Marin Community College District
Board of Trustees Organizational and Regular Meeting

Agenda w/Revision Information

December 11, 2012
Cafeteria, Student Services Building, Kentfield Campus
835 College Avenue, Kentfield, California

Web Address: http://www.justin.tv/comtrustees

The Board shall act on posted items and shall not deliberate items that are not on the posted agenda.

The Board of Trustees may consider the items listed in Section C at any time during the Open Session portion of the meeting unless a specific time is stated on the agenda.

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact Human Resources at 485-9340. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting.

If you wish to speak, complete card available at entrance and give card to recording secretary to get recognition from the Chair. Persons desiring to address the Board on items not on the agenda may speak under item number “C.3.A” on the agenda. Public comment presentations will be limited to no more than 3 minutes each. Persons reading statements aloud or distributing material should give a copy to the Recording Secretary.

Government Code §54957.5 states that public records which relate to any item on the open session agenda for a regular Board meeting should be made available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the Office of the Superintendent/President at 835 College Avenue, Administrative Center 123, Kentfield, for the purpose of making those public records available for inspection.

Per Board Policy 2365 the Board meetings of the Marin Community College District may be audio taped and video broadcasted via the internet.
A. **Open Session** – 5:30 p.m., Cafeteria, Student Services Building, Kentfield Campus
   1. Call to Order, Roll Call and Adoption of Closed Session Agenda
   2. Public Comment – Closed Session Agenda
   3. Recess to Closed Session

B. **Closed Session** - Staff Lounge, Student Services Building, Kentfield Campus
   1. **CONFERENCE WITH LABOR NEGOTIATOR** (Government Code §54957.6)
      
      Labor Negotiator: Bruce Heid
      
      Employee Organizations: United Professors of Marin (UPM/AFT), Service Employees International Union (SEIU), Classified Service Employees Union (CSEA)

C. **Open Session** – Board Organizational Meeting, 6:30 p.m., Cafeteria, Student Services Building, Kentfield Campus
   1. Call to Order, Roll Call and Adoption of Organizational Meeting Agenda
   2. **Meeting Schedule 2013**
      
      In accordance with Board Policy 2310 - Regular Meetings of the Board, the Board of Trustees will adopt a meeting schedule at the Organizational Meeting. A proposed meeting schedule for 2013 follows. Regular meetings take place on the 3rd Tuesday of the month except for those denoted by an asterisk. All Regular Meetings begin at 6:30 p.m. unless otherwise noted.

   January 15   Regular Meeting, 6:30 p.m., Cafeteria, Student Services, Kentfield Campus
   January 26   Board Retreat, TBD - REVISED
   February 19  Regular Meeting, 6:30 p.m., Cafeteria, Student Services, Kentfield Campus
   March 19     Regular Meeting, 6:30 p.m., Building 12, Room 100, Indian Valley Campus
   April 16     Regular Meeting, 6:30 p.m., Cafeteria, Student Services, Kentfield Campus
   April 20     Board Retreat, TBD
   May 21       Regular Meeting, 6:30 p.m., Cafeteria, Student Services, Kentfield Campus
   June 8       Board Retreat, TBD
   June 18      Regular Meeting, 6:30 p.m., Bldg. 27, Rooms 116 & 118, Indian Valley Campus
                 Adoption of Tentative Budget
   July 16      Regular Meeting, 6:30 p.m., Cafeteria, Student Services, Kentfield Campus
   August 20    Regular Meeting, 6:30 p.m., Cafeteria, Student Services, Kentfield Campus
                 Adoption of Final Budget
   September 17 Regular Meeting, 6:30 p.m., Building 12, Room 100, Indian Valley Campus
   October 15   Regular Meeting, 6:30 p.m., Cafeteria, Student Services Building, Kentfield Campus
   November 19  Regular Meeting, 6:30 p.m., Cafeteria, Student Services, Kentfield Campus
   December 10* Organizational and Regular Meetings, 6:30 p.m., Cafeteria, Kentfield Campus
   December 16  Board Holiday Dinner, 6:30 p.m.
3. **Election of Officers**
In accordance with Board Policy 2035 – Annual Organizational Meeting, the Board of Trustees shall elect the President, Vice President, and Clerk of the Board for the year 2013 at this meeting.

a) President of the Board  
b) Vice President of the Board  
c) Clerk of the Board

4. **Appointment of Trustee Representatives**
It is recommended that the following representatives be appointed by the Board President:
- Marin County School Boards Association and Trustee Representative to Elect Members of the County Committee on School District Organization
- Legislative Representative to California Community Colleges Trustees/California School Board Association (CCCT/CSBA) and liaison with the Community College League of California.
- Board Standing Committees  
  - Superintendent/President Evaluation Committee  
  - Board of Trustee Self-Evaluation Committee  
  - Policy Review Committee  
  - Fund Development Committee  
- Liaison Assignments  
- Parliamentary Appointment

5. **Board Comments and Acknowledgements**

6. **Adjournment**

**D. Open Session – Regular Meeting, Cafeteria, Student Services Building, Kentfield Campus**

1. **Call to Order, Roll Call and Adoption Regular Meeting Agenda**

2. **Report of Closed Session**

3. **Public Comment**
   a. **Comments re: Items not on the Agenda (3 minutes per speaker)**
   b. **Comments re: Items on the Agenda – to be heard immediately before the Board of Trustees consideration of the item.**

4. **Chief Executive Officer’s Report**
   a. **Pension Reform**
   b. **Accreditation**
   c. **Other**

5. **Academic Senate Report (5 minutes)**

6. **Classified Senate Report (5 minutes)**

7. **Student Association Report (5 minutes)**
8. Board Study Session
   Modernization:
   a. Tree Program Update
   b. Performing Arts Building Modernization Project Update

9. Consent Calendar Items (Roll Call Vote)
   A. Calendar of Upcoming Meetings
      ▪ See Organizational Meeting Agenda
   B. Approve Classified Personnel Recommendations
      1. Appointment of Classified Personnel
      2. Resignation/Termination of Classified Personnel
      3. Temporary Reassignment of Classified Personnel
      4. Temporary Increase/Decrease in Assignment for Classified Personnel
   C. Approve Classified Confidential Position Recommendation - PULLED
   D. Approve Classified Position Description Change
   E. Approve Short Term Hourly Positions
   F. Approve Academic Personnel Recommendations
      1. Resignation/Retirement of Academic Personnel – REVISED PAGE
      2. Academic Request for Unpaid Leave
      3. Academic Request for Reduced Load
      4. Academic Leave Replacement
   G. Approve Classified Management Personnel Recommendations - PULLED
      1. Appointment of Classified Management Personnel
   H. Approve Educational Management Personnel
      1. Appointment of Educational Management Personnel – REVISED PAGE
      2. Change in Title and Salary of Educational Management Personnel
      3. Change in Title of Educational Management Personnel
   I. Approve Budget Transfers – Month of November 2012
   J. Approve Warrants – Month of November 2012
   K. Approve Mileage Rate Reimbursement effective January 1, 2013
   L. Approve Declaration of Miscellaneous Surplus Equipment
   M. Approve New AA-T Degree in Theatre Arts
   N. Approve Revisions to AA Degree in English
   O. Approve Credit Course Additions
   P. Approve Credit Course Revisions
   Q. Approve Credit Course Deletions/Deactivations
   R. Approve New Community Services Courses
S. Second Reading and Approval of Revised Board Policies
   ▪ BP 6550 Disposal of Personal Property
   ▪ BP 6900 Bookstore
   ▪ BP 7280 Unrepresented Employee Complaints
   ▪ BP 7360 Discipline and Dismissal Academic Employees

T. Modernization (Measure C)
   1. Approve/Ratify Modernization Contracts, Changes and Amendments ($685,166.55)
   2. Declaration of Surplus Disposal, FA & PA Relocation (850I)
   3. Declaration of Surplus Disposal, Austin Science Center Relocation (850E)
   4. Declaration of Surplus Disposal, New Academic Center Relocation (850J)
   5. Approve Subcontractor Substitution Request (roofing), Child Student Center Increment Two (buildings) Project (303C) JL Modular, Inc. ($0) - PULLED

10. Other Action Items
   A. Approve Resolution #12-11-2012 D.10.A. Attest to Emergency Closure of Child Development Program on October 22 and 23, 2012 (Roll Call Vote)
   B. Approve Resolution #12-11-2012 D.10.B. To Establish and Approve Supplemental Employee Retirement Plan (SERP) (Roll Call Vote) - REVISED COVER PAGE
   C. Approve Tentative Agreement and Memorandums of Understanding between Marin Community College District and California Schools Employees Association, Chapter 196 (CSEA) for July 1, 2012 through June 30, 2015.
   D. Approve Amendment 1 to Student Training Agreement University of California San Francisco (UCSF) Medical Center for Registered Nursing Student Experience
   E. Pre-Authorization to Enter into Agreement with HigherOne - PULLED

F. Modernization (Measure C)
   1. Approve Change Order #17 and Resolution #12-11-2012 D.10.F.1. Attesting No Benefit to Bidding out Change Order Work ($95,574.00) Midstate Construction Corporation, Inc., Performing Arts Modernization Project (306A)
   2. Approve Pre-Authorization to Award a Construction Contract, FA Building Weatherization Project (306A)
   3. Approve Extension of Agreement ($150,000) - REVISED EXTENSION AGREEMENT Swinerton Management and Consulting Inc. Program Management Project (825C)
   4. Approve Assignment and Assumption Agreement, Swinerton Management & Consulting, Inc. Program Management Project (825C)
   5. Approve New Professional Services Agreement ($83,000) Schoening Group Inc. Program Management Project (825C)
   6. Approve Selection of Jacobs Program Management Co. and Authorize Contract Negotiations, Program Management Project (825C)
7. **Approve New Short Form Professional Services Agreement for Jacobs Program Management Co. ($30,000)**
   Program Management Project (825C)

11. **Board Policy Review (1st Reading)**
    - BP 2730 Board Member Health Benefits
    - BP 2735 Board Member Travel

12. **Future Agenda Items**
    - Tour of Math, Science, Nursing Building (January)
    - IVC Ohlone Buildings Assessment
    - Construction Management/Program Management Contract
    - Advancement Update (January)
    - Pension Reform (February)

13. **Board Reports and/or Requests (15 minutes)**
    - Committee Chair Reports
    - Legislative Report
    - Individual Reports/or Requests

14. **Approval of Meeting Minutes (2 minutes)**
    - Approve Minutes of November 13, 2012

15. **Information Items (see written reports)**
    - A. Contracts and Agreements for Services – November 2012
    - B. Modernization Update
      1. Director’s Report
      2. Contract Milestones Report through November 2012
      3. Program Schedule

16. **Administrative Procedures**
    - AP 4228 Course Repetition – Significant Lapse of Time
    - AP 4240 Academic Renewal
    - AP 7236 Substitute and Short-Term Employees

17. **Calendar of Special Events**
    - College Holiday Party, December 19, Woodlands Café, 3:00 p.m.

18. **Correspondence**

19. **Board Meeting Evaluation**

20. **Adjournment – In Memory of Robert (Bob) Chamberlain**