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

Board of Trustees Meeting
May 17, 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 A&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 Namnath, who arrived at 6:05 p.m. Dr. David Wain Coon, Al Harrison, Angelina Duarte, and Linda Beam were also in attendance.

M/s (Treanor/Long) to adopt the agenda. The motion passed by a vote of 6-0.

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 5:21 p.m.

The closed session recessed at 6:23 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 6:35 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/Hayashino) to approve the agenda. President Coon pulled B.11.B, Approve Agreement with Fresh & Natural Food Service Group - Food Services. The motion to
approve the agenda with this change passed by a unanimous vote of 7-0 (plus an advisory aye vote by Student Trustee Parker).

2. **Report of Closed Session for May 17, 2011**
   Board Clerk Namnath reported that no action was taken.

3. **Citizens’ Requests to Address the Board on Non-Agenda Items**
   Ira Lansing, UPM President, read a letter dated October 17, 2008 (copy attached) from Linda Beam, Executive Dean of Human Resources and Labor Relations, to Theo Fung of the Counseling Department.

   Vivien Bronshvag commented that Fine Arts students are still frustrated over the continuing list of problems in the new Fine Arts Building and asked that classes taken by Fine Arts students this semester not count toward the repeatability factor. She also asked for more parking for Fine Arts students and commented that she hopes parking will be included in the New Academic Center.

4. **Chief Executive Officer’s Report**
   a. **Student Success – Single Stop**
      Superintendent/President Coon reported that he has been approached by Tom Peters of the Marin Community Foundation to consider making College of Marin a host site for a program called Single Stop USA which combines all sources of financial aid for students. Staff have been discussing the possibility of integrating this program into our Student Services Department. This would be fully funded by the Marin Community Foundation. Dr. Coon commented that many community college students are challenged by lack of access to financial resources and we as a college are being challenged to increase completion and retention rates and to focus on student outcomes and success. The Board viewed a video which provided background information on Single Stop USA.

   b. **Accreditation Update**
      President Coon reported that the college community has been making good progress toward addressing the WASC recommendations for the October 2011 Follow-Up Report.

   c. **Update on Tentative Budget**
      Vice President Harrison updated the Board on the college’s budget situation (copy of presentation attached). He reported that the district’s tentative budget will be presented at the June Board meeting and the final budget will be brought to the Board for adoption in August. We are now looking at a $723,000 deficit for the 2011/12 academic year. Staff are still working on trying to resolve this shortfall before the budget is finalized. Our revenue has not been keeping up with inflation and expenditures and that is why we have a structural deficit. We have maintained an ending fund balance of 11 or 12%. The Legislative Analyst’s Office has been questioning why basic aid districts are receiving Partnership for Excellence funds and this is a risk factor for us as we currently receive $1.1 million in these funds. With an ongoing structural deficit we are having difficulty maintaining reserve levels that can withstand economic downturns. The governor’s May Revise budget contained largely positive news for community colleges.
The Trustees thanked Mr. Harrison for the comprehensive report and asked staff to investigate cost sharing of personnel and services, explore innovative ways of teaching and doing business, continue efforts to reduce legal fees for negotiations and contract review, and explore the possibility of mail in voting to cut costs for the Board election. An update on our unfunded liability was requested and will be presented at a future Board meeting. Information on the impact of the Governor’s redevelopment proposal was also requested.

5. **Commendation Recommendations**
   a. **Resolution in Support of Classified School Employees Week**
      Andrea Hunter, Classified Senate President, and Steve Dodson, CSEA President, were asked to stand while Board Clerk Namnath read the resolution. M/s (Namnath/Long) to approve the **Resolution in Support of Classified School Employees Week**. The resolution passed by a unanimous vote of 7-0 (plus an advisory aye vote by Student Trustee Parker).

   b. **Resolution in Recognition of Nathaniel Parker’s Service as Student Trustee**
      Board Clerk Namnath read the resolution. M/s (Namnath/Hayashino) to approve the **Resolution in Recognition of Nathaniel Parker’s Service as Student Trustee**. The motion passed by a unanimous vote of 7-0. Board President Conti thanked Student Trustee Parker for his time and effort and expressed appreciation for his well chosen, thoughtful and perceptive remarks while serving as Student Trustee. She then presented him with a gift from the Board. Student Trustee Parker thanked Dr. Cedillo, everyone in administration, and the Board for their help and support and commented that serving as Student Trustee has been an invaluable experience and that he has learned a lot. He commented that he is leaving with confidence that the Student Trustee position is in good hands with Raemond Bergstrom-Wood and that the college is in good hands with this Board and administration.

      On behalf of the students, Raemond Bergstrom-Wood, Director of Student Activities, thanked Student Trustee Parker for his service to students over the past couple of years and commented that he balanced his various responsibilities well and represented the students admirably.

   c. **Commendation Resolution for Roz Hartman**
      Board Clerk Namnath read the resolution. M/s (Namnath/Treanor) to approve the **Commendation Resolution for Roz Hartman**. The motion passed by a unanimous vote of 7-0 (plus an advisory aye vote by Student Trustee Parker). Ms. Hartman thanked the Board for the Commendation Resolution and for all of her years at the college.

6. **Academic Senate Report**
   Sara McKinnon, Academic Senate President, distributed copies of the last two issues of the Academic Senate News (copies attached). The April issue includes an outline of Senate Responsibilities, the Statement of Mutual Support between UPM and the Academic Senate, and an update on the SB 1440 Degrees for Transfer project. The May issue contains the new Full-Time Faculty Hiring Procedure and timelines for Program Review starting in the fall. A
copy of Ms. McKinnon's report to the Board is attached to the minutes as part of the official record.

7. **Classified Senate Report**
   Andrea Hunter, Classified Senate President, thanked the Board for the Resolution in Support of Classified School Employees Week and announced that CSEA, the Classified Senate and the District will sponsor a barbecue for classified staff on June 8 in celebration of Classified Employees Week. She also reported that recipients of the annual Classified Senate awards will be honored at the Annual Faculty and Staff Recognition Luncheon scheduled for May 26 and that the Classified Senate is working on the creation of a Staff Resource Guide. A copy of Ms. Hunter's report is attached to the minutes as part of the official record.

8. **Student Senate and Student Association Report**
   Student Trustee Parker announced that the Student Senate and ASCOM have merged and that he thinks next year will be a good one.

   President Coon introduced Scott Blood, the new ASCOM President.

9. **Board Study Session**
   a. **Disabled Students Program and Budget**
      President Coon thanked the Board for its patience in waiting for a solutions oriented report on this topic and thanked staff for their work in preparing the report. He introduced Angelina Duarte, Interim Vice President of Student Learning, who gave a presentation (copy attached) entitled Disabled Students Program and Services: Categorical Budget Cuts and Service Reductions.

      Key points of the presentation include the following:
      - State funding for DSPS has been reduced 47% since 2007-08
      - Federal and District funding have been supporting DSPS
      - Despite past cuts to programs and services a shortfall is expected for 2010-11 and additional cuts for 2011-12 will be made to address this shortfall
      - A reduction in services provided by the High Tech Center is being proposed
      - We want to create transition support for students and staff and are in talks with the Marin Brain Injury Network regarding a partnership

   **Public Comment:**

   Several individuals spoke in support of the High Tech Center.

   Sarah Greenberg stated that her husband, who was a judge, had a stroke after routine knee replacement surgery and was unable to read. They found the High Tech Center program which has meant so much to them. Ms. Greenberg commented that something like this could happen to anyone and stated that she hopes we'll consider some way to preserve the program.
Xenia Zarrehparvar read a letter (copy attached) from Herbert Hunt, a student in the High Tech Center, describing how the High Tech Center staff helped him overcome intermittent disorientation and confusion which were brought on by a stroke. In the letter Mr. Hunt urged the Board to keep the High Tech Center open to help the citizens of the community regain a quality of life that they deserve.

Bruce Hall told the Board that he had a series of strokes over the last 2 to 3 years. He asked the High Tech Center staff to teach him how to speak and work on a computer all over again and they did this with enthusiasm and love. He hopes the Board will support them and the work they’re doing.

Ellen Hall, Mr. Hall’s wife, told the Board that her husband could not have spoken like that without the help of the High Tech Center staff. She then read a letter from Laura Heidenreich (copy attached) describing the help she has received from the High Tech Center staff and beseeching the Board to be part of the solution for our COM disabled students and the community by keeping the HTC open.

Shirley Bogardus stated that she had a massive stroke four years ago at the age of 77 and that through the High Tech Center class she has been able to improve and train her basic skills and strive again toward intellectual and physical development. The HTC program has been a lifesaver to her. A copy of Ms. Bogardus’ statement is attached to the minutes as part of the official record.

Susan Brunot, a graduate of Cal Berkeley in the 60’s, informed the Board that she was shot in the head during a robbery in Oakland and was unable to read or write, could barely talk and had difficulty walking. She moved to Marin County two years later and was encouraged by Harriett Eskildsen of the High Tech Center to write with the word processor. Ms. Brunot stated that the computer has improved her abstract thinking and working memory and has helped her with her writing. She is much better now and urged the Board to keep this valuable program available for the students. A copy of her statement is attached to the minutes as part of the official record.

Trustee Comments:

Trustee Kranenburg expressed appreciation for everyone’s interest in the program and sensitivity to the needs of the students involved. He commended staff for trying to come up with a soft landing and solution in a very innovative fashion.

Trustee Hayashino thanked staff for finding a way to preserve services to students and to minimize impact on staff during these difficult budget times. She expressed appreciation for the creative approach of looking at partnerships.

Trustee Dolan commented that she can’t imagine College of Marin without a DSPS program.
She feels we are doing a disfavor to this community by taking away such a solid program that has proven itself over the years. She stated that we have students who need these services on an ongoing basis and that we should continue them. Trustee Dolan is not in favor of reducing or doing away with the High Tech Center and the services that DSPS offers to our local residents.

Trustee Long noted that we are dealing with a deficit that the Trustees will have to address and that she is sure every Trustee has an untold story about someone in their family who either had a stroke, brain injury or rehabilitation lack of services. She asked what impact students will experience as a result of the proposed change. Trustee Long commented that it is important not to snuff out hope for any of our students and that this program is a lifeline for these students and their families. She appreciates the fact that we are looking at options and alternatives.

Trustee Conti noted that this is an extremely important program and commended staff for finding a way to make sure this service is still available. She is happy and hopeful to hear about the possibility of transferring services to the Marin Brain Injury Network to provide continuity and to mitigate changes to the staff. She thanked Dr. Coon, Vice President Duarte and staff for their work on this and commented that she is looking forward to seeing the solutions.

10. **Consent Calendar Items**

Trustee Dolan asked to remove 10.G from the Consent Calendar and to move it to the Action Calendar as 11.J.

M/s (Hayashino/Treanor) to approve all items on the Consent Calendar with the exception of 10.G which was moved to the Action Calendar. The motion passed by a unanimous roll call vote of 7-0 plus an advisory aye vote by Student Trustee Parker.

A. **Calendar of Upcoming Meetings**

   Location Change: The August 23 Board meeting will be held in the Kentfield cafeteria.

B. **Approve Classified Personnel Recommendations**
   1. Appointment of Classified Personnel
   2. Appointment of Hourly Personnel
   3. Temporary Reassignment of Classified Personnel
   4. Temporary Increase/Decrease in Assignment of Classified Personnel

C. **Approve Academic Personnel Recommendations**
   1. Sabbatical Leave Replacement
   2. Appointment of Temporary Community Education and Services Instructors for Spring 2011

D. **Approve Short-Term Hourly Positions**
E. Budget Transfers – Month of April – FY 2010/11
F. Warrant Approval

H. Modernization (Measure C) - BP3.1 (Keep modernization program on track)
   1. Ratify/Approve Modernization Contracts, Changes and Amendments
      ($2,516,423.49)
   2. Approve Subcontractor Substitution Request (sheet metal work)
      Performing Arts Building Modernization Project (#306A)
      Midstate Construction Corporation – (sheet metal work)

11. Other Action Items (10 minutes)
   A. Modernization (Measure C) - BP3.1 (Keep modernization program on track)
      M/s (Namnath/Treenor) to approve B.11.A.1, 2 & 3. The motion passed by a unanimous
      vote of 7-0 plus an advisory aye vote by Student Trustee Parker.
      1. Approve New Professional Services Agreement
         PE Track Renovation Project (#308G)
         Verde Design, Inc. – Landscape Design Services for Track Renovation
      2. Approve Authorization to Bid
         PE Track Renovation Project (#308G)
      3. Approve Pre-Authorization to Award Construction Contract to General Contractor
         and Approve Pre-Authorization to Enter into a California Multiple Awards Schedule
         (CMAS) Contract
         PE Track Renovation Project (#308G)
   B. Approve Agreement with Fresh & Natural Food Service Group – Food Services
      (this item was pulled).
      M/s (Namnath/Treenor) to approve B.11.C through H. The motion passed by a vote of 6-1
      plus an advisory aye vote by Student Trustee Parker. Trustee Dolan cast the no vote.
   C. Approve UCSF School of Dentistry Experience Agreement
   D. Approve Nursing Experience Agreement with Marin General Hospital
   E. Approve Short-Term Ground Lease Agreements with Team Ghilotti Inc. and
      Fedco Construction Inc.
   F. Approve Agreement with Community College League of California Board Policy and
      Procedures Consultation Services – Year 5
   G. Approve Citizens’ Oversight Committee Members
   H. Approve Technology Plan Consultant
   I. M/s (Treenor/Namnath) to waive reading and to approve the Resolution Proposing an
      Election be Held in its Jurisdiction; Requesting the Board of Supervisors to Consolidate
      with any Other Election Conducted on Said Date, and Requesting Election Services by the
      Registrar of Voters. The motion passed by a unanimous vote of 7-0 plus an advisory
      aye vote by Student Trustee Parker.
1. M/s (Treanor/Hayashino) to Approve Revised Board Policies – BP1.4a *(Review institutional needs and assess institutional effectiveness, using Program Review, Administrative Planning and Assessment, the Strategic Plan and the Educational Master Plan)*
   (formerl 10.G on Consent Calendar)
   - BP 3540 Sexual and Other Assaults on Campus
   - BP 3920 Communication with the Public
   - BP 4103 Work Experience
   - BP 4400 Community Service Courses
   - BP 4675 Programs for Older Adult Students (Emeritus College)
   - BP 5130 Financial Aid
   - BP 5180 Job Placement
   - BP 5450 Emeritus Students College of Marin
   - BP 5500 Standards of Conduct
   - BP 7270 Student Employees
   - BP 7335 Health Exams

Trustee Dolan commented that she is not sure it is legal to change all the Board policies like we’ve been doing at each meeting. She thinks the policies need to be studied more at a local level because it ultimately means loss of local control.

Trustee Long requested that the Board review and discuss the Board policy process we have been following, commenting that she doesn’t think the Board ever waives its rights to reviewing all of the policies.

President Coon suggested inviting our Community College League consultant to give an update on the Board policy process we have been following.

The motion to approve the revised Board Policies passed by a vote of 5-2 plus an advisory aye vote by Student Trustee Parker. Trustees Dolan and Long cast the no votes.

12. 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)*

None

13. Board Reports and/or Requests
   a. Legislative Report
      None
b. Committee Chair Reports

1. Board Self-Evaluation Committee

Trustee Treanor reported that the Board met the requirements of WASC when the Board Self-Evaluation was discussed at the March 26 Board Retreat. She stated that the Board Self-Evaluation Committee will still meet to work on a summary of the Self-Evaluation if this will be helpful to the Board.

c. Individual Reports and/or Requests

Trustee Dolan complimented COM’s Music Department on a wonderful oratorio performance.

Trustee Long reported that the May 4 community reception for Dr. Coon was a wonderful event attended by 125 people including many community leaders and elected officials. The Foundation helped with the sponsoring of the event and the silent auction defrayed the expenses and provided scholarships. Trustee Long thanked her colleagues, community members and the College of Marin Foundation for their help and assistance with this event.

Trustee Conti reported that she and Trustee Dolan attended the Teacher Appreciation Dinner on May 6 and commented that she was moved by the enormous difference that our faculty make in the lives of our students.

Trustee Treanor thanked Dr. Coon, Trustee Conti and staff for attending the 10000 Degrees Scholarship Night and commented that it was a real honor to receive the Pay It Forward Award. She reported that it was a phenomenal success with over 450 people in attendance and over $200,000 raised. Trustee Treanor also commended President Coon and staff on the successful and well attended President’s Circle Breakfast.

14. Approval of Minutes

- Minutes of April 19, 2011 Board Meeting

M/s (Treanor/Hayashino) to approve the minutes of the April 19, 2011 Board meeting. Trustee Conti made a correction to her comments on page 8, noting that “Community Meeting Center” should be “Community Media Center.” The motion to approve the minutes with this correction passed by a unanimous vote of 7-0 plus an advisory aye vote by Student Trustee Parker.

To clarify her comments about the Community Media Center made at the April 19 Board meeting Trustee Conti stated that we do not have a standing offer from the Community Media Center and that it is a community resource available to anyone.
Trustee Treanor suggested that the Board make it a policy to require a Trustee to submit a written statement at the time of the meeting if the Trustee wants a written statement to be included in the minutes. This topic will be discussed at a future meeting.

15. Information Items (see written reports)

Board members were referred to the information items in their Board packets.

A. Contracts and Agreement for Services Report – April, 2011 – BP1 (Fiscal Accountability)

B. 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 April, 2011 – BP3.1 (Keep modernization program on track)
   3. Schedule – BP3.1 (Keep modernization program on track)
   5. CEQA Review – Notice of Exemption of PE Track Renovation Project (#308G)

C. Calendar of Special Events
   May 19, 2011 – Retiree Reception – 4:00 to 6:00 p.m., Marin Art and Garden Center, 30 Sir Francis Drake Blvd., Ross
   May 20, 2011 – 5th Annual Transfer Recognition Reception – 5:30 p.m.
       Kentfield Cafeteria
   May 26, 2011 – Employee Recognition Luncheon – noon
       Green area in front of Fusselman Hall
   May 26, 2011 – Golden Bell Awards – 4:30 p.m., Dominican University
   May 26, 2011 – COM Nurses Pinning Ceremony – 6:00 p.m., Fine Arts Theater
   May 27, 2011 – COM Foundation Scholarship Awards Ceremony – 5:00 p.m.
       Kentfield Cafeteria
   May 28, 2011 – College of Marin Commencement – 10:00 a.m., Gymnasium
   June 23, 2011 – Dental Assisting Graduation – 6:30 p.m.
       Grassly quad near Building 17, IVC

16. Correspondence

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

17. Board Meeting Evaluation

Trustees commented that this was a good meeting and that the budget information was helpful.

18. Adjournment

M/s (Namnath/Kranenburg) to adjourn the meeting. The motion passed by a unanimous vote
of 7-0 plus an advisory aye vote by Student Trustee Parker. Board President Conti adjourned the meeting at 9:30 p.m.