expected to conclude and final building and campus assessment reports will be issued.

2. Interview candidates for Director of Modernization position.

3. Submit Phase II funding request to Independently Owned Utilities for energy savings projects.

4. Continue Furniture, Fixture and Equipment (FF&E) inventories

5. Complete Security and Access Control Field Surveys

6. Gather Campus and Community Feedback on Master Plan Concepts

7. Continue development of Campus Master Plans

8. Begin selection process for Signage Consultant

C. PROGRAM - ISSUES

1. DELAY NOTICE – The Capital Improvement Program (CIP) is currently being delayed due to lack of specific direction regarding parameters for Campus and Facilities Master Planning. The level of development of the Educational Master Plan (EMP) is inadequate to inform the Campus and Facilities Master Planning effort. In order for the Capital Improvement Program (CIP) Team to continue program development the following items need to be defined:
   • Number of students each campus should be designed to accommodate
   • Hours of day and days of week classes will be scheduled
   • Size of standard lecture classrooms and laboratories
   • Number and type of programs
   • Delivery Method for each program
   • Which programs will be offered at each campus
3. KENTFIELD CAMPUS SUMMARY

A. CURRENT ACTIVITIES

1. Architectural Programming of Fine Arts and PE Complex - The PE and Fine Arts Centers were identified as two essential core programs that are extremely valuable to the mission at College of Marin. In an effort to effectively utilize the bond dollars, the District has requested that preliminary design efforts be started to keep the program momentum moving. It is currently envisioned that these buildings will remain in their current locations with similar future programs. Swinerton Management & Consulting, Inc. (SMC), on behalf of the District led an interview process to select a project specific architect for both of these projects. Kwan Hemni Architecture/Planning was selected as the project architect for the PE Complex and Marcy Wong and Donn Logan Architects were selected for the Fine Arts Building Project. The Board of Trustees authorized these awards at their December 13th BOT Meeting. Short form Contracts for these two firms are being negotiated at this time. Detailed negotiations for the full scope of work will be scheduled as soon as the Master Planning, Master Programming and Detailed Architectural Programs are at an appropriate level of completion. Steinberg Architects was commissioned to develop the Architectural Programming for both facilities. Steinberg Architects have begun meeting with all the constituents and user groups at both buildings in order to develop Architectural Programs for each facility that truly represents a collaborative design process. These two projects will set the trend for a collaborative design process for other new building projects.

2. Partial Roof Replacement – PE Complex (Project # 308A) – In design review. The final roof design scope will be incorporated with PE Complex Modernization Scope expected to occur over the next 18 months.

3. Larkspur Annex Demolition (Project # 321A) – Design underway. The Design progress is dependent upon receiving revised utility company’s engineering plans expected in March. These plans will be incorporated with building demo and site preparation scope. Demolition of the deteriorated structures is planned to free up space for additional parking for contractors and/or students. Swinerton Management & Consulting, Inc. (SMC) has met with the College Park Homeowners Association adjacent to the Larkspur Annex property.

4. Tree Removal (Project # 317A) - The project is in the design development stage pending the completion of the arborist report. Project design will be reviewed with faculty having expertise in this area. The projected bid period is mid April to late May 2006, BOT approval June 2006 and project completion October 2006.

5. Asbestos Abatement PE Complex (Project # 308C) - The scope at PE includes abatement within Men’s and Women’s Locker Rooms. The Scope was expanded to include asbestos pipe insulation discovered under Fine Arts theatre seating area. The Bids are due on 01/27/06.Completion currently scheduled for Spring 2006.

6. Roof Repairs Harlan Center (Project # 302A) and Learning Resource Center (Project # 303A) – Additional leaks were encountered and completion has been delayed by weather. Additional repair details were received from the design firm; contractor to provide pricing for District consideration. Contractor shall complete initial contract work prior to performing additional work. The final Completion date is dependent on weather.
7. **Flooding at Kentfield Campus** – At the end of 2005, parts of the Kentfield Campus were flooded due to heavy rainfall in the local area. Areas underneath the Science Building and Parking Lots 6, 7, 9, 11, 12, 13 and 15 all experienced some level of flooding. High water levels caused damage on the ground floor of Dickson Hall and to the hydraulic mechanism for the elevator in Fusselman Hall. Please see photos in Appendix C. (for information only)

**B. KENTFIELD - NEXT 120 DAYS**

1. Conclude waterproofing and roof repairs at Learning Resource Center (LRC) and Harlan Center (HC)
2. Complete design for Demolition of the Larkspur Annex
3. Complete design of Tree Removal Bid Package.
4. Complete design review of PE Complex Roof Replacement documents
5. Installation of proposed floor finish 'standard' sample products (mock ups)
6. Award contract and commence work for asbestos pipe insulation abatement at PE Complex and Fine Arts Building
7. Complete Architectural Programming for Modernization of PE Complex Project
8. Complete Architectural Programming on Modernization of Fine Arts Building Project
9. A Program Update will be given to the Kentfield Planning Advisory Committee on 2/15/06.

**C. KENTFIELD – ISSUES**

1. Potential Change Orders for Roof Repairs on Learning Resource Center (LRC) Project will exceed 10% of original contract award value.
2. PG&E requires 10 weeks to perform their review and engineering of new electrical service to the Larkspur Annex area.
4. INDIAN VALLEY CAMPUS UPDATE

A. CURRENT ACTIVITIES

1. Fire Mitigation (Project # 418A) - A contract was awarded to Treemasters at the December 13th BOT Meeting for this work. A bid protest was filed by Forester Kroeger and responded to by the District. Treemasters is scheduled to start work on 2/1/06.

2. Vehicular Bridges - A detailed inspection of the vehicular bridges indicates they meet the required loading requirements of the Fire Marshal and subsequent load testing will not be required. However, erosion at the bridge pylons and abutments is of serious concern. A Stream Management Plan is being developed to determine the appropriate solutions to this problem.

3. Tree Removal (Project # 414A) - The project is in the design development stage pending the completion of the arborist report. Project design will be reviewed with faculty who have expertise in this area. The projected bid period is mid April to late May 2006, BOT approval June 2006 and project completion Oct 1, 2006.

4. Gas Main Replacement (Project # 410A) - Contract documents are at 50% stage. The trenching route through landscape areas adjacent to Miwok Cluster is being reviewed by the District Arborist. Routing recommendations to be approved by the District in early February. The design team will review the documents with the Division of the State Architect (DSA) as a pre-final review in early February and final over-the-counter approval in mid February. The projected bid period is early March through April 2006, BOT approval May 2006 and project completion in September 2006.

B. INDIAN VALLEY - NEXT 120 DAYS

1. Complete design of the Gas Main Replacement Bid Package
2. Complete design of the Tree Removal Bid Package
3. Complete draft of Stream Management Plan
4. Continue work on Fire Mitigation Project – Construction Phase
5. A Program Update will be given to the Ignacio Creek Homeowners Association on 2/23/06.
6. A Program Update will be given to the City of Novato on 2/16/06. The city will be brought up to date on the current progress of the Capital Improvement Program (CIP).

C. INDIAN VALLEY - ISSUES

1. Stabilizing the erosion around engineered improvement in or near Ignacio Creek.
5. **FINANCIAL SUMMARY**

**A. BUDGET UPDATE**

1. Please see the attached Program Summary Budget section for the Project by Project budget and associated cash flow curve. To date there have been $3,555,948 (refer to section 7) invoiced to date thru 12/31/05. against the Current Program Budget of $249,500,000. Currently the individual projects and their associated budgets are based on preliminary information derived from the 3DI Facilities Master Plan document. The project list and their associated budgets will be finalized once the Educational Master Plan and Facilities Master Plan have been completed. Recommendations on projects, project budgets and project priorities will be made to the Board of Trustees for their action in the spring of 2006.

2. Please see the attached individual project reports for budget information on individual active projects.

**B. PROGRAM SUMMARY CASH FLOW**

Please see the attached Program Summary Cash Flow Report for the preliminary forecasted cumulative project cash flow. This cash flow projection is based on the preliminary program schedule and budget information as developed from the 3DI Facilities Master Plan document. The final project cash flow and associated project-by-project construction schedule will be finalized as discussed above.

**C. CONTINGENCY STATUS**

Based on initial budget breakdown of 3DI preliminary Project Budgets. The remaining contingency for the overall Capital Improvement Program (CIP) stands at $35,925,000. The Program Contingency started at $35,925,000. To date $0.00 or 0% of the contingency has been committed.

**D. CONTRACT STATUS**

- To date there have been 67 contracts, amendments or purchase orders executed.
- There are currently 5 contracts awaiting signature:

**E. ADDITIONAL SERVICES /PENDING EXHIBITS**

We are anticipating Add Services requests from the following consultants for additional work associated with the program.

<table>
<thead>
<tr>
<th>Consultant</th>
<th>Reason</th>
<th>Cost Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steinberg</td>
<td>Delays due to lack of planning information and additional meetings and workshops. Steinberg Architects is currently assessing the impact of the additional meetings and schedule extension.</td>
<td>TBD</td>
</tr>
<tr>
<td>Consultant</td>
<td>Reason</td>
<td>Cost Estimate</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>CSW</td>
<td>Additional work on topographical drawings and aerial photos alignment at IVC campus and GPS work at the south ridge to determine if Montura Fire Road is within the property boundary.</td>
<td>$10,000</td>
</tr>
<tr>
<td>Degenkolb</td>
<td>Additional work related to vehicular bridge load Analysis at IVC.</td>
<td>TBD</td>
</tr>
</tbody>
</table>

F. PAYMENT STATUS
Contractor and Consultant Payments have been processed within a satisfactory time period.
6. SUMMARY BAR CHART SCHEDULE

Program Bar chart Schedule - Broken down by: Program, Campus and Project

1. This preliminary program bar chart schedule is derived from the 3DI Facilities Master Plan document. The schedule will be updated once the Educational Master Plan and Facilities Master Plan are completed.
This preliminary schedule projection is based on preliminary data derived from the 3DI Facilities Masterplan document. This schedule will be updated once the Educational Masterplan and Architectural Master Plan are completed.
This preliminary schedule projection is based on preliminary data derived from the 3Di Facilities Masterplan document. This schedule will be updated once the Educational Masterplan and Architectural Master Plan are completed.
<table>
<thead>
<tr>
<th>Activity ID</th>
<th>Activity Description</th>
<th>Orig Dur</th>
<th>Early Start</th>
<th>Early Finish</th>
<th>Budgeted Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>311x</td>
<td>New Way Finding System</td>
<td>517</td>
<td>02JAN09</td>
<td>31DEC10</td>
<td>1,007,025</td>
</tr>
<tr>
<td>310x</td>
<td>Fire Alarm Replacement</td>
<td>517</td>
<td>05JAN09</td>
<td>03JAN11</td>
<td>1,510,537</td>
</tr>
<tr>
<td>313x</td>
<td>New Child Care Center</td>
<td>517</td>
<td>05JAN09</td>
<td>06JAN12</td>
<td>3,524,587</td>
</tr>
<tr>
<td>315x</td>
<td>New Facilities Maint</td>
<td>632</td>
<td>15JUL09</td>
<td>27DEC11</td>
<td>8,036,039</td>
</tr>
<tr>
<td>315A</td>
<td>Roof Repairs at Gardeners Shop</td>
<td>632</td>
<td>15JUL09</td>
<td>27DEC11</td>
<td>20,160</td>
</tr>
<tr>
<td>317x</td>
<td>Campus Landscaping</td>
<td>512</td>
<td>01SEP09</td>
<td>25UG11</td>
<td>1,510,251</td>
</tr>
<tr>
<td>317A</td>
<td>Tree Removal Kentfield</td>
<td>243</td>
<td>01NOV09</td>
<td>10OCT06</td>
<td>474,200</td>
</tr>
<tr>
<td>321A</td>
<td>Larkspur Annex Demo</td>
<td>277</td>
<td>18JUN05A</td>
<td>18JUL06</td>
<td>684,201</td>
</tr>
</tbody>
</table>

### Indian Valley Campus

- **405x:** Mod Admin Center, Children Center
  - Start: 02JAN07
  - Finish: 23UG08
  - Cost: 3,222,770
- **405A:** One Stop Project
  - Start: 01SEP04A
  - Finish: 30DEC05A
  - Cost: 0

### Gas Main Replacement

- **410x:** Gas Main Replacement
  - Start: 02JAN07
  - Finish: 31UG07
  - Cost: 689,660
- **410A:** Gas Main Replacement - Phase 1
  - Start: 01SEP05A
  - Finish: 14SEP06
  - Cost: 394,800

### Wildfire Mitigation

- **418x:** Wildfire Mitigation
  - Start: 07UG06
  - Finish: 06APR07
  - Cost: 492,185
- **418A:** Wildfire Mitigation - Phase 1 - 2006
  - Start: 01JUL05A
  - Finish: 05JUL06
  - Cost: 759,500

### Modernization of Pomio Cluster

- **402x:** Modernization of Pomio Cluster
  - Start: 25APR08
  - Finish: 27AUG08
  - Cost: 22,481,674

### Capital Pres-Library

- **406x:** Capital Pres-Library
  - Start: 02JAN06
  - Finish: 30APR07
  - Cost: 1,313,348
- **406A:** Library - Move Books
  - Start: 01MAR05A
  - Finish: 27APR05A
  - Cost: 20,186

### Capital Pres-Q17one Cluster

- **403x:** Capital Pres-Q17one Cluster
  - Start: 02JAN06
  - Finish: 30APR07
  - Cost: 5,155,185

---

**This preliminary**

---

© Delmia Systems Inc.
This preliminary schedule projection is based on preliminary data derived from the 3DI Facilities Masterplan document. This schedule will be updated once the Educational Masterplan and Architectural Master Plan are completed.
7. **PROGRAM BUDGET SUMMARY**

Program Budget Summary - Broken down by: Program, Campus and Project

1. Based on projects and budgets and derived from the 3DI Facility Assessment Report
## Fund 49: Measure C Funded Projects

### District Wide

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Current Project Budget</th>
<th>Invoiced to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>201X: Technology Infrastructure</td>
<td>2,774,034</td>
<td>0</td>
</tr>
<tr>
<td>201A: ERP Procurement/Software/Training</td>
<td>7,000,000</td>
<td>43,435</td>
</tr>
<tr>
<td>202A: District Auditor for COC</td>
<td>5,000</td>
<td>1,500</td>
</tr>
<tr>
<td>220A: Temporary Office Space</td>
<td>110,000</td>
<td>0</td>
</tr>
<tr>
<td>221A: Furniture, Fixtures &amp; Equipment</td>
<td>500</td>
<td>137</td>
</tr>
<tr>
<td>222A: Computer Software</td>
<td>100,000</td>
<td>45,955</td>
</tr>
<tr>
<td>223A: Misc Items - Construction Signage</td>
<td>3,773</td>
<td>3,581</td>
</tr>
<tr>
<td>224A: Misc Items - Construction Supply Items</td>
<td>3,000</td>
<td>411</td>
</tr>
<tr>
<td><strong>Total for District Wide projects</strong></td>
<td><strong>9,996,307</strong></td>
<td><strong>95,022</strong></td>
</tr>
</tbody>
</table>

### Kentfield Campus

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Current Project Budget</th>
<th>Invoiced to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>301X: Site Roadways Infrastructure Development</td>
<td>461,555</td>
<td>0</td>
</tr>
<tr>
<td>302X: Modernize Learning Resource Center</td>
<td>13,768,621</td>
<td>0</td>
</tr>
<tr>
<td>302A: Roof Repairs: Learning Resource Center</td>
<td>40,001</td>
<td>13,687</td>
</tr>
<tr>
<td>303X: Modernize Harlan Center</td>
<td>4,402,971</td>
<td>0</td>
</tr>
<tr>
<td>303A: Roof Repairs: Harlan Center</td>
<td>40,001</td>
<td>17,136</td>
</tr>
<tr>
<td>304X: Modernize Fusselman Hall</td>
<td>6,725,559</td>
<td>0</td>
</tr>
<tr>
<td>305X: Modernize Science Hall</td>
<td>15,219,348</td>
<td>0</td>
</tr>
<tr>
<td>306X: Modernize Fine Arts Center</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>306A: Fine Arts Modernization</td>
<td>23,434,400</td>
<td>4,015</td>
</tr>
<tr>
<td>307X: Modernize Student Center</td>
<td>7,134,742</td>
<td>0</td>
</tr>
<tr>
<td>308X: Modernize Diamond Physical Ed Center</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>308A: Roof Repairs: Physical Education Center</td>
<td>1,060,000</td>
<td>45,323</td>
</tr>
<tr>
<td>308B: Diamond PE Center Modernization</td>
<td>13,561,000</td>
<td>2,323</td>
</tr>
<tr>
<td>308C: PE - Abatement of Asbestos Pipe Insulation</td>
<td>75,550</td>
<td>0</td>
</tr>
<tr>
<td>309X: Accessibility Improvements</td>
<td>1,007,025</td>
<td>0</td>
</tr>
<tr>
<td>310X: Fire Alarm Replacement</td>
<td>1,510,538</td>
<td>0</td>
</tr>
<tr>
<td>311X: New Way Finding System</td>
<td>1,007,025</td>
<td>0</td>
</tr>
<tr>
<td>313X: New Child Care Center</td>
<td>3,524,586</td>
<td>0</td>
</tr>
<tr>
<td>315X: New Facilities Management Center</td>
<td>8,036,039</td>
<td>0</td>
</tr>
<tr>
<td>315A: Roof repairs on Gardner shop</td>
<td>20,160</td>
<td>20,160</td>
</tr>
<tr>
<td>316X: New Multi-purpose Student Services</td>
<td>19,500,616</td>
<td>0</td>
</tr>
<tr>
<td>317X: Campus Landscaping</td>
<td>1,510,250</td>
<td>0</td>
</tr>
<tr>
<td>317A: Tree Removal Kentfield</td>
<td>474,200</td>
<td>0</td>
</tr>
<tr>
<td>319X: New Learning Resource Center</td>
<td>7,560,908</td>
<td>0</td>
</tr>
<tr>
<td>321A: Larkspur Annex Demolition</td>
<td>684,200</td>
<td>17,216</td>
</tr>
<tr>
<td><strong>Total for Kentfield Campus projects</strong></td>
<td><strong>130,759,295</strong></td>
<td><strong>119,861</strong></td>
</tr>
</tbody>
</table>
## Program Summary

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Current Project Budget</th>
<th>Invoiced to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Indian Valley Campus</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>401X: Site Roadways, Infrastructure</td>
<td>276,931</td>
<td>0</td>
</tr>
<tr>
<td>402X: Modernize Pomo Center</td>
<td>22,481,674</td>
<td>0</td>
</tr>
<tr>
<td>403X: Capital Pres-Ohlone Cluster</td>
<td>5,155,184</td>
<td>0</td>
</tr>
<tr>
<td>404X: Capital Pres-Miwook Center</td>
<td>5,113,754</td>
<td>0</td>
</tr>
<tr>
<td>405X: Modernize Admin Center, Children's Center</td>
<td>3,222,778</td>
<td>0</td>
</tr>
<tr>
<td>406X: Capital Pres-Library</td>
<td>1,313,348</td>
<td>0</td>
</tr>
<tr>
<td>406X: Capital Pres-Library</td>
<td>20,189</td>
<td>20,189</td>
</tr>
<tr>
<td>407X: Capital Renewal Central Plant</td>
<td>1,292,349</td>
<td>0</td>
</tr>
<tr>
<td>408X: Fire Safety System Project</td>
<td>2,677,008</td>
<td>0</td>
</tr>
<tr>
<td>410X: Gas Main Replacement</td>
<td>989,859</td>
<td>0</td>
</tr>
<tr>
<td>410A: Gas Main Replacement</td>
<td>394,800</td>
<td>23,736</td>
</tr>
<tr>
<td>411X: Accessibility Improvements</td>
<td>1,007,025</td>
<td>0</td>
</tr>
<tr>
<td>412X: ADA, Fire &amp; Personal Safety</td>
<td>923,106</td>
<td>0</td>
</tr>
<tr>
<td>413X: New Pedestrian Bridges</td>
<td>553,863</td>
<td>0</td>
</tr>
<tr>
<td>414X: Enhanced Entryway Landscaping</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>414A: Tree Removal IVC</td>
<td>655,400</td>
<td>0</td>
</tr>
<tr>
<td>416X: New Commons/Quad</td>
<td>461,554</td>
<td>0</td>
</tr>
<tr>
<td>417X: New Building Pomo Center</td>
<td>10,331,027</td>
<td>0</td>
</tr>
<tr>
<td>418X: Wildfire Mitigation</td>
<td>492,184</td>
<td>0</td>
</tr>
<tr>
<td>418A: Wildfire Mitigation</td>
<td>759,500</td>
<td>36,425</td>
</tr>
<tr>
<td>419X: Erosion Mitigation</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>419A: Ignacio Creek Erosion Mitigation</td>
<td>1,587,500</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total for Indian Valley Campus projects</strong></td>
<td>59,709,033</td>
<td>80,350</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Current Project Budget</th>
<th>Invoiced to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other Campus</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>501X: Modernize Bolinas Marine Lab</td>
<td>349,531</td>
<td>0</td>
</tr>
<tr>
<td>501A: District Bolinas Marine Biology Architect</td>
<td>160,263</td>
<td>10,988</td>
</tr>
<tr>
<td><strong>Total for Other Campus projects</strong></td>
<td>509,794</td>
<td>10,988</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Current Project Budget</th>
<th>Invoiced to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Wide</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>800A: ADA Survey</td>
<td>20,845</td>
<td>20,845</td>
</tr>
<tr>
<td>801X: Program Studies</td>
<td>1,356,389</td>
<td>0</td>
</tr>
<tr>
<td>801A: District Space Inventory Consultant</td>
<td>60,000</td>
<td>32,758</td>
</tr>
<tr>
<td>801B: Classroom Efficiency Analysis</td>
<td>15,000</td>
<td>0</td>
</tr>
<tr>
<td>802A: District Surveyors Planners</td>
<td>150,000</td>
<td>142,659</td>
</tr>
<tr>
<td>803A: District Civil Engineer</td>
<td>310,952</td>
<td>168,789</td>
</tr>
<tr>
<td>804A: District Geotechnical Engineer</td>
<td>148,050</td>
<td>118,266</td>
</tr>
<tr>
<td>805A: District Structural Engineer</td>
<td>233,570</td>
<td>183,790</td>
</tr>
<tr>
<td>806A: District MEP Engineer</td>
<td>464,115</td>
<td>300,208</td>
</tr>
<tr>
<td>807A: District Landscape Architect</td>
<td>368,205</td>
<td>52,733</td>
</tr>
<tr>
<td>808A: District Architect</td>
<td>955,396</td>
<td>432,453</td>
</tr>
</tbody>
</table>

Report Date: December 31, 2005
<table>
<thead>
<tr>
<th>Project</th>
<th>Current Project Budget</th>
<th>Invoiced to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>809A: District Industrial Hygienist</td>
<td>243,700</td>
<td>152,346</td>
</tr>
<tr>
<td>809B: Environmental Monitoring</td>
<td>50,000</td>
<td>0</td>
</tr>
<tr>
<td>810A: District CEQA Consultant</td>
<td>250,000</td>
<td>84,219</td>
</tr>
<tr>
<td>810B: Cultural Resources Monitoring</td>
<td>52,677</td>
<td>2,677</td>
</tr>
<tr>
<td>811A: District Energy Consultant</td>
<td>60,000</td>
<td>0</td>
</tr>
<tr>
<td>813A: District FF&amp;E Consultant</td>
<td>50,000</td>
<td>0</td>
</tr>
<tr>
<td>825X: Program Management</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>825A: Mobilization</td>
<td>100,000</td>
<td>100,000</td>
</tr>
<tr>
<td>825B: Program Definition</td>
<td>400,000</td>
<td>120,000</td>
</tr>
<tr>
<td>825C: Program Management</td>
<td>4,845,000</td>
<td>599,994</td>
</tr>
<tr>
<td>830X: Program Support</td>
<td>1,532,978</td>
<td>0</td>
</tr>
<tr>
<td>830A: Director of Modernization</td>
<td>195,000</td>
<td>132,311</td>
</tr>
<tr>
<td>831A: District Legal Consultant</td>
<td>85,000</td>
<td>29,032</td>
</tr>
<tr>
<td>832A: Support Staff</td>
<td>30,000</td>
<td>24,404</td>
</tr>
<tr>
<td>833A: Program Support - SMC Mobilization/Setup</td>
<td>205,879</td>
<td>195,029</td>
</tr>
<tr>
<td>833B: Program Support - SMC Mobiliz - Kitchen</td>
<td>4,970</td>
<td>4,970</td>
</tr>
<tr>
<td>833C: SMC Mobilization - Bulletin Boards, Shel</td>
<td>4,830</td>
<td>4,830</td>
</tr>
<tr>
<td>833D: SMC Mobiliz - Plan Tables</td>
<td>4,461</td>
<td>4,461</td>
</tr>
<tr>
<td>840A: Copies/Printing/Scanning/Vectorizing</td>
<td>71,808</td>
<td>36,868</td>
</tr>
<tr>
<td>841A: Legal Advertisements</td>
<td>5,000</td>
<td>2,463</td>
</tr>
<tr>
<td>842A: Temporary Storage</td>
<td>1,000</td>
<td>675</td>
</tr>
<tr>
<td>843A: Third Party Fees</td>
<td>10,000</td>
<td>0</td>
</tr>
<tr>
<td>844A: Program Services &amp; Fees - Miscellaneous</td>
<td>21,000</td>
<td>10,044</td>
</tr>
<tr>
<td>845A: Telephone Charges</td>
<td>800</td>
<td>143</td>
</tr>
<tr>
<td>899X: 3D Facilities Assessment</td>
<td>292,844</td>
<td>292,843</td>
</tr>
<tr>
<td>900X: Program Contingency</td>
<td>35,925,000</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total for Program Wide projects</strong></td>
<td>48,525,570</td>
<td>3,249,726</td>
</tr>
<tr>
<td><strong>Measure C funded Projects Total</strong></td>
<td>249,500,000</td>
<td>3,555,948</td>
</tr>
</tbody>
</table>
### Fund 41: Capital Outlay Funded Projects

**Indian Valley Campus**

<table>
<thead>
<tr>
<th>Project</th>
<th>Current Project Budget</th>
<th>Invoiced to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>405A: One Stop IVC</td>
<td>598,154</td>
<td>541,405</td>
</tr>
<tr>
<td>Total for Indian Valley Campus projects</td>
<td>598,154</td>
<td>541,405</td>
</tr>
<tr>
<td>Capital Outlay Funded Projects Total</td>
<td>598,154</td>
<td>541,405</td>
</tr>
<tr>
<td>Totals for Program:</td>
<td>250,098,154</td>
<td>4,097,353</td>
</tr>
</tbody>
</table>
8. **CASHFLOW - CUMULATIVE PROJECTION (Preliminary)**

Preliminary Projected Cumulative Program Cash Flow
Based on budgets and schedules derived from the 3DI Facility Assessment Report
This preliminary cashflow projection is based on preliminary schedule and budget data derived from the 3DI Facilitities Masterplan document. This projection will be updated once the Educational Masterplan and Architectural Masterplan are completed.
9. PROJECT REPORTS

Monthly Project Report Updates for Active Projects
College of Marin - Kentfield Campus

302A - Roof Repairs Learning Resource Center

A/E: Allana Buick & Bers, Inc  Contractor: Western Roofing  Status: Under Construction

PROJECT SUMMARY

Project: 302A Roof Repairs at the LRC, Kentfield

Project Scope:
Perform Series of Roof Repairs to eliminate further water intrusion and degradation of structural and architectural building elements.

Project Manager:  Jane Ekel  Status: Active
Original Project Budget: $ 45,000  Current Project Budget: $ 44,400
Project Start:  8/1/06  Project End:  9/30/06

SCHEDULE

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>SD</th>
<th>DD</th>
<th>CD</th>
<th>DSA</th>
<th>BID</th>
<th>IN</th>
<th>CONST</th>
<th>% Comp.</th>
<th>OCCUPIED</th>
<th>CLOSE-OUT</th>
<th>GN</th>
<th>SCHED</th>
<th>YES</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roof Repairs Learning Resource Ctr</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>75%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>In Progress</td>
</tr>
</tbody>
</table>

BUDGET

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2A Plans and Working Drawings</td>
<td>3,359</td>
<td>0</td>
<td>3,359</td>
<td>7,635</td>
<td>0</td>
<td>763</td>
<td>279</td>
<td>14,410</td>
<td>-11,011</td>
<td>7,428</td>
</tr>
<tr>
<td>2C Project Management</td>
<td>492</td>
<td>0</td>
<td>492</td>
<td>962</td>
<td>0</td>
<td>962</td>
<td>362</td>
<td>13,062</td>
<td>-2,490</td>
<td>322</td>
</tr>
<tr>
<td>2D Plan Check</td>
<td>513</td>
<td>0</td>
<td>513</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>513</td>
<td>0</td>
<td>0</td>
<td>513</td>
</tr>
<tr>
<td>2G Bid Advertising</td>
<td>2,126</td>
<td>0</td>
<td>2,126</td>
<td>152</td>
<td>0</td>
<td>152</td>
<td>0</td>
<td>1,973</td>
<td>152</td>
<td>152</td>
</tr>
<tr>
<td>3A Construction</td>
<td>36,815</td>
<td>0</td>
<td>36,815</td>
<td>8,271</td>
<td>0</td>
<td>8,271</td>
<td>8,500</td>
<td>15,771</td>
<td>-9,044</td>
<td>-9,044</td>
</tr>
<tr>
<td>4A Test and Inspection</td>
<td>2,435</td>
<td>0</td>
<td>2,435</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2,435</td>
<td>0</td>
<td>2,435</td>
</tr>
<tr>
<td>5A Contingency</td>
<td>1,077</td>
<td>0</td>
<td>1,077</td>
<td>914</td>
<td>0</td>
<td>914</td>
<td>153</td>
<td>1,077</td>
<td>0</td>
<td>731</td>
</tr>
<tr>
<td>7A A/E Oversight</td>
<td>646</td>
<td>0</td>
<td>646</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5,075</td>
<td>5,075</td>
<td>-2,335</td>
<td>0</td>
</tr>
<tr>
<td>8A Fixtures, Furniture &amp; Equipment</td>
<td>272</td>
<td>0</td>
<td>272</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>272</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Project Totals</td>
<td>48,001</td>
<td>0</td>
<td>48,001</td>
<td>17,359</td>
<td>0</td>
<td>17,359</td>
<td>22,688</td>
<td>39,947</td>
<td>53</td>
<td>13,657</td>
</tr>
</tbody>
</table>

Issues and Concerns

1. Roofing repairs have minimized water intrusion although leaks not completely eliminated. Contractor to complete all base contract work before further evaluations by design firm.
2. Winter weather has affected the continuity of work on the 'below grade waterproofing' over the mechanical equipment rooms below this sod roof area.

Next 30 Days

1. Below grade excavation and waterproofing repairs expected to be complete, subject to weather delays.
**PROJECT SUMMARY**

Project: 303A Roof Repairs at Harlan Center, Kentfield

Project Scope:
Perform Series of Roof Repairs to eliminate further water intrusion and degradation of structural and architectural building elements.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>SD</th>
<th>DD</th>
<th>CD</th>
<th>DS</th>
<th>BID</th>
<th>IN</th>
<th>BID</th>
<th>COMP.</th>
<th>OCCUPIED</th>
<th>CLOSE-OUT</th>
<th>SCHED</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roof Repairs Harlan Center - Phase I</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>90</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SCHEDULE**

**BUDGET**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2A Plans and Working Drawings</td>
<td>3,369</td>
<td>0</td>
<td>3,369</td>
<td>22,902</td>
<td>0</td>
<td>22,902</td>
<td>-10,210</td>
<td>12,690</td>
<td>-9,371</td>
<td>6,262</td>
<td></td>
</tr>
<tr>
<td>2C Project Management</td>
<td>462</td>
<td>0</td>
<td>462</td>
<td>392</td>
<td>0</td>
<td>392</td>
<td>70</td>
<td>462</td>
<td>0</td>
<td>392</td>
<td></td>
</tr>
<tr>
<td>2D Plan Check</td>
<td>543</td>
<td>0</td>
<td>543</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>543</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2G Bid Advertising</td>
<td>2,126</td>
<td>0</td>
<td>2,126</td>
<td>152</td>
<td>0</td>
<td>152</td>
<td>0</td>
<td>152</td>
<td>1,973</td>
<td>152</td>
<td></td>
</tr>
<tr>
<td>3A Construction</td>
<td>26,815</td>
<td>0</td>
<td>26,815</td>
<td>9,425</td>
<td>0</td>
<td>9,425</td>
<td>1,000</td>
<td>10,425</td>
<td>15,360</td>
<td>5,435</td>
<td></td>
</tr>
<tr>
<td>4A Test and Inspection</td>
<td>2,435</td>
<td>0</td>
<td>2,435</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2,435</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>5A Contingency</td>
<td>3,072</td>
<td>0</td>
<td>3,072</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2,000</td>
<td>3,000</td>
<td>1,072</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>6A Construction Management</td>
<td>1,077</td>
<td>0</td>
<td>1,077</td>
<td>914</td>
<td>0</td>
<td>914</td>
<td>163</td>
<td>1,077</td>
<td>0</td>
<td>731</td>
<td></td>
</tr>
<tr>
<td>7A A/E Oversight</td>
<td>820</td>
<td>0</td>
<td>820</td>
<td>39,450</td>
<td>0</td>
<td>39,450</td>
<td>-22,260</td>
<td>6,200</td>
<td>-3,300</td>
<td>169</td>
<td></td>
</tr>
<tr>
<td>9A Fixtures, Furniture &amp; Equipm</td>
<td>272</td>
<td>0</td>
<td>272</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>272</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**Project Totals:**

<table>
<thead>
<tr>
<th></th>
<th>[A]</th>
<th>[B]</th>
<th>[C]</th>
<th>[D]</th>
<th>[E]</th>
<th>[F]</th>
<th>[G]</th>
<th>[H]</th>
<th>[I]</th>
<th>[J]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>40,001</td>
<td>0</td>
<td>40,001</td>
<td>64,333</td>
<td>0</td>
<td>64,333</td>
<td>-31,337</td>
<td>33,996</td>
<td>7,094</td>
<td>17,198</td>
</tr>
</tbody>
</table>

**Issues and Concerns**

1. None.

**Next 30 Days**

1. Final acceptance of root repairs and testing to be scheduled and completed.

Project Number 303A  
KTD - Roof Repairs Harlan Center - Phase I  
December 31, 2005
PROJECT SUMMARY

Project: 306A, Fine Arts Modernization, Kentfield

Project Scope:
Renovate S 100-seat theater (ret by Music & Drama Depts). Remove all (E) states & stages w/ new finishes, sound, lighting, AV & MEP systems. ADA upgrades & asbestos abatement. Possibly remove two clear portions at front of lobby & reconfigure w/ new security lobby & nonload bearing walls. New acoustic and acousticconfigured by main structure.

Project Manager: Jay Schatz
Status: Active

Original Project Budget: $23,434,406
Current Project Budget: $23,434,406

Project Start: 1/1/2005
Project End: 1/1/2006

SCHEDULE

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>SD</th>
<th>DD</th>
<th>CD</th>
<th>DSA</th>
<th>BID</th>
<th>CONN</th>
<th>Comp.</th>
<th>OCCUPIED</th>
<th>OUT</th>
<th>SCHD</th>
<th>YES</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modernization of Fine Arts Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BUDGET

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2A Plans and Working Drawings</td>
<td>2,140,500</td>
<td>0</td>
<td>2,140,500</td>
<td>143,978</td>
<td>0</td>
<td>143,978</td>
<td>1,957,425</td>
<td>2,140,500</td>
<td>0</td>
</tr>
<tr>
<td>2C Project Management</td>
<td>225,600</td>
<td>0</td>
<td>225,600</td>
<td>225,611</td>
<td>0</td>
<td>225,611</td>
<td>59,424</td>
<td>225,600</td>
<td>0</td>
</tr>
<tr>
<td>2D Plan Check</td>
<td>336,700</td>
<td>0</td>
<td>336,700</td>
<td>0</td>
<td>0</td>
<td>336,700</td>
<td>336,700</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2G Bid Advertising</td>
<td>2,900</td>
<td>0</td>
<td>2,900</td>
<td>0</td>
<td>0</td>
<td>2,900</td>
<td>2,900</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3A Construction</td>
<td>15,063,600</td>
<td>0</td>
<td>15,063,600</td>
<td>0</td>
<td>0</td>
<td>15,063,600</td>
<td>15,063,600</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4A Test and Inspection</td>
<td>447,000</td>
<td>0</td>
<td>447,000</td>
<td>0</td>
<td>0</td>
<td>447,000</td>
<td>447,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5A Contingency</td>
<td>1,699,600</td>
<td>0</td>
<td>1,699,600</td>
<td>0</td>
<td>0</td>
<td>1,699,600</td>
<td>1,699,600</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5A Construction Management</td>
<td>657,000</td>
<td>0</td>
<td>657,000</td>
<td>0</td>
<td>0</td>
<td>657,000</td>
<td>657,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7A A/E Oversight</td>
<td>310,100</td>
<td>0</td>
<td>310,100</td>
<td>0</td>
<td>0</td>
<td>310,100</td>
<td>310,100</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>9A Fixtures, Furniture &amp; Equipment</td>
<td>1,346,600</td>
<td>0</td>
<td>1,346,600</td>
<td>0</td>
<td>0</td>
<td>1,346,600</td>
<td>1,346,600</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Project Totals</td>
<td>23,434,406</td>
<td>0</td>
<td>23,434,406</td>
<td>373,466</td>
<td>0</td>
<td>373,466</td>
<td>23,061,914</td>
<td>23,434,406</td>
<td>0</td>
</tr>
</tbody>
</table>

Issues and Concerns

No issues or concerns at this time.

Next 30 Days

1. Steinberg to continue programming efforts with all user groups.
2. Invite project-specific architect - Wong/Logan - to review Steinberg programming documentation.
## PROJECT SUMMARY

**Project: 308A Roof Repairs at PE, Kentfield**

### Project Scope:
- Remove & replace existing (E) "tested level" built-up roofing system with new (EI) built-up roofing system including placement of rigid thermal insulat over occupied areas & solid reflectant surface coating.
- New roof drains & piping. Skylight & minor repairs to existing wood beams. Implementation to be on PE Modernization Project #308B.

### Project Manager:
Jake Buehler

### Status:
Active

### Original Project Budget:
$1,065,900

### Current Project Budget:
$1,065,900

### Project Start:
4/10/09

### Project End:
4/10/09

### SCHEDULE

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>DESIGN</th>
<th>DESCRIPTION</th>
<th>DESIGN</th>
<th>DESCRIPTION</th>
<th>DESIGN</th>
<th>DESCRIPTION</th>
<th>DESIGN</th>
<th>DESCRIPTION</th>
<th>DESIGN</th>
<th>DESCRIPTION</th>
<th>DESIGN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SD</td>
<td>DD</td>
<td>CD</td>
<td>DSA</td>
<td>BID</td>
<td>CON</td>
<td>Comp.</td>
<td>OCCUPIED</td>
<td>CLOSE-OUT</td>
<td>ON</td>
<td>SCHED</td>
</tr>
<tr>
<td>Roof Replacement Diamond PE Center - Phase 1</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>YES</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

### BUDGET

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2A Plans and Working Drawings</td>
<td>64,852</td>
<td>0</td>
<td>94,852</td>
<td>42,000</td>
<td>0</td>
<td>42,000</td>
<td>63,392</td>
<td>64,852</td>
<td>0</td>
<td>33924</td>
<td></td>
</tr>
<tr>
<td>2C Project Management</td>
<td>13,035</td>
<td>0</td>
<td>13,035</td>
<td>10,377</td>
<td>0</td>
<td>10,377</td>
<td>13,035</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2D Plan Check</td>
<td>15,350</td>
<td>0</td>
<td>15,350</td>
<td>7,552</td>
<td>0</td>
<td>7,552</td>
<td>15,350</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2G Bid Advertising</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3A Construction</td>
<td>736,798</td>
<td>0</td>
<td>736,798</td>
<td>0</td>
<td>0</td>
<td>736,798</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4A Test and Inspection</td>
<td>18,360</td>
<td>0</td>
<td>18,360</td>
<td>0</td>
<td>0</td>
<td>18,360</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5A Contingency</td>
<td>78,750</td>
<td>0</td>
<td>78,750</td>
<td>0</td>
<td>0</td>
<td>78,750</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6A Construction Management</td>
<td>36,414</td>
<td>0</td>
<td>36,414</td>
<td>21,513</td>
<td>0</td>
<td>21,513</td>
<td>36,414</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7A A/E Oversight</td>
<td>23,716</td>
<td>0</td>
<td>23,716</td>
<td>15,500</td>
<td>0</td>
<td>15,500</td>
<td>23,716</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8A Fixtures, Furniture &amp; Equipment</td>
<td>53,725</td>
<td>0</td>
<td>53,725</td>
<td>0</td>
<td>0</td>
<td>53,725</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Project Totals:</strong></td>
<td><strong>1,065,900</strong></td>
<td><strong>0</strong></td>
<td><strong>1,065,900</strong></td>
<td><strong>96,020</strong></td>
<td><strong>0</strong></td>
<td><strong>96,020</strong></td>
<td><strong>1,065,900</strong></td>
<td><strong>0</strong></td>
<td><strong>45,323</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Issues and Concerns
1. Define extent of possible impact to roof replacement by future facility modernization project.

### Next 30 Days
1. Complete design package review.
2. Initiate advertisement for bid process [note: project to be incorporated into Modernization project #308B bid process in the future.]
**PROJECT SUMMARY**

Project: 308B, Diamond PE Center Renovation, Kentfield

Project Scope:
Architecture in-programming & renovation of existing spaces. Add new elements: locker rooms, interior upgrade of all four buildings, HVAC, electrical & plumbing systems in all four PE Buildings. Addition/renovation of flow areas and other areas as required. Replace concrete 2nd floor & all PE Center complex sidewalks, new landscaping, etc.

Project Start: 11/06/05

**SCHEDULE**

<table>
<thead>
<tr>
<th>Description</th>
<th>DESIGN</th>
<th>DESCRIPTION</th>
<th>SD</th>
<th>DD</th>
<th>CD</th>
<th>OSA</th>
<th>RDS</th>
<th>IN</th>
<th>CONST</th>
<th>% Comp.</th>
<th>OCCUPIED</th>
<th>CLOSE-OUT</th>
<th>ON</th>
<th>SCHED</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modernization of Diamond Physical Education Center</td>
<td>15%</td>
<td>NA</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>YES</td>
<td>Programming in progress.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BUDGET**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2A Plans and Working Drawings</td>
<td>1245,000</td>
<td>0</td>
<td>1245,000</td>
<td>102,050</td>
<td>0</td>
<td>102,050</td>
<td>1.14</td>
<td>102,050</td>
<td>1,247,000</td>
<td>0</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2C Project Management</td>
<td>165,000</td>
<td>0</td>
<td>165,000</td>
<td>92,930</td>
<td>0</td>
<td>92,930</td>
<td>73,070</td>
<td>92,930</td>
<td>165,000</td>
<td>0</td>
<td>3,332</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2D Plan Check</td>
<td>165,000</td>
<td>0</td>
<td>165,000</td>
<td>92,930</td>
<td>0</td>
<td>92,930</td>
<td>73,070</td>
<td>92,930</td>
<td>165,000</td>
<td>0</td>
<td>3,332</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2G Bid Advertising</td>
<td>2,000</td>
<td>0</td>
<td>2,000</td>
<td>2,000</td>
<td>0</td>
<td>2,000</td>
<td>2,000</td>
<td>2,000</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3A Construction</td>
<td>9,235,000</td>
<td>0</td>
<td>9,235,000</td>
<td>9,235,000</td>
<td>0</td>
<td>9,235,000</td>
<td>9,235,000</td>
<td>9,235,000</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4A Test and Inspection</td>
<td>216,000</td>
<td>0</td>
<td>216,000</td>
<td>216,000</td>
<td>0</td>
<td>216,000</td>
<td>216,000</td>
<td>216,000</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6A Contingency</td>
<td>584,000</td>
<td>0</td>
<td>584,000</td>
<td>584,000</td>
<td>0</td>
<td>584,000</td>
<td>584,000</td>
<td>584,000</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6A Construction Management</td>
<td>387,500</td>
<td>0</td>
<td>387,500</td>
<td>387,500</td>
<td>0</td>
<td>387,500</td>
<td>387,500</td>
<td>387,500</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7A A/E Oversight</td>
<td>322,000</td>
<td>0</td>
<td>322,000</td>
<td>322,000</td>
<td>0</td>
<td>322,000</td>
<td>322,000</td>
<td>322,000</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9A Fixtures, Furniture &amp; Equipment</td>
<td>761,000</td>
<td>0</td>
<td>761,000</td>
<td>761,000</td>
<td>0</td>
<td>761,000</td>
<td>761,000</td>
<td>761,000</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Project Totals**

| Project Totals | 13,561,000 | 0 | 13,561,000 | 183,830 | 0 | 183,830 | 13,367,170 | 13,367,170 | 0 | 3,332 |

**Issues and Concerns**

1. None.

**Next 30 Days**

1. Steinberg to continue programming facility and individual rooms with user groups.
2. Project-specific architect firm - Kwan Hemni - will be brought on board to review Steinberg programming documentation.

**08.01.2005**
Project: 308C PE - Abatement of Asbestos Pipe Insulation

Project Scope:
Abate existing asbestos-containing insulation on ceilings and heating/cooling ducts within Men's and Women's Locker Rooms. New insulation will be installed in place in lieu of asbestos material.

Project Manager: Jake Shatt
Project Start: 11/19/98

Original Project Budget: $7,550
Current Project Budget: $7,550

Schedule:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>DESIGN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diamond PE Center - Removal of Asbestos Pipe Insulation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Budget:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2A Plans and Working Drawings</td>
<td>8,400</td>
<td>0</td>
<td>8,400</td>
<td>0</td>
<td>0</td>
<td>8,400</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2C Project Management</td>
<td>1,090</td>
<td>0</td>
<td>1,000</td>
<td>0</td>
<td>0</td>
<td>740</td>
<td>290</td>
<td>1,000</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2G Bid Advertising</td>
<td>810</td>
<td>0</td>
<td>650</td>
<td>0</td>
<td>0</td>
<td>345</td>
<td>345</td>
<td>650</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>3A Construction</td>
<td>63,000</td>
<td>0</td>
<td>55,000</td>
<td>0</td>
<td>0</td>
<td>65,000</td>
<td>65,000</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4A Test and Inspection</td>
<td>2,200</td>
<td>0</td>
<td>2,000</td>
<td>0</td>
<td>0</td>
<td>2,000</td>
<td>2,000</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6A Contingency</td>
<td>2,200</td>
<td>0</td>
<td>2,200</td>
<td>0</td>
<td>0</td>
<td>2,200</td>
<td>2,200</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6A Construction Management</td>
<td>2,200</td>
<td>0</td>
<td>2,200</td>
<td>0</td>
<td>0</td>
<td>2,200</td>
<td>2,200</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Total</td>
<td>75,550</td>
<td>0</td>
<td>75,550</td>
<td>2,175</td>
<td>0</td>
<td>7,760</td>
<td>77,670</td>
<td>75,550</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Issues and Concerns:
1. Funding includes State grant for asbestos abatement; considering expanding scope to abate known asbestos pipe insulation with Fine Arts facility. Work schedule will require off-hour activities due to extensive use of facility; coordination with user groups required.

Next 30 Days:
1. Receive bids, award contract and commence work.
**College of Marin - Kentfield Campus**

**317A - Kentfield Tree Removal**

**A/E:** RHAA  
**Contractor:** TBD  
**Status:** Design Development

---

**PROJECT SUMMARY**

**Project: 317 A Tree Removal Kentfield, Tree Removal Kentfield**

**Project Manager:** Debra Matha  
**Status:** Active

**Original Project Budget:** $474,200  
**Current Project Budget:** $474,200

**Project Start:** 6/18/05  
**Project End:** 7/18/05

---

**SCHEDULE**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>SD</th>
<th>DD</th>
<th>CD</th>
<th>DSA</th>
<th>BID</th>
<th>IN</th>
<th>CONST</th>
<th>% Comp.</th>
<th>OCCUPIED</th>
<th>CLOSE-OUT</th>
<th>ON SCHED</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kentfield Tree Removal</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>NA</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YES</td>
<td></td>
</tr>
</tbody>
</table>

---

**BUDGET**

<table>
<thead>
<tr>
<th>Project Budget</th>
<th>(A) Contract Project Budgets</th>
<th>(B) Project Budget Adjustments</th>
<th>(C) Original Project Budgets</th>
<th>(D) Approved Changes</th>
<th>(E) Current Contract</th>
<th>(F) Forecast to Complete</th>
<th>(G) Forecast at Completion</th>
<th>(H) Variance</th>
<th>(I) Invoiced to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2A Plans and Working Drawings</td>
<td>32,000</td>
<td>0</td>
<td>32,000</td>
<td>29,495</td>
<td>2,596</td>
<td>33,900</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2C Project Management</td>
<td>6,300</td>
<td>0</td>
<td>6,300</td>
<td>4,179</td>
<td>2,122</td>
<td>6,300</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2G Bid Advertising</td>
<td>2,000</td>
<td>0</td>
<td>2,000</td>
<td>0</td>
<td>0</td>
<td>2,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3A Construction</td>
<td>350,000</td>
<td>0</td>
<td>350,000</td>
<td>0</td>
<td>0</td>
<td>350,000</td>
<td>350,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4A Test and Inspection</td>
<td>21,000</td>
<td>0</td>
<td>21,000</td>
<td>0</td>
<td>0</td>
<td>21,000</td>
<td>21,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5A Contingency</td>
<td>36,900</td>
<td>0</td>
<td>36,900</td>
<td>0</td>
<td>0</td>
<td>36,900</td>
<td>36,900</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6A Construction Management</td>
<td>14,000</td>
<td>0</td>
<td>14,000</td>
<td>11,296</td>
<td>3,304</td>
<td>14,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7A A/E Oversight</td>
<td>11,400</td>
<td>0</td>
<td>11,400</td>
<td>0</td>
<td>0</td>
<td>11,400</td>
<td>11,400</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Project Totals:** 474,200  
0 474,200 44,879 0 44,879 425,321 474,200 0 0

---

**Issues and Concerns**

The project seeks to address the diseased trees campus wide by partial or complete removal. It will also address vegetation management, focusing primarily on the overgrown areas at the building perimeters.

---

**Next 30 Days**

The design team will continue to assess the health of the trees and compile the data in an arborist report. The contract document package will be developed in coordination with the arborist report and campus landscape management staff recommendations.
PROJECT SUMMARY

Project: 321A, Larkspur Annex Demo / Contractor Staging Area, Kentfield

Project Scope:
Extend permanent electrical and telephone service to new MBN building.
Remove all existing original building except restroom structure. Prep remaining
area for temporary contractor use, including fencing, security lighting, utility
stands for power, telephone, waste and sewer. Address grading and drainage controls.

Project Manager: TBD
Status: Predesign Phase

Original Project Budget: $594,300
Current Project Budget: $664,300

Project Start: 11/11/05
Project End: 9/30/06

SCHEDULE

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>DESIGN</th>
<th>IN</th>
<th>% OCCUPIED</th>
<th>CLOSE-OUT</th>
<th>SCHD</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repl Replacement Diamond PE Center - Phase 1</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>YES</td>
</tr>
</tbody>
</table>

BUDGET

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2A Plans and Working Drawings</td>
<td>55,000</td>
<td>0</td>
<td>95,000</td>
<td>84,350</td>
<td>0</td>
<td>24,350</td>
<td>10,650</td>
<td>55,000</td>
<td>0</td>
<td>16,844</td>
<td></td>
</tr>
<tr>
<td>2C Project Management</td>
<td>9,300</td>
<td>0</td>
<td>9,300</td>
<td>6,698</td>
<td>0</td>
<td>6,698</td>
<td>1,602</td>
<td>8,300</td>
<td>0</td>
<td>1,172</td>
<td></td>
</tr>
<tr>
<td>2D Plan Check</td>
<td>9,500</td>
<td>0</td>
<td>9,500</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>9,500</td>
<td>9,500</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2G Bid Advertising</td>
<td>2,000</td>
<td>0</td>
<td>2,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2,000</td>
<td>2,000</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>3A Construction</td>
<td>461,000</td>
<td>0</td>
<td>461,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>461,000</td>
<td>461,000</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>4A Test and Inspection</td>
<td>16,000</td>
<td>0</td>
<td>16,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>16,000</td>
<td>16,000</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>5A Contingency</td>
<td>54,500</td>
<td>0</td>
<td>54,500</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>54,500</td>
<td>54,500</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>6A Construction Management</td>
<td>19,400</td>
<td>0</td>
<td>19,400</td>
<td>16,628</td>
<td>0</td>
<td>16,628</td>
<td>3,772</td>
<td>19,400</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>7A A/E Oversight</td>
<td>15,100</td>
<td>0</td>
<td>15,100</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>15,100</td>
<td>15,100</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Project Totals:</td>
<td>684,300</td>
<td>0</td>
<td>684,300</td>
<td>166,677</td>
<td>0</td>
<td>106,677</td>
<td>577,523</td>
<td>684,300</td>
<td>0</td>
<td>17,216</td>
<td></td>
</tr>
</tbody>
</table>

Issues and Concerns
1. Defining extent of site development adjacent to wetlands zone.

Next 30 Days
1. Confirm extent of repairs necessary at restroom building to remain end
general site improvements for temporary contractor staging.
2. Proceed with design and construction documents for confirmed scope.
3. Receive preliminary engineering design from PG&E utility for revised power service
to site.

Project Number 321A  KTD - Larkspur Annex Demo Project  December 31, 2005
**PROJECT SUMMARY**

**Project: 410A, Gas Main Replacement, IVC**

**Project Scope:**
Replace leaking existing gas main line due to material failure causing potentially hazardous leaks

**Project Manager:** Lisa Mathai
**Status:** Active

**Original Project Budget:** $ 384,600
**Current Project Budget:** $264,600

**Project Start:** 9/10/05
**Project End:** 11/30/05

---

**SCHEDULE**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>SD</th>
<th>DD</th>
<th>CD</th>
<th>DSA</th>
<th>BID</th>
<th>IN</th>
<th>CON</th>
<th>Comp.</th>
<th>OCCUPIED</th>
<th>OUT</th>
<th>SCHED</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>IVC- Gas Main Replacement</td>
<td>YES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0%</td>
<td></td>
<td></td>
<td></td>
<td>In Progress</td>
</tr>
</tbody>
</table>

---

**BUDGET**

<table>
<thead>
<tr>
<th></th>
<th>[A]</th>
<th>[B]</th>
<th>[C]=[A]-[B]</th>
<th>[D]</th>
<th>[E]</th>
<th>[F]=[D]+[E]</th>
<th>[G]</th>
<th>[H]=[F]+[G]</th>
<th>[I]</th>
<th>[J]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Budget</td>
<td>Project Adjustments</td>
<td>Project Budgets</td>
<td>Original Contracts</td>
<td>Approved Changes</td>
<td>Current Contract</td>
<td>Forecast to Complete</td>
<td>Forecast at Completion</td>
<td>Variance</td>
<td>Invoiced to Date</td>
<td></td>
</tr>
<tr>
<td>2A Plans and Working Drawings</td>
<td>32,700</td>
<td>21,134</td>
<td>53,834</td>
<td>53,834</td>
<td>0</td>
<td>53,834</td>
<td>0</td>
<td>53,834</td>
<td>0</td>
<td>31,931</td>
</tr>
<tr>
<td>2C Project Management</td>
<td>4,500</td>
<td>0</td>
<td>4,509</td>
<td>0</td>
<td>0</td>
<td>2,577</td>
<td>0</td>
<td>5,122</td>
<td>0</td>
<td>1,565</td>
</tr>
<tr>
<td>2D Plan Check</td>
<td>5,400</td>
<td>0</td>
<td>5,400</td>
<td>0</td>
<td>0</td>
<td>5,400</td>
<td>0</td>
<td>5,400</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2G Bid Advertising</td>
<td>2,000</td>
<td>0</td>
<td>2,000</td>
<td>0</td>
<td>0</td>
<td>2,000</td>
<td>0</td>
<td>2,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3A Construction</td>
<td>269,000</td>
<td>0</td>
<td>269,000</td>
<td>0</td>
<td>0</td>
<td>250,000</td>
<td>0</td>
<td>250,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4A Test and Inspection</td>
<td>50,000</td>
<td>-25,595</td>
<td>24,405</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>24,405</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5A Contingency</td>
<td>31,500</td>
<td>0</td>
<td>31,500</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>31,500</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6A Construction Management</td>
<td>10,500</td>
<td>0</td>
<td>10,500</td>
<td>10,306</td>
<td>0</td>
<td>10,306</td>
<td>0</td>
<td>10,306</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7A A/E Oversight</td>
<td>3,200</td>
<td>-4,461</td>
<td>12,661</td>
<td>12,661</td>
<td>0</td>
<td>12,661</td>
<td>0</td>
<td>12,661</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Project Totals:</strong></td>
<td><strong>394,600</strong></td>
<td><strong>0</strong></td>
<td><strong>394,600</strong></td>
<td><strong>79,378</strong></td>
<td><strong>0</strong></td>
<td><strong>79,378</strong></td>
<td><strong>316,423</strong></td>
<td><strong>394,600</strong></td>
<td><strong>0</strong></td>
<td><strong>33,738</strong></td>
</tr>
</tbody>
</table>

---

**Issues and Concerns**

The last project meeting was held on November 10, 2005. Since that time the project team has resolved the following issues/delay issues: 1. The new steel piping will be installed in a trench in lieu of using the directional boring method. 2. The campus archeologist will walk all proposed areas of trenched in the grassy meadows and inform the project team of any suspected potential areas of Native Indian middens. 3. The sizing of the gas pipes and level of service required has been resolved. 4. A stub out to all buildings for future gas use will be provided. 5. The PB & M Body Shop will continue to be serviced from the PG&E main service line and the Pomona Cluster will be serviced off the new Gas line.

---

**Next 30 Days**

The documents will proceed to the CD level for District approval and DSA preview in late January. The design team will develop details for piping at Bridges 7 (pedestrian) and 2 (vehicular). The project team will coordinate with the District Landscape Architect and Structural Engineer for structural pipe support details and trenching limits around trees in open areas.
PROJECT SUMMARY

Project: 414A Tree Removal Project IVC, Tree Removal Project IVC, IVC

Project Scope:
The scope of the project is to remove dead and dying trees, mostly suffering from SOD, in the vicinity of the central campus area.

Project Manager: Debra Mannu
Status: Active

Original Project Budget: $655,400
Current Project Budget: 585,400
Project Start: 1/1/08
Project End: 10/1/08

SCHEDULE

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>DESIGN</th>
<th>DD</th>
<th>CD</th>
<th>DSA</th>
<th>BID</th>
<th>IN</th>
<th>CONST</th>
<th>% OCCUPIED</th>
<th>CLOSE-OUT</th>
<th>SCHED</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>IVC Tree Removal</td>
<td>✔</td>
<td>✔</td>
<td>☐</td>
<td>NA</td>
<td>☐</td>
<td>☐</td>
<td>0%</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>YES</td>
</tr>
</tbody>
</table>

BUDGET

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2A Plans and Working Drawings</td>
<td>32,000</td>
<td>0</td>
<td>32,000</td>
<td>30,740</td>
<td>0</td>
<td>30,740</td>
<td>1,260</td>
<td>32,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2C Project Management</td>
<td>9,000</td>
<td>0</td>
<td>9,000</td>
<td>4,727</td>
<td>0</td>
<td>4,727</td>
<td>4,727</td>
<td>9,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2G Bid Advertising</td>
<td>0</td>
<td>0</td>
<td>2,200</td>
<td>0</td>
<td>0</td>
<td>2,200</td>
<td>2,200</td>
<td>2,200</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3A Construction</td>
<td>500,000</td>
<td>0</td>
<td>500,000</td>
<td>0</td>
<td>0</td>
<td>500,000</td>
<td>0</td>
<td>500,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4A Test and Inspection</td>
<td>24,000</td>
<td>0</td>
<td>24,000</td>
<td>0</td>
<td>0</td>
<td>24,000</td>
<td>24,000</td>
<td>24,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5A Contingency</td>
<td>51,300</td>
<td>0</td>
<td>51,300</td>
<td>0</td>
<td>0</td>
<td>51,300</td>
<td>51,300</td>
<td>51,300</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6A Construction Management</td>
<td>20,500</td>
<td>0</td>
<td>20,600</td>
<td>17,110</td>
<td>0</td>
<td>17,110</td>
<td>3,790</td>
<td>20,500</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7A A/E Oversight</td>
<td>16,300</td>
<td>0</td>
<td>16,300</td>
<td>0</td>
<td>0</td>
<td>16,300</td>
<td>16,300</td>
<td>16,300</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Totals</td>
<td>655,400</td>
<td>0</td>
<td>655,400</td>
<td>52,127</td>
<td>0</td>
<td>52,127</td>
<td>693,273</td>
<td>655,400</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

issues and Concerns

There are a significant number of diseased trees on the campus. Most of these appear to be in various stages of sudden oak disease. The affected trees in the outlying areas are an issue for spread of the disease. The ones in close proximity of the central campus also pose a life safety hazard due to the brittleness of the trees as the disease progresses and the potential of injuring people and structures. The project seeks to assess and address all the trees in the central campus area and secondarily address some severely affected trees in the outlying areas.

Next 30 Days

The design team will continue to assess the health of the trees and compile the data in an arborist report. The contract document package will be developed in coordination with the arborist report.
PROJECT SUMMARY

Project: 418A Wildfire Mitigation, Wildfire Mitigation, IVC

Project Scope:
Fuel management and fire break zones at the rural campus boundary areas; vegetation prep for fire safe areas outside zones at perimeter roads & bridges; vegetation & tree canopy management at U.S. Forest Service Fire Service Shop and the central campus areas & parking lots. Work is to be performed in phases with completion in June 2006.

Project Manager: Dakota Martinez
Status: Actual

Original Project Budget: $750,000
Current Project Budget: $775,000
Project Start: 7/1/05
Project End: 7/5/06

SCHEDULE

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>SD</th>
<th>DD</th>
<th>CD</th>
<th>DSA</th>
<th>BID</th>
<th>IN CON</th>
<th>% Comp.</th>
<th>OCCUPIED</th>
<th>CLOSE-OUT</th>
<th>GIN SCHED</th>
<th>COMMENTS</th>
</tr>
</thead>
</table>
| IVC Fire Mitigation Project | YES | Contract awarded on December 13, 2005 BOC meeting

BUDGET

<table>
<thead>
<tr>
<th>Project</th>
<th>[A]</th>
<th>[B]</th>
<th>[C]=[A]+[B]</th>
<th>[D]</th>
<th>[E]</th>
<th>[F]=[D]+[E]</th>
<th>[G]</th>
<th>[H]=[F]+[G]</th>
<th>[I]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Budget</td>
<td>Project Budget</td>
<td>Adjustments</td>
<td>Current Budget</td>
<td>Original Contracts</td>
<td>Approves Changes</td>
<td>Current Contract</td>
<td>Forecast to Complete</td>
<td>Forecast at Completion</td>
<td></td>
</tr>
<tr>
<td>2A Plans and Working Drawings</td>
<td>$22,000</td>
<td>18,390</td>
<td>50,590</td>
<td>50,390</td>
<td>0</td>
<td>50,380</td>
<td>0</td>
<td>58,380</td>
<td>0</td>
</tr>
<tr>
<td>2B Project Management</td>
<td>$18,400</td>
<td>7,916</td>
<td>10,816</td>
<td>7,016</td>
<td>0</td>
<td>7,016</td>
<td>3,784</td>
<td>10,816</td>
<td>0</td>
</tr>
<tr>
<td>2D Plan Check</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2G Bid Advertising</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3A Construction</td>
<td>600,000</td>
<td>0</td>
<td>600,000</td>
<td>504,842</td>
<td>0</td>
<td>504,842</td>
<td>95,156</td>
<td>699,000</td>
<td>0</td>
</tr>
<tr>
<td>4A Test and Inspection</td>
<td>11,000</td>
<td>3,650</td>
<td>7,950</td>
<td>5,480</td>
<td>0</td>
<td>5,480</td>
<td>2,470</td>
<td>7,950</td>
<td>0</td>
</tr>
<tr>
<td>5A Contingency</td>
<td>59,000</td>
<td>0</td>
<td>59,000</td>
<td>59,000</td>
<td>0</td>
<td>59,000</td>
<td>59,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6A Construction Management</td>
<td>25,100</td>
<td>0</td>
<td>25,100</td>
<td>19,827</td>
<td>0</td>
<td>19,827</td>
<td>5,273</td>
<td>25,100</td>
<td>0</td>
</tr>
<tr>
<td>7A AIE Oversight</td>
<td>19,000</td>
<td>-15,330</td>
<td>3,670</td>
<td>3,670</td>
<td>0</td>
<td>3,670</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Project Totals:</td>
<td>750,500</td>
<td>750,500</td>
<td>592,149</td>
<td>0</td>
<td>592,149</td>
<td>187,351</td>
<td>759,500</td>
<td>0</td>
<td>36,426</td>
</tr>
</tbody>
</table>

Issues and Concerns

The contract was awarded to Treemaster- Tree and Garden Care. The project team met with the District legal and CEQA consultants to discuss exemption status of the project. It was determined that the project is Categorically Exempt and an information notice will be filed at the January 2006 BOC meeting. There are some concerns with possible seasonal wetland areas on the north slope. These will be identified and protected during the course of the work as a mitigation measure for the District BIR. The schedule and phasing for the work will be extended to reflect the same contract duration but a later start date given the contract award in December 2005.

Next 30 Days

A Pre-construction meeting is scheduled for early January. All contract issues and requirements will be discussed. Schedule, phasing, safety plans, and project procedures will be discussed and agreed upon. The work is expected to commence in late January.

December 31, 2005
**PROJECT SUMMARY**

**Project: 419A Ignacio Creek Erosion Mitigation**

**Project Scope:** Creek right of way to address creek system on IVC campus. Plans to include: topographic survey, geomatic analysis, ranking of erosion issues based on risk factors & impact to facilities operation; cost estimates & strategies for reducing current channel and degradation & ensuring long-term stability of creek yard and college.

**ORIGINAL PROJECT BUDGETS:**
- **5,197,500**
- **CURRENT PROJECT BUDGET:** 5,197,500

**Project Start:** 11/5/05  **Project End:** 10/15/06

---

**SCHEDULE**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>DESIGN</th>
<th>SD</th>
<th>DD</th>
<th>CD</th>
<th>DSA</th>
<th>BID</th>
<th>IN</th>
<th>CONST</th>
<th>%</th>
<th>OCCUPIED</th>
<th>CLOSE-OUT</th>
<th>SCHED</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>IVC - Ignacio Creek Erosion Mitigation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YES</td>
<td></td>
</tr>
</tbody>
</table>

---

**BUDGET**

<table>
<thead>
<tr>
<th></th>
<th>[A]</th>
<th>[B]</th>
<th>[C]=[A]+[B]</th>
<th>[D]</th>
<th>[E]</th>
<th>[F]=[D]-[E]</th>
<th>[G]=[F]</th>
<th>[H]</th>
<th>[I]</th>
<th>[J]</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Budget</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2A Plans and Working Drawings</td>
<td>146,400</td>
<td>146,400</td>
<td>292,800</td>
<td>64,400</td>
<td>51,570</td>
<td>125,400</td>
<td>0</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2C Project Management</td>
<td>22,100</td>
<td>22,100</td>
<td>44,200</td>
<td>0</td>
<td>0</td>
<td>44,200</td>
<td>22,100</td>
<td>0</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>2D Plan Check</td>
<td>23,800</td>
<td>23,800</td>
<td>0</td>
<td>0</td>
<td>23,800</td>
<td>23,800</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2G Bid Advertising</td>
<td>2,000</td>
<td>2,000</td>
<td>0</td>
<td>0</td>
<td>2,000</td>
<td>2,000</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3A Construction</td>
<td>1,124,000</td>
<td>1,124,000</td>
<td>0</td>
<td>0</td>
<td>1,124,000</td>
<td>1,124,000</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4A Test and Inspection</td>
<td>14,600</td>
<td>14,600</td>
<td>0</td>
<td>0</td>
<td>14,600</td>
<td>14,600</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4C Contingency</td>
<td>123,700</td>
<td>123,700</td>
<td>0</td>
<td>0</td>
<td>123,700</td>
<td>123,700</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6A Construction Management</td>
<td>-46,600</td>
<td>-46,600</td>
<td>41,445</td>
<td>0</td>
<td>41,445</td>
<td>5,237</td>
<td>-46,600</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>7A A/E Oversight</td>
<td>36,600</td>
<td>36,600</td>
<td>0</td>
<td>0</td>
<td>36,600</td>
<td>36,600</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Project Totals:</strong></td>
<td>1,697,600</td>
<td>1,697,600</td>
<td>148,835</td>
<td>0</td>
<td>148,835</td>
<td>1,246,867</td>
<td>1,697,600</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

---

**Issues and Concerns**

The Creek Management Plan will address the following issues:

The down-cutting of the creek channel which is impacting bank stability by undercutting creek bank slopes and trees; bank instability areas impacting bridges and building structures that pose a concern for life safety and building stability. Effective strategies are needed to address the processes that drive the erosion in the channel. These strategies must consider the overall geomorphic context of the channel.

It is likely that some type of grovel control in the channel will be needed to ensure the long term stability of the channel bed and protect college structures.

---

**Next 30 Days**

The design team will develop options for a long term creek management plan. The creek plan will examine the problems, develop priorities and develop long term management and stabilization methods. The detailed analysis, hydrologic and topographic, of the existing condition of the creek at IVC will be completed and preliminary protective measures for all the bridge abutments and buildings adjacent to the stream will be examined.

Flood plain mapping and channel modeling will be performed to support the creek management options. Future repair and maintenance costs will be developed to guide future budgeting efforts which will provide a valuable tool for the future college planning effort. A meeting is scheduled for late January 2006 to discuss options with the project team.
10. APPENDIX

List of meetings during past 3-months

157 Meetings conducted by Swinerton Management & Consulting, Inc. (SMC) and Steinberg Architects.

Campus Site Plans

Kentfield Campus

Indian Valley Campus

Bolinas Marine Biology Lab Facility

Kentfield – Flooding Pictures

Photos taken on 12/30/05 and 12/31/05
1. 10/4/05 - Joint Department Chairs Meeting
2. 10/4/05 - Board Budget /Facilities / Modernization Ad Hoc Committee
3. 10/5/05 - Management Council Meeting
4. 10/6/05 - College Council
5. 10/11/05 - BOT Workshop
6. 10/11/05 - BOT Meeting
7. 10/13/05 - Campus Forum Planning Meeting
8. 10/13/05 - EMP Steering Committee Meeting
9. 10/18/05 - IVC - Wildfire Mitigation Pre-Bid Meeting
10. 10/19/05 - Brainstorming session for IOU/PUC funding
11. 10/19/05 - Pre-Interview Meeting with FF&E Consultants
12. 10/20/05 - IT Infrastructure Meeting
13. 10/20/05 - Security Consultant Presentation
14. 10/20/05 - Presentation to Emeritus Organization
15. 10/21/05 - Campus Forum Planning
16. 10/24/05 - President’s Cabinet
17. 10/24/05 - CAD Standards Review
18. 10/24/05 - Dress Rehearsal for Campus Forum
19. 10/25/05 - EMP Meeting
20. 10/25/05 - Campus Forum - IVC
21. 10/25/05 - District Modernization Committee
22. 10/25/05 - Industry Briefing (Local Unions)
23. 10/26/05 - Keenan and Associates Presentation
24. 10/27/05 - Campus Forum - KTD
25. 10/31/05 - Presidents Cabinet
26. 10/31/05 - Systems Subcommittee Planning Session
27. 11/1/05 - Department Chairs Meeting – CIP Update
28. 11/1/05 - Community Forum - IVC
29. 11/2/05 - CCFC Conference
30. 11/3/05 - CIP Meeting
31. 11/3/05 - Community Forum - KTD
32. 11/3/05 - Interior Finishes Subcommittee
33. 11/4/05 - Systems Subcommittee Kick-Off
34. 11/7/05 - President’s Cabinet
35. 11/7/05 - Ad Hoc Budget Committee Meeting
36. 11/7/05 - Meeting with Tim Alley’s Class
37. 11/8/05 - EMP Meeting
38. 11/8/05 - Fire Mitigation Bids Due
39. 11/8/05 – EMP Debriefing
40. 11/8/05 – Planning Meeting with CIP Team (re: Winter Break)
41. 11/9/05 – FF&E Consultant Interviews
42. 11/9/05 – Full Selection Committee Meeting
43. 11/10/05 – Meeting with Residents (2 College Court, Kentfield)
44. 11/10/05 – Weekly Design Meeting (Steinberg)
45. 11/10/05 – Program & Cost Control Review
46. 11/10/05 – IVC Gas Line Replacement Meeting
47. 11/10/05 – College Council Meeting
48. 11/10/05 – Meeting with Betty Goerke (Cultural Resources)
49. 11/14/05 – President’s Cabinet
50. 11/14/05 – Planning Session (Student Services)
51. 11/14/05 – Planning Session (Fine Arts)
52. 11/14/05 – Planning Session (PE)
53. 11/15/05 – Meeting with COM Scheduling Group
54. 11/15/05 – BOT Work Session
55. 11/15/05 – BOT Meeting
56. 11/16/05 – Open House @ IVC
57. 11/16/05 – Planning Session (Workforce Development IVC)
58. 11/16/05 – Planning Session (Math, Science & LRC)
59. 11/17/05 – Pre-Interview Meeting – FA & PE Architects
60. 11/17/05 – Planning Session (Admin & Support Groups)
61. 11/17/05 – Planning Session (Workforce Development KTD)
62. 11/17/05 – Open House @ KTD
63. 11/17/05 – Facilities Planning Committee
64. 11/17/05 – Meeting with COM Scheduling Group
65. 11/18/05 – Interior Finishes Subcommittee
66. 11/18/05 – Systems Subcommittee
67. 11/22/05 – EMP Meeting
68. 11/23/05 – Meeting @ IVC set by Harry Moore & George Hritz (all Faculty&Staff at IVC)
69. 11/28/05 – President’s Cabinet
70. 11/28/05 – Planning Session (Fine Arts Bldg)
71. 11/28/05 – Planning Session (Student Services)
72. 11/28/05 – PE Complex Architects Q & A
73. 11/28/05 – Fine Arts Architects Q & A
74. 11/28/05 – Project Programming (PE)
75. 11/28/05 – COM Scheduled Maintenance Session
76. 11/29/05 – COM Foundation Bolinas Presentation
77. 11/29/05 – COM Visions & Values Forum (video conference)
78. 11/29/05 – Master Programming (Humanities)
79. 11/29/05 – Meeting with Betty Goerke
80. 11/29/05 – Citizen’s Oversight Committee
81. 11/29/05 – Planning Session (Math, SCI, LRC)
82. 11/30/05 – PE Complex Project Arch Interviews
83. 12/1/05 – Weekly CIP Meeting
84. 12/1/05 – Weekly Design Meeting (Steinberg)
85. 12/1/05 - Program Review & Cost Controls
86. 12/1/05 - Facilities Planning Committee
87. 12/1/05 - Planning Session (Workforce Dev)
88. 12/2/05 - Fine Arts Bldg Arch Interviews
89. 12/2/05 - FF&E Strategy Session
90. 12/2/05 - Systems Subcommittee Meeting
91. 12/5/05 - President's Cabinet
92. 12/5/05 - Project Planning Session (FA)
93. 12/5/05 - Paragon Implementation Meeting
94. 12/5/05 - Ad Hoc Budget Committee Meeting
95. 12/5/05 - Master Programming (Humanities)
96. 12/6/05 - Joint Department Chairs Meeting
97. 12/6/05 - Master Programming (SS Counseling)
98. 12/6/05 - Site Walk – PE Concrete Flatwork
99. 12/6/05 - Master Programming (Humanities)
100. 12/6/05 - Master Programming (Math, SCI & LRC)
101. 12/7/05 - COM Management Council Meeting
102. 12/7/05 - Master Programming (SS Health)
103. 12/7/05 - Institutional Planning Committee
104. 12/7/05 - Master Programming (SS Inter-Club)
105. 12/7/05 - Presentation (College Park HOA)
106. 12/8/05 - Weekly CIP Meeting
107. 12/8/05 - Master Programming (Math, SCI & LRC)
108. 12/8/05 - Master Programming (Health Sciences)
109. 12/8/05 - Green Bldg Planning Collaboration Conversation
110. 12/8/05 - Weekly Design Meeting (Steinberg)
111. 12/8/05 - Master Programming (Student Services)
112. 12/8/05 - Program Review & Cost Controls
113. 12/8/05 - Weekly Consultants Meeting
114. 12/8/05 - Systems Subcommittee
115. 12/8/05 - College Council Meeting (CIP Update Due)
116. 12/8/05 - Meeting with ASCOM (Programming)
117. 12/9/05 - SMC Team Meeting
118. 12/9/05 - Interior Finishes Meeting
119. 12/9/05 - Master Programming (PE)
120. 12/9/05 - FF&E Kick Off Meeting
121. 12/9/05 - Systems Subcommittee Meeting
122. 12/12/05 - President's Cabinet
123. 12/12/05 - Master Programming (Anthropology Walk Thru)
124. 12/12/05 - Master Programming (EOPS)
125. 12/12/05 - Master Programming (Humanities)
126. 12/12/05 - Debrief – Ratcliff (FA)
127. 12/12/05 - Master Programming (Administrators)
128. 12/12/05 - Debrief – Gould Evans (FA)
129. 12/12/05 - Master Programming (Library Walk Thru)
130. 12/12/05 - District Modernization Committee
131. 12/12/05 - Meeting with Tim Alley's Class (DK)
132. 12/13/05 - Debrief – Hanson Bridgett
133. 12/13/05 - IVC Boundary Meeting
134. 12/13/05 - Board of Trustees Meeting
135. 12/14/05 - Paragon Implementation
136. 12/14/05 - Debrief – Gelfand (PE)
137. 12/14/05 - Debrief – Radiox (FF&E)
138. 12/14/05 - Debrief – Noll & Tam (PE)
139. 12/15/05 - Weekly CIP
140. 12/15/05 - Master Programming (Court Reporting)
141. 12/15/05 - Creek Mgmt Plan Kick Off
142. 12/15/05 - Master Programming (Community Ed)
143. 12/15/05 - Weekly Steinberg Meeting
144. 12/15/05 - Master Programming (Health Sciences)
145. 12/16/05 - SMC Team Meeting
146. 12/16/05 - Master Programming (PE)
147. 12/19/05 - President’s Cabinet
148. 12/19/05 - Master Planning (Group 1 Science)
149. 12/20/05 - IT Standards
150. 12/20/05 - Security Consultant Kick Off
151. 12/22/05 - Meeting with Mark Kelley and Amy on CEQA issues @ 7 AM
152. 12/22/05 - Conference Call with Rob, Dave, Jose and Dr. White
153. 12/22/05 - Weekly CIP Meeting
154. 12/22/05 - Weekly Design Meeting (Steinberg)
155. 12/22/05 - Meeting w/ Marin County Planning Department & Green Building Coordinator
156. 12/28/05 - Money Meeting – Reporting to BOT
157. 12/29/05 - Weekly CIP Meeting

Summary

31 = Yellow, COM Meetings (briefings, updates, etc.)
5 = Pink, Board of Trustees Events (2 BOT Retreats, 3 BOT Meetings)
11 = Blue, Presentation to outside groups (Campus & Community Forums, neighborhood organizations, Campus Open Houses)
2 = Green, District Modernization Committee Meetings
9 = Grey, Subcommittee Meetings (Interior Finishes, FF&E & Systems)
38 = Brown/Green, Master & Project Programming Meetings (Steinberg Architects)

61 = Not highlighted, Bond related meetings, CIP Team

Total number of meetings = 157
Flooding at College of Marin
Kentfield Campus

December 30th and 31st, 2005
Flood Facts

• Roof leaks
  – Almost all buildings

• Child Care Center
  – 1 to 2 inches in the entrance hall

• Dickson Hall
  – 4 to 6 inches on first floor

• Fusselman Hall – ½ inch lower floor
  – Elevator machinery room
    • Water in hydraulic equipment, elevator down
Flood Facts

- Student Services – 4 to 6 inches in transformer room
  - Telephones, switch-gear, network damaged
- Maintenance & Operations – ½ inch entire building
- Science Building – Approximately 3 feet
  - Power vaults took water (6 inches)
    - Bob Thompson turned power off Thursday evening in anticipation of flooding – systems dried out, no major damage
Path to Science Building parking lot
Science Building (see bench and trash can)
Science & storage building (maintenance building in background)
Parking lot #9 (behind building MS-3, walking path next to creek)
Parking lot #9 (creek to right side of picture)
Parking lot #7 (Science building, right side of picture)
I have two topics tonight:

First, I’d like to request a clarification of the term, “program review” as designated in the Board directive that emerged from last month’s study session. It’s difficult to go forward with implementing the directive unless we are all on the same page with the same understanding of the term.

Secondly, I would like to read three public statements from the College in reverse chronological order.

The first is from the Sunday IJ article that described out inadequate course offerings: “The overwhelming majority of the college's credit classes are offered at the behest of faculty from 9 a.m. to noon Monday through Thursday, forcing some students to forgo simultaneously scheduled classes, Brockbank said.”

The second is from an internally generated press release on the EMP draft:

“Key Findings
The draft Educational Master Plan identifies several factors that could have a significant impact on the future of the College, including:

• Fewer students are enrolling in College of Marin classes, and those who do enroll are taking fewer classes.
• The large number of classes with a small enrollment (average 20.7 students) makes the cost of instruction unusually high. This resource allocation means that other programs may not have adequate financial support.”

The third is from an older IJ article that addressed the WASC warning:

"The board needs the faculty to do those things," she (Trustee Treanor) said. "It is at the feet of the faculty, and they will have to respond to it. And I would expect that the accreditation would see that it is a log jam with the faculty, not with the board."

Now I know that the last remark has already been the subject of some discussion. And I’m not interested in reopening old wounds here. Moreover, I have already had an exchange with Dr White on the press release indicating that we read it differently. All I have e heard about the latest article is more than one college official state that it contains inaccuracies. In fact have heard the charges of inaccuracy leveled against many public statements in the papers, but what I want to say tonight is that I have never seen a public disclaimer from the college to try and correct the alleged inaccuracies: not when the IJ cartoon showed the college tumbling off the cliff of faculty salaries; not when the president of the Board of trustees erroneously states that the faculty schedule the overwhelming majority of classes Monday through Thursday from 9 to noon. (For the
record, the Deans and the Vice President have final control and authority over the schedule—the faculty, through Department Chairs, merely recommends scheduling possibilities. In my Department, I was ordered by a former Dean NOT to schedule any more Monday, Wednesday, Friday classes.)

The public remarks which seem to be barbs aimed at the faculty either reflect the true feelings of the speakers, in which case we have a problem, or they are inaccurately reported, in which case we have a different problem.

What I would hope for is a solution to whichever problem these kinds of statements indicate. If college officials truly believe the problems of the institution belong at the feet of the faculty, then we should sit down together and work out the wheres and whys and get to the bottom of the issues. If these kinds of statements are misrepresentations, then make it known publicly that you were misquoted or your views misrepresented so that the Marin County community and the WASC commission can see that we are making efforts to rise above our historical culture of blame and get on with our mission.

Respectfully submitted,

David Rollison
Academic Senate President
Board of Trustees Meeting
February 14th, 2006
Classified Senate Report

Hello, my name is Becky Reetz and I was recently elected to the position of Classified Senate President. I would like to take this opportunity to introduce myself.

I took my first class at College of Marin when I was a senior at Terra Linda high school. After graduation, I began attending College of Marin full-time. I took classes from Betty Goerke, Deborah Loft, Ira Lansing and David Rollison, among many others. I loved attending College of Marin and like many of our students, I found myself wishing there was some way I could stay and get my Bachelors degree. I transferred to Sonoma State and got my BA from the Hutchin’s School of Liberal Studies.

Years later, I was hired by the College of Marin as the Tutoring Center Coordinator. Working in the Tutoring Center and EOPS has by far been one of the most enriching and rewarding experiences of my life. It inspired me to pursue a graduate degree in Education, which I will be completing in December of this year.

So for me, it is truly an honor to be the Classified Senate President. College of Marin has been and continues to be a source of inspiration to me, even during these challenging times of change.

I had the good fortune of working with our former President, Nancy Kutcher who set a tremendous example with her hard work and dedication.

She lead the classified staff through a time of great change. During her tenure as President, she served on the Presidential Selection Committee, took a lead role in the development of the College’s Mission Statement, Vision and Values and helped develop the College’s new governance system. She also represented the Senate during the accreditation process from the self-study to the numerous Team visits. Nancy also implemented new processes to improve communication to classified staff about governance and other College issues. Her leadership in the area of fundraising helped the Classified Senate to raise more funds than ever before.

I will do my best to fill her shoes.

The Classified Senate is currently in the process of defining our goals for the upcoming year. We have many plans which include things like completing the revision of our constitution and bylaws, developing our Senate website, and working to improve and strengthen the communication among staff who are participating on governance and Measure C committees.

We look forward to a productive and positive year.

Thank you.
February 14, 2006

Board of Trustees Report: ASCOM and the Student Senate

Presented by: Giovanna Mazzei
ASCOM President and Student Senate Secretary

Happy Valentine’s Day!

ASCOM:

- **ASCOM Board:**
  The ASCOM board is now full. Inna Shapiro and Hoa-Long Tam have joined our board to fill the vacant positions. Inna will be the ASCOM Treasurer and Hoa-Long will take over as the Director of Student Services. ASCOM is happy to have them.

- **Clothesline Project/Take Back the Night March:**
  ASCOM is co-sponsoring, with Community Violence Solutions, the Clothesline Project and a Take Back the Night March for Sexual Assault Awareness Month (SAAM) in April. ASCOM will be hosting multiple events on campus, such as a Clothesline Project T-shirt making workshop and Why Denim? Day. Enclosed in your packet are descriptions and dates for the events. ASCOM is looking for someone to speak at the Take Back the Night March. If you know of anyone please let me know.
  (giovanna.mazzei@marin.cc.ca.us)

- **Student Forum Night:**
  Tuesday, February 21, 2006 from 5-6pm in the cafeteria.

  The student forum is intended to inform students about participating in student government, the COM modernization, and governance. ASCOM and the Student Senate will provide material to inform students about the different bodies that need student representation.

  The student forum will also provide a question and answer venue for students. ASCOM and the Student Senate will provide information and education to students, as well as representation, if needed.
Student Senate:

- **Student Union Design Contest:**
  The Student Senate will be sponsoring a Student Union Design Contest to inform students and to let them know about participation opportunities. Students will have the opportunity to design a student union building that is solely for the students. Designs will be judged on creativity/aesthetics, level of sustainability, disability access, as well as much more.

  The Student Senate is going to commit $1,500 in prizes.
  First Prize: $1,000
  Second Prize: $300
  Third Prize: $200

  The Student Senate is trying to raise prize funds and is accepting donations. I have been authorized to announce that Dr. White has personally donated $250. What I want to know is- Who is going to outbid the president?

  The Student Senate will be releasing the criteria to the student population within the next two weeks.

- **Governance:**
  Students have shown great interest in serving on governance committees. The Student Senate will be trying to place as many students as possible in the next few weeks.

  Faith Caughlan has stepped down as governance coordinator. All students interested in serving should contact Giovanna Mazzei (giovanna.mazzei@marin.cc.ca.us)
Recruitment:
ASCOM and the Student Senate have been working hard to increase student participation in:
- ASCOM
- Student Senate
- Governance
- Modernization

In the last 3 weeks we have held multiple events to increase student participation and education on campus. Student government held a pizza party in our office. ASCOM has also offered free bagels and coffee on two different mornings in the last two weeks to draw students in.

Students have shown great interest in serving on committees and in student government. ASCOM and the Student Senate hope to place many of these students on boards and committees in the next few weeks.
Please join Community Violence Solutions, in partnership with College of Marin for our

**Clothesline Project Display**

**Date:** Monday-Wednesday, April 17-19th

**Location:** College of Marin (Lawn Adjacent to the Student Services Building)

The Project began in 1990 in Hyannis, Massachusetts with 31 Shirts designed by survivors of assault, rape, and incest. Women viewing the clothing came forward to create shirts of their own and the line just kept growing. The project has since grown to 300 plus local Clothesline Projects nationally and internationally, with an estimated 35,000 shirts created worldwide.

This display will include T-shirts that were made at the College of Marin Clothesline Project workshop. The shirts that were created at this event will also be displayed at our Marin County community events in April 2006; April is Sexual Assault Awareness Month.

If you have questions or to RSVP please feel free to contact:
Robin Kobrin of Community Violence Solutions at (510) 307-4130
Or
Giovanna Mazzei of ASCOM at giovanna.mazzei@marin.cc.ca.us
CLOTHESLINE PROJECT /
TAKE BACK THE NIGHT EVENT AND MARCH

CLOTHESLINE PROJECT:

T-SHIRT MAKING WORKSHOP: TUESDAY, MARCH 28TH 10-1PM

CLOTHESLINE PROJECT DISPLAY: APRIL 17-19, 2006

TAKE BACK THE NIGHT MARCH:

WEDNESDAY, APRIL 19TH 4-7PM

WHY DENIM? DAY: WEDNESDAY, APRIL 19TH
Student Senate
College of Marin

Student Union Design Contest

Students have expressed that they would like to have a student union building solely for the use of the students. Students feel that student services should be housed in another building. The student union building would be exclusively used for social and educational purposes. Students have expressed that they would like to have the following in their building at COM:

- Food court with multiple food vendors.
- Business Center (copying, faxing, computers) for student use.
- Club and student government meeting, office, and storage space.
- Kitchen for student use that can be used to cook food from the community garden.
- Relax space with couches, TV's, etc.
- Work space.

The Student Senate is trying to increase student participation in the COM modernization. The Student Senate is sponsoring a Student Union Design Contest to promote student involvement and interest in their school.

The design will be judged on level of student friendliness, sustainability, disability access, creativity/aesthetics, as well as much more.

Students will be encouraged to work in teams, but can also design independently.

Students must submit floor plan and elevation drawings (hand-drawn or digital media) and a 3D model (physical or digital representation.)

First Prize: $1,000
Second Prize: $300
Third Prize: $200

To increase the quality and professionalism of the submissions the Student Senate would like to offer $1,500 in prizes. The Student Senate will be contributing $200 to the prize. Student participation in the modernization is of great importance. This contest will not only provide education and awareness, but it will also increase the student's connection to the College of Marin.
College of Marin:
ERP Procurement Project

C O L L E G E O F
M A R I N

February 14, 2006

Strata Information Group

Review of Procurement Process

- Timeline for ERP Procurement Process
- Vendor Evaluation Summary
- Best and Final Process Cost Savings
- 5-Year Total Cost of Ownership Comparison
- Summary of Procurement Process
- Next Steps
- Sample Implementation Schedule

Strata Information Group

www.sigroup.com
## Timeline for ERP Procurement Activities

### May 2005
- SIG assists CoM to organize the ERP Evaluation Teams in preparation for RFP and demonstration process. RFP draft is developed with the CoM Technology Committee.

### June 2005
- CoM issues Request for Proposal for an ERP system to 9 vendors and advertises the RFP in local paper.
- CoM ERP Evaluation Teams work on developing detailed demonstration scripts for vendors to follow during on-site product demonstrations.

### July 2005
- CoM received 3 responses to the RFP.
- Vendors responding are Datatel, SunGard SCT and Jenzabar.
- Evaluation of RFP responses results in the invitation to Datatel and SunGard SCT to present their solutions to the College Community.

## Timeline for ERP Procurement Activities

### September 2005
- Datatel and SunGard SCT are invited to demonstrate their solutions to the CoM Community.
- SunGard SCT presents its solution to the evaluations teams during a week long demonstration of its systems.

### October 2005
- Datatel presents its solution to the evaluations teams during a week long demonstration of its systems.
- CoM issues a Request for Pricing to Datatel and SunGard SCT.

### November 2005
- Datatel and SunGard SCT respond to the Request for Pricing document.
- Vendors present to faculty the Portal and Self-services features of their product and also present the Employee Recruitment module.
- Evaluation Team representatives meet to discuss the vendor demonstrations.
- Evaluation Team members are given vendor references and conduct reference calls to other Colleges using each of the vendor’s products.
### Timeline for ERP Procurement Activities

<table>
<thead>
<tr>
<th>Month</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 2005</td>
<td>- CoM issues a Best and Final Pricing Request to vendors</td>
</tr>
<tr>
<td></td>
<td>- Vendors respond to Best and Final Pricing Request with improved discounts</td>
</tr>
<tr>
<td>January 2006</td>
<td>- Client reference calls are completed and summarized by the CoM Evaluation Teams</td>
</tr>
<tr>
<td></td>
<td>- Meeting with Student Services staff to discuss vendor selection</td>
</tr>
<tr>
<td>February 2006</td>
<td>- Review evaluations with Technology Committee.</td>
</tr>
</tbody>
</table>

### Vendor Evaluation Summary

**Product Evaluations**
- CoM Evaluation Team members indicated that the systems/products of either vendor would be acceptable replacements to the existing systems

**Client Reference Calls**
- After making client reference calls, the majority of those making the calls preferred SunGard SCT
### Best and Final Process Cost Savings

<table>
<thead>
<tr>
<th>Item</th>
<th>Datatel Original</th>
<th>Datatel BAFC</th>
<th>Sungard SCT Original</th>
<th>Sungard SCT BAFC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Selected Software</td>
<td>932,372</td>
<td>872,072</td>
<td>1,229,024</td>
<td>739,233</td>
</tr>
<tr>
<td>Total Selected Services</td>
<td>1,576,635</td>
<td>1,410,600</td>
<td>1,501,381</td>
<td>1,285,720</td>
</tr>
<tr>
<td>Total Year 1 Maintenance Costs</td>
<td>121,500</td>
<td>149,973</td>
<td>336,391</td>
<td>329,365</td>
</tr>
<tr>
<td>Remote DDA - 1 year</td>
<td>18,000</td>
<td>18,000</td>
<td>127,000</td>
<td>117,200</td>
</tr>
<tr>
<td>Degree Works First Year Costs</td>
<td>134,698</td>
<td>134,698</td>
<td>134,698</td>
<td>134,698</td>
</tr>
<tr>
<td>SRA Services (Six Processors)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Project Management for 24 months</td>
<td>482,200</td>
<td>440,000</td>
<td>394,000</td>
<td>394,000</td>
</tr>
<tr>
<td>College Net Resources Schedule 25 Cost Year 1</td>
<td>45,172</td>
<td>42,172</td>
<td>42,172</td>
<td>42,172</td>
</tr>
<tr>
<td>Total Cost of Desired Software and Services</td>
<td>3,416,018</td>
<td>3,023,549</td>
<td>3,634,210</td>
<td>3,088,599</td>
</tr>
<tr>
<td>Total Estimated Travel Costs</td>
<td>320,820</td>
<td>320,820</td>
<td>300,000</td>
<td>326,755</td>
</tr>
<tr>
<td>Total Year 2 - Maintenance Cost</td>
<td>1,148,032</td>
<td>1,017,286</td>
<td>1,485,721</td>
<td>999,567</td>
</tr>
<tr>
<td>Degree Works 2-5 Year Costs</td>
<td>36,161</td>
<td>36,453</td>
<td>36,453</td>
<td>39,463</td>
</tr>
<tr>
<td>Total Year 2-5 - Maintenance Cost - CollegeNet</td>
<td>29,184</td>
<td>29,464</td>
<td>29,464</td>
<td>28,120</td>
</tr>
<tr>
<td>Total Projected 5-year Cost of Ownership</td>
<td>4,931,258</td>
<td>4,319,861</td>
<td>4,480,208</td>
<td>4,371,415</td>
</tr>
</tbody>
</table>

**Reduction**  
$511,432  
$1,106,994

### 5-Year Total Cost of Ownership Comparison

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Estimated Travel Costs</td>
<td>324,255</td>
<td>329,820</td>
</tr>
<tr>
<td>Total Year 2-5 - Maintenance Cost</td>
<td>699,267</td>
<td>1,017,266</td>
</tr>
<tr>
<td>Degree Works 2-5 Year Costs</td>
<td>36,963</td>
<td>36,453</td>
</tr>
<tr>
<td>Total Year 2-5 - Maintenance Cost - CollegeNet</td>
<td>26,146</td>
<td>26,146</td>
</tr>
<tr>
<td>Total Projected 5-year Cost of Ownership</td>
<td>4,375,210</td>
<td>4,339,483</td>
</tr>
</tbody>
</table>
**Summary**

- Datatel and SunGard SCT have the most experience with California Community Colleges
- CoM staff developed evaluation scripts for product demo's
- More than 50 different faculty, staff and administrators were involved in the procurement process
- Best and Final Pricing strategy yields significant cost savings
  - $650,000 in cost-savings for year 1, and
  - More than $1.1 Million over 5-years
- SunGard SCT is the preferred vendor and provides the lowest cost solution

---

**Next Steps**

- Finalize Contract Terms with SunGard SCT
- Procure New Computer Hardware for these systems
- Begin Systems Implementation – Estimated 18-30 Months
# Sample Implementation Timeline

## Implementation Timeline

<table>
<thead>
<tr>
<th>Category</th>
<th>Duration</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Planning</td>
<td>1 month</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance (12 months)</td>
<td>11 mos</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Ledger/General Accounting</td>
<td>9 mos</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budgeting &amp; Position Control</td>
<td>7 mos</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Accounts</td>
<td>5 mos</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payables/Receivables</td>
<td>5 mos</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asset Management</td>
<td>3 mos</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>2 mos</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student (18 months)</td>
<td>9 mos</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nesting and Admissions</td>
<td>9 mos</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catalog, Schedule, Finite Load</td>
<td>7 mos</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Accounts Allocation</td>
<td>5 mos</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>4 mos</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degree Audit</td>
<td>3 mos</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Aid (15 months)</td>
<td>15 mos</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition, Budgeting, Funds Management</td>
<td>9 mos</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrollment, Loan Processing, W2</td>
<td>9 mos</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resources (15 months)</td>
<td>15 mos</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll</td>
<td>12 mos</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefits Administration</td>
<td>7 mos</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compensation</td>
<td>13 mos</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risk Management</td>
<td>9 mos</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefits Administration</td>
<td>6 mos</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Questions and Comments

![Question Symbol]
Board of Trustees  
Special Board Meeting  
March 2, 2006  
Minutes

A. Closed Session

1. Call to Order, Roll Call and Adoption of Agenda

The Board of Trustees of the Marin Community College District met in AC108 on the Kentfield campus, all members having received notice as prescribed by law. Board President Brockbank called the meeting to order at 4:35 p.m. All Trustees were present except Trustee Dolan, who arrived at 4:45 p.m. and Trustee Long. Dr. Frances White, Al Harrison, Anita Martinez, and Linda Beam were also in attendance.

M/s (Moore/Treanor) 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 5:35 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 5:40 p.m. in AC108 on the Kentfield campus by Board President Brockbank.

2. Report of Closed Session

Board Clerk Treanor reported that the Board had met in closed session earlier that evening on the items listed on the agenda, and that no action was taken.
3. **Citizens’ Requests to Address the Board on Non-Agenda Items**

Peggy Dodge of COM’s ECE Program expressed concern over not being contacted for input on issues concerning COM’s Children’s Center or being informed of the options being discussed by the Board at this meeting.

Board President Brockbank explained that we met the posting requirements under the Brown Act for this special meeting. President White stated that the meeting was a brainstorming session on the Children’s Center and that decisions would not be made.

Iris Gregoire, a teacher at IVC’s Children’s Center, stated that COM doesn’t need any more negative publicity. She supported the bond and feels that we will be failing her and her fellow voters in the community if the IVC Children’s Center is closed down.

4. **Board Study Session**

The four options being discussed were shared with the audience:
- Option A – Maintain both existing preschool centers
- Option B – Close the IVC Preschool Program and maintain only the Kentfield Center
- Option C – Close both preschool centers
- Option D – Keep both preschool centers open, but change the fee structure

Peggy Dodge offered to send a Plan E.

Al Harrison presented a budget analysis of COM’s Children’s Centers (copy attached). He noted that our revenue is on target but that additional funding from the COM Foundation and the student body did not materialize, and that parents did not raise as much money as anticipated.

Trustees discussed the funding and non-compliance issues involved in the Children’s Center dilemma. We are scheduled for a compliance visit in May, and if we don’t have a Children’s Center Director with proper credentials in place (which we need to maintain centers on both campuses), we are in danger of losing our State Department of Education funding. We have a March 15 deadline to reduce staff if that action becomes necessary.

Several Trustees stated that they did not feel that being out of compliance was an option. The failure of the College of Marin Foundation, the student body, and parents to follow through with funding was cited as a major problem. Board members want to make sure we explore all recruitment possibilities. If action needs to be taken by March 15 and a Director and funding are later found, the action could be rescinded. Other suggestions included checking on outsourcing and making sure the COM Foundation includes in its agendas items in published reports where they are listed as potential sources of funds.
Trustees recognized that this is an emotional issue, that everyone here cares about the children involved, and that we hope to find a solution. We need to let the public know that we still have a commitment to revitalize the IVC campus.

5. **Adjournment**

M/s (Moore/Kranenburg) to adjourn the meeting. The motion passed unanimously and Board President Brockbank adjourned the meeting at 6:35 p.m.
<table>
<thead>
<tr>
<th>Year</th>
<th>Budget Projection</th>
<th>Actual Projection</th>
</tr>
</thead>
</table>

**Sources of Funds**
- **Current Year:** Proportion 2006 thru 2007
- **Budget Analysis**
- **Children's Centers**
- **College of Marin**
COLLEGE OF MARIN CHILDREN'S CENTERS

Background
College of Marin currently operates 2 preschool centers, one on the Kentfield campus and one on the Indian Valley Campus. Each Center has 28 slots from 8 am until 5 pm, 5 days a week. A slot can be filled with more than one child. The Kentfield Children’s Center has traditionally been filled with the children of students, with a waiting list. With declines in enrollment, the IVC Center particularly has been serving a decreasing number of student children, filling the Center instead with subsidized care child referrals from the County of Marin. As space is available this is a requirement of our contract with the Department of Education. Some children in each Center pay the full cost of care at a comparable rate to other “full pay” preschools in the county. This is of some benefit to the program budget. The programs are generally not as attractive to full-pay county residents, though, because the centers close during the winter break and summer, a disadvantage to working parents. A high percentage of the children served in the Centers are children of color, economically disadvantaged, and those statistically least likely to succeed without such support.

Relevant Data

Fees: The fee structure is set yearly by the Department of Education according to the State Median Income (SMI). It is a Byzantine formula that depends on 1) the number of hours and days a child is enrolled 2) the number of people in the family and 3) the family gross monthly income. A family can pay nothing (fully subsidized) to full cost (non-subsidized). Subsidized fees are $20 per day for under 4 hours; $30 per day for 4 hours to under 6.5 hours and $40 per day for 6.5 or more hours.

Children Served: Today both Centers serve a total of 65 families. We have 20 full-cost families and 45 subsidized families. Some families have more than one child in a Center. This semester we are serving 42 student children. The number of student children served at the IVC Center currently is 9 of which 5 are full-time students and 4 are part-time students. Three of the student children served at the IVC Center live in Novato, 4 in San Rafael, 1 in Occidental and 1 in Napa, while the children at the Kentfield Center come from throughout Marin and neighboring counties.

Budget
The major costs of the Children’s Centers are salaries and benefits, which have increased significantly since the teaching staff there became unionized in 2000. Although costs can vary depending on staff tenure steps, it is estimated that operating with a full-time Director together with recently negotiated raises will mean that annual expenses will exceed our Department of Education grant by over $100,000. For the past several years, including this one, we have been fortunate to receive supplemental funding from the Marin Education Foundation to cover our deficit without utilizing General Fund dollars.
It is by no means certain that we can count on such support from the Foundation in future years as the gap between our Department of Education grant funding and accelerating salary/benefit costs continues to rise. To make matters even worse, the compressed academic calendar negotiated to begin Fall '07 will result in even less funding from the Department of Education because there will be fewer instructional days when the Centers will be open to serve children.

**Efforts to Cut Costs**
To save money, we eliminated childcare for our summer programs a few years ago and 2 years ago we closed the relatively new Toddler Center. In an attempt to further reduce expenses this academic year, an Early Childhood Education faculty member was assigned 6 Coordinator units to manage the program. Though this did result in significant cost savings this fiscal year, program operations suffered significantly and the faculty member and management agreed that this particular organizational structure was not a viable solution. Currently we are recruiting for an interim Director but, as yet, have not had a single qualified individual apply. We must have a Director, with specific Early Childhood Education credentials, in place soon or we risk losing our Department of Education funding.

**Options**

**Option A – Maintain both existing Preschool Centers**

*Problems with Option A:* It is highly likely that accelerating salary/benefit costs will require future contribution of General Fund dollars in order to retain 2 Preschool Centers. It is highly unlikely that the Marin Education Foundation will be in a position to subsidize the growing deficit in the program and, while other granting sources will provide funds for program development and equipment, there is no source currently available to provide funding for salaries and benefits.

**Option B – Close the IVC Preschool Program and Maintain only the Kentfield Center**

*Problems with Option B:* This would require a layoff of half of the Preschool teaching staff in accordance with the timelines specified in the UPM contract. The Board would, as in the past, hear from those who oppose such a decision. Some of the student children likely would not be absorbed at the Kentfield Center either because of capacity at the time needed or extra parent travel time, though they might find space at another subsidized childcare facility. If we close this facility, we have been told that we will need to repay the grant of $135,000 which built the Toddler Center about 4 years ago. We can ask for a waiver of that re-payment, but there is no way of knowing whether the request will be granted. Maintaining one Center would reduce the deficit significantly, making future Marin Education Foundation support a better possibility.

**Option C – Close both Preschool Centers**
Problems with Option C: This would require layoff of all of the Preschool staff in accordance with the CSEA and UPM contracts. Opposition to this option would likely be even stronger because the Kentfield Center has been in existence for such a long time, has primarily student children and a waiting list. The Marin Education Foundation has provided significant funding to support the Centers for the past several years. It is unknown if closing them might jeopardize future funding requests for other college needs.

Option D – Keep both Preschool Centers open, but change the fee structure

Problems with Option D:
Subsidized families can only be charged the rates stipulated in our Department of Education Contract. We could increase the rate for full-pay families but we would need to develop a plan
- to develop a fee structure that can change as costs go up. For example, we would need to see what other similar centers charge and if this is a fee structure that would generate adequate funding to keep the centers open.
- to accommodate the students who could not afford increased fees
- to broadly publicize any new fee structure
- to recruit additional families, should some families chose to use another provider because of the revised structure
- to review hours and days of operation that would accommodate full-cost families

Other Cost Saving Possibilities

Other cost-saving possibilities include negotiating raises separately for the Childcare staff than for UPM credit teachers, reducing the child-teacher ratio’s to State minimums and changing the administration organization. For the past several years we have run the Centers with a management Director currently costing up to $120,000(salary and benefits), 2 Site Supervisors, and 2 Assistant Site Supervisors. Other models in the State have no Assistant Site Supervisors and combine the Director and Site Supervisor position. Another model combines the Early Education Department Chair position and Director position. These changes would produce significant dollar savings but would be most viable if we operate a single Center.
BOARD AGENDA ITEM

To: Board of Trustees  Date: March 21, 2006
From: Superintendent/President  Item & File No. B.4.a.1
Subject: College of Marin Mission Statement Annual Review

Reason for Board Consideration: INFORMATION ITEM  Enclosure(s):

BACKGROUND:

At the May 10, 2005 Board of Trustees Meeting, the Board approved a policy regarding College of Marin's Mission Statement.

BOARD POLICY

The College of Marin Mission Statement shall be reviewed annually at the March Board of Trustees Meeting and considered for approval by the Board at the April Board of Trustees Meeting.

MISSION STATEMENT

The College of Marin’s mission is to provide educational opportunities for all students and community members: preparation for transfer to four-year schools and universities, workforce education, basic skills improvement, intellectual and physical development, and cultural enrichment. The College is committed to responding to community needs by offering student-centered programs and services in a supportive, innovative learning environment. The College of Marin pledges educational excellence to all members of our diverse community.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees review the College of Marin Mission Statement.

Administrator Initiating Item
Anita Martinez, Vice President of Student Learning
GOALS
College of Marin
Approved by the Institutional Planning Committee
3/1/06

1. Enhance and maintain EDUCATIONAL EXCELLENCE in General Education and Transfer offerings by providing high quality instruction, excellent faculty and student support services, rich curricular diversity, well-scheduled offerings, and strong relations with four-year institutions.

2. DEVELOP and MAINTAIN a SUPPORTIVE LEARNING ENVIRONMENT where individuals will be most likely to fulfill their personal and professional goals and expectations.

3. RESPOND TO CHANGING DEMOGRAPHICS and COMMUNITY NEED by incorporating flexibility into scheduling, facilities usage, curriculum development, and faculty assignment (load determination)
   A. improve SCHEDULING: diversity and redundancy in offerings
   B. PROMOTION and MARKETING

4. Encourage broader COMMUNITY INVOLVEMENT in and USE of the COLLEGE by means of curricular offerings in a variety of formats, as in the creation of a community cultural center, in cultivating partnerships with K-12 educators, and by establishing appropriate advisory committees.

5. Identify and address WORKFORCE DEVELOPMENT NEEDS, including
   a. VOCATIONAL TECHNOLOGY PROGRAMS that have ancillary enrollment;
   b. PARTNERSHIPS with 4-year colleges and industries; and
   c. SPECIFIC TRAINING needed by government agencies, industry and business.

6. As a “learning organization,” INVESTIGATE our INSTITUTIONAL and INSTRUCTIONAL PERFORMANCE by continually GATHERING and ANALYZING BOTH QUALITATIVE and QUANTITATIVE DATA as appropriate. As part of PROGRAM REVIEW, USE EVIDENCE of EFFECTIVENESS, in an ongoing and systematic cycle of goal-clarification, performance evaluation, and implementation of improved methods, to more fully accomplish our organizational mission.

7. DEVELOP and IMPLEMENT SOUND and COORDINATED PLANNING PROCESSES, utilizing data gathered through Program Review, and other data sources, to support institutional, instructional, and student support service goals, and to promote achievement of student learning outcomes.

8. CREATE a PHYSICAL ENVIRONMENT that is inviting to students, generates pride in the community, adheres to green principles, and supports the College's Mission, Goals and Initiatives."
RESOLUTION No. 3/21/06 B.4.b(1)
IN SUPPORT OF MARCH AS “WOMEN’S HISTORY MONTH”

Whereas American women of every race, class and ethnic background have made historic contributions to the growth and strength of our Nation in countless recorded and unrecorded ways;

Whereas American women have played and continue to play a critical economical, cultural and social role in every sphere of the life of the Nation by constituting a significant portion of the labor force working inside and outside of the home;

Whereas American women have played a unique role throughout the history of the nation by providing the majority of the volunteer labor force of the Nation;

Whereas American women were particularly important in the establishment of early charitable, philanthropic, and cultural institutions in our nation;

Whereas American women of every race, class, and ethnic background served as early leaders in the forefront of every major progressive social change movement;

Whereas American women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and other movements, especially the peace movement, which have created a more fair and just society for all; and

Whereas despite these contributions, the role of American women in history has been consistently overlooked and undervalued, in the literature, teaching and study of American History;

Now, therefore be it resolved, that the Marin Community College District supports the observance of March as “Women’s History Month.”
STATE OF CALIFORNIA

MARIN COUNTY

I, ____________________________, do hereby certify that the foregoing Resolution No. ______ was duly adopted by the Board of Trustees of the Marin Community College District at a meeting thereof held on the _____ day of _______, 2006 and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

By: ____________________________
Secretary of the Board of Trustees
of the Marin Community College District
President’s Report
Board of Trustees Meeting
March, 2006

Enhancing Nursing and Applied Healthcare Workforce
COM is initiating several steps to increase the number of nurses educated and employed in Marin. First, we have expanded our Medical Assistants lab to accommodate an additional dozen students this semester. Second, the Curriculum Committee recently approved establishing and implementing a Phlebotomy Certificate Program that will begin in Spring, 2007. This program has long been advocated by our community partners, and we are pleased to offer yet another high-demand, early career ladder opportunity for entering the field of healthcare. Third, later this month we will survey industry and community groups to determine nursing and applied healthcare occupations hiring needs in Marin for the next five years. This survey will provide the data we need to build the education pipeline to meet workforce demands.

Citizens’ Oversight Committee Members Sought
Applications are now available for six openings on the Citizens’ Oversight Committee. The committee is seeking applications for members representing a bona-fide taxpayers’ association, students, senior citizens, a college support organization, a business organization, and the community at large. Completed applications are due to the President’s Office by April 7. Applications are available from the College’s website and the President’s Office. New Committee members will be appointed by the Board of Trustees at its April meeting. College employees, officials, vendors, consultants, or contractors are not eligible.

Title V and Prop 39 Clarification
The College recently sought legal clarification regarding Title V and Proposition 39 general obligation bonds from attorney David G. Casnocha of Stradling Yocca Carlson & Rauth. Mr. Casnocha explained that under Prop 39, voters decide a District’s project list when they approve the “project specificity” in the ballot language the Districts must include. Districts now can only pursue projects approved by the voters as listed in the ballot measure, and do so under the watchful eye of the Citizens’ Oversight Committee (COC). The COC has the legislative obligation to monitor bond expenditures and report to the community whether funds are spent in accordance with the ballot measure. This differs from pre-Prop 39 bonds, in which Districts provided very general expenditure guidelines on the ballot and determined specific project work after voter passage. Broad discretion was left to district’s Board of Trustees to identify actual bond projects and to spend the bond money. Now, under Proposition 39 bond authorizations, Districts sacrifice some project flexibility and cannot be as inclusive as they might otherwise be. The District’s partner in project definition is the taxpayers, functioning through the COC.

Community Leaders Join President’s Circle
The President’s Circle of 15 community leaders will raise money to fund the institution’s Educational Excellence Innovation Fund. Marty Rubino joins as chair of the President’s Circle, and Dietrich Stroeh as vice chair. Mr. Rubino is Executive Vice President of Northern California for Vineyard Bank, helping establish the 25-year old bank’s first Marin branch in San Rafael next month. Before joining the bank, Mr. Rubino served as president/publisher of the Marin Independent Journal. He serves on the board of several local groups. Mr. J. Dietrich “Diet” Stroeh is a founding partner of CSW/Stuber-Stroeh Engineering Group, Inc. He was general manager of the Marin Municipal Water District, and is currently a director of the Golden Gate Bridge, Highway and Transportation District and Bank of Marin. He is past chairman of the Novato Economic Development Committee.
College of Marin Events and Activities  
April, 2006  
For more information, please consult the College’s online calendar at www.marin.cc.ca.us

Saturday, April 1, 2006  
Dance Department presents Spring Concert

Wednesday, April 5, 2006  
Presentation of Planning Charrette Results (KTD)

Thursday, April 6, 2006  
Presentation of Planning Charrette Results (IVC)

Friday, April 7, 2006  
Furniture, Fixtures & Equipment (FF&E) Subcommittee Meeting  
Drama Department presents Lighten Up John - Instant Theatre!  
Midterm Grades Available  
Dance Department presents Spring Concert

Saturday, April 8, 2006  
Dance Department presents Spring Concert

Monday, April 10, 2006  
Spring Break. No Classes. College Offices Open M-F

Tuesday, April 11, 2006  
Spring Break. No Classes. College Offices Open M-F

Wednesday, April 12, 2006  
Spring Break. No Classes. College Offices Open M-F

Thursday, April 13, 2006  
Spring Break. No Classes. College Offices Open M-F

Friday, April 14, 2006  
Spring Break. No Classes. College Offices Open M-F

Saturday, April 15, 2006  
Spring Break. No Classes. College Offices Open M-F

Friday, April 21, 2006  
Furniture, Fixtures & Equipment (FF&E) Subcommittee Meeting  
Drama Department presents Lighten Up John - Instant Theatre!  
Music Dept. presents Improv Concert with Chaos Butterfly

Tuesday, April 25, 2006  
Board of Trustees Retreat (special meeting)

Wednesday, April 26, 2006  
Music Dept. presents Piano Ensemble
Thursday, April 27, 2006
Music Dept. presents Piano Ensemble
Drama Department presents Black Box Theatre Festival featuring one act plays

Friday, April 28, 2006
Drama Department presents Black Box Theatre Festival featuring one act plays
LAST DAY TO DROP A FULL-SEMESTER CLASS WITH A "W" GRADE

Saturday, April 29, 2006
Cinema League Hosts: Verge Concert
Drama Department presents Black Box Theatre Festival featuring one act plays
BOARD AGENDA ITEM

To:    Board of Trustees                      Date: March 21, 2006
From:  Superintendent/President                  Item & File No. B.12.B

Subject:                              Academic Personnel Recommendations

Reason for Board Consideration:         Enclosure(s):
                                          Recommendations

APPROVAL

BACKGROUND:

The following actions are included in the Academic Personnel Recommendations:

A Approval of Continued Employment of Academic Contract Faculty

BUDGET IMPLICATIONS:   All recommendations are within budgeted FTE and are on the instructional side of the 50% law.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the Academic Personnel Recommendations.

Administrator Initiating Item: Linda Beam, Executive Dean of Human Resources and Labor Relations
## A. APPROVAL OF CONTINUED EMPLOYMENT OF ACADEMIC CONTRACT FACULTY

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Title/Role</th>
<th>FTE</th>
<th>Date of Hire</th>
<th>Contract Year</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Priewe, John Matthew</td>
<td>Librarian</td>
<td>1.0</td>
<td>01/15/2002</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; year</td>
<td>Contract for Permanent Status</td>
</tr>
<tr>
<td>2.</td>
<td>Pagani, Rossana</td>
<td>Instructor, Spanish</td>
<td>1.0</td>
<td>01/15/2002</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; year</td>
<td>Contract for Permanent Status</td>
</tr>
<tr>
<td>3.</td>
<td>Allen, Maula</td>
<td>Instructor, Mathematics</td>
<td>1.0</td>
<td>08/12/2002</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; year</td>
<td>Contract for Permanent Status</td>
</tr>
<tr>
<td>4.</td>
<td>Cottle, Windee</td>
<td>Instructor, English</td>
<td>1.0</td>
<td>08/12/2002</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; year</td>
<td>Contract for Permanent Status</td>
</tr>
<tr>
<td>5.</td>
<td>Dougan, Michael</td>
<td>Journalism</td>
<td>1.0</td>
<td>08/12/2002</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; year</td>
<td>Contract for Permanent Status</td>
</tr>
<tr>
<td>6.</td>
<td>Lefkowitz, Sara</td>
<td>Instructor, Nursing</td>
<td>1.0</td>
<td>08/12/2002</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; year</td>
<td>Contract for Permanent Status</td>
</tr>
<tr>
<td>7.</td>
<td>O'Keefe, Patricia</td>
<td>Instructor, Speech</td>
<td>1.0</td>
<td>08/12/2002</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; year</td>
<td>Contract for Permanent Status</td>
</tr>
<tr>
<td>8.</td>
<td>Roderick, Irina</td>
<td>Instructor, Mathematics</td>
<td>1.0</td>
<td>08/12/2002</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; year</td>
<td>Contract for Permanent Status</td>
</tr>
<tr>
<td>9.</td>
<td>Robinson, Karen</td>
<td>Counselor</td>
<td>1.0</td>
<td>01/06/2003</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; year</td>
<td>Contract for 4&lt;sup&gt;th&lt;/sup&gt; year Probationary</td>
</tr>
<tr>
<td>10.</td>
<td>Dodge, Margaret</td>
<td>Instructor, Early Childhood Education</td>
<td>1.0</td>
<td>08/18/2003</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; year</td>
<td>Contract for 4&lt;sup&gt;th&lt;/sup&gt; year Probationary</td>
</tr>
<tr>
<td>11.</td>
<td>Loeser, Jennifer</td>
<td>Instructor, Chemistry</td>
<td>1.0</td>
<td>08/18/2003</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; year</td>
<td>Contract for 4&lt;sup&gt;th&lt;/sup&gt; year Probationary</td>
</tr>
<tr>
<td>12.</td>
<td>Kelley, Patrick</td>
<td>Instructor, Chemistry</td>
<td>1.0</td>
<td>08/16/2004</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; year</td>
<td>Contract for 3&lt;sup&gt;rd&lt;/sup&gt; year Probationary</td>
</tr>
<tr>
<td>13.</td>
<td>Lacy, Carol</td>
<td>Instructor, Medical</td>
<td>1.0</td>
<td>08/16/2004</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; year</td>
<td>Contract for 3&lt;sup&gt;rd&lt;/sup&gt; year Probationary</td>
</tr>
<tr>
<td>14.</td>
<td>Ruddle, Joanna C.</td>
<td>Instructor, Nursing</td>
<td>1.0</td>
<td>08/16/2004</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; year</td>
<td>Contract for 3&lt;sup&gt;rd&lt;/sup&gt; year Probationary</td>
</tr>
<tr>
<td>15.</td>
<td>Agudelo-Siiva, Fernando</td>
<td>Biology/Environmental Landscape Instructor</td>
<td>1.00</td>
<td>01/18/2005</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; year</td>
<td>Contract for 2&lt;sup&gt;nd&lt;/sup&gt; year Probationary</td>
</tr>
<tr>
<td>16.</td>
<td>Borenstein, Bonnie</td>
<td>Communications</td>
<td>1.00</td>
<td>07/01/05</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; year</td>
<td>Contract for 2&lt;sup&gt;nd&lt;/sup&gt; year Probationary</td>
</tr>
<tr>
<td>17.</td>
<td>Edwards, Shaquam</td>
<td>Early Childhood Education</td>
<td>1.00</td>
<td>07/01/05</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; year</td>
<td>Contract for 2&lt;sup&gt;nd&lt;/sup&gt; year Probationary</td>
</tr>
</tbody>
</table>
### A. APPROVAL OF CONTINUED EMPLOYMENT OF ACADEMIC CONTRACT FACULTY Continued

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Title</th>
<th>Discipline</th>
<th>FTE</th>
<th>Date of Hire</th>
<th>Contract Year</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.</td>
<td>Brown, Becky</td>
<td></td>
<td>Biology</td>
<td>1.00</td>
<td>08/18/2005</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; year</td>
<td>Contract for 2&lt;sup&gt;nd&lt;/sup&gt; year Probationary</td>
</tr>
<tr>
<td>19.</td>
<td>Carrouche, Carmen</td>
<td></td>
<td>Nursing Education</td>
<td>1.00</td>
<td>08/18/2005</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; year</td>
<td>Contract for 2&lt;sup&gt;nd&lt;/sup&gt; year Probationary</td>
</tr>
<tr>
<td>20.</td>
<td>Chavez, Robert</td>
<td></td>
<td>Physics</td>
<td>1.00</td>
<td>08/18/2005</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; year</td>
<td>Contract for 2&lt;sup&gt;nd&lt;/sup&gt; year Probationary</td>
</tr>
<tr>
<td>21.</td>
<td>Marmysz, John</td>
<td></td>
<td>Philosophy</td>
<td>1.00</td>
<td>08/18/2005</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; year</td>
<td>Contract for 2&lt;sup&gt;nd&lt;/sup&gt; year Probationary</td>
</tr>
<tr>
<td><strong>Children Center Faculty</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td>Gregoire, Iris</td>
<td></td>
<td>Children Center Faculty</td>
<td>1.00</td>
<td>08/12/2002</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; year</td>
<td>Permanent Status</td>
</tr>
<tr>
<td>23.</td>
<td>Rossi, Yolandi</td>
<td></td>
<td>Children Center Faculty</td>
<td>1.00</td>
<td>08/12/2002</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; year</td>
<td>Contract for 4&lt;sup&gt;th&lt;/sup&gt; year Probationary</td>
</tr>
</tbody>
</table>

**BACKGROUND INFORMATION:**

1. California Education Code Section 87607 provides that before a decision is made relative to the continued employment of academic contract employee, the following requirements shall be satisfied:
   1. The employee shall be evaluated.
   2. The Governing Board has received statements of said evaluation.
   3. The Governing Board has received recommendations of the President in a lawful meeting of the Board.

Item 9. Contract year is corrected.
Items 1-23: The evaluations for these faculty have been received and are satisfactory.
BOARD AGENDA ITEM

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date: March 21, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No. B.12.C</td>
</tr>
<tr>
<td>Subject:</td>
<td>Classified Personnel Recommendations</td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td>Enclosure(s):</td>
<td></td>
</tr>
<tr>
<td></td>
<td>APPROVAL</td>
<td>Recommendations</td>
</tr>
</tbody>
</table>

BACKGROUND:

The following actions are included in the Classified Personnel Recommendations:

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

BUDGET IMPLICATIONS: All recommendations are within budgeted FTE and are on both the instructional and non-instructional side of the 50% law.

S. Lumsdaine, B. Bonander, L. Koffman, R. Lavin & S. McKinnon are on the instructional side of the 50% law.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the Classified Personnel Recommendations.
A. TEMPORARY INCREASE/DECREASE/PROMOTION IN ASSIGNMENT/SALARY FOR CLASSIFIED PERSONNEL

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Position</th>
<th>FTE</th>
<th>MPY</th>
<th>Appt. Type</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Lumsdaine,</td>
<td>Lab Technician, Health Sciences</td>
<td>From .40</td>
<td>10</td>
<td>Perm.</td>
<td>03/01/2006 – 06/30/2006</td>
</tr>
<tr>
<td></td>
<td>Silver</td>
<td></td>
<td>To .6667</td>
<td></td>
<td>Temp.</td>
<td></td>
</tr>
</tbody>
</table>

BACKGROUND INFORMATION:

1. Temporary increase in assignment in order to meet the current needs of the Nursing Program for the Spring 2006 semester.
### A. 1 APPOINTMENT OF HOURLY PERSONNEL

<table>
<thead>
<tr>
<th>Name</th>
<th>Division/Department</th>
<th>Start Date</th>
<th>Expiration Date</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Bonander, Barbara</td>
<td>Testing</td>
<td>12/05/2005</td>
<td>05/31/2006</td>
<td>$46.42</td>
</tr>
<tr>
<td>2. Koffman, Linda</td>
<td>Testing</td>
<td>12/05/2005</td>
<td>05/31/2006</td>
<td>$46.42</td>
</tr>
<tr>
<td>3. Lavin, Robin</td>
<td>Testing</td>
<td>12/05/2005</td>
<td>05/31/2006</td>
<td>$46.42</td>
</tr>
<tr>
<td>4. McKinnon, Sara</td>
<td>Testing</td>
<td>12/05/2005</td>
<td>05/31/2006</td>
<td>$46.42</td>
</tr>
</tbody>
</table>

### BACKGROUND INFORMATION

1–4. Individuals will serve as Professional Experts to provide student assessment of testing in the credit ESL program for Spring Semester 2006.
BACKGROUND:

Due to difficulty in recruitment and retention, external comparability, and scope of responsibility (including the Measure C Bond tracking—$249 million), the need to adjust this salary range is recommended.

After completion of a salary survey comparing similar positions at other Bay 10 Community Colleges and cities, the District’s Accountant position’s salary placed only slightly above the lowest end of the salary survey. The proposed adjustment places the District Accountant’s salary in the median range of the survey and is recommended at $4,970.00 - $6,042.00.

FISCAL IMPLICATIONS:

The estimated cost increase for FY 2005-2006 is $13,440 in salary and $3,656 in statutory benefits; the position funded by the General Fund is on the non-instructional side of the 50% law, whereas the Bond funded position does not impact the 50% law.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the following change to the Supervisory Salary Schedule:

1. Change the salary range for the Accountant position from Range 778 ($3,850-$4,679) to Range 950 ($4,970-$6,042) effective July 1, 2005. The only incumbent out of the three positions, Margaret Isozaki, is on Step D and will be placed on Step D on the new range.
ACCOUNTANT
(Supervisory)

Purpose Statement: (Duties, General Description)
The job of Accountant is done for the purpose/s of maintaining financial operations; ensuring revenues and expenses are within budget limits and overall fiscal policies and/or practices meet compliance requirements; maintaining accurate account balances; evaluating feasibility of services within budget parameters; supervising department employees; and ensuring efficient use of financial resources.

Essential Functions:
1. Analyzes financial information for the purpose of identifying potential budget variances, compiling statistical information and/or conforming to district, state and federal funding requirements.
2. Assists writers of grant requests (e.g. providing statistical information, analyzing historical funding patterns, reviewing grant requirements, etc.) for the purpose of developing proposals.
3. Assists outside auditors for the purpose of providing requested supporting documentation and coordinating necessary project activities.
4. Maintains fiscal information, files and records for the purpose of providing an up-to-date reference and audit trail for compliance.
5. Monitors funds and account balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
6. Performs personnel functions (e.g. interviewing, evaluating, supervising, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
7. Prepares a variety of written materials (e.g. mandatory financial reports, statistical analyses, grant chapters, waivers, correspondence, etc.) for the purpose of addressing reporting requirements, providing written reference and/or conveying information to other parties for follow-up action.
8. Processes a wide variety of financial information (e.g. expenditures, personnel time log, etc.) for the purpose of updating information and/or authorizing final action in compliance with accounting requirements.
9. Researches rules and regulations that guide the use of funds (e.g. fund categories, reporting requirements, budget modifications, etc.) for the purpose of ensuring the appropriate use of funds, preparing reimbursement requests, documenting information, etc.
10. Researches discrepancies of financial information and/or documentation for the purpose of taking appropriate action to ensure accuracy of information and adherence to established procedures prior to processing for action.
11. Responds to inquiries of staff, other educational institutions, funding institutions, etc. for the purpose of providing information and/or direction.

Other Functions:
1. Assists other personnel for the purpose of supporting them in the completion of their work activities.
2. Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.

Knowledge, Skills and Abilities: (Desirable Attributes & Skills)
SKILLS are required to perform multiple technical tasks with a frequent need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: organizing and communicating information and concepts; operating standard office equipment using
pertinent software applications; performing accounting procedures; planning and managing projects; preparing and maintaining accurate records. Use of new or additional equipment brought about by new technology shall be incorporated consistent with the level of responsibility and complexity of this job.

**KNOWLEDGE** is required to perform advanced math; read technical information, compose a variety of documents and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: principles of accounting and auditing; general governmental accounting practices.

**ABILITY** is required to schedule a number of activities; routinely gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing various processes some of which may be undefined; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is significant; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: analyzing a variety of financial and statistical information; working under time constraints; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working with detailed information. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds, disabilities and learning styles of community college students and staff.

**Working Environment:**
The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

**Minimum Qualifications:** (Position Requirements)

**(Education & Experience)**
1. Bachelor's Degree in job related area.
2. Job Related Experience within Specialized Field is required.

**Desirable Qualifications:**

**Certificates & Licenses:** Valid CA Driver's License

**Clearances:** Criminal Justice/Fingerprinting Clearance TB Clearance

**FLSA Status:** Exempt

**Date:** March 1, 2006

**Bargaining Unit:** N/A

**Salary Range:** Supervisory 950
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To:       Board of Trustees
            Superintendent/President

Date:    March 21, 2006
            Item & File No. B.12.E

Subject:  Reclassification – Confidential – Affecting Executive Secretary Classification

Reason for Board Consideration:

APPROVAL

Enclosure(s):
Job Descriptions

BACKGROUND:

A review of the Executive Secretary classification was completed in light of recent organizational changes and Bond Measure approval. Job descriptions were revised and a salary survey was conducted including the Bay 10 and other cities/counties. The Executive Secretary salary range placed near the low end of the survey. Recommendation is made to reclassify the Executive Secretary to Administrative Assistant with reporting assignments to the Vice President College Operations and Vice President Student Learning at Salary Range 700: $4,065 - $4,940.

FISCAL IMPLICATIONS:

The estimated cost increase for FY 2005-2006 is $10,762 in salary and $2,600 in statutory benefits on the non-instructional side of the 50% law.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the following reclassification to the Confidential Salary Schedule:

1. Reclassify Kathy Joyner, Executive Secretary Range 650 ($3,728-$4,531) position to Administrative Assistant to the Vice President, Range 700 ($4065-$4,940) effective July 1, 2005. The incumbent is on Longevity Step EZ+ and will be placed on Longevity Step EZ+ on the new range.

1. Reclassify Carol Scialli, Executive Secretary Range 650 ($3,728-$4,531) position to Administrative Assistant to the Vice President, Range 700 ($4065-$4,940) effective July 1, 2005. The incumbent is on Step E, and will be placed on Step E, on the new range.

Administrator Initiating Item:  Linda Beam, Executive Dean of Human Resources and Labor Relations
COLLEGE OF MARIN  
JOB DESCRIPTION  

ADMINISTRATIVE ASSISTANT TO THE VICE PRESIDENT  
(Confidential)  

Purpose Statement: (Duties, General Description)  
The job of the Administrative Assistant to the Vice President (Confidential) is done for the purpose/s of providing a wide variety of complex and confidential secretarial support to the Superintendent/President, Vice President, Board of Trustees, an Administrative Dean, and other confidential managers; communicating information on behalf of the college administrators and district staff, other districts, public agencies, etc.; and addressing a variety of issues and/or providing general support. Acting as the College and Office representative for telephone inquiries and issues on behalf of the departments; management of the office budget.  

Essential Functions:  
Compiles data from a variety of sources (e.g. agenda items, payroll, budget, etc.) for the purpose of complying with financial, legal and/or administrative requirements.  
Coordinates a variety of activities (e.g. meetings, workshops, travel/accommodations, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.  
Evaluates situations (e.g. involving staff, students, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.  
Maintains documents, office files and records for the purpose of providing up-to-date reference and audit trail for compliance.  
Monitors assigned district activities and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.  
Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.  
Responds to a wide variety of calls, concerns and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.  
Serves as a liaison to committees and/or organizations for the purpose of conveying and/or gathering information required for district operations.  
Supports Superintendent/President, Vice President, Board of Trustees, Administrative Dean, or any other confidential manager for the purpose of providing assistance with their administrative functions and providing administrative support for collective bargaining.  

Knowledge, Skills and Abilities: (Desirable Attributes & Skills)  
SKILLS are required to perform single technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; performing standard bookkeeping procedures; planning and managing projects; preparing and maintaining accurate records. Use of new or additional equipment brought about by new technology shall be incorporated consistent with the level of responsibility and complexity of this job.  
KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: community college operations and philosophy; concepts of grammar and punctuation.  
ABILITY is required to schedule a significant number of activities; routinely gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job related equipment. In
COLLEGE OF MARIN
JOB DESCRIPTION

working with others, problem solving is required to analyze issues, create plans of actions and reach solutions; with data it is moderate; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant and sustained interruptions; working with detailed information/data. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds; disabilities and learning styles of community college students and staff.

Working Environment:
The usual and customary methods of performing the job’s functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingerling and/or feeling. Generally the job requires 70% sitting, 15% walking and 15% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Minimum Qualifications: (Position Requirements)
(Education & Experience)
Community College and/or Vocational School Degree with study in job related area OR the equivalent (experience in lieu of education on a year for year basis)

Desirable Qualifications:

Certificates & Licenses:

Clearances:
Criminal
Justice/Fingerprint
TB Clearance

FLSA Status: Non Exempt

Date: 3/13/06

Bargaining Unit: Confidential

Salary Range: 700
COLLEGE OF MARIN
JOB DESCRIPTION

SUPPLEMENTAL
Administrative Assistant to the Vice President College Operations

Essential Functions:
Supports Superintendent/President, Vice President, Board of Trustees, Administrative Dean, or any other confidential manager for the purpose of providing assistance with their administrative functions and providing administrative support for collective bargaining.

Serves as the IVC Point Person for student/public complaints and acts as the liaison for MSAT in the day-to-day operations of the office on the phone and in the reception area of the office.

Manages the office and budget of the assignment, including the calendar and schedule of activities.

Evaluates situations (e.g. involving staff, students, the public etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.

Compiles data from a variety of sources (e.g. agenda items, payroll, budget, etc.) for the purpose of complying with financial, legal and/or administrative requirements.

Serves as a liaison to committees and/or organizations for the purpose of conveying and/or gathering information required for district operations.

Responsible for facilities long term contract use; assists with clinical experience agreements, bookstore, cafeteria agreements, etc.

Monitors the State scheduled maintenance program for hazardous materials grants, tracking of claims, redirects, etc.

Administration of IVC pool billing for users; application and insurance processing; oversees overtime authorizations for services at special events; responsible for notification to users of pool closures/rate changes, etc., works closely with scheduling office on requests for use of IVC campus by MSAT and outside users.

Assists MSAT with scheduling of additional space, in coordination with college scheduling office and notifies staff of use; sells student permits to MSAT; distributes annual permits to staff and creates special event permits as needed. Acts as contact person for reporting incidents, facility problems, special events, concerns with student behavior, work order/key contact; scheduling meetings between staff and MSAT, etc.

Serves as the primary contact for claims and lawsuits against the college, working closely with insurance administrator and/or legal services. Prepares claim rejection notices for the Board; assists in handling small claims with guidance from insurance administrator. Responsible for completing annual risk management questionnaire and compilation of information provided by departments for reporting purposes. Works closely with insurance administrator and/or legal in developing appropriate forms and language for contracts to control district risk for field trips, events, art exhibitions, facilities use, special courses, and outside uses of facilities.

Responsible for Health Insurance Open Enrollment notification for all staff and retirees including AFLAC notification.

Responds to a wide variety of calls, concern and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

Assists other personnel as may be required for the purpose or supporting them in the completion of their work activities.
Monitors assigned district activities and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.

Coordinates a variety of activities (e.g. meetings, workshops, travel/accommodations, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.

Attends meetings as may be required for the purpose of providing coordination, materials, support and/or minutes.

Maintains documents, office files and records for the purpose of providing up-to-date reference and audit trail for compliance.

Knowledge, Skills and Abilities: (Desirable Attributes & Skills)
SKILLS are required to perform single technical tasks with an occasional need to upgrade skills due to changing job conditions. Good interpersonal communications and public contact skills are required. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; performing standard bookkeeping procedures; planning and managing projects; preparing and maintaining accurate records. Use of new or additional equipment brought about by new technology shall be incorporated consistent with the level of responsibility and complexity of this job.
KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: community college operations and philosophy, concepts of grammar and punctuation.
ABILITY is required to schedule a significant number of activities; routinely gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups using effective interpersonal communication; work with data of varied types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant and sustained interruptions; working with detailed information/data. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds, disabilities and learning styles of community college students and staff.

Working Environment:
The usual and customary methods of performing the job’s functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 70% sitting, 15% walking and 15% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Minimum Qualifications: (Position Requirements)
(Education & Experience)
Community College and/or Vocational School Degree with study in job related area OR equivalent. (Experience in lieu of education on a year for year basis)

Desirable Qualifications:

Certificates & Licenses:

Clearances:
Criminal Justice/Fingerprint Clearance
TB Clearance

FLSA Status: Non Exempt

Date: 3/13/06
Bargaining Unit: Confidential
Salary Range: 700
COLLEGE OF MARIN
JOB DESCRIPTION

SUPPLEMENTAL
Administrative Assistant to the Vice President Student Learning
(Confidential)

Essential Functions:
Supports Superintendent/President, Vice President, Board of Trustees, Executive Dean, or any other confidential manager for the purpose of providing assistance with their administrative functions and providing administrative support for collective bargaining.

Serves as the day-to-day representative of the office on the phone and in the reception area of the office.

Manages the office and budget of the assignment, including the calendar and schedule of activities.

Evaluates situations (e.g. involving staff, students, the public etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.

Monitors and coordinates evaluation process for all faculty.

Compiles data from a variety of sources (e.g. agenda items, payroll, budget, etc.) for the purpose of complying with financial, legal and/or administrative requirements.

Serves as a liaison to committees and/or organizations for the purpose of conveying and/or gathering information required for district operations.

Responds to a wide variety of calls, concern and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

Assists other personnel as may be required for the purpose or supporting them in the completion of their work activities.

Monitors assigned district activities and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.

Coordinates a variety of activities (e.g. meetings, workshops, travel/accommodations, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.

Attends meetings as may be required for the purpose of providing coordination, materials, support and/or minutes.

Maintains documents, office files and records for the purpose of providing up-to-date reference and audit trail for compliance.

Knowledge, Skills and Abilities: (Desirable Attributes & Skills)
SKILLS are required to perform single technical tasks with an occasional need to upgrade skills due to changing job conditions. Good interpersonal communications and public contact skills are required. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; performing standard bookkeeping procedures; planning and managing projects; preparing and maintaining accurate records. Use of new or additional equipment brought about by new technology shall be incorporated consistent with the level of responsibility and complexity of this job.

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and solve practical problems. Specific
knowledge required to satisfactorily perform the functions of the job includes: community college operations and philosophy, concepts of grammar and punctuation.

ABILITY is required to schedule a significant number of activities; routinely gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups using effective interpersonal communication; work with data of varied types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant and sustained interruptions; working with detailed information/data. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds, disabilities and learning styles of community college students and staff.

Working Environment:
The usual and customary methods of performing the job’s functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 70% sitting, 15% walking and 15% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Minimum Qualifications: (Position Requirements)
(Education & Experience)
Community College and/or Vocational School Degree with study in job related area OR equivalent. (Experience in lieu of education on a year for year basis)

Desirable Qualifications:

Certificates & Licenses:

Clearances:
Criminal Justice/Fingerprint Clearance
TB Clearance

FLSA Status: Non Exempt

Date: 3/13/06
Bargaining Unit: Confidential
Salary Range: 700
BOARD AGENDA ITEM

To: Board of Trustees                Date: March 21, 2006
From: Superintendent/President          Item & File No. B.12.F
Subject: Educational Management Personnel Recommendations
Reason for Board Consideration:         Enclosure(s):
                                          APPROVAL
                                          Recommendations

BACKGROUND:

The Educational Management Personnel Recommendations are attached.

A. Appointment of Educational Management Personnel

FISCAL IMPLICATIONS: All recommendations are within budgeted FTE.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the Educational Management Personnel Recommendations.

Administrator Initiating Item: Linda Beam, Executive Dean of Human Resources and Labor Relations
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Title</th>
<th>FTE</th>
<th>Appt. Type</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cedillo, Arnulfo</td>
<td>Interim Director of Student Affairs and Health Center</td>
<td>1.0</td>
<td>Temporary</td>
<td>March 15, 2006-June 30, 2006</td>
</tr>
</tbody>
</table>

**BACKGROUND INFORMATION:**

1. Dr. Arnulfo Cedillo has been appointed Interim Director of Student Affairs and Health Center through June 30, 2006.
Board of Trustees

Superintendent/President

Warrant Approval

Warrant Listing

BACKGROUND:

Attached is the amount of warrants prepared for purchase orders already issued, purchase orders previously approved for purchases over $15,000 for labor or $50,000 for materials and supplies and direct charges. Warrant registers are available in Fiscal Services for review.

For the period 02/01/06 through 02/22/06, warrants 58846-59453 were issued in the total amount of $1,621,605.31.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the payments for goods and services.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
DATE: March 21, 2006

TO: Members of the Board of Trustees

SUBJECT: Payment for Goods and/or Services
Per Board Bylaw 1.5310, Section b-7, it is recommended that warrants 58846-59453 in the amount of $1,621,605.31 for all funds for the period 02/01/2006 through 02/22/2006 be approved for payment. Copies of invoices for individual warrants are available for review in the Fiscal Services Office. I certify that the warrants listed are proper payments of invoices for previously approved purchase orders, agreements, contracts, utilities, materials, services and claims. The General Fund expenditures represent $1,139,689.87 of the above amount.

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
<th>Encumbered</th>
<th>Expended</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated Salaries</td>
<td>17,402,532</td>
<td>11,441,253</td>
<td>5,961,278</td>
<td></td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>9,998,132</td>
<td>6,423,657</td>
<td>3,574,475</td>
<td></td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>9,089,702</td>
<td>5,439,132</td>
<td>3,650,570</td>
<td></td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>1,122,605</td>
<td>131,782</td>
<td>438,896</td>
<td>551,927</td>
</tr>
<tr>
<td>Other Operating Expense*</td>
<td>5,092,099</td>
<td>472,381</td>
<td>2,750,043</td>
<td>1,869,676</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>1,158,203</td>
<td>89,011</td>
<td>332,604</td>
<td>736,588</td>
</tr>
<tr>
<td>Other Outgo**</td>
<td>5,441,277</td>
<td>2,403,000</td>
<td>3,038,277</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>49,304,550</td>
<td>29,228,586</td>
<td>19,382,790</td>
<td></td>
</tr>
</tbody>
</table>

* Includes utilities, consultants, travel, legal services, maintenance contracts, etc.

** Includes financial aid awards and interfund transfers.
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA  94904

BOARD AGENDA ITEM

To:    Board of Trustees
From:  Superintendent/President
Subject:  Short-Term Hourly Positions
Date: March 21, 2006
Item & File No. B.12.H
Reason for Board Consideration:  APPROVAL
Enclosure(s):  Job Descriptions

BACKGROUND:

Pursuant to A.B. 500 a Short-Term hourly employee cannot begin working until the Board has taken action at a regularly scheduled meeting to approve these positions. The attached job descriptions are submitted for approval:

Short-Term Hourly Positions.

BUDGET IMPLICATIONS: All recommendations are within budget and are on the non-instructional side of the 50% law.

House Manager in CES, Bookstore Clerk in Bookstore are on the non-instructional side of the 50% law. Reader in Testing is on the instructional side of the 50% law.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the Short-Term Hourly Positions.

Administrator Initiating Item: Linda Beam, Executive Dean of Human Resources & Labor Relations
### A. SHORT TERM HOURLY POSITIONS – March 21, 2006

<table>
<thead>
<tr>
<th>DEPT</th>
<th>JOB TITLE</th>
<th>NUMBER OF POSITIONS</th>
<th>START DATE</th>
<th>END DATE</th>
<th>HOURLY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore</td>
<td>Bookstore Clerk – To assist classified staff with cashiering, stocking and pricing of inventory, shipping and receiving and customer service. Also assist with rush and buyback.</td>
<td>2</td>
<td>05/15/06</td>
<td>06/30/06</td>
<td>$9.75 – $13.75 DOE</td>
</tr>
<tr>
<td>Community Ed and Services, Facilities Use</td>
<td>House Manager for the Marin Youth Symphony Performance on June 4, 2006.</td>
<td>1</td>
<td>06/04/06</td>
<td>06/04/06</td>
<td>$10.75</td>
</tr>
<tr>
<td>Testing</td>
<td>Readers – to read student assessment essays for English Placement from the Student Success Workshops.</td>
<td>6</td>
<td>01/03/06</td>
<td>06/30/06</td>
<td>$18.78 to $25.98 Pay based on CSEA Salary scale.</td>
</tr>
</tbody>
</table>
BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Subject: Declaration of Surplus Property – Miscellaneous Equipment

Date: March 21, 2006
Item & File No. B.12.I

Reason for Board Consideration: Approval
Enclosure(s): List of Equipment

BACKGROUND:

In accordance with Board Policy 6.0008, periodically the District will submit to the Board a list of equipment to declare surplus. The items listed on the attachment(s) have been determined to have no further value to the District. Some of the items have been replaced and are no longer used. Some items are simply old and repair and/or maintenance is not cost effective. Items that have no value will be disposed of. The District may be able to sell some of the equipment. No one item or item lot is valued at $2,500 or more.

In accordance with Board Policy and Education Code Section 81452(a), a unanimous vote is required declaring the value of any one item or item lot to be less than $2,500.00. Upon a unanimous vote, the items may then be disposed of pursuant to the provisions of Education Code Section 81452(c).

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees vote to declare the items described on the attachment(s) surplus and that no single item or item lot is valued at $2,500.00 or more, and further authorize the District to dispose of the equipment, pursuant to Education Code Section 81452(c), as the District sees fit.

Administrator Initiating Item

Albert J. Harrison II, Vice President of College Operations
<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description of Equipment</th>
<th>Identifying #s</th>
<th>Condition of Equipment</th>
<th>Plan to Replace?</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Daytronics Scantron Machine 550/D</td>
<td></td>
<td>Obsolete/Not in Use</td>
<td>No</td>
<td>Dispose of</td>
</tr>
<tr>
<td>1</td>
<td>Olympia Typewriter</td>
<td></td>
<td>Broken</td>
<td>No</td>
<td>Dispose of</td>
</tr>
<tr>
<td>1</td>
<td>Multiplex Slide Machine #01745</td>
<td>#01745</td>
<td>Not used</td>
<td>No</td>
<td>Dispose of</td>
</tr>
</tbody>
</table>
BACKGROUND:

In December 2005 the District received a claim on behalf of Forster & Kroeger Landscape Maintenance in relation to their firm not receiving the bid award for the Fire Mitigation Project at the Indian Valley Campus. The District’s legal counsel has responded to the claim on behalf of the District. Legal counsel recommends that the claim be officially rejected by the Board of Trustees.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees reject the claim made on behalf of Forster & Kroeger Landscape Maintenance. Upon rejection of the claim a formal Letter of Rejection will be sent to Forster & Kroeger, copies of which will be forwarded to legal counsel and the College’s insurance administrator.
BOARD AGENDA ITEM

To: Board of Trustees  Date: March 21, 2006
From: Superintendent/President  Item & File No. B.12.K
Subject: Change Orders #1 and #2 to Contract with Treemasters Tree and Garden Care for Fire Mitigation Project on IVC Campus (418A)
Reason for Board Consideration: APPROVAL

BACKGROUND:

The Fire Mitigation project addresses fire life-safety risk issues at the Indian Valley Campus. One of the overall goals of the project is to provide clear access for fire department response teams on existing unpaved fire roads. This recommendation includes two change orders as indicated below:

Change Order #1 - Change in Completion Date only:
This change order extends the completion date of the project from June 1, 2006 to July 1, 2006. This change is necessary because of the delay in awarding the contract.

Change Order #2 - Increase in scope:
This change order represents and amends the contract to include Alternate #1 which increased the scope of work in the amount of $68,726.00. Alternate #1 was part of the original bid by Treemasters but was not included in the original contract due to an uncertainty about the exact location of the property boundary on the south ridge (Montura Road) of the campus. The property has been surveyed by GPS and clearly indicates that the college does indeed own the fire road. Therefore it is recommended that Alternate #1 as submitted by Treemasters in the original bid document, be incorporated into the contract as Change Order #2.

The approved contract amendment value will be paid from Measure C bond funds designated for construction costs.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve:

Change Order #1 to extend the completion date of the contract to July 1, 2006 and;

Change Order #2, in the amount of $68,726.00 for Alternate #1 for the contract with Treemasters Tree and Garden Care for the IVC Fire Mitigation Project (418A) increasing the contract with Treemasters to $573,568.00.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
**BOARD AGENDA ITEM**

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
<th>March 21, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No.</td>
<td>B.12.L</td>
</tr>
<tr>
<td>Subject:</td>
<td>Adoption of the Procedure for Publication, Outreach and Selection of Citizens’ Oversight Committee (C.O.C.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td></td>
<td>Enclosure(s):</td>
<td></td>
</tr>
</tbody>
</table>

**APPROVAL**

**BACKGROUND:**

Pursuant to the bylaws establishing a Citizens’ Oversight Committee for Measure C General Obligation Bonds, the following procedure will be used to publicize and reach out to interested citizens who would care to serve on the C.O.C.

- publicize in all local newspapers inviting applications (application attached).
- screening process to include Board Officers and College President.
- recommendations to go to Board no later than April 25, 2006.

**RECOMMENDATION:**

The Superintendent/President recommends that the Board of Trustees adopt the above procedure for selection of the C.O.C.

Administrator Initiating Item

Frances L. White, Superintendent/President
CITIZENS' BOND OVERSIGHT COMMITTEE
BYLAWS

Section 1. Committee Established. The Marin Community College District (the
"District") was successful at the election conducted on November 2, 2004 (the "Election"), in
obtaining authorization from the District's voters to issue up to $249,300,000 aggregate principal
amount of the District's general obligation bonds (the "Measure C"). The election was conducted
under Proposition 39, being chartered as the Strict Accountability in Local School Construction
Bonds Act of 2000, at Section 15264 et seq. of the Education Code of the State ("Prop 39").
Pursuant to Section 15278 of the Education Code, the District is now obligated to establish the
Committee in order to satisfy the accountability requirements of Prop 39. The Board of Trustees
of the Marin Community College District (the "Board") hereby establishes the Citizens' Bond Oversight
Committee (the "Committee") which shall have the duties and rights set forth in these Bylaws. The
Committee does not have independent legal capacity from the District.

Section 2. Purposes. The purposes of the Committee are set forth in Prop 39, and these
Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and
rights of the Committee. The Committee shall be deemed to be subject to the Ralph M. Brown
Public Meetings Act of the State of California and shall conduct its meetings in accordance with the
provisions thereof. The District shall provide necessary administrative support to the Committee as
shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Election are hereinafter
referred to as "bond proceeds." The Committee shall confine itself specifically to bond proceeds
generated under Measure C. Regular and deferred maintenance projects and all monies generated
under other sources shall fall outside the scope of the Committee's review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform only the
following duties:

3.1 Inform the Public. The Committee shall inform the public concerning the District's
expenditure of bond proceeds.

3.2 Review Expenditures. The Committee may review quarterly expenditure reports
produced by the District to ensure that (a) bond proceeds were expended only for the purposes set
forth in the Measure C; and (b) no bond proceeds were used for any teacher or administrative salaries
or other operating expenses.

3.3 Annual Report. The Committee shall present to the Board, in public session, an
annual written report which shall include the following:

(a) A statement indicating whether the District is in compliance with the
requirements of Article XIII-A, Section 1(b)(3) of the California Constitution; and

(b) A summary of the Committee's proceedings and activities for the preceding
year.
3.4 **Duties of the Board and/or Superintendent/President.** Either the Board or the Superintendent/President, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

(i) Approval of construction contracts,

(ii) Approval of construction change orders,

(iii) Expenditure of construction funds,

(iv) Handling of all legal matters,

(v) Approval of construction plans and schedules,

(vi) Approval of all deferred maintenance plans, and

(vii) Approval of the sale of bonds.

3.5 **Voter-Approved Projects Only.** In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

(a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.

(b) The establishment of priorities and order of construction for the bond projects, which shall be made by the Board in its sole discretion.

(c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.

(d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) by the Board in its sole discretion and shall report to the Committee on any cost saving techniques considered or adopted by the Board.

(e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.

(f) The approval of an annual budget for the Committee that is sufficient to carry out the activities set forth in Prop 39 and included herein.

**Section 4. Authorized Activities.**

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:
(a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIII A of the California Constitution.

(b) Inspect college facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Superintendent/President.

(c) Review copies of deferred maintenance proposal or plans developed by the District.

(d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

Section 5. **Membership.**

5.1 **Number.**

The Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) student enrolled and active in a community college support group, such as student government.

- One (1) member active in a business organization representing the business community located in the District.

- One (1) member active in a senior citizens' organization.

- One (1) member active in a bona-fide taxpayers association.

- One (1) member active in a support organization for College of Marin, such as a foundation.

- Two (2) members of the community at-large.

5.2 **Qualification Standards.**

(a) To be a qualified person, he or she must be at least 18 years of age.

(b) The committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 **Ethics: Conflicts of Interest.** By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code. Additionally, each member shall comply with the Committee Ethics Policy attached as "Attachment A" to these Bylaws.
5.4 **Term.** Except as otherwise provided herein, each member shall serve a term of two (2) years, commencing on the date of the first meeting of the Committee. No member may serve more than two (2) consecutive terms. At the Committee's first meeting, members will draw lots or otherwise select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term.

5.5 **Appointment.** Members of the Committee shall be appointed by the Board through the following process: (a) appropriate local groups will be solicited for applications; (b) the Superintendent/President or his or her designee will review the applications; and (c) the Superintendent/President or his or her designee will make recommendations to the Board.

5.6 **Removal; Vacancy.** The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee. Vacancies shall be filled within 90 days from the initial date of each such vacancy.

5.7 **Compensation.** The Committee members shall not be compensated for their services.

5.8 **Authority of Members.** (a) Committee members shall not have the authority to direct staff of the District, (b) individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual, and (c) the Committee may only receive copies of reports and documents which have been previously presented to the Board and which are a public record.

Section 6. **Meetings of the Committee.**

6.1 **Regular Meetings.** The Committee is required to meet at least once a year but may meet more often as the Committee shall determine.

6.2 **Location.** All meetings shall be held within the Marin Community College District, located in Marin County, California.

6.3 **Procedures.** All meetings shall be open to the public in accordance with the Ralph M. Brown Act, Government Code Section 54950 et seq. Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business of the Committee.

Section 7. **District Support.**

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

(a) preparation of and posting of public notices as required by the Brown Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

(b) provision of a meeting room, including any necessary audio/visual equipment;
(c) preparation and copies of any documentary meeting materials, such as agendas and reports; and

(d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.

7.3 No bond proceeds shall be used to provide District support to the Committee.

Section 8. Reports. In addition to the Annual Report required in Section 3.2, the Committee may report to the Board from time to time in order to advise the Board on the activities of the Committee. The Annual Report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

Section 9. Officers. The Superintendent/President shall appoint the initial Chair to serve for an initial two (2) year term. The Committee shall elect an initial Vice-Chair. Thereafter, the Committee shall elect a Chair and a Vice-Chair who shall act as chair only when the Chair is absent.

Section 10. Amendment of Bylaws. Any amendment to these Bylaws shall be approved by a majority vote of the Board.

Section 11. Termination. The Committee shall automatically terminate and disband 180 days following the date when all Measure C bond proceeds have been spent.
CITIZENS' BOND OVERSIGHT COMMITTEE
ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members to following carrying out their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

• CONFLICT OF INTEREST. A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds or (2) any construction project which will benefit the committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

• OUTSIDE EMPLOYMENT. A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

• COMMITMENT TO UPHELD LAW. A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Marin Community College District;

• COMMITMENT TO DISTRICT. A Committee member shall place the interests of the District above any personal or business interest of the member.
MARIN COMMUNITY COLLEGE DISTRICT

Application for Measure C Citizens Oversight

Please complete this application and attach a letter of interest (not to exceed three pages). If you wish to include letters of support, please attach no more than two letters. Please return your application packet to the Board of Trustees. Applications must be received no later than 4/7/06 by the Office of the Superintendent/President, College of Marin, 835 College Avenue, Kentfield, California 94904.

Name: ___________________________________________________________

Address: _________________________________________________________

Phone: ___________________________________________________________

E-mail ___________________________________________________________

Current Occupation: _______________________________________________

_________________________________________________________________

Please indicate the Citizens Oversight Committee position for which you wish to be considered:

☐ Individual active in a business organization representing the business community located in the District
  Organization: ____________________________________________________

☐ Individual active in a senior citizens’ organization
  Organization: ____________________________________________________

☐ Individual active in a bona fide taxpayers’ organization
  Organization: ____________________________________________________

☐ Individual who is enrolled and active in a community college support group such as student government

☐ Individual who is active in a support organization for College of Marin, such as a foundation
  Organization: ____________________________________________________

☐ Individual who represents the community at large (must appoint a minimum of two).

Signature ___________________________ Date: _________________________
RESOLUTION 3/21/06 B.12.M

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2005/06.

RESOLUTION

BE IT RESOLVED that the Governing Board of Marin Community College District

authorizes entering into local agreement number/s 21-6538-00-5 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

NAME TITLE SIGNATURE
Pamela Mize-Kurzman Dean of Enrollment Services
Stacey A. Cook Director of Student Affairs

PASSED AND ADOPTED THIS 21st day of March, 2006 2005/06, by the Governing Board of Marin Community College District

of Marin County, California.

I, Wanden Treanor, Clerk of the Governing Board of Marin Community College District, of Marin County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature) (Date)
North American Resources Corporation operates the Tacqueria Mexican Grill located at the corner of Sir Francis Drake Boulevard and College Avenue. The property is leased from the College of Marin. The Tacqueria has been at this site since April 1987. The original lease expired on March 31, 1997 and has been extended three times. The most recent addendum was for a two-year period and expires on March 31, 2006.

North American Resources is aware of the College’s facilities modernization planning and is interested in continuing the lease arrangement until such time that the District determines that the facilities will not be available. It will be a minimum of two years before any work is expected to commence in this area.

Staff is proposing that the lease with North American Resources be extended for one year beginning April 1, 2006 with an option to extend for an additional one year period if the modernization planning at that time allows for an extension.

Rent shall be increased to $3,200 per month for the first year and would increase to $3,250 per month, should the contract be extended for a second year.

The percentage rent remains at 6.5% of gross proceeds as per section 2.3.1.1. of the addendum. (“Percentage Rent” is rent due to the District equal to the amount by which 6.5% of gross proceeds exceeds the base rent.)

All other terms of the lease agreement and amendment will remain in effect.

**RECOMMENDATION:**

The Superintendent/President recommends that the Board of Trustees approve the attached fourth addendum to the Lease with North American Resources for the property located at the corner of Sir Francis Drake Boulevard and College Avenue identified as Assessor’s Parcel Number 74-022-25 per the terms of the attached addendum and the previous Net Lease and subsequent three Addendums.
FOURTH ADDENDUM TO NET LEASE BETWEEN
MARIN COMMUNITY COLLEGE DISTRICT
AND
NORTH AMERICAN RESOURCES

This is the fourth addendum to the Net Lease between Marin Community College District “Landlord” and North American Resources “Tenant” dated April 6, 1987. The lease was amended in March 1997, March 2002 and October 2003. The following Articles of the original Lease and subsequent three addendums are modified by this fourth Addendum. All other Articles remain in full effect.

Term of Lease

1.3 – Lease Extension

Landlord and Tenant have mutually agreed to exercise the option to extend the term of the Lease and subsequent addendums for one additional one (1) year as provided for in the 1.4 – Option to Extend Lease. The extended term shall commence on April 1, 2006 and shall end at 11:59 p.m. on March 31, 2007 and then continuing on a month-to-month basis, unless terminated as herein provided or extended as set forth in subparagraph 1.4.

1.4 – Option to Extend Lease

Upon the mutual agreement of Landlord and Tenant, Tenant shall have the option to extend the term of this Lease for one (1) additional year. In the event that Tenant desires to extend the Lease Term, Tenant shall give Landlord written notice of such desire no later than six (6) months before the expiration date of the current Term (October 31, 2006). Provided that Landlord and Tenant mutually agree to extend the Lease Term for an additional one-year period, such Extended Term shall commence as of the next day following the expiration of the current Term.

At the end of this lease extension, March 31, 2007, and upon mutual agreement, the lease may be extended on a month-to-month basis, at a rent mutually agreed upon, per Item 1.3 above.

Article 2.1.1 – Minimum Rent is modified as follows:

Tenant shall pay to Landlord, as minimum monthly rent during the Lease Term, without deduction, setoff, prior notice, or demand, payments in accordance with the following schedule, due and payable in monthly installments in advance on the first day of each and every calendar month, commencing as of April 1, 2006. The minimum rent payable during the Lease Term shall be the sum of Three Thousand Two Hundred Dollars ($3,200.00) per month. Any rent called for by this Lease shall be paid to Landlord or his agent at the address set for delivery of notices in Article 14 hereof. As used herein, the term “lease year” refers to the twelve (12) month period beginning on the Commencement Date (April 1, 2006), and ending on the Expiration Date (March 31, 2007).
Article 2.2.1.1. is modified as follows:

Should the lease be extended for an additional one year term, the minimum rent as defined in Article 2.1.1 shall be increased to Three Thousand Two Hundred and Fifty Dollars ($3,250.00) per month on April 1, 2007 for the following twelve (12) month period.

Article 2.3.1.1. is modified as follows:

In addition to the minimum rent and additional rent provided for in this Lease and any other sums required hereunder to be paid by Tenant, there shall be payable from Tenant as percentage rent, commencing as of the first day of, and continuing thereafter during the Lease Term, a sum equal to the dollar amount by which six and one-half percent (6.5%) of Tenant’s Gross Sales (as the term “Gross Sales” is defined in Section 2.6 of the Lease) exceeds the aggregate of the minimum rent paid for the same period.

Dated: March 21, 2006

Landlord: Marin Community College District,
a California Community College District

by

Albert J. Harrison II
Vice President, College Operations

Tenant: North American Resources,
a California Corporation

by

Judith Sutter-Pifer,
President

February 24, 2006
MARIN COMMUNITY COLLEGE DISTRICT  
Kentfield, CA  94904

BOARD AGENDA ITEM

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
<th>March 21, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No.</td>
<td>B.13.B</td>
</tr>
<tr>
<td>Subject:</td>
<td>2006 CCCT Board Election</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td></td>
<td>Enclosure(s):</td>
<td></td>
</tr>
</tbody>
</table>

APPROVAL

BACKGROUND:

The election of members of the CCCT Board of the Community College League will take place between March 10 and April 25, 2006. There are ten two-year vacancies on the Board.

Each member community college district board of the League shall have one vote for each of the ten vacancies on the CCCT Board. Only one vote may be cast for any nominee or write-in candidate. The ten candidates who receive the most votes will serve two-year terms. In the event of a tie vote for the last position to be filled, the CCCT board will vote to break the tie.

The 22 trustees who have been nominated for election to the board are listed on the attached sheet, in the Secretary of State’s random drawing order.

Ballots must be signed by the Board secretary and Board president or vice-president and returned to the League office, postmarked no later than April 25, 2006.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees vote in the 2006 CCCT Board election.

Administrator Initiating Item

Frances L. White, Superintendent/President
2006 CCCT ELECTION
CANDIDATES IN RANDOM DRAWING ORDER

1. *Anita Grier, San Francisco CCD
2. *Rebecca J. Garcia, Cabrillo CCD
3. Marcia Zableckis, Barstow CCD
4. Brian Conley, Rancho Santiago CCD
5. Janet Chaniot, Mendocino-Lake CCD
6. Nancy C. Chadwick, Palomar CCD
7. Bill McMillin, Ohlone CCD
8. *Charles Meng, Napa Valley CCD
9. Mary Anne Rooney, Ventura County CCD
10. Donald Nelson, Victor Valley CCD
11. *Edward C. Ortell, Citrus CCD
12. Bernard E. Jones, Allan Hancock Joint CCD
13. *Kay Albiani, Los Rios CCD
14. *Paul Fong, Foothill-DeAnza CCD
15. *Carolyn Batiste, MiraCosta CCD
16. Isabel Barreras, State Center CCD
17. Rosanne Bader, Mt. San Antonio CCD
18. Jim Buchan, Yuba CCD
19. *Judi D. Beck, Shasta-Tehama-Trinity Joint CCD
20. Ted Edmiston, Cerritos CCD
21. Eva Kinsman, Copper Mountain CCD
22. *Marie Kiersch, San Luis Obispo County CCD

*incumbent

Based on Secretary of State’s
Random Draw 2/21/06
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
<th>March 21, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No.</td>
<td>B.13. C</td>
</tr>
<tr>
<td>Subject:</td>
<td>Agreement with Perry Smith LLP</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Measure C Bond Fund Expenditures 2005/06</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td>APPROVAL</td>
<td>Enclosure(s):</td>
<td></td>
</tr>
</tbody>
</table>

BACKGROUND:

The auditing firm of Perry Smith LLP has performed the District’s financial audits for the past two years and more recently provided a report on the Measure C Bond Program for Fiscal year 2004/05, which was presented to the Board of Trustees at the January 24, 2006 meeting.

Proposition 39 requires an annual performance and financial audit to ensure that bond funds are being expended per general accounting practices and that the funds are being used appropriately for the projects that were identified as part of the bond being passed. The Citizens’ Oversight Committee has recommended that these services be performed twice during the year at six-month intervals.

Perry Smith has submitted a proposal to perform the required services, not to exceed $17,000. The cost for these services will be paid out of District funds.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees authorize staff to enter into agreement with Perry Smith LLP for performance of reconciliation services for the bond funds twice during the 2005/06 fiscal year at a cost not to exceed $17,000.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904
BOARD AGENDA ITEM

To:        Board of Trustees                    Date:   March 21, 2006
From:      Superintendent/President                  Item & File No.  B.13.D
Subject:   Agreement with SunGard SCT – ERP System
Reason for Board Consideration:  APPROVAL
Enclosure(s):

BACKGROUND:

At the Board meeting on February 14, 2006, the Board of Trustees authorized staff to negotiate a contract with SunGard SCT for the purchase of an ERP System for the College. Staff, through our consultant Strata Information Group (SIG), has negotiated a contract with SunGard SCT to procure the ERP system. SunGard SCT solutions and services will enable College of Marin to create a Unified Digital Campus, a flexible environment for learning, teaching, research, and administration that will showcase innovative service delivery. For over three decades, institutions of all profiles and types around the world have relied on SunGard SCT software and services to maximize operational efficiencies, enhance communication and collaboration, and facilitate learning. Included in this proposal are the following:

Administrative Solutions, Portal, Collaboration & Community Solutions, Information Access & Business Intelligence Solutions, Integration Solutions and Services

SunGard’s Unified Digital Campus (UDF) solution along with the third party partners of People Admin, Evisions, Bi-Tech Degree Works, CollegeNet Resource 25 and Touchnet provides a comprehensive Enterprise Resource Planning (ERP) solution for College of Marin.

The SunGard Unified Digital Campus will provide the following benefits to College of Marin;
• The creation of a single point of entry to an on-line community to all the college’s constituents
• Improved services to students/faculty/staff through web self-service applications
• Improved access to information with industry standard reporting tools
• Improved workflow and efficiency
• Improved controls and program alerts
• Process re-engineering that updates and improves old business processes

Total five (5) year cost of ownership is $ 4,373,414, which will be paid through Measure C Bond funds.

Contract documents have been reviewed by our Modernization attorney.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the agreement with SunGard SCT in the amount of 4,373,414 to purchase the ERP system for the College.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Subject: Resolution Authorizing Budget Transfers – FY 2005/06
Reason for Board Consideration: APPROVAL

Enclosure(s): Resolution & Budget Transfer List

BACKGROUND:

In accordance with Title 5 California Code of Regulations, Section 58199 on budget transfers, attached for review are budget transfers between major object codes. Details of transfer request documents are available in Fiscal Services for review.

The accompanying transfer resolution includes transfer numbers, 302, 378, 380, 389, 390, 405, 406, 407, 412, 415, 416, 425, 427, 429, 430, 432, 434-437, 439, 440, 442, 445, 446 and 448, totaling $287,774.00, from the Unrestricted Funds. Budget Transfer 391 for $37,050.00 from the Unrestricted Reserve contingency account was used to fund various departments budget requests via the Budget Advisory Committee.

There were four transfers made from the Restricted Funds. The budget numbers included 260, 321, 411, and 414 and totaled $10,500.00. Transfer 422 for $10,062 from Restricted Reserves contingency account was for adjustments to the budget to reflect current CARE allocations per state 2005-2006 final CARE allocations memo 10/3/05.

The Children’s Center Fund had two transfers, 337 and 338, totaling $1,080.00.

There were two budget transfers made from the Measure C Building Fund that are not included in the totals because the funds remained within the same object code, but various projects. These transfers 384 and 417 totaled $50,486.00.

RECOMMENDATION:
The Superintendent/President recommends that the Board of Trustees approve the Resolution Authorizing Budget Transfers – FY 2005/06.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
WHEREAS, the Board of Trustees of the Marin Community College District is required by Education Code Section 85200 and Board Bylaws 1.5301 to approve budget transfers between major object code classifications;

NOW, THEREFORE, BE IT RESOLVED that the Board of the Marin Community College District approve budget transfer numbers 260, 302, 321, 337, 338, 378, 380, 385, 389-391, 405-407, 411, 412, 414-416, 422, 425, 427, 429, 430, 432, 434-437, 439, 440, 442, 445, 446 and 448 with the following major object code classification adjustments:

<table>
<thead>
<tr>
<th>Object Code</th>
<th>General Fund</th>
<th>Child Care</th>
<th>Special Reserve</th>
<th>Self Insurance</th>
<th>Foundation Trust Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 (Certified Salary)</td>
<td>147,910</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000 (Classified Salary)</td>
<td>(78,475)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3000 (Employee Benefits)</td>
<td></td>
<td>(70)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4000 (Supplies/Eqpt. Repl.)</td>
<td></td>
<td>33,140</td>
<td></td>
<td></td>
<td>(200)</td>
</tr>
<tr>
<td>5000 (Other Operating Exp.)*</td>
<td></td>
<td>(52,510)</td>
<td></td>
<td></td>
<td>(880)</td>
</tr>
<tr>
<td>6000 (Capital Outlay)</td>
<td></td>
<td>(13,600)</td>
<td></td>
<td></td>
<td>1,080</td>
</tr>
<tr>
<td>7000 (Other Outgo)**</td>
<td></td>
<td></td>
<td>(36,395)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8000 (Income)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9000 (General Ledger)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Includes utilities, consultants, travel, legal services, maintenance contracts etc.
** Includes contingency reserves, financial aid awards, and inter-fund transfers.

BE IT FINALLY RESOLVED that this Resolution be made part of the Official Minutes of this meeting and of the permanent files of this District.

PASSED AND ADOPTED THIS _______ day of ___________________, 2006, by the Board of Trustees of the Marin Community College District of Marin County, California, by the following vote:

AYES
NOES
ABSENT

I, Frances White, Superintendent/President of the Marin Community College District of Marin County, California, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by said Board at a regular meeting thereof, held at its regular place of meeting at the time and by the vote above stated.

_______________________________
Secretary to the Board of Trustees
<table>
<thead>
<tr>
<th>BT #</th>
<th>10000</th>
<th>20000</th>
<th>30000</th>
<th>40000</th>
<th>50000</th>
<th>60000</th>
<th>70000</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNRESTRICTED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>302</td>
<td>15,000</td>
<td>(15,000)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>378</td>
<td>(325)</td>
<td>325</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>380</td>
<td>2,000</td>
<td>(1,500)</td>
<td>(500)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>381</td>
<td>(45,000)</td>
<td>45,000</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>382</td>
<td>1,777</td>
<td>1,777</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>383</td>
<td>17,133</td>
<td>(17,133)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>384</td>
<td>20,000</td>
<td>(20,000)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>385</td>
<td>2,000</td>
<td>(2,000)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>386</td>
<td>(4,000)</td>
<td>(4,000)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>387</td>
<td>20,000</td>
<td>(20,000)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>388</td>
<td>25,000</td>
<td>(25,000)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>389</td>
<td>11,864</td>
<td>(11,864)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>390</td>
<td>2,653</td>
<td>(2,653)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>391</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>392</td>
<td>2,000</td>
<td>(2,000)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>393</td>
<td>(6,000)</td>
<td>(6,000)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>394</td>
<td>33,220</td>
<td>(33,220)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>395</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>396</td>
<td>2,640</td>
<td>(2,640)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>397</td>
<td>(6,319)</td>
<td>(6,319)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>398</td>
<td>200</td>
<td>(200)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>399</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>400</td>
<td>150</td>
<td>(150)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>401</td>
<td>400</td>
<td>(400)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>402</td>
<td>200</td>
<td>(200)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>403</td>
<td>400</td>
<td>(400)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>404</td>
<td>320</td>
<td>(320)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>405</td>
<td>1,350</td>
<td>(1,350)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>406</td>
<td>4,000</td>
<td>(4,000)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>407</td>
<td>7,500</td>
<td>(7,500)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>408</td>
<td>1,500</td>
<td>(1,500)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>409</td>
<td>4,000</td>
<td>(4,000)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>410</td>
<td>2,000</td>
<td>(2,000)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>411</td>
<td>(240)</td>
<td>240</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>412</td>
<td>(25,000)</td>
<td>25,000</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>413</td>
<td>(5,050)</td>
<td>5,050</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>414</td>
<td>72</td>
<td>(72)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>415</td>
<td>(160)</td>
<td>160</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>416</td>
<td>(50)</td>
<td>50</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>417</td>
<td>(469)</td>
<td>469</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>418</td>
<td>(5,030)</td>
<td>5,030</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>419</td>
<td>3,458</td>
<td>(3,458)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>420</td>
<td>(45)</td>
<td>45</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>421</td>
<td>3,000</td>
<td>(3,000)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>422</td>
<td>750</td>
<td>(750)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>423</td>
<td>10,000</td>
<td>(10,000)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>424</td>
<td>4,000</td>
<td>(4,000)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>425</td>
<td>1,090</td>
<td>(1,090)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>426</td>
<td>1,000</td>
<td>(1,000)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>427</td>
<td>200</td>
<td>200</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>428</td>
<td>225</td>
<td>(225)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>429</td>
<td>452</td>
<td>(452)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>430</td>
<td>2,200</td>
<td>(2,200)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RESTRICTED FUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>260</td>
</tr>
<tr>
<td>261</td>
</tr>
<tr>
<td>262</td>
</tr>
<tr>
<td>263</td>
</tr>
<tr>
<td>264</td>
</tr>
<tr>
<td>265</td>
</tr>
<tr>
<td>266</td>
</tr>
<tr>
<td>267</td>
</tr>
<tr>
<td>268</td>
</tr>
<tr>
<td>269</td>
</tr>
<tr>
<td>270</td>
</tr>
<tr>
<td>271</td>
</tr>
<tr>
<td>272</td>
</tr>
<tr>
<td>273</td>
</tr>
<tr>
<td>274</td>
</tr>
<tr>
<td>275</td>
</tr>
<tr>
<td>276</td>
</tr>
</tbody>
</table>

**TOTAL GENERAL FUND**: 147,510 (78,475) (70) 33,140 (52,510) (13,600) (26,355) 0

**CHILDREN'S CENTER FUND**

| 337  | (200) | 200  | 0 |
| 338  | (800) | 800  | 0 |

**TOTAL CHILDRENS CENTER FUND**: 0 0 0 (200) (800) 1,080 0

**TOTAL ALL FUND**: 147,710 (78,475) (70) 33,140 (53,325) (12,520) (26,355) 0

**Measure C Funds**
Budget inter-project transfers were funds remained within the same object code and transfers offset to zero, not included in totals.

<table>
<thead>
<tr>
<th>Object Code</th>
<th>50000</th>
<th>50000</th>
</tr>
</thead>
<tbody>
<tr>
<td>361</td>
<td>(49,965.00)</td>
<td>49,965.00</td>
</tr>
<tr>
<td>417</td>
<td>(820)</td>
<td>820</td>
</tr>
<tr>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>

**Total Measure C Building transfers were funds remained within same object code**: (50,480.00) 50,480.00
BACKGROUND:

Attached for the Board’s information is the Academic Calendar for 2006-2007. The Academic Calendar was negotiated and agreed upon in the UPM/MCCD Calendar Committee.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees adopt the Academic Calendar 2006-2007.
ACADEMIC CALENDAR 2006-2007

Summer Session 2006: June 19 to July 29
Classes Begin
Add Deadline/Refund Deadline
First Drop
Last Day to Request CR/NC
Holiday
Last Drop
Last day of classes
Grades Due
June 19
June 22
June 26
June 29
July 4
July 19
July 29
August 1

Fall Semester 2006: August 21 to December 16
Non-mandatory Flex
Mandatory Flex
Classes Begin
Last Day to Add Classes
Holiday
First Drop
Last Day to Request CR/NC
Mid-term Grades Due
Holiday
Last Drop
Holidays
Last Day of Classes Before Finals
Finals
Finals Due
August 14, 15, 16, 17
August 18
August 21
September 1
September 4
September 15
September 22
October 27
November 10, 11
November 17
November 23, 24, 25
December 9
December 11-16
January 2

Spring Semester 2007: January 22 to May 25
Holiday
Non-Mandatory Flex
Mandatory Flex
Classes Begin
Last Day to Add Classes
Holidays
First Drop
Last Day to Request CR/NC
Mid-terms Due
Spring Break
Last Drop
Last Day of Classes Before Finals
Finals
Holiday
Grades Due
January 15
January 18
January 19
January 22
February 2
February 16, 17, 19
February 20
February 23
March 30
April 9-14
April 27
May 18
May 19-25
May 28
May 30
BACKGROUND:

In accordance with Board Policy 6.0017 on External Consultants and Evaluators, attached for your information is a listing of all External Consultants and External Evaluators with whom we entered into a contract in excess of $1,000 with a description of services provided.
## Contracts and Agreement for Services
### OVER $1,000.00
#### MONTHLY REVIEW

<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Vendor/Description</th>
<th>Location/Dept.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>S59809</td>
<td>Dr. Bakhtiar Mikhakti Flex Presentation.</td>
<td>Staff Development</td>
<td>$1,372.00</td>
</tr>
<tr>
<td>S59815</td>
<td>Nelson Staffing Solutions Admission Records</td>
<td>Office tech for data entry, phones and filing -2/28/2006.</td>
<td>$8,500.00</td>
</tr>
<tr>
<td>P101227</td>
<td>Sausalito Networking, Inc. Academic Affairs</td>
<td>Maintenance agreement of two servers.</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>P101312</td>
<td>Ninyo and Moore Maintenance</td>
<td>Evaluate spaces in Dickson and Olney Halls for mold and air quality sample.</td>
<td>$5,500.00</td>
</tr>
<tr>
<td>P101313</td>
<td>Sausalito Moving and Storage Maintenance</td>
<td>Move all items on floor in Dickson Hall 20-25 out &amp; back.</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>P101314</td>
<td>Clark &amp; Sons Painting &amp; Decorating Maintenance</td>
<td>Paint Dickson Hall 102 floor after water damage from storm.</td>
<td>$2,064.00</td>
</tr>
<tr>
<td>P101316</td>
<td>CBIZ Technologies Fiscal Services</td>
<td>MBS Great Plains service plan renewal.</td>
<td>$5,415.00</td>
</tr>
<tr>
<td>P101322</td>
<td>Ikon Office Solutions Reprographics/Mail Maintenance service agreement for reprographics equipment.</td>
<td>$2,000.00</td>
<td></td>
</tr>
<tr>
<td>P101323</td>
<td>800 Response Reprographics/Mail For 800 vanity number tracking service.</td>
<td>$2,000.00</td>
<td></td>
</tr>
<tr>
<td>P101343</td>
<td>Fire King Fire Protection Maintenance</td>
<td>Provide 5 yr FNFPA Fire Sprinkler Test for Fine Arts &amp; Science Center.</td>
<td>$2,050.00</td>
</tr>
<tr>
<td>P101346</td>
<td>Liebert Cassidy &amp; Whitmore Human Resources Training, workplace harassment training.</td>
<td>$1,800.00</td>
<td></td>
</tr>
<tr>
<td>P101357</td>
<td>Perry-Smith LLP Fiscal Services Additional monies for audit.</td>
<td>$2,500.00</td>
<td></td>
</tr>
<tr>
<td>P101358</td>
<td>Mail Communication Fiscal Services Preparing services for mailing of additional 1098Ts.</td>
<td>$4,971.00</td>
<td></td>
</tr>
<tr>
<td>P101360</td>
<td>Photo Waste Recycling Police/Safety Hazardous material disposal services</td>
<td>$3,755.00</td>
<td></td>
</tr>
<tr>
<td>P101362</td>
<td>Robert Half Technology IT Staff for Information Technology.</td>
<td>$4,680.00</td>
<td></td>
</tr>
<tr>
<td>Agreement Number</td>
<td>Vendor/Description</td>
<td>Location/Dept.</td>
<td>Amount</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------------------------------------------------</td>
<td>----------------------</td>
<td>----------</td>
</tr>
<tr>
<td>P101372</td>
<td>Ad Age Broadcast Network</td>
<td>Marketing</td>
<td>$1,895.00</td>
</tr>
<tr>
<td></td>
<td>Movie Screen Ads for MMST.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101378</td>
<td>Perfect Timing, Inc.</td>
<td>Fiscal Services</td>
<td>$5,000.00</td>
</tr>
<tr>
<td></td>
<td>Accounts Payable Tech services.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101379</td>
<td>Perfect Timing, Inc.</td>
<td>Fiscal Services</td>
<td>$5,000.00</td>
</tr>
<tr>
<td></td>
<td>Restricted fund accountant services.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101386</td>
<td>De Lage Landen</td>
<td>Maintenance</td>
<td>$1,422.00</td>
</tr>
<tr>
<td></td>
<td>Copier Lease.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101402</td>
<td>AB Dick Multigraphics</td>
<td>Reprographics/Mail</td>
<td>$1,388.00</td>
</tr>
<tr>
<td></td>
<td>Maintenance for AB Dick 360 printing press.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101410</td>
<td>Empire Elevator</td>
<td>Maintenance</td>
<td>$9,490.00</td>
</tr>
<tr>
<td></td>
<td>Repair Fusselman Hall elevator per RFQ &amp; quote.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101425</td>
<td>Law Office of Larry Frierson</td>
<td>District Wide</td>
<td>$17,800.00</td>
</tr>
<tr>
<td></td>
<td>Legal services, January 2006.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101426</td>
<td>Marin County Registrar of Voters</td>
<td>District Wide</td>
<td>$110,002.00</td>
</tr>
<tr>
<td></td>
<td>Charges for 11/8/05 Special Statewide Election.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101427</td>
<td>Perfect Timing, Inc.</td>
<td>Presidents Office</td>
<td>$25,000.00</td>
</tr>
<tr>
<td></td>
<td>Temporary services of staff person at 32.55 per hour.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101433</td>
<td>Cal Association Dental Assisting</td>
<td>Library Instructional</td>
<td>$1,077.00</td>
</tr>
<tr>
<td></td>
<td>Application for Pit and Fissure sealant course as required to be taught in all approved registered dental assisting programs according the Senate Bill SB 1546.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101448</td>
<td>US Postmaster (Neopost)</td>
<td>Reprographics/Mail</td>
<td>$10,000.00</td>
</tr>
<tr>
<td></td>
<td>Postage services.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101451</td>
<td>Sonoma County Office of Education</td>
<td>District Wide</td>
<td>$2,281.00</td>
</tr>
<tr>
<td></td>
<td>Legal services, December 2005.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101458</td>
<td>Somerton Student Insurance Service</td>
<td>District Wide</td>
<td>$7,066.00</td>
</tr>
<tr>
<td></td>
<td>International Student Health Insurance Spring 05/06</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101488</td>
<td>B. Cantarutti Electric Company</td>
<td>Pool/IVC</td>
<td>$5,135.00</td>
</tr>
<tr>
<td></td>
<td>Remove &amp; reinstall IVC pool underwater lights.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101491</td>
<td>California Department of Education</td>
<td>Testing</td>
<td>$1,440.00</td>
</tr>
<tr>
<td></td>
<td>State of California GED testing processing fees 4th and 1st quarters.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101492</td>
<td>CPP, Inc.</td>
<td>Testing</td>
<td>$5,135.00</td>
</tr>
<tr>
<td></td>
<td>Strong Interest Inventory testing service.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agreement Number</td>
<td>Vendor/Description</td>
<td>Location/Dept.</td>
<td>Amount</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------------------------------</td>
<td>-----------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>P101515</td>
<td>All American Sports Corporation</td>
<td>Physical Education</td>
<td>$2,025.89</td>
</tr>
<tr>
<td></td>
<td>Recondition and recertified helmets, shoulder pads for football team.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101530</td>
<td>Tier Technologies, Inc</td>
<td>Information Technology</td>
<td>$6,300.00</td>
</tr>
<tr>
<td></td>
<td>Touch Tone Service Maintenance Contract.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101532</td>
<td>Tom Evers</td>
<td>Physical Education</td>
<td>$13,000.00</td>
</tr>
<tr>
<td></td>
<td>Aquatic Program Director and Event Supervision Services.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101534</td>
<td>Consortium for Open Learning</td>
<td>Library</td>
<td>$1,999.50</td>
</tr>
<tr>
<td></td>
<td>Library service fees for Students Spring 2006.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101535</td>
<td>BMI General Licensing</td>
<td>District Wide</td>
<td>$1,227.99</td>
</tr>
<tr>
<td>P101536</td>
<td>ASCAP</td>
<td>District Wide</td>
<td>$1,261.79</td>
</tr>
<tr>
<td>P101536</td>
<td>American Council On Education</td>
<td>Testing</td>
<td>$1,725.00</td>
</tr>
<tr>
<td></td>
<td>GED Testing/Grading services for 2006.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101547</td>
<td>School Services of California</td>
<td>District Wide</td>
<td>$10,000.00</td>
</tr>
<tr>
<td></td>
<td>Legislative Advocacy Services and expenses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Restricted

<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Vendor/Description</th>
<th>Location/Dept.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>S59803</td>
<td>Laurie Jacobvitz</td>
<td>Disabled Student</td>
<td>$7,000.00</td>
</tr>
<tr>
<td></td>
<td>Interpreting services 2/1-6/30/2006.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S59804</td>
<td>Margie Leighton</td>
<td>Disabled Student</td>
<td>$10,000.00</td>
</tr>
<tr>
<td></td>
<td>Interpreting services 2/1-6/30/2006.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S59805</td>
<td>Interpreting &amp; Consulting, Inc.</td>
<td>Disabled Student</td>
<td>$15,000.00</td>
</tr>
<tr>
<td></td>
<td>Interpreting services 2/1-6/30/2006.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S59810</td>
<td>Paula DiMuro</td>
<td>Disabled Students</td>
<td>$3,000.00</td>
</tr>
<tr>
<td></td>
<td>Interpreting services for ASL program. 2/1-6/30/2006.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S59817</td>
<td>Athena Crosby Dotti</td>
<td>Disabled Students</td>
<td>$10,000.00</td>
</tr>
<tr>
<td></td>
<td>Interpreting services 2/1-6/30/2006.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S59820</td>
<td>Education to Go</td>
<td>Disabled Students</td>
<td>$2,200.00</td>
</tr>
<tr>
<td></td>
<td>Online Classes services for January 2006</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>