College of Marin

Board of Trustees Meeting
January 18, 2011
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 SS & B conference room on the Kentfield campus, all members having received notice as prescribed by law. Board President Conti called the meeting to order at 5:20 p.m. All publicly elected Trustees were present except Trustee Kranenburg, who arrived at 5:34 p.m., Trustee Dolan, who arrived at 5:35 p.m., and Trustee Namnath, who arrived at 5:45 p.m. Dr. David Wain Coon, Al Harrison, Angelina Duarte, Linda Beam, and Larry Frierson were also in attendance.

M/s (Treonor/Hayashino) to adopt the agenda. The motion passed by a vote of 4-0.

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 at 5:22 p.m.

The closed session recessed at 6:35 p.m.

B. Regular Meeting

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

Board President Conti reconvened the meeting of the Board of Trustees of the Marin Community College District in open session at 6:50 p.m. in the cafeteria on the Kentfield campus. All publicly elected Trustees were present and Student Trustee Parker was also in attendance.

M/s (Long/Dolan) to approve the agenda. The motion passed by a unanimous vote of 7-0 (plus an advisory aye vote by Student Trustee Parker).
Board President Conti announced that the meeting was being recorded to facilitate the preparation of minutes.

Board Clerk Namnath reported that no action was taken.

3. Showcase Honoring Joan Hopper
   a. Approve and Present Resolution Honoring Joan Hopper
      Board President Conti welcomed Russell Garvin, the trustee of Mrs. Hopper’s trust, and his wife Margaret. Trustee Namnath read the Resolution Honoring Joan Hopper. M/s (Long/Hayashino) to Approve the Resolution Honoring Joan Hopper. The motion passed by a unanimous roll call vote of 7-0 (plus an advisory aye vote by Student Trustee Parker).
   
   b. Emeritus Program Presentation by Marian Mermel and Vincent Demaio
      Margaret Garvin narrated a slide presentation on Mrs. Hopper’s life. Marian Mermel, Emeritus Co-President, expressed appreciation for the generous gift Mrs. Hopper left to the college and introduced Vincent Demaio who read Don Polhemus’ speech and his own poem entitled “A Remarkable Woman” (copies attached).
   
   c. Approve Resolution re. Acceptance of Gifts from Mrs. Joan W. Hopper
      Trustee Namnath read the Resolution re. Acceptance of Gifts from Mrs. Joan W. Hopper. M/s (Namnath/Long) to Approve Resolution re. Acceptance of Gifts from Mrs. Joan W. Hopper. The motion passed by a unanimous roll call vote of 7-0 (plus an advisory aye vote by Student Trustee Parker.)

Trustee Long commented that she had the privilege of knowing Mrs. Hopper personally and that College of Marin loved her dearly and will miss her. She presented a gift to Mr. and Mrs. Garvin and acknowledged them for their many visits to the college to make sure Mrs. Hopper’s gift was accepted in a timely manner.

Trustee Hayashino suggested that the Board adjourn in memory of Mrs. Hopper.

The Board recessed from 7:20 to 7:30 p.m. for a reception in honor of Mrs. Hopper.

4. Citizens’ Requests to Address the Board on Non-Agenda Items
   Mary Jane Burke, Marin County Superintendent of Schools, read a letter expressing her support of College of Marin’s Early Childhood Education (ECE) lab, noting the importance of providing hands on, high quality training for ECE teachers. A copy of her letter is attached to the minutes as part of the official record.

5. Chief Executive Officer’s Report
   Superintendent/President Coon called the Board’s attention to his written report in
their packets. He asked maintenance and media services staff to stand and be recognized for setting things up in the cafeteria for tonight’s Board meeting at the last minute due to a location change. Dr. Coon also introduced Angelina Duarte, our Interim Vice President of Student Learning.

a. Community Relations Update
   President Coon reported that has met with the Save the Trackers, the Friends of Kentfield and the Emeritus group and that he gave an update on the college, his first community presentation, at a recent meeting of the San Rafael Leadership Institute.

b. Governor’s Budget
   President Coon reported that the budget picture is not good news and that the state is projecting a shortfall of $20 billion for the next fiscal year and a reduction of $400 million to the community colleges as the best case scenario. There does not appear to be any direct impact to COM at this time as we are a basic aid district. Dr. Coon also reported that there is no further proposed reduction to categorical funds at this time and a $10 increase in enrollment fees to $36 per unit is being considered.

6. College of Marin Foundation Report
   Ann Hill, President of the COM Foundation, reported that the Foundation is in growing mode and had its best year ever last year. The Foundation Directors approved a 3-year action plan which greatly expands the Foundation’s staff and outreach. The Foundation will give stronger support to programs at the college. Ms. Hill stated that the Foundation’s endowment is now at almost $4.8 million. Copies of Ms. Hill’s report, including fiscal facts, and the Foundation’s Action Plan, are attached to the minutes as part of the official record.

7. Academic Senate Report
   Sara McKinnon, Academic Senate President, welcomed Angelina Duarte as our new Interim Vice President of Student Learning and reported that the faculty are busy preparing for the start of school next week. Program reviews have been completed by faculty and are now being commented on by deans and directors. When the Senate meets again it will look at recent transfer degree and student success legislation. A copy of her statement is attached to the minutes as part of the official record.

8. Classified Senate Report
   A written report submitted by Andrea Hunter, Classified Senate President, is attached to the minutes as part of the official record.

9. Student Senate and Student Association Report
   Student Trustee Parker reported that the Student Senate hosted a conference for 13 community colleges in December. He also announced that “Hands Across California,” a dramatic event to support California’s community colleges, will take place on April 17. Over a million people are expected to form a statewide human line in support of community colleges and their students.
10. **Board Study Session**

a. **Measure C Bond Program Update**

President Coon commented that he has met with faculty and staff in order to understand the history of the bond. He noted that this presentation was designed to answer unanswered questions and to present a complete package. A comprehensive recommendation will be brought back to the Board in February for action.

Laura McCarty, Director of Modernization, Leigh Sata, Swinerton Program Manager, and Vice President of Operations Al Harrison presented an update on the Measure C Bond Program (copy of presentation attached).

Ms. McCarty discussed issues and concerns including the following: general inventory classrooms on the Kentfield campus, New Academic Center, parking, portables, Austin Science Center, track, Child Study Center, and ADA. Mr. Sata summarized the recommendations presented as follows:

- General Inventory Classrooms: 40 classrooms on campus will meet current academic program
- New Academic Center: 24 classrooms are provided in the NAC
- Parking: No change in number of spaces, pre-bond to post-bond
- Portables: Remove portables on College Ave. (TB-1 & Sheriff)
  Move Police and Sheriff to downsized PV
  Add landscape screen around PV
- Austin Science Center: Demolish Austin Science in order to create additional parking
- Track: Fund the track repair though not the field, bleachers or media booth at this time
- Child Study Center: Fully fund the CSC and proceed with design
- ADA: Fund the highest priority ADA site repairs

Vice President Harrison discussed the need for a program extension from July 2010 to June 2014. This will require a Swinerton contract extension and additional service request in the amount of $1.7 million and a funding allocation to the program budget in the amount of $726,108.

Leigh Sata reported that we have $10,849,660 in savings from other projects which is available for reallocation to the projects recommended above. Anticipated costs for the New Academic Center, parking, portables solution, track, Child Study Center, ADA site issues, swing and move budget, and program budget total $13,049,660. The modernization team is proposing transferring $2,200,000 from bond reserves to make up the difference between the $13,049,660 and $10,849,660.

Trustees asked for more information on enrollment projections for the next 3 to 5 years, space availability at the IVC campus, the list of items already on the modernization wait list, and the amount of money needed for full ADA compliance.
Public Comment:
Bob Knox stated that he wants to celebrate over the recommendation to repair the track and thanked the Board for the recommendation, noting that PE is an important part of education.

Jim Meyers, a former COM student and member of Friends of the COM Track, thanked the Board for listening to what people have come to say at the Board meetings and stated that he feels less cynical because of the process that we have followed. He commented that it is encouraging to see a good possibility of a positive outcome for the track and asked if we could include a few dollars for the bleachers.

Mimi Willard thanked Dr. Coon for reaching out to the Save the Track people and for his comprehensive proposal and endorsement of a high quality track. She commented that the track is essential to our PE Department and that it should not be used as a leverage point for donor opportunities. Ms. Willard urged the Board to move expeditiously to get the track renovation done during the summer so that it will be ready for students and the community in the fall.

Vivien Bronshvag, a Fine Arts student, commented that she would like to see the Parking Lot Task Force (which she served on) reinstated along with the Modernization Committee. She stated that 10 additional parking spaces near the Fine Arts Building will not be enough for the Fine Arts students who have to carry heavy loads and proposed dedicating Parking Lot 2 to Fine Arts students. She also advocated for parking near Harlan Center.

Mary Donovan read a letter from the Workforce Investment Board in support of maintaining our Early Childhood Education (ECE) learning lab and emphasizing the importance of quality childcare and early childhood education in our county. A copy of this letter is attached to the minutes as part of the official record.

Scott Peoples commented that the Friends of Kentfield support the track proposal and dedicating Lot 2 for Fine Arts students and stated that he looks forward to continued open communication with President Coon’s office. He expressed concern over the increased size of the New Academic Center (NAC) and suggested the following options: more fully utilizing IVC, scheduling classes on Fridays and weekends, using local high schools, and resizing parking spaces.

Brian O’Connor of Friends of Kentfield thanked Dr. Coon for listening and asked for clarification of what we can or cannot do to the Austin Science Center due to DSA requirements. He also questioned the change in the number of classrooms needed in the NAC and stated that he would like to see a study done for IVC similar to the one Dr. Dunmire did for Kentfield.
Jack Wilkinson stated that he is confused over the number of classrooms we need and asked how much the two campuses are being used and how many students we expect. He expressed concern about a lack of prudence in our use of the taxpayers’ money.

Basia Crane questioned tearing down the Austin Science Center which already has a parking structure underneath it in order to create parking spaces.

Chris Edmondson, COM network administrator, read a statement (copy attached) pointing out several holes in a proposal that keeps the IT department on the IVC campus.

Larry Piatti commented that many people who voted for the bond thought that we would be “rehabbing” buildings on campus and that he hopes we can keep the Austin Science Center.

Sara McKinnon took exception to some comments made earlier about Dr. Erik Dunmire and his classroom usage study. A copy of her statement is attached to the minutes as part of the official record.

The Trustees expressed appreciation to staff and the Modernization team for their work on this comprehensive proposal and provided feedback which will be taken into consideration. Dr. Coon expressed appreciation to the staff and commented that the feedback has been helpful. He plans to come back to the February meeting with a proposal to be submitted for approval.

Trustee Dolan left the meeting at 10:00 p.m.

11. Consent Calendar Items (Roll Call Vote)
M/s (Treasor/Namnath) to approve all items on the Consent Calendar. Trustee Long asked to move 11. J and N to the Action Calendar as 12.F and G. Trustees Treanor and Namnath agreed to this change. The motion to pass all items on the Consent Calendar with the exception of 11. J and 11.N passed by a unanimous roll call vote of 6-0 (plus an advisory aye vote by Student Trustee Parker).

A. Calendar of Upcoming Meetings

B. Approve Classified Personnel Recommendations
   1. Appointment of Classified Personnel
   2. Appointment of Hourly Personnel
   3. Temporary Increase/Decrease in Assignment/Salary for Classified Personnel
   4. Resignation/Termination of Classified Personnel

C. Classified Personnel Request

D. Approve Academic Personnel Recommendations
   1. Sabbatical Leave Replacement
   2. Appointment of Academic Personnel
E. Approve Short-Term Hourly Positions
F. Budget Transfers – Month of December – FY 2010/11
G. Warrant Approval
H. Declaration of Surplus Property – Miscellaneous Equipment
I. Approve Mileage Reimbursement Rate
K. Approve New Credit Courses
L. Approve Credit Course Revisions
M. Approve Credit Course Deletions
N. Modernization (Measure C) - BP3.1 *(Keep modernization program on track)*
   1. Ratify/Approve Modernization Contracts, Changes and Amendments ($621,223.50)

12. Other Action Items
A. M/s (Long/Treasor) to Approve Student Experience Agreement with Lizellen LaFollette M.D.
   The motion passed by a unanimous vote of 6-0 plus an advisory aye vote by Student Trustee Parker.
B. M/s (Treasor/Long) to Approve Student Experience Agreement with Prima Pediatrics. The motion passed by a unanimous vote of 6-0 plus an advisory aye vote by Student Trustee Parker.
C. Modernization (Measure C) – BP3.1 *(Keep modernization program on track)*
   M/s (Treasor/Namnath) to Approve 12.C. 1 & 2. The motion passed by a unanimous roll call vote of 6-0 plus an advisory aye vote by Student Trustee Parker.
   1. Approve Notice of Completion
      Transportation Technology Complex Project (#402A)
   2. Approve Notice of Completion
      Tree Program Project (#305C)
D. M/s (Treasor/Long) to Approve Resolution to Compensate Trustee Hayashino for Excused Absence. The motion passed by a roll call vote of 5-0-1 (plus an advisory aye vote by Student Trustee Parker) with Trustee Hayashino abstaining.
E. M/s (Treasor/Long) to Approve Resolution to Compensate Student Trustee Parker for Excused Absence. The motion passed by a roll call vote of 5-0-2 with Trustee Hayashino and Student Trustee Parker abstaining.
F. M/s (Treasor/Namnath) to Approve Non-Resident Tuition Fees. The motion passed by a unanimous vote of 6-0 plus an advisory aye vote by Student Trustee Parker.
G. M/s (Treasor/Long) to Approve Sabbatical Leave Recommendations. The motion passed by a unanimous vote of 6-0 plus an advisory aye vote by Student Trustee Parker.

13. Board Policy Review (1st Reading) - BP1.4a *(Review institutional needs and assess institutional effectiveness, using Program Review, Administrative Planning and Assessment, the Strategic Plan and the Educational Master Plan)*
   • BP 5110 Counseling
   • BP 5120 Transfer Center
• BP 7230 Classified Employees
• BP 7260 Classified Supervisors & Managers
  Board members were asked to review the policies.

14. Board Reports and/or Requests
   a. Legislative Report
      Trustee Hayashino reported that the governor is proposing that different educational
         systems approach the budget cuts in different ways and that he is concerned about
         protecting students’ access to classes.
   b. Committee Chair Reports
      Board President Conti stated that committee assignments will remain the same until she has
      had a chance to talk to everyone about their preferences.
   c. Individual Reports and/or Requests
      In view of the Arizona incident Trustee Long asked President Coon to look into
      our Counseling Department to see that we have appropriate referral procedures.

      Trustee Treanor reported that we raised over $15,000 for the Harry Moore Memorial
      and that she received a very nice thank you note from Callita Moore. She reminded the
      Board to continue to introduce Dr. Coon to the community and mentioned that she had
      taken him to a 10,000 Degrees reception and a Marin County Bar Association dinner.
      Trustee Treanor also commented that completion is now a big issue and we will need to
      invest in counseling.

15. Approval of Minutes
   • Minutes of December 14, 2010 Board Meeting
      M/s (Nammath/Treanor) to approve the minutes of the December 14, 2010 Board meeting.
      The motion passed by a vote of 5-0-2 with abstentions by Trustee Hayashino and Student Trustee
      Parker.

16. Information Items (see written reports)
   Board President Conti asked the Trustees to review the information in their Board packets.
   A. 12/31/10 Year-to-Date Financial Report – BP1 (Fiscal Accountability) - (Al Harrison)
      Vice President Harrison commented on the financial report, noting that our revenue and
      expenditures are on target. He informed the Board that supplemental taxes are still
      decreasing. He stated that we will have to reduce some class sections in the spring.

C. Modernization Update – BP3.1 (Keep modernization program on track)
   1. Director’s Report – BP3.1 (Keep modernization program on track)
   2. Contract Milestones Report through December, 2010 – BP3.1 (Keep modernization program on track)
   3. Schedule – BP3.1 (Keep modernization program on track)

D. Revised Administrative Procedures
   • AP 5110 Counseling
   • AP 5120 Transfer Center
   • AP 7232 Classification Review
   • AP 7233 Claims for Work Out of Classification
   • AP 7234 Overtime
   • AP 7235 Probationary Period: Confidential, Supervisory & Classified Managers

E. Calendar of Special Events
   January 21-23, 2011 – CCLC Effective Trustee Workshop
   Sheraton Grand, Sacramento
   April 29-May 1, 2011 – CCLC Annual Trustees Conference
   Hyatt Regency Monterey
   May 19, 2011 – Retiree Reception – 4 to 6 p.m., Marin Art and Garden Center
   30 Sir Francis Drake Blvd., Ross
   May 28, 2011 – College of Marin Commencement – 10:00 a.m., Gymnasium

17. Correspondence
   Board President Conti asked Board members to review the correspondence in their Board packets.

18. Board Meeting Evaluation
   Board President Conti was complimented for handling a challenging meeting well.

19. Adjournment
   M/s (Namnath/Long) to adjourn the meeting in memory of Joan Hopper. The motion passed by a unanimous vote of 6-0 plus an advisory aye vote by Student Trustee Parker. Board President Conti adjourned the meeting at 10:30 p.m.