BOARD OF TRUSTEES
REGULAR MEETING AGENDA

APRIL 19, 2011
The Board shall act on posted items and shall not deliberate items that are not on the posted 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, give card to recording secretary, get recognition from the Chair. Persons desiring to address the Board on items not on the agenda may speak under item number “B.3” on the agenda. Public comment presentations will be limited to no more than 3 minutes each.

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.

A. Closed Session – 5:15 p.m. in SS A&B, Kentfield Campus
   1. Call to Order, Roll Call and Adoption of Agenda
2. Closed Session: To consider and/or take action upon any of the following items:
   (a) Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9:
   CONFERENCE WITH LEGAL COUNSEL-Potential & Existing Litigation
   Ten - Mize-Kurzman vs. Marin CCD (California Court of Appeal)
   UPM/T. Fung, P. Christensen vs. MCCD Grievance
   SEIU vs. MCCD Grievance (Police Officers – Donning & Donning)
   UPM/Ordin vs. MCCD Grievance
   UPM/Christensen vs. MCCD Grievance (Overload III)
   UPM/Jones vs. MCCD (Overload)
   SEIU vs. MCCD Grievance (contracting out)
   Christensen/UPM vs. MCCD (Overload IV)
   G. Adams/UPM vs. MCCD (Overload Grievance)
   Bond Sale – David Casnocha
   (b) PUBLIC EMPLOYEE DISCIPLINE/DISCUSSION/DISMISSAL/RELEASE/SEPARATION

3. Recess to Open Session

REGULAR MEETING AGENDA
6:30 p.m. – Cafeteria, Deedy Student Services
   Kentfield Campus

B. Reconvene to Regular Meeting
1. Call to Order, Roll Call and Adoption of Agenda
2. Report of Closed Session for April 19, 2011
3. Citizens’ Requests to Address the Board on Non-Agenda Items (3 minutes each)
4. Chief Executive Officer’s Report (25 minutes)
   a. Community Relations Update
   b. Accreditation Update
   c. Legislative Update (Dale Shimasaki of Strategic Education Services)
5. Academic Senate Report (5 minutes)
6. Classified Senate Report (5 minutes)
7. Student Senate and Student Association Report (5 minutes)

8. Board Study Session
   a. 2011 ARCC Report (Dr. Chialin Hsieh)
   b. Bond Sale (Al Harrison, David Casnocha & Sarah Hollenbeck)

9. Consent Calendar Items (Roll Call Vote)
   A. Calendar of Upcoming Meetings
   
   B. Approve Classified Personnel Recommendations
      1. Temporary Reassignment of Classified Personnel
      2. Resignation/Termination of Classified Personnel
   
   C. Approve Academic Personnel Recommendations
      1. Resignation/Retirement of Academic Personnel
      2. Phased-in Early Retirement of Academic Personnel
   
   D. Approve Short-Term Hourly Positions
   
   E. Budget Transfers – Month of March – FY 2010/11
   
   F. Warrant Approval
   
   G. Declaration of Surplus Property – Miscellaneous Equipment
   
   H. Modernization (Measure C) - BP3.1 (Keep modernization program on track)
      1. Ratify/Approve Modernization Contracts, Changes and Amendments
         ($351,659.44)
      2. Approve Subcontractor Substitution Request (steel work)
         Science/Math/Central Plant Complex Increment 2&3 Site Development & Building Project
         (305A)
         Lathrop Construction Associates, Inc. – ($0) (stainless steel, cabling & glass handrails)
      3. Approve Project Initiation Forms (PIF)
         New Academic Center Project (303B)
         Child Study Center Project (303C)
         Austin Science Center Alterations (structural) Project (301B)
         PE Track Renovation Project (308G)
         Kentfield ADA Upgrades Project (309A)
      4. Re-Authorization for Staff Approval of Measure C Contract Changes & Amendments
      5. Declaration of Surplus Disposal
         Performing Arts & Fine Arts Relocation Project (8501)
      6. Approve New Community Services Courses

10. Other Action Items (10 minutes)
    A. Modernization (Measure C) - BP3.1 (Keep modernization program on track)
       1. Approve New Professional Services Agreement
Performing Arts Building Modernization Project (306A)
Consolidated Engineering Laboratories – Materials Testing & Inspection Services ($114,995)

2. Approve Notice of Completion
   AV System & Installation Main Building Project (417A)

B. Approve Bond Sale Resolution
C. Approve Agreement with Canteen of Northern California – Vending Services
D. Approve Clinical Agency Agreement with Kentfield Rehabilitation and Specialty Hospital
E. Approve Clinical Agency Agreement with Dr. Rosalind Hudson
F. Approve Clinical Agency Agreement with Dr. Flash Gordon
G. Approve Authorization of Temporary Transfer of Funds from County of Marin for 2011/2012 Fiscal Year
H. 2011 California Community College Trustees Board Election

11. 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 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

12. Board Reports and/or Requests (15 minutes)
   a. Commendation Resolutions & Other Resolutions
      None
   
   b. Legislative Report
   
   c. Committee Chair Reports
   
   d. Individual Reports and/or Requests

13. Approval of Minutes (2 minutes)
   - Minutes of February 15, 2011 Board Meeting
   - Minutes of March 15, 2011 Board Meeting
   - Minutes of March 26, 2011 Special Board Meeting (Board Retreat)
14. Information Items (see written reports)
   A. Contracts and Agreement for Services Report – March, 2011 – BP1 (Fiscal
      Accountability)
   B. 3rd Quarter Financial Report CCSF 311Q
   C. 3/31/11 Year-to-Date Financial Report
   D. Modernization Update – BP3.1 (Keep modernization program on track)
      1. Director’s Report – BP3.1 (Keep modernization program on track)
         program on track)
      3. Schedule – BP3.1 (Keep modernization program on track)
   E. Revised Administrative Procedures
      • AP 3540 Sexual and Other Assaults on Campus
      • AP 3920 Communication with the Public
      • AP 4103 Work Experience
      • AP 4400 Community Service Courses
      • AP 5130 Financial Aid
      • AP 5075 Credit Course Adds and Drops
      • AP 7270 Student Employees
      • AP 7336 Certification of Freedom from Tuberculosis
   F. Calendar of Special Events
      April 29-May 1, 2011 – CCLC Annual Trustees Conference
      Hyatt Regency Monterey
      May 3, 2011 – President’s Breakfast – 7:30 a.m., Embassy Suites Hotel,
      101 McInnis Parkway, San Rafael
      May 6, 2011 – Teacher Appreciation Dinner – 6:00 p.m., Kentfield Cafeteria
      May 19, 2011 – Retiree Reception – 4:00 to 6:00 p.m., Marin Art and Garden Center,
      30 Sir Francis Drake Blvd., Ross
      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 28, 2011 – College of Marin Commencement – 10:00 a.m., Gymnasium

15. Correspondence
16. Board Meeting Evaluation
17. Adjournment
President’s Report
Board of Trustees Meeting
April 19, 2011

California’s New Apprenticeship Program Puts Marin County on the Map as a National Leader in Organic Farming
College of Marin in partnership with the California State Division of Apprenticeship Standards, under the Department of Industrial Relations, and Fresh Run Farm of Bolinas, launched the nation’s first Organic Farming and Gardening Apprenticeship program this week. A signing ceremony was held on Thursday, March 24, 2011 at the Organic Farm located on the Indian Valley Campus, 1800 Ignacio Blvd. in Novato.

COM Students Joining Others in Sacramento to Protest Budget Cuts
A group of College of Marin students went to Sacramento on March 14 to join thousands of California community college students for the March in March 2011, an effort to highlight student concerns about proposed budget cuts. While there they met with representatives from State Assemblyman Jared Huffman’s and State Senator Mark Leno’s offices to discuss their concerns.

Enrollment Fees Will Increase from $26 to $36 per Unit Starting Fall 2011
On Thursday, March 24, California Governor Jerry Brown signed SB 70, the education trailer bill, which includes a student fee increase from $26 to $36 per credit unit effective fall semester 2011. COM students are encouraged to plan ahead. Federal and State financial assistance is available for students who qualify.

Data Dialogue
To address WASC Recommendation #4 regarding strengthening the role of research through broad institutional dialogue and critical analysis, the Research Advisory Group and the Cabinet will provide feedback to the Office of Planning Research and Institutional Effectiveness (PRIE) regarding the selection of important data that is relevant to the college community.

PRIE will then disseminate these brief reports, or data nuggets, to promote dialogue and assist college planning efforts (each month, beginning in April). Possible topics may include enrollment trends, student persistence rates, degrees and certificates earned, and student and employee demographics, among others.

The monthly data nuggets will be posted to a new link on the PRIE website, announced in the President’s Briefing, discussed in the President’s Forums and College Council, and sent to governance committee chairs to be used in committee discussions as appropriate.

The first data nugget will be drawn from College of Marin data included in the ARCC 2011 Report Findings, a statewide community college report that tracks seven critical indicators related to student progress, achievement and student success.

Governance Review Council Recommendations Approved
College Council approved two recommendations from the Governance Review Council (GRC) at its March 10 meeting that are intended to improve the governance system and meet WASC recommendations. First, based on feedback from the Facilities Planning Committee (FPC) and the Planning and Resource Allocation Committee (PRAC), the GRC recommended that the FPC charge be revised to add new responsibilities for facilities planning. Along with clarifying some of FPC’s responsibilities, the revised charge states that the FPC will:

- Ensure the creation of a Five Year Facilities Master Plan that includes facilities usage needs based on the Educational Master Plan.

- Monitor the creation of a long term scheduled maintenance and preventative maintenance program.
Kudos
College of Marin Social Sciences Professor Walter Turner was part of a panel discussion following the screening of Pushing the Elephant. The film was presented by ITVS, the Oakland Film Office, OACC, and DEAF Media on Thursday, March 24, at 6:30 p.m. at the Oakland Asian Cultural Center. The film follows the story of a woman who lost her family to violence that took place in the Democratic Republic of Congo in the late 90s.

Dr. Erik Dunmire, College of Marin Chemistry Professor, was recently named Outstanding Community College Educator by the American Society for Engineering Education.

This year’s Golden Bell teacher honorees from College of Marin are Ron Palmer, Auto Collision Repair Technology instructor and chair of Career Education disciplines, and Anne Gearhart, part-time biology instructor and Student Learning Outcomes facilitator for Math and Sciences. They will be recognized at the Golden Bell Awards Ceremony on May 26 at 4:30 p.m. in Angelico Hall at Dominican University in San Rafael. In addition, College of Marin’s Registered Nursing Education Program led by Roz Hartman, Director of Health Sciences, will receive a Golden Bell Program Award.

COM student-athlete Marco Farahmand and Swim Coach Warren Lager were featured in the Marin JI on Friday, March 11. The article talked about Farahmand’s realization that success can only be achieved by putting in the effort. He credits Lager’s dedication and interest in helping students recognize their potential. Farahmand has learned to commit to himself and both he and Lager are eager to see the opportunities that the future holds both in and out of the pool.

Former College of Marin student Aaron Waters received the 2011 3C4A Achievement Award at a luncheon honoring student-athletes last week. The awards are given to student-athletes who have overcome hardship in their life. Waters overcame drug addiction and with the help of Counselor Bruce Furuya and Swim Coach Warren Lager went on to become a two time All American as well as competing at the state level for COM. He is currently attending Cal Lutheran University. Congratulations to Aaron and kudos to Bruce and Warren for all their good work!

Congratulations to women's basketball captain Jasmanique Price who made the 2010-2011 Bay Valley All-Conference Team. The All-Conference team is made up of the top players in the Bay Valley Conference. To earn an All-Conference spot the players are voted onto the team by conference coaches. What an honor!
BACKGROUND:

As required by Assembly Bill 1417, all community colleges must share the annual ARCC 2011 report with their local board of trustees and college administrations. Each college’s local governing board and local community is urged to use the information for data-based policy discussions to address local priorities.

The ARCC report provides both community college system and district level indicators. These seven critical indicators are: (1) student progress and achievement; (2) completion of 30 or more units; (3) fall-to-fall persistence; (4) successful vocational course completion; (5) successful basic skills course completion; (6) basic skills course improvement; and (7) ESL course improvement.

As required by ARCC, the report findings are to be presented to the Board of Trustees, followed by the Board’s interaction with the report recorded in the meeting minutes to be sent to the California Community Colleges Chancellor’s Office.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees accept the 2011 Accountability Reporting for the California Community Colleges (ARCC) Report.
COLLEGE OF MARIN
Planning, Research & Institutional Effectiveness

ARCC 2011 Report

Dr. Chialin Hsieh
Director of Planning, Research & Institutional Effectiveness
April 19, 2011
Theme

Why are we doing this report?
What do we believe?
What are our results?
  - Who are our students?
  - How are we doing?
  - How are our peer groups doing?
  - What are our strengths and challenges?
  - What’s next?
Why are we doing this ARCC report?

Accountability Reporting for the Community Colleges

- As required by Assembly Bill 1417, all community colleges have to share the report with their local board of trustees and college administrations.

- Each college's local governing board and local community is urged to use the information for data-based policy discussions to address our local priorities.
What do we believe?
Mission

College of Marin's mission reflects a commitment to educational excellence for all members of its diverse community by providing:
- preparation for transfer to four-year schools and universities
- workforce education
- basic skills improvement/English as a Second Language
- intellectual and physical development and lifelong learning
- cultural enrichment
Who are our students?

CoM Annual Unduplicated Headcount

<table>
<thead>
<tr>
<th>Year</th>
<th># of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004-05</td>
<td>10,915</td>
</tr>
<tr>
<td>2005-06</td>
<td>10,172</td>
</tr>
<tr>
<td>2006-07</td>
<td>10,205</td>
</tr>
<tr>
<td>2007-08</td>
<td>10,144</td>
</tr>
<tr>
<td>2008-09</td>
<td>11,729</td>
</tr>
<tr>
<td>2009-10</td>
<td>12,385</td>
</tr>
</tbody>
</table>


Planning, Research & Institutional Effectiveness 4/19/2011
Who are our students?

CoM Full-Time Equivalent Students (FTES)


Planning, Research & Institutional Effectiveness
Who are our students?

Age of CoM's Students at Enrollment


Planning, Research & Institutional Effectiveness

4/19/2011
Who are our students?

Gender of CoM's Students


Planning, Research & Institutional Effectiveness
<table>
<thead>
<tr>
<th></th>
<th>ARCC Seven Critical Indicators</th>
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<tbody>
<tr>
<td></td>
<td>Data Source = ARCC 2011</td>
</tr>
<tr>
<td>1.</td>
<td>Student progress and achievement</td>
</tr>
<tr>
<td>2.</td>
<td>Completed 30 or more units</td>
</tr>
<tr>
<td>3.</td>
<td>Fall-to-fall persistence</td>
</tr>
<tr>
<td>4.</td>
<td>Successful vocational course completion</td>
</tr>
<tr>
<td>5.</td>
<td>Successful basic skills course completion</td>
</tr>
<tr>
<td>6.</td>
<td>Basic skills course improvement</td>
</tr>
<tr>
<td>7.</td>
<td>ESL course improvement</td>
</tr>
</tbody>
</table>
1. Student Progress and Achievement

1. Student Progress & Achievement:
CoM, Peer Group, & State

<table>
<thead>
<tr>
<th></th>
<th>2007-08</th>
<th>2008-09</th>
<th>2009-10</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoM</td>
<td>59.1</td>
<td>55.4</td>
<td>51.8</td>
</tr>
<tr>
<td>Peer Group</td>
<td>60.5</td>
<td>55.7</td>
<td>52.3</td>
</tr>
<tr>
<td>State</td>
<td>55.6</td>
<td>56.8</td>
<td>53.6</td>
</tr>
</tbody>
</table>

Percentage of Students
2. Completed 30 or More Units

2. Completed 30 or More Units: CoM, Peer Group, & State

![Bar chart showing the percentage of students who completed 30 or more units from 2007-08 to 2009-10 for CoM, Peer Group, and State. The values are as follows:

- 2007-08: CoM = 73.7%, Peer Group = 69.3%, State = 71.2%
- 2008-09: CoM = 74.6%, Peer Group = 72.4%, State = 74.8%
- 2009-10: CoM = 72.8%, Peer Group = 74.8%, State = 74.8%]
3. Fall-to-Fall Persistence: CoM, Peer Group, & State

- CoM:
  - 2007-08: 63.8%
  - 2008-09: 55.1%
  - 2009-10: 59.6%

- Peer Group:
  - 2007-08: 71.3%
  - 2008-09: 71.1%
  - 2009-10: 73.1%

- State:
  - 2007-08: 69.2%
  - 2008-09: 68.7%
  - 2009-10: 67.6%
4. Successful Vocational Course Completion: CoM, Peer Group, & State

- CoM: 78.8, 82.9, 80.2
- Peer Group: 75.1, 75.1, 73.8
- State: 77.7, 77.5, 77.0

Legend:
- □ 2007-08
- □ 2008-09
- □ 2009-10
5. Successful Basic Skills Course Completion:
CoM, Peer Group, & State

<table>
<thead>
<tr>
<th></th>
<th>2007-08</th>
<th>2008-09</th>
<th>2009-10</th>
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</thead>
<tbody>
<tr>
<td>CoM</td>
<td>62.1</td>
<td>62.1</td>
<td>60.5</td>
</tr>
<tr>
<td>Peer Group</td>
<td>71.2</td>
<td>63.8</td>
<td>61.5</td>
</tr>
<tr>
<td>State</td>
<td>68.1</td>
<td>63.0</td>
<td>61.4</td>
</tr>
</tbody>
</table>

Percentage of Students
6. Basic Skills Course Improvement

6. Basic Skills Course Improvement: CoM, Peer Group, & State

- **CoM**:
  - 2007-08: 63.6%
  - 2008-09: 65.3%
  - 2009-10: 59.8%

- **Peer Group**:
  - 2007-08: 55.3%
  - 2008-09: 55%
  - 2009-10: 57.3%

- **State**:
  - 2007-08: 51.2%
  - 2008-09: 53.2%
  - 2009-10: 58.6%
7. ESL Course Improvement:
CoM, Peer Group, & State

<table>
<thead>
<tr>
<th>Year</th>
<th>CoM</th>
<th>Peer Group</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-08</td>
<td>51.4%</td>
<td>29.1%</td>
<td>50.1%</td>
</tr>
<tr>
<td>2008-09</td>
<td>55.5%</td>
<td>33.8%</td>
<td>50.1%</td>
</tr>
<tr>
<td>2009-10</td>
<td>45.2%</td>
<td>43.0%</td>
<td>54.6%</td>
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</table>
# Conclusions

<table>
<thead>
<tr>
<th>Critical Indicators</th>
<th>College of Marin*</th>
<th>Compare with Peer Group</th>
<th>Compare with State</th>
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<tbody>
<tr>
<td>1. Student progress &amp; achievement</td>
<td>😞</td>
<td>😞</td>
<td>😊</td>
</tr>
<tr>
<td>2. Completed 30 or more units</td>
<td>😊</td>
<td>😞</td>
<td>😞</td>
</tr>
<tr>
<td>3. Fall-to-fall persistence</td>
<td>😊</td>
<td>😞</td>
<td>😞</td>
</tr>
<tr>
<td>4. Vocational course completion</td>
<td>😞</td>
<td>😊</td>
<td>😊</td>
</tr>
<tr>
<td>5. Basic skills course completion</td>
<td>😞</td>
<td>😊</td>
<td>😊</td>
</tr>
<tr>
<td>6. Basic skills course improvement</td>
<td>😞</td>
<td>😊</td>
<td>😊</td>
</tr>
<tr>
<td>7. ESL course improvement</td>
<td>😞</td>
<td>😊</td>
<td>😞</td>
</tr>
</tbody>
</table>

*College of Marin: smiling face standards for CoM has higher score in this year than last year. Sad face standards for CoM has lower score in this year than last year.
What’s Next?

- Institutional dialogue about the results
- May 2011: “Divided We Fail” (related to SB 1143)
- June 2011: Possible Actions/Interventions
- More to come!
**REvised**

**Marin Community College District**

Kentfield, CA 94904

**Board Agenda Item**

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date: April 19, 2011</th>
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<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No. B.9.B</td>
</tr>
<tr>
<td>Subject:</td>
<td>Classified Personnel Recommendations</td>
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<tr>
<td>Reason for Board Consideration:</td>
<td>APPROVAL</td>
<td>Enclosure(s):</td>
</tr>
<tr>
<td></td>
<td>Recommendations</td>
<td>Recommendations</td>
</tr>
</tbody>
</table>

**Background:**

The following actions are included in the Classified Personnel Recommendations:

A. Temporary Reassignment of Classified Personnel
B. Resignation Termination of Classified Personnel

**Budget Implications:** All recommendations are within budgeted FTE and are on the non-instructional side of the 50% law.

J. Dunn, S. Smith Y. Vargas and J. Zollars are on the non-instructional side of the 50% law.

**Recommendation:**

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

**Administrator Initiating Item:** Linda Beam, Executive Dean of Human Relations & Labor Relations
## A. TEMPORARY REASSIGNMENT OF CLASSIFIED PERSONNEL

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Position</th>
<th>FTE</th>
<th>MPY</th>
<th>Effective Date</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Dunn Jason</td>
<td>Lab Technician – Fine Arts (Out of Class Assignment)</td>
<td>1.0</td>
<td>12</td>
<td>04/01/2011-05/01/2011</td>
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</tbody>
</table>

**BACKGROUND INFORMATION:**

1. Continuation of temporary increase in compensation to perform significant new duties outside the scope of his current position effective April 1, 2011 through May 1, 2011.
B. RESIGNATION/TERMINATION OF CLASSIFIED PERSONNEL

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Position</th>
<th>FTE</th>
<th>MPY</th>
<th>Type</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>1.</td>
<td>Smith, Sarah</td>
<td>Financial Aid Technician</td>
<td>1.0</td>
<td>12</td>
<td>Resignation</td>
<td>c.o.b. 05/02/2011</td>
</tr>
<tr>
<td>2.</td>
<td>Vargas, Yvette</td>
<td>Accountant – Fiscal Services</td>
<td>1.0</td>
<td>12</td>
<td>Termination during probation</td>
<td>c.o.b. 03/31/2011</td>
</tr>
<tr>
<td>3.</td>
<td>Zollsars, Justin</td>
<td>Lab Technician – Chemistry</td>
<td>1.0</td>
<td>12</td>
<td>Resignation</td>
<td>05/1/2011</td>
</tr>
</tbody>
</table>

BACKGROUND INFORMATION:

1. Ms. Smith has submitted her letter of resignation effective close of business May 2, 2011.

2. Ms. Vargas was terminated during probation effective close of business March 31, 2011.

3. Mr. Zollars has submitted his letter of resignation effective May 1, 2011.
To: Board of Trustees                                      Date: April 19, 2011
From: Superintendent/President                          Item & File No. B.9.C

Subject: Academic Personnel Recommendations

Reason for Board Consideration:

CONSENT APPROVAL

Enclosure(s):

Recommendations

BACKGROUND:

The following actions are included in the Academic Personnel Recommendations:

A. Resignation/Retirement of Academic Personnel

B. Phased-in- Early Retirement of Academic Personnel

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. RESIGNATION/RETIREMENT OF ACADEMIC PERSONNEL

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Title/Discipline</th>
<th>FTE</th>
<th>Appt. Type</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>1</td>
<td>Gregoire, Iris</td>
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BACKGROUND INFORMATION:

1. Ms. Iris Gregoire has submitted her resignation for retirement purposes.
### B. PHASED-IN-EARLY RETIREMENT OF ACADEMIC PERSONNEL

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<th>Appt. Type</th>
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<td>Counselor</td>
<td>From: 1.0 To: .75</td>
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**BACKGROUND INFORMATION:**

1. Ms. Joetta Tenison-Scott has submitted a request to resume Phased-in-Early Retirement for Fiscal Year 2011/12.
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Subject: Short-Term Hourly Positions

Date: April 19, 2011
Item and File No. B.9.D

Reason for Board Consideration:
CONSENT 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 and instructional side of the 50% law.

On the instructional side of the 50% law:

- Business and Information Systems – Dept Aide IV (5)

On the non-instructional side of the 50% law:

- Human Resources – Data Entry Tech/Office Assistant

RECOMMENDATION:

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

Administrator Initiating Item: Linda Bean, Executive Dean of Human Resources & Labor Relations
## A. SHORT TERM HOURLY POSITIONS - April 19, 2011

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<th>DEPT.</th>
<th>JOB TITLE</th>
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<th>END DATE</th>
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<td>Business &amp; Information Systems</td>
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<td>5</td>
<td>8/15/11</td>
<td>12/16/11</td>
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<td>Human Resources</td>
<td>Data Entry Tech/Office Assistant - Assist Classified Staff with data entry of the Spring 2011 NC Contracts, Hourly PAF's and filing/organization of FALL &amp; WINTER Credit and NC contracts, PAF's, etc.</td>
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<td>4/4/11</td>
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**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 above job descriptions are submitted for approval.

* Human Resources did not receive the necessary paperwork from the department until after these individuals began work. These hourly employees need to be paid for work they have already completed.
The accompanying transfer information includes thirty-seven budget transfers in March 2011 totaling $72,746 in the Unrestricted Fund.

There were nineteen budget transfers in March 2011 in the Restricted Fund for $73,744 that included two transfers from Restricted Reserve Contingency Fund for $16,466, for President’s Circle Expenses and $21,807 for the Indian Valley Campus Locker Room Project.

There were no budget transfers in the Child Care Fund in March.

There were five budget transfers in March 2011 in the Measure C Reserve Funds for $330,000 that included three transfers from Measure C Reserve Contingency Fund: $250,000 for Fine Arts construction, $70,000 for site design, planning, studies with architects and engineer oversight, and $7,000 for Parking Lot Bioswale Project.

Net effect of transfers for the Month.

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

**Includes contingency reserves, financial aid awards, and inter-fund transfers.

**RECOMMENDATION:**

The Superintendent/President recommends that the Board of Trustees approve the March 2011 Budget Transfers – FY 2010/2011.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
## BUDGET TRANSFERS

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TOTAL ALL FUN: (4,018.17) (24,994.29) 635.46 29,358.07 12,228.87 275,063.26 (288,273.00) 0.00 317,285.46

Budget Inter-project transfers were funds remained within the same account code and transfers offset to zero, not included in totals.

Object Code
- 8195
- 8195
- 8195

Total Measure C Building transfers were funds remained within same account code

- (15,000.00) 15,000.00
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 **03/01/2011 through 03/29/2011**, warrants **96916-97697** were issued in the total amount of **$ 5,457,202**.

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: April 19, 2011

TO: Members of the Board of Trustees

SUBJECT: Payment for Goods and/or Services ratified

Per Board Bylaw 1.5310, Section i-7, it is recommended that warrants 93916-97697 in the amount of $5,457,202 for the period 03/01/2011 through 03/29/2011 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.

President or Designee

Payment for Goods and Services Summary
General Fund – All Programs
March 2011

Warrant totals distributed by fund and expense category as follows:

**General Fund Breakdown:**

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<th>Unrestricted Fund</th>
<th>Amounts</th>
<th>Restricted Fund</th>
<th>Amounts</th>
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**Totals of all Funds:**

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<td><strong>Total General Fund</strong></td>
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<td><strong>Total Payments for March</strong></td>
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# BOARD AGENDA ITEM

**To:** Board of Trustees  
**Date:** April 19, 2011  
**From:** Superintendent/President  
**Subject:** Declaration of Surplus Property – Miscellaneous Equipment  
**Reason for Board Consideration:**  
**Enclosure(s):** List of Equipment

## BACKGROUND:

In accordance with Board Policy, 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 $5,000 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 $5,000. 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 declare the items described on the attached list surplus and that no single item or item lot is valued at $5,000 or more and further authorize the District to dispose of the equipment, pursuant to Education Code Section 81452(c), as the District feels is appropriate.

---

Administrator Initiating Item  
Albert J. Harrison II, Vice President of College Operations
## Surplus Equipment Listing

April 19, 2011

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**COMPUTERS**

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BOARD AGENDA ITEM

To: Board of Trustees  Date: April 19, 2011
From: Superintendent/President Item & File No. B.9.H.1
Subject: Measure C Contracts
Reason for Board Consideration: CONSENT APPROVAL  Enclosure(s): None

BACKGROUND:
New contracts, amendments and change orders to Measure C bond modernization program contracts are listed below for Board approval or ratification. Full copies of the contract documents are available for review in the Swinerton office.

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Project Description</th>
<th>Original $</th>
<th>No. of Changes</th>
<th>This Change</th>
<th>Total Changes</th>
<th>Total Contract up to Date</th>
<th>Contingency</th>
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<tr>
<td><strong>Construction Contracts – Ratification</strong></td>
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<tr>
<td>KD Specialty Contractors, Inc.</td>
<td>Main Building Complex Project (417A)</td>
<td>$1,397.00</td>
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<tr>
<td>Ashbury General Contracting &amp; Engineering</td>
<td>New Fine Arts Building Project (306C)</td>
<td>$14,925.00</td>
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<td>Perfect Timing Personnel Services, Inc.</td>
<td>Main Building Relocation Project (650K)</td>
<td>$1,276.00</td>
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<td>James Grossi Construction</td>
<td>Transportation Technology Project (402A)</td>
<td>$3,915.00</td>
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<td>MP Vermeulen Inc. dba Marin Fence Co.</td>
<td>New Fine Arts Building Project (306C)</td>
<td>$4,761.00</td>
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<td>Van Bebber Bros., Inc</td>
<td>Transportation Technology Complex Project (402A)</td>
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<td>Progress Glass Company, Inc.</td>
<td>New Fine Arts Building Project (306C)</td>
<td>$3,018.00</td>
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<td>Golden Project Management and Installation LLC</td>
<td>Main Building Complex (417A)</td>
<td>$1,480.00</td>
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<td><strong>New Professional Services Agreements - Ratification</strong></td>
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<tr>
<td>Crown Worldwide Moving and Storage</td>
<td>Performing Arts &amp; Fine Arts Relocation Project (850I)</td>
<td>$21,103.00</td>
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<td><strong>Construction Change Orders – Approval</strong></td>
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<tr>
<td>Di Giorgio Contracting Company, Inc.</td>
<td>Main Building Project (417A)</td>
<td>$14,097,250.00</td>
<td>31</td>
<td>$47,253.00</td>
<td>$1,304,134.00</td>
<td>$15,401,384.00</td>
<td>9.3%</td>
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<tr>
<td>Di Giorgio Contracting Company, Inc.</td>
<td>Parking Lot Bioswales &amp; Pathways IVC (4018 &amp; 413A)</td>
<td>$14,097,250.00</td>
<td>32</td>
<td>$2,194.00</td>
<td>$1,306,328.00</td>
<td>$15,403,578.00</td>
<td>9.3%</td>
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<tr>
<td>Jeff Luchetti Construction, Inc.</td>
<td>New Fine Arts Building Project (306C)</td>
<td>$12,514,678.00</td>
<td>14</td>
<td>$171,228.00</td>
<td>$1,214,469.74</td>
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<td>9.7%</td>
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<tr>
<td>Centric Construction</td>
<td>AV System &amp; Installation New Fine Arts Building (306C)</td>
<td>$138,600</td>
<td>1</td>
<td>$9,554.00</td>
<td>$9,554.00</td>
<td>$148,154.00</td>
<td>6.9%</td>
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<tr>
<td>Dan Davis Communications</td>
<td>AV System &amp; Installation Main Building (417A)</td>
<td>$128,924.00</td>
<td>1</td>
<td>$6,213.00</td>
<td>$6,213.00</td>
<td>$135,137.00</td>
<td>4.8%</td>
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<tr>
<td>Lathrop Construction</td>
<td>SMCP Increments 2 &amp; 3 (305A)</td>
<td>$34,182,000.00</td>
<td>4</td>
<td>$85,857.00</td>
<td>$114,332.00</td>
<td>$34,296,332.00</td>
<td>0.3%</td>
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<td>Di Giorgio Contracting Company, Inc.</td>
<td>Utilities IVC Project (407B)</td>
<td>$2,510,000.00</td>
<td>8</td>
<td>$0.00</td>
<td>$164,176.00</td>
<td>$2,674,176.00</td>
<td>6.5%</td>
</tr>
</tbody>
</table>

**Professional Services Amendments – Ratification**

| Consolidated Engineering Laboratories       | New Fine Arts Building Project (306C) | $50,000.00 | 5 | $2,142.69 | $131,363.69 | $181,363.69 |
| Rayson Hanamoto Alley, & Abey               | District Landscape Architect (807A); Diamond PE Center Alterations Project (308B); New Fine Arts Building Project (308C) | $451,875.00 | 17 | ($6,256.25) | $320,480.75 | $772,355.75 |
| Transitions...managing change in the workplace, inc. | PA & FA Relocation Project (8501) | $353,854.00 | 18 | $1,800.00 | $322,782.00 | $676,636.00 |

**FISCAL IMPACT:**
These contract changes will be paid from Measure C bond funds.

**RECOMMENDATION:**
The Superintendent/President recommends that the Board approve or ratify the above-listed change orders and amendments.
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>April 19, 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No.</td>
<td>B.9.H.2</td>
</tr>
</tbody>
</table>
| Subject:  | Science Math Central Plant Complex Increment 2&3 Site Development & Building Project (305A)  
Approve Subcontractor Substitution  
Lathrop Construction Associates, Inc. | Reason for Board Consideration: | CONSENT APPROVAL | Enclosure(s): | None |

**BACKGROUND:**

On May 18, 2010 the Board awarded a contract to Lathrop Construction Associates, Inc. for the Science Math Central Plant Complex Increment 2&3 Site Development & Building Project (305A).

Substitutions may be initiated by the General Contractor or subcontractor for various reasons, which are defined in the public contracting code, section 4107. Lathrop Construction Associates, Inc. requested that the following contractor be released from their contract:

- **Concord Iron Works, Inc.** – stainless steel handrails, stainless steel cabling and glass handrail work will be replaced by TEC Management Consultants, Inc. *Reason: Unable to reach mutually acceptable terms.*

The released party had the right to request a formal hearing by the District within five (5) days of receiving a written notice requesting substitution. The subcontractor did not request a hearing; therefore, it is recommended that the above mentioned subcontractor substitution be approved.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

The Superintendent/President recommends to the Board of Trustees that Lathrop Construction Associates, Inc.’s request for subcontractor substitution be granted.

<table>
<thead>
<tr>
<th>Administrator Initiating Item</th>
<th>Administrator Approving Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura McCarty</td>
<td>Davis Wain Coon, Ed. D.</td>
</tr>
<tr>
<td>Director of Modernization</td>
<td>Superintendent / President</td>
</tr>
</tbody>
</table>
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Date: April 19, 2011
Item & File No. B.9.H.3

Subject: Project Initiation Forms for
- New Academic Center Project (303B)
- Child Study Center Project (303C)
- Austin Science Center Alterations (structural) Project (301B)
- PE Track Renovation Project (308G)
- KTD ADA Upgrades Project (309A)

Reason for Board Consideration:

CONSENT APPROVAL

Enclosure(s):
- PIF Project # 303B
- PIF Project # 303C
- PIF Project # 301B
- PIF Project # 308G
- PIF Project # 309A

BACKGROUND:

On March 15, 2011, the Board of Trustees approved the Revised Bond Spending Plan, funding five (5) projects. The Project Initiation Forms (PIFs) provide the financial information needed to set each of these projects up in the Bond Program's Financial Controls System (Paragon) allowing easy access and tracking through the Quarterly Progress Reports.

FISCAL IMPACT:

The total project budget for each of these projects is:
- New Academic Center Project (303B) $30,132,000
- Child Study Center Project (303C) $3,530,000
- Austin Science Center Alterations (structural) Project (301B) $6,145,861
- PE Track Renovation Project (308G) $1,250,000
- KTD ADA Upgrades Project (309A) $1,000,000

The project funds are identified in the Revised Bond Spending Plan approved on March 15, 2011.

*This amount is less than approved in the previous Bond Spending Plan (approved March 15, 2011) due to accounting reconciliation from existing Austin Science Center Alterations budgets. The difference of $2,800.00 is allocated to projects 302A and 303A.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the Project Initiation Forms for the Kentfield Campus projects listed above based on the Revised Bond Spending Plan approval at the March 15, 2011 Board of Trustees meeting.

Administrator Initiating Item
Laura McCarty
Director of Modernization

Administrator Approving Item
David Wain Coon, Ed. D.
Superintendent/President
MCCD CAPITAL IMPROVEMENT PROGRAM  
Project Initiation Form

| Campus: | Kentfield | Date: | 3/22/2010 |
| Building Name(s): | New Academic Center | Project No.: | 303R |
| Project Name: | New Academic Center | |
| Project Scope: | Design & construction of the New Academic Center at Kentfield campus. The Project will replace classroom and faculty offices that exist on campus in Harlan Center, Business & Management building, Olney Hall and the Administrative Center |
| Project Cost Estimate: | $ 30,132,000.00 | Square Footage: | 43,170 |
| Construction Cost Estimate: | $ 21,678,000.00 | Construction Cost/Sq. Ft.: | $ 502.16 |
| Funding Source(s): | Bond - Fund 49 | |
| Design Consultant: | TLCD Architecture | |
| Design Start Date: | 05/19/10 | |
| Construction Start/End Schedule: | 11/26/12 / 6/21/14 | |
| Delivery Method: | Design/Bid/Build | |
| Comments: | Includes three years of escalation at 4% per year and Haz-Mat at 3.3% | |
| SMC PM: | Debra Roche-Mathau | |
| Submitted by: | Debra Roche-Mathau  
Program Manager, Swinerton Management & Consulting  
Kentfield Campus | |

PROJECT AUTHORIZATION

Leigh Sata  
Program Manager  
Swinerton Management & Consulting

Laura McCarty  
Director of Modernization  
Marin Community College District

Bob Thompson  
Director of Maintenance & Operations  
Marin Community College District

Al Harrison  
Vice President of College Operations  
Marin Community College District
**MCCD CAPITAL IMPROVEMENT PROGRAM**

**Project Initiation Form**

<table>
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<tr>
<th>Campus:</th>
<th>Kentfield</th>
<th>Date:</th>
<th>4/1/2011</th>
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<tbody>
<tr>
<td>Building Name(s):</td>
<td>Child Study Center</td>
<td>Project No.:</td>
<td>303C</td>
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<td>Project Name:</td>
<td>Child Study Center</td>
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</tr>
<tr>
<td>Project Scope:</td>
<td>Design &amp; construction of the new Child Study Center at the Kentfield campus. The Project will replace classrooms and child development areas that exist on campus in the existing Administrative Center</td>
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<tr>
<td>Project Cost Estimate:</td>
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<td>Funding Source(s):</td>
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<tr>
<td>Design Consultant:</td>
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<td>Design Start Date:</td>
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<tr>
<td>Construction Start/End Schedule:</td>
<td>3/1/12 / 8/28/12</td>
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<td>Delivery Method:</td>
<td>Design/Bid/Build</td>
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<tr>
<td>Comments:</td>
<td>Includes one year of escalation at 2% per year and no Haz-Mat,</td>
<td></td>
<td></td>
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<tr>
<td>SMC PM:</td>
<td>Faby Guillen Ufer</td>
<td></td>
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<tr>
<td>Submitted by:</td>
<td>[Name]</td>
<td></td>
<td></td>
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</table>

**PROJECT AUTHORIZATION**

Leigh Sata  
Program Manager  
Swinerton Management & Consulting

Laura McCarty  
Director of Modernization  
Marin Community College District

Bob Thompson  
Director of Maintenance & Operations  
Marin Community College District

Al Harrison  
Vice President of College Operations  
Marin Community College District

Original: Financial Controls Manager, Swinerton Management & Consulting  
Copy: Construction Manager, Swinerton Management & Consulting
# MCCD Capital Improvement Program: Project Initiation Form

**Campus:** Kentfield  
**Date:** 9/1/2011

**Building Name(s):** Austin Science Alterations (Structural)  
**Project No.:** 3018

**Project Name:** Austin Science Alterations (Structural)

**Project Scope:** Retention of Austin Science Center to be used as swing space during design and construction of NAC. Scope includes structural mitigation with immediate additional paint, patch and carpet replacement work.

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<tr>
<th>Project Cost Estimate:</th>
<th>$6,145,861.00</th>
<th>Square Footage:</th>
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<td>Construction Cost Estimate:</td>
<td>$4,097,000.00</td>
<td>Construction Cost/Sq. Ft.:</td>
<td>$80.33</td>
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**Funding Source(s):** Bond - Fund 49

**Design Consultant:** TBD

**Design Start Date:** 09/01/11

**Construction Start/End Schedule:** 6/1/14 / 3/28/15

**Delivery Method:** Design/Bid/Build

**Comments:** Includes four years of escalation at 4% per year and 3% Haz-Mat.

**SMC PM:** Leigh Sata

**Submitted by:**

---

**Leigh Sata**  
Program Manager, Swinerton Management & Consulting  
Kentfield Campus

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**PROJECT AUTHORIZATION**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Leigh Sata</strong></td>
<td><strong>Laura McCarty</strong></td>
</tr>
<tr>
<td>Program Manager</td>
<td>Director of Modernization</td>
</tr>
<tr>
<td>Swinerton Management &amp; Consulting</td>
<td>Marin Community College District</td>
</tr>
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<thead>
<tr>
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<tbody>
<tr>
<td><strong>Bob Thompson</strong></td>
<td><strong>Al Harrison</strong></td>
</tr>
<tr>
<td>Director of Maintenance &amp; Operations</td>
<td>Vice President of College Operations</td>
</tr>
<tr>
<td>Marin Community College District</td>
<td>Marin Community College District</td>
</tr>
</tbody>
</table>

Original: Financial Controls Manager, Swinerton Management & Consulting  
Copy: Construction Manager, Swinerton Management & Consulting
# MCCCD CAPITAL IMPROVEMENT PROGRAM
## Project Initiation Form

<table>
<thead>
<tr>
<th>Campus:</th>
<th>Kentfield</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Building Name(s):</td>
<td>PE Track Renovation</td>
<td>Project No.:</td>
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<tr>
<td>Project Name:</td>
<td>PE Track Renovation</td>
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<td></td>
</tr>
<tr>
<td>Project Scope:</td>
<td>Track renovation using MONDO design with 20 year life expectancy, address options for bleacher demolition repair and/or replacement.</td>
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<tr>
<td>Project Cost Estimate:</td>
<td>$ 1,250,000.00</td>
<td>Square Footage:</td>
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<td>Construction Cost Estimate:</td>
<td>$ 757,000.00</td>
<td>Construction Cost/Sq. Ft.:</td>
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<tr>
<td>Funding Source(s):</td>
<td>Bond - Fund 49</td>
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<td>Design Consultant:</td>
<td>TBD</td>
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<tr>
<td>Design Start Date:</td>
<td>08/15/11</td>
<td>Only if DSA review is NOT required</td>
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<td>Construction Start/End Schedule:</td>
<td>8/15/11 / 10/14/11</td>
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<tr>
<td>Delivery Method:</td>
<td>Design/Bid/Build</td>
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<tr>
<td>Comments:</td>
<td>Includes 1 year of escalation (is DSA review required?) at 4% per year and 3% Haz-Mat.</td>
<td></td>
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<tr>
<td>SMC PM:</td>
<td>Leigh Sata</td>
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<td>Submitted by:</td>
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</tbody>
</table>

**PROJECT AUTHORIZATION**

Leigh Sata  
Program Manager  
Swinerton Management & Consulting  

Laura McCarty  
Director of Modernization  
Marin Community College District  

Bob Thompson  
Director of Maintenance & Operations  
Marin Community College District  

Al Harrison  
Vice President of College Operations  
Marin Community College District  

Original: Financial Controls Manager, Swinerton Management & Consulting  
Copy: Construction Manager, Swinerton Management & Consulting
MCCD CAPITAL IMPROVEMENT PROGRAM
Project Initiation Form

Campus: Kentfield                          Date:  1/30/2012

Building Name(s): KTD ADA Upgrades          Project No.: 309A

Project Name: KTD ADA Upgrades

Project Scope: ADA upgrades including signage and door hardware.

Project Cost Estimate: $ 1,000,000.00          Square Footage: 50,000

Construction Cost Estimate: $ 640,000.00       Construction Cost/Sq. Ft.: $ 12.80

Funding Source(s): Bond - Fund 49

Design Consultant: TBD

Design Start Date: 01/30/12

Construction Start/End Schedule: 11/25/12 / 5/24/13

Delivery Method: Design/Bid/Build

Comments: Includes 1 year of escalation (is DSA review required?) at 4% per year and 3% Haz-Mat.

SMC PM: Leigh Sata

Submitted by: Leigh Sata
Program Manager, Swinerton Management & Consulting
Kentfield Campus

PROJECT AUTHORIZATION

Leigh Sata
Program Manager
Swinerton Management & Consulting

Laura McCarty
Director of Modernization
Marin Community College District

Bob Thompson
Director of Maintenance & Operations
Marin Community College District

Al Harrison
Vice President of College Operations
Marin Community College District
BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Subject: Reauthorization for Staff Approval of Measure C Contract Changes and Amendments
Reason for Board Consideration:

CONSENT APPROVAL

DATE:

Item & File No. B.9.H.4

Enclosure(s):

CONSULTANT SPREADSHEET

BACKGROUND:

On April 29, 2008 the Board authorized District staff to approve Measure C construction contract changes and amendments in order to facilitate the design and construction process in a timely manner. The Board re-authorized this pre-approval process in six-month increments on the following dates:

1. November 11, 2008
2. April 21, 2009
3. October 13, 2009
4. April 20, 2010
5. October 19, 2010

At this time the Board is asked to approve the next six-month authorization from April 19, 2011 through October 2011 (consulting amendments are as indicated on the attached spreadsheet). The Board is also asked to reauthorize the authority delegated to the Director and VP Business Services as stated in the original approval.

FISCAL IMPACT:

The fiscal impact of this procedure is positive, as projects will continue to proceed without delay.

RECOMMENDATION:

The Superintendent/President recommends that the Board approve the attached consultant spreadsheet and to continue granting authority to District staff to approve amendments and changes to Measure C contracts through October 2011 and to reauthorize the authority delegated to the Director and VP Business Services as stated in the original approval.

Administrator Initiating Item
Laura McCarty
Director of Modernization

Administrator Approving Item
David Wain Coon Ed. D.
Superintendent / President
<table>
<thead>
<tr>
<th>Consultant:</th>
<th>Responsibility:</th>
<th>Approval Total $ Contract to Date: (through 04/19/11 BOT)</th>
<th>Balance of Previously Approved Request ($) Rollover to April 2011 BOT</th>
<th>Additional Request ($) from April 2011 BOT - October 2011 BOT</th>
<th>Notes:</th>
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<td>4Leaf, Inc.</td>
<td>DSA Inspector</td>
<td>$1,204,053</td>
<td>$82,875</td>
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<td>Alfa Tech Cambridge Group, Inc.</td>
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<td>Additional design services for County requirement for IVC Geothermal</td>
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<td>DSA Inspector</td>
<td>$706,742</td>
<td>$33,063</td>
<td>$0</td>
<td>Anticipated additional inspection services due to unforeseen conditions for SMCP increment 1 and MEP Supplemental projects</td>
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<td>Cohn &amp; Associates</td>
<td>Project Specific Architect - ASC (Structural)</td>
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<td>$24,490</td>
<td>$0</td>
<td>Anticipated architectural services for ASC upgrades</td>
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<td>Consolidated Engineering Laboratories</td>
<td>Testing &amp; Inspection Geotech</td>
<td>$854,617</td>
<td>$116,277</td>
<td>$0</td>
<td>Anticipated testing &amp; inspection and geothermal testing services for NAC and SMCP increments 2/3</td>
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<td>CSW/Stroeh</td>
<td>District Civil Engineer</td>
<td>$1,937,613</td>
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<td>Davis Langdon/ACEOM</td>
<td>OPP/District-Wide LEED Consultant</td>
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<td>$97,300</td>
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<td>OPP &amp; other LEED Services for New Academic Center and CSIC</td>
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<td>Degonkob Engineers</td>
<td>District Structural Engineer</td>
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<td>$45,000</td>
<td>$0</td>
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<td>ED2 International</td>
<td>Project Specific Architect - SMCP</td>
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<td>$57,245</td>
<td>$0</td>
<td>Anticipated additional design services for SMCP Inc 2/3 to include instruction equipment co-ordinable</td>
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<td>Environmental Science Associates</td>
<td>CEQA Consultant - NAC</td>
<td>$26,000</td>
<td>$210,000</td>
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<td>Anticipated additional services for NAC and CSC CEQA process</td>
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<td>DSA Inspector</td>
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<td>$30,000</td>
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<td>Anticipated underground utility locating services during various construction projects at KTD campus</td>
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<td>Hardison, Komatsu, Ivelich &amp; Tucker (HKIT)</td>
<td>Project Specific Architect - Trans Tech</td>
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<td>$210,583</td>
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<td>Inspection Services, Inc.</td>
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<td>DSA inspector</td>
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<td>Additional services for cultural resources monitoring for various aspects at KTD campus</td>
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<td>Marcy Wong Donn Logan Architects (MWDL)</td>
<td>Project Specific Architect - FA &amp; PA</td>
<td>$3,645,790</td>
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<td>$235,472</td>
<td>Anticipated additional design and construction administration services for unforeseen conditions at FA &amp; PA Buildings</td>
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<tr>
<td>Ogston, Hanamoto, Alley &amp; Abey (RTHAA)</td>
<td>District Landscape Architect</td>
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<td>Testing &amp; Inspection</td>
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<td>$50,885</td>
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<td>$125,000</td>
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<td>Transitions</td>
<td>FF&amp;E Consultant Space Planning</td>
<td>$576,636</td>
<td>$188,527</td>
<td>$0</td>
<td>Anticipated inventory control, surplus disposal and FF&amp;E documentation work at KTD campus</td>
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<td>$0</td>
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<td>$0</td>
<td>$125,000</td>
<td>$0</td>
<td>Anticipated design services for future special consultants</td>
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BACKGROUND:

The Board approved a partial list of equipment (second floor only, Performing Arts Building) for surplus disposal on March 15, 2011. The attached list is the remainder of inventoried items in the Performing Arts building and includes items from the Fine and Performing Art departments located in several storage containers on the Kentfield campus.

In accordance with Board Policy and Education Code Section 81452(a), the Board is asked to declare the attached list of Fine Arts and Performing Arts equipment as surplus. The items are determined to have no further value to the District – they are no longer used and were replaced or are beyond cost effective repair. Items with no value will be disposed of appropriately. No individual item or "item lot" is valued at more than $5,000.

In accordance with Board Policy and Education Code Section 81452(a), a unanimous vote is required to dispose of the surplus items. The items may then be disposed of pursuant to the provisions of Education Code Section 81452(c) and in manner consistent with Board policy.

FISCAL IMPACT:

None

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees declare the items as surplus (as described on the attached list); declare that no single item or item lot is valued at $5,000 or more; and authorize the District to dispose of the equipment, pursuant to Education Code Section 81452(s), as the District feels is appropriate.
<table>
<thead>
<tr>
<th>QTY</th>
<th>Inventory No.</th>
<th>ROOM</th>
<th>DEPT / LOCATION</th>
<th>DESCRIPTION</th>
<th>DETAIL</th>
<th>Condition (Poor, Fair, Good)</th>
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<td>181</td>
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<td>182</td>
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<td>330</td>
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<td>Blue Metal</td>
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<td>Bin for pickling</td>
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**First Floor**

| 592  | FA-102 | FA-Office | Vert File Cabinet | 4 H | F                      |
| 593  | FA-102 | FA-Office | Vert File Cabinet | 4 H | F                      |
| 594  | FA-102 | FA-Office | Vert File Cabinet | 4 H | F                      |
| 595  | FA-102 | FA-Office | Vert File Cabinet | 4 H | F                      |
| 596  | FA-102 | FA-Office | Desk              | 2 Drawers | F                      |
| 603  | FA-102 | FA-Office | Desk              | L BF  | F                      |
| 604  | FA-102 | FA-Office | Table             | Trapezoid | F                      |
| 607  | FA-102 | FA-Office | Mobile Step Stool |        | G                      |
| 638  | FA-102 | FA-Office | Table             |        | G                      |
| 639  | FA-102 | FA-Office | Side Chair        | Arm Rests | P                      |
| 9080 | FA-102 | FA-Office | Desk              |        | G                      |
| 582  | FA-103 | FA-Conference Rm | Storage Unit | 1 Dr | F                      |
| 584  | FA-103 | FA-Conference Rm | Table             |        | F                      |

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MARIN COMMUNITY COLLEGE DISTRICT  
Kentfield, CA 94904  

BOARD AGENDA ITEM  

To: Board of Trustees  
From: Superintendent/President  
Subject: New Community Services Courses  
Date: April 19, 2011  
Item & File No. B.9.I  
Reason for Board Consideration: CONSENT APPROVAL  

BACKGROUND:  

New courses are developed by faculty in the Community Education area. Courses are reviewed and approved according to Board policy 3.0001 and 3.0002.  

The Community Education Program will offer the following new Community Services courses for the first time during Summer Quarter 2011. These fee-based courses are recommended by the appropriate Community Education faculty and staff as well as the Vice President of Student Learning, and are “designed to meet the educational, social, economic, cultural, and recreational needs” of Marin County residents, as specified in Board policy. The proposed new courses are listed below, along with brief descriptions.  

Mural Painting Intensive  
This studio class will provide you with the basics of mural painting. Whether your objective is a small accent or an entire wall, this class will be full of valuable information. You will design and fabricate a 2’ x 3’ mural which can be used as a finished piece or serve as the basis of a large-scale wall rendering. You will learn about different techniques: perspective, trompe-l’œil, color selection, faux, and stencil and glaze applications. We will also cover: wall preparation, sealing, and the selection of materials. This class is intended for both the professional and the home owner.  
Meets: 2 days for 6 hours for a total of 12 hours  

American Art: History and Culture  
From the Colonial period of John Singleton Copley through the Regionalism of Grant Wood and Edward Hopper, we survey the paintings and sculpture that define us as a nation. Special attention will be given to those periods in which the de Young museum has its richest collections: Romantic landscape as exemplified by Frederic Church and Alfred Bierstadt, the American fascination with trompe l’œil, the Realism of George Caleb Bingham and Thomas Eakins, American Impressionism and Realism, including the so-called Ash Can School. The last class meeting will be held at the de Young museum for a special tour through the 18th and 19th Century galleries conducted by Professor Kerrin Meis. Our emphasis will be on the social and political milieu in which these works were created.  
Meets: 6 weeks for 2 hours each week for a total of 12 hours  

Masterpieces of Luxury: Lifestyles of Kings and Queens During the XIX Century  
Join us in this entertaining class to discuss “masterpieces of luxury” which were created for the nobility during the XIX Century. We shall discuss the history of Baccarat crystals and admire the beauty of several pieces; the famous coral covered with 5,000 precious stones belonging to Frederic August, Elector of Saxe; the jewelries and history of the House of Faberge; Marie Antoinette’s cameos; and Napoleon’s watches. We will talk about the largest jewel ever created in the world by the brothers Cartier in 1928 for the Maharadja of India.
Our discussion will include the furniture ordered by King Louis XIV to the cabinetmaker Charles Boulle; and the new luggage designed by Louis Vuitton to fit the fashion created by Empress Eugenie in 1853.
Meets: 6 weeks for 2 hours each week for a total of 12 hours

French for Leisure Travelers: Social Etiquette and Cultural Awareness
Learn to navigate your way through France without fear of making common faux pas. This course will teach you everyday survival French vocabulary and, also, general cultural and social etiquette of France. In a typical French ambiance, accompanied by French music, cheese, crackers, and seltzer, you will be able to practice your skills in a social setting. Get tips on do’s and don’t’s in typical situations: ordering from a French menu; restaurant dining; the art of gift-giving in France; the role of conversation, and more.
Meets: 1 day for a total of 6 hours

Youth Pony Camp
This course is an introduction to the world of ponies and English riding for children ages 7-9. No previous experience is necessary. Students will gain a basic understanding of horsemanship, including basic anatomy of ponies. Basic riding skills, safety, grooming, and handling of ponies are emphasized. Daily creative project included.
Meets: 5 days, 3.5 hours each day for a total of 17.5 hours

The Beatles: The Rock Group that Changed the World
An in-depth overview of the history of the Beatles, the most popular and influential rock group of all time. Using both common and rare recordings and video clips, the course will trace their artistic evolution from the dawn of their career in the early 1960s through their breakup about a decade later. The development of the numerous styles they pioneered and mastered will be explored in detail, from the relatively simple Merseybeat of their first recordings through the folk-rock, hard rock, psychedelia, and progressive art rock they delved into as the 1960s progressed. The Beatles were among the most important agents of social change of the 20th Century, and the course will also examine their massive effect on the popular music and culture of their era.
Meets: 6 weeks for 2 hours each week for a total of 12 hours

Thriving with Adult ADHD: Relationships
The course is designed for adults with ADHD who seek to improve the quality of their relationships with others -- both at home and in the work place. Set yourself up for success by learning to anticipate difficulties and managing your responses. In this class, you will learn how ADHD symptoms contribute to many relationship challenges and develop strategies to work with them. Improved communication skills will result in more win-win situations. Course content will address: forgetfulness, task initiation and completion, communication, empathy, compassion, and ways to enhance the overall well-being of your Self and others.
Meets: 6 weeks for 2 hours each week for a total of 12 hours

A Contemporary Introduction to Enlightenment
Americans are dedicated to the ‘pursuit of happiness,’ but how does this pursuit serve us? Based on Advaita Vedanta, a 5,600 year old spiritual tradition relatively unfamiliar to the West, this highly pragmatic course offers a promising alternative approach to happiness. Designed for ‘thinking individuals’ utilizing common sense and logic, our explorations facilitate gaining Self-knowledge, which addresses and resolves our issues with mortality and contentment. To achieve our goal, the class maintains a dynamic equilibrium between theoretical underpinnings and overarching perspective on one hand and getting up-close-and-personal with values, practices, and day-to-day implications on the other.
Meets: 6 weeks for 2 hours each week for a total of 12 hours
Functional Fitness
This fitness course offers opportunities to enhance cardiovascular endurance, muscular strength, flexibility, balance, coordination, and over-all sense of well-being while participating in movement activities with music while sitting or standing in a safe and friendly environment. The curriculum is designed to be appropriate for adults with physical disabilities and those who prefer a gentler, yet challenging, approach to exercise. No prior experience necessary.
Meets: 6 weeks for 11 days, 1 hour each day for a total of 11 hours

Weight Training
This course is designed to teach students several training methods that can be used for building muscular strength, dynamic flexibility, speed and explosion, lateral agility, and endurance. This type of training is best suited for athletes who are looking to enhance their athleticism and performance in their respective sport. A variety of training methods will be used during this course, such as: resistance, cardio, circuit training, and functional.
Meets: 6 weeks for 2 days each week, 1.5 hours each day, for a total of 18 hours

T-Shirt Design
Discover a variety of ingenious T-Shirt design techniques, including silkscreen printing, stamping, bleach out, and appliqué. Whether you’re a beginner or an experienced artist, this class will guide you through the design process and the technical steps required to transform fabrics and create one of a kind T-Shirts and Hoodies. You will learn how to transfer a design onto a silkscreen using stencils. Have fun experimenting with different fabric printing techniques and color applications. We’ll explore the possibilities of recycling old clothes, embellishing new ones, and creating unique T-shirts.
Meets: 6 weeks for 2 hours each week for a total of 12 hours

Canning Basics: Preserves
Homemade jams and jellies are delicious, and they make wonderful gifts. This class will introduce you to the tools/equipment, food safety, and ingredient selection needed to successfully make both jams and jellies. In this class, the instructor will demonstrate how to make fresh strawberry jam and pomegranate jelly. You will go home with recipes, an equipment list, and a sample from class.
Meets: 1 day for a total of 3.5 hours

Canning Basics: Pickling
Pickling is a great way to preserve the bounty of summer, whether from your own garden or the local farmers’ market. This class, the instructor will demonstrate how to make dill pickles and pickled mixed vegetables. You will go home with recipes, an equipment list, and a sample from class.
Meets: 1 day for a total of 3.5 hours

RECOMMENDATION:
The Superintendent/President recommends that the Board of Trustees approve the new Community Services courses.

Administrator Initiating Item Angelina Duarte, Interim Vice President of Student Learning
BACKGROUND:

Materials testing and inspection services are required for the Performing Arts Building Modernization Project (306A). Proposals for the Performing Arts Building Modernization Project (306A) were solicited from three firms from a Board approved shortlist of specialty consultants. After the interview and internal review process, Consolidated Engineering Laboratories was selected for these materials testing and inspection services.

The District requests that the Board approve a new Professional Services Agreement for materials testing and inspection services with Consolidated Engineering Laboratories in the amount of $114,995 to begin work with the project team. Project services will continue through construction.

FISCAL IMPACT:

This new agreement for materials testing and inspection services in the amount of $114,995 will be paid from Measure C Bond funds from the Performing Arts Building Modernization Project (306A).

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve a new agreement for materials testing and inspection services with Consolidated Engineering Laboratories in the amount of $114,995 for materials testing and inspection services related to the Performing Arts Building Modernization Project (306A).
BACKGROUND:

On November 22, 2010, Dan Davis Communications was selected to provide general contracting services for the AV System & Installation Main Building Project (417A). The work on this project is complete, and at this time the District gives notice and certifies that:

- The project has been inspected and complies with the plans and specifications;
- The contractor has completed the work;
- The contract for the project is accepted and complete; and
- A Notice of Completion (attached) is ready to be filed for the project.

FISCAL IMPACT:

None.

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees approve the Notice of Completion for the AV System & Installation Main Building Project (417A).
Notice of Completion

State / local governmental entity recording fee when document is for the benefit of the government entity - GC 27383
(no fee)
Must be recorded within 10 days after completion

In execution of this Notice, notice is hereby given that:

1. The undersigned is an owner or agent of an owner of the estate or interest stated below.
2. The name of the owner is Marin Community College District.
3. The address of the owner is 835 College Ave, Kentfield CA 94904.
4. The nature of the estate or interest is: Marin Community College District in fee.
5. The name and addresses of all co-owners, if any, who hold any title or interest with the above-named owner in the property are:
   NAMES                       ADDRESSES
   none

6. Work of modernization on the property hereinafter described was completed on: April 19, 2011
7. The Project Name & Number are AV System and Installation Main Building project 417A
8. DSA Number (if applicable) not applicable
9. The contractor for such work of modernization is Dan Davis Communications
10. The name of the contractor's Surety Co. is Western Surety Company
11. The date of contract between the contractor and the above owner is Nov. 22, 2010
12. The street address of said property is 1800 Ignacio Blvd.
13. The property on which said work of modernization was completed is in the City of Novato, County of Marin, State of California, and is described as follows: Provide all labor, materials, tools and equipment required to install the specified Audio Video products described in the contract documents for the complete installation of a fully operational complete turnkey audiovisual system in 10 classrooms in the new Main Building on the Indian Valley Campus.

____________________________________________  ______________________________________
Date                                                                 Signature of Owner
Marin Community College District

Verification

I, undersigned, say:
I am ____________________________
("President," "Owner," "Manager," etc.)

Of the declarant of the foregoing completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.
I declare under penalty of perjury that the foregoing is correct and true.

Executed on ________________________, at ____________________, California.
(City or Town where signed)

Revised 2011 0105

(Personal signature of the individual swearing that the contents of the notice are true)
BACKGROUND:

Based on our projected cash flow needs for the Measure C Capital Program, the college needs to sell the third-series of General obligation Bonds. The attached resolution authorizes the issuance of $54 million of Series C General Obligation Bonds.

Based on action taken by the Marin County Board of Supervisors, the District will issue the bonds in its own name and no action of the County Board of Supervisors is required. The resolution permits both a competitive sale and a negotiated sale, which will allow the District and our Financial Advisors (PFM) the necessary options in selling the bonds into a difficult market.

All acts, conditions and things required by law to be performed have completed and performed in strict conformity with the laws authorizing the issue of general obligation bonds of the District. The indebtedness of the District, including the proposed issue of bonds, is within all limits prescribed by law.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the Resolution Authorizing the Issuance of Election of 2004 General Obligation Bonds, Series C.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
RESOLUTION NO. 4/19/11 B.10.B

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE MARIN COMMUNITY COLLEGE DISTRICT AUTHORIZING THE ISSUANCE OF ELECTION OF 2004 GENERAL OBLIGATION BONDS, SERIES C

WHEREAS, a duly called election was held in the Marin Community College District (the “District”), Marin County, State of California, on November 2, 2004 (the “Election”) and thereafter canvassed pursuant to law;

WHEREAS, at such election there was submitted to and approved by the requisite fifty-five percent vote of the qualified electors of the District a question as to the issuance and sale of general obligation bonds of the District for various purposes set forth in the ballot submitted to the voters, in the maximum amount of $249,500,000 payable from the levy of an ad valorem tax against the taxable property in the District;

WHEREAS, on April 28, 2005, the District issued the first series of such bonds in the aggregate principal amount of $75,000,000 and styled as “Marin Community College District (Marin County, California) Election of 2004 General Obligation Bonds, Series A”;

WHEREAS, on March 4, 2009, the District issued the second series of such bonds in the aggregate principal amount of $75,000,000 and styled as “Marin Community College District, Marin County, California, Election of 2004 General Obligation Bonds, Series B”;

WHEREAS, at this time this Board of Trustees (the “Board”) has determined that it is necessary and desirable to authorize the issuance of one or more series of bonds in an aggregate principal amount not-to-exceed $54,000,000 to be styled as “Marin Community College District (Marin County, California) Election of 2004 General Obligation Bonds, Series C” or such other designation or designations as are specified in the Official Statement for the Bonds (the “Bonds”);

WHEREAS, the District shall issue the Bonds pursuant to Chapter 1.5 of Part 10 of Division 1 of Title 1 of the California Education Code, commencing with Section 15264 et seq. (the “Act”);

WHEREAS, the Board of Supervisors of Marin County (the “County”) has provided by resolution pursuant to Education Code Section 15140(b) that the District may sell the Bonds on its own behalf;

WHEREAS, the Board desires to authorize the issuance of Bonds in one or more series as any combination of Current Interest Bonds and Capital Appreciation Bonds;

WHEREAS, this Board desires to reappoint certain professionals to provide services related to the issuance of Bonds; and

WHEREAS, all acts, conditions and things required by law to be done or performed have been done and performed in strict conformity with the laws authorizing the issuance of general obligation bonds of the District, and the indebtedness of the District, including this proposed issue of Bonds, is within all limits prescribed by law;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE MARIN COMMUNITY COLLEGE DISTRICT AS FOLLOWS:
SECTION 1. Purpose. To raise money for the purposes authorized by the voters of the District at the Election and to pay all necessary legal, financial, engineering and contingent costs in connection with the issuance of the Bonds, this Board hereby authorizes the issuance of the Bonds and orders such Bonds sold at a competitive sale, such that the Bonds shall be dated as of a date to be determined by the Board, shall bear interest at a rate not to exceed that authorized at the Election, shall be payable upon such terms and provisions as shall be set forth in the Bonds, shall mature on the dates and in the amounts set forth in the Official Statement (defined herein), not-to-exceed twenty-five years from the date of delivery of the Bonds, and shall be in an aggregate principal amount not-to-exceed $54,000,000, for some or all of the purposes authorized at the Election (the “Projects”).

SECTION 2. Bond Registrar. This Board does hereby appoint U.S. Bank National Association, as authenticating agent, bond registrar, transfer agent and paying agent (collectively, the “Bond Registrar”) for the Bonds on behalf of the District.

SECTION 3. Approval of the Notice Inviting Proposals for Purchase of Bonds. The competitive sale shall be undertaken pursuant to the Notice Inviting Proposals for Purchase of Bonds, set forth in Exhibits A, B and C hereto. The Superintendent/President of the District (the “Superintendent”), the Vice President, College Operations (the “Vice President”), or a designated deputy thereof (collectively the “Authorized Officers”) each alone, are hereby authorized to execute the Notice of Intention to Sell Bonds attached hereto as Exhibit C (the “Notice of Intention”) and to cause the Notice of Intention to be published once at least five (5) days prior to the date set to receive bids in The Bond Buyer.

The terms and conditions of the offering and the sale of the Bonds shall be as specified in the Notice Inviting Proposals for Purchase of Bonds. The Board shall award the sale of the Bonds by acceptance of the bids with the lowest true interest cost with respect to the Bonds, so long as the principal amount of the Bonds does not exceed $54,000,000, and the true interest cost does not exceed the maximum rate authorized at the Election.

Public Financial Management, Inc., the financial advisor to the District (the “Financial Advisor”), is hereby authorized and directed to cause to be furnished to prospective bidders a reasonable number of copies of the Notice Inviting Proposals for Purchase of Bonds (including the Bid Form) and a reasonable number of copies of the Official Statement.

The Board hereby approves the competitive sale of the Bonds, having determined that a competitive sale contributes to the District’s goal of achieving the lowest overall cost of funds. The Board estimates that the costs associated with the issuance of the Bonds and any such costs which the successful bidder or bidders agrees to pay pursuant to the Notice Inviting Proposals for Purchase of Bonds, will equal approximately 1.5% of the principal amount of the Bonds.

The Financial Advisor and/or Stradling Yocca Carlson & Rauth, a Professional Corporation, San Francisco, California (“Bond Counsel”), are hereby authorized and directed to open the bids at the time and place specified in the Notice Inviting Proposals for Purchase of Bonds and to present the same to the Authorized Officers. The Financial Advisor and/or Bond Counsel are hereby authorized and directed to receive and record the receipt of all bids made pursuant to the Notice Inviting Proposals for Purchase of Bonds; to cause said bids to be examined for compliance with the Notice Inviting Proposals for Purchase of Bonds; and to cause computations to be made as to which bidder has bid the lowest true interest cost with respect to the Bonds, as provided in the Notice Inviting
Proposals for Purchase of Bonds, along with a report as to the foregoing and any other matters deemed pertinent to the award of the Bonds and the proceedings for the issuance thereof.

SECTION 4. Certain Definitions. As used in this Resolution, the terms set forth below shall have the meanings ascribed to them (unless otherwise set forth in the Official Statement):

(a) “Accreted Interest” means, with respect to the Capital Appreciation Bonds, the Accreted Value thereof as of the date of calculation minus the Denominational Amount thereof.

(b) “Accretion Rate” means, unless otherwise provided by the Official Statement, that rate which, when applied to the Denominational Amount of any Capital Appreciation Bond and compounded semiannually on each February 1 and August 1 (commencing August 1, 2011), produces the Accreted Value on the maturity date.

(c) “Accreted Value” means with respect to the Capital Appreciation Bonds, as of the date of calculation, the Denominational Amount thereof, plus Accreted Interest thereon to such date of calculation, compounded semiannually on each February 1 and August 1 (commencing on August 1, 2011 (unless otherwise provided in the Notice Inviting Proposals for Purchase of Bonds)) with respect to the Capital Appreciation Bonds which mature on August 1 of a given year at the stated Accretion Rate to maturity thereof, assuming in any such semiannual period that such Accreted Value increases in equal daily amounts on the basis of a 360-day year of twelve 30-day months.

(d) “Bond Insurer” means any insurance company which issues a municipal bond insurance policy insuring the payment of principal and interest on and Accreted Value of the Bonds.

(e) “Bond Payment Date” means (unless otherwise provided for in the Official Statement), with respect to the Current Interest Bonds, February 1 and August 1 of each year commencing February 1, 2012 with respect to interest on the Current Interest Bonds and August 1 of each year commencing August 1, 2012 with respect to the principal payments on the Current Interest Bonds, and, with respect to the Capital Appreciation Bonds, the stated maturity dates thereof, as applicable.

(f) “Bond Registrar” means U.S. Bank National Association, or any other such bond registrar designated in the Official Statement.

(g) “Capital Appreciation Bonds” means the Bonds the interest component of which is compounded semiannually on each February 1 and August 1 (or such other dates as shown in the Official Statement) commencing on August 1, 2011 (unless otherwise provided in the Notice Inviting Proposals for Purchase of Bonds)) to maturity as shown in the table of Accreted Value for such Bonds in the Official Statement.

(h) “Code” means the Internal Revenue Code of 1986, as the same may be amended from time to time. Reference to a particular section of the Code shall be deemed to be a reference to any successor to any such section.

(i) “Continuing Disclosure Certificate” means that certain Continuing Disclosure Certificate executed by the District and dated the date of issuance and delivery of the Bonds, as originally executed and as it may be amended from time to time in accordance with the terms thereof.
(j) “Current Interest Bonds” means the Bonds the interest on which is payable semiannually on each Bond Payment Date specified for each such Bond as designated and maturing in the years and in the amounts set forth in the Official Statement.

(k) “Denominational Amount” means, with respect to the Capital Appreciation Bonds, the initial principal amount thereof.

(l) “Depository” means the securities depository acting as Depository pursuant to Section 5(c) hereof.

(m) “DTC” means The Depository Trust Company, New York, New York, a limited purpose trust company organized under the laws of the State of New York, in its capacity as securities depository for the Bonds.

(n) “Fair Market Value” means the price at which a willing buyer would purchase the investment from a willing seller in a bona fide, arm's length transaction (determined as of the date the contract to purchase or sell the investment becomes binding) if the investment is traded on an established securities market (within the meaning of Section 1273 of the Code) and, otherwise, the term “Fair Market Value” means the acquisition price in a bona fide arm's length transaction (as referenced above) if (i) the investment is a certificate of deposit that is acquired in accordance with applicable regulations under the Code, (ii) the investment is an agreement with specifically negotiated withdrawal or reinvestment provisions and a specifically negotiated interest rate (for example, a guaranteed investment contract, a forward supply contract or other investment agreement) that is acquired in accordance with applicable regulations under the Code, (iii) the investment is a United States Treasury Security—State and Local Government Series that is acquired in accordance with applicable regulations of the United States Bureau of Public Debt, or (iv) any commingled investment fund in which the District and related parties do not own more than a ten percent (10%) beneficial interest therein if the return paid by the fund is without regard to the source of the investment.

(o) “Information Services” means Financial Information, Inc.'s “Financial Daily Called Bond Service”; Mergent Inc.'s Called Bond Department; or Standard & Poor’s J.J. Kenny Information Services’ Called Bond Service.

(p) “Maturity Value” means the Accreted Value of any Capital Appreciation Bond on its maturity date.

(q) “Nominee” means the nominee of the Depository, which may be the Depository, as determined from time to time pursuant to Section 5(c) hereof.

(r) “Non-AMT Bonds” means obligations the interest on which is excludable from gross income for federal income tax purposes under Section 103(a) of the Code and not treated as an item of tax preference under Section 57(a)(5)(C) of the Code, that are legal investments pursuant to Section 53601 of the Government Code.

(s) “Official Statement” means the Official Statement for the Bonds, as described in Section 16 hereof.
(t) "Outstanding" means, when used with reference to the Bonds, as of any date, Bonds theretofore issued or thereupon being issued under this resolution except:

(i) Bonds canceled at or prior to such date;

(ii) Bonds in lieu of or in substitution for which other Bonds shall have been delivered pursuant to Section 7 hereof; or

(iii) Bonds for the payment or redemption of which funds or Government Obligations in the necessary amount shall have been set aside (whether on or prior to the maturity or redemption date of such Bonds), in accordance with Section 18 of this Resolution.

(u) "Owner" means the registered owner of a Bond as set forth on the registration books maintained by the Paying Agent pursuant to Section 7 hereof.

(v) "Participants" means those broker-dealers, banks and other financial institutions from time to time for which the Depository holds book-entry certificates as securities depository.

(w) "Permitted Investments" means (i) any lawful investments permitted by Section 16429.1 and Section 53601 of the Government Code, including Non-AMT Bonds and Qualified Non-AMT Mutual Funds, (ii) shares in a California common law trust established pursuant to Title 1, Division 7, Chapter 5 of the Government Code which invests exclusively in investments permitted by Section 53635 of the Government Code, but without regard to any limitations in such Section concerning the percentage of moneys available for investment being invested in a particular type of security, (iii) a guaranteed investment contract with a provider rated in at least the second highest category by each rating agency then rating the Bonds, (iv) the Local Agency Investments Fund of the California State Treasurer, (v) the county investment pool maintained by the Treasurer-Tax Collector, and (vi) State and Local Government Series Securities.

(x) "Principal" or "Principal Amount" means, with respect to any Current Interest Bond, the principal or principal amount thereof and, with respect to any Capital Appreciation Bond, the Denominational Amount.

(y) "Projects" shall have the meaning given to that term in Section 1 of this Resolution.

(z) "Projects Costs" means all of the expenses of and incidental to the construction and/or acquisition of the Projects, including costs of issuance.

(aa) "Qualified Non-AMT Mutual Fund" means stock in a regulated investment company to the extent that at least 95% of the income of such regulated investment company is interest that is excludable from gross income under Section 103 of the Code and not an item of tax preference under Section 57(a)(5)(C) of the Code.

(bb) "Qualified Permitted Investments" means (i) Non-AMT Bonds, (ii) Qualified Non-AMT Mutual Funds, (iii) other Permitted Investments authorized by an opinion of Bond Counsel to the effect that such investment would not adversely affect the tax-exempt status of the Bonds, and (iv) Permitted Investments of proceeds of the Bonds, and interest earned on such proceeds, held not more than thirty days pending reinvestment or Bond redemption. A guaranteed investment contract.
or similar investment agreement (e.g. a forward supply contract, GIC, repo, etc.) does not constitute a Qualified Permitted Investment.

(cc) “Rating Agencies” means Standard & Poor’s Ratings Services and Moody’s Investors Services.

(dd) “Record Date” means the close of business on the 15th day of the month preceding each Bond Payment Date.

(ee) “Securities Depository” means The Depository Trust Company, 55 Water Street, New York, New York 10041, Tel: (212) 855-1000 or Fax: (212) 855-7320.

(ff) “Taxable Bonds” means any Bonds not issued as Tax-Exempt Bonds.

(gg) “Tax-Exempt Bonds” means any Bonds the interest in which is excludable from gross income for federal income tax purposes and is not treated as an item of tax preference for purposes of calculating the federal alternative minimum tax, as further described in an opinion of Bond Counsel supplied to the original purchasers of such Bonds.

(hh) “Term Bonds” means those Bonds for which mandatory redemption dates have been established in the Official Statement.

(ii) “Transfer Amount” means, with respect to any Outstanding Current Interest Bond, the Principal Amount and, with respect to any Capital Appreciation Bond, the Maturity Value.

(ii) “Treasurer-Tax Collector” means, the Treasurer-Tax Collector of Marin County.

SECTION 5. Terms of the Bonds.

(a) Denomination, Interest, Dated Dates. The Bonds shall be issued as any combination of Current Interest Bonds and Capital Appreciation Bonds registered as to both principal and interest, in the denominations of, with respect to the Current Interest Bonds, $5,000 Denominational Amount or any integral multiple thereof, and with respect to the Capital Appreciation Bonds, $5,000 Maturity Value, or any integral multiple thereof (except for one odd denomination if necessary). The Bonds will be initially registered to “Cede & Co.,” the nominee of the Depository Trust Company, New York, New York.

Each Capital Appreciation Bond shall be dated, and shall accrete interest from, its date of initial issuance, unless otherwise set forth in the Official Statement. Capital Appreciation Bonds will not bear interest on a current basis.

Each Current Interest Bond shall be dated the date of delivery or such date as shall appear in the Official Statement (the “Dated Date”), and shall bear interest from the Bond Payment Date next preceding the date of authentication thereof unless it is authenticated as of a day during the period from the 16th day of the month next preceding any Bond Payment Date to that Bond Payment Date, inclusive, in which event it shall bear interest from such Bond Payment Date, or unless it is authenticated on or before the first Record Date, in which event it shall bear interest from Dated Date.
The Bonds shall bear or accrete interest at a rate or rates such that the interest rates or true interest cost shall not exceed the maximum rate permitted by law. Interest shall be payable on the respective Bond Payment Dates. Interest on the Current Interest Bonds shall be computed on the basis of a 360-day year of twelve 30-day months.

The Capital Appreciation Bonds shall mature in the years and shall be issued in the aggregate Denominational Amount, with Maturity Values as set forth in the Official Statement and shall have Accretion Rates and shall have Denominational Amounts per each five thousand dollars ($5,000) in Maturity Value as shown in the Accreted Value Table attached to the Official Statement; provided, that in the event that the amount shown in such Accreted Value Table and the Accreted Value calculated by the District and approved by the Bond Insurer by application of the definition of Accreted Value set forth in Section 5 differ, the latter amount shall be the Accreted Value of such Capital Appreciation Bond.

(b) Redemption.

(i) Optional Redemption. The Bonds shall be subject to optional redemption prior to their stated maturity dates as provided in the Official Statement.

(ii) Mandatory Redemption. Unless otherwise provided in the Official Statement, the Term Bonds are subject to mandatory redemption from moneys in the Debt Service Fund established in Section 11 hereof prior to their stated maturity dates, without premium, on each August 1, in the Principal Amounts as set forth in the Official Statement.

(iii) Selection of Bonds for Redemption. Whenever provision is made in this Resolution for the optional redemption of Outstanding Bonds and less than all Outstanding Bonds are to be redeemed, the Bond Registrar identified below, upon written instruction from the District, shall select Bonds for redemption as so directed and if not directed, in inverse order of maturity. Within a maturity, the Bond Registrar shall select Bonds for redemption by lot. Redemption by lot shall be in such manner as the Bond Registrar shall determine; provided, however, that the portion of any Current Interest Bond to be redeemed in part shall be in the Principal Amount of $5,000 or any integral multiple thereof and the portion of any Capital Appreciation Bond to be redeemed in part shall be in integral multiples of the Accreted Value per $5,000 Maturity Value thereof.

(iv) Notice of Redemption. When redemption is authorized or required pursuant to Section 5(b)(i) hereof, the Bond Registrar, upon written instruction from the District, shall give notice (a “Redemption Notice”) of the redemption of the Bonds. Such Redemption Notice shall specify: the Bonds or designated portions thereof (in the case of redemption of the Bonds in part but not in whole) which are to be redeemed; the date of redemption; the place or places where the redemption will be made, including the name and address of the Bond Registrar; the redemption price; theCUSIP numbers (if any) assigned to the Bonds to be redeemed; the Bond numbers of the Bonds to be redeemed in whole or in part and, in the case of any Bond to be redeemed in part only, the Principal Amount or Accreted Value of such Bond to be redeemed; and the original issue date, interest rate or Accretion Rate and stated maturity date of each Bond to be redeemed in whole or in part. Such Redemption Notice shall further state that on the specified date there shall become due and payable upon each Bond or portion thereof being redeemed, at the redemption price thereof, together with
the interest accrued or accreted to the redemption date, and that from and after such date, interest with respect thereto shall cease to accrue or accrete.

The Bond Registrar shall take the following actions with respect to such Redemption Notice:

(A) At least 30 but not more than 45 days prior to the redemption date, such Redemption Notice shall be given to the respective Owners of Bonds designated for redemption by registered or certified mail, postage prepaid, at their addresses appearing on the Bond Register.

(B) At least 30 but not more than 45 days prior to the redemption date, such Redemption Notice shall be given by (i) registered or certified mail, postage prepaid, (ii) telephonically confirmed facsimile transmission, or (iii) overnight delivery service, to the Security Depository.

(C) At least 30 but not more than 45 days prior to the redemption date, such Redemption Notice shall be given by (i) registered or certified mail, postage prepaid, or (ii) overnight delivery service, to one of the Information Services.

Neither failure to receive or failure to publish any Redemption Notice nor any defect in any such Redemption Notice so given shall affect the sufficiency of the proceedings for the redemption of the affected Bonds. Each check issued or other transfer of funds made by the Bond Registrar for the purpose of redeeming Bonds shall bear or include the CUSIP number identifying, by issue and maturity, the Bonds being redeemed with the proceeds of such check or other transfer.

(v) Partial Redemption of Bonds. Upon the surrender of any Bond redeemed in part only, the Bond Registrar shall execute and deliver to the Owner thereof a new Bond or Bonds of like tenor and maturity and of authorized denominations equal in Transfer Amounts to the unredeemed portion of the Bond surrendered. Such partial redemption shall be valid upon payment of the amount required to be paid to such Owner and the District shall be released and discharged thereupon from all liability to the extent of such payment.

(vi) Effect of Notice of Redemption. Notice having been given as aforesaid, and the moneys for the redemption (including the interest to the applicable date of redemption) having been set aside in the District's Debt Service Fund, the Bonds to be redeemed shall become due and payable on such date of redemption.

If on such redemption date, money for the redemption of all the Bonds to be redeemed as provided in Section 5(b)(i) hereof, together with interest accrued to such redemption date, shall be held by the Bond Registrar so as to be available therefor on such redemption date, and if notice of redemption thereof shall have been given as aforesaid, then from and after such redemption date, interest with respect to the Bonds to be redeemed shall cease to accrue or accrete and become payable. All money held by or on behalf of the Bond Registrar for the redemption of Bonds shall be held in trust for the account of the Owners of the Bonds so to be redeemed.
All Bonds paid at maturity or redeemed prior to maturity pursuant to the provisions of this Section 5 shall be cancelled upon surrender thereof and be delivered to or upon the order of the District. All or any portion of a Bond purchased by the District shall be cancelled by the Bond Registrar.

(vii) **Bonds No Longer Outstanding.** When any Bonds (or portions thereof), which have been duly called for redemption prior to maturity under the provisions of this Resolution, or with respect to which irrevocable instructions to call for redemption prior to maturity at the earliest redemption date have been given to the Bond Registrar, in form satisfactory to it, and sufficient moneys shall be held by the Bond Registrar irrevocably in trust for the payment of the redemption price of such Bonds or portions thereof, and, in the case of Current Interest Bonds, accrued interest with respect thereto to the date fixed for redemption, all as provided in this Resolution, then such Bonds shall no longer be deemed Outstanding and shall be surrendered to the Bond Registrar for cancellation.

(viii) **Conditional Notice of Redemption.** With respect to any notice of optional redemption of Bonds, unless upon the giving of such notice, such Bonds shall be deemed to have been paid within the meaning of Section 5(vii) hereof or unless the Bond Registrar holds cash or Government Obligations sufficient to pay the principal, premium, if any, and interest on the Bonds to be redeemed, such notice may state that such redemption shall be conditional upon the receipt by the Bond Registrar on or prior to the date fixed for such redemption of moneys sufficient to pay the principal, premium, if any, and interest on such Bonds and that if such moneys shall not have been so received said notice shall be of no force and effect and the Bond Registrar shall not be required to redeem such Bonds. In the event that such notice of redemption contains such a condition and such moneys are not so received, the redemption shall not be made and the Bond Registrar shall be within a reasonable time thereafter give notice, in the manner in which the notice of redemption was given, that such moneys were not so received.

(c) **Book-Entry System.**

(i) **Definitions.** As used in this Section, the terms set forth below shall have the meanings ascribed to them:

“Nominee” means the nominee of the Depository, which may be the Depository, as determined from time to time pursuant to this Section.

“Participants” means those broker-dealers, banks and other financial institutions from time to time for which the Depository holds book-entry certificates as securities depository.

(ii) **Election of Book-Entry System.** The Bonds shall initially be delivered in the form of a separate single fully-registered bond (which may be typewritten) for each maturity date of such Bonds in an authorized denomination (except for any odd denomination Bond). The ownership of each such Bond shall be registered in the Bond Register (as defined below) in the name of the Nominee, as nominee of the Depository and ownership of the Bonds, or any portion thereof may not thereafter be transferred except as provided in Section 5(c)(ii)(4).

With respect to book-entry Bonds, the District and the Bond Registrar shall have no responsibility or obligation to any Participant or to any person on behalf of which such a
Participant holds an interest in such book-entry Bonds. Without limiting the immediately preceding sentence, the District and the Bond Registrar shall have no responsibility or obligation with respect to (i) the accuracy of the records of the Depository, the Nominee, or any Participant with respect to any ownership interest in book-entry Bonds; (ii) the delivery to any Participant or any other person, other than an owner as shown in the Bond Register, of any notice with respect to book-entry Bonds, including any notice of redemption; (iii) the selection by the Depository and its Participants of the beneficial interests in book-entry Bonds to be prepaid in the event the District redeems the Bonds in part; or (iv) the payment by the Depository or any Participant or any other person, of any amount with respect to Accreted Value, Principal, premium, if any, or interest on the book-entry Bonds. The District and the Bond Registrar may treat and consider the person in whose name each book-entry Bond is registered in the Bond Register as the absolute owner of such book-entry Bond for the purpose of payment of Accreted Value, or Principal of and premium and interest on and to such Bond, for the purpose of giving notices of redemption and other matters with respect to such Bond, for the purpose of registering transfers with respect to such Bond, and for all other purposes whatsoever. The Bond Registrar shall pay all Accreted Value or Principal of and premium, if any, and interest on the Bonds only to or upon the order of the respective owner, as shown in the Bond Register, or his respective attorney duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the District's obligations with respect to payment of Accreted Value or Principal of, and premium, if any, and interest on the Bonds to the extent of the sum or sums so paid. No person other than an owner, as shown in the Bond Register, shall receive a certificate evidencing the obligation to make payments of Accreted Value or Principal of, and premium, if any, and interest on the Bonds. Upon delivery by the Depository to the owner and the Bond Registrar, of written notice to the effect that the Depository has determined to substitute a new nominee in place of the Nominee, and subject to the provisions herein with respect to the Record Date, the word Nominee in this Resolution shall refer to such nominee of the Depository.

1. **Delivery of Letter of Representations.** In order to qualify the book-entry Bonds for the Depository's book-entry system, the District and the Bond Registrar shall execute and deliver to the Depository a Letter of Representations. The execution and delivery of a Letter of Representations shall not in any way impose upon the District or the Bond Registrar any obligation whatsoever with respect to persons having interests in such book-entry Bonds other than the owners, as shown on the Bond Register. By executing a Letter of Representations, the Bond Registrar shall agree to take all action necessary at all times so that the District will be in compliance with all representations of the District in such Letter of Representations. In addition to the execution and delivery of a Letter of Representations, the District and the Bond Registrar shall take such other actions, not inconsistent with this Resolution, as are reasonably necessary to qualify book-entry Bonds for the Depository's book-entry program.

2. **Selection of Depository.** In the event (i) the Depository determines not to continue to act as securities depository for book-entry Bonds, or (ii) the District determines that continuation of the book-entry system is not in the best interest of the beneficial owners of the Bonds or the District, then the District will discontinue the book-entry system with the Depository. If the District determines to replace the Depository with another qualified securities depository, the District shall prepare or direct the preparation of a new single, separate, fully registered bond for each
maturity date of such book-entry Bond, registered in the name of such successor or substitute qualified securities depository or its Nominee as provided in subsection (4) hereof. If the District fails to identify another qualified securities depository to replace the Depository, then the Bonds shall no longer be restricted to being registered in such Bond Register in the name of the Nominee, but shall be registered in whatever name or names the owners transferring or exchanging such Bonds shall designate, in accordance with the provisions of this Section 5(c).

3. **Payments to Depository.** Notwithstanding any other provision of this Resolution to the contrary, so long as all outstanding Bonds are held in book-entry and registered in the name of the Nominee, all payments by the District or the Bond Registrar with respect to Accreted Value or Principal of and premium, if any, or interest on the Bonds and all notices with respect to such Bonds shall be made and given, respectively to the Nominees, as provided in the Letter of Representations or as otherwise instructed by the Depository and agreed to by the Bond Registrar notwithstanding any inconsistent provisions herein.

4. **Transfer of Bonds to Substitute Depository.**

(A) The Bonds shall be initially issued as described in the Official Statement described herein. Registered ownership of such Bonds, or any portions thereof, may not thereafter be transferred except:

   (1) to any successor of DTC or its nominee, or of any substitute depository designated pursuant to Section 5(c)(ii)(4)(A)(2) ("Substitute Depository"); provided that any successor of DTC or Substitute Depository shall be qualified under any applicable laws to provide the service proposed to be provided by it;

   (2) to any Substitute Depository, upon (a) the resignation of DTC or its successor (or any Substitute Depository or its successor) from its functions as depository, or (b) a determination by the District that DTC (or its successor) is no longer able to carry out its functions as depository; provided that any such Substitute Depository shall be qualified under any applicable laws to provide the services proposed to be provided by it; or

   (3) to any person as provided below, upon (a) the resignation of DTC or its successor (or any Substitute Depository or its successor) from its functions as depository, or (b) a determination by the District that DTC or its successor (or Substitute Depository or its successor) is no longer able to carry out its functions as depository.

(B) In the case of any transfer pursuant to Section 5(c)(ii)(4)(A)(1) or (2), upon receipt of all outstanding Bonds by the Bond Registrar, together with a written request of the District to the Bond Registrar designating the Substitute Depository, a single new Bond, which the District shall prepare or cause to be prepared, shall be executed and delivered for each maturity of Bonds then outstanding, registered in the name of such successor or such Substitute Depository or their Nominees, as the case may be, all as specified in such written request of the District. In the case of any
transfer pursuant to Section 5(c)(ii)(4)(A)(3), upon receipt of all outstanding Bonds by the Bond Registrar, together with a written request of the District to the Bond Registrar, new Bonds, which the District shall prepare or cause to be prepared, shall be executed and delivered in such denominations and registered in the names of such persons as are requested in such written request of the District, provided that the Bond Registrar shall not be required to deliver such new Bonds within a period of less than sixty (60) days from the date of receipt of such written request from the District.

(C) In the case of a partial redemption or an advance refunding of any Bonds evidencing a portion of the Maturity Value or Principal maturing in a particular year, DTC or its successor (or any Substitute Depository or its successor) shall make an appropriate notation on such Bonds indicating the date and amounts of such reduction in Maturity Value or Principal, in form acceptable to the Bond Registrar, all in accordance with the Letter of Representations. The Bond Registrar shall not be liable for such Depository’s failure to make such notations or errors in making such notations.

(D) The District and the Bond Registrar shall be entitled to treat the person in whose name any Bond is registered as the owner thereof for all purposes of this Resolution and any applicable laws, notwithstanding any notice to the contrary received by the Bond Registrar or the District; and the District and the Bond Registrar shall not have responsibility for transmitting payments to, communicating with, notifying, or otherwise dealing with any beneficial owners of the Bonds. Neither the District nor the Bond Registrar shall have any responsibility or obligation, legal or otherwise, to any such beneficial owners or to any other party, including DTC or its successor (or Substitute Depository or its successor), except to the Owner of any Bonds, and the Bond Registrar may rely conclusively on its records as to the identity of the owners of the Bonds.

SECTION 6. Execution of the Bonds. The Bonds shall be signed by the President of the Board or other member of the Board authorized to do so by resolution of the Board, by their manual or facsimile signature and countersigned by the manual or facsimile signature of the Clerk of the Board or Secretary to the Board, all in their official capacities. No Bond shall be valid or obligatory for any purpose or shall be entitled to any security or benefit under this Resolution unless and until the certificate of authentication printed on the Bond is signed by the Bond Registrar as authenticating agent. Authentication by the Bond Registrar shall be conclusive evidence that the Bond so authenticated has been duly issued, signed and delivered under this Resolution and is entitled to the security and benefit of this Resolution.

SECTION 7. Bond Registrar: Transfer and Exchange. This Board does hereby appoint U.S. Bank National Association to act as the Bond Registrar for the Bonds.

So long as any of the Bonds remains outstanding, the District will cause the Bond Registrar to maintain and keep at its principal office all books and records necessary for the registration, exchange and transfer of the Bonds as provided in this Section. Subject to the provisions of Section 8 below, the person in whose name a Bond is registered on the Bond Register shall be regarded as the absolute owner of that Bond for all purposes of this Resolution. Payment of or on account of the Principal or Accreted Value of and premium, if any, and interest on any Bond shall be made only to
or upon the order of that person; neither the District nor the Bond Registrar shall be affected by any notice to the contrary, but the registration may be changed as provided in this Section. All such payments shall be valid and effectual to satisfy and discharge the District's liability upon the Bonds, including interest, to the extent of the amount or amounts so paid.

Any Bond may be exchanged for Bonds of like tenor, maturity and Transfer Amount upon presentation and surrender at the principal office of the Bond Registrar, together with a request for exchange signed by the Owner or by a person legally empowered to do so in a form satisfactory to the Bond Registrar. A Bond may be transferred on the Bond Register only upon presentation and surrender of the Bond at the principal office of the Bond Registrar together with an assignment executed by the Owner or by a person legally empowered to do so in a form satisfactory to the Bond Registrar. Upon exchange or transfer, the Bond Registrar shall complete, authenticate and deliver a new Bond or Bonds of like tenor and of any authorized denomination or denominations requested by the Owner equal to the Transfer Amount of the Bond surrendered and bearing or accruing interest at the same rate and maturing on the same date. Capital Appreciation Bonds and Current Interest Bonds may not be exchanged for one another.

If any Bond shall become mutilated, the District, at the expense of the Owner of said Bond, shall execute, and the Bond Registrar shall thereupon authenticate and deliver, a new Bond of like series, tenor and Transfer Amount in exchange and substitution for the Bond so mutilated, but only upon surrender to the Bond Registrar of the Bond so mutilated. If any Bond issued hereunder shall be lost, destroyed or stolen, evidence of such loss, destruction or theft may be submitted to the Bond Registrar and, if such evidence be satisfactory to the Bond Registrar and indemnity for the Bond Registrar and the District satisfactory to the Bond Registrar shall be given by the owner, the District, at the expense of the Bond owner, shall execute, and the Bond Registrar shall thereupon authenticate and deliver, a new Bond of like Series and tenor in lieu of and in substitution for the Bond so lost, destroyed or stolen (or if any such Bond shall have matured or shall have been called for redemption, instead of issuing a substitute Bond the Bond Registrar may pay the same without surrender thereof upon receipt of indemnity satisfactory to the Bond Registrar and the District). The Bond Registrar may require payment of a reasonable fee for each new Bond issued under this paragraph and of the expenses which may be incurred by the District and the Bond Registrar.

If manual signatures on behalf of the District are required in connection with an exchange or transfer, the Bond Registrar shall undertake the exchange or transfer of Bonds only after the new Bonds are signed by the authorized officers of the District. In all cases of exchanged or transferred Bonds, the District shall sign and the Bond Registrar shall authenticate and deliver Bonds in accordance with the provisions of this Resolution. All fees and costs of transfer shall be paid by the requesting party. Those charges may be required to be paid before the procedure is begun for the exchange or transfer. All Bonds issued upon any exchange or transfer shall be valid obligations of the District, evidencing the same debt, and entitled to the same security and benefit under this Resolution as the Bonds surrendered upon that exchange or transfer.

Any Bond surrendered to the Bond Registrar for payment, retirement, exchange, replacement or transfer shall be cancelled by the Bond Registrar. The District may at any time deliver to the Bond Registrar for cancellation any previously authenticated and delivered Bonds that the District may have acquired in any manner whatsoever, and those Bonds shall be promptly cancelled by the Bond Registrar. Written reports of the surrender and cancellation of Bonds shall be made to the District by the Bond Registrar on or before February 1 and August 1 of each year. The cancelled
Bonds shall be retained for six years, then returned to the District or destroyed by the Bond Registrar as directed by the District.

Neither the District nor the Bond Registrar will be required (a) to issue or transfer any Bonds during a period beginning with the opening of business on the 15th business day next preceding either any Bond Payment Date or any date of selection of Bonds to be redeemed and ending with the close of business on the Bond Payment Date or any day on which the applicable notice of redemption is given or (b) to transfer any Bonds which have been selected or called for redemption in whole or in part.

SECTION 8. Payment. Payment of interest on any Current Interest Bond on any Bond Payment Date shall be made to the person appearing on the registration books of the Bond Registrar as the Owner thereof as of the Record Date immediately preceding such Bond Payment Date, such interest to be paid by check mailed to such Owner on the Bond Payment Date at his address as it appears on such registration books or at such other address as he may have filed with the Bond Registrar for that purpose on or before the Record Date. The Owner in an aggregate Principal Amount of $1,000,000 or more may request in writing to the Bond Registrar that such Owner be paid interest by wire transfer to the bank and account number on file with the Bond Registrar as of the Record Date. The principal, and redemption price, if any, payable on the Current Interest Bonds and the Accreted Value and redemption price, if any, on the Capital Appreciation Bonds shall be payable upon maturity or redemption upon surrender at the principal office of the Bond Registrar. The interest, Accreted Value, Principal and premiums, if any, on the Bonds shall be payable in lawful money of the United States of America. The Bond Registrar is hereby authorized to pay the Bonds when duly presented for payment at maturity, and to cancel all Bonds upon payment thereof. The Bonds are general obligations of the District payable solely from the proceeds of *ad valorem* taxes levied on property subject to taxation by the District.

SECTION 9. Form of the Bonds. The Bonds shall be in substantially the following form, allowing those officials executing the Bonds to make the insertions and deletions necessary to conform the Bonds to this Resolution and the Official Statement and to correct any defect or inconsistency therein or to cure any ambiguity or omission therein.
(Form of Current Interest Bond)

REGISTERED NO. $___________

MARIN COMMUNITY COLLEGE DISTRICT
(MARIN COUNTY, CALIFORNIA)
ELECTION OF 2004 GENERAL OBLIGATION BOND, SERIES C

INTEREST RATE: MATURITY DATE: DATED AS OF: CUSIP
___% per annum August 1, 20__ Date of Delivery

REGISTERED OWNER: CEDC & CO.

PRINCIPAL AMOUNT:

The Marin Community College District (the “District”) in Marin County, California (the “County”), for value received, promises to pay to the Registered Owner named above, or registered assigns, the Principal Amount on the Maturity Date, each as stated above, and interest thereon until the Principal Amount is paid or provided for at the Interest Rate stated above, on February 1 and August 1 of each year (the “Bond Payment Dates”), commencing August 1, 2012. This bond will bear interest from the Bond Payment Date next preceding the date of authentication hereof unless it is authenticated as of a day during the period from the 16th day of the month next preceding any Bond Payment Date to the Bond Payment Date, inclusive, in which event it shall bear interest from such Bond Payment Date, or unless it is authenticated on or before July 15, 2012, in which event it shall bear interest from the Date of Delivery. Interest shall be computed on the basis of a 360-day year of twelve 30-day months. Principal and interest are payable in lawful money of the United States of America, without deduction for the paying agent services, to the person in whose name this bond (or, if applicable, one or more predecessor bonds) is registered (the “Registered Owner”) on the Register maintained by the Bond Registrar, initially U.S. Bank National Association. Principal is payable upon presentation and surrender of this bond at the principal office of the Bond Registrar. Interest is payable by check or draft mailed by the Bond Registrar on each Bond Payment Date to the Registered Owner of this bond (or one or more predecessor bonds) as shown and at the address appearing on the Register at the close of business on the 15th day of the calendar month next preceding that Bond Payment Date (the “Record Date”). The Owner of Current Interest Bonds in the aggregate principal amount of $1,000,000 or more may request in writing to the Bond Registrar that the Owner be paid interest by wire transfer to the bank and account number on file with the Bond Registrar as of the Record Date.

This bond is one of an authorization of $___________ of bonds approved to raise money for the purposes authorized by the voters of the District at the Election, defined below, and to pay all necessary legal, financial, engineering and contingent costs in connection therewith under authority of and pursuant to the laws of the State of California, and the requisite fifty-five percent vote of the voters of the District cast at an election held on November 2, 2004 (the “Election”), upon the question of issuing bonds in the amount of $249,500,000 and the resolution of the Board of Trustees of the District adopted on April 19, 2011 (the “Bond Resolution”). This bond is being issued under the provisions of Chapter 1.5 of Part 10 of Division 1 of title 1 of the California Education Code,
commencing with Section 15264 et seq. This bond and the issue of which this bond is one are payable as to both principal and interest solely from the proceeds of the levy of ad valorem taxes on all property subject to such taxes in the District, which taxes are unlimited as to rate or amount in accordance with California Education Code Sections 15250 and 15252. The Bonds of this issue are general obligations of the District.

The bonds of this issue comprise $__________ principal amount of Current Interest Bonds, of which this bond is a part (a "Current Interest Bond") and Capital Appreciation Bonds of which $__________ represents the Denominational Amount and $__________ represents the Maturity Value.

This bond is exchangeable and transferable for bonds of like tenor, maturity and Transfer Amount (as defined in the Bond Resolution) and in authorized denominations at the principal office of the Bond Registrar in San Francisco, California, by the Registered Owner or by a person legally empowered to do so, in a form satisfactory to the Bond Registrar, all subject to the terms, limitations and conditions provided in the Bond Resolution. All fees and costs of transfer shall be paid by the transferor. The District and the Bond Registrar may deem and treat the Registered Owner as the absolute owner of this bond for the purpose of receiving payment of or on account of principal or interest and for all other purposes, and neither the District nor the Bond Registrar shall be affected by any notice to the contrary.

Neither the District nor the Bond Registrar will be required (a) to issue or transfer any bond during a period beginning with the opening of business on the 15th business day next preceding either any Bond Payment Date or any date of selection of bonds to be redeemed and ending with the close of business on the Bond Payment Date or day on which the applicable notice of redemption is given or (b) to transfer any bond which has been selected or called for redemption in whole or in part.

The Bonds maturing on or before August 1, 20__ are not subject to optional redemption prior to their respective maturity dates. The Bonds maturing on or after August 1, 20__, are subject to optional redemption prior to their respective maturity dates at the option of the District, from any source of available funds, as a whole or in part on any date on or after August 1, 20__, at a redemption price equal to the principal amount of the Bonds, together with accrued interest to the date fixed for redemption, without premium.

The Current Interest Bonds maturing on August 1, 20__ are subject to mandatory redemption from moneys in the Debt Service Fund prior to their stated maturity date, at the Principal Amount thereof without premium on each August 1, on and after August 1, 20__, in the Principal Amounts as set forth in the following table:

<table>
<thead>
<tr>
<th>Redemption Dates</th>
<th>Principal Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td>$</td>
</tr>
</tbody>
</table>

16
If less than all of the bonds of any one maturity shall be called for redemption, the particular bonds or portions of the bonds of such maturity to be redeemed shall be selected by lot by the District in such manner as the District in its discretion may determine; provided, however, that the portion of any bond to be redeemed shall be in the principal amount of $5,000 or some multiple thereof. If less than all of the bonds stated to mature on different dates shall be called for redemption, the particular bonds or portions thereof to be redeemed shall be called in any order of maturity selected by the District or, if not so selected, in the inverse order of maturity.

Reference is made to the Bond Resolution for a more complete description of the provisions, among others, with respect to the nature and extent of the security for the bonds of this series, the rights, duties and obligations of the District, the Bond Registrar and the Registered Owners, and the terms and conditions upon which the bonds are issued and secured. The Registered Owner of this bond assents, by acceptance hereof, to all of the provisions of the Bond Resolution.

It is certified and recited that all acts and conditions required by the Constitution and laws of the State of California to exist, to occur and to be performed or to have been met precedent to and in the issuing of the bonds in order to make them legal, valid and binding general obligations of the District, have been performed and have been met in regular and due form as required by law; that payment in full for the bonds has been received; that no statutory or constitutional limitation on indebtedness or taxation has been exceeded in issuing the bonds; and that due provision has been made for levying and collecting ad valorem property taxes on all of the taxable property within the District in an amount sufficient to pay principal and interest when due.

This bond shall not be valid or obligatory for any purpose and shall not be entitled to any security or benefit under the Bond Resolution until the Certificate of Authentication below has been signed.
IN WITNESS WHEREOF, the Marin Community College District, Marin County, California, has caused this bond to be executed on behalf of the District and in their official capacities by the manual or facsimile signature of the President of the Board of Trustees of the District, and to be countersigned by the manual or facsimile signature of the Secretary to the Board of Trustees of the District, all as of the date stated above.

BOARD OF TRUSTEES OF THE MARIN COMMUNITY COLLEGE DISTRICT

By: ____________________ (Facsimile Signature)  
    President of the Board of Trustees

COUNTERSIGNED:

__________________________ (Facsimile Signature)  
    Secretary to the Board of Trustees

CERTIFICATE OF AUTHENTICATION

This bond is one of the bonds described in the Bond Resolution referred to herein which has been authenticated and registered on __________, 2011.

U.S. BANK NATIONAL ASSOCIATION

__________________________  
    Authorized Officer
ASSIGNMENT

For value received, the undersigned sells, assigns and transfers to (print or typewrite name, address and zip code of Transferee): this bond and irrevocably constitutes and appoints attorney to transfer this bond on the books for registration thereof, with full power of substitution in the premises.

Dated: ________________________

Signature Guaranteed:

____________

Notice: The assignor’s signature to this assignment must correspond with the name as it appears upon the within bond in every particular, without alteration or any change whatever, and the signature(s) must be guaranteed by an eligible guarantor institution.

Social Security Number, Taxpayer Identification Number or other identifying number of Assignee:

____________

Unless this certificate is presented by an authorized representative of The Depository Trust Company to the issuer or its agent for registration of transfer, exchange or payment, and any certificate issued is registered in the name of Cede & Co. or such other name as requested by an authorized representative of The Depository Trust Company and any payment is made to Cede & Co., ANY TRANSFER, PLEDGE OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL since the registered owner hereof, Cede & Co., has an interest herein.

LEGAL OPINION

The following is a true copy of the opinion rendered by Stradling Yocca Carlson & Rauth, a Professional Corporation in connection with the issuance of, and dated as of the date of the original delivery of, the bonds. A signed copy is on file in my office.

______________________________
(Facsimile Signature)
Secretary to the Board of Trustees
(Form of Capital Appreciation Bond)

REGISTERED NO.                      REGISTERED $  

MARIN COMMUNITY COLLEGE DISTRICT  
(MARIN COUNTY, CALIFORNIA)  
ELECTION OF 2004 GENERAL OBLIGATION BONDS, SERIES C

ACCRETION RATE:  MATURITY DATE:  DATED AS OF:  CUSIP

August 1, ____  Date of Delivery  

REGISTERED OWNER:  CEDE & CO.  

DENOMINATIONAL AMOUNT:  

MATURITY VALUE:

The Marin Community College District (the "District") in Marin County, California (the "County"), for value received, promises to pay to the Registered Owner named above, or registered assigns, the Maturity Value on the Maturity Date, each as stated above, such Maturity Value comprising the Denominational Amount and interest accreted thereon. This bond will not bear current interest but will accrete interest, compounded on each February 1 and August 1, commencing August 1, 2011, at the Accretion Rate specified above to the Maturity Date, assuming that in any such semiannual period the sum of such compounded accreted interest and the Denominational Amount (such sum being herein called the "Accreted Value") increases in equal daily amounts on the basis of a 360-day year consisting of twelve 30-day months. Accreted Value and redemption premium, if any, are payable in lawful money of the United States of America, without deduction for the paying agent services, to the person in whose name this bond (or, if applicable, one or more predecessor bonds) is registered (the "Registered Owner") on the Register maintained by the Bond Registrar, initially U.S. Bank National Association. Accreted Value and redemption premium, if any, are payable upon presentation and surrender of this bond at the principal office of the Bond Registrar.

This bond is one of an authorization of bonds approved to raise money for the purpose authorized by voters of the District at the Election, defined below, to pay all necessary legal, financial, engineering and contingent costs in connection therewith under authority of and pursuant to the laws of the State of California, and the requisite fifty-five percent vote of the voters of the District cast at an election held on November 2, 2004 (the "Election"), upon the question of issuing bonds in the amount of $249,500,000 and the resolution of the Board of Trustees of the District adopted on April 19, 2011 (the "Bond Resolution"). This bond is being issued under the provisions of Chapter 1.5 of Part 10 of Division 1 of title 1 of the California Education Code, commencing with Section 15264 et seq. This bond and the issue of which this bond is one are payable as to both principal and interest from the proceeds of the levy of ad valorem taxes on all property subject to such taxes in the District, which taxes are unlimited as to rate or amount in accordance with California Education Code Sections 15250 and 15252. The bonds of this issue are general obligations of the District payable solely from ad valorem taxes.
The bonds of this issue comprise $_______ principal amount of Current Interest Bonds (each a “Current Interest Bond”) and Capital Appreciation Bonds, of which this bond is a part, in the Denominational Amount of $_______ and the Maturity Value of $_______.

[This bond is not subject to optional redemption prior to maturity.]

This bond is exchangeable and transferable for bonds of like tenor, maturity and Transfer Amount (as defined in the Bond Resolution) and in authorized denominations at the principal office of the Bond Registrar, by the Registered Owner or by a person legally empowered to do so, in a form satisfactory to the Bond Registrar in San Francisco, California, all subject to the terms, limitations and conditions provided in the Bond Resolution. All fees and costs of transfer shall be paid by the transferor. The District and the Bond Registrar may deem and treat the Registered Owner as the absolute owner of this bond for the purpose of receiving payment of or on account of principal or interest and for all other purposes, and neither the District nor the Bond Registrar shall be affected by any notice to the contrary.

Neither the District nor the Bond Registrar will be required (a) to issue or transfer any bond during a period beginning with the opening of business on the 15th business day next preceding either any Bond Payment Date or any date of selection of bonds to be redeemed and ending with the close of business on the Bond Payment Date or day on which the applicable notice of redemption is given or (b) to transfer any bond which has been selected or called for redemption in whole or in part.

The Bonds maturing on August 1, 20__ are subject to mandatory redemption from moneys in the Debt Service Fund prior to their stated maturity date, at the Accreted Value thereof without premium on each August 1, on and after August 1, 20__, in the Accreted Value as set forth in the following table:

<table>
<thead>
<tr>
<th>Redemption Dates</th>
<th>Accreted Values</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

TOTAL $
Reference is made to the Bond Resolution for a more complete description of the provisions, among others, with respect to the nature and extent of the security for the Capital Appreciation Bonds of this series, the rights, duties and obligations of the District, the Bond Registrar and the Registered Owners, and the terms and conditions upon which the bonds are issued and secured. The Registered Owner of this bond assents, by acceptance hereof, to all of the provisions of the Bond Resolution.

It is certified and recited that all acts and conditions required by the Constitution and laws of the State of California to exist, to occur and to be performed or to have been met precedent to and in the issuing of the bonds in order to make them legal, valid and binding general obligations of the District, have been performed and have been met in regular and due form as required by law; that payment in full for the bonds has been received; that no statutory or constitutional limitation on indebtedness or taxation has been exceeded in issuing the bonds; and that due provision has been made for levying and collecting ad valorem property taxes on all of the taxable property within the District in an amount sufficient to pay principal and interest when due.

This bond shall not be valid or obligatory for any purpose and shall not be entitled to any security or benefit under the Bond Resolution until the Certificate of Authentication below has been signed.
IN WITNESS WHEREOF, the Marin Community College District, Marin County, California, has caused this bond to be executed on behalf of the District and in their official capacities by the manual or facsimile signature of the President of the Board of Trustees of the District, and to be countersigned by the manual or facsimile signature of the Secretary to the Board of Trustees of the District, all as of the date stated above.

MARIN COMMUNITY COLLEGE DISTRICT

By: ____________________________ (Facsimile Signature)
    President of the Board of Trustees

COUNTERSIGNED:

______________________________ (Facsimile Signature)
    Secretary to the Board of Trustees

CERTIFICATE OF AUTHENTICATION

This bond is one of the bonds described in the Bond Resolution referred to herein which has been authenticated and registered on ________, 2011.

U.S. BANK NATIONAL ASSOCIATION

______________________________
    Authorized Officer
ASSIGNMENT

For value received, the undersigned sells, assigns and transfers to (print or typewrite name, address and ZIP code of Transferee): ______________________________________________________________________ this bond and irrevocably constitutes and appoints attorney to transfer this bond on the books for registration thereof, with full power of substitution in the premises.

Dated: __________________________

Signature Guaranteed:

__________________________________________________________________________

Notice: The assignor’s signature to this assignment must correspond with the name as it appears upon the face of the within bond in every particular, without alteration or by any change whatever, and the signature(s) must be guaranteed by an eligible guarantor institution.

Social Security Number, Taxpayer Identification Number or other identifying number of Assignee: __________

Unless this certificate is presented by an authorized representative of The Depository Trust Company to the issuer or its agent for registration of transfer, exchange or payment, and any certificate issued is registered in the name of Cede & Co. or such other name as requested by an authorized representative of The Depository Trust Company and any payment is made to Cede & Co., ANY TRANSFER, PLEDGE OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL since the registered owner hereof, Cede & Co., has an interest herein.

LEGAL OPINION

The following is a true copy of the opinion rendered by Stradling Yocca Carlson & Rauth, a Professional Corporation, in connection with the issuance of, and dated as of the date of the original delivery of, the bonds. A signed copy is on file in my office.

(Facsimile Signature)
Secretary to the Board of Trustees

(Form of Legal Opinion)
SECTION 10. Delivery of the Bonds. The proper officials of the District shall cause the Bonds to be prepared and, following their sale, shall have the Bonds signed and delivered, together with a true transcript of proceedings with reference to the issuance of the Bonds, to the original purchaser upon payment of the purchase price therefor.

SECTION 11. Deposit of Proceeds of the Bonds. (a) The purchase price received from the sale of the Bonds, to the extent of the Denominational Amount and the Principal Amount thereof, shall be paid to the County to the credit of the fund hereby created and established and to be known as the “Marin Community College District Election of 2004 General Obligation Bonds, Series C Building Fund” (the “Building Fund”) of the District, shall be kept separate and distinct from all other District and County funds, and those proceeds shall be used solely for the purpose for which the Bonds are being issued and provided further that such proceeds shall be applied solely to authorized purposes of the Election. The purchase price received to the extent of any accrued interest and any original issue premium from the sale of the Bonds shall be kept separate and apart in the fund hereby created and established and to be designated as the “Marin Community College District, Election of 2004 General Obligation Bonds, Series C Debt Service Fund” (the “Debt Service Fund”) for the Bonds, and used only for payment of Accrued Value or Principal of and interest on the Bonds. Interest earnings on moneys held in the Building Fund shall be retained in the Building Fund. Interest earnings on moneys held in the Debt Service Fund shall be retained in the Debt Service Fund. Any amounts that remain in the Building Fund at the completion of the Projects, at the written direction of the District, shall be transferred to the Debt Service Fund to be used to pay the Principal of, premium, if any, and interest on the Bonds, subject to any conditions set forth in the Tax Certificate. Any excess proceeds of the Bonds not needed for the authorized purposes set forth herein for which the Bonds are being issued shall be transferred to the Debt Service Fund and applied to the payment of Accrued Value or Principal of and interest on the Bonds. If, after payment in full of the Bonds, there remain excess proceeds, any such excess amounts shall be transferred to the General Fund of the District.

The costs of issuance of the Bonds are hereby authorized to be paid either from premium withheld by the purchaser of the Bonds and not received by the District, or from proceeds of the Bonds. To the extent costs of issuance are paid from such proceeds, the District, may cause a portion of the proceeds of the Bonds, in lieu of being deposited into the Building Fund, to be deposited in a costs of issuance account to be held by a fiscal agent of the District appointed for such purpose.

(b) Moneys in the Debt Service Fund and the Building Fund shall be invested at the written direction of the District, and after consultation with the County, in Permitted Investments. If at the time of issuance the District determines to issue the Bonds as Tax-Exempt Bonds without regard to the Internal Revenue Code “temporary period” restrictions, all investment of Bond proceeds shall be subject to paragraph (1) below; and the District, in consultation with the County, may provide for an agent to assist the District in investing funds pursuant to paragraph (1) below. If the District fails to direct such agent, the agent shall invest or cause the funds in the Building Fund to be invested in Qualified Permitted Investments, subject to the provisions of paragraph (1) below, until such time as the District provides written direction to invest such funds otherwise. Neither the County nor its officers and agents, as the case may be, shall have any responsibility or obligation to determine the tax consequences of any investment. The interest earned on the moneys deposited to the Building Fund shall be applied as set forth in subparagraph (1)(C) below:

(1) Covenant Regarding Investment of Proceeds.
(A) **Permitted Investments.** Beginning on the delivery date, and at all times until expenditure for authorized purposes, not less than 95% of the proceeds of the Bonds deposited in the Building Fund, including investment earnings thereon, will be invested in Qualified Permitted Investments which are rated in at least the second highest rating category by one of the two Rating Agencies. Notwithstanding the preceding provisions of this Section, for purposes of this paragraph, amounts derived from the disposition or redemption of Qualified Permitted Investments and held pending reinvestment or redemption for a period of not more than 30 days may be invested in Permitted Investments. The District hereby authorizes investments made pursuant to this Resolution with maturities exceeding five years.

(B) **Recordkeeping and Monitoring Relating to Building Fund.**

i. **Information Regarding Permitted Investments.** The District hereby covenants that it will record or cause to be recorded with respect to each Permitted Investment in the Building Fund the following information: purchase date; purchase price; information establishing the Fair Market Value of such Permitted Investment; face amount; coupon rate; periodicity of interest payments; disposition price; disposition date; and any accrued interest received upon disposition.

ii. **Information in Qualified Non-AMT Mutual Funds.** The District hereby covenants that, with respect to each investment of proceeds of the Bonds in a Qualified Non-AMT Mutual Fund pursuant to paragraph (1)(A) above, in addition to recording, or causing to be recorded, the information set forth in paragraph (1)(B)(i) above, it will retain a copy of each IRS information reporting form and account statement provided by such Qualified Non-AMT Mutual Fund.

iii. **Monthly Investment Fund Statements.** The District covenants that it will obtain, at the beginning of each month following the delivery date, a statement of the investments in the Building Fund detailing the nature, amount and value of each investment as of such statement date.

iv. **Retention of Records.** The District hereby covenants that it will retain the records referred to in paragraph (1)(B)(i) and each IRS information reporting form referred to in paragraph (1)(B)(ii) with its books and records with respect to the Bonds until three years following the last date that any obligation comprising the Bonds is retired.

(c) **Interest Earned on Permitted Investments.** The interest earned on the moneys deposited in the Building Fund shall be deposited in the Building Fund and used for the purposes of that fund.

Except as required below to satisfy the requirements of Section 148(f) of the Internal Revenue Code of 1986, as amended (the “Code”), interest earned on the investment of monies held in the Debt Service Fund shall be retained in the Debt Service Fund and used by the County to pay the Accrued Value or Principal of and interest on the Bonds when due.

**SECTION 12. Rebate Fund.**
(a) The District shall create and establish a special fund designated the “Marin Community College District Election of 2004 General Obligation Bonds, Series C Rebate Fund” (the “Rebate Fund”). All amounts at any time on deposit in the Rebate Fund shall be held in trust, to the extent required to satisfy the requirement to make rebate payments to the United States (the “Rebate Requirement”) pursuant to Section 148 of the Code, and the Treasury Regulations promulgated thereunder (the “Treasury Regulations”). Such amounts shall be free and clear of any lien hereunder and shall be governed by this Section and by the Tax Certificate to be executed by the District.

(b) Within forty-five (45) days of the end of each fifth Bond Year (as such term is defined in the Tax Certificate), (1) the District shall calculate or cause to be calculated with respect to the Bonds the amount that would be considered the “rebate amount” within the meaning of Section 1.148-3 of the Treasury Regulations, using as the “computation date” for this purpose the end of such Bond Year, and (2) the District shall deposit to the Rebate Fund from amounts on deposit in the other funds established hereunder or from other District funds, if and to the extent required, amounts sufficient to cause the balance in the Rebate Fund to be equal to the “rebate amount” so calculated. The District shall not be required to deposit any amount to the Rebate Fund in accordance with the preceding sentence, if the amount on deposit in the Rebate Fund prior to the deposit required to be made under this subsection (b) equals or exceeds the “rebate amount” calculated in accordance with the preceding sentence. Such excess may be withdrawn from the Rebate Fund to the extent permitted under subsection (g) of this Section. The District shall not be required to calculate the “rebate amount” and shall not be required to deposit any amount to the Rebate Fund in accordance with this subsection (b), with respect to all or a portion of the proceeds of the Bonds (including amounts treated as proceeds of the Bonds) (1) to the extent such proceeds satisfy the expenditure requirements of Section 148(f)(4)(B) or Section 148(f)(4)(C) of the Code or Section 1.148-7(d) of the Treasury Regulations, whichever is applicable, and otherwise qualify for the exception to the Rebate Requirement pursuant to whichever of said sections is applicable, (2) to the extent such proceeds are subject to an election by the District under Section 148(f)(4)(C)(vii) of the Code to pay a one and one-half percent (1 1/4%) penalty in lieu of arbitrage rebate in the event any of the percentage expenditure requirements of Section 148(f)(4)(C) are not satisfied, or (3) to the extent such proceeds qualify for the exception to arbitrage rebate under Section 148(f)(4)(A)(ii) of the Code for amounts in a “bona fide debt service fund.” In such event, and with respect to such amounts, the District shall not be required to deposit any amount to the Rebate Fund in accordance with this subsection (b).

(a) Any funds remaining in the Rebate Fund after redemption of all the Bonds and any amounts described in paragraph (2) of subsection (d) of this Section, or provision made therefor satisfactory to the District, including accrued interest, shall be remitted to the District.

(b) Subject to the exceptions contained in subsection (b) of this Section to the requirement to calculate the “rebate amount” and make deposits to the Rebate Fund, the District shall pay to the United States, from amounts on deposit in the Rebate Fund,

(1) not later than sixty (60) days after the end of (i) the fifth (5th) Bond Year, and (ii) each fifth (5th) Bond Year thereafter, an amount that, together with all previous rebate payments, is equal to at least 90% of the “rebate amount” calculated as of the end of such Bond Year in accordance with Section 1.148-3 of the Treasury Regulations; and

(2) not later than sixty (60) days after the payment of all Bonds, an amount equal to one hundred percent (100%) of the “rebate amount” calculated as of the date of such
payment (and any income attributable to the “rebate amount” determined to be due and payable) in accordance with Section 1.148-3 of the Treasury Regulations.

(c) In the event that, prior to the time any payment is required to be made from the Rebate Fund, the amount in the Rebate Fund is not sufficient to make such payment when such payment is due, the District shall calculate (or have calculated) the amount of such deficiency and deposit an amount equal to such deficiency into the Rebate Fund prior to the time such payment is due.

(d) Each payment required to be made pursuant to subsection (d) of this Section shall be made to the Internal Revenue Service Center, Ogden, Utah 84201, on or before the date on which such payment is due, and shall be accompanied by Internal Revenue Service Form 8038-T, such form to be prepared or caused to be prepared by the District.

(e) In the event that immediately following the calculation required by subsection (b) of this Section, but prior to any deposit made under said subsection, the amount on deposit in the Rebate Fund exceeds the “rebate amount” calculated in accordance with said subsection, the District may withdraw the excess from the Rebate Fund and credit such excess to the Debt Service Fund.

(f) The District shall retain records of all determinations made hereunder until three years after the complete retirement of the Bonds.

(g) Notwithstanding anything in this Resolution to the contrary, the Rebate Requirement shall survive the payment in full or defeasance of the Bonds.

SECTION 13. Security for the Bonds. There shall be levied on all the taxable property in the District, in addition to all other taxes, a continuing direct ad valorem tax annually during the period the Bonds are outstanding in an amount sufficient to pay the principal and Accrued Value of and interest on the Bonds when due, which moneys when collected will be placed in the Debt Service Fund of the District, which fund is irrevocably pledged for the payment of the principal and Accrued Value of and interest on the Bonds when and as the same fall due.

The moneys in the Debt Service Fund, to the extent necessary to pay the principal and Accrued Value of and interest on the Bonds as the same become due and payable, shall be transferred by the Treasurer-Tax Collector to the Bond Registrar which, in turn, shall pay such moneys to DTC to pay the principal and Accrued Value and interest on the Bonds. DTC will thereupon make payments of principal and Accrued Value of and interest on the Bonds to the DTC Participants who will thereupon make payments of principal and Accrued Value and interest to the beneficial owners of the Bonds. Any moneys remaining in the Debt Service Fund after the Bonds and the interest thereon have been paid, or provision for such payment has been made, shall be transferred to the General Fund of the District, pursuant to the Education Code Section 15234.

SECTION 14. Arbitrage Covenant. The District covenants that it will restrict the use of the proceeds of the Bonds in such manner and to such extent, if any, as may be necessary, so that the Bonds will not constitute arbitrage bonds under Section 148 of the Code and the applicable regulations prescribed under that Section or any predecessor section. Calculations for determining arbitrage requirements are the sole responsibility of the District.
SECTION 15. **Legislative Conditions.** The Board determines that all acts and conditions necessary to be performed by the Board or to have been met precedent to and in the issuing of the Bonds in order to make them legal, valid and binding general obligations of the District have been performed and have been met, or will at the time of delivery of the Bonds have been performed and have been met, in regular and due form as required by law; and that no statutory or constitutional limitation of indebtedness or taxation will have been exceeded in the issuance of the Bonds.

SECTION 16. **Official Statement.** The Preliminary Official Statement relating to the Bonds, substantially in the form on file with the Secretary to the Board is hereby approved and the Authorized Officers, each alone, are hereby authorized and directed, for and in the name and on behalf of the District, to deliver such Preliminary Official Statement to the Financial Advisor, as the case may be, to be used in connection with the offering and sale of the Bonds. The Authorized Officers, each alone, are hereby authorized and directed, for and in the name and on behalf of the District, to deem the Preliminary Official Statement “final” pursuant to 15c2-12 of the Securities Exchange Act of 1934, prior to its distribution and to execute and deliver to the purchaser of the Bonds a final Official Statement, substantially in the form of the Preliminary Official Statement, with such changes therein, deletions therefrom and modifications thereto as the Authorized Officer executing the same shall approve.

SECTION 17. **Insurance.** In the event the District purchases bond insurance for the Bonds, and to the extent that the Bond Insurer makes payment of the principal, interest or Accreted Value on the Bonds, it shall become the owner of such Bonds with the right to payment of principal of, interest or Accreted Value on the Bonds, and shall be fully subrogated to all of the Owners’ rights, including the Owners’ rights to payment thereof. To evidence such subrogation (i) in the case of subrogation as to claims that were past due interest components, the Bond Registrar shall note the Bond Insurer’s rights as subrogee on the registration books for the Bonds maintained by the Bond Registrar upon receipt of a copy of the cancelled check issued by the Bond Insurer for the payment of such interest to the Owners of the Bonds, and (ii) in the case of subrogation as to claims for past due Principal or Accreted Value, the Bond Registrar shall note the Bond Insurer as subrogee on the registration books for the Bonds maintained by the Bond Registrar upon surrender of the Bonds by the Owners thereof to the Bond Insurer or the insurance trustee for the Bond Insurer.

SECTION 18. **Defeasance.** All or any portion of the outstanding maturities of the Bonds may be defeased prior to maturity in the following ways:

(a) **Cash:** by irrevocably depositing with an independent escrow agent selected by the District an amount of cash which together with amounts then on deposit in the Debt Service Fund (as herein defined) is sufficient to pay all Bonds outstanding and designated for defeasance, including all principal or Accreted Value and interest and premium, if any; or

(b) **Government Obligations:** by irrevocably depositing with an independent escrow agent selected by the District noncallable Government Obligations together with cash, if required, in such amount as will, in the opinion of an independent certified public accountant, together with interest to accrue thereon and moneys then on deposit in the Debt Service Fund together with the interest to accrue thereon, be fully sufficient to pay and discharge all Bonds outstanding and designated for defeasance (including all principal or Accreted Value and interest represented thereby and redemption premiums, if any) at or before their maturity date;
then, notwithstanding that any of such Bonds shall not have been surrendered for payment, all obligations of the District with respect to all such designated outstanding Bonds shall cease and terminate, except only the obligation of the Bond Registrar or an independent escrow agent selected by the District to pay or cause to be paid from funds deposited pursuant to paragraphs (a) or (b) of this Section, to the owners of such designated Bonds not so surrendered and paid all sums due with respect thereto.

For purposes of this Section, Government Obligations shall mean:

Direct and general obligations of the United States of America (which may consist of obligations of the Resolution Funding Corporation that constitute interest strips), or obligations that are unconditionally guaranteed as to principal and interest by the United States of America, or “prerefunded” municipal obligations rated in the highest rating category by Moody’s Investors Service or Standard & Poor’s. In the case of direct and general obligations of the United States of America, Government Obligations shall include evidences of direct ownership of proportionate interests in future interest or principal payments of such obligations. Investments in such proportionate interests must be limited to circumstances where (a) a bank or trust company acts as custodian and holds the underlying United States obligations; (b) the owner of the investment is the real party in interest and has the right to proceed directly and individually against the obligor of the underlying United States obligations; and (c) the underlying United States obligations are held in a special account, segregated from the custodian’s general assets, and are not available to satisfy any claim of the custodian, any person claiming through the custodian, or any person to whom the custodian may be obligated; provided that such obligations are rated or assessed “AAA” by Standard & Poor’s or “Aaa” by Moody’s Investors Service.

SECTION 19. Nonliability of County. Notwithstanding anything to the contrary contained herein, in the Bonds or in any other document mentioned herein, neither the County, nor its officials, officers, employees or agents shall have any liability hereunder or by reason hereof or in connection with the transactions contemplated hereby, the Bonds are not a debt of the County or a pledge of the County’s full faith and credit, and the Bonds and any liability in connection therewith shall be paid solely from the moneys of the District.

SECTION 20. Indemnification of County. The District shall defend, indemnify and hold harmless the County, its officials, officers, agents and employees (“Indemnified Parties”) against any and all losses, claims, damages or liabilities, joint or several, to which such Indemnified Parties may become subject based in whole or in part upon any acts or omission related to the Bonds, except with regard to the County’s responsibilities under Section 21 hereof. The District shall also reimburse the Indemnified Parties for any legal or other costs and expenses incurred in connection with investigating or defending any such claims or liabilities.

SECTION 21. Request to County to Levy Tax. The Board of Supervisors and officers of the County are obligated by statute to provide for the levy and collection of property taxes in each year sufficient to pay all principal and interest coming due on the Bonds in such year, and to pay from such taxes all amounts due on the Bonds. The District hereby requests such Board of Supervisors to annually levy a tax upon all taxable property in the District sufficient to redeem the Bonds, and to pay the principal, redemption premium, in any, and interest thereon as and when the same become due.
SECTION 22. Other Actions. (a) Officers of the Board and District officials and staff are hereby authorized and directed, jointly and severely to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to proceed with the issuance of the Bonds and otherwise carry out, give effect to and comply with the terms and intent of this Resolution. Such actions heretofore taken by such officers, officials and staff are hereby ratified, confirmed and approved.

(b) The Board hereby appoints Public Financial Management, Inc. as the Financial Advisor, and Stradling Yocca Carlson & Rauth, a Professional Corporation, as bond counsel and disclosure counsel, with respect to the issuance of the Bonds.

(c) The provisions of this Resolution may be amended by the Official Statement.

SECTION 23. Resolution to Treasurer-Tax Collector. The Clerk of this Board is hereby directed to provide a certified copy of this Resolution to the Treasurer-Tax Collector and Auditor-Controller of Marin County immediately following its adoption.

SECTION 24. Continuing Disclosure. The District hereby covenants and agrees that it will comply with and carry out all of the provisions of that certain Continuing Disclosure Certificate executed by the District and dated the date of issuance and delivery of the Bonds, as originally executed and as it may be amended from time to time in accordance with the terms thereof. Any Bondholder may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the District to comply with its obligations under this Section. Noncompliance with this Section shall not result in acceleration of the Bonds.

SECTION 25. Recitals. All the recitals in this Resolution above are true and correct and this Board so finds, determines and represents.
SECTION 26. Effective Date. This Resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 19th day of April, 2011, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

BOARD OF TRUSTEES OF THE MARIN COMMUNITY COLLEGE DISTRICT

________________________________________
President of the Board of Trustees

Attest:

________________________________________
Secretary to the Board of Trustees
Carole Hayashino, Member

Philip J. Kranenburg, Member

Eva Long, Ph.D., Member

James Namnath, Ph.D., Member

Wanden Treanor, Member

Barbara Dolan, Member

Diana Conti, Member

Nathaniel Parker, Student Member
SECRETARY’S CERTIFICATE

I, ______________________, Secretary to the Board of Trustees of the Marin Community College District, hereby certify:

The foregoing is a full, true and correct copy of a resolution duly adopted at a regular meeting of the Board of Trustees of said District duly and regularly and legally held at the regular meeting place thereof on April 19, 2011, of which meeting all of the members of the Board of said District had due notice and at which a quorum was present.

I have carefully compared the same with the original minutes of said meeting on file and of record in my office and the foregoing is a full, true and correct copy of the original resolution adopted at said meeting and entered in said minutes.

Said resolution has not been amended, modified or rescinded since the date of its adoption, and the same is now in full force and effect.

Dated: April 19, 2011

____________________________
Secretary to the Board of Trustees
EXHIBIT A

NOTICE INVITING PROPOSALS FOR PURCHASE OF BONDS

$__________

MARIN COMMUNITY COLLEGE DISTRICT
(MARIN COUNTY, CALIFORNIA)
ELECTION OF 2004 GENERAL OBLIGATION BONDS, SERIES C

NOTICE IS HEREBY GIVEN that sealed unconditioned proposals will be received to and including the hour of 8:30 a.m., Pacific Standard Time, on ________, __, 2011, at the offices of Public Financial Management, Inc., 50 California Street, Suite 2300, San Francisco, California 94111 (the “Financial Advisor”), in the manner described below, for the purchase of all, but not less than all, of $__________* principal amount of Marin Community College District (Marin County, California) Election of 2004 General Obligation Bonds, Series C (the “Bonds”). Proposals may also be submitted electronically via the Parity Electronic Bid Submission System (“PARITY”) of Dalcomp, a division of Thomson Information Services, Inc. (“Dalcomp”), in the manner described below, for the purchase of all, but not less than all, of $__________* principal amount of the Bonds. In the event that the sale has not been awarded by the designated time, bids will be received at a subsequent time and date to be determined by the District and publicized via the Bond Buyer or the Bond Buyer Wire or Thomson Municipal Market Monitor (www.tm3.com).

[IMPORTANT NOTE:

The successful bidder will be required to wire $[Minimum Premium] at closing to U.S. Bank National Association, and, by submitting its bid, acknowledges and agrees to such requirement. See “Payment of Issuance Costs” herein.]

I. Issue:

The Bonds will be dated the date of delivery, will be in the denomination of $5,000 each, or integral multiples thereof, and will bear interest from the date of the Bonds to the maturity of each of the Bonds at the rate or rates such that the interest rate shall not exceed ____% per annum, with interest payable on February 1, 2012 and semiannually on February 1 and August 1 of each year during the term of each of the Bonds. The Bonds mature on August 1 in each of the years 2012 to 20__, inclusive, as follows:

<table>
<thead>
<tr>
<th>YEAR</th>
<th>PRINCIPAL AMOUNT</th>
</tr>
</thead>
</table>

* Preliminary, subject to change.
II. Option to Elect Term Bonds:

The purchaser may elect to combine any number of consecutive maturities of Bonds for which an identical interest rate has been specified to comprise term bonds by indicating such an election on the bid form. The election to create term bonds in such manner will require the creation of a mandatory sinking fund so that the sinking fund redemption payments shall equal the corresponding serial bond maturity amounts.

III. Adjustment of Principal Amounts:

The principal amounts of each maturity of Bonds set forth above reflect certain assumptions of the Marin Community College District (the “District”) and the Financial Advisor with respect to the likely interest rates of the winning bid or bids. Following the determination of the successful bidder or bidders, the Superintendent, on behalf of the District, reserves the right to increase or decrease the principal amount of each maturity of the Bonds, in $5,000 increments of principal amounts. Such adjustment shall be made within 26 hours of the bid opening and in the sole discretion of the District, upon recommendation of the Financial Advisor. In the event of any such adjustment, no rebidding or recalculation of the bids submitted will be required or permitted and the successful bid or bids may not be withdrawn, and the successful bidder will not be permitted to change the interest rate(s) in its bid for the bonds. The percentage compensation to be paid to the successful bidder will not change if the maturity schedule is adjusted.

IV. Interest Rates:

All bids for the purchase of Bonds must state the rate or rates of interest to be paid and no bid at a price less than the par value of the Bonds, together with all accrued interest thereon to the date of the delivery of the Bonds, will be considered. All Bonds of the same maturity must bear the same rate of interest and no Bond may bear more than one rate. The maximum interest rate bid may not exceed [______ percent (___%)] per annum, and the true interest cost shall not exceed [______ percent (___%)] per annum. Bidders may specify any number of different rates to be borne on the Bonds, provided that, all interest rates must be in multiples of 1/8 or 1/20 of one percent and a zero
rate of interest cannot be specified. Interest will be computed on the basis of a 360-day year consisting of 12 30-day months.

[V. Payment of Issuance Costs:

The successful bidder agrees to wire $[Minimum Premium] at closing to U.S. Bank National Association, as paying agent for the Bonds (the “Paying Agent”). This amount must be paid not later than the date of delivery of the Bonds. Payment of this amount is not optional and is in addition to any purchase premium specified or any premium designated for municipal bond insurance. The Paying Agent will deposit such funds in a special account established on behalf of the successful bidder and apply such funds only to pay legally authorized costs of issuance pursuant to a written order of the District accompanied by approved invoices. Costs of issuance include: (i) fees and disbursements of the financial advisor and bond counsel; (ii) the costs of preparation, printing, posting and delivery of the Official Statement; (iii) initial rating fees; (iv) costs of publication of notices of sale and (v) other expenses permitted by Section 15145 of the Education Code. Any balance remaining in such account 120 days after the issuance of the Bonds shall be returned to the successful bidder. The Paying Agent agrees to perform such services outlined above.

Bidders should be careful to consider this additional cost in calculating bids.]

VI. Redemption:

The Bonds maturing on or before August 1, 20__ are not subject to optional redemption prior to their respective maturity dates. The Bonds maturing on or after August 1, 20__, are subject to optional redemption prior to their respective maturity dates at the option of the District, from any source of available funds, as a whole or in part on any date on or after August 1, 20__, at a redemption price equal to the principal amount of the Bonds, together with accrued interest to the date fixed for redemption, without premium.

VII. Notice of Redemption:

Notice of redemption of any Bond will be mailed to the Registered Owner of each Bond to be redeemed in whole or in part at the address shown on the registration records maintained by the U.S. Bank Trust National Association, the Bond Registrar designated for this issue of Bonds; such mailing to be not more than 45 nor less than 30 days prior to the date set for redemption. Neither failure to receive such notice nor any defect in any notice so mailed shall affect the sufficiency of the proceedings for the redemption of Bonds.

VIII. Registration of Bonds as to Principal and Interest and Place of Payment:

The Bonds, when delivered, will be registered in the name of Cede & Co., as nominee of The Depository Trust Company, New York, New York ("DTC"). DTC will act as securities depository of the Bonds. Individual purchases will be made in book-entry form only, in the denominations of $5,000 and integral multiples thereof. Purchasers will not receive certificates representing their interest in the Bonds purchased. Principal and interest are payable in lawful money of the United States of America and will be paid to DTC which in turn will remit such amounts to the beneficial owners of the Bonds through DTC’s Participants, as described in the Preliminary Official Statement.
IX. Authority:

The Bonds will be issued pursuant to the Constitution and laws of the State of California. The issuance of the Bonds was authorized by the requisite fifty-five percent vote of the qualified electors of the District voting at an election held on November 2, 2004.

X. Security:

Both principal of and interest on the Bonds are payable from an unlimited *ad valorem* tax levied against all of the taxable property in the District.

XI. Form of Bid:

A prescribed form of bid for the Bonds has been prepared and is attached hereto. Bids must be submitted electronically via PARITY.

All bids which are submitted electronically via PARITY pursuant to the procedures described below shall be deemed to constitute a Bid for Purchase of the Bonds and shall be deemed to incorporate by reference all of the terms and conditions of this Notice Inviting Proposals for Purchase of Bonds. The submission of a bid electronically via PARITY shall constitute and be deemed the bidder’s signature on the Bid for Purchase of the Bonds.

XII. Procedures Regarding Electronic Bidding:

Bids may be submitted electronically via PARITY in accordance with this Notice Inviting Proposals for Purchase of Bonds, until 8:30 a.m., Pacific Standard Time, on ____________2011, but no bid will be received after the time for receiving bids specified above. To the extent any instructions or directions set forth in PARITY conflict with this Notice Inviting Proposals for Purchase of Bonds, the terms of this Notice Inviting Proposals for Purchase of Bonds shall control. For further information about PARITY, potential bidders may contact the District’s Financial Advisor or PARITY at Dalcomp at (212) 806-8304. In the event that a bid for the Bonds is submitted via PARITY, the bidder further agrees that:

1. The District may regard the electronic transmission of the bid through PARITY (including information about the purchase price of the Bonds, the interest rate or rates to be borne by the various maturities of the Bonds, the initial public offering price of each maturity and any other information included in such transmission) as though the same information were submitted on the Bid for Purchase of the Bonds form, provided by the District and executed by a duly authorized signatory of the bidder. If a bid submitted electronically by PARITY is accepted by the District, the terms of the Bid for Purchase of the Bonds and the Notice Inviting Proposals for Purchase of Bonds and the information that is electronically transmitted through PARITY shall form a contract and the successful bidder shall be bound by the terms of such contract.

2. PARITY is not an agent of the District, and the District shall have no liability whatsoever based on any bidder’s use of PARITY, including but not limited to any failure by PARITY to correctly or timely transmit information provided by the District or information provided by the bidder.
3. The District may choose to discontinue use of electronic bidding via PARITY by issuing a notification to such effect via PARITY's internet site (www.tm3.com) no later than 1:00 P.M. (Pacific Daylight Time) on the last business day prior to the date of sale.

4. Once the bids are communicated electronically via PARITY to the District as described above, each bid will constitute a Bid for Purchase of the Bonds and shall be deemed to be an irrevocable offer to purchase the Bonds on the terms provided in this Notice Inviting Proposals for Purchase of Bonds. For purposes of submitting all Bids for Purchase of the Bonds, whether by hand delivery, facsimile or electronically via PARITY, the time as maintained on PARITY shall constitute the official time.

5. Each bidder choosing to bid electronically shall be solely responsible to make necessary arrangements to access PARITY for purposes of submitting its bid in a timely manner and in compliance with this Notice Inviting Proposals for Purchase of Bonds. Neither the District nor Dalecomp shall have any duty or obligation to undertake such registration to bid for any prospective bidder or to provide or assure such access to any qualified prospective bidder, and neither the District nor Dalecomp shall be responsible for a bidder's failure to register to bid or for proper operation of, or have any liability for any delays or interruptions of, or any damages caused by, PARITY. The District is using PARITY as a communication mechanism, and not as the District's agent, to conduct the electronic bidding for the Bonds. By using PARITY, each bidder agrees to hold the District harmless for any harm or damages caused to such bidder in connection with its use of PARITY for bidding on the Bonds.

In the event that both an electronic bid and a facsimile bid from a single bidder are received at or prior to the bid receipt deadline, and to the extent that there is an inconsistency in the interest rates or price bid, the facsimile shall be deemed to be the bid submitted. No bid received after the deadline shall be considered. In any case, each bid must be in accordance with the terms and conditions set forth in this official Notice Inviting Proposals for Purchase of Bonds.

XIII. Estimate of True Interest Cost:

Bidders are requested (but not required) to supply an estimate of the total true interest cost to the District on the basis of their respective bids, which shall be considered as informative only and not binding on either the bidder or the Board of Trustees of the District.

XIV. Deposit:

Except as otherwise provided below, a good faith deposit ("Deposit") in the form of a certified, treasurer's or cashier's check drawn on a solvent commercial bank or trust company in the United States of America or a Financial Surety Bond issued by an insurance company licensed to issue such surety bond in the State of California, made payable to

Marin Community College District
in the amount of

$________

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is required for any bid to be accepted. If a check is used, it must accompany each bid. If a Financial Surety Bond is used, such surety bond must be submitted to the District or its Financial Advisors prior to the opening of the bids. The Financial Surety Bond must identify each bidder whose Deposit is guaranteed by such Financial Surety Bond. If the winning bidder on the Bonds is determined to be a bidder utilizing a Financial Surety Bond, then that bidder is required to submit its Deposit to the District in the form of a cashier’s check (or wire transfer such amount as instructed by the District or its Financial Advisors) not later than 10:00 a.m. (District’s local time) on the next business day following the bid opening. If such Deposit is not received by that time, the Financial Surety Bond may be drawn by the District to satisfy the Deposit requirement. If the apparent winning bidder on the Bonds is determined to be a bidder who has not submitted a Deposit in the form of a Financial Surety Bond or check, as provided above, the Financial Advisors will request the apparent winning bidder to immediately wire the Deposit and provide the Federal wire reference number of such Deposit to the Financial Advisors within 90 minutes of such request by the Financial Advisors. The Bonds will not be officially awarded to a bidder who has not submitted a Deposit in the form of a Financial Surety Bond or check, as provided above, until such time as the bidder has provided a Federal wire reference number for the Deposit to the Financial Advisors.

No interest on the Deposit will accrue to any bidder. The District will deposit the Deposit of the winning bidder. The Deposit (without accruing interest) of the winning bidder will be applied to the purchase price of the Bonds. In the event the winning bidder fails to honor its accepted bid, the Deposit plus any interest accrued on the Deposit will be retained by the District. Any investment income earned on the good faith deposit will be paid to the successful bidder in the event the District is unable to deliver the Bonds. Deposits accompanying bids other than the bid which is accepted will be returned promptly upon the determination of the best bidder.

XV. Legal Opinion:

The Bonds are sold with the understanding that the purchaser will be furnished with the approving opinion of Bond Counsel, Stradling Yocca Carlson & Rauth, a Professional Corporation. A copy of the opinion will be attached to the Bonds. Said attorneys have been retained by the District as Bond Counsel and in such capacity are to render their opinion only upon the legality of the Bonds under California law and on the exemption of the interest income on such Bonds from federal and State of California income taxes. Fees of Bond Counsel will be paid from the costs of issuance.

XVI. Tax-Exempt Status:

In the opinion of Bond Counsel, under existing laws, interest on the Bonds is exempt from all present State of California personal income taxes, and assuming compliance with certain covenants made by the District and County, interest on the Bonds is not includable in the gross income of the owners of the Bonds for federal income tax purposes, provided that such interest may be included in the calculation for certain taxes, including the corporate alternative minimum tax and the corporate environmental tax. Should changes in the law cause Bond Counsel’s opinion to change prior to delivery of the Bonds to the purchaser, the purchaser will be relieved of its responsibility to pick up and pay for the Bonds, and in that event its Deposit will be returned. See “Payment of Issuance Cost” herein.
XVII. Certification of Reoffering Price:

As soon as practicable, but not later than five days following the deadline for receipt of bids for the Bonds, the successful bidder must submit to the District a certificate specifying for each maturity the reoffering price at which at least 10% of the Bonds of such maturity were sold (or were offered in a bona fide public offering and as of the date of award of the Bonds to the successful bidder reasonably expected to be sold) to the public. Such certificate shall be in form and substance satisfactory to Bond Counsel and shall include such additional information as may be requested by Bond Counsel.

XVIII. Award:

The Bonds will be awarded to the responsible bidder submitting the best responsive bid, considering the interest rate or rates specified. The best bid will be the bid that represents the lowest true interest cost ("TIC") to the District for the Bonds. The TIC is the discount rate that, when compounded semiannually and used to discount all debt service payments on the Bonds back to the dated date of such Bonds, results in an amount equal to the price bid for said Bonds. In the event that two or more bidders offer bids for the Bonds at the same lowest TIC, the District will determine by lottery which bidder will be awarded the Bonds. For the purpose of calculating the TIC, the mandatory sinking fund payments, if any, shall be treated as serial maturities in such years. The determination of the bid representing the lowest TIC will be made without regard to any adjustments made or contemplated to be made after the award by the Superintendent, as described herein under "Adjustment of Principal Amounts," even if such adjustments have the effect of raising the TIC of the successful bid to a level higher than the bid containing the next lowest TIC prior to adjustment.

XIX. Delivery:

Delivery of the Bonds will be made to the purchaser through DTC upon payment in federal funds payable to or for the account of the District at the County of Marin, Treasurer-Tax Collector, ___________________________________. The Closing will take place at the offices of Stradling Yocca Carlson & Rauth, a Professional Corporation, 44 Montgomery Street, Suite 4200, San Francisco, California 94104, or at the purchaser’s request and expense, at any other place mutually agreeable to both the District and the purchaser.

XX. Prompt Award:

The Superintendent of the District, or her designee, will take action awarding the Bonds or rejecting all bids not later than twenty-six (26) hours after the expiration of the time herein prescribed for the receipt of bid proposals, unless such time of award is waived by the successful bidder. Notice of the award will be given promptly to the successful bidder.

XXI. Qualification for Insurance:

The District has made application for municipal bond insurance relating to the Bonds. If the Bonds qualify for issuance of any policy of municipal bond insurance or commitment therefor, the bidder may elect to purchase such insurance. Payment of any insurance premium and satisfaction of any conditions to the issuance of a municipal bond insurance policy shall be the sole responsibility of the bidder. Any failure of the Bonds to be so insured or of any such policy of insurance to be issued shall not in any way relieve the purchaser of his contractual obligations arising from the acceptance
of his proposal to purchase the Bonds. If bond insurance is purchased, the purchaser of the Bonds must provide the District with the municipal bond insurance commitment, including the amount of the policy premium, as well as information with respect to the municipal bond insurance policy and the insurance provider for inclusion in the final Official Statement within two (2) business days following the award of the Bonds by the County on behalf of the District.

XXII. California Debt Advisory and Investment Commission:

The successful bidder will be required, pursuant to state of California law, to pay any fees to the California Debt and Investment Advisory Commission ("CDIAC"). CDIAC will invoice the successful bidder after the closing of the Bonds.

XXIII. No Litigation and Non-Arbitrage:

The District will deliver a certificate stating that no litigation is pending affecting the issuance and sale of the Bonds. The District will also deliver an arbitration certificate covering its reasonable expectations concerning the Bonds and the use of proceeds thereof.

XIV. Official Statement:

The District will make available a Preliminary Official Statement relating to the Bonds, a copy of which, along with related documents, will be furnished upon request made by mail to Public Financial Management, Inc., 50 California Street, Suite 2300, San Francisco, California 94111, Attn: Sarah Hollenbeck the District’s Financial Advisor for the Bonds, or telephoned to said Advisor at (415) 982-5544. Such Preliminary Official Statement, together with any supplements thereto, shall be in form “deemed final” by the District for the purposes of SEC Rule 15c2-12(b)(1), but is subject to revision, amendment and completion in a final official statement. The District shall deliver, at closing, a certificate, executed by appropriate officers of the District acting in their official capacities, to the effect that the facts contained in the Official Statement relating to the Bonds are true and correct in all material respects, and that the Official Statement does not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statement therein, in light of the circumstances under which they were made, not misleading. One hundred (100) copies of the Official Statement will be made available to the purchaser without charge within seven business days of the date of sale and additional copies will be made available upon request at the purchaser’s expense.

XXV. Continuing Disclosure:

In order to assist bidders in complying with Rule 15c2-12(b)(5) promulgated under the Securities Exchange Act of 1934, the District will undertake in a Continuing Disclosure Certificate to provide certain annual financial information and Notice of the occurrence of certain events, if material. A description of this undertaking and a form of the Continuing Disclosure Certificate is included in the Preliminary Official Statement.

XXVI. Ratings:

Standard & Poor’s and Moody’s Investors Service have assigned to the Bonds the ratings shown on the cover page of the Preliminary Official Statement or, if not so indicated, will be available upon request from the Financial Advisor. Such ratings reflect only the views of such
organization and explanation of the significance of such ratings may be obtained from them as follows: Standard & Poor’s, 55 Water Street, New York, New York 10041, (212) 438-2000, and Moody’s Investors Service, 7 World Trade Center at 250 Greenwich Street, New York, New York 10007, (212) 553-1658. There is no assurance that the ratings will continue for any given period of time or that they will not be revised downward or withdrawn entirely by either of the rating agencies, if, in the judgment of such agency, circumstances so warrant. Any such downward revision or withdrawal of such rating may have an adverse effect on the market price of the Bonds.

XXVII. Right to Cancel, Postpone, or Reschedule Sale:

The District reserves the right to cancel, postpone or reschedule the sale of the Bonds upon notice given through the Bloomberg News Service, Thomson Municipal Market Monitor (www.tm3.com) or The Bond Buyer prior to the time bids are to be received. If the sale is postponed, bids will be received at the place set forth above, at the date and time as the District shall determine. Notice of the new sale date and time, if any, will be given through Bloomberg News Service, Thomson Municipal Market Monitor (www.tm3.com) or The Bond Buyer no later than twenty-three (23) hours prior to the new time bids are to be received. As an accommodation to bidders, telephone or fax notice of the postponement of the sale date and of the new sale date will be given to any bidder requesting such notice from the Financial Advisor. Failure of any bidders to receive such notice shall not affect the legality of the sale.

XXVIII. Additional Information:

Copies of the Notice Inviting Proposals for Purchase of Bonds, the form of bid, and the Preliminary Official Statement relating to the Bonds will be furnished to any bidder upon request made to Public Financial Management, Inc., Attn: Sarah Hollenbeck, phone: (415) 982-5544, hollenbecks@pfm.com, the Financial Advisor.

Dated: _______________ 2011

MARIN COMMUNITY COLLEGE DISTRICT

By: ____________________________
Vice President, College Operations
EXHIBIT B

BID FOR THE PURCHASE OF $__________
MARIN COMMUNITY COLLEGE DISTRICT
(MARIN COUNTY, CALIFORNIA)
ELECTION OF 2004 GENERAL OBLIGATION BONDS, SERIES C

__________, 2011

Marin Community College District
Marin County, California

On behalf of a group which we have formed consisting of:

and pursuant to the Notice Inviting Proposals for Purchase of Bonds hereinafter mentioned, we offer to purchase all of the $__________ Dollars ($) principal amount of the Bonds designated as “Marin Community College District (Marin County, California) Election of 2004 General Obligation Bonds, Series C,” maturing on August 1 in the years and amounts and bearing interest at the rate or rates set forth in the following schedule:

<table>
<thead>
<tr>
<th>YEAR</th>
<th>PRINCIPAL AMOUNT*</th>
<th>INTEREST RATE</th>
<th>INSURANCE</th>
</tr>
</thead>
</table>

and to pay therefor the aggregate sum of $__________ (representing the $__________ principal amount of the Bonds, plus interest accrued on such Bonds to the date of delivery thereof, plus premium of $__________).

We hereby elect to combine the maturities of Bonds maturing on the following dates to comprise term bonds:

---

*Preliminary, subject to change. See “III. Adjustment of Principal Amounts” in the Notice Inviting Proposals for Purchase of Bonds.
Redemption Dates

_______ through _______

_______ through _______

_______ through _______

Maturity Date

_______ 1, ___

_______ 1, ___

_______ 1, ___

This bid is submitted with our intention to purchase municipal bond insurance from ________________ (fill in if applicable). Such insurance will be obtained at our expense.

This bid is made subject to all the terms and conditions of the Notice Inviting Proposals for Purchase of Bonds heretofore published, all of which terms and conditions are made a part hereof as fully as though set forth in full in this bid.

As specified in the Notice Inviting Proposals for Purchase of Bonds, this bid is subject to acceptance not later than 26 hours after the expiration of the time for the receipt of bids, and the opinion of Stradling Yocca Carlson & Rauth, a Professional Corporation approving the validity of the Bonds will be furnished us (if we are the successful bidder) at the time of the delivery of the Bonds at the expense of the District.

There is submitted herewith a memorandum (which shall not constitute a part of this bid) stating the total true interest cost in dollars on the Bonds during the life of the issue under this bid, and the true interest rate determined thereby.

We have received and reviewed the Preliminary Official Statement with respect to the Bonds (the "Preliminary Official Statement") and as a condition to bidding on the Bonds, have determined that we can comply with the requirements of Rule 15c2-12 of the Securities and Exchange Commission under the Securities Exchange Act of 1934, as amended.

As of the date of award and as of the date of delivery of the Bonds, all members of our syndicate either participate in DTC or clear through or maintain a custodial relationship with an entity that participates in said depository.

We hereby request that ___________ (not to exceed ___) printed copies of the Official Statement with respect to the Bonds be furnished to us in accordance with the terms of the Notice Inviting Proposals for Purchase of Bonds.

Respectfully submitted,

Name:__________________________

(Account Manager)

By:____________________________

Address:________________________

City:_________________ State:_________

Phone:___________________________

MEMORANDUM OF INTEREST COST: Under the above bid, the total true interest cost on the Bonds during the life of the issue is $_______________ and the true interest rate determined thereby is ____%.
EXHIBIT C

NOTICE OF INTENTION TO SELL

$__________ *

MARIN COMMUNITY COLLEGE DISTRICT
(MARIN COUNTY, CALIFORNIA)
ELECTION OF 2004 GENERAL OBLIGATION BONDS, SERIES C

NOTICE IS HEREBY GIVEN that the Marin Community College District (the "District"), in Marin County, California, intends to offer for public sale on _______, May ___, 2011, at the hour of 8:30 a.m. Pacific Daylight Time, at the office of Public Financial Management, Inc., 50 California Street, Suite 2300, San Francisco, California 94111 not to exceed $__________ * principal amount of general obligation bonds of the District designated “Marin Community College District (Marin County, California) Election of 2004 General Obligation Bonds, Series C (the “Bonds”). Within 26 hours, the Superintendent/President of the District will consider the bids received and, if acceptable bids are received, award the sale of the Bonds on the basis of the true interest cost. In the event that no bids are awarded by the designated time, proposals will be received at a subsequent time and date to be determined by the District and publicized via PARITY, the Bond Buyer Wire or Thomson Municipal Market Monitor (www.tm3.com).

NOTICE IS HEREBY FURTHER GIVEN that the Bonds will be offered for public sale subject to the terms and conditions of the Notice Inviting Proposals for Purchase of the Bonds, dated __________, 2011. Copies of the preliminary Official Statement and Notice Inviting Proposals for Purchase of Bonds and the form of bid relating to the Bonds will be furnished upon request made to Public Financial Management, Inc., 50 California Street, Suite 2300, San Francisco, California 94111, Attn: Sarah Hollenbeck, phone (415) 982-5544, Hollenbecks@pfm.com, the Financial Advisor to the District for the Bonds.

Dated: __________, 2011

MARIN COMMUNITY COLLEGE DISTRICT

By: ________________________________
   Vice President, College Operations

* Preliminary, subject to change.
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Date: April 19, 2011
Item & File No. B.10.C

Subject: Agreement with Canteen of Northern California for College Food and Drink Vending Services

Reason for Board Consideration: APPROVAL

Enclosure(s): Agreement

BACKGROUND:

In November 2010, the Board of Trustees authorized the selection of Canteen of Northern California to provide vending services for the College of Marin campuses. The Board further authorized staff to proceed with the negotiation of an agreement for those services.

The attached agreement has been reviewed by School & College Legal Services for content, Keenan and Associations for property and liability insurance and Marin Schools Insurance Authority for workers compensation coverage.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees authorize staff to enter into the attached agreement with Canteen of Northern California for Food and Drink Vending Services for the College of Marin.

Administrator Initiating Item
Albert J. Harrison II, Vice President, College Operations
BEVERAGE, SNACK AND FOOD VENDING MACHINES CONTRACT

I. GENERAL PROVISIONS

A. Names of Parties: This Contract shall be between the Marin Community College District, hereinafter, “District” and Canteen of Northern California, hereinafter, “Contractor”, a company licensed to do business in the State of California.

B. Dates of Contract: This Contract shall commence on December 10, 2010 and shall continue for a period of sixty (60) months terminating on December 9, 2015. At District’s sole option, Contract may be extended for two (2) additional one (1) year periods ending December 9, 2016 and December 9, 2017, respectively.

C. Definition of Operations: District hereby grants to Contractor the right to provide and operate beverage, food and snack vending machines on the College of Marin’s Kentfield and Indian Valley campus locations at 835 College Avenue Kentfield, California and 1800 Ignacio Blvd., Novato, California respectively.

This Contract is based on the proposal submitted September 9, 2010 hereinafter “Proposal.” The terms of Proposal are incorporated herein as if set forth in full. Should there be any inconsistency between Proposal and this Contract; the terms of this contract shall prevail.

D. Commissions: Contractor shall pay a monthly commission of forty-percent (40%) of Net Proceeds (Net Proceeds = Gross Sales less Sales Tax, CRV and Product Cost) as outlined in the Proposal.

1. Commission payments: Commission payments shall be made by the 15th of each month following the close of the previous month. Payments shall be payable to Associated Students of College of Marin (ASCOM) for Kentfield Campus vending services and to Associated Students Indian Valley College (ASIVC) for Indian Valley Campus vending services. Commission payments shall include a summary of food sold including dates sold and shall be mailed to Marin Community College District, Attn: Accounts Receivable, 1800 Ignacio Boulevard, Novato, CA 94949.

2. Sales Reports: Commission payments shall include a summary of net proceeds and commission statement for the corresponding period.

3. Records: Contractor shall maintain accurate, complete and audited records of District operations.

4. Inspection: Contractor records pertaining to District operations, including supporting data and documents shall be available for inspection, reproduction, and review by District. Contractor shall maintain complete records in a location nearby, for a period of no less than three (3) years. District will give Contractor forty-eight
(48) hours notice of its intent to review any records at Contractor offices. Failure to provide requested material within the timeframe will be considered sufficient cause to terminate this Contract.

5. Use of Information: District reserves the right to use, and release for bidding purposes any data available under the terms of the Contract, provided such information does not infringe upon the Contractor’s reasonable right to confidentiality or proprietary information including trade secret information.

E. Service Requirements: Contractor shall work with District Dean of Student Development and Special Services, hereinafter, “Dean” and staff, to determine appropriate quality, variety, type of services and public relations for District vending services.

F. Service Exclusivity: During the term of this Contract, Contractor shall provide all vending machine services to the College of Marin, Kentfield and Indian Valley Campuses.

G. District Rights Concerning Product and Service: District reserves the right to review, inspect, evaluate and recommend changes to the types of vending machines and services provided, with respect to quality, quantity and variety of food sold, service provided, prices, and generally with respect to the safety, sanitation and maintenance of the equipment, all of which shall be maintained at levels satisfactory to the District.

H. Insurance Requirements: Contractor shall obtain, in such form and with such carriers as approved by District, and keep in force at its sole expense during the term of this Contract and all extensions, the following:

1. General Liability Hazard Insurance
   a. General Aggregate $ 2 Million
   b. Products and Completed Operations $ 2 Million
   c. Personal and Advertising Injury $ 1 Million
   d. Each Occurrence $ 1 Million
   e. Broad Form Property Damage $ 1 Million
   f. Automobile liability insuring owned and non-owned vehicles $ 1 Million to combined single limit for Bodily Injury and Property damage
   g. Fire Damage (any one person) $ 100,000
   h. Medical Expenses (Any one person) $ 5,000

2. Contractor shall maintain Workers Compensation Insurance for all of Contractor’s employees connected with the performance of this Contract in compliance with the laws of the State of California Employee Liability Insurance and where applicable, insurance in compliance with any other statutory requirements pertaining to the compensation of injured employees.

3. All of the policies described at Section I.H.1 above, shall include the District, its officers, agents, and employees, College of Marin and the Associated Students of College of Marin and Associated Students of Indian Valley Campus as additional insureds, and shall contain a covenant requiring ninety (90) days written notice and
written approval by the District before reduction or other modification of coverage. These policies shall be primary and non-contributing with insurance coverage of the District and shall contain a severability of interests cause in respect to cross liability, protecting each named insured as though a separate policy had been issued to each.

4. Certification of the above insurance policies shall be furnished to the District upon signing this Contract.

5. District will keep its building, including food vending area, its contents, and other property insured against loss or damage by fire, explosion and similar casualties.

6. In the event that the Contractor fails to maintain and keep in force any of the insurances listed above, and Workers Compensation Insurance as herein provided, the District shall have the right to cancel and terminate this Contract forthwith.

I. Taxes and Licenses: The Contractor shall obtain at its sole expense any and all permits or bonds required to do business, by this Contract, any municipal or county ordinance or regulation, and any state or federal law or regulation. Contractor shall be solely liable for and shall pay at its sole expenses, all taxes lawfully assessed in connection with or arising out of this Contract, including, but not limited to, State Sales Tax, and any County or City Property Taxes or special assessments.

J. District Meetings Requirement: The Contractor’s management shall meet regularly with the Dean, staff and students and/or a food committee to discuss planned changes, to correct problems, and for service evaluations.

II. INDEMNITIES:

A. The Contractor: The Contractor shall indemnify, hold harmless and defend District, its trustees, officers, students, employees, and agents from and against any liability, loss, damage or expenses arising out of or connected with the Contractor’s negligent acts or omissions under this Contract.

B. The District: The District shall indemnify, hold harmless and defend the Contractor, its officers, management, employees and agents from and against any acts or omissions of the District, its employees or agents arising out of or connected with the District’s negligent acts or omissions under this Contract.

C. Catastrophe: Neither Contractor nor District shall be liable for failure to perform their respective obligations under this Contract when such failure is caused by fire, explosion, water, act of God or inevitable accident, civil disorder or disturbance strikes on the part of Contractor’s union or employees, or by Contractor’s suppliers’ unions or employees, vandalism, war, riot, sabotage, weather or energy related closing, governmental rules or regulations or like causes beyond the reasonable control of such party, not for personal property destroyed or damaged due to such causes.
III. EQUIPMENT/MERCHANDISE/PRICES AND SERVICE

A. Equipment: Contractor shall provide all new equipment or newly refurbished equipment and shall provide routine and periodic review and inspections of equipment and surrounding area. All machines shall be in excellent working order at all times. Equipment shall be of the manufacturer's type described in Proposal. The number of machines and locations as proposed shall be first implemented in this Contract. Contractor, at its own expense shall install, operate and maintain all vending machines and ancillary equipment at both locations in numbers as proposed and mutually agreed upon by the Dean and Contractor. All vending equipment and equipment installed under this Contract shall remain the sole and exclusive property of Contractor. All requests to add, reduce or relocate machines shall be requested and approved by mutual agreement of both parties in writing. Any new equipment necessary to support the Contractor's services will be at Contractor's expense.

B. Vending Machine Maintenance, Repair and Service Calls: Contractor is responsible for the repair and maintenance of all Contractor vending machines and equipment. Contractor service on machines is to occur within twenty-four (24) hours from the time the service call is placed by District. If repair cannot be completed within ninety-six (96) hours from the time service call is placed, Contractor shall provide a replacement machine until repairs are completed.

C. Merchandise: Contractor will keep all vending machines well stocked at all times. Cost of all merchandise to be borne by Contractor. Merchandise shall be nationally recognized brands as proposed and described in Proposal. Restocking and replacement shall occur at a minimum of two times weekly, and in no event less frequently than is necessary to guarantee stocked vending machines and product freshness.

D. Contractor Vehicles and Transportation: All contractor vehicles and vehicle maintenance, and any transportation costs shall be borne by Contractor.

E. Pricing: Pricing shall be as defined in Proposal. Proposed price changes shall be presented in writing to the Dean at least three months prior to proposed implementation of change. Increases may be justified with appropriate documentation. As a general rule, across the board increases will not be considered.

F. Customer Complaints: Contractor shall establish a system, satisfactory to Dean, for handling customer complaints and for reimbursing customers for monies lost through equipment malfunction, spoiled product, or incorrect change. This process shall be posted at vending machine locations by Contractor.

G. Customer Service: Contractor will conduct student and customer surveys periodically, but not less than once each year, with respect to all aspects of the Contractor's vending operation. Dean will have the opportunity to review and comment on the survey instrument prior to release and to review the survey results. Contractor and Dean will work together to address issues and recommend changes resulting from survey.
H. Alcoholic Beverages and Tobacco: Contractor shall not sell, or permit in its service area, any intoxicating beverages, tobacco products, or items prohibited by law.

IV. SERVICE AREAS, MAINTENANCE, SECURITY, AND UTILITIES

A. Vending Machine Locations: District will provide locations for Contractor vending machines.

B. Cleaning & Sanitation: Excellence in housekeeping and sanitation of equipment by Contractor is considered a high priority by District and shall be a material condition of this Contract. Contractor shall maintain all vending machines in a clean, sanitary and orderly manner. Contractor shall comply with all state and local health sanitation regulations relating to personnel servicing, stocking, and cleaning vending machines. At its own expense, Contractor shall provide necessary cleaning supplies and equipment.

District will maintain facility and surrounding floor space as provided for all District facilities.

C. Security: Contractor shall service all areas within its control. Contractor is responsible for all District keys that are issued to Contractor. Any expense incurred by District as a result of a failure to secure, or loss of any keys, will be charged to Contractor. Contractor is obligated to notify District of any and all breaches of security, including the immediate notification of the loss of any keys. Contractor will work with District Maintenance and Police personnel to insure the safe operation of the vending machines. District, although not responsible for loss and damage to the vending machines and contents, will provide normal security coverage and practices for Contractor’s on-campus property in buildings.

D. Utilities: All utilities will be provided by District. District does not guarantee uninterrupted utility service and shall not be liable to Contractor for any product loss, damage, or expense that might result from the interruption or failure of utility services.

V. PERSONNEL

A. Independent Contractor: Contractor is an independent contractor and not an employee, agent, joint venture or partner of the District. As such, the Contractor shall pay all salaries and benefits payable due to the operation of the Contractor’s business under the terms of this Contract. All the Contractor’s employees shall be employed in the Contractor’s name and at the Contractor’s expense. Contractor shall provide District with the names of any employees assigned to work on District property. Contractor will carry Workers’ Compensation for their employees.

B. Contractor Personnel: All Contractor personnel shall be employees of the Contractor and shall be subject to District regulations regarding personal behavior and the use of District property. In the event of employee misconduct or improper behavior, employee shall be transferred off campus immediately upon the receipt of a written request from District.
C. **Non-Discrimination:** It shall be the policy of Contractor to provide equal opportunity in employment for all qualified persons, and to prohibit employment discrimination because of national origin, race, religion, marital status, sex, sexual orientation, handicap, disabled veterans, veterans of the Vietnam era, or any other basis prohibited by applicable law.

**VIII. CONTRACT TERMINATION**

A. **Termination with Cause:** Either party may terminate this Contract for non-compliance with any terms or conditions of Contract, with sixty (60) days written notice to the other party.

B. **District Right for Immediate Termination:** The District may cancel this Contract immediately:
   1. Upon receiving notice that the Contractor’s insurance coverage is canceled, in part or in whole, or reduced below levels defined and required in Section I; paragraph H.
   2. For material breaches including but not limited to fraud, theft, or insolvency.

C. **Acts of Nature or Man Beyond the District’s Control:** In the event Contractor’s premises or other premises within District are destroyed, partially or in the whole by fire or by other casualty, rendering Contractor as unable to provide vending services, and such premises cannot be restored to operating status within one hundred twenty (120) days, Contractor may elect to terminate this Contract by serving written notice to District. District shall not be liable to Contractor for any loss of property or income incurred by the Contractor resulting from such destruction.

D. **Termination without Cause:** Either party may terminate this Contract without cause by giving the other party one hundred and twenty (120) days written notice.

E. **Notice Requirement:** All notices herein provided to be given by both parties shall be deemed to have been fully given when reduced to writing and deposited in the United States Mail, certified and postage prepaid, and addressed as follows:

**To the District:**
Albert J. Harrison II  
Vice President, College Operations  
Marin Community College District  
1800 Ignacio Blvd Drive  
Novato, CA 94949  
415-883-3100

**To the Contractor:**
Trey Dunia  
Sales Manager  
Canteen Vending of Northern California  
3025 Dutton Avenue  
Santa Rosa, CA 95407  
707-546-4544
IX. NONASSIGNMENT

This Contract, any part thereof, or any right or duty thereunder may not be assigned, delegated, or subcontracted without the prior written approval of District, which approval may be granted or withheld at the sole discretion of District.

X. ENTIRE CONTRACT

This Contract states the agreement between the parties in respect to the subject matter and supersedes any previous oral or written proposals, statements, discussions, negotiations, or other Contracts, any oral or written representations or statements not expressly contained in the Contract. This Contract may be modified, or any provision waived, only by writing signed by the parties.

IN WITNESS WHEREOF, the parties hereto have caused the Contract to be executed by their respective proper officers; thereunto duly authorized the day and year first above written.

MARIN COMMUNITY COLLEGE DISTRICT

By: ________________________________  
Albert J. Harrison II  
Vice President, College Operations  
Date: _____________________________

CONTRACTOR

By: ________________________________  
Print Name: __________________________  
Print Title: __________________________  
Date: _____________________________

Final – 3/28/11
MARIN COMMUNITY COLLEGE DISTRICT  
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees

From: Superintendent/President

Subject: Kentfield Rehabilitation and Specialty Hospital  
Clinical Student Experience Agreement

Date: April 19, 2011

Item & File No. B.10.D

Reason for Board Consideration: 

APPROVAL

Enclosure(s):

Agreement

BACKGROUND:

The College has agreements with various institutions to provide clinical training experience for the College’s Nursing and Allied Health Program students. The College wishes to enter into an agreement with Kentfield Rehabilitation and Specialty Hospital for clinical experience for the students in our Medical Assisting program.

This agreement has been reviewed with School and College Legal Services, the District’s insurance administrator, Keenan and Associates and Marin Schools Insurance Authority for Worker’s Compensation. The boilerplate agreement was brought to the Board for information purposes in October 2009.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees authorize District staff to enter into the attached agreement with Kentfield Rehabilitation and Specialty Hospital to provide clinical experience for the College’s Medical Assisting students.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
MARIN COMMUNITY COLLEGE DISTRICT
COMMUNITY AGENCY / CLINICAL FACILITIES AGREEMENT

THIS AGREEMENT is made this 19th day of April 2011, by and between the MARIN COMMUNITY COLLEGE DISTRICT, hereinafter called “College”, and KENTFIELD REHABILITATION AND SPECIALTY HOSPITAL, hereinafter called “Clinical Agency.”

WITNESSETH

WHEREAS, the College offers programs which require that students gain experience in a variety of clinical settings as part of their health sciences education and training, and

WHEREAS, Clinical Agency is a health care provider with office facilities located at 1125 Sir Francis Drake Boulevard, Kentfield, California;

WHEREAS, Clinical Agency’s facilities are suitable for providing clinical field experience opportunities for College’s students enrolled in the College’s Medical Assisting Program (“Program”); and

WHEREAS, it is beneficial to the Clinical Agency to support the education and training of future health care personnel;

NOW, THEREFORE, the parties agree as follows:

I. COLLEGE’S DUTIES AND RESPONSIBILITIES

A. The College shall designate an employee as the primary contact person for the administration of this Agreement.

B. The College shall designate for assignment to the Clinical Agency only students currently enrolled in the Program.

C. The College shall be responsible for Program content, instruction, attendance records, academic standards, and student evaluations.

D. The College shall provide sufficient qualified instructors to work with Clinical Agency’s staff in planning and coordinating student clinical field experiences.

E. The College shall provide Worker’s Compensation insurance for College employees and for students assigned to Clinical Agency’s facilities pursuant to this Agreement, but students shall not be considered employees of College for purposes of this Agreement.

II. CLINICAL AGENCY’S DUTIES AND RESPONSIBILITIES

A. Clinical Agency shall designate a primary contact person for the administration of this Agreement.

B. In compliance with all applicable laws and to the extent necessary to ensure safe and continuous patient health care, Clinical Agency shall at all times staff its facility with a sufficient number of its own fully-trained, appropriately licensed personnel. The College’s instructors and students shall not be included in Clinical Agency’s calculation of staffing ratios.
C. Clinical Agency shall assign appropriately trained and qualified staff to supervise students who are assigned pursuant to this Agreement.

D. Clinical Agency shall, upon request, permit visits to its facilities by agencies having jurisdiction over the College’s accreditation status.

E. Clinical Agency shall provide:

1. Orientation for instructors and/or students;
2. Qualified supervisors for students assigned to Clinical Agency’s facility pursuant to this Agreement;
3. Space for storage of personal belongings when assigned to Clinical Agency’s facility;
4. Conference space when available; and
5. Use of cafeteria at individual’s expense.

F. In accordance with Clinical Agency’s policies Clinical Agency shall provide first aide or emergency medical treatment for students who are injured at Clinical Agency’s facility while participating in a clinical field experience under this Agreement.

III. PARTIES’ JOINT DUTIES AND RESPONSIBILITIES

A. The College shall develop written student “Learning Objectives” which specify the kind and level of clinical competencies a student is expected to achieve during student’s assignment to Clinical Agency’s facility. Clinical Agency shall provide opportunities for clinical field experiences that are consistent with the Learning Objectives mutually agreed upon by the parties.

B. The College shall notify Clinical Facility of its intended clinical rotation schedule for student assignments including beginning and ending dates, number of students, and their level of preparation. The beginning and ending dates and number of students assigned to Clinical Agency’s facilities shall be subject to parties’ mutual agreement which shall be coordinated by their respective contact persons.

C. The parties’ respective contact persons shall work together to establish appropriate communication channels and schedule conferences, as necessary, to provide continuous discussion of students’ progress and any performance / conduct concerns.

D. The parties agree that students shall be subject to Clinical Agency’s immunization and health clearance requirements prior to participation in any clinical field experience under this Agreement and other mutually agreed upon policies and procedures.

E. The parties agree that any staff assigned by Clinical Agency to supervise students under this Agreement shall meet the qualifications required by Medical Board of California and other requirements as the parties mutually agree.

IV. HOLD HARMLESS

Each party agrees to defend, indemnify, and hold harmless the other party and its board of trustees, officers, agents and employees from and against any and all claims, demands, damages, costs, and expenses of whatever
nature, including court costs and attorney fees, arising out of or resulting from the acts or omission, with respect to this Agreement, of the party or its board of trustees, officers, agents or employees.

V. INSURANCE

A. At all times this Agreement is in effect each party shall maintain occurrence-based general liability coverage with limits of at least $1,000,000 per occurrence and $3,000,000 aggregate, combined single limit. At the commencement of this Agreement and prior to expiration of any policy required hereunder, each party shall provide the other with a certificate of insurance evidencing the required coverage and an endorsement naming the other party and its board of trustees, officers, agents and employees, as additional insured. At its option College may provide for such insurance through membership in the Northern California Community Colleges Self Insurance Authority (NCCC SIA, a joint powers authority).

B. At all times this Agreement is in effect College shall maintain professional liability insurance for its instructors and students with limits of $1,000,000 per occurrence and $3,000,000 annual aggregate.

C. College Instructors and students shall be covered by College’s Worker’s Compensation program, but students shall not be considered employees of the College for purposes of this Agreement.

VI. NON-DISCRIMINATION

The parties shall comply with all applicable federal, state and local laws, rules and regulations regarding nondiscrimination because of race, color, ancestry, national origin, religion, sex, sexual orientation, marital status, age, medical condition, disability, or other prohibited basis. All nondiscrimination statues and regulations required by law to be included in this Agreement shall be deemed incorporated herein by this reference.

VII. TERM AND TERMINATION

This AGREEMENT shall commence on March 30, 2011, and continue in effect until either party serves the other with a notice of termination or the parties mutually agree to terminate this Agreement. The termination of this Agreement shall be as to the assignment of any new students to the Clinical Agency’s facilities. All students then-currently assigned to Clinical Agency’s facilities shall be permitted to complete their clinical rotation unless the parties otherwise mutually agree.

VIII. GENERAL PROVISIONS

A. This Agreement may be amended at any time only by mutual written agreement of the parties.

B. The parties shall first meet and confer to resolve any disputes arising out of this Agreement. If the parties are unable to so resolve a dispute, before proceeding to litigation, they shall participate in mediation before a mediator selected by the parties by mutual agreement or by alternately striking names from a list of mediators requested by the parties from a mediation service.

C. Notices required or permitted under this Agreement shall be served on the parties personally, or by certified or registered mail, to the attention of the designated primary contact person at the address set forth below:
D. If any portion of this Agreement is determined to be invalid or unenforceable by a court of competent jurisdiction, the invalid or unenforceable portion shall be severed and the remaining terms and conditions shall continue in full force and effect.

E. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

MARIN COMMUNITY COLLEGE DISTRICT:

(Signature)

Albert J. Harrison II
Vice President, College Operations

Date: __________________________

CLINICAL AGENCY:

(Signature)

Print Name: ______________________
Print Title: ______________________

Date: __________________________

March 15 2011
BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Subject: Dr. Rosalind Hudson
Clinical Student Experience Agreement

Reason for Board Consideration: APPROVAL

Enclosure(s): Agreement

BACKGROUND:

The College has agreements with various institutions to provide clinical training experience for the College’s Nursing and Allied Health Program students. The College wishes to enter into an agreement with Dr. Rosalind Hudson for clinical experience for the students in our Medical Assisting program.

This agreement has been reviewed with School and College Legal Services, the District’s insurance administrator, Keenan and Associates and Marin Schools Insurance Authority for Worker’s Compensation. The boilerplate agreement was brought to the Board for information purposes in October 2009.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees authorize District staff to enter into the attached agreement with Dr. Rosalind Hudson to provide clinical experience for the College’s Medical Assisting students.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
MARIN COMMUNITY COLLEGE DISTRICT
COMMUNITY AGENCY / CLINICAL FACILITIES AGREEMENT

THIS AGREEMENT is made this _______ day of __________ 2011, by and between the MARIN COMMUNITY COLLEGE DISTRICT, hereinafter called “College”, and DR. ROSALIND HUDSON, hereinafter called “Clinical Agency.”

WITNESSETH

WHEREAS, the College offers programs which require that students gain experience in a variety of clinical settings as part of their health sciences education and training, and

WHEREAS, Clinical Agency is a health care provider with office facilities located at 275 Magnolia Avenue, Larkspur, California;

WHEREAS, Clinical Agency’s facilities are suitable for providing clinical field experience opportunities for College’s students enrolled in the College’s Medical Assisting Program (“Program”); and

WHEREAS, it is beneficial to the Clinical Agency to support the education and training of future health care personnel;

NOW, THEREFORE, the parties agree as follows:

I. COLLEGE’S DUTIES AND RESPONSIBILITIES

A. The College shall designate an employee as the primary contact person for the administration of this Agreement.

B. The College shall designate for assignment to the Clinical Agency only students currently enrolled in the Program.

C. The College shall be responsible for Program content, instruction, attendance records, academic standards, and student evaluations.

D. The College shall provide sufficient qualified instructors to work with Clinical Agency’s staff in planning and coordinating student clinical field experiences.

E. The College shall provide Worker’s Compensation insurance for College employees and for students assigned to Clinical Agency’s facilities pursuant to this Agreement, but students shall not be considered employees of College for purposes of this Agreement.

II. CLINICAL AGENCY’S DUTIES AND RESPONSIBILITIES

A. Clinical Agency shall designate a primary contact person for the administration of this Agreement.

B. In compliance with all applicable laws and to the extent necessary to ensure safe and continuous patient health care, Clinical Agency shall at all times staff its facility with a sufficient number of its own fully-trained, appropriately licensed personnel. The College’s instructors and students shall not be included in Clinical Agency’s calculation of staffing ratios.
C. Clinical Agency shall assign appropriately trained and qualified staff to supervise students who are assigned pursuant to this Agreement.

D. Clinical Agency shall, upon request, permit visits to its facilities by agencies having jurisdiction over the College's accreditation status.

E. Clinical Agency shall provide:

1. Orientation for instructors and/or students;

2. Qualified supervisors for students assigned to Clinical Agency’s facility pursuant to this Agreement;

3. Space for storage of personal belongings when assigned to Clinical Agency’s facility;

4. Conference space when available; and

5. Use of cafeteria at individual’s expense.

F. In accordance with Clinical Agency’s policies Clinical Agency shall provide first aid or emergency medical treatment for students who are injured at Clinical Agency’s facility while participating in a clinical field experience under this Agreement.

III. PARTIES' JOINT DUTIES AND RESPONSIBILITIES

A. The College shall develop written student “Learning Objectives” which specify the kind and level of clinical competencies a student is expected to achieve during student’s assignment to Clinical Agency’s facility. Clinical Agency shall provide opportunities for clinical field experiences that are consistent with the Learning Objectives mutually agreed upon by the parties.

B. The College shall notify Clinical Facility of its intended clinical rotation schedule for student assignments including beginning and ending dates, number of students, and their level of preparation. The beginning and ending dates and number of students assigned to Clinical Agency’s facilities shall be subject to parties’ mutual agreement which shall be coordinated by their respective contact persons.

C. The parties’ respective contact persons shall work together to establish appropriate communication channels and schedule conferences, as necessary, to provide continuous discussion of students’ progress and any performance / conduct concerns.

D. The parties agree that students shall be subject to Clinical Agency’s immunization and health clearance requirements prior to participation in any clinical field experience under this Agreement and other mutually agreed upon policies and procedures.

E. The parties agree that any staff assigned by Clinical Agency to supervise students under this Agreement shall meet the qualifications required by : Medical Board of California and other requirements as the parties mutually agree.

IV. HOLD HARMLESS

Each party agrees to defend, indemnify, and hold harmless the other party and its board of trustees, officers, agents and employees from and against any and all claims, demands, damages, costs, and expenses of whatever
nature, including court costs and attorney fees, arising out of or resulting from the acts or omission, with respect
to this Agreement, of the party or its board of trustees, officers, agents or employees.

V. INSURANCE

A. At all times this Agreement is in effect each party shall maintain occurrence-based general
liability coverage with limits of at least $1,000,000 per occurrence and $3,000,000 aggregate,
combined single limit. At the commencement of this Agreement and prior to expiration of any
policy required hereunder, each party shall provide the other with a certificate of insurance
evidencing the required coverage and an endorsement naming the other party and its board of
trustees, officers, agents and employees, as additional insured. At its option College may
provide for such insurance through membership in the Northern California Community Colleges
Self Insurance Authority (NCCC SIA, a joint powers authority).

B. At all times this Agreement is in effect College shall maintain professional liability insurance for
its instructors and students with limits of $1,000,000 per occurrence and $3,000,000 annual
aggregate.

C. College Instructors and students shall be covered by College’s Worker’s Compensation
program, but students shall not be considered employees of the College for purposes of this
Agreement.

VI. NON-DISCRIMINATION

The parties shall comply with all applicable federal, state and local laws, rules and regulations regarding
nondiscrimination because of race, color, ancestry, national origin, religion, sex, sexual orientation, marital status,
age, medical condition, disability, or other prohibited basis. All nondiscrimination statues and regulations required
by law to be included in this Agreement shall be deemed incorporated herein by this reference.

VII. TERM AND TERMINATION

This AGREEMENT shall commence on __________________________, 200__, and continue in effect until either
party serves the other with a notice of termination or the parties mutually agree to terminate this Agreement.
The termination of this Agreement shall be as to the assignment of any new students to the Clinical Agency’s
facilities. All students then-currently assigned to Clinical Agency’s facilities shall be permitted to complete their
clinical rotation unless the parties otherwise mutually agree.

VIII. GENERAL PROVISIONS

A. This Agreement may be amended at any time only by mutual written agreement of the parties.

B. The parties shall first meet and confer to resolve any disputes arising out of this Agreement. If the
parties are unable to so resolve a dispute, before proceeding to litigation, they shall participate in
mediation before a mediator selected by the parties by mutual agreement or by alternately striking
names from a list of mediators requested by the parties from a mediation service.

C. Notices required or permitted under this Agreement shall be served on the parties personally, or by
certified or registered mail, to the attention of the designated primary contact person at the address set
forth below:
D. If any portion of this Agreement is determined to be invalid or unenforceable by a court of competent jurisdiction, the invalid or unenforceable portion shall be severed and the remaining terms and conditions shall continue in full force and effect.

E. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

MARIN COMMUNITY COLLEGE DISTRICT:

________________________________________
(Signature)

Albert J. Harrison II
Vice President, College Operations

Date: ________________________________

CLINICAL AGENCY:

________________________________________
(Signature)

Dr. Rosalind Hudson

Date: ________________________________

10/21/09 (Reviewed by School & College Legal, Keenan & Associates and MSIA)  Board for Information 11/17/09
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

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<td>Superintendent/President</td>
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<td>Subject:</td>
<td>Dr. Flash Gordon</td>
<td>Clinical Student Experience Agreement</td>
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<td>Reason for Board Consideration:</td>
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**BACKGROUND:**

The College has agreements with various institutions to provide clinical training experience for the College’s Nursing and Allied Health Program students. The College wishes to enter into an agreement with Dr. Flash Gordon for clinical experience for the students in our Medical Assisting program.

This agreement has been reviewed with School and College Legal Services, the District’s insurance administrator, Keenan and Associates and Marin Schools Insurance Authority for Worker’s Compensation. The boilerplate agreement was brought to the Board for information purposes in October 2009.

**RECOMMENDATION:**

The Superintendent/President recommends that the Board of Trustees authorize District staff to enter into the attached agreement with Dr. Flash Gordon to provide clinical experience for the College’s Medical Assisting students.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
MARIN COMMUNITY COLLEGE DISTRICT
CLINICAL FACILITIES AGREEMENT

THIS AGREEMENT is made this ______ day of _____________2011, by and between the MARIN COMMUNITY COLLEGE DISTRICT, hereinafter called “College”, and Dr. Flash Gordon, hereinafter called “Clinical Agency.”

WITNESSETH

WHEREAS, the College offers programs which require that students gain experience in a variety of clinical settings as part of their health sciences education and training, and

WHEREAS, Clinical Agency is a health care provider with office facilities located at 1000 South Eliseo Drive, Greenbrae, California;

WHEREAS, Clinical Agency’s facilities are suitable for providing clinical field experience opportunities for College’s students enrolled in the College’s Medical Assisting Program (“Program”); and

WHEREAS, it is beneficial to the Clinical Agency to support the education and training of future health care personnel;

NOW, THEREFORE, the parties agree as follows:

I. COLLEGE’S DUTIES AND RESPONSIBILITIES

A. The College shall designate an employee as the primary contact person for the administration of this Agreement.

B. The College shall designate for assignment to the Clinical Agency only students currently enrolled in the Program.

C. The College shall be responsible for Program content, instruction, attendance records, academic standards, and student evaluations.

D. The College shall provide sufficient qualified instructors to work with Clinical Agency’s staff in planning and coordinating student clinical field experiences.

E. The College shall provide Worker’s Compensation insurance for College employees and for students assigned to Clinical Agency’s facilities pursuant to this Agreement, but students shall not be considered employees of College for purposes of this Agreement.

II. CLINICAL AGENCY’S DUTIES AND RESPONSIBILITIES

A. Clinical Agency shall designate a primary contact person for the administration of this Agreement.

B. In compliance with all applicable laws and to the extent necessary to ensure safe and continuous patient health care, Clinical Agency shall at all times staff its facility with a sufficient number of its own fully-trained, appropriately licensed personnel. The College’s instructors and students shall not be included in Clinical Agency’s calculation of staffing ratios.
C. Clinical Agency shall assign appropriately trained and qualified staff to supervise students who are assigned pursuant to this Agreement.

D. Clinical Agency shall, upon request, permit visits to its facilities by agencies having jurisdiction over the College's accreditation status.

E. Clinical Agency shall provide:
   1. Orientation for instructors and/or students;
   2. Qualified supervisors for students assigned to Clinical Agency's facility pursuant to this Agreement;
   3. Space for storage of personal belongings when assigned to Clinical Agency's facility;
   4. Conference space when available.

F. In accordance with Clinical Agency's policies Clinical Agency shall provide first aide or emergency medical treatment for students who are injured at Clinical Agency's facility while participating in a clinical field experience under this Agreement.

III. PARTIES' JOINT DUTIES AND RESPONSIBILITIES

A. The College shall develop written student “Learning Objectives” which specify the kind and level of clinical competencies a student is expected to achieve during student’s assignment to Clinical Agency’s facility. Clinical Agency shall provide opportunities for clinical field experiences that are consistent with the Learning Objectives mutually agreed upon by the parties.

B. The College shall notify Clinical Facility of its intended clinical rotation schedule for student assignments including beginning and ending dates, number of students, and their level of preparation. The beginning and ending dates and number of students assigned to Clinical Agency’s facilities shall be subject to parties’ mutual agreement which shall be coordinated by their respective contact persons.

C. The parties’ respective contact persons shall work together to establish appropriate communication channels and schedule conferences, as necessary, to provide continuous discussion of students’ progress and any performance / conduct concerns.

D. The parties agree that students shall be subject to Clinical Agency’s immunization and health clearance requirements prior to participation in any clinical field experience under this Agreement and other mutually agreed upon policies and procedures.

E. The parties agree that any staff assigned by Clinical Agency to supervise students under this Agreement shall meet the qualifications required by: Medical Board of California and other requirements as the parties mutually agree.

IV. HOLD HARMLESS

Each party agrees to defend, indemnify, and hold harmless the other party and its board of trustees, officers, agents and employees from and against any and all claims, demands, damages, costs, and expenses of whatever nature, including court costs and attorney fees, arising out of or resulting from the acts or omission, with respect to this Agreement, of the party or its board of trustees, officers, agents or employees.
V. INSURANCE

A. At all times this Agreement is in effect each party shall maintain occurrence-based general liability coverage with limits of at least $1,000,000 per occurrence and $3,000,000 aggregate, combined single limit. At the commencement of this Agreement and prior to expiration of any policy required hereunder, each party shall provide the other with a certificate of insurance evidencing the required coverage and an endorsement naming the other party and its board of trustees, officers, agents and employees, as additional insured. At its option College may provide for such insurance through membership in the Northern California Community Colleges Self Insurance Authority (NCCC SIA, a joint powers authority).

B. At all times this Agreement is in effect College shall maintain professional liability insurance for its instructors and students with limits of $1,000,000 per occurrence and $3,000,000 annual aggregate.

C. College Instructors and students shall be covered by College’s Worker’s Compensation program, but students shall not be considered employees of the College for purposes of this Agreement.

VI. NON-DiscrimINATIoN

The parties shall comply with all applicable federal, state and local laws, rules and regulations regarding nondiscrimination because of race, color, ancestry, national origin, religion, sex, sexual orientation, marital status, age, medical condition, disability, or other prohibited basis. All nondiscrimination statues and regulations required by law to be included in this Agreement shall be deemed incorporated herein by this reference.

VII. TERM AND TERMINATION

This AGREEMENT shall commence on March 31, 2011, and continue in effect until either party serves the other with a notice of termination or the parties mutually agree to terminate this Agreement. The termination of this Agreement shall be as to the assignment of any new students to the Clinical Agency’s facilities. All students then-currently assigned to Clinical Agency’s facilities shall be permitted to complete their clinical rotation unless the parties otherwise mutually agree.

VIII. GENERAL PROVISIONS

A. This Agreement may be amended at any time only by mutual written agreement of the parties.

B. The parties shall first meet and confer to resolve any disputes arising out of this Agreement. If the parties are unable to so resolve a dispute, before proceeding to litigation, they shall participate in mediation before a mediator selected by the parties by mutual agreement or by alternately striking names from a list of mediators requested by the parties from a mediation service.

C. Notices required or permitted under this Agreement shall be served on the parties personally, or by certified or registered mail, to the attention of the designated primary contact person at the address set forth below:

COLLEGE

CLINICAL AGENCY
D. If any portion of this Agreement is determined to be invalid or unenforceable by a court of competent jurisdiction, the invalid or unenforceable portion shall be severed and the remaining terms and conditions shall continue in full force and effect.

E. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

MARIN COMMUNITY COLLEGE DISTRICT:

(Signature)

Albert J. Harrison II
Vice President, College Operations

Date: ______________________

CLINICAL AGENCY:

(Signature)

Dr. Flash Gordon

Date: ______________________

March 25, 2011
MARIN COMMUNITY COLLEGE DISTRICT  
Kentfield, CA 94904  

BOARD AGENDA ITEM

To: Board of Trustees | Date: April 19, 2011
From: Superintendent/President | Item & File No. B.10.G
Subject: Authorization of Temporary Transfer of Funds from County of Marin for 2011/2012 Fiscal Year

Reason for Board Consideration: APPROVAL
Enclosure(s): Resolution

BACKGROUND:

To ensure the District has sufficient resources necessary to continue operations until receipt of the first property tax installment anticipated by mid December 2011, the District intends to borrow cash as needed from the County of Marin as authorized by Article XVI, Section 6, of the Constitution of the State of California.

Staff calculates that no more than $14,000,000 will be required to meet the financial needs of the District. The funds would be repaid to the County upon receipt of the first property tax installment in December 2011.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the attached Resolution authorizing district staff to proceed with the application process for a temporary transfer of up to $14,000,000 of funds from the County Treasurer’s Office to meet the working capital needs of the College.

Administrator Initiating Item
Albert J. Harrison II, Vice President, College Operations
MARIN COMMUNITY COLLEGE DISTRICT
RESOLUTION AUTHORIZING TEMPORARY TRANSFER OF FUNDS

Resolution # 4/19/11 B.10.G

WHEREAS, Article XVI, Section 6, of the Constitution of the State of California provides that it shall be the duty of the Treasurer of any county to make such temporary transfer from funds in his custody as may be necessary to provide funds for meeting the obligations incurred for maintenance purposes by any political subdivision whose funds are in his custody and are paid out solely through his office; and

WHEREAS, it is necessary that the sum of $14,000,000.00 (Fourteen Million Dollars) be transferred from funds in the custody of the Treasurer of the County of Marin to the Marin Community College District for meeting working capital needs by said entity through mid December 2011.

NOW, THEREFORE, BE IT RESOLVED, ORDERED AND DECLARED that the Treasurer of the County of Marin be and is hereby authorized and directed to transfer from the funds in his custody to the Marin Community College District, the sum of up to and not to exceed $14,000,000.00 (Fourteen Million Dollars) to be used for meeting the working capital needs of Marin Community College District through mid December 2011. Said sum does not exceed eighty-five percent (85%) of anticipated revenues accruing to said entity and shall be replaced from the revenues accruing to said entity before any other obligations are met from said revenues.

ADOPTED this 19th day of April 2011.

AYES:
NOES:
ABSTAIN:
ABSENT:

STATE OF CALIFORNIA  
)  
)  
COUNTY OF MARIN  
)

I, David Wain Coon, Ed.D. and 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
BACKGROUND:

The election of members of the CCCT Board of the Community College League will take place between March 10 and April 25, 2011. There are eight, three-year vacancies on the Board.

Each member community college district board of the League shall have one vote for each of the eight vacancies on the CCCT Board. Only one vote may be cast for any nominee or write-in candidate. The eight candidates who receive the most votes will serve three-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. Election results will be announced at the CCCT annual conference.

The 12 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, 2011.

A Board subcommittee comprised of Trustees Treanor and Hayashino was appointed at the March 15, 2011 Board meeting to formulate a recommendation to present to the Board at the April Board meeting. Based on their review of the candidates’ nomination forms and in keeping with the past practice of looking for diversity of representation, the subcommittee recommends that the Board vote for the following slate of candidates:

Tina Park, Jim Moreno, Stephen Castellanos, Laura Casas Frier, Nancy Chadwick, Mary Figueroa, Paul Gomez, and Pauline Larwood

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees vote for the recommended candidates in the 2011 CCCT Board election.
2011 CCCT Board Election
Candidates in Random Drawing Order

1. Tina Park, Los Angeles CCD
2. Jim Moreno, Coast CCD
3. David Wheeler, Yuba CCD
4. Stephen Castellanos, San Joaquin Delta CCD
5. *Laura Casas Frier, Foothill-DeAnza CCD
6. Nancy C. Chadwick, Palomar CCD
7. *Mary Figueroa, Riverside CCD
8. Robert Jones, Los Rios CCD
9. Michael Davenport, Gavilan CCD
10. *Paul J. Gomez, Chaffey CCD
11. Greg Bonaccorsi, Ohlone CCD
12. Pauline Larwood, Kern CCD

* Incumbent
**BACKGROUND:**

The Marin Community College District is in the process of updating and aligning the District’s Board Policies with the recommended policies developed through the legal firm of Liebert Cassidy Whitmore in conjunction with the Community College League of California (CCLC). The District is a member of the Board Policy and Administrative Procedure Subscription Service coordinated by the CCLC.

**ANALYSIS:**

The District’s current Board Policy Manual has not been revised for quite some time. Therefore, the Board Policy Manual is being reorganized and updated to align with the recommended policy information provided by the Policy and Procedure Subscription Service. Fifty-nine community college districts throughout the state are embarking on or have completed this same process.

There are seven chapters of the Board Policy Manual that include the following sections: 1) The District, 2) Board of Trustees, 3) General Institution, 4) Academic Affairs, 5) Student Services, 6) Business and Fiscal Affairs, and 7) Human Resources. The goal will be to review the current Board Policies and align them with the recommended policy information provided by the Policy and Procedure Subscription Service.

Board Policies and Administrative Procedures for Chapters 1 and 2 will undergo administrative review by Dr. Jane Wright and Dr. David Wain Coon. After this review, the new draft will be evaluated by the Board Subcommittee on Policy for suggested revisions. Revisions will then be reviewed as information items at the BP/AP Revision Task Force and College Council. Once these steps have been completed, finished Board Policies will be submitted to the full Board for first reading and adoption. Administrative Procedures will be presented as information items.

Board Policies and Administrative Procedures for Chapters 3 through 7 will undergo administrative review by Dr. Jane Wright and Dr. David Wain Coon. After this review, the new draft will be evaluated by the BP/AP Revision Task Force for suggested revisions. Revisions will then be reviewed as information items at College Council. Once these steps have been completed, finished Board Policies will be submitted to the full Board for first reading and adoption. Administrative Procedures will be presented as information items.

Board Policies 3540, 3920, 4103, 4400, 4675, 5130, 5180, 5450, 5500, 7270, and 7335 are now ready for review by the Board of Trustees.
FISCAL ANALYSIS:

No fiscal impact for the District.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees receive Board Policies 3540, 3920, 4103, 4400, 4675, 5130, 5180, 5450, 5500, 7270, and 7335 for first reading and discussion.

Administrator Initiating Item    Dr. David Wain Coon, Superintendent/President
BP 3540 SEXUAL AND OTHER ASSAULTS ON CAMPUS

References:
Education Code Sections 67385 and 67385.7;
20 US. Code Section 1092(f) (Jeanne Clery Act);

❖ From current College of Marin Policy 7.0054 titled Sexual and Other Assaults on Campus

Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student or member of the public, that occurs on District property, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures, employee discipline as provided in applicable Board policy and collective bargaining agreements, or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The Superintendent/President shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law.

The procedures shall meet the criteria contained in EC 67385, 67385.7 and 34 C.F.R. § 668.46.

NOTE: The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current College of Marin Policy 7.0054 titled Sexual and Other Assaults on Campus adopted on 6/27/06 (The language in College of Marin Policy 7.0054 is identical language to that recommended by the Community College League). The language struck through is recommended for deletion. The language in underlined italics reflects revisions from the Chief of Police. Reviewed and approved by the Dean of Student Development and Special Services on 10-5-10.

Date Adopted:
(Replaces current College of Marin Policy 7.0054)
BP 3920 COMMUNICATION WITH THE PUBLIC

References:
2 California Code of Regulations Section 18901;
Government Code Sections 89041.5 and 89001

❖ From current College of Marin Policy 7.0051 titled Communication with the Public

It is the obligation of the Board to keep the public informed of all aspects of the District’s activity and developments. Therefore, The Superintendent/President shall establish District procedures to inform for communicating with the public of the District’s mission, vision, news, events, accomplishments, and needs, by disseminating information through news releases, direct mailing of printed pieces, radio, television, and other appropriate techniques.

Newsletters and mass mailings In compliance with California Code of Regulations Title 2 Section 18901, printed publications mailed sent at public expense shall not feature a publicly elected member of the Board an elected officer. Neither shall or their photographs of elected officers be used in these mailings.

❖ From current College of Marin Policy 7.0050 titled Relations with Special Interest Groups

It shall be the policy of the Board that students, staff members, District facilities, the name of the District or its college, or the site of any District sponsored event shall not be used for advertising or promoting the interests of any non-school agency or organization, public or private, without the approval of the Superintendent/President. Such approval granted for whatever cause or group shall not be construed as an endorsement of said cause or group by this Board.

NOTE: The language in black ink is from current College of Marin Policy 7.0051 titled Communication with the Public adopted on 5/12/81 and revised on 4/9/85 and 6/25/91 and College of Marin Policy 7.0050 titled Relations with Special Interest Groups adopted on 5/12/81 and revised on 4/9/85. The language in underlined italics reflects revisions by Director of Marketing and Communications 1/26/11. The language struck through is recommended for deletion. The Board Policy Task Force approved it as a recommendation to College Council on 2/3/11.

Date Adopted:
(Replaces current College of Marin Policy 7.0051 – just re-numbered)
**BP 4103 WORK EXPERIENCE**

**References:**
Education Code Section 78249;  
*Title 5 Sections 55250 et seq.*

> From current College of Marin Policy 2.0002 titled Cooperative Work Experience Education Program (EC-78249, 5-CRR-10070-10076, 55250 et seq.)

The Board considers that the primary purpose of the Work Experience Education Program is to provide students enrolled in the program with the kinds of employment experiences that will enable them to develop marketable skills, abilities, understandings, attitudes and work habits sufficient to enable them to secure and hold a job in the world of work.

Students enrolled in the Work Experience Education Program shall be afforded the opportunity to achieve the stated goals of the two Work Experience Education Programs offered by the District General Work Experience and Occupational Work Experience:

1. **General Work Experience**
   General Work Experience Education shall have as its purpose employment of students in jobs where they acquire desirable work habits and attitude. The part-time job held by a student need not be related to the occupational goal of the student.

2. **Occupational Work Experience**
   Occupational Work Experience Education shall have as its purpose the extension of learning opportunities for the student through part-time paid employment in the occupation for which the student's course in college is preparing him or her.

**NOTE:** The language in black ink is from current College of Marin Policy 2.0002 titled Cooperative Work Experience Education Program adopted on 2/24/82 and revised on 2/12/85. The language struck through is recommended for deletion. Reviewed and approved by the Dean of Enrollment Services on 10-5-10. Approved by the Academic Senate 2/10/11.

**Date Approved:**
(Replaces College of Marin Policy 2.0002)
BP 4400  COMMUNITY SERVICE COURSES

References:
Education Code Section 78300;
Title 5 Sections 55002 and 55160

The District shall maintain Community Service courses which may include coursework in civic, career/technical, literacy, health, and general education, including but not limited to course offerings in the fields of music, drama, art, handicrafts, science, literature, nature study, aquatic sports, and physical activities.

The Community Service courses shall contribute to the physical, cultural, intellectual, economic, ethical, civic, or professional development of the individuals or groups enrolled in it.

Regularly scheduled Community Service courses shall be open for admission to adults and minors who can benefit from the programs.

No General Fund monies may be expended to establish or maintain Community Service courses. Students involved in Community Service courses shall be charged a fee not to exceed the cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

❖ From current College of Marin Policy 3.0001 titled Community Education and Services (Ed 78300, 5 CCR 55001, 55002, 55160)

In accordance with District philosophy, the Board recognizes its responsibility to provide educational services to the community. Therefore the Superintendent/President shall develop a diversified program of community education and services designed to meet the educational, social, economic, cultural and recreational needs of all residents of the District.

Community Service courses. Such community education and services programs shall not carry be offered for college credit, but may provide continuing education units. Community education and services courses and activities may vary in length, may be initiated at different times during the academic year, and may be offered on the college campuses and at various community sites throughout the District. In carrying out this program, the District shall identify and reach out to underserved populations within the county and cooperate with business-industry-government-public/private-agencies in meeting those needs without unnecessary duplication.

❖ From current College of Marin Policy 3.0002 titled Program Definition and Classification System (Ed 78300, 5 CCR 55001)
It shall be the policy of the Board to offer community education and services programs in conformance with a classification system consistent with state law:

1. **Community Education Programs and Courses**
   Courses of study determined to be of public (versus private) benefit and designed to assist students and/or students’ families to be more self-sufficient and more productive as citizens of the community. This classification shall be limited to state-mandated areas.

2. **Community Services Courses and Activities**
   Community Services include all noncredit instruction classes, conferences, seminars, workshops, forums, and counseling. Civic Center Act, cultural, social, and recreational activities exclusive of those defined under Community Education above. Community service classes and activities are characterized by the fact that they serve more a personal than public interest.

* From current College of Marin Policy 3.0005 titled Credit/Community Services Classes (EG 78300)

To encourage access by the general public to the programs and services of the District, specifically designated credit classes may be offered concurrently as community services classes and, as such, shall be open to noncredit students, provided that:

1. No such class is maintained unless it has sufficient minimum enrollment as a credit class, irrespective of the number of potential community services students.

2. Community services students pay a fee to be approved each year by the Board as part of the District’s fee schedule.

3. Community services students who desire they wish credit for the class either re-take the class or follow District procedures for challenging the class by examination.

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**NOTE:** The underlined regular text signifies legally advised language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in black ink is from current College of Marin Policies 3.0001 titled Community Education and Services adopted 10/28/81 and revised on 1/15/85; 3.0002 titled Program Definition and Classification System adopted 10/28/81 and revised on 1/15/85; and 3.0005 titled Credit/Community Services Classes adopted on 8/18/82 and revised on 1/15/85. The language struck through is recommended for deletion. The language in underlined italics was added on 11-10-10 by the Director of Community Service Classes and the Vice President of Student Learning. Approved by Academic Senate 2/10/11. Reviewed by TF 3-3-11.

**Date Adopted:**
(Replaces current College of Marin Policies 3.0001, 3.0002, and 3.0005)
BP 4675  PROGRAMS FOR OLDER ADULT STUDENTS (EMERITUS COLLEGE)

Reference:
No reference

❖ From current College of Marin Policy 3.0030 titled Programs for Older Adult Students (Emeritus College)

Emeritus College is a unique program that offers as an integral part of the District’s noncredit and Community Service and/or Noncredit classes Education programs, which is designed to meet address the needs of the County’s older adult student-learner population. Courses offered through Emeritus College seek to support the principles of quality of life, lifelong learning, cultural enrichment, and personal growth.

The Associated Students of Emeritus College (ASEC) was created to support and enhance the Emeritus College program. To achieve this goal, members shall participate in the identification and development of courses, forums, concerts, lectures, and other activities of interest to older adult students. ASCE is an integral and vital part of the College of Marin, and an advisory group to Community Education. Members participate in the college governance system and on other college communities and taskforces.

Basic to ASEC is the concept of democratic decision making and planning using the talents and judgment of its members to enrich their own lives and to contribute to the college and the community.

Also see BP 5450 titled Emeritus Students College of Marin

NOTE: The wording in black ink is from current College of Marin Policy 3.0030 titled Programs for Older Adult Students (Emeritus College) adopted 10/28/84 and revised on 10/10/06. The language in underlined italics was added on 11-10-10 by the Director of Community Education and the Vice President of Student Learning. The policy was reviewed again by the Director of Community Education and the Academic Senate President on 12/8/10 and signed off by the VP of Student Learning on 12/15/10. The struck-through language re. the Emeritus student organization, ESCOM, has been moved to a brand new policy, BP 5450 titled “Emeritus Students of College of Marin (ESCOM)” and shifted to Chapter 5 Student Affairs following the ASCOM policies and procedures. Approved by Academic Senate 2/10/11. TF reviewed 3/3/11 and questioned whether language obligates us to offer noncredit Emeritus classes. Director of Community Ed. Janice Austin approved revised language 3/3/11. Sent to Senate for consent — on 3/10/11 agenda.

Date Adopted:
(This is College of Marin Policy 3.0030 – just re-numbered)
BP 5130 FINANCIAL AID

References:
Education Code Sections 69500-69566 and 76300;
20 U.S. Code Sections 1070 et seq.;
34 Code of Federal Regulations Section 668

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

All financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency, and will incorporate state, federal, and other applicable regulatory requirements.

The Superintendent/President shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

◇ From current College of Marin Policy 4.0031 titled Financial Aid (EC 69500 – 69566)

The District has been established to provide postsecondary educational opportunities for all residents, regardless of financial status. Therefore, a comprehensive program of scholarship, loan funds, grants, and part-time employment shall be maintained for all qualified College of Marin students.

____________________________________________________
NOTE: The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in black ink is from current College of Marin Policy 4.0031 titled Financial Aid adopted on 2/24/82 and revised on 2/12/85 and 1/14/92. The language struck through is recommended for deletion. Reviewed by Director of Financial Aid and VP of Student Learning. Reviewed by TF 3/3/11 and recommended to move forward.

Date Adopted:
(Replaces College of Marin Policy 4.0031)
MARIN COMMUNITY COLLEGE DISTRICT POLICY

BP 5180

JOB PLACEMENT SERVICES

Reference:
No references

❖ From current College of Marin Policy 4.0034 titled Job Placement Office Services

In accordance with District philosophy and other policies governing personnel and student services, the Job Placement Office requires employers who wish to list available employment positions with the College to confirm that, when employing College of Marin Students, they will not discriminate on the basis of race, age, sex, religion, national origin, marital status, sexual orientation, medical condition (cancer), physical handicap or status as a Vietnam veteran. national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Exceptions to this policy may be made when regulations governing federal, state, or local agencies prohibit them from complying with one or more of the above categories.

NOTE: The wording in black ink is from current College of Marin Policy 4.0034 titled Job Placement Office Services, adopted on 5/12/98. The language struck through is recommended for deletion. The language in underlined italics reflects revisions from Bob Balestreri and David Cook. Reviewed and recommended by the BP Task Force 2-3-11.

Date Adopted:
(This is current College of Marin Policy 4.0034 - just re-numbered)
BP 5450

**EMERITUS STUDENTS COLLEGE OF MARIN (ESCOM)**

**Reference:**

*No reference*

- From current College of Marin Policy 3.0030 titled Programs for Older Adult Students (Emeritus College)

The Associated Students of Emeritus College (ASEC) *Emeritus Students College of Marin (ESCOM)* was created to support and enhance the Emeritus College program and its students. To achieve this goal, ESCOM members shall participate on the ESCOM Curriculum Committee in the identification and provide feedback and suggestions development of regarding Emeritus College courses.

**ESCOM sponsors** forums, concerts, lectures, and other activities of interest to older adult students. ASEC is an integral and vital part of the College of Marin and an advisory group to Community Education. Members participate in the college governance system and on other college communities committees and taskforces, as appropriate.

Basic to ASEC is the concept of democratic decision making and planning using the talents and judgment of its members to enrich their own lives and to contribute to the college and the community.

Also see BP 4675 titled Programs for Older Adults (Emeritus College) and BP/AP 5400 titled Associated Students Organization.

**NOTE:** The wording in black ink is from current College of Marin Policy 3.0030 titled Programs for Older Adult Students (Emeritus College) adopted 10/28/84 and revised on 10/10/06. The language struck through is recommended for deletion. The language in underlined italics was reviewed on 11-10-10 and 2-16-11 by the Director of Community Education and the Vice President of Student Learning. BP 5450 was created to place language regarding the student organization ESCOM that was contained in 3.0030 (now BP 4675) into its own policy in the Student Services Chapter (5). BP 5450 was signed off by the VP of Student Learning 12/15/10. Reviewed by Director of Student Services Arnulfo Cedillo and ESCOM Board. Reviewed by TF 3/3/11 and recommended to go forward.

**Date Adopted:**

(This is from current College of Marin Policy 3.0030
- re-numbered and revised.)
BP 5500  STANDARDS OF CONDUCT

References:
- ACCJC Accreditation Standard II.A.7.b;
- Education Code Sections 48900(a), 66300, 66301, 66450, 67361, 67362, 76033, 76120, 78907, 81600, and 87708;
- Government Code Sections 995 et seq.;
- Business and Professions Code Section 4240;
- Health and Safety Code Sections 11014.5 and 11053;
- Penal Code Sections 415, 502, and 626.2

From current College of Marin Policy 4.0022 titled Student Conduct

The Standards of Conduct governing students shall be All processes for student discipline will be implemented in accordance with the requirements for due process of the federal and state law and regulations.

The Standards of Conduct Conduct that is subject to discipline shall be clearly identified, and shall identify potential disciplinary actions, that may be taken for violations of the standards of conduct described in this policy, including but not limited to the removal, suspension or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

Information on inappropriate student conduct and disciplinary actions shall be made widely available to students through the college District catalog and other means relevant District publications.

When a student is suspended or expelled for disrupting the orderly operations of a District campus or facility, or both, the student shall be denied access to the campus or facility, or both, for a period of one year or the term of the suspension, whichever is shorter. Sanctions imposed as a result of violations of the student standards of conduct are intended to maintain order within the District.

The Administrative Dean who authorized the sanctions shall give written notice to the student’s instructor/s of the sanctions within 15 days of imposing the sanctions.

The following conduct shall constitute good cause for discipline, including but not limited to removal, suspension or expulsion of a student when the conduct relates to college activity or college attendance.
1. Causing, attempting to cause, or threatening to cause physical injury to another person. 
   *Assault, battery, or attempted assault or battery, or any threat of force or violence upon a student or District personnel.*

2. Possession, sale or otherwise furnishing any firearm, *dirk, dagger, ice pick*, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, *of the foregoing objects*, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which the *Chief of Police who has* the concurrence of the Superintendent/President. Possession of a knife does not violate this provision if possession is at the direction of an academic employee for use in a District-sponsored activity or class, for a lawful purpose within the scope of the student’s employment with the District, or for lawful use in food preparation or consumption. *Also see BP/AP 3530 titled Weapons on Campus.*

3. Unlawful possession, use, sale, offering to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; *or any poison defined in Business and Professions Code Section 4240,* or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.

4. Committing, or attempting, *or being an accomplice* to commit robbery or extortion owned or used by the district.

5. Committing *Causing* or attempting to cause damage to district property or to private property on campus.

6. Stealing or attempting to steal *District property* or private property on campus, or knowingly receiving stolen *District property,* or *knowingly receiving stolen* private property on campus.

7. Willful or persistent smoking in any area where smoking has been prohibited by law or regulation of the college or District.

8. Committing sexual harassment as defined by law or by District policies and procedures.

9. Engaging in harassing or discriminatory behavior based on race, sex, (i.e., gender) religion, age, national origin, disability, sexual orientation or any other status protected by law. *ethnic group identification, national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, genetic information, or on the basis of one or more of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.*

10. Willful misconduct which results *or has the potential to result* in injury or death to a student or to college *District personnel* or which results in cutting, defacing, or other injury *damage* to any real or personal property owned by the District or on campus. *The District may require students who cause damage to replace property or pay the cost of damages.*
11. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent interruption or abuse of, college District personnel.

12. Cheating, plagiarism (including plagiarism in a student publication), or knowingly engaging in other forms of academic dishonesty, including, but not limited to:
   a. Copying, in part or whole, from someone else’s quiz, or examination, or work. For purpose of this item, “examination” includes quizzes, tests, and other graded or evaluated exercise.
   b. Submitting work presented previously in another course, if contrary to the rules of either course.
   c. Altering or interfering with grading.
   d. Using or consulting any sources or materials, including electronic devices, not authorized by the professor during an examination.
   e. Committing other acts which defraud or misrepresent one’s own academic work.
   f. Incorporating ideas, words, sentences, paragraphs, or parts of another person’s writing, without giving appropriate credit, and representing the product as one’s own work.
   g. Representing another’s artistic/scholarly works (such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures) as one’s own.
   h. Submitting an academic assignment paper purchased from a research/ or term paper service, or written by another student individual; or work obtained electronically (e.g., via the internet) and representing it as own work.
   i. Purposefully allowing another student to copy from your paper during a test on examination.
   j. Giving your homework, term paper, or other academic work to another student to plagiarize.
   k. Having another person fraudulently submit any work in your name.
   l. Lying to an instructor or college District official to improve your grade.
   m. Allowing other persons to misrepresent themselves as the student for any purpose, including interacting with any District employees, submission of work, attendance, or taking examinations.
   n. Misrepresenting circumstances in an effort to improve a grade.
   o. Altering graded work after it has been returned and then submitting the work for regrading without the instructor’s permission.
   p. Removing tests or examinations from the classroom or other area without the approval of the instructor.
   q. Stealing or being an accomplice to stealing tests or examinations.
   r. Forging signatures on drop/add slips or altering other college District documents.

13. Dishonesty; forgery; alteration or misuse of college District documents, records or identification; or knowingly furnishing false information to the District.

14. Unauthorized possession, duplication, or use of keys to any District premises or unauthorized entry upon or use of college District facilities.

15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
16. Engaging in expression which is obscene, libelous or slanderous; or which so incites students others as to create a clear and present danger of the commission of unlawful acts on college District premises or at District-sponsored or supervised functions, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.

17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

18. Unauthorized preparation, giving, selling, transfer, distribution, or publication transferring, distributing, or publishing for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District Policy or Administrative Procedure.

19. The use by a student of any electronic listening or recording device in any classroom without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids and academic adjustments or accommodations to a student with a disability.

20. Violation of BP/AP 3720 titled Information Technology Use or any conduct that constitutes a computer-related crime pursuant to Penal Code Section 502.

21. The offering of any inducement or item of value to influence the awarding of any grade or to alter any official District record.

22. Solicitation or acceptance of money or other item of value as an inducement, encouragement, or reward for intercollegiate participation in violation of Education Code Section 67361 or false declarations regarding eligibility for participation in intercollegiate athletics under Education Code Section 67362.

23. Accessing and/or disclosing confidential District information, including student records, without authorization. Also see BP/AP 3300 titled Public Records, BP/AP 4231 titled Grade Changes, and BP/AP 5040 titled Student Records.

24. Failure to obey federal, state, and local laws in connection with District attendance or activity.

25. Tampering with the election of any student organization recognized by the District.

26. Hazing defined as a "method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, 'hazing' does not include athletic events or school-sanctioned events." (Education Code Section 48900(a))

27. Abuse of the Student Conduct System, including but not limited to:
a. **Failure to obey the summons of the Student Conduct Hearing Committee or District official.**

b. **Falsification, distortion, or misrepresentation of information.**

c. **Disruption or interference with the orderly conduct of a judicial proceeding or Student Conduct Hearing Committee.**

d. **Attempting to discourage an individual’s proper participation in, or use of, the District judicial system.**

e. **Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding or Student Conduct Hearing Committee.**

f. **Failure to comply with the sanctions imposed under the Standards of Conduct and/or Education Code.**

g. **Influencing or attempting to influence another person to commit an abuse of the judicial system.**

**27. Operating bicycles or motorized bicycles, skateboards, roller skates, roller blades, scooters, and other similar devices on any property owned, maintained, or controlled by the District in violation of AP 6850 titled Bicycles, Skateboards, Roller Skates, Roller Blades, Scooters and Other Similar Devices on Campus.**

The College will provide legal defense in any proceeding brought against an employee for any act or omission made within the scope of his or her employment by the College, to the full extent provided by law, including but not limited to Government Code 995, et seq.

**From current College of Marin Policy 4.0025 titled Care of District Property**

The Board charges each student in the District with the responsibility for the proper care of District property, supplies, and equipment entrusted to her/his use.

Students who lose or damage District property shall be notified in writing of the amounts due and the actions which may be taken for failure to pay. Such actions may include the imposition of fees for the loss, damage, or defacement of books and equipment; the cancellation of registration; the withholding of grades or transcript; and, in extreme cases, legal action.

**From current College of Marin Policy 4.0020 titled Student Rights and Responsibilities (EC 76120)**

Students have the right to an education and the rights of citizenship. No student shall be deprived of equal access to the educational program, equal treatment, due process, presumption of innocence, free expression and association, and privacy of thought.
Students shall be free to organize and join groups in pursuit of their interests. Students and recognized student organizations shall be free to examine and discuss questions of interest to them and to express their opinions publicly and privately without fear of reprisal. They shall be free to support legal causes by orderly means which do not disrupt the operation of the District and which are consistent with constitutional guarantees.

The rights guaranteed to each student include responsibilities such as respect for the rights of others, acceptance of properly constituted authority, and compliance with the policies, regulations, and procedures of the District. Each student bears full responsibility for his or her actions.

In keeping with the ideals of a democracy, students shall be granted the rights and responsibilities of self government. In the activities of student groups and the conduct of student government, discrimination based on race, religion, ethnicity, national origin, sex, age, physical handicap, disabled veterans, medical condition (cancer related), marital status, or sexual orientation shall be expressly prohibited. This nondiscrimination policy covers treatment of all students in college programs and activities.

Students who engage in any of the above conduct are subject to the procedures outlined in AP 5520 titled Student Discipline Procedures.

Also see BP/AP 6850 titled Bicycles, Skateboards, Roller Skates, Roller Blades, Scooters and Other Similar Devices on Campus, AP 6520 titled Security for District Property, BP/AP 3410 titled Nondiscrimination, and BP/AP 3900 titled Speech: Time, Place, and Manner

NOTE: The wording in black ink is from current Policy 4.0020 titled Student Rights and Responsibilities adopted on 2/24/82 and revised on 2/12/85 and 1/14/92; Policy 4.0022 titled Student Conduct adopted on 2/24/82 and revised on 2/12/85, 7/11/89, 1/15/91; and 6/28/05 and Policy 4.0025 titled Care of District Property adopted on 2/24/82 and revised on 2/12/85. The language struck through is recommended for deletion. The language in underlined italics reflects additions recommended by Student Development and Special Services, Margaret Merchant, District legal counsel and, Virginia Riegel, District legal counsel. Reviewed and approved by Academic Senate 3/3/11.

Date Adopted:
(Replaces current College of Marin Policies 4.0020, 4.0022, and 4.0025)
BP 7270  STUDENT EMPLOYEES

References:

Education Code Sections 69960(f) and 88003

Only enrolled College of Marin students can be employed as student employees. A student's primary role at College of Marin is to obtain an education. Student employees may only be employed as student assistants hired by specific departments or placed in particular departments/offices through the work-study program while enrolled in classes.

Full and part-time College of Marin students shall only be employed part-time regardless of funding source and shall not be a part of the classified service nor perform tasks commensurate with an established classified position. Student employees are hired to gain work experience and develop new skills. Tuberculosis tests are required for all student employees. Certain additional clearances (e.g., fingerprinting, etc.) may be required based on the work location and assigned responsibilities. Student employees can only work in one capacity (i.e., cannot work as a student employee and a short-term or professional expert or substitute).

Specific procedures governing hiring processes, applications, and eligibility requirements for student employees can be found in the Human Resources Office.

❖ From current College of Marin Policy 5.0008 titled Student Employees (EC 88003)

The Board recognizes that the students of the District are a valuable personnel resource to help the District provide educational and support programs. Students shall be employed in capacities for which they have competence whenever such employment is appropriate and in accordance with established regulations and procedures.

Student compensation shall be paid based on a schedule approved by the Board on an annual basis.

NOTE: The language in black ink is current College of Marin Policy 5.0008 titled Student Employees adopted on 2/24/82 and revised on 2/12/85. The language struck through is recommended for deletion. The language in underlined italics is recommended by Human Resources. Reviewed by TF 3/3/11 and recommended to go forward.

Date Adopted:
(Replaces current College of Marin Policy 5.0008)
HEALTH EXAMINATIONS

References:
42 U.S Code Section 12112;
29 Code of Federal Regulations, Part 1630;
Government Code Section 12940

The Superintendent/President shall establish administrative procedures related to medical examinations of candidates for appropriate positions prior to assuming the duties of the position. Such pre-employment medical examinations shall be required only after a conditional job offer has been made, and shall be required of any candidate for a position for which a pre-employment medical examination has been deemed appropriate. No candidate shall be required to participate in such an examination solely on the basis of the candidate’s age or disability.

The procedures may require any employee to undergo a physical or mental examination where such a fitness for duty exam is job related and consistent with business necessity. Such medical examinations shall be at the District’s expense and shall be conducted by a physician chosen by the District.

❖ From current College of Marin Policy 5.0014 titled Medical Examinations

In order to certify the fitness of candidates and employees to perform the duties of their positions and to protect the health of students from communicable disease, it is the policy of the Board to require certain physical examinations and medical tests.

All employees shall, as a condition of initial employment, furnish to the District a valid tuberculosis clearance statement.

It is the policy of the Board, in accordance with statutes, to require, and to bear the expense of, a physical or psychiatric examination to determine the fitness of an employee to perform his or her duties, if there is clear and adequate cause to believe such examination is necessary.

NOTE: The underlined regular text signifies legally advised language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in black ink is current College of Marin Policy 5.0014 titled Medical Examinations adopted on 2/24/82. The language struck through is recommended for deletion. This policy was reviewed by Human Resources on 12/11/08. Reviewed by TF 3/3/11 and recommended to move forward.

Date Adopted:
(Replaces current College of Marin Policy 5.0014)
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 5:40 p.m. All publicly elected Trustees were present except Trustee Treamor, who arrived at 5:48 p.m. and Trustee Namnath, who arrived at 5:52 p.m. Dr. David Wain Coon, Al Harrison, Angelina Duarte, Linda Beam, and Bruce Heid were also in attendance.

M/s (Long/Hayashino) to adopt the agenda. The motion passed by a vote of 5-0.

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 5:42 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 6:40 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 (Hayashino/Namnath) to adopt the agenda. Requests were made to remove B.9.C, B.9.D, B.9.Q., B.9.L., B.9.I, B.9.G, and B.9.H from the Consent Calendar and move them to the Action Calendar. Trustees Hayashino and Namnath accepted these changes and the motion to adopt the agenda with the specified changes 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. **Citizens’ Requests to Address the Board on Non-Agenda Items**

Ira Lansing, UPM President, reported that UPM has received a counter offer from the District. He stated that if the language reads the way they think it should UPM will have a tentative agreement that can be sent to the members for approval. Mr. Lansing thanked Dr. Coon for his prompt facilitation of this matter.

Tara Flandreau of COM’s Performing Arts Department asked the Board to consider using savings from other Measure C projects to renovate our Fine Arts Theater, noting that much work needs to be done there.

Paul Smith of COM’s Music Department seconded Ms. Flandreau’s comments, noting that COM’s theater serves the drama, dance and music departments. He also suggested naming the theater the James Dunn Performing Arts Theater in honor of our renowned drama instructor James Dunn.

Catherine Rucker advocated for automated defibrillator units and an AED program on campus. Copies of her statement and handouts are attached to the minutes as part of the official record.

Christina Mulcahy, representing Moms for FOMS (Friends of Marin Schools), asked the Board to support her organization’s efforts to have the Marin Wellness Center, a medical marijuana dispensary across the street from the college, relocated.

4. **Chief Executive Officer’s Report**

Superintendent/President Coon shared positive news from our Athletics & Physical Education Department. Our women’s basketball team received the fifth seed in the Bay Valley Conference Playoffs and will be playing at Contra Costa College in San Pablo on February 15 at 7:00 p.m. Also, COM’s baseball team is currently 5-1 on the season.
a. Accreditation Update
Dr. Coon congratulated the college on reaffirmation of our accreditation, noting that we received seven commendations and eight recommendations. He was pleased to see a front page article in the IJ about this. The Accrediting Commission is requesting a follow-up report by October 15.

b. Community Relations Update
President Coon reported that he hosted his first open forum on the Kentfield campus on February 2. This is to be a monthly event providing opportunities for open dialog with the campus community. Dr. Coon will host a “coffee” on the IVC campus in the near future.

c. Staff Reports
1. Citizens’ Oversight Committee Annual Report
Bill Scott, chair of the Citizens’ Oversight Committee (COC), reviewed the annual COC report in the Board packets. He explained that the COC provides oversight ensuring that:
   1) Bond proceeds are expended only for construction, reconstruction, rehabilitation or replacement of College facilities in compliance with the projects listed in the Measure C ballot language: and that
   2) No funds are used for teacher or administrator salaries or for other college operating expenses.
   Mr. Scott was pleased to report that the July 1, 2009 to June 30, 2010 audit found nothing wrong anywhere.

5. Academic Senate Report
Sara McKinnon, Academic Senate President, reported on the work of the Senate’s five subcommittees: Academic Standards Committee, Program Review Committee, Distance Education Committee, Student Learning Outcomes Assessment Council, and Curriculum Committee. She also provided an explanation of how decisions are made to delete or deactivate courses or degrees or certificates. A copy of Ms. McKinnon’s report is attached to the minutes as part of the official record.

6. Classified Senate Report
None

7. Student Senate and Student Association Report
Student Trustee Parker reported that ASCOM worked on Club Fest which provided information on club activities and membership and sponsored a free barbecue. He also announced that activities are being planned for Black History Month and efforts are being made to mobilize people to participate in the March 14 march in Sacramento to support California Community Colleges.

8. Board Study Session
a. Measure C Bond Program – Follow up Questions & Answers
President Coon stated that the Board asked several questions at the January 18 Board meeting about the Measure C Bond Program and that answers and clarification were
provided in the Board packets.

President Coon, Vice President Angelina Duarte, Director of Modernization Laura McCarty, and Leigh Sata of Swinerton reviewed the modernization information prepared for the Study Session (copy of presentation attached). A revised bond spending plan (copy attached) was distributed.

Trustees asked for more detailed information on "soft costs" of our projects, the list of projects on our modernization waiting list, and the facilities condition index of the Austin Science Center.

Public Comment:
Earl Downing urged the Board to renovate the track, noting that local high school track students need a community college program and are prime candidates for coming to COM.

Brian O’Connor of Friends of Kentfield made a presentation (copy attached) entitled "Measure C: Our Dollars at Work." He expressed concerns about proposed plans to increase the size of the New Academic Center and demolish the Austin Science Center.

Scott Peoples of Friends of Kentfield commented that the Board members are elected as non-partisan candidates to represent the community and are to ensure that the generosity of the public is being spent in a fiscally responsible and prudent manner. He questioned the proposal to demolish the Austin Science Center and overbuild the New Academic Center. A copy of his statement is attached to the minutes as part of the official record.

Kim Noble Baez commented that the COM track should be available to the community and advocated resurfacing it for a 20 year life span. He also mentioned that Corte Madera Parks & Recreation renovated bleachers through fundraising.

Mimi Willard of Friends of the COM Track advocated for the Mondo track renovation option. She commented that once the track is renovated more local track students will come to COM. Ms. Willard stated that $500,000 seems like a lot to spend on bleachers and commented that it might make more sense to spend that money on high jumps, long jumps and pole vault equipment so that we can host meets.

Vivien Bronshvag, a Fine Arts student, commented on a number of problems in the new Fine Arts Building as the building is not complete and not completely furnished. She mentioned lighting, sound, heating, electrical and plumbing problems and a lack of adequate storage space. A copy of Ms. Bronshvag’s statement is attached to the minutes as part of the official record.

Jack Wilkinson commented that when the bond was passed in 2004 money was flowing but that times have changed and we now have to look at things in a more prudent manner. He expressed concern about demolishing the Austin Science Center and said we shouldn’t
consider building at $700 per square foot.

Bud Broomhead of Friends of Kentfield commented that he thinks 35 classrooms is a reasonable number for the New Academic Center and suggested scheduling more classes on Fridays and Saturdays and possibly building at IVC.

Elizabeth Moody commented that the Board represents the entire county and not just the Kentfield neighbors and that decisions must be made on the basis of student needs. She stated that she suspects that many students work during afternoons and that we have to schedule classes when the students can come. She commented that she loves the track idea and thinks the New Academic Center is a wonderful plan. She encouraged the Board to look at the needs from the viewpoint of the campus, the students and the whole Marin community.

John Rollings commented that it doesn’t make sense to tear down the Austin Science Center for 40 more parking spaces and questioned the need for 40 classrooms in the New Academic Center and the $750 per square foot cost.

Bill Scott of Marin Building Trades stated that this is a college for all of Marin County and that the people in Novato are proud of College of Marin and people in San Rafael that he knows think we’re doing the right thing. He said he would like to know the home remodel costs in Marin and that they are probably close to $1000 per square foot. He noted that there is 30% unemployment in the trades right now, that this recession will last a while longer, and our projects will probably come in at 10 to 15% under budget for the next 3 to 4 years.

Sara McKinnon, Academic Senate President, commented that we are a small college with a headcount of 8,000 and offer a full range of disciplines. We don’t have multiple sections like large colleges and need the 40 classrooms to offer what our students need to complete their courses.

Student Trustee Parker left the meeting at 9:00 p.m.

**Trustee Comments:**

Trustee Dolan read a statement (copy attached) stating that she left the January 18 Board meeting under protest as Honorable Chair Diana Conti allowed summary comments on Measure C from just 6 of 7 elected Trustees.

Board President Conti responded that if a Trustee does not follow the procedure specified by the chair she will continue to rule that Trustee out of order as she did to Trustee Dolan at the January meeting. Trustee Conti further explained that Trustee Dolan made comments during the question clarifying time at the January meeting and Trustee Conti told her that if she made her comments then she would forfeit her time later.

Trustee Namnath thanked President Coon for revisiting the whole process. He asked to have
better and best options provided at the next meeting and commented that we owe it to the citizens of Marin County to do a good job and have a good product for the voters of Marin. He commented that he is not buying into the $700 per square foot cost for the New Academic Center and expressed support for taking care of the track, field and bleachers.

Trustee Kranenburg stated that projecting out into the future is always difficult in terms of costing but that if we looked at the $33 million that was proposed and we had a discount go from 30% to 10%, that is $6 million. He noted that according to his calculations if we had moved along and not taken over a year to make this decision, we would have had a $27 million cost instead of $33 million. $27 million instead of $33 million divided by 52,000 square feet is $530 per square foot. Trustee Kranenburg noted that the longer you draw things out, the more expensive things are going to be and we’ve made those estimates already now of a $7 ½ million delta. He commented that this Board has been very prudent with Measure C spending and that we’ve had good management and have taken advantage of a slow economy. He also noted that we have double digit reserves. Trustee Kranenburg explained that we can’t use Measure C money for maintenance, the general fund or teacher salaries. He stated that he is confident that we are moving in the right direction with new leadership.

Trustee Treanor commented that we need to revisit the list of projects on the waiting list which includes repairs to the Performing Arts Building. She stated that it’s important to have a high quality track but that she is not in favor of using bond dollars for the bleachers and media center. She suggested that we look at donor opportunities like naming the track after someone. Trustee Treanor commented that time is money and that the Board should be prepared to make a decision next month.

Trustee Long thanked Dr. Coon and the staff for the excellent report. She also stated that not making a decision is a decision. She expressed that she had an ethical dilemma in that do our words mean anything when we say something different from the original Measure C bond plan and commitment. Trustee Long noted that she went out into the community to sell the bond issue and showed pictures of the bleachers, track and athletic fields, Performing Arts Building, and other projects which needed to be fixed. She was one of three Board members who were present when the bond began and they never talked about new construction. On the original blueprint there was one new facility at Kentfield and one new one at IVC. Now we have significant new construction and one renovation. It’s difficult for her to go out and say we changed our minds. Trustee Long is concerned about the Board’s word being good and the Board’s capacity to make the appropriate changes in these economic times of uncertainty. She commented that maybe we need to step back, reflect and do things differently and that during these difficult economic times, unorthodox ways of problem solving require changes and dictate review and reassessment.
Trustee Long indicated that she completely agrees with Bill Scott’s comment about the trades employees taking a terrible hit with availability of work and decrease of wages. She asked where the money goes in the contracts if carpenters are getting $20-25 per hour which is a minimum of 20-30% decrease. For this reason she has an issue with Swinerton asking for a contract extension at the same level as in 2008.

Trustee Long expressed support for the track, bleachers and athletic field and the New Academic Center at a lower cost. She suggested looking at options of housing all administrative services under one roof in an existing building. She supports the Child Care Center in the main building and questions the need for a modular classroom when 15 adult classes are in the evening. She expressed support for use of the Austin Science Center only within the parameters of our budget and would like to see the use of paint, patch and carpet for that building. She offered Harlan Center as an alternative if Austin Science Center was not a fundable option and suggested having Mark Cavagnero, who has expertise in renovation, explore the possibility of renovating Olney Hall as a cost saving measure.

Trustee Conti commented that we are coming down to the wire on these decisions, that there’s more need than money, and that we need to make a decision hopefully next month and move on. She commented that it’s the Board’s responsibility to make sure everything we do with the bond money is cost effective. She said we need to look at the viability of renovating the Austin Science Center and that she supports the Mondo track. Trustee Conti stated that we need to cost everything out and that she doesn’t need more analysis on the number of classrooms needed.

Trustee Conti stated that Trustee Long mentioned Harlan Center and Olney. In January 2010 the Board voted by a vote of 5 to 2 to support the New Academic Center and this included demolishing Harlan Center and Olney. Board President Conti stated that Trustee Long’s comments would require more time and resources and that she needed to know if there was a consensus to do that. Trustee Treanor stated that Trustee Long could ask for a reconsideration of that vote.

Trustee Long stated that since she was one of the people who voted for it she could ask for reconsideration of that vote. Trustee Long commented that we haven’t sited the buildings yet, that Harlan Center has the lowest index of all the buildings and we could do a renovation of Harlan Center if Olney goes down. She stated that the Board never had a public discussion on moving Olney to the center where you can’t find parking and that you have a different scenario depending on where you move the pieces. She requested a roll call vote.

M/s (Long/Treanor) to reconsider the 5 to 2 vote of January 2010 for authorization for budgeting for the New Academic Center with the demolition of Harlan Center and Olney. The motion was defeated by a roll call vote of 4 noes (Trustees Kranenburg, Hayashino, Treanor, and Conti) to 3 ayes (Trustees Long, Dolan and Namnath).

9. Consent Calendar Items (Roll Call Vote)

A. Calendar of Upcoming Meetings
   * Board Retreat – March 26, 2011 – 8:30 a.m. to 1:00 p.m. – AC108
   * March 15, 2011 Board Meeting Location Change to Cafeteria, Kentfield Campus

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

E. Approve Short-Term Hourly Positions

F. Budget Transfers – Month of January – FY 2010/11
J. Approve New Community Services Courses

K. Approve New Credit Courses
M. Approve Credit Course Deletions

N. Approve New A.A. and A.S. Degrees and Certificates of Achievement
O. Approve Revisions in A.A. and A.S. Degrees and Certificates of Achievement
P. Approve Retention of A.A. and A.S. Degrees and Certificates of Achievement and Additions of SLOs

R. Approve Academic Calendar 2011-2012

10. Other Action Items
   A. M/s (Namnath/Treonar) to Approve Superintendent/President’s Six-Month Goals. The motion passed by a unanimous vote of 7-0.


   B. Approve Hospice by the Bay – RN Student Experience Agreement
C. Approve the Baird House – RN Student Experience Agreement
D. Approve Marin Adult Day Health Center – RN Student Experience Agreement

   E. Modernization (Measure C) – BP3.1 (Keep modernization program on track)
      Trustee Treonar mentioned that her brother-in-law works for WR Forde but has no ownership interest in this matter (B.10.E.1).

      M/s (Treonar/Hayashino) to Approve B.10.E.1 and 2. The motion passed by a roll call vote of 6-1 with Trustee Dolan casting the no vote.

      1. Approve Change Order #2 and Resolution Attesting No Benefit to Bidding Out Change Order Work ($57,480.92)
         WR Forde Associates
         Backflow Replacement Project (3088-306C-305A)

      2. Approve New Agreement for Project Inspection (PI) Services
         Performing Arts Building Modernization Project (306A)
         DSA Inspection Services – Gary Proctor Construction Consultation ($333,500)

   9.C (from Consent Calendar)
M/s (Long/Treenor) to Approve Academic Personnel Recommendations.

1. Temporary Credit Instructors Appointments Spring 2011
   Trustee Long asked Dr. Coon to express the Board’s appreciation and thanks to our part-time instructors.
   The motion passed by a unanimous roll call vote of 7-0.

9.D (from Consent Calendar)
M/s (Treenor/Hayashino) to Approve Educational Management Personnel Recommendations.

1. Resignation of Educational Management Personnel
   President Coon acknowledged Roz Hartman, our Director of Health Sciences, for her 35 years of service to the District.
   The motion passed by a unanimous roll call vote of 7-0.

9.G (from Consent Calendar)
M/s (Dolan/Treenor) to Approve Warrants.
   Trustee Dolan asked for the addition of information on the revenue side, the source of funds for the expenditures.
   The motion passed by a unanimous roll call vote of 7-0.

9.H (from Consent Calendar)
Modernization (Measure C)

1. M/s (Treenor/Hayashino) to Ratify/Approve Modernization Contracts, Changes and Amendments. The motion passed by a roll call vote of 6-1 with Trustee Dolan casting the no vote.

9.I (from Consent Calendar)
M/s (Treenor/Hayashino) to Approve Revised Board Policies

1. BP 5110 Counseling
2. BP 5120 Transfer Center
3. BP 7230 Classified Employees
4. BP 7260 Classified Supervisor & Managers
   Trustee Long commented that in view of the recent incident in Arizona our Board’s policy should clearly show our concern for students’ social, emotional and educational life. Dr. Coon commented that the term “personal counseling” in the proposed policy is broad enough to cover that. He stated that a report could be presented to the Board in the future on our crisis and emergency management policy and procedures.
   The motion passed by a unanimous roll call vote of 7-0.

9.I and 9.Q (from Consent Calendar)
M/s (Treenor/Namnath) to Approve Credit Course Revisions (9.I) and Approve Deletions of A.S. Degrees and Certificates of Achievement in ELND. The motion passed by a unanimous roll call vote of 7-0.

11. 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

12. Board Reports and/or Requests (15 minutes)
   a. Commendation Resolutions & Other Resolutions
   M/s (Treenor/Namnath) to waive reading of both resolutions (B.12.a.1 and B.12.a.2) and to approve them. The motion passed by a unanimous vote of 7-0.
1. Resolution in Support of Black History Month
2. Resolution in Support of National Engineering Week

b. Legislative Report
   None

c. Committee Chair Reports
   Trustee Treanor reported that the Board Self-Evaluation Committee met on February 8 and reviewed past evaluation models. She has put a packet of information together which she will send to the committee and the Board.

d. Individual Reports and/or Requests
   Trustee Long submitted letters from Basia Crane to be attached to the minutes.

   Trustee Treanor encouraged everyone to come to the 10000 Degrees scholarship night and 30th anniversary dinner. She reminded the Board that 10000 Degrees makes it possible for us to keep our Child Center open because of the support it has given the college. Trustee Treanor announced that she will be receiving the Pay It Forward Award which is the key honor given at that dinner.

13. Approval of Minutes
   M/s (Namnath/Treon) to approve the minutes of the January 18, 2011 Board meeting and January 28, 2011 Board Retreat. Trustee Long made a correction to page 8 of the minutes of the January 18 Board meeting under 14.c, noting that over $15,000 (not $15 million) was raised for the Harry Moore Memorial. Trustee Dolan asked to have the statement she read earlier in the meeting about why she left the January 18 meeting submitted as a correction to the January 18 Board meeting minutes. Board President Conti determined that Trustee Dolan’s statement was not a correction to the January 18 Board meeting minutes but would be added to the minutes of this evening’s meeting.
   The motion to approve the minutes of the January 18, 2011 Board meeting (with Trustee Long’s correction) and the minutes of the January 28, 2011 Board Retreat passed by a vote of 6 to 1 with Trustee Dolan casting the no vote.
   
   • Minutes of January 18, 2011 Board Meeting Minutes
   • Minutes of January 28, 2011 Board Retreat

14. Information Items (see written reports)
   Board President Conti referred the Trustees to the information items in their Board Packets.
   B. 2nd Quarter Financial Report - BP1 (Fiscal Accountability)
C. Modernization Update – BP3.1 (Keep modernization program on track)
   1. Director’s Report – BP3.1 (Keep modernization program on track)
   3. Schedule – BP3.1 (Keep modernization program on track)

D. Resolution in Support of California Community Colleges Budget Priorities and Principles
   Board President Conti asked if Board members were interested in bringing this resolution back for action at the next meeting. Some Board members said they could not support it as currently written and Dr. Coon suggested that a couple of Board members work with him on language that might be suitable to the broader Board. Trustees Long volunteered.

E. Calendar of Special Events
   April 29-May 1, 2011 – CCLC Annual Trustees Conference
   Hyatt Regency Monterey
   May 19, 2011 – Retiree Reception – 4:00 to 6:00 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

15. Correspondence
   Board President Conti referred the Trustees to the correspondence in their Board packets.

16. Board Meeting Evaluation
   No comments

17. Adjournment
   M/s (Namnath/ Treanor) to adjourn the meeting in honor of Roz Hartman who will be retiring July 1 after 35 years of service to College of Marin. The motion passed by a unanimous vote of 7-0 and Board President Conti adjourned the meeting at 10:30 p.m.
COM Talking Points, Feb 15, 2011

SCA incident at Fullerton College. Student Jared Marchbanks is alive today because Fullerton College had athletic trainers, who were certified in CPR with AED; and because those trainers had access to an AED unit.

COM offers athletics, and has a certified Athletic Trainer on staff. Your Athletic Trainer is certified in CPR with AED, and yet has no AED unit to use.

COM has two swimming pools with public swim periods. COM Lifeguards are certified in CPR with AED, and yet they have no AED units to use. COM swimming pools are used for youth swim teams, the Marin County All-Stars, and the Marin County Youth Swim Championships.

COM offers Fire Technology 112, which trains students to become EMT's. The use of AED units is a required skill for all certified EMT’s.

COM also has a Registered Nursing Program. Likewise, the use of AED units is a required skill for all Registered Nurses.

CA Assembly Concurrent Resolution 57 of September 2005 “urges” California K-12 schools to implement AED programs. Such advice would also apply to California Community Colleges and Universities.

I have included a campus map for UC Berkeley, which shows AED units spread throughout the buildings of the campus.

Catherine Rucker
246-6647
chemruck@socalglobal.net
Ballplayer steals one on death

By BARBARA GIASONE
The Orange County Register

Published: Oct. 8, 2009
Updated: Oct. 10, 2009 5:03 p.m.

When Fullerton College athlete Jared Marchbanks lost consciousness and hit the pavement face-first in a campus parking lot 14 days ago, death was coming at him fast.

But something extraordinary happened instead.

Two colleagues in the right place at the right time — both trained in resuscitation — came to Marchbanks’ aid. Later, a new slate-of-the-art system to induce hypothermia at St. Jude Medical Center preserved the student’s nervous system and brain.

Marchbanks’ father, Don, thinks of the incident as “divine providence.”

The college’s certified athletic trainer, Lisa Nelson, calls the episode, “God watching out for Jared and I was the person God chose.”

Co-head athletic trainer Juan Cueva simply says, “God put me in the right place at the right time, and I was definitely part of the plan.”

Consider the circumstances.

Marchbanks, 18, had forgotten his jersey for baseball practice, and was running to his car to get the shirt when he fell face down on the asphalt.

Passersby started to crowd around.

Nelson, 50, an athletic trainer for 25 years, had decided for the first time in six months to leave campus for lunch. She saw the commotion, stopped her car in a red zone and ran to the victim.

“I noticed he was gasping for breath and I felt no pulse, so I started mouth-to-mouth,” she said.

“As I was doing CPR, I looked up and saw FC football player Joel Bonomo. I told him to get Juan to bring the school’s defibrillator.”

Corruption: 594 clicks on the story.
It's a Friday afternoon, four days after the life-threatening incident. Marchbanks is lying in bed, wearing Los Angeles Dodgers pajamas and a shirt, with a Dodger monkey on the pillow. He's patiently waiting for the first pitch between the LA team and Colorado Rockies, knowing it could be a Western Division decider.

A parade of visitors from his church, Voyagers in Irvine, has been in and out of his room, dropping off cookies, cards and good wishes.

Next comes his teammates: he's only known for five weeks since he joined the college baseball team.

"These guys are great," he says.

In a matter of weeks, Marchbanks hopes to be back in the classroom. He says he wants to return to the playing field and eventually become a history teacher and high school coach.

Cuevas says Marchbanks has a good chance for a normal life.

"I've seen patients as young as Jared, but it's quite rare," he says.

Last Tuesday, Marchbanks was released from St. Jude and surprised the City Council by joining in congratulating Nelson and Cuevas for their life-saving efforts. Each trainer received a special commendation.

Dr. Rahul Doshi in cardiac electrophysiology reviewed Marchbanks' medical tests and decided: "Jared suffered an episode of sudden cardiac arrest— the exact cause is not known and may never be known."

However, he believes it is the result of an electrical malfunction. Without urgent treatment, including CPR and the use of a defibrillator applied within minutes of the heart stopping, death is certain, Doshi said.

As a precaution, Doshi inserted an automatic implanted cardioverter defibrillator to ensure Marchbanks will never go through this again.

"Jared's prognosis is good, and he should be able to return to doing the things he loves," Doshi said.
# Contact Information

<table>
<thead>
<tr>
<th>Athletic Department</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Athletic Director</td>
<td>415. 485. 9591</td>
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<tr>
<td>Athletic Counselor</td>
<td>415. 405. 9309</td>
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<tr>
<td>Athletic Trainer</td>
<td>415. 485. 9588</td>
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<tr>
<td>Baseball</td>
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<td>Men's Basketball</td>
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<td>Women's Basketball</td>
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<td>Men's Soccer</td>
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<tr>
<td>Women's Soccer</td>
<td>415. 883. 2211 x7758</td>
</tr>
<tr>
<td>Softball</td>
<td>415. 485. 9585</td>
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<tr>
<td>Swimming &amp; Diving</td>
<td>415. 883. 2211 x8258</td>
</tr>
<tr>
<td>Track &amp; Field</td>
<td>415. 485. 9566</td>
</tr>
<tr>
<td>Women's Volleyball</td>
<td>415. 485. 9585</td>
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</tbody>
</table>

About this web page

Technical Contact: Diane Kukahiko, Admin. Assistant, 415.485.9580

Content Responsible: Matthew Harkovich, Director of PE & Athletics, 415.485.9591
Fire Technology Program

Spring 2011 - Fire Tech 112

- Section # 10557 - Sundays - 8:30am - 5:00pm at Indian Valley Campus - Bldg.27 -
- Room 112 The Sunday section will begin classes on Sunday, January 23, 2011
  (10 additional hours TBA for ambulance/hospital observation)
- Section # 10648 - Mondays & Wednesdays - 6:10pm - 10:00pm at Indian Valley Campus - Bldg.27 - Room 112
  (10 additional hours TBA for ambulance/hospital observation)

EMT Refresher Course

Fire Tech 120A or FireTech 120B

All students wishing to take the EMT Refresher course must register before the Spring 2011 deadline.

Please register for one of these courses and meet with the Fire Tech Coordinator to arrange your hours.

Please be sure to scroll down and read all information on this web page.
Informational Meeting - for Spring 2011

Informational Meeting on Saturday, January 8, 2011 in Building 27, Room 112 from 10am-12:00pm.

_Students not fulfilling requirements will be not be able to register._

There will be an Advanced First Aid and BLS/CPR class offered at the Indian Valley Campus January 14th and 15th.

Title 22 Class - IVC - Spring 2011 (45.6 KB PDF)

** Please make sure to enroll as soon as possible - this class is subject to cancellation if there is not sufficient enrollment.

**PLEASE OPEN AND DOWNLOAD EACH OF THE FOLLOWING DOCUMENTS:**

Title 22 Class - IVC - Spring 2011 (45.6KB PDF)

Emergency Medical Technician Information Flyer - Spring 2011 13 pages (169 KB PDF)

EMT Background Screening Authorization - Spring 2011 (75.1KB PDF)

Physical Examination Form - EMT - Spring 2011 (91.7 KB PDF)

_You must submit all the required forms to:_

College of Marin
Health Science Department, Harlan Center 111
835 College Avenue
Kentfield, CA 94904

**PLEASE NOTE:**
Student Fire Tech 112 (EMT-1) registration is blocked until the student has submitted evidence that prerequisite and course requirements have been completed.

* These files require Adobe Acrobat Reader which you may download for free from Adobe's web site.

http://www.marin.edu/departments/HealthSciences/FireTechnology/index.htm
PLEASE READ ALL OF THE FOLLOWING INFORMATION

1. Emergency Medical Technician Information Flyer:

Download this flyer for all necessary information regarding the Fire Tech 112 classes. All pre-requisite information and Course Requirements are listed on the flyer.

2. Background Screening Information - Must be completed prior to registration:

Health Sciences students will need to obtain a Criminal Background Screening as required by clinical agencies. To obtain this clearance you need to go to the following website: www.verifystudents.com Click on: "Start Here". When prompted, enter the code: MARINEMT (this is case sensitive and must be all capitals) and then follow directions for completing the forms and payment. The cost is $50.00 and will need to be charged at the same time as you submit your form. If you have any difficulty or questions regarding the processing of your online background check, please contact the Customer Service Department at Corporate Screening at: 800.229.8606.

You must download and submit the EMT Background Screening Authorization Form prior to registration.

Students must have a Background Screening Clearance to go into the clinical setting.

Please note dates for Background Screening:

- Fall Semester: Screening must be ordered after July 1st
- Spring Semester: Screening must be ordered after December 1st

3. Health Screening Form - Must be completed prior to registration:

You must have the health screening form completed by a physician and submit this completed form to the Health Science Department prior to registration.

You may contact the College of Marin Student Health Center (415.485.9458) for your health screening.

Students must have a completed Health Form to go into the clinical setting.

(Form found above on this page)

4. Current First Aid Certification - Must be completed prior to registration:

Current First Aid Certification. Acceptable courses include First Aid for Public Safety Personnel - Title 22 or Advanced First Aid or equivalent. Previous certification as EMT-1, EMT-2 or EMT-P accepted.

Please note:

College of Marin offers Fire Tech 215/PE 215 - Advanced First Aid/First Responder - which will meet both of these requirements - Fire Tech 215/PE 215 must be taken the semester before registering for Fire Tech 112.
5. Current CPR Certification - Must be completed prior to registration:

Current CPR certification. Acceptable courses include CPR for the Professional Health Care Provider.

YOUR CPR MUST BE BLS FOR THE HEALTHCARE PROVIDER OR PROFESSIONAL RESCUE ONLY.

NOTE:
THERE ARE SEVERAL DIFFERENT LEVELS OF CPR AND EACH LEVEL HAS INCREASING RESPONSIBILITIES.
CPR CLASSES OFFERED FOR THE COMMUNITY-AT-LARGE DO NOT MEET THE REQUIREMENT.

Please Note:
College of Marin offers Fire Tech 215/PE 215 - Advanced First Aid/First Responder - which will meet both of these requirements - Fire Tech 215/PE 215 must be taken the semester before registering for Fire Tech 112.

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Fire Technology webpage
Technical Contact: Joan Rinaldi, Administrative Assistant for Health Science Dept., 415-485-9319
Content Responsible: Rosalind A. Hartman, RN, MS, Director of Health Sciences, 415-485-9326

This page was last updated Sat, 15 Jan 2011 00:17:01 GMT

College of Marin is one of 112 public community colleges in California and is fully accredited by the Western Association of Schools and Colleges. Approximately 10,000 credit and noncredit students enroll each fall and spring semester. Classes also are offered during the summer.

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For any member of the community seeking accommodations for the disabled, please contact (415) 485-9340. College of Marin students seeking academic adjustments should contact (415) 485-9406.
Registered Nursing Program

The mission of the Registered Nursing Program is to educate entry-level practitioners for roles as providers of care across the health care continuum, as managers of care, and as active members within the profession of nursing. The goal of the Program is to prepare graduates whose practice demonstrates caring, critical thinking, effective communication, and cultural and cultural and clinical competence. In addition, the Program strives to educate graduates who can work collaboratively, and are adaptable, politically aware and committed to lifelong learning.

Rosalind Hartman, RN, MS
Director of Health Sciences
College of Marin
835 College Avenue
Kentfield, CA 94904

*Please be sure to read all of the information provided on this page and the folders to the left.*

**Applications for Fall 2011 will be due between January 2, 2011 and February 1, 2011.**

Application packets are available under "Enrollment Procedures"

**TEAS TEST INFORMATION:**

The TEAS Test will be administered to selected applicants in Spring 2011. Dates and further information will be posted on this site.

College of Marin will be using the ATI TEAS Test Version V for Spring 2011.

Prior to applying to the College of Marin RN Program, you must be registered with College of Marin and have a College of Marin ID number.

*You must have a College of Marin ID number on your RN Program application.*

*YOUR APPLICATION MUST BE PLACED IN A SEALED ENVELOPE AND MAILED OR DELIVERED TO:*

**COLLEGE OF MARIN**

**ADMISSIONS AND RECORDS DEPARTMENT**

[http://www.marin.edu/departments/HealthSciences/Nursing/index.htm](http://www.marin.edu/departments/HealthSciences/Nursing/index.htm)
ATTENTION: RN PROGRAM
835 COLLEGE AVENUE
KENTFIELD, CA 94904

Accreditation
The College of Marin RN Program is a two-year associate degree program approved by the California Board of Registered Nursing and accredited by the National League for Nursing Accrediting Commission preparing students for licensure as a registered nurse.

National League for Nursing Accrediting Commission
3343 Peachtree Road NE, Suite 500
Atlanta, Georgia 30326
Phone: 404.975.5000
Fax: 404.975.5020
www.nlnac.org

Registered Nursing web page
Technical Contact: Joan Rinaldi, Administrative Assistant for Health Science Dept., 415-485-9319
Content Responsible: Retained A. Hartman, RN, MS, Director of Health Sciences, 415-485-9326

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For any member of the community seeking accommodations for the disabled, please contact (415) 485-9340. College of Marin students seeking academic adjustments should contact (415) 485-9406.
Assembly Concurrent Resolution No. 57

__________________________
Chief Clerk of the Assembly

__________________________
Secretary of the Senate

This resolution was received by the Secretary of State this
____ day of _______________, 2005, at ____
o’clock ____.m.

__________________________
Deputy Secretary of State
RESOLUTION CHAPTER

Assembly Concurrent Resolution No. 57—Relative to automated external defibrillator programs.

LEGISLATIVE COUNSEL'S DIGEST

ACR 57, Salinas. Automated external defibrillator programs.

This measure would urge all California public schools maintaining kindergarten or any of grades 1 to 12, inclusive, to implement an automated external defibrillator program.

WHEREAS, On any given day, 20 percent of the population, both adults and children, occupy our nation’s schools according to the National Athletic Trainers Association; and

WHEREAS, Nationwide over 250,000 Americans die each year from sudden cardiac arrest; and

WHEREAS, Eighty percent of sudden cardiac arrests are caused by ventricular fibrillation, a heart rhythm where defibrillation is the only effective treatment; and

WHEREAS, For every minute that passes while a person is in ventricular fibrillation, chances of survival decrease by 10 percent. After six minutes, according to studies conducted by the Mayo Clinic, the chance of resuscitating a sudden cardiac arrest victim is near zero; and

WHEREAS, The average national survival rate for out-of-hospital sudden cardiac arrests is only 5 percent; and

WHEREAS, Automated external defibrillators (AEDs) make it possible for nonmedical rescuers to deliver potentially lifesaving defibrillation to victims of sudden cardiac arrest; and

WHEREAS, The federal government has already mandated every commercial airplane to have an AED on board. A sudden cardiac arrest event is 30 times more likely to occur in a school than on an airplane; and

WHEREAS, In the United States, one out of every 100,000 to 300,000 high school athletes will die each year from sudden cardiac arrest. A recent study conducted by the Centers for Disease Control showed a total of 23,320 young adults died of sudden cardiac arrest between 1989 and 1996; and
WHEREAS, New York, Nevada, and Ohio require certain schools statewide to implement AED programs, and several states, including Illinois, New Hampshire, and Pennsylvania, encourage or provide funding for school AED programs. In the State of New York, the lives of a growing number of schoolage children are being saved through the use of AEDs; and

WHEREAS, The National Heart, Lung, and Blood Institute recently published the findings of a renowned three-year Public Access to Defibrillation study, which concluded that AEDs double the chance of survival; now, therefore, be it

Resolved by the Assembly of the State of California, the Senate thereof concurring, That, in order to save the lives of pupils, teachers, staff members, and visitors suffering from sudden cardiac arrest in schools, the Legislature urges all California public schools maintaining kindergarten or any of grades 1 to 12, inclusive to implement an automated external defibrillator program; and be it further

Resolved, That the Chief Clerk of the Assembly transmit copies of this resolution to the author for appropriate distribution.
Attest:

______________________________
Secretary of State
COM Summer Swim Program at IVC Only

Kentfield Pool Undergoing Additional Repairs

KENTFIELD, Calif.—May 13, 2009—Last night, at its regular monthly meeting, the College of Marin’s Board of Trustees approved a contract with Aquatic Design Group to prepare bid documents for additional repair work on the school’s Kentfield pool, which has been closed since 2008 for major modernization. This new scope of work, not included in the original project, includes retrofitting of drains mandated by the recent Lauren Graeme Baker law, as well as repairs to recently discovered leaks in the scupper system. New pumps and other mechanical system upgrades have already been completed as part of the original modernization project, which will wrap up by August. The additional pool repairs are expected to be completed by mid-fall 2009.

Summer swim programs, meanwhile, will continue at the College’s Indian Valley Campus in Novato. The IVC pool open and recreational public swim program begins June 15 and continues through August 7, 2009, Monday through Thursday, from 11:30 a.m. to 3:30 p.m. Admission rates are adults: $5.00/day ($35 for 8 days), children or student with ID: $4.00/day ($28 for 8 days), seniors (55+) and disabled: $3.00/Day ($21 for 8 days). Cash or Check Only – no refunds. Parking permits also are required at $3.00 per day and are available from parking lot permit machines or monthly recreational parking permits are available for purchase in the COM Fiscal Services Office for $15 per month. Swim tickets may be purchased at the COM Fiscal Services Department at IVC, Room 100, Building #9,
Monday through Thursday prior to going to the pool. Lifeguards will be on duty. Parent or guardian must sign waiver for minors to use the pool. For more information call (415) 883-2211, Ext. 8260.

College of Marin is one of 112 public community colleges in California and is fully accredited by the Western Association of Schools and Colleges. Approximately 10,000 credit and noncredit students enroll each fall and spring semester. Classes also are offered during the summer.

© Copyright 2011 College of Marin  Kentfield Campus. 835 College Avenue, Kentfield, California 94904  •  Indian Valley Campus. 1800 Ignacio Blvd., Novato, California 94949  •  Telephone: (415) 457-8811  •  Webmaster: WeListen@marin.edu

For any member of the community seeking accommodations for the disabled, please contact (415) 485-9340. College of Marin students seeking academic adjustments should contact (415) 485-9406.
The Academic Senate has five subcommittees which have been doing wonderful things over the last few months. I thought I'd let you know who and what they are and what they've been up to.

Our Academic Standards Committee, chaired by Rinetta Early, meets weekly to review policies and procedures as they relate to faculty and students and student services. These are then brought to the Senate as a whole to look over for approval.

The Program Review Committee, chaired by me, is poised to meet in coming weeks in order to look over all of the mini-program reviews that have been submitted. 24 disciplines and 4 student service areas have outlined needs for instructional equipment and materials, staffing or additional units. While individual committees look at all requests in their areas, the program review committee reads each discipline’s program review as a whole.

The Distance Education Committee or DEC has been meeting twice a month since October and has been working on issues surrounding the course outline, best practices, and the impending migration to Moodle. The Distance Education Instructional Resource person, Ali Klinger, chairs this committee. And by the way, if you haven’t checked out the Distance Education webpage and looked at the fabulous DE newsletters created by Ali over the last year, please do! (http://marin.edu/distance/index.htm)

Next we have our Student Learning Outcomes Assessment Council – otherwise known as SLOAC. Chaired by our two SLO facilitators, Yolanda Bellisimo and Anne Gearhart, they have been very busy developing rubrics to use to assess four of our five college-wide outcomes in our general education courses. These include written and visual communication, quantitative and scientific reasoning, problem solving and critical thinking. The rubrics are ready to go and they have begun to pilot them in classes this semester. With the help of a tracking tool created by Dr. Chailin Hsieh, faculty and disciplines will be able to assess and report on achievement of these SLOs.

Our Curriculum Committee, chaired by Chris Schultz, works tirelessly week after week reviewing, making comments and approving new, revised, and deleted course outlines as well as new and revised degrees and certificates. All of those that complete the approval process by the Curriculum Committee – you find listed in your board packets every month.

You may remember that in the fall I told you about the new Transfer Degrees that had been decreed by legislation. We are required by law to have “transfer degrees” (plural) ready to go by fall 2011. This does not mean we have to have every degree ready – just more than one. Each degree will be modeled after a standard that has been vetted by discipline faculty from community colleges and CSUs across the state. Well, with the help of Bonnie Borenstein, Chair of Communications, we are well on our way with the first transfer degree in Communication approved and listed in your board packet. The next two model degrees that are ready for us to use are the degrees in Sociology and Psychology. Hopefully by March you will see these two listed in your packet as well.
I hear that you have a question as to how it is decided to delete or deactivate courses or degrees or certificates. At one level, departments can analyze their courses’ success and retention rates through program review and discover the areas that need improvement. However, all disciplines have also been going through an enormous push to update all of our curriculum which in some cases was extremely out of date. This curricular process is the next step after program review that disciplines can take to improve their offerings. They can either delete, revise or create new courses, degrees or certificates.

Regarding deletions: Disciplines may delete courses that are no longer relevant, no longer offered, or those that have had consistently low enrollment. That said, in the case of the deletions in your board packet tonight, the Advanced First Aid/First Responder courses HED and PE 215 were cross-listed with FIRE 215. It was decided to list it only under Fire Tech. In the case of the sociology courses, the department is reviewing its curriculum and has decided to deactivate these courses for the time being until the SB 1440 Transfer degrees in these disciplines becomes available.

In addition to course outline updates, the faculty has been going through a process of analyzing and updating their degrees and certificates of achievement since last spring. Degree and certificate attainment rates over the last 10 years have been analyzed. Some of the deletions you see are in areas where the rate of attainment has been low. Another concern for academic degrees has been the new transfer degrees. So some areas have decided to inactivate their degrees until the Transfer Model Curriculum is complete for their discipline and at that time, they will revise the degrees accordingly. Your packet tonight includes the Career Technical Education disciplines of Environmental Landscaping, Court Reporting. Through program review and the analysis of certificate attainment rates, it was obvious that the curriculum needed to be revamped. With the assistance of advisory committees, faculty members in these two disciplines have completely revised their course offerings, certificates and degrees. Therefore, in addition to the deletions of the ELDN AS degree and certificate of achievement, you will see a SEA of course revisions in all three areas and NEW degrees and certificates in ACRT and ELND.

Submitted by Sara McKinnon, Academic Senate President
Measure C Bond Program

Follow up items for the Board of Trustees

February 15, 2011
Item 1: Enrollment Data

COM Enrollment 1983-2009
Projection 2010-2013
Credit and Non Credit Students
(Based on Chancellor's Office Projection Calculation Model)
Item 2: Child Study Center

- Email provided as clarification to explain how the Early Childhood Education courses are scheduled and how the laboratory space in the Child Study Center is utilized and enhances instructional activity.
### Item 3: 2010-11 Classroom Planning Timeline

| Jan-April: Initial NAC program developed following Architect selection. |
| May-July: 10 meetings involving 60 stakeholders. |
| Extensive work with select faculty analyzing classroom needs. 44 classrooms are deemed needed to accommodate peak periods. |
| May 6: presentation to academic senate on peak usage analysis. |
| May 18: presentation to BOT on peak usage analysis. |
| June 22: presentation to Student Learning Council on room usage/NAC options. |
| Aug 22: Flex week presentation on NAC program; community invited. |
| Modernization team proposed NAC program for Aug BOT meeting, Trustees defer it one month. |
| Following Sept BOT meeting, team studies taking ASC and PV out of the plan for long term use, 30 remaining classrooms would result. |
| OIM charged with developing 30 class scenario but runs into significant challenges; 35 possible but required extensive changes. |
| Study on long term use of ASC begins. |
| Further meetings with faculty and OIM 40 classroom scenario is tested and found possible with manageable changes. |
| The group further studies and fine-tunes mix of classroom sizes. |
| OIM and HR are removed from the NAC program to make more room for classrooms. |

<table>
<thead>
<tr>
<th>May</th>
<th>June</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT presentation: 44 classrooms (13 in NAC). The meeting ran very late due to track speakers, some trustees leave prior to presentation.</td>
<td>BOT study session: 35 classroom scenario presented. Faculty expressed concern. Community comment in favor.</td>
<td>BOT study session: 40 classroom scenario presented 24 in the NAC. Trustees express support but request further clarification.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Item 4: 40 classrooms at KTD with manageable changes

<table>
<thead>
<tr>
<th>Time/Days</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Sat</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:10-9:30</td>
<td>26</td>
<td>16</td>
<td>23</td>
<td>19</td>
<td></td>
<td></td>
<td>112</td>
</tr>
<tr>
<td>9:40-11:00</td>
<td>47 - 7 = 40</td>
<td>40</td>
<td>43 - 3 = 40</td>
<td>42 - 2 = 40</td>
<td>8 + 12 = 20</td>
<td>23 + 13 = 26</td>
<td>180</td>
</tr>
<tr>
<td>11:10-12:30</td>
<td>41 - 1 = 40</td>
<td>36</td>
<td>37</td>
<td>33</td>
<td>6 + 1 = 7</td>
<td></td>
<td>153</td>
</tr>
<tr>
<td>12:40-2:00</td>
<td>39</td>
<td>21</td>
<td>33</td>
<td>20</td>
<td>2</td>
<td>4</td>
<td>119</td>
</tr>
<tr>
<td>2:10-3:30</td>
<td>16</td>
<td>13</td>
<td>13</td>
<td>13</td>
<td>3</td>
<td>0</td>
<td>58</td>
</tr>
<tr>
<td>3:40-5:00</td>
<td>8</td>
<td>12</td>
<td>8</td>
<td>13</td>
<td>2</td>
<td>0</td>
<td>43</td>
</tr>
<tr>
<td>5:10-6:00</td>
<td>9</td>
<td>6</td>
<td>9</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>29</td>
</tr>
<tr>
<td>6:10-9:30</td>
<td>45 - 5 = 40</td>
<td>44 - 4 = 40</td>
<td>43 - 3 = 40</td>
<td>41 - 1 = 40</td>
<td>4</td>
<td>0</td>
<td>164</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>218</td>
<td>184</td>
<td>203</td>
<td>183</td>
<td>40</td>
<td>30</td>
<td>858</td>
</tr>
</tbody>
</table>

- New Block Schedule 5:10-6:30 = 1.5 hrs which replaced 5:10-6:00.
- Move the Evening classes from 6:10 to 6:40, and move some of these from 6:10 to MW/TR: 5:10-6:10 blocks and to 2:00 or 3:40 blocks.
- Periods for possible growth (shown in yellow):
## Item 5: Proposed classroom list

<table>
<thead>
<tr>
<th>Building</th>
<th># of classrooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAC</td>
<td>20-24</td>
</tr>
<tr>
<td>New Science Math Complex</td>
<td>7</td>
</tr>
<tr>
<td>New Child Study Center</td>
<td>1</td>
</tr>
<tr>
<td>PE Complex</td>
<td>2</td>
</tr>
<tr>
<td>Fusselman Hall</td>
<td>2</td>
</tr>
<tr>
<td>Learning Resource Center</td>
<td>4</td>
</tr>
<tr>
<td>To be determined</td>
<td>0-4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>

Pre-modernization: 46 general lecture classrooms from 342-1349 ASF.
Post-modernization: 40 with an average size of 750 ASF.
Item 6: Total square footage (KTD & IVC), pre and post bond

<table>
<thead>
<tr>
<th>Gain and Loss of Gross Square Footage at Kentfield and IVC Campus (2007-2014)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Bond GSF</strong></td>
</tr>
<tr>
<td>current plan demo</td>
</tr>
<tr>
<td>current plan addition</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
<tr>
<td><strong>TOTAL KENTFIELD PLUS IVC:</strong></td>
</tr>
</tbody>
</table>

Alternate plan:

| retain ASC | 51,236 |
| Revised Total | 459,044 | 209,820 |

| **TOTAL KENTFIELD PLUS IVC (RETAINING ASC):** | 668,864 | GSF |
### Item 7: Construction Cost Comparison

<table>
<thead>
<tr>
<th>Project</th>
<th>District</th>
<th>Bid Date</th>
<th>GSF</th>
<th>Final Construction Cost</th>
<th>Cost per SF (Construction)</th>
</tr>
</thead>
<tbody>
<tr>
<td>IVC TransTech</td>
<td>COM</td>
<td>2008</td>
<td>16,705</td>
<td>$8,013,662</td>
<td>$480</td>
</tr>
<tr>
<td>IVC Main Building</td>
<td>COM</td>
<td>2008</td>
<td>32,264</td>
<td>$16,050,000</td>
<td>$497</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>COM</td>
<td>2009</td>
<td>30,000</td>
<td>$13,725,000</td>
<td>$458</td>
</tr>
<tr>
<td>Science Math and Central Plant</td>
<td>COM</td>
<td>2010</td>
<td>77,000</td>
<td>$46,160,955</td>
<td>$569</td>
</tr>
<tr>
<td>Canada LRC</td>
<td>SMCCD</td>
<td>2005</td>
<td>76,000</td>
<td>$22,500,000</td>
<td>$526</td>
</tr>
<tr>
<td>Canada FMC</td>
<td>SMCCD</td>
<td>2007</td>
<td>18,900</td>
<td>$7,300,000</td>
<td>$386</td>
</tr>
<tr>
<td>Skyline FMC</td>
<td>SMCCD</td>
<td>2007</td>
<td>13,500</td>
<td>$6,700,000</td>
<td>$496</td>
</tr>
<tr>
<td>City of Sausalito - Public Safety buildings</td>
<td>City of Sausalito</td>
<td>2008</td>
<td>20,400</td>
<td>$10,500,000</td>
<td>$515</td>
</tr>
<tr>
<td>iS Building</td>
<td>West Valley / Mission</td>
<td>2007</td>
<td>14,000</td>
<td>$6,630,000</td>
<td>$474</td>
</tr>
<tr>
<td>WVC Fox Technology Center</td>
<td>West Valley / Mission</td>
<td>2008</td>
<td>30,022</td>
<td>$13,790,000</td>
<td>$459</td>
</tr>
<tr>
<td>Chabot Instructions Office Building</td>
<td>Chabot / Los Positas</td>
<td>2008</td>
<td>36,400</td>
<td>$14,600,000</td>
<td>$401</td>
</tr>
<tr>
<td>Chabot Community and Service Center</td>
<td>Chabot / Los Positas</td>
<td>2008</td>
<td>51,000</td>
<td>$28,800,000</td>
<td>$565</td>
</tr>
<tr>
<td>Chabot PE Strength and Fitness Center</td>
<td>Chabot / Los Positas</td>
<td>2010</td>
<td>16,800</td>
<td>$5,300,000</td>
<td>$319</td>
</tr>
<tr>
<td>Average of data from multiple Districts:</td>
<td>2008</td>
<td>33,202</td>
<td>$15,389,971</td>
<td>$457</td>
<td></td>
</tr>
</tbody>
</table>

**15% Multiplier - see note 1, below**

Subtotal - 2013 projected construction cost: $526

**33% Multiplier - see note 2, below**

Total project cost (per square foot) in 2013, based on comparable projects: $698

**Note 1:** This multiplier includes escalation of 2% per year between 2008 and 2013, as well as an approximate 5% premium for hillside construction.

**Note 2:** This multiplier is supported by previous project data from COM and other SMC managed programs. The "total project cost" for any project includes construction costs (sometimes known as "hard costs") + design and other costs (sometimes known as "soft costs"). Construction costs are self explanatory. "Soft costs" include: DSA submittal fees, Architect and Engineering fees, IOR and Testing and Inspection fees, EIR consultant fees, other District hired consulting expenses, PM/CM fees and Fixtures, Furniture and Equipment (sometimes known as "FFE").

### COMPARE $700/sf estimate to TWO SCENARIOS:

1. New Academic Center - Current Bond Spending Plan
   - COM
   - 2013
   - 48,000
   - $25,200,000
   - $525

2. New Academic Center - Proposed Bond Spending Plan
   - COM
   - 2013
   - 52,500
   - $27,825,000
   - $530

**33% Multiplier - see note 2, below**

Total Project Cost (per square foot) for the NAC in 2013: $705
Item 8: ADA project list

Kentfield Campus:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signage*</td>
<td>$209,000</td>
</tr>
<tr>
<td>Door hardware*</td>
<td>$520,000</td>
</tr>
<tr>
<td>LRC</td>
<td>$2,889,000</td>
</tr>
<tr>
<td>LRC ext. ramp</td>
<td>$1,691,000</td>
</tr>
<tr>
<td>Fusselman Hall</td>
<td>$179,000</td>
</tr>
<tr>
<td>Student Services</td>
<td>$519,000</td>
</tr>
<tr>
<td>Parking Lots</td>
<td>TBD</td>
</tr>
<tr>
<td>Fields</td>
<td>TBD</td>
</tr>
<tr>
<td><strong>Total to Date</strong></td>
<td><strong>$6,007,000</strong></td>
</tr>
</tbody>
</table>

*These 2 items are in the proposed BSP (Jan2011) $1M with soft costs.

excluding additional costs for DSA-mandated structural upgrades

need to collect data on all listed lots

need to collect data on all listed items

Indian Valley Campus

1. The Trans-Tech Measure C project completed in May 2010 captured all ADA building and site work in and around Pomo 1 & 2.

2. The New Main Building completed in December 2010 captured all ADA building and site work.

3. Staff is currently creating a plan for the long term use of existing facilities. The list below illustrates the types of improvements that need to be completed should these buildings be retained for long term use. No cost estimates are currently available for this work.
   • Signage
   • Door hardware
   • Restroom refitting
   • Electric door openers, restrooms
   • ADA lab work stations
   • ADA shower stalls
   • Install Elevators
## Item 9: Track and Bleachers

<table>
<thead>
<tr>
<th>Item</th>
<th>Est. life (years)</th>
<th>Product</th>
<th>Performance description</th>
<th>Estimate</th>
<th>Soft costs/contingency</th>
<th>Total Project cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9</td>
<td>Spurtan BBS</td>
<td>Economical</td>
<td>560,000</td>
<td>137,760</td>
<td>697,760</td>
</tr>
<tr>
<td>2</td>
<td>12</td>
<td>Spurtan BV</td>
<td>Similar to local high schools</td>
<td>665,500</td>
<td>163,713</td>
<td>829,213</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Higher in quality than local high schools and uses environmentally friendly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>12</td>
<td>Spurtan G-13</td>
<td>Materials</td>
<td>743,500</td>
<td>182,901</td>
<td>926,401</td>
</tr>
<tr>
<td>4</td>
<td>20</td>
<td>Mondo</td>
<td>Olympic standard</td>
<td>983,500</td>
<td>241,941</td>
<td>1,225,441</td>
</tr>
</tbody>
</table>

*Figure 1: Total project cost to replace track (right column)*

**Option 2: Simple replacement of bleachers only**

Based on document requested by the District’s Modernization Director in February by Abey and Arnold Landscape Architects, the bleacher repair would cost $500,000 (total project cost), not including the track repair.

Total project cost range:

- $0.7M (assuming Spurtan BBS track – item 1)
- $0.5M Abey and Arnold estimate**
- $1.2M Total

- $1.5M (assuming Mondo track – item 4)
- $0.5M Abey and Arnold estimate**
- $2.0M Total
Item 10: Austin Science Center

- C+A Architects study includes:
  - Accessibility upgrades
  - Fire and Life Safety upgrades
  - Structural upgrades
  - Energy upgrades
  - Minor facilities upgrades
  - Haz Mat abatement

- C+A Architects study does *not* include:
  - AV upgrades or improvements to teaching environment
  - Moving, adding or deleting walls
  - Major facilities upgrades

- Cost estimated at $7.1M construction, $9.4M total project cost.
Item 11: Supplemental assessment report

- Provided for background as part of Austin Science Report.
Item 12: DSA form IR A-10

- Item 1.2 – DSA review and approval is not required for reconstruction or alteration projects to school buildings governed by the Field Act with an estimated construction cost of greater than $35,623.28 but not in excess of $142,493.12 for 2009, when all of the following conditions are met (condensed):
  - No structural work included.
  - No ADA work included.
  - IOR confirms work is done per plan and spec.
# Current Bond Spending Plan (BSP)*

*December adjustment was approved at the December 15, 2010 Board meeting.

<table>
<thead>
<tr>
<th>Program Budgets</th>
<th>Approved Plan as of 4/20/10</th>
<th>Adjustments Dec 2010</th>
<th>Updated Plan 12/15/2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program costs</td>
<td>$18,793,345</td>
<td>$18,793,345</td>
<td></td>
</tr>
<tr>
<td>ERP (technology program)</td>
<td>$10,000,000</td>
<td>$10,000,000</td>
<td></td>
</tr>
<tr>
<td>Reserves</td>
<td>$5,759,000</td>
<td>$5,759,000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Projects Initiated by Board</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>KTD Science/Math/CP Complex*</td>
<td>$69,513,598</td>
<td>$69,513,598</td>
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| Total                                                | $264,500,000                 | $264,500,000          |                         |
| Bond Funds                                           | $249,500,000                 | $249,500,000          |                         |
| Interest earned to date                              | $9,000,000                   | $9,000,000            |                         |
| Projected additional interest                        | $6,000,000                   | $6,000,000            |                         |

*Includes the DEMO of Dickson, DSPS, Dance/Landscape, Shade Structure/Greenhouse
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Measure C

Our dollars at work
Overview

- $249 Million Masure C Passed in 2004 to modernize, repair and renovate COM
- To date, IVC projects completed, PE modernized, geothermal field, Fine Arts, New Science Complex.
- Current focus is on remaining $45 Million and how it will be spent
Proposed Plan by COM

- Remove portables from College Avenue
- Relocate COM Police and Sheriff
- Build Child Study Center
- Increase size of New Academic Center
- Demolish Austin Science Center, becomes parking
- ADA Improvements
- Replace dilapidated track
Demolishing ASC???

- Study says $9.5 to $15 Million to renovate
- 67,000 square feet of classroom and office space
- 2003 study says 65% of building life remains
- Shortage of classroom space is reason for New Academic Center (24 classroom proposed)
How many Classrooms - KTD

- Original analysis states 44 classrooms needed
  - Includes very few Friday classes
  - Includes very few classes between 11:00 and 4:00
- OIM analysis shows slight change to scheduling results in 35 classrooms needed
  - Goes back to traditional 5 day school week
  - Utilizes a broader day for class scheduling
- Current plan includes 40 classrooms – no data
Classroom Conundrum

- Current Plan reflects the answer, just wrong timing.
  - Offer classes during low enrollment periods
  - Increase utilization of 7 or more classrooms previously considered restricted
- Consider use of IVC
  - Underutilized
  - Presented to Board as plan for IVC at December BOT meeting
Proposed New Academic Center

- Building size 52,500 square feet, up from original 48,000 square feet
- Includes 24 classrooms as well as some Administration offices
- Proposed location is at the corner of College Avenue and SFD
The ANSWERS

- Austin
- NAC
Recommendation

- Approve NAC with 12 classrooms, reduced administrative offices at approximately 40,000 square feet.
- Fully Modernize the ASC to accommodate 10 classrooms.
- Adjust schedule to reflect 38 classrooms by completion of construction in 2014.
**Austin, lets do the math**

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**Cost after Savings**

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Reduction in size of NAC by 8850 sq. ft. pays for full modernization
In your roll as members of COM Bd. of Trustees, you are elected as non-partisan candidates to represent the community, you’re the governing body charged with protecting and maintaining the public trust. In other words, the taxpaying citizen’s advocate/agent ensuring that the generosity of the public at large is being spent in a fiscally responsible and prudent manner.

Case in Point
The community of Marin is a basic aid district and 94% of the schools operating costs are supported by County tax dollars. Further public generosity has given us Measure C and to use my fellow co-chair person, Brian O’Connor’s, comment... if you didn’t have Measure C what would you do with ASC?

* the second youngest structure on campus
* a valuable 67,000 sq ft. structural asset
* with 65% of its life remaining
* which was paid for by the taxpayers.

With the Modernization Team’s most recent recommendation to demolish the ASC and increase the size of the NAC you need to reflect on only one important fact: You are not obligated to approve any other body, group, interested party, firm, or company (and may stand to gain) who may be proposing/recommending action by you, the Board, what is being proposed is merely advice. The only body you are obligated to is the Community, the Public by ensuring that taxpayer dollars are wisely spent.

A year ago the Board voted to retain the ASC, what has changed except that you’ve received another recommendation with additional structural analysis which attempts to support a
pre-determined outcome. This kind of information gathering (recommendations) for the Board has historically, regarding Measure C matters, been delivered with only one idea for you to select and absent of other options. This type of business practice requires an inquiring mind of a Board member and begs the question: why am I receiving information in this manner? You must choose to lead and not to be lead.

My Friends of Kentfield co-chair, Brian O’Connor’s, presentation is a common sense (taxpayers) approach which is economically sound and illustrates the proper use and management of assets without wasting taxpayer dollars to demolish a public asset which in turn results in an unsound and questionable proposal to overbuild the NAC and thus further it in being totally out of character with the community and in conflict with Measure C.

With our recent economic crisis there has arrived a new calling for a change in behavior, a returning to reality and, living within our means... with words like Re-investment, Recovery, Re-build—–and not to be as dispose of minded and quick to destroy versus reconstruct.

There are hundreds of Universities, Community College Districts, high schools, and elementary schools who would welcome the opportunity to have a building like the ASC to rehabilitate.

Your only obligation is not to waste taxpayer dollars, having been provided the money by the citizenry does not authorize or empower a Board member to waste it.
OTHER COMMENTS

Chancellor’s Office Projection Calculation Model

Enrollment is down in contrast to the comment: we’re bursting at the seams as advertised by the previous administration.

With appropriate class scheduling the College of Marin will once again be a fulltime campus. Case in point...at the Oct. 2010 BOT meeting, the OIM cited a loss of enrollment when Friday instruction became unavailable. In other words, serious students went to other schools which were serving their educational needs. With OIM cited example, the questionable concern of some as to whether students would attend Friday classes is groundless...offer the class needed and they will come. Additionally, the KTD campus parking difficulties will be reduced by full time class scheduling throughout the week, as well as, using our underutilized campus at IVC.

Indian Valley College
Utilization of IVC, an underutilized public asset, is critical to resolving some of the issues at the KTD campus. IVC staff, at the Dec. BOT meeting at the IVC campus, complimented COM PR person, Kathy Summa Wolfe for her efforts in developing the IVC campus website and putting IVC on the map so to speak. Staff also appealed to the Board for more course offerings at IVC. It’s common knowledge that IVC has lost students to Santa Rosa JC. The reason for losing students to Santa Rosa JC may also be course availability. The COM should work to resolve this as soon as possible.
The architects for the new Fine Arts Building proved their inexperience in creating a fine arts building with their inadequate designs and working drawings, ineffective communications and ignoring faculty and student input throughout the process.

The results are imposing chaos into academic programs after forcing the “moving in” before all preparations have been created and installed. Despite faculty working overtime and on their days off they cannot function without certain materials to be installed, bolted down. Nor have they places to unpack their supplies.

The 3rd floor painting studio is used for a night class. Yet the architects placed only one set of down lights and placed them at the far end of the studio. The middle and front parts of the studio are therefore dimly lit at night for the students to paint under. The sinks have expensive “water on demand” boxes yet they are without electrical power or perhaps a power circuit. Meanwhile the studio lacks the storage both for faculty – the cabinets are not deep enough for them – and for students – they lack 150 large and small slots for storing wet paintings. The studio’s overall heating does not circulate the air it attempts to force down. All of the studios force heating down when it has been proven over and over that heat rises, it never falls. So all of the studios are chilly unless one is seated directly beneath a vent.

Except for the first floor entrances to classrooms, there are no overhangs over the entry doors to shield people from the rain as they approach an entry. The first floor rooms have metal overhangs. However, the glass windows which operate like garage doors admit water in puddles when it rains. This is true both in sculpture and ceramics studios.

Sound insulation is barely adequate in most studios. Really, there is not enough of it in any of the classrooms. Teachers must speak with raised voices to be heard when there is no one else speaking. The jewelry studio, called the metal arts studio, is acoustically challenged when there is only the teacher talking. This studio not only has exterior walls with large glass windows, it also has large glass windows on the interior side walls which look into a hammer room and a large electronic tool room. Further, this is single pane 1/4” inch glass, not double pane insulated glass. Thus these windows will vibrate when there is normal activity within these rooms. The purpose of a hammer room is to have a place to make loud noises which will not be heard outside of it. The same is true for the large equipment room. Why is there glass at all? There should be insulated sound proofing. The ceiling should therefore have double the sound proofing it currently has. The concrete floors throughout the studios cause noise to bounce off them and echo. Normal activities within the room include sawing metals as well as soldering them. These are noisy businesses. The teacher cannot be heard when the class is functioning.

The soldering activity has yet to begin because the architects delivered the wrong devices despite being told more than twice that they needed jeweler’s soldering wands. They sent metal welding torches instead. Perhaps the studio should be called jewelry and not metal arts so the architects can discern the difference.
The jewelry studio lacks storage cabinets above the sinks and work areas where there are fans. It is possible to design cabinets which could hang in front of the vents without blocking the air vents. Meanwhile, the main cabinets for the studio have yet to arrive as well as certain desk and student work areas. The hammer room is also missing finished woodwork. Thus, a large variety of working materials remain in orange packing crates until the cabinetry is finished.

There are not enough large waste containers in any of the studios despite faculty retrieving their old containers from their former studios.

Kilns are on backorder both in jewelry and in ceramics.

The Fine Arts Secretary cannot move into the new offices because there is an unsatisfactory odor inside that is not going away.

Swinerton should not be paid until these problems are resolved satisfactorily to every faculty member’s determination. Nor should Swinerton have an extension on their contract without determining precisely what they will provide. The new physical sciences building will probably be more challenging. Perhaps another construction management firm should be sought to complete construction.

Vivien Bronsh vag, Kentfield
Attn: Betty / Melinda

Re: correction to minutes 1/5/11.

Item B 13, 10, Study session, last sentence.
Action: Please correct to read as follows:

Trustee Dolan left the meeting at 10:54 under protest as Honorable Chair Diana Conti allowed summary comments on Measure C from just 4 of 17 elected trustees.

This is in violation of our American Constitution that "all are created equal" and a clear abuse by Chair Conti of her power.

"A free people should be governed by law and not the whims of men, or a Board chair."

Respectfully submitted by

[Signature]

Elected representative of the people, as their Trustee at large

2/15/11 Board meeting
January 20, 2011

Dear Trustee Diana Conti,

My friends and I who attended the Board of Trustees meeting Tuesday, wish to commend you for the fine job you did chairing your first Board of Trustees meeting.

However, some of us were disappointed that we did not get to hear what Trustee Dolan had to say about the new academic center and parking, because she was first interrupted many times, then bypassed all together when trustees were called upon to make their final comments.

You are a brand new trustee and may not be aware that Barbara Dolan has earned the respect of her community for being a virtuous and morally strong leader who understands the principles of government as set forth in our Constitution. For this, she has been re-elected to office six times—five of them with the highest percentage of votes.

Voters' trust in her good judgment to represent their interests.

Sincerely,

Basia Crane

CC: John Wayne Coons
CC: Dr. Eva-Lotz

a lifetime College of Marin Alumni Association member
January 20, 2011

Dear Doctor Coone,

Welcome to the College of Marin and to the Community.

Many of us who attended the Board of Trustees' meeting Tuesday, tend to agree with trustee Namath's suggestion to put off any decisions on the Austin Science Center until we see what money is left after all the other construction projects on campus have been completed. It seems trustees Long and Dolan are in support of this idea. Hopefully, you will give it your consideration.

Basia Crane

(Vice President of Marin United Taxpayers Association and President of 67 Kent Ave (across street from Austin Science Center))
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 5:35 p.m. All publicly elected Trustees were present except Trustee Long, who arrived at 5:40 p.m., and Trustee Dolan, who arrived at 5:45 p.m. Dr. David Wain Coon, Al Harrison, Angelina Duarte and Linda Beam were also in attendance.

M/s (Hayashino/Treanor) to adopt the agenda with one change: B.9.A was moved up on the agenda to follow B.7. The motion passed by a vote of 5-0.

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 5:40 p.m.

The closed session recessed at 6:26 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 6:45 p.m. in the cafeteria on the Kentfield campus. All publicly elected Trustees were present and Student Trustee Parker was also in attendance.
Board President Conti announced that the agenda was approved in closed session with the change enumerated above. Trustee Treanor stated that it had been suggested by President Coon and Trustee Hayashino agreed that the Board adjourn the meeting in support of the people in Japan impacted by the earthquake.

Trustee Long also suggested adjourning in memory of Nancy van Ravenswaay’s husband who recently passed away.

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. **Citizens’ Requests to Address the Board on Non-Agenda Items**
   None

4. **Chief Executive Officer’s Report**
   a. **Accreditation Update**
      Superintendent/President Coon reported that our accreditation teams have been activated and are busy at work. He recently met with Barbara Beno of the Accrediting Commission who is pleased with the progress the college has made.
   b. **Community Relations Update**
      President Coon reported that he is continuing to have positive meetings with members of the community. He recently met with the Marin League of Women Voters Education Committee and had a conversation with them about student success and outcomes. He also attended a recent meeting of the North Bay Leadership Council.
   c. **Introduction of Mitchell Lemay, Chief of Police**
      Al Harrison, Vice President of College Operations, introduced Mitchell Lemay, College of Marin’s new Chief of Police/Director of Health & Safety. Mr. Lemay thanked Dr. Coon and Vice President Harrison for their confidence and stated that he is very excited to be able to work at COM to ensure a safe and secure learning environment for our students, faculty and staff.

      President Coon thanked Interim Police Chief Raul Botello for his service and stated that he hopes he will remain connected to the college community.

5. **Academic Senate Report**
   Sara McKinnon, Academic Senate President, distributed copies of the latest edition of the Academic Senate newsletter. She reported that with the Board’s consent tonight, College of Marin will be on its way to having three new transfer degrees set up in accordance with SB 1440. She also commented that overall the Academic Senate was pleased to see that Dr. Coon and staff who have worked on the bond spending proposal were able to come up with a compromise that could cover a number of the outstanding issues. A copy of Ms. McKinnon’s
report is attached to the minutes as part of the official record.

6. **Classified Senate Report**
   A written report (copy attached) from Andrea Hunter, Classified Senate President, and the Classified Senate Newsletter were distributed to Board members.

7. **Student Senate and Student Association Report**
   Student Trustee Parker reported that the March 14 march on Sacramento protesting education budget cuts went well.

9.A **Approve Modernization (Measure C) Bond Spending Plan – BP3.1 (Keep modernization program on track)**

Laura McCarty, Director of Modernization, and Leigh Sata, Swinerton Program Manager, briefly reviewed the information in the Board packets on this agenda item. President Coon announced that this bond spending proposal has been endorsed by the Academic Senate, Classified Senate, Student Senate and College Council. Leigh Sata introduced architects Mark Cavagnero and Brian Wright who expressed excitement about the proposal and beginning the design process.

**Public Comment:**

Perry Newman of the League of Women Voters commended staff for the tightness of planning and for making adjustments to what the community wants. She urged the Board to vote yes on 9.A.

Joan Brownstein of the League of Women Voters commented that she is pleased to see that the Child Development Center will be included in the proposal and that she hopes the Board will complete it so that we can continue to train good child care teachers in Marin County.

Raemon Bergstrom-Wood, ASCOM’s Director of Activities, said he was there to show support for the Measure C proposal.

John Rocha, business rep for Ironworkers 377, stated that he supports the Measure C building projects and thinks they will be right for our students and good for the future of Marin.

Frank Riordan, business rep for Plumbers local 38, said he is looking forward to driving down Sir Francis Drake and seeing the New Academic Center.

Jeff Henderson of Glaziers Union 718 urged the Board to move forward with Measure C and the New Academic Center and commented that doing this sooner rather than later will save a lot of money.
Julian Stone, a COM student and apprentice at the local 35 carpenters union, commented that he wants the best campus possible for COM students and appreciates the college’s ability to provide local jobs. He said he is here to support Measure C and appreciates the opportunity to take classes and learn this trade.

Marcia Hagen of the League of Women Voters thanked the Board for pursuing development of the Academic Center, commented that it is sad to see how dilapidated most buildings and classrooms are at the college, and said it will be nice to have better classrooms.

Tal Fletcher passed around a map showing what this area looked like in 1950 and read a statement on architectural integrity which is attached to the minutes as part of the official record.

Jack Wilkinson commented on COM’s enrollment decline and the need for better utilization of the assets we have. He commented that the Board is charged with prudent use of taxpayers’ money and will be subject to a high level of scrutiny. A copy of his statement on asset utilization is attached to the minutes as part of the official record.

Chuck Finnie commented that he is proud of the community’s generous support of the bond and the financial management of the project. He stated that he doesn’t have a problem with the esthetics of the new Fine Arts building and thinks the New Academic Center will be a terrific addition to the neighborhood. He said the school should have an entry point and good classrooms and that he looks forward to approval of the bond spending plan.

Lance Reyes, ASCOM President, stated that the students are in support of this measure and want newer and better classrooms. He said that students and faculty deserve better facilities and innovative classroom space for student success and asked for the Board’s support.

Basia Crane of the Marin United Taxpayers Association thanked the Trustees for listening to the community about retaining Austin Science Center, fixing the track and removing the portables. She commented that COM is no longer the transfer institution it once was and that it is a waste of money to use teachers with master’s degrees for entry level language classes. She commented that the taxpayers will be paying taxes for 13 more years to destroy what was once a beautiful campus. She asked why the buildings on both campuses were not maintained all along and commented that better education comes from more and better course offerings, not buildings. A copy of Ms. Crane’s statement is attached to the minutes as part of the official record.

Nancy van Ravenswaay, chair of the League of Women Voters Education Committee, commented that COM as a community college has to admit all students who apply and that some need extra help in math and English skills. She stated that the college needs to look at the wide spectrum of students including transfer and emeritus. She stated that she was looking forward to tonight’s vote and that she hoped we would move forward and then spend time on the educational needs of the students at this college.
Bill Scott, Novato resident and chair of the Citizens’ Oversight Committee, commented that he doesn’t think the 2004 bond measure said it would take care of all the school’s needs but that it would make something the students would be proud of. He commented that he is proud of what the Swinerton team has done and that it is time to address this issue and move on. He called the Board’s attention to the huge steel beams in the new Fine Arts building and commented that we all saw what happened in Japan and need to make sure we have buildings that are seismically safe.

Chris Clinton spoke in support of the Measure C item. He has lived here his whole life and both he and his sister attended COM. He is currently working as an apprentice on our Math/Science/Central Plant Building. Mr. Clinton stated that we need modern buildings on the campus and thanked the Board for past decisions that have made it possible for him to have the opportunity to live, go to school and work here.

Gloria Neumeier, who has taught at COM since 1968, commented that COM’s union leaders say that students don’t want to come to school on Fridays but she thinks the faculty don’t want to teach on Fridays. She teaches at four other Bay Area institutions and the students and faculty are there on Fridays.

Scott McKown, who serves on COM’s Citizens’ Oversight Committee, commended Swinerton for doing an excellent job and urged the Board to finish the facility so that the Board can focus on doing the job of preparing the next generation that will run this country.

Elizabeth Moody commented that our students have said they want new and better buildings and that they need them. She thinks we’ll be proud of the design of the new Academic Center and commented that the Mill Valley architect is used to working with the public and that she thinks even the neighbors will be happy with the outcome.

Brian O’Connor of Friends of Kentfield commented that he supports improving classrooms but that we are overbuilt and there are too many of them now. He noted that Santa Rosa Junior College offers 123 classes on Fridays. Mr. O’Connor thanked staff for saving Austin Science Center and getting rid of the portables in the current proposal and thanked Dr. Coon for listening to the community and turning things around.

Scott Peoples noted that the Friends of Kentfield have worked hard with the Board on classroom space and that he supports Brian O’Connor’s comments. He asked the Board and Dr. Coon for a commitment to include the community in the new phase of the planning process, noting that the community wants to give input on the siting, design and character of the New Academic Center (NAC). He commented that he does not want the NAC to look like the new Fine Arts Building. Mr. Peoples stated that he is looking forward to working with architects Mark Cavagnero and Brian Wright.

For clarification purposes Dr. Coon stated that 35 general purpose classrooms would probably
be adequate for our credit students (67% of our population) but we serve another large population of community education students (19% of our population) and noncredit students (14% of our population). He noted that the 40 general classroom figure that we feel comfortable with includes all of the students that we currently serve.

Trustee Comments:

Trustee Namnath expressed support for preserving the Austin Science Center and renovating the track. He would like to encourage improving the bleacher and field venue situation so that COM can host track events. He still does not like the dollars per square foot figure for the NAC and stated that an approval vote means he can reconsider that if he feels the NAC is not going to come in at an economics that he feels is proper.

Trustee Kranenburg expressed appreciation for the input from the community. He commented on many of the challenges that the Board and staff have faced during the bond implementation process including: going through the educational master planning process, prioritizing bond projects since there was not enough money to meet all needs, developing an enrollment management plan to build up enrollment, analyzing the cost/benefit of modernizing an old building vs. building a new one. To clarify a comment he made at the last meeting Trustee Kranenburg stated that if you delay decisions too long it costs money and there is an opportunity cost that can occur if you keep delaying. Construction costs were coming in at about 30% below budget a year ago but bids are now at a 10% discount. So a year ago the cost would have been a 30% delta on the NAC but now the discount is approximately 10%. 20% (30% minus 10%) on a $30 million building project is a $6 million opportunity cost. Trustee Kranenburg commented that the Board has been prudent all along collectively and that we have saved a lot of money on our buildings because of good management and the economic slowdown. He stated that he is proud to be part of this for the benefit of all of us.

Trustee Hayashino thanked Superintendent/President Coon and staff for proposing this comprehensive approach to the bond spending plan and also thanked members of the community, students, faculty and staff for their input and support. She commented that we always knew that this bond would not address all the needs of the College of Marin at Kentfield and at IVC and that years ago the Board embarked on a priority setting plan. Trustee Hayashino stated that she was pleased to hear from the Academic Senate that tonight’s proposed action addresses many of their academic needs in terms of classrooms, ADA, the Child Study Center and the track. She commented that the conversation about Friday scheduling is for another day and commended our faculty and staff for working very hard Monday through Friday not only in the classroom but outside the classroom. She also acknowledged the faculty and staff who worked so hard to reaffirm our accreditation. Trustee Hayashino called the revised bond spending plan a “win” and commented that we need to move forward and address the needs of our students and the educational mission of the college. She also wants us to move forward with private fundraising efforts.
Trustee Long expressed gratitude to Dr. Coon and senior staff for the many hours they have put into this project. She commented that she guesses she will be disappointed when she leaves tonight that we didn’t actually achieve our goal that the original plan would be a plan of renovation with one new building on each of the sites. She expressed her appreciation for the generosity of the community and the people who love the college for financing the $249.5 million bond. Trustee Long commented that if she has said something and it’s changed, then it means she has to do some extra work because she is only 1/7th of the Board and that means Board members all have to communicate more with people who believe and trust in them. She also stated that she has some feelings about the public trust, that the money that was given to us was not to be spent frivolously and that it’s public money that should be effective, efficient, accountable and most of all transparent. Trustee Long noted that she has been disappointed during Board discussions by the lack of tolerance, ambiguity, divergent thinking, and healthy and sincere debate and that the Board should discuss this during the upcoming Retreat. She commented on Trustee Kranenburg’s statement at the last meeting about a $7 million delta and said that until someone says we have lost or misappropriated or misspent $7.2 million that $7.2 million is still there. She likes to deal with facts and not estimates that don’t mean anything. She asks that we have good boardsmanship of asking the right questions and holding people accountable for what is happening inside the District. Trustee Long commented that going back to the public trust, it is very important for her that what we say is what we mean and that we need to earn trust with our community and with our students.

To clarify previous comments he made at this meeting and the February 15 Board meeting Trustee Kranenburg stated that there has been no misappropriation of funds or loss of money from a true budgetary or accounting standpoint and that he was talking about an opportunity cost. He commented that markets change and if you wait too long to make decisions in certain cases it can cost real money.

Trustee Dolan stated that she feels sad for what has happened because she doesn’t feel what we’ve got is what the voters approved. She is sad because our once thriving Marine Biology Center is being dispensed with, our Landscape Management program has all but disappeared, half our summer classes will be dropped, many adaptive PE and community ed classes have been cut, we no longer have a football program, and she understands that the High Tech Center will be gone at the end of this semester. Trustee Dolan stated that she deprecates the elimination of classes while at the same time we are putting up huge buildings. She also commented on federal and state regulations that make it difficult for our Board to meet the needs of our local community.

Trustee Treanor commented that the Board needs to be making some profound decisions relative to curriculum and prioritizing enrollment and that it is unfortunate that we have had to focus so much on Measure C. She noted that she is looking forward to voting on the revised bond spending plan and beginning the design process particularly on the Child Development Center and the New Academic Center. She commented that she hopes there will be some ability to increase or decrease the size of the New Academic Center as necessary and as other
information becomes available. She would like to see an auditorium larger than 200 seats and also hopes the Board will work with Dr. Coon to get fundraising on track so that we don’t lose opportunities that clearly are present.

Board President Conti thanked everyone who has been involved in a long and arduous process. She commented that the recommendation before the Board is a good and balanced one and a good compromise that she can support. She stated that the Board’s commitment to continue to listen to and work with the community stands. Board President Conti commented that she was pleased that the recommendations can be supported by students and that it is important for the Trustees and staff to continue to make sure projects come in on time and at or under budget and to make the whole process transparent to the community.

Student Trustee Parker commented that this has been a really exciting and dynamic process and that this is a good, comprehensive solution that has the support of the student body and Marin County. He stated that we have a very highly qualified faculty teaching relatively small classes here that he has personally benefited from. Student Trustee Parker stated that we have an unparalleled sort of learning environment here that we can be really proud of and that if we go forward with this bond plan, we’ll have a campus that we can all really be proud of, too.

B.9.A  M/s (Treonor/Hayashino) to Approve Modernization (Measure C) Bond Spending Plan.  
M/s (Namnath/Long) to have a roll call vote on this agenda item. The motion for a roll call vote passed unanimously (7-0) plus an advisory aye vote by Student Trustee Parker.

The original motion to Approve Modernization (Measure C) Bond Spending Plan passed by a roll call vote of 6-1 (plus an advisory aye vote by Student Trustee Parker). Trustee Dolan cast the no vote.

8. Consent Calendar Items

Ira Lansing, UPM President, reported that UPM began holding a series of 12 ratification meetings that would continue over the weekend. He noted that vote counting would begin on Tuesday and would probably conclude in time for ratification of the contract to make the agenda for the March 26 Board Retreat. Mr. Lansing thanked Dr. Coon and Linda Bean for their efforts to make this happen. He also acknowledged that for the first time in the last 50 Board meetings he has attended he notices a different and better tone.


M/s (Treonor/Long) to approve all items on the Consent Calendar with the exception of B.8.J.1 & 2, B.8.J.O and B.8.J.P. The motion passed by a unanimous roll call vote of 7-0 (plus an advisory aye vote by Student Trustee Parker).
9. Other Action Items

(From Consent Calendar)

J. Modernization (Measure C) - BP3.1 (Keep modernization program on track)

1. M/s (Treonor/Hayashino) to Ratify/Approve Modernization Contracts, Changes and Amendments ($10,868,768.50). The motion passed by a vote of 6-1 plus an advisory aye vote by Student Trustee Parker. Trustee Dolan cast a no vote.

2. M/s (Treonor/Hayashino) to Approve Declaration of Surplus Disposal PA & FA Relocation Project (#850I). The motion passed by a vote of 6-0-1 with Trustee Dolan abstaining and Student Trustee Parker casting an advisory aye vote.

M/s (Treonor/Hayashino) to approve 9.0 & 9.P together. The motion passed by a vote of 6-0-1 with Trustee Dolan abstaining and Student Trustee Parker casting an advisory aye
vote.

O. Approve Revisions in A.S. Degree and Additions of SLOs in COMP
P. Approve Retention of A.S. Degree and Additions of SLOs in COUR

9. Other Action Items

B. Modernization (Measure C) - BP3.1 (Keep modernization program on track)
   1. M/s (Treasnor/Hayashino) to Approve Pre-Authorization of Contract Award
      MEP Supplemental Project (#308B-402A). The motion passed by a unanimous vote of 7-0
      plus an advisory aye vote by Student Trustee Parker.
   2. M/s (Treasnor/Hayashino) to Approve Notice of Completion
      WR Forde Associates - Backflow Replacement Project (#308B-306C-305A). Trustee
      Treanor disclosed that her brother-in-law works for WR Forde but has no ownership
      interest. The motion passed by a unanimous roll call vote of 7-0 (plus
      an advisory aye vote by Student Trustee Parker).

M/s (Namnath/Treasnor) to vote on 9.C through 9.M as one action. Requests were made to pull
9.C, 9.G and 9.H. The Board voted unanimously (7-0) plus an advisory aye vote by Student Trustee

C. M/s (Treasnor/Namnath) to Approve Board Self-Evaluation Instrument.
   Trustee Long commented that the survey felt negative to her. She didn’t think it was very
   objective and would like to see that somewhat neutralized. Trustee Dolan stated that she
   thinks the community should be judging the effectiveness of the Board. For clarification
   Board President Conti stated that the Board is following the self-evaluation process required
   by WASC. The motion passed by a vote of 5-2 (plus an advisory aye vote by Student Trustee
   Parker). Trustees Long and Dolan cast no votes.

D. Authorize Staff to Enter into EMT Experience Agreements with Marin County Fire
   Department RVPA, Southern Marin Fire Protection District and Tiburon Fire Protection
   District

E. Ratify Experience Agreement with Corte Madera Fire Department -
   Emergency Medical Technician 1 Program

F. Ratify Experience Agreement with Novato Fire District – Emergency Medical
   Technician 1 Program

G. M/s (Namnath/Hayashino) to Approve Change Order #1 for Pool Complex Renovations
   Project – Indian Valley Campus. The motion passed by a unanimous vote of 7-0 (plus an
   advisory aye vote by Student Trustee Parker).

H. M/s (Treasnor/Long) to Approve Notice of Completion for Pool Complex Renovations Project
   – Indian Valley Campus. The motion passed by a unanimous roll call vote of 7-0 (plus an
   advisory aye vote by Student Trustee Parker).

I. Approve Application for College of Marin to Participate in State Approved Apprenticeship
   Program for Organic Farming and Gardening

J. Approve Memorandum of Understanding with Fresh Run Farms to Support and
   Coordinate Apprenticeship Field Work

K. Approve Clinical Experience Agreement with Alameda County Medical Center
L. Rejection of Claim – Margo Hanson
M. Approve Clinical Experience Agreement with Sutter West Bay Hospital dba Novato Community Hospital

10. 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

11. Board Reports and/or Requests
   a. Commendation Resolutions & Other Resolutions
      1. M/s (Treonor/Hayashino) to waive reading of the Resolution and Approve the Resolution in Support of Women’s History Month as amended by Trustee Long (copy attached). The motion passed by a unanimous vote of 7-0 (plus an advisory aye vote by Student Trustee Parker).
   b. Legislative Report
      None
   c. Committee Chair Reports
      None
   d. Individual Reports and/or Requests
      Trustee Treanor reported that the Workforce Investment Board is sponsoring a reception for Dr. Coon on April 12 at the Embassy Suites and that Board members will receive invitations. Large employers from Marin County will have a roundtable discussion with Dr. Coon from 4:00 to 5:00 and the reception will begin at 5:00 p.m.

12. Approval of Minutes
   - Minutes of February 15, 2011 Board Meeting
      M/s (Treonor/Hayashino) to approve the minutes of the February 15, 2011 Board meeting. Trustee Long asked to amend the minutes only in the section which summarizes her statements. President Coon suggested pulling this item from the agenda and looking at her submission compared to what we have and bringing it back to the next meeting. Trustee Kranenburg asked for clarification of his comments with regard to the delta piece. M/s (Namnath/Treonor) to postpone approval of the minutes to the next meeting. The motion passed by a unanimous vote of 7-0 (plus an advisory aye vote by Student Trustee Parker).

13. Information Items (see written reports)
   Board President Conti referred the Trustees to the information items in their Board packets.
   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 February, 2011 – BP3.1 *(Keep modernization program on track)*
3. Schedule – BP3.1 *(Keep modernization program on track)*
4. Quarterly Progress Report – Period Ending December 31

C. CCCT Board Election
   Board President Conti asked for two volunteers to look through the CCCT Board Election materials and make a recommendation to the Board at the April meeting. Trustees Treanor and Hayashino volunteered for this assignment.

D. Calendar of Special Events
   - April 29-May 1, 2011 – CCLC Annual Trustees Conference
     - Hyatt Regency Monterey
   - May 19, 2011 – Retiree Reception – 4:00 to 6:00 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

14. Correspondence
   Board President Conti referred the Trustees to the correspondence in their Board packets.

15. Board Meeting Evaluation
   Board President Conti thanked the Trustees and expressed appreciation for all the work and effort every single Trustee has put into this long process.

16. Adjournment
   M/s (Namnath/Long) to adjourn the meeting in support of the people in Japan impacted by the earthquake and in memory of Nancy van Ravenswaay’s husband. The motion passed by a unanimous vote of 7-0 (plus an advisory aye vote by Student Trustee Parker) and Board President Conti adjourned the meeting at 10:30 p.m.
Academic Senate Report to the COM Board of Trustees – March 15, 2011

An Academic Senate News was published this month addressing our recent re-affirmation of our accreditation as well as pointing out the next steps required to keep it. A copy of this is attached to this report and I'll pass out copies to each of you.

I wanted to point out tonight that with your consent, College of Marin will be on its way to having three new transfer degrees set up in accordance with SB 1440. Last month you approved one in Communications and tonight Psychology and Sociology are on your agenda. I'd like to thank Bonnie Borenstein, Paul Christensen and Theo Fung for working to make these happen.

The Academic Senate overall was pleased to see that President Coon and the many members of College of Marin staff who have worked on the Bond spending proposal were able to come up with a compromise that could cover a number of the outstanding issues for the Bond. Senators from the Biology, who addressed you last fall, were pleased to see a plan for keeping the Austin Science Center. All of us were pleased to see that the plan addressed our future classroom needs as well as the New Child Study Center. And we were also happy to see that the track can be renovated into a proper track and that at least some of the ADA issues can be addressed.
As College of Marin breathes a sigh of relief after having its accreditation reaffirmed by the Accrediting Commission for Community and Junior Colleges (ACCJC), we’d like to look back at what we’ve accomplished, take a moment to congratulate ourselves, and then take stock of what we need to accomplish between now and next October and subsequently by the Fall of 2012.

--Sara McKinnon, Academic Senate President

Just so you know how unique we are, ACCJC at its January 2011 meeting made the following rulings:

6 colleges were reaffirmed including the College of Marin!

As for the others...
- 6 were placed on Warning
- 1 placed on Probation
- 1 continued on Show Cause
- 1 continued on Warning
- 6 continued on Probation
- 2 Closure Reports were accepted

Not to mention all the schools already on probation or warning from the June 2010 rulings...

We recently received a note from a colleague at another Bay Area community college that said in part: “The vice president has produced a pretty thorough draft outlining an integrated planning process. He stole a lot from Marin. I congratulated him on picking such a brilliant plan.”

He thinks they might pull off another "Marin Miracle." Who says you can't cram for a final?
Accreditation: What we accomplished 2004-2008

College of Marin had a comprehensive evaluation visit in November of 2004 at which time the college was put on “warning”. Since we did not address these recommendations adequately over the subsequent 4 years, we were put on probation in 2008. In 2004, five major recommendations were sent with a timeline for completion. These included the following:

1) **The college should finalize immediately an effective governance structure that reinforces respectful dialog, defines shared government, and outlines the roles and responsibilities of all constituent groups for participation in informed decision-making processes.** The processes must be designed to result in action with on-going assessment and evaluation of institutional effectiveness to improve student learning.

This recommendation was considered “met” by November of 2006. If you look at the back cover of this newsletter, you will see “faculty participants” in all of our governance committees listed.

2) **The college should complete the reexamination of the college mission statement immediately to ensure it defines the purpose of the institution and addresses the emerging educational needs of the changing and diverse population of the district. The college must establish and adhere to a systematic and regular cycle for reviewing and updating the mission statement.**

This recommendation was considered “met” by March of 2005.

3) **The college should implement, by January 2006, an institutional planning process based on agreed upon institutional values, a redefined mission, and measurable outcomes, that is strategic, systematic, data-driven, evidence based, focused on student learning and holds responsible parties accountable for actions and timelines. The planning process must integrate institutional effectiveness and program review processes to inform educational master planning, facilities master planning, technology planning, student learning and services programs development and revision, and resource allocation.** To ensure effective and sustainable plans and informed decision-making, the College must assess its current organizational structure and use of resources to create and support a culture of evidence, research and data.

Much of this recommendation was finally met after College of Marin was placed on probation in 2008, and all of us worked together to do the program review process. The Education Master Plan was completed in Fall of 2008. A technology plan was completed in Spring of 2010. A combined planning and budget committee known as the Planning and Resource Allocation Committee (PRAC) was formed in Fall of 2009 as well. A final revised Integrated Planning Manual was approved in October of 2010.

4) **The college by January 2006 develop and implement a systematic, inclusive, on-going process that addresses student learning outcomes at the course, program and discipline level as well as for the general institutional dialogue that leads to action, assessment and measurement of student learning resulting in institutional improvements.**

This recommendation was and has been only partially met. The “drop-dead” deadline is Fall 2012. Faculty have been revising and updating course outlines, degrees and certificates to include measurable outcomes; rubrics for college-wide outcomes assessment are being piloted this semester in general education courses; a tool has been developed to assist faculty in tracking their students progress in achieving course-level outcomes. However, the key to meeting this recommendation is the assessment of those SLOs, and dialog with resulting strategies for improvement.
Dr. Coon visited our Academic Senate meeting the day our letter came from WASC announcing the reaffirmation of College of Marin's accreditation. After Dr. Coon told us we had been reaffirmed, senators said, "Oh, okay, thanks" and went on with our busy agenda. It wasn't until the next day that it occurred to many of us that this was a really big deal and that we had just sailed right past it like it was nothing.

Our previous accreditation process was a nightmare that took us from years of warning to one near-overwhelming year on probation. And now, at a time when WASC is aggressively sanctioning other colleges, we go through the self-evaluation process and are reaffirmed without much fanfare or self congratulations. But really, we can't resist.

**Self-Study Wizards:** Blaze Woodlief and David Snyder oversaw the writing of an outstanding self-study. Chialin Hsieh and Barbara David and all of Chialin's staff provided vital research and planning support. Together with Cathy Summa-Wolf and her staff, they produced an impressive web site and a beautiful self-study document.

**The Steering Committee** included faculty members Blaze Woodlief, Becky Reetz, Derek Wilson, Kathleen Smyth, and Win Cottle. The Standard Chairs did a remarkable job of writing various sections of the study and chasing down evidence.

**Standard I, Mission and Effectiveness**, faculty members included Michael Dougan, Robert Kennedy, and Tara Flandreau.

**Standard II, Student Learning**, included faculty members Win Cottle, Becky Brown, Meg Pasquel, Sara McKinnon, Becky Reetz, Radica Portello, Rinetta Early, Robert Flynn, Ron Gaiz, Carl Cox, Joan Risch, John Marmysz.

**Standard III, Resources**, included faculty members Blaze Woodlief, Kathleen Smyth, Ingrid Kelly, and Bonnie Borenstein.

**Standard IV, Leadership and Governance**, included faculty members Yolanda Bellisimo and Peggy Dodge.

And of course, it would be impossible to recount all of the work that Sara McKinnon, our Academic Senate President, has participated in to insure our reaccreditation – from program review, to SLOs and rubrics, from the degree and certificate SLO database to creator of the SLO WIKI, from the Strategic Plan and the Ed Master Plan to facilities planning, from the Curriculum Committee to PRAC, she is an all-around expert on everything at CoM. Sara is invaluable, a courageous advocate for our students and faculty, and a tireless contributor to the reaccreditation process.

These are the people who help make College of Marin the professional institution that it is. They set high standards, meet them, and make us all proud. They are responsible for our fine reputation.

They are the reason other schools borrow from us, ask for our advice, and hold us in high regard.

These are the faculty members who made sure we were reaffirmed and fully accredited. The Senate Officers extend a heartfelt thank you to all of them.

Derek Wilson  
Vice President Academic Senate

Becky Brown  
Secretary Academic Senate

Yolanda Bellisimo  
Treasurer Academic Senate
Accreditation: The 2009-2010 Self-Study and Beyond

The Self-Study

As you can see, it took College of Marin the entire 6 year cycle of accreditation to meet the standards and address the recommendations adequately...Thus as soon as we were finally off warning and probation, we had to turn around and do a Self Study for the next site visit of Fall 2010.

So starting in Spring of 2009, the self-study process began again. On page 2 you will find a list of participants who met, researched, wrote reports, provided endnote links, proofed and gave final blessings to our self-study which was presented to the ACCJC visiting team in October 2010. If you have not seen it, it can be found at:

http://marin.edu/com/ODP/Accreditation.htm

The Site Visit

This self study along with a grueling three-day visit by a 10-member team has resulted in our reaffirmation of accreditation!

That said, it includes 8 recommendations which need to be initially addressed by October 2011. You will remember that it was by NOT addressing recommendations of 2004 that we ended up on warning and probation. So these are not idle threats. The commission can and will act. The letter states:

"I wish to inform you that under US Dept of Education regulations, institutions out of compliance with standards or on sanction are expected to correct deficiencies within a two-year period or the commission must take action to terminate accreditation. College of Marin must correct the deficiencies noted by October 15, 2012 or the Commission will be compelled to act."

The recommendations are listed in the next column.

2011: Recommendations:

1) Update and evaluate effectiveness of planning and resource allocation processes and communicate the results to all college stakeholders. Make sure that planning is linked to budgeting.

2) Accelerate efforts to identify and assess measurable student learning outcomes for every instructional, library and student support program. Incorporate SLO assessment results into program planning and resource allocation for the improvement of student learning.

3) Allocate resources to create a sustainable infrastructure to support Distance Ed.

4) Strengthen the role of research in order to improve institutional effectiveness.

5) Remedy the lack of library services, learning resources and student support services for evening, Indian Valley Campus and online students.

6) (omitted from final recommendations)

7) Develop a Facilities Master Plan.

8) Establish and communicate a sustainable technology plan for the acquisition, maintenance and replacement of its infrastructure, equipment, support and training to meet institutional needs. Also regular evaluation of this plan for its effectiveness in prioritizing and funding current and projected long term technology needs.

9) The board should focus on developing policies that support the quality, integrity and effectiveness of student learning programs and services. It should deliberate with due diligence and make timely decisions that are in the best interests of the institution. It should act as a whole and adhere to board policy once a decision has been made and support the superintendent/presidential authority in administering board policies and procedures.
Student Learning Outcomes Progress Report

Course Level SLOs

The course update process is almost complete with most course outlines including SLOs. The next step as far as accreditation goes - is communicating these SLOs to students - via your syllabus or other means. The final step is to ASSESS these SLOs in your classes and analyzing the results of this assessment to see how your classes as a whole are dealing with the material you are presenting, if they are able to apply what they have been learning in your assessments and where you might need to find new strategies to help your students achieve these outcomes.

http://programreview.marin.edu/de

Degrees and Certificates

Student Learning Outcomes for Degrees and Certificates are being written and can be found through a link on the degree and certificate database log-in page.

http://programreview.marin.edu/de

General Education Courses

Courses that meet GE requirements must be assessed in terms of the five college-wide outcomes. These include:

- Written, Oral and Visual Communication
- Quantitative and Scientific Reasoning
- Problem Solving
- Critical Thinking
- Information Literacy

Common rubrics have been written for these outcomes and are being piloted in selected general education courses this semester. With a little tweaking, they will be available to everyone in fall 2011. These rubrics are posted on the PRIE website:

http://marin.edu/com/ODP/InstitutionalPlanningPage.htm

Student Services Outcomes

A call has gone out to get a faculty member to assist the student service areas in developing measurable SLOs and devising means to assess them. This person will be working in this area over the next 5 months.

The SLO WIKI

A resource for all faculty on our work on SLOs from all disciplines:

http://com-academic-senate-slos.wikispaces.com/
COM Faculty Governance Committee Members 2010 - 2011
as of March 3, 2011

College Council (Three Senate Officers)
• Sara McKinnon
• Becky Brown
• Yolanda Bellisimo

PROFESSIONAL DEVELOPMENT COMMITTEE
Two faculty members sit on this committee
• Yolanda Bellisimo
• Anne Gearhart

Planning and Resource Allocation Committee (PRAC):
Sara McKinnon/Nick Chang – Co-Chairs
• Michele Martinisi
• Yolanda Bellisimo
• Ron Gaiz
• Sara Lefkowitz
• Kathleen Smyth
• Earl Hagstrom

STUDENT ACCESS AND SUCCESS
Two faculty members sit on this committee
• Karen Koenig
• Luz Moreno

EDUCATION PLANNING COMMITTEE (still need 4)
Seven faculty members sit on this committee
• Blaze Woodlief (Chair)
• Peggy Dodge
• Bonnie Borenstein

INSTRUCTIONAL EQUIPMENT COMMITTEE (need 4)
Five faculty members sit on this committee
• Arthur Lutz
• Paul DaSilva
• Ron Krempetz

GOVERNANCE REVIEW COMMITTEE
Three faculty members sit on this committee
• Wendy Walsh
• Victoria Coad

EDUCATION PLANNING COMMITTEE (still need 4)
Seven faculty members sit on this committee
• Blaze Woodlief (Chair)
• Peggy Dodge
• Bonnie Borenstein

FACILITIES PLANNING COMMITTEE
Two faculty members sit on this committee
• Fernando Aguadelo-Silva
• Erik Dunmire

TECHNOLOGY COMMITTEE (still need 5)
Seven faculty members sit on this committee
• Harriet Eskidsen
• Kathleen Smyth

SLO Facilitators:
Arts and Humanities/CTE:
• Yolanda Bellisimo
Math and Sciences, PE and Allied
Health:
• Anne Gearhart

Program Review Facilitator:
• Sara McKinnon

Curriculum Committee Chair:
Chris Schultz
• Kristi Kuhn, Paul Smith, Sara
McKinnon, Becky Brown, A.Joe
Ritchie, Letta Hvacheck,
Rinetta Early, Paula Allen, and
Rebecca Beal

2010-2011 Academic Senate

Officers:
• Sara McKinnon President
• Derek Wilson Vice President
• Becky Brown Secretary
• Yolanda Bellisimo Treasurer

SLOAC Committee
Yolanda Bellisimo, Chair
Anne Gearhart
Fernando Aguadelo-Silva
Colleen Marlow
Trina Miller
Robert Ovetz
Jessica Park
Cara Statucki
Adria Winfield
Blaze Woodlief

Additional Full time Members:
• Bonnie Borenstein
• Peggy Dodge
• Rinetta Early
• Arthur Lutz
• Joe Mueller
• John Sutherland
• Blaze Woodlief

Distance Education Committee
Alisa Klinger, Chair
Maula Allen
Sandy Boyd
Carl Cox
John Erdman
James Gonzalez
Ingrid Kelly
Ira Lansing
John Marmysz
Luz Moreno
Kathleen Smyth
Brian Wilson

Part-Time Credit
• Robert Ovetz
• Meg Pasquel
• Paul Cheney

Part Time Non-Credit
• Erika Härkins

http://www.marin.edu/senate/index.html

Academic Standards:
• Rinetta Early, Chair
• Toni Yoshioka
• Laurie Ordin

Equivalency Committee
• Yolanda Bellisimo
• Meg Pasquel
Good Evening,

The Classified Senate is pleased to announce we have recently distributed the 1st issue of the Classified Senate newsletter. We wanted our newsletter to be “green” so it was distributed in an electronic format only. The purpose of the newsletter is to improve communication among the Classified Staff and raise the visibility of the Senate. The Senate will distribute two issues a semester and post the newsletter on the Classified Senate website. We are submitting a copy of the newsletter with this report for your information. Stay tuned for volume II.

We would also like to take the opportunity this evening to affirm our support of the President’s proposed Bond Spending Plan. The Classified Senate met with President Coon on Friday March 4th to discuss the Bond Spending plan. The Senators are unanimously in support of the proposal. The Senate feels that it is important for the College to move forward with an approved Bond Spending Plan so the College can focus attention on other important college matters. We would like to urge the Board to strongly consider adopting this proposal this evening.

On a lighter note, please save the date for a Classified Senate fundraising event that will be held on May 11th. The Classified Senate will be selling food out on the quad from 12:00pm – 2:00pm in conjunction with the job fair that will also be held on May 11th. Funds raised help support our employee recognition programs and other Classified Senate activities.

Thank you and goodnight.
We're trying something new!

We know that you get e-mail after e-mail with information, information, information! After awhile everything looks the same.

In an effort to provide something new to look at and a tool to communicate with the classified staff and the college community as a whole, we give you the first issue of the Classified Senate Newsletter.

Our goal is to provide you with information you need, updates on senate activities and plans, important college news, as well as a place to share information about your department, yourself, the students and our community.

Our initial thought is to send the newsletter out twice a semester, beginning and end, but we would appreciate your input. We are looking at this first newsletter as a pilot and a jumping off point to create something that is beneficial and enjoyable for all.

Please contact one of your senators and let us know what you think. Give us your thoughts and suggestions. This is for you.

We look forward to hearing from you.

2011 Senators
- Andrea Hunter, President
- Xenia Zarichparvar, Vice President
- Kathy Joyner, Secretary
- Nicole Cruz, Treasurer
- Bob Chamberlain
- Alice Dichi
- Thelma Kidd
- Kathleen Kirkpatrick
- Ellen Shaw
- Dodd Stange

What's new?
- This Newsletter
- 2011 Senators
- Milestones
- New Buildings

Milestones

Did you say 20 years?

At the holiday party in December, the following individuals were honored for reaching 20 years of service to College of Marin.

Jon Guadnursson, Comm.
Wendy Lee, Info Tech
Sue Scott, Counseling
Kate Dodele, Counseling
Julie Oyle, Workforce Devl
Pearl Monemadch, HR

As has been done for the last several years, the honorees received key chains to commemorate this milestone.

Did you know that there are 53 classified employees that have 20 or more years of service with the College? It is really quite impressive and shows how much people care about and invest themselves in the College of Marin.

Inside this issue:

Our Purpose 2
Our Finances 2
New Hires & Goodbyes 2
CPLC 3

New Buildings

New Fine Arts Building—KTD
New Main Building—IVC

Check them out!
Our Purpose

- To provide classified staff with a formal structure and effective procedures for participating in our college’s Participatory Governance System, including the development of the college mission, vision, values, plans, policies and matters related to accreditation.
- To support classified staff participation on college and statewide committees, dealing with governance, planning, and policy.
- To promote the professionalism of all classified staff
- To provide leadership opportunities for classified staff
- To foster communication, understanding, and mutual support among classified staff and the college community

Please take a minute to review our [constitution and Bylaws]

Welcome To Our New Staff Members

Welcome to our new staff members hired in 2010 and January 2011. If you haven’t met them already, introduce yourselves!

- John Adams
- Maridel Barr
- Julie Breakstone
- Michelle Greitzer
- Leslie Lee
- Anna Pilloton
- Kathy Takemoto
- Shannon Timpane
- Yvette Vargas
- Justin Zollars

- Campus Police
- Modernization
- Human Resources
- Fiscal Services
- Human Resources
- Outreach
- Workforce Devlp.
- Health Services
- Fiscal Services
- Chemistry

Our Finance

The Classified Senate Account is maintained by the College of Marin Foundation. The Senate receives funds from fund raising and from individual staff donations.

Spending during July—December 2010 follows:

- Ongoing Officer Flowers: 55.59
- Holiday Party: 380.00
- Retirement Flowers for B. St. John: 43.20
- Key Chains for 20 years of services: 114.45

Fund Balance is $513.24 as of January 11, 2011.

If you would like to help the Senate by making monthly contributions, please complete the Classified Senate Pymnt. Declaration Form.

Single contributions to the Classified Senate may be made directly to the College of Marin Foundation.

Best Wishes to our Friends

Best wishes to our friends who have moved on to other adventures:

- Jorge Alfonso, Outreach
- Francine Allen, English
- Shiloh Colinos, DSPS
- Loretta Indart, Fiscal
- Darryl Kesecker, Police
- Kimi Lakomski, HR
- Connie Rafanan, CES
- Carson Riutta, Math/Science
- Michael Stinson, Chemistry
From the Classified Professionals Liaison Committee (CPLC)

The Classified Professionals Liaison Committee (CPLC) is a joint CSEA, SEIU and Classified Senate committee. CPLC coordinates the appointment of classified volunteers to College Participatory Governance Committees and appointments to Personnel Screening Committees for all positions at the College including faculty, staff and the President.

Governance Committees:
CPLC coordinated the following appointments to governance committees to ensure that COM classified professionals have a voice in the college's Participatory Governance System. These appointments generally are made for two years. Governance committees meet one to two times a month and the time commitment that is required varies among the committees depending on their particular goals and responsibilities. Serving on a governance committee provides classified staff with important information about college plans, goals, and objectives and it is our opportunity to provide input as well.

You can find more information about the college’s governance system including a description of each committee on the Participatory Governance Web Page.

For the current academic year, we have filled our allocated positions on the following committees:

Educational Planning Committee: JRobert Dobbson, Gaylene Urquhart
Facilities Planning Committee: Don Flowers, John Rodriguez
Governance Review Council: Karen Van Kriedt, Xenia Zarrehpavar
Instructional Equipment Committee: Jon Gudmundsson, Andy Haber
Planning and Resource Allocation Committee: Tom Burke, Jon Gudmundsson, Mike Irvine
Professional Development Committee: Paul Fanta, Devon Kinka
Student Access/Success Committee: Heather Peitz, Carol Perez
Technology Planning Committee: Mike Irvine, Mary Sage, Justin Zollars

Screening Committees:
CPLC coordinates appointments of classified staff to Personnel Screening Committees. These committees are generally in session for a few weeks, although there are some, for example, for our new president, that last a bit longer! The initial review of complete applications is done online and the committees generally meet once or twice prior to interviews to set up the calendar and to develop/review interview questions. Screening Committee members make recommendations to the District regarding the candidates they believe would make outstanding employees.

Since June 2010, classified professionals have served on the following Screening Committees/panels:

Presidential Search Committee: JRobert Dobbson, Heather Holliday, Melinda Molloy
Children's Center Site Supervisor: Linda Hyland
Chief of Police/Director of Safety: Dustin Ruiz, Dodd Stange
Child Development Center Architect: Linda Hyland
Medical Assisting Instructor: Joan Rinaldi
Administrative Systems Analyst: MaryGale Beyer, Jeff Peck, Dodd Stange
Administrative Assistant to the Director of Modernization: Julie Breakstone, Heather Holliday, Melinda Molloy

These opportunities to serve are announced through emails to all classified professionals and we truly appreciate the generous volunteers that take the time to participate!

CPLC Information provided by Alice Deli
Architectural Integrity

The citizens of Marin County accepted the premise and promise of the Measure C bond issue to the tune of $249,500.00. That is a quarter of a BILION DOLLARS.

Promised in that, starting with exhibit B, Projects that referred to the "Facilities Master Plan" dated January 9, 2004 paragraph (i) It is critically important, CRITICALLY IMPORTANT, that all improvements at the College of Marin contribute to the preservation of the local environment, reflect architecture which will be sustainable and fit within the character of the area. Important words, those.

I quote from the 3DI Master Plan the citizens voted for. Not what you have changed, but what WE voted for and funded.: 

The buildings of the campus should show a harmony of design even while having distinctive designs. A new theme or icon building is needed for reference; it should probably incorporate the campanile as did the original theme building, Harlan Hall. The theme building and the restored Fusselman Hall should serve as a two-part reference for future designs. The new style should allude to the old and include the aesthetic elements and style that sustainable design will contribute to it. This should be easily achieved since the original architecture used a number of sustainable design concepts

Fit within the character of the area. And who is responsible for this implementation of Measure C? Why it is you, the board of Trustees of the College of Marin.

And just what did we get?

The new Fine Arts building that fits within NOTHING at all in this neighborhood.

Incumbent on you are those items listed further on: Improve Accessibility for the Disabled. And just what happened at the new fine Arts building? Where are the restrooms?
Oh, yes, it fits the requirements as "adequate". IS THAT WHAT WE ARE? MERELY ADEQUATE

We have all kinds of money to build empty classrooms but not enough to provide more than adequate restroom facilities for the disabled. And in a brand new building?

Those are just two of the flaws:
1. it doesn't fit the neighborhood
2. Barley adequate restrooms. (the lock is broken on the third floor men's)

attached to that building.

Oh, and at 1:30 pm today only about half the space was in use.

Proposition 39, Section 3 (b) (Education Code 15278) calls for a Citizens Oversight Committee. I have had contact with two members who tell me that the Bd. of Trustees simply presents the budget and says "OK this"

While I have no actual knowledge of this it seems to fit with the rather arrogant attitude the Bd. of Trustees seems to have toward the public.

And while the mistakes of the past can not be remedied, and certain members will have to live with results, All of you will live with the mistakes you make in the future.

The public is becoming more aware of spendthrift ways of those who are euphemistically called "public servants" and recognizing we can no longer afford such behavior.

The heady days of the past and ever increasing dollars are gone.

Every dollar we all have has to work much harder and with more efficiency than in the past.

That goes for our COM assets, too. And 60% utilization IS NOT acceptable.
April 2007 Grand Jury report:

Enrollment Management’s Credit student enrollment peaked in 1987 with about 10,000 students. For Fall of ’1986 it was 6,482, a 35% decline. The Grand Jury noted that erecting sustainable buildings is like making sustainable deck chairs for the Titanic.

This college, located in Marin with both slow growing population and an aging population does not need more "deck chairs". What we need is better utilization of the asset we have.

At present our asset utilization is approaching only 80%. This is based on the fact that there are very few classes on Fridays. That use, 4 out of 5 days is the 80%. We are throwing 20% of our asset away!

But wait, it gets even worse.

The COM productivity measure, compiled by the State Chancellors office is expressed as a number. COM is 308. The state guideline is 525. That means our instructors average less than 60% of the states target. There is a 40% waste factor right there. How do you justify that??

Why?

Why do we, COM, have this huge disparity?

The Grand Jury report states: A large number of very small classes This results in high instruction costs. 2006-2007 statewide costs was $5,346 per Full Time Equivalent Student. At the COM it was $12,500 per student. or 234% higher. 234%. That is a pretty large number! How do you justify that???

COM is a Basic Aid funded institution. That means COM gets its money from property taxes, not enrollment. Because there was a steep decline in enrollment with a growth in property values COM switched from Apportionment Aid, where funding is based on enrollment to Basic Aid where funding is not connected to enrollment.

With the decline in property values COM may be switched back to apportionment. How many deck chairs will that buy?

Or rather, how many underutilized class rooms can that build? You are not using the space you already have. How can you justify asking for more space to waste?
How much money will be spent on maintaining empty classrooms??

You, the Board of Trustees, has been charged with the prudent use of $249,500,000, a quarter of a Billion dollars of the publics money.

You got this money and the obligation to adhere to Proposition 39. Chapter 5, part 10, Division 1 Title 1 section 15264 of the Education Code states: It is the intent of the Legislature that all of the following are realized:

(a)Vigorous efforts are undertaken to ensure that the expenditure of bond measures, including those authorized pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution, are in strict conformity with the law.

(b)Taxpayers directly participate in the oversight of bond expenditures.

(c)The members of the oversight committees appointed pursuant to this chapter promptly alert the public to any waste or improper expenditure of school construction bond money.

(d)That unauthorized expenditures of school construction bond revenues are vigorously investigated, prosecuted, and that the courts act swiftly to restrain any improper expenditures.

You, the Board of Trustees sitting here tonight will bear the brunt of very heightened scrutiny for everything you do in the future. We do not want nor need any more Fine Arts mistakes.

You have avoided tearing down the Austen building. Smart move.

Another requirement of Proposition 39 is a specific list of school facilities to be funded. A specific list is to be itemized. Measure C skirted that using the wording: repairs, upgrades, asbestos removal, technological upgrades, etc. included in the Facilities Master Plan created by 3D/I.

At a board meeting on June 13, 2006 which was the basis for the COM $249,500,000, a Quarter of a Billion Dollars, was summarily retired. "It had served its purpose to put the bond in place." The action of "retiring" that plan is questionable from a legal perspective. While measure "C" includes wording that the Facilities Master Plan shall be amended from time to time it does not say it will be replaced with another entirely.

I am not aware, yet, of any flagrant unauthorized use of funds. However, I am suspicious. Very suspicious.

It is the public’s money. Remember that.
**Marin Taxpayers and the Kentfield Community wish to thank you, the Trustees, for listening to us about retaining Austin Science Center, replacing the track, and relocating the portables.**

I have a response to a few points Board President Diana Conti made in her Marin Voice column in the 12. yesterday:

<table>
<thead>
<tr>
<th>Marin Voice - Pres. Conti</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of addressing everything that needs to be improved on both campuses far exceeds the amount of the bond.</td>
<td>Taxpayers were assured the 249 mil would fix everything com needed. Bond was passed in 2004, construction delayed 5 yrs. Due to lack of overall plan, piece meal work, too many change orders, and a Swiverton-Chernock take over.</td>
</tr>
<tr>
<td>Our plans also incorporate the expertise of the outstanding educator who provide a high-quality education for com students.</td>
<td>You must mean the professors who don’t teach on Fridays and you, the trustees, won’t stand up to them. There are around 200 lecture rooms occupied, Mon.-Thurs., and only 40 on Friday.</td>
</tr>
<tr>
<td>The one-beautiful buildings on both campuses have considerable deferred maintenance needs.</td>
<td>Why were buildings not maintained all along? We hope this doesn’t happen to the new ones.</td>
</tr>
<tr>
<td>College will continue to explore measures to improve parking.</td>
<td>What poor planning to give up 200 parking spaces to new construction. How much additional parking will be created in space vacated by portables?</td>
</tr>
<tr>
<td>The next step will be to move forward with fundraising to improve the rest of the buildings.</td>
<td>Bond money was supposed to include improvement of campus buildings. What sort of fundraising? Another bond measure won’t fly, and I know groups which would campaign against it.</td>
</tr>
<tr>
<td>Pres. Diana Conti ends her Marin Voice by saying “our sincerest thanks to Marin’s taxpayers. Because of you, College of Marin students will get an even better education.</td>
<td>A better education comes from more and better course offerings, not new buildings. Santa Rosa Jr. College has them and they are offered on Fridays.</td>
</tr>
<tr>
<td>Note that approximately 60 units have been eliminated from the Spring 2011 year CMC class schedule, due to budget constraints. This is why many Marin students attend classes at Santa Rosa Jr. College.</td>
<td></td>
</tr>
</tbody>
</table>


LET'S FACE REALITY: COM IS NO LONGER A TRANSFER INSTITUTION TO THE U.C. SYSTEM THAT IT ONCE WAS—AS RECENTLY AS 1983, WHEN ENROLLMENT WAS 20,000.

OF THE 7,789 CREDIT STUDENTS LAST YEAR, 180 TRANSFERRED TO 4-YEAR INSTITUTIONS. THAT'S 2%.

TODAY COM SERVES 45 AND OLDER ADULTS AND OFFERS MANY ENTRY LEVEL LANGUAGE SKILLS CLASSES FOR FOREIGN STUDENTS. USING EXPENSIVE TEACHERS WITH MASTERS DEGREES FOR ENTRY LEVEL LANGUAGE SKILLS IS A HUGE WASTE OF MONEY—ESPECIALLY WHEN LANGUAGE SKILLS PROGRAMS COULD BE HANDLED BY HIGH SCHOOLS ADULT CLASSES. MANY TAXPAYERS ARE SAYING THEY WILL BE PAYING 13 MORE YEARS FOR A BOND MEASURE THAT BASICALLY DESTROYED WHAT WAS ONCE A BEAUTIFUL CAMPUS. THIS COULD BECOME THE LEGACY OF THIS BOARD OF TRUSTEES—EACH AND EVERY ONE OF YOU.

Basia Crane
Kentfield
461 1680
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, political 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 (add: and into the 21st century) the Nation;

Whereas, American women were particularly important in the establishment of early charitable, philanthropic, (add: educational,) 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 (add: and during these modern times) has been consistently overlooked, under-represented and undervalued, in the literature, (add research,) teaching and study of American History

Now, therefore be it resolved, that the Marin Community College District supports (add: 1. continuing the important work of education for progressively moving forward in truly achieving equal opportunity and representation of girls and women at all levels of our society, 2. through teaching and motivating our College of Marin women students with history past and present, leadership skills and role models) in observance of March as “Women’s History Month.”
I. 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 for a Special Board Meeting (Board Retreat), all members having
   received notice as prescribed by law. Board President Conti called the meeting to
   order at 8:50 a.m. All publicly elected Trustees were present except Trustee
   Kranenburg, who arrived at 8:53 a.m., and Trustee Dolan and Student Trustee
   Parker who were absent. President Coon was also in attendance.

   M/s (Hayashino/Treanor) to approve the agenda as presented. The motion passed
   unanimously (6-0).

II. Comments from the Public
    None

III. M/s (Treanor/Hayashino) to Approve Ratification of Collective Bargaining
     Agreement with United Professors of Marin (UPM)/AFT Local 1610. The motion
     passed by a unanimous vote of 6-0.

IV. Approve Academic Personnel Recommendations
   A. M/s (Hayashino/Treanor) to Approve Phased-In Early Retirement of Academic
      Personnel. The motion passed by a unanimous vote of 6-0.

      The Trustees acknowledged the fine work of both instructors as they begin their
      retirement.
V. Retreat Format Review
Board President Conti reviewed the format of the retreat. She explained that the format would be based on the reoccurring themes that were evident in the results of the Board’s Self-Evaluation (copy attached) and dialogue among the Trustees.

Trustee Conti noted that many of the issues that the Board has experienced are based on the concept of “many masters,” in that the Board answers to many entities:
- Voters
- Shared Governance
- Ed. Code
- WASC
- Etc...
Tension is created because each Trustee has a different idea as to which entity should be considered most important.

VI&VII. Board Self-Evaluation

Results of the Board Self-Evaluation presented five reoccurring themes:
- Decision Making
- Staying informed on policy and current trends
- Developing strategic direction
- Fundraising and the Board’s role in it
- Topics for future Board of Trustee meetings

Board President Conti asked that as Trustees work through each theme that they use “I statements” when responding to each theme.

Decision Making

Board members discussed the following concepts related to effective decision making that emerged from the Self-Evaluation survey results:
- All perspectives heard and respected
- Ability to synthesize perspective, compromise, create shared direction
- Assuring adequate information
- Structure meetings to allow for thorough yet timely decision making
- Effectively assimilating community input
- Thorough, timely staff work
- Need to create a positive direction for COM

Board President Conti facilitated a discussion of a case study on DSPS issues which was designed to demonstrate a decision making model that the Board could follow in an effort to work together better at Board meetings. Dr. Coon presented background information on budget issues affecting our DSPS offerings and the steps that have been taken thus far to meet the $786,000 reduction in categorical funds from the state. Even with cuts already made to our Adaptive PE classes our
DSPS budget will be $250,000 short this year. Staff are recommending the elimination of the High Tech Center which serves 28 students and Dr. Coon and Board members have been receiving letters from these students protesting this proposal. Dr. Coon stated that when this comes up as an information item at the Board meeting students, family and friends will come to the meeting and he will have to know if the Board wants to backfill the budget deficit for DSPS programs.

Board members were asked to tell Dr. Coon what additional information they need on this topic to be included in a Study Session at the next Board meeting and their responses included the following:

- Clarity on budget numbers
- The history of how we got into the physical therapy program
- More information on DSPS programs and how the money is spent; seeing how this fits into the context of the big budget picture, our Mission and the Ed Code
- Amount of money we spent on special education last year
- An overview of what is going on in the state and what the legislature is looking at in terms of policy and spending
- A Spreadsheet showing who are customers are (numbers and demographics) and funding sources
- More information about transition time and “soft landing” for the students affected
- Information on program deliveries of DSPS and ADA requirements

Suggestions from Board members on how to deal with this situation included:

- Asking the Brain Care Center to do fundraising
- Seeing if we can offer the program through community education
- Finding a short-term strategy to get us through the fall
- Working on communicating to our constituents so it doesn’t sound like the college doesn’t care
- Looking into turning this into a lower cost structure with an adjunct
- Looking into developing a repeatability limit policy
- Exploring possibilities for grants, partnerships, shared services and private donors
- Looking at hiring a grant writer
- Looking at using de Borba funds
- Identifying priorities to be able to carry out our mission
- Developing a policy for prioritizing overall course options
- Receiving information from Dr. Coon that will help the Board to be proactive
- Finding ways to better educate the community and getting input from the community before people come to Board meetings

The Trustees found this approach (having Dr. Coon bring information contextually
to the Board and then asking the Board to identify additional information needed to be presented at a subsequent Study Session) to be helpful.

Staying informed on policy/current trends

Trustee requests for information and suggestions on this topic included the following:

- Need more information on the implications of SB1440
- Need updates from a legislative advocate on what is happening in the state and the community college system (i.e., the shift from access to retention and completion, students being pushed down from UC’s to CSU’s to community colleges)
- Investigate sharing resources and services with other school districts and/or county entities
- Provide incentives for faculty innovation and teaching based on how people learn
- Talk to our legislators and/or their aides about supporting education

Developing Strategic Direction

Trustee input on this topic included the following suggestions:

- Keep up with state trends for CSU’s and UC’s
- Understand regulatory requirements
- Determine overall priorities in course offerings – deal with state trends and local community’s priorities
- Encourage creative innovation at all levels
- Tap into talented community leaders as a resource – hold educational forums
- Explore alternative funding
  - Join with K-12 districts to ask for a ½ cent sales tax
  - Ask for a parcel tax for instruction
  - Look at endowments for specific programs
  - Consider a profit making academy
  - See if the Foundation can restructure some programs into a 501c3
- Have conversation about fact that we’ll see an increase in students coming from other counties
- Ask for collaborative efforts of faculty and staff to solve problems and build best practices

Fundraising and the Board’s Role in It

Trustee comments and concerns about this topic included the following:

- We need to identify and prioritize needs
- We need to set up a structure for fund development with clarity of roles and responsibilities
- Not being able to set up a structure for building fund raising was a huge missed opportunity
• Concern was expressed about taking the taxpayer into account

Dr. Coon stated that he hopes to have a fund development proposal to the Board no later than July.

**Topics for Future Board of Trustees Meetings**

• Fund development – building relationships
  providing a margin of excellence

VIII. **Wrap-Up and Adjournment**

Board President Conti mentioned that Dr. Coon sent Board members a memo stating that the Board budget for Trustee travel and dues is over spent. She suggested that the Board have a discussion about who will go to which event before development of the next budget.

Trustee Namnath stated that he does not agree with criticism of Board attendance at meetings in our Accreditation Self-Study. He believes we have fantastic attendance and asked to have this recorded in the minutes.

Trustees commented that this was a productive retreat with good participation and interaction.

M/s (Namnath/Treanor) to adjourn the meeting. The motion was passed by a unanimous vote of 6-0 and Board President Conti adjourned the meeting at 12:30 p.m.
### College of Marin 2010-2011 Board of Trustees Self-Evaluation
#### Results Overview

**Date:** 3/25/2011 12:58 PM PST  
**Responses:** Complete  
**Filter:** No filter applied

Part 1: Rating  
Rating Scale 1=Unsatisfactory 2=Satisfactory 3=Excellent  
Please circle your choice, according to the above rating scale, as to how you believe the Board of Trustees fulfills its responsibilities as a group for the following 25 items.

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9. Do Board members respect the majority decision after honoring members' right to express opposing viewpoints?

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11. Do Board members have adequate information upon which to make timely and informed decisions?

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13. Are decisions (expected outcomes) clearly defined?

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15. Do Board members come to the meeting prepared by having reviewed the agenda/materials in advance?

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17. Do all Board members participate in ongoing education about college and state issues?

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19. Does the Board keep the CEO informed on contacts with the community or college employees?

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21. Do all Board members have a clear understanding of where the board's role ends and the CEO's begins?

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23. Does the Board show its support for the college through attending various events?

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25. Is the Board sensitive to the concerns of students and employees while maintaining impartiality?

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27. Is the Board knowledgeable about the institution's history, mission, values, strengths, and weaknesses?

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29. Does the Board reflect the community in which it serves?

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31. Does the Board have strategies for involving the community in relevant decisions?

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33. Does the Board promote the Image of the college in the community?

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35. Do agendas focus on those policy issues that relate to Board responsibilities?

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37. Do agendas include legislative and state policy issues that will impact the college?

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39. Do agendas provide adequate time for planning and discussion?
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41. Are agendas focused enough to use the Board's time efficiently?

43. Does the Board play a primary oversight role in assuring the fiscal integrity of the District's financial condition (development of a balanced budget, maintenance of an appropriate reserve)?

45. Are issues dealt with in a timely manner?

47. Were issues which occupied most of the Board's time and attention during the last year closely tied to the mission and goals of the institution?

49. Has the Board spent adequate time on future planning and providing a vision for the college?
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Part II: Open-Ended Questions
2. Comments for #1

Responden

1. Although vague, it basically works, but it would be good to develop clearer general guidelines for the officer roles.
2. It is not clear about agenda-setting and how decisions are made about what to include in presentations. Last year there was a problem when a decision was made by officers that could only be made by the Board as a whole. It may warrant a discussion clarifying roles and limitations of authority.

4. Comments for #3

Responden

1. Our agendas have become more strategic and that is helping us conduct the meetings more efficiently. We need to continue to prioritize issues and look for ways to make the meetings more efficient, and hopefully shorter. Issues that generate a lot of public comment create longer meetings. Hopefully, as the public gains more confidence that there are avenues for them to be heard, there will be less need to bring up issues solely at the board meetings. As we move beyond Measure C Issues, I look forward to being able to be more pro-active in agenda planning.
2. This year YES - last year meetings were not conducted with any efficiency and were absolutely intolerable. The chair must make sure the agendas are well planned, limit discussion to the agenda topic and with respect for trustees', staff, and the public's time.
3. There has been improvement in the agenda setting, focused study sessions and meeting conduct in 2011.

6. Comments for #5

Responden

1. There has been a good deal of improvement in this area. It is our job to use our best judgment and there will always be issues that generate differences of opinion. We are being much more respectful in our discourse now, and have improved our ability to compromise and resolve differences. There are still some instances where angry responses bog us down, but it happens far less often. There are also still some areas in which it is hard for Trustees to trust each other based on their past experiences with each other.
2. We need to work through some issues to get to the place that it is clear if we have strong differences of opinion, but respect others have different opinions, or if we don't respect the opinion of others. I would like to think that we do respect the opinions held by others, even if we disagree, but it doesn't always feel that way.
3. Board conduct and tolerance to differing opinions has improved in the past months.
4. Need discussion

8. Comments for #7

Responden

1. Again, there is a lot of improvement in this area. It has helped to do the round robins so everyone gets to have their say.
2. Some Trustees command more discussion than others.
3 It has been better in the past when we actually spent the time to work through issues together in study sessions. With the inability of board members to meet as we have in the past, the time to work on subjects is truncated and therefore there isn't the same level of participation and/or contribution.

4 not always clear since January

10. Comments for #9

Respondent

1 There has been conflict about this in the past, and the board was divided into two sides on a number of issues. One side did not feel heard because they were always out voted. The other side did not feel respected when efforts were made to find ways to change decisions. The political process always involves strategies to keep working issues that are unresolved. The best way to improve this area is to work for consensus and compromise to the greatest extent possible. When people have a chance to be heard, it is far more likely they can let it go when a decision does not go their way.

2 This is a cornerstone of any board ethics policy and certainly part of Standard IV for WASC. Unfortunately, when board members refuse to recognize this responsibility and try to couch it in terms of 1st Amendment, the ethics of the board as a whole is called into question. WASC noted this shortcoming and I hope we work on it so it isn't an issue going forward.

3 I support monitoring progress on the bond and examining new data, but we can't re-visit every past decision of the board.

4 Only in recent times

12. Comments for #11

Respondent

1 Now we are getting good staff work and adequate information. Last year, there were times when the information was significantly lacking. That has improved dramatically since President Coon was hired.

2 Again, I think that because we have not spent the time in afternoon study sessions, we have fallen behind in making timely decisions. While we needed to allow additional time to work through the revised bond spending plan, 15 months is not an acceptable time for a decision that impacts construction schedules and costs. We also have critical issues to discuss, policies to develop and act on regarding enrollment. Absent time working together in study sessions, we end up with ad hoc less thoughtful decision-making processes.

3 Only since President David Coon has been in the District. Better reports have been provided.

14. Comments for #13

Respondent

1 They are now, an improvement over last year.

2 For the most part, yes; however, there have been some decisions that required specific action at a specific meeting and the consequence in failing to make a timely decision were not stated in agenda item or as part of the presentation, e.g. Board approving Board part of WASC report. If part of the need/expectation is for a decision at that meeting, the need and the reason should be part of the presentation.

3 Too often the expected outcome precedes Board discussion and compromise needed.
16. Comments for #15

Respondent t # Response
1. Improved over last year.
2. It is improving, but it is clear that questions are asked at meetings on topics covered in the information provided in the board packet. It is unclear if the material for the agenda item was not read or the board member lacks the ability to retain information. In either case, it causes time to be wasted and is disrespectful of other board members.
3. Staff may be caught by discussion, most do not call Dr. David Coon in advance on agendas once it is sent.

18. Comments for #17

Respondent t # Response
1. I believe so, although I am not sure what each Trustee is doing in this realm. We should explore ways to make sure we are all maximizing our opportunities.
2. There is very little participation by our board members in ongoing education of community college trustees. It is clear by the topics on our agenda that we are becoming more insular. As a result, we are less able to effectively govern and plan when we are not engaged in dialogues going on statewide about issues effecting California community colleges.
3. As a board, we need to better understand the state budget and impact it has on the future direction and mission of California community colleges.
4. Some keep abreast on state issues and few stay on top of education matters nor is interest shown in either.

20. Comments for #19

Respondent t # Response
1. For the most part, but it is not always consistent.
2. Yes, however, I am not certain that we are as good at keeping the CEO informed of contacts with college employees.
3. I make every effort to forward correspondence and communication to the Sup/Pres and the Board Chair.
4. Don’t know what others do, I only know what I do.

22. Comments for #21

Respondent t # Response
1. Not perfect, but overall satisfactory. We should identify and clarify any gray areas.
2. Some Trustees micro-manage, or attempt to do so, in situations unnecessarily.
3. No. Again, last year it was very difficult as it was apparent that roles and responsibilities were not respected by some board members. The attempt to go outside the accepted best practices and to make decisions without the full board was – hopefully – an anomaly. It did not reflect favorably on the Board and was very damaging for the Board to work well as a team.
4 I can only speak for myself. I do certainly know better than most.

24. Comments for #23

Responden

t #  Response
1  Some Trustees do this more than others. We should all make an effort to attend more events.
2  Some board members are very good and some rarely, if ever, attend college events.
3  I can only speak for myself. I do better than most since I make every effort to attend many events.

26. Comments for #25

Responden

t #  Response
1  Again, not prefect, but overall OK. We should increase the clarity around boundaries.
2  Several Trustees have taken campaign contributions from vested moneyed interests that the District does
   business with or benefit in some monetary form yet do not recuse themselves from discussion and votes that
   involve these interests. For example construction and labor organizations that benefit from district expenses
   in maintenance and bond expenses are campaign contributors yet no Trustee accepting these contributions
   have ever recused them selves from voting on these items. While perhaps legal it is lacking in ethics.
3  The Board as a whole is sensitive to the concerns of students and employees, however it appears that we
   could work on our impartiality.
4  I can only speak for myself. Yes.

28. Comments for #27

Responden

t #  Response
1  There is knowledge about the past history, but it is hard to say to what extent the Board understands the
   implications of decisions being made outside of the context of what has been done in the past. The example
   of Adaptive PE class cuts and how the programs were funded in the past is used as justification for continuing
   funding – it feels as if our history is used to support decisions, even if the surrounding legal landscape
   changed. The Board needs to work on understanding our mission and the implications of funding life-long
   learning, which has been one of our strengths, but may be contrary to meeting the needs of our current and
   future students.
2  Can't speak for others, I do understand clearly.

30. Comment for #29

Responden

t #  Response
1  We reflect the life-long learning segment of our educated, white community. While it is great that we are
   more ethnically diverse than probably any other elected board in Marin, we do not have someone who is
   Latino. It is clear that Spanish-speaking, first in the family to go to college is a significant and growing
   percentage of our students and none of our board members reflect that experience.
2  I can speak for myself as a Trustee = yes. Others will need to express their own assessment.

32. Comments for #31
Responden t # Response

1 A great deal of improvement in this area this year. We should keep up the good work and look for ways to be even more effective.

2 It would help if we could work together to find the right balance. While it is clear communication could have been better with the reduction in classes and with neighboring communities regarding our bond projects (at both campuses). We need to understand the difference between involving the community and deferring to the community. We fell short in defining the role of the community in decisions regarding what goes on inside our buildings, how we use the space within buildings and/or what classes we offer, at what time and on which campus. The lack of definition caused community members to speak to the issue of class size, location of classes, and the like. While we want to hear from students and community members impacted by class schedule changes, dropped classes and programs, that is very different from allowing community members to define what class or course we should drop instead of what was recommended through the defined Program Review process. Ultimately, it is disrespectful of the public’s good will when the role of the Board and the role of the Academic Senate are not clearly defined at the outset. We could have done more to avoid some of the misunderstanding; however, we also must be able to make timely business decisions and not allow a group of organized constituents to define the ‘community’ and what is best for the District and our students. It is tough to find the right balance.

3 The challenge is to balance the community input with the campus community/academic senate planning process.

4 Need discussion past year certainly was defined clearly the Community role. Not sure of Board’s commitment.

34. Comments for #33

Responden t # Response

1 But we could definitely do more. Need to focus and increase our efforts.

2 We are not as present as we have been in the past. To the extent we are involved in community activities; I believe we do a good job promoting the image of the college at those community events.

3 The Pres/Sup has helped the Board to promote a more positive, transparent and responsive image in the community.

4 Assessment should be done by community who are involved participate etc on critical issues.

36. Comments for #35

Responden t # Response

1 We have done a good job in processing the many updates to our policy manual and to work with the various constituent groups to complete the review and edits. Updating our policies is different from focusing on policy issues and we need to do more of that work. In reviewing our last five agendas, very little, if any of the agenda items are truly topics involving policy issues that are the Board’s responsibility. For example, the issue of enrollment management and developing priorities relative to SB 1445 and ensuring the seamless transition of our students to CSU and UC has yet to be discussed by the Board. Again, perhaps because our board is more insular we aren’t exposed to the issues other districts are discussing, developing and implementing policies to address.

2 Don’t understand question

38. Comments for #37
Respondent

- **Response**

1. As noted above, we are not dealing with these issues.
2. We need to be better informed and positioned to respond to the changes proposed and adopted by the legislature and the California College Colleges.
3. Question lacks clarity – who are you referencing?

**40. Comments for #39**

Respondent

- **Response**

1. As noted previously, when we made the time to work together to go deeper into the issues involving significant decisions, we met in the afternoon before a board meeting. This allowed for adequate time for planning and discussion of key agenda items. It enabled the board members to spend time on the topics so that we had the opportunity to learn, to question, to deliberate together, to express concerns, support, and ultimately to work together through those decisions. We have not done this for at least two years and I think it shows in the fact items are continued and reappear on multiple board agendas. The mundane, reoccurring agenda items have adequate time but they don't involve planning and discussion.
2. I appreciate the work of the Board Chair in developing the agendas, allowing for discussion and study in order for the board to make decisions.
3. Ditto above

**42. Comments for #41**

Respondent

- **Response**

1. Great improvement. See previous questions.
2. It has improved tremendously in 2011.

**44. Comments for #43**

Respondent

- **Response**

1. Yes, but we could do more. It would be good to have more focused and in-depth strategic discussions about current and future financial realities. Especially critical now.
2. Yes, we did an excellent job outlining the Board Reserve policy, but we have not revisited it with a full Board discussion in well over a year. The changing budgetary environment, the demands of unfunded liabilities and further State cuts to categorical programs all could impact that policy. It is important to have the discussion well in advance of the budget meeting so it isn’t based on what is available, but what is prudent.
3. What?/Who?

**46. Comments for #45**

Respondent

- **Response**

1. Not so good last year, but improved and acceptable now.
2. For the reasons discussed above, we really need to commit more time to meeting to deal with issues requiring decisions. We also need to be told the consequences of not making timely decisions and if delay in making the decision at the scheduled meeting would have negative ramifications.

3. Question on discretionary funds used by management which Board seldom is involved in setting priorities as a group.

48. Comments for 

Respondent

1. Too much wasted time due to difficult board dynamics and sometimes inadequate staff work. Much improved now.

2. It feels as if all we dealt with for the past year & a half was changes to the Measure C Bond Spending Plan. While important, it is but one of our responsibilities and we needed to work on of the critical policy issues facing the District.

3. The question should be do we serve the students and the Marin community? A: Does the internal institution solely serve the above, or other interests

50. Comments for 

Respondent

1. Yes, but we need to do more.

2. As noted previously, we needed to work on of the critical policy issues facing the District and we have not done any future planning or visioning in the past year & a half.

3. Other than the Board, yes The Board, not adequate

51. What are the board’s greatest strengths?

Respondent

1. Diversity of skills and perspectives. Well-intentioned and committed to the College.

2. Diversity of opinions.

3. Our individual and collective commitment to our students and to the District is our greatest strength. While we may differ in what is best for the District, or the means by which to accomplish it, the intentions and the motivation are genuine and founded on making good decisions.

4. All board members are engaged and passionate about the College of Marin.

5. Can it change? Or o sot riveted in its own ego.

52. What are the major accomplishments of the board in the past year?

Respondent

1. Finding middle ground. Being better informed. Using much better processes to involve community input. The hiring process for the new president was done well. We are learning to compromise. Decisions made about Measure C finally.

2. Modifying Measure C projects to better suit student and community needs.

3. Eventually adopting the revised Bond Spending Plan is the major accomplishment for this year. For the past year it was hiring David Wain Coon as our Superintendent President.
4 Reaffirmation of the WASC accreditation! Decisions made on the revised bond spending plan which allow us to move forward on the NAC, track, Child Study Center. Revising and distributing the board self-evaluation instrument.

5. Opening the system up. 1. Listening/Communication 2. Re-assessing what is best for students/community 3. Working together so there is not a them and us climate. 4. Keep the issues neutral and the politics afar

53. What are areas in which the board could improve?

Respondent

<table>
<thead>
<tr>
<th>#</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Higher profile with visibility and fundraising. Now that we are resolving some longstanding issues, we need to be proactive with future planning and responding to the state budget crisis. We can improve our interactions with each other more and be even more strategic in our discussions. Continue to be inclusive and transparent with the community, but also make sure our actions are consistent with the needs of the students first. We need to listen to all interested parties and weigh and balance needs to make good decisions and be careful not to make decisions based on which groups makes the most noise.</td>
</tr>
</tbody>
</table>

2 Eliminate meddling of Trustees in the CEO’s administration of affairs.

3 Working together – coming together to work together is critical if we are to function as an effective board. To understand roles and not to allow the division of officers and ‘other’ board members to grow. Transparency in what is being discussed by Board Officers and for all board members to understand officers do not make decisions, do not provide direction to the CEO, and if properly used have a limited additive role to play. Recognizing the responsibility to stick to the topic on the agenda and not veer off topic would be respectful of the Board’s and the public’s time, but also the failing of individual trustees to speak to the agenda topic reflects poorly on the board as a whole.

4 Need to re-establish relationship and communication with the COM Foundation and/or begin the fund raising plan for COM. Focus and understand the strategic plan for COM—and the Board’s role in the strategic plan.

5 Continue the above.

54. How can our board become a high performing board?

Respondent

<table>
<thead>
<tr>
<th>#</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Focus on the future with goals to make COM the best it can be. Resolve to put the past behind us and improve our ability to value differing points of view. Each of us has a perspective that, when synthesized among us can actually achieve a better result.</td>
</tr>
</tbody>
</table>

2 Follow a timed schedule at the meetings and restrict Trustees to discussion in equal time allotments.

3 To be a high performing board we would need to be willing to commit more time to working together and working on issues that affect the District. It is not our only obligation to come to a board meeting once a month; such an attitude results in our not having the time to work on the larger policy issues. We need to be much more informed on issues and willing to learn the changing landscape so we are prepared to plan and able to be responsive to the changes required by external and internal issues. We need to be more visionary and less insular, ego-centric. While change is less rapid in the academic environment, change is eminent and we must be informed and engaged to be able to effectively participate in the level of planning required to respond to the changes in the immediate and long-term horizons.
4. Need board members to be active in the board committees—share the work and responsibilities. Acknowledge and appreciate the work of the Pres/Sup and the staff—understand how the board and staff can work better together.

5. Working on the above

55. As a trustee, I would like to see the following changes in how the board operates:

Responden
t # Response
1. Do better at resolving differences and see the other persons point of view. Shorter and more strategic meetings. More Pro-active on strategic issues.
2. Ask the CEO to report regularly on all contacts conducted with any Trustee outside of meetings and state the nature of the contact and summary of discussion.
3. Do the work we need to do as a board to do ‘team building’ to be able to work together; to come to some consensus on what it means when the Board votes, how we accept and support that decision; what the consequences are if one violates board policies; agree on what it means to support the work of our CEO and respect his role so that there are NO ‘I got you’ moments; come to consensus on what we mean by ‘board goals’ and how we evaluate those goals; come to consensus on what is meant when we set goals for our CEO and how it will inform the evaluation process.

4. Each Trustee should state/expectation what he/she needs to be more whole as a Trustee.

56. Is the Board functioning as a team as well as it should? Why or why not?

Responden
t # Response
1. We are making progress now, with more work to be done. Covered in previous answers.
2. No team needed. These are publicly elected officers elected to deliberate as individuals acting on the public’s behalf and not to form a ‘team’.
3. I am repeating myself, it all comes down to a feeling that we went from a board of very engaged, fully committed trustees that placed the obligations of the college above other commitments. It now feels like we have a group of committed individuals who care about the district and our students, but the college obligations do not rise to the top of the list, except for the monthly board meeting time slot, which doesn’t allow us to work through issues in order to make timely and important decisions. Because we only come together once a month in a very structured board meeting setting, we lost the ability to work as a team, to share ideas, to express concerns in a positive and supportive way. There isn’t a sense that we are a board working together, but rather a group of individuals coming together to do the board’s work.

4. Lack of trust and past history of jamming the system. No compromising on discussion by Brown Act.

57. I recommend that the board adopts the following goals for the coming year:

Responden
t # Response
1. General areas should include visibility, fundraising, monitoring bond projects, improving student outcomes, fixing remaining building needs, making sure course offerings match community need.

2. Shorter meetings.
3 Build a strong Board/CEO partnership and define what that means. Don’t let any more time pass on creating donor opportunities and actually developing and implementing a fundraising plan to close the gap on the bond projects and to assess how best to develop a structure to attract program support from donors and foundations. We must commit to fundraise for Capital Projects – name the new IVC main building; sell the naming opportunities for completed projects, such as the lockers and solar panels, jewelry making room, etc. Plan and spend the time to understand the issues crying out for policy parameters to define student access, student success, and role prioritizing enrollment plays in such policy decisions. Communication between board members, create defined issues to work together, setting up policy sessions outside of the monthly evening time slot. Express Appreciation, be more proactive in expressing our positive and appreciative respect and admiration for our president, administrators, faculty and staff; Evaluation - follow up on goals mid-year or quarterly. More planning and ‘best practices’ discussions on how to be the best board we can be.

4 See #52
# BOARD AGENDA ITEM

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
<th>April 19, 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No.</td>
<td>B.14.A</td>
</tr>
<tr>
<td>Subject:</td>
<td>Contracts and Agreement for Services for Month of March 2011</td>
<td>Reason for Board Consideration:</td>
<td>Enclosure(s):</td>
</tr>
<tr>
<td>INFORMATION</td>
<td>Attachment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## BACKGROUND:

Attached for your information is a listing of all External Consultants and Contractors with whom we entered into a contract in excess of $1,000 with a description of services provided.
<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Vendor/Description</th>
<th>Department</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0211147</td>
<td>Poor Ann’s Press Printing services for overflow print work.</td>
<td>Logistics</td>
<td>$ 5,000.00</td>
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<tr>
<td>P0211150</td>
<td>Xerox Corporation Service/Maintenance agreement for the WC5740 copier in the Science Center.</td>
<td>Logistics</td>
<td>$ 2,000.00</td>
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<tr>
<td>P0211151</td>
<td>Xerox Corporation Service/Maintenance agreement for the Nuvera 100, KRC55680.</td>
<td>Logistics</td>
<td>$ 5,000.00</td>
</tr>
<tr>
<td>P0211152</td>
<td>Xerox Corporation Leasing services for the Xerox DC260 color copier, DRB13112 color copier.</td>
<td>Logistics</td>
<td>$ 4,000.00</td>
</tr>
<tr>
<td>P0211156</td>
<td>Timothy J Porter Photography services for the Summer 2011 schedule and other College needs.</td>
<td>Logistics</td>
<td>$ 1,000.00</td>
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<tr>
<td>P0211171</td>
<td>Marin Art &amp; Garden Center Rental services for retiree reception 2011.</td>
<td>Human Resources</td>
<td>$ 1,000.00</td>
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<tr>
<td>P0211181</td>
<td>Floor Tec Replacement services for Fusselman Hall.</td>
<td>Maintenance</td>
<td>$ 4,152.97</td>
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<tr>
<td>P0211186</td>
<td>Fire King Fire Protection inspection services for the Indian Valley Campus.</td>
<td>Maintenance</td>
<td>$ 1,750.00</td>
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<tr>
<td>P0211187</td>
<td>Remote-Learner US, Inc Integration services for Moodle development.</td>
<td>Information Technology</td>
<td>$ 8,913.30</td>
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<tr>
<td>P0211207</td>
<td>Law Offices Of Larry Frierson Legal services for February 2011.</td>
<td>District Wide</td>
<td>$ 17,550.00</td>
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<tr>
<td>P0211264</td>
<td>Environmental Resource Group Olney Hall remediation services.</td>
<td>Maintenance</td>
<td>$ 18,595.77</td>
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<tr>
<td>P0211292</td>
<td>Pitney Bowes Postage By Phone Mailing services for the College.</td>
<td>Logistics</td>
<td>$ 15,000.00</td>
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<tr>
<td>P0211297</td>
<td>San Francisco Ford Repair services for maintenance vehicle.</td>
<td>Maintenance</td>
<td>$ 1,970.55</td>
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<tr>
<td>P0211315</td>
<td>Dollar Thrifty Automotive Group, Inc Rental services for 3 vans for 5 away Men’s Baseball Games.</td>
<td>Physical Education</td>
<td>$ 2,188.95</td>
</tr>
</tbody>
</table>
## Contracts and Agreement for Services
**OVER $1,000.00**
**MONTHLY REVIEW**

<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Vendor/Description</th>
<th>Department</th>
<th>Amount</th>
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<tbody>
<tr>
<td>P0211321</td>
<td>Richard Keaton Investigations</td>
<td>Human Resources</td>
<td>$ 2,143.35</td>
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<tr>
<td></td>
<td>Investigation services for employee analysis.</td>
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<td>P0211334</td>
<td>Student Insurance</td>
<td>District Wide</td>
<td>$ 2,782.50</td>
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<td>Mandatory insurance services for international students.</td>
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<tr>
<td>P0211346</td>
<td>Tremco, Inc</td>
<td>District Wide</td>
<td>$ 4,900.00</td>
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<td>Roof repair services for both Kentfield and Indian Valley Campuses.</td>
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<tr>
<td>P0211353</td>
<td>Accrediting Commission For Community Colleges</td>
<td>Accreditation</td>
<td>$14,837.00</td>
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<td></td>
<td>Accreditation services for the College.</td>
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<tr>
<td>P0211394</td>
<td>Western Association of Schools &amp; Colleges</td>
<td>Planning</td>
<td>$ 3,950.00</td>
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<td></td>
<td>Assessment leadership services for the College.</td>
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<tr>
<td>P0211396</td>
<td>San Francisco Ford</td>
<td>Maintenance</td>
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<tr>
<td></td>
<td>Repairs for maintenance vehicle.</td>
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<td>P0211400</td>
<td>Student Insurance</td>
<td>District Wide</td>
<td>$ 6,757.50</td>
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<td></td>
<td>Mandatory insurance services for international students.</td>
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<tr>
<td><strong>Restricted</strong></td>
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<tr>
<td>P0211271</td>
<td>Barbara Garfien</td>
<td>President's Office</td>
<td>$ 1,400.00</td>
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<tr>
<td></td>
<td>Coordination services for the President’s Circle.</td>
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<tr>
<td>P0211272</td>
<td>Essanay Film &amp; Television</td>
<td>President's Office</td>
<td>$ 8,325.00</td>
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<td></td>
<td>Video services for the President’s Breakfast.</td>
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<tr>
<td>P0211389</td>
<td>Print Inkorporated/Paul Giampaoli</td>
<td>Student Development</td>
<td>$ 8,500.00</td>
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<tr>
<td></td>
<td>Printing services for student handbook.</td>
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<tr>
<td><strong>Measure C</strong></td>
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<tr>
<td>P0211293</td>
<td>Smile Business Products</td>
<td>Measure C</td>
<td>$ 4,344.19</td>
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<tr>
<td></td>
<td>Service/Maintenance agreement for copiers.</td>
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<td></td>
</tr>
</tbody>
</table>
MARIN COMMUNITY COLLEGE DISTRICT  
Kentfield, CA 94904  

BOARD AGENDA ITEM  

To: Board of Trustees  
From: Superintendent/President  
Subject: Third Quarter Financial Status Report and CCFS-311 Q for 2010/11  

Date: April 19, 2011  

Reason for Board Consideration:  
Enclosure(s):  
INFORMATION  
CCFS-311Q  

BACKGROUND:  
The CCFS-311Q report is attached for review. Staff members are available to answer questions.

Administrator Initiating Item  
Albert J. Harrison II, Vice President – College Operations
CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

District: (330) MARIN

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual 2007-08</th>
<th>Actual 2008-09</th>
<th>Actual 2009-10</th>
<th>Projected 2010-2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.1 Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)</td>
<td>44,436,659</td>
<td>45,788,647</td>
<td>45,407,489</td>
<td>45,065,453</td>
</tr>
<tr>
<td>A.2 Other Financing Sources (Object 8900)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>235</td>
</tr>
<tr>
<td>A.3 Total Unrestricted Revenue (A.1 + A.2)</td>
<td>44,436,659</td>
<td>45,788,647</td>
<td>45,402,489</td>
<td>45,065,688</td>
</tr>
<tr>
<td>B. Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.1 Unrestricted General Fund Expenditures (Objects 1000-6000)</td>
<td>44,678,081</td>
<td>44,178,109</td>
<td>43,876,510</td>
<td>44,608,810</td>
</tr>
<tr>
<td>B.2 Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)</td>
<td>606,956</td>
<td>1,313,056</td>
<td>1,280,672</td>
<td>454,272</td>
</tr>
<tr>
<td>B.3 Total Unrestricted Expenditures (B.1 + B.2)</td>
<td>45,288,037</td>
<td>45,491,165</td>
<td>45,157,182</td>
<td>45,063,082</td>
</tr>
<tr>
<td>C. Revenues Over(Under) Expenditures (A.3 - B.3)</td>
<td>-851,385</td>
<td>297,442</td>
<td>245,307</td>
<td>2,500</td>
</tr>
<tr>
<td>D. Fund Balance, Beginning</td>
<td>5,476,652</td>
<td>4,618,497</td>
<td>4,915,939</td>
<td>5,161,246</td>
</tr>
<tr>
<td>D.1 Prior Year Adjustments + (-)</td>
<td>-757</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>D.2 Adjusted Fund Balance, Beginning (D + D.1)</td>
<td>5,469,895</td>
<td>4,618,497</td>
<td>4,915,939</td>
<td>5,161,246</td>
</tr>
<tr>
<td>E. Fund Balance, Ending (C. + D.2)</td>
<td>4,618,497</td>
<td>4,915,939</td>
<td>5,161,246</td>
<td>5,163,852</td>
</tr>
<tr>
<td>F.1 Percentage of GF Fund Balance to GF Expenditures (E. / B.3)</td>
<td>10.2%</td>
<td>10.8%</td>
<td>11.4%</td>
<td>11.5%</td>
</tr>
</tbody>
</table>

II. Annualized Attendance FTES:

| G.1 Annualized FTES (excluding apprentice and non-resident) | 4,424 | 4,737 | 5,415 | 5,302 |
### III. Total General Fund Cash Balance (Unrestricted and Restricted)

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>2007-08</th>
<th>2008-09</th>
<th>2009-10</th>
<th>2010-2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.1</td>
<td>Cash, excluding borrowed funds</td>
<td>1,765,317</td>
<td>3,043,958</td>
<td>2,354,888</td>
<td></td>
</tr>
<tr>
<td>H.2</td>
<td>Cash, borrowed funds only</td>
<td>9,835,000</td>
<td>8,500,000</td>
<td>9,200,000</td>
<td></td>
</tr>
<tr>
<td>H.3</td>
<td>Total Cash (H.1 + H.2)</td>
<td>8,762,491</td>
<td>11,608,317</td>
<td>11,543,958</td>
<td>11,554,888</td>
</tr>
</tbody>
</table>

### IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Adopted Budget (Col. 1)</th>
<th>Annual Current Budget (Col. 2)</th>
<th>Year-to-Date Actuals (Col. 3)</th>
<th>Percentage (Col. 3/Col. 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.1</td>
<td>Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)</td>
<td>45,065,453</td>
<td>45,065,453</td>
<td>27,169,848</td>
<td>60.3%</td>
</tr>
<tr>
<td>I.2</td>
<td>Other Financing Sources (Object 8900)</td>
<td>0</td>
<td>0</td>
<td>235</td>
<td></td>
</tr>
<tr>
<td>I.3</td>
<td>Total Unrestricted Revenue (I.1 + I.2)</td>
<td>45,065,453</td>
<td>45,065,453</td>
<td>27,170,083</td>
<td>60.3%</td>
</tr>
<tr>
<td>J.1</td>
<td>Unrestricted General Fund Expenditures (Objects 1000-6000)</td>
<td>44,608,810</td>
<td>44,608,810</td>
<td>32,786,546</td>
<td>73.5%</td>
</tr>
<tr>
<td>J.2</td>
<td>Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)</td>
<td>454,272</td>
<td>454,272</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>J.3</td>
<td>Total Unrestricted Expenditures (J.1 + J.2)</td>
<td>45,063,082</td>
<td>45,063,082</td>
<td>32,786,546</td>
<td>72.8%</td>
</tr>
<tr>
<td>K.</td>
<td>Revenues Over(Under) Expenditures (I.3 - J.3)</td>
<td>2,371</td>
<td>2,371</td>
<td>-5,616,463</td>
<td></td>
</tr>
<tr>
<td>L.</td>
<td>Adjusted Fund Balance, Beginning</td>
<td>5,161,246</td>
<td>5,161,246</td>
<td>5,161,246</td>
<td></td>
</tr>
<tr>
<td>L.1</td>
<td>Fund Balance, Ending (C. + L.2)</td>
<td>5,163,617</td>
<td>5,163,617</td>
<td>-455,217</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)</td>
<td>11.5%</td>
<td>11.5%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
V. Has the district settled any employee contracts during this quarter?  YES

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

<table>
<thead>
<tr>
<th>Contract Period Settled (Specify) YYYY-YY</th>
<th>Management</th>
<th>Permanent</th>
<th>Academic</th>
<th>Temporary</th>
<th>Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Cost Increase</td>
<td>% *</td>
<td>Total Cost Increase</td>
<td>% *</td>
<td>Total Cost Increase</td>
</tr>
<tr>
<td>a. SALARIES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 1: 2010-11</td>
<td>40,000</td>
<td>1%</td>
<td>20,100</td>
<td>1%</td>
<td></td>
</tr>
<tr>
<td>Year 2: 2011-12</td>
<td>210,500</td>
<td>1.5%</td>
<td>113,100</td>
<td>1.5%</td>
<td></td>
</tr>
<tr>
<td>Year 3: 2012-13</td>
<td>213,700</td>
<td>1.5%</td>
<td>114,800</td>
<td>1.5%</td>
<td></td>
</tr>
<tr>
<td>b. BENEFITS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 1: 2010-11</td>
<td>43,700</td>
<td>1%</td>
<td>25,200</td>
<td>1%</td>
<td></td>
</tr>
<tr>
<td>Year 2: 2011-12</td>
<td>220,000</td>
<td>1.5%</td>
<td>128,400</td>
<td>1.5%</td>
<td></td>
</tr>
<tr>
<td>Year 3: 2012-13</td>
<td>231,000</td>
<td>1.5%</td>
<td>134,800</td>
<td>1.5%</td>
<td></td>
</tr>
</tbody>
</table>

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

The collective bargaining agreement with the United Professors of Marin (UPM) for the period of 7/1/2010 through 6/30/2013 was ratified by the UPM membership on March 22, 2011 and was approved by the Board of Trustees on March 26, 2011. The District will provide a 1% on schedule salary increase for FY 2010-11, effective April 1, 2011 with no retroactivity. The District will also provide a 0.5% on schedule salary increase for FY 2011-12. In addition to these salary increases, the District will increase the District-paid monthly medical contribution for UPM members eligible for medical coverage, effective within 60 days of contract ratification with no retroactivity. The District contribution for medical insurance will increase from $1,198 to $1,322 for permanent faculty and from $901 to $1,152 for eligible temporary faculty. For FY 2010-11, these costs are included in the budget as we anticipated the contract settlement for the current fiscal year. For FY 2011-12 and FY 2012-13, the increased salaries and medical costs will be partially funded through reduced medical carrier rates to the District as we move from a subscriber's $5 office visit copayment to a $20 office visit copayment for the UPM.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANs), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? This year? NO  Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)
CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA

District:  (330) MARIN

Your Quarterly Data is ready for certification.
Please complete the fields below and click on the 'Certify This Quarter' button

Chief Business Officer
CBO Name:  A. J. Harrison II
CBO Phone:  Use format 999-555-1212
            415-883-2211
CBO Signature:  
Date Signed:  

Chief Executive Officer Name:  David Waln Coon
CEO Signature:  
Date Signed:  

Electronic Cert Date:  

[Certify This Quarter]

District Contact Person
Name:  Peggy Isozaki
Title:  Director, Fiscal Services
Telephone:  Use format 999-555-1212
Fax:  Use format 999-555-1212
        415-883-3261
E-Mail:  peggy.isozaki@marin.edu

California Community Colleges, Chancellor's Office
3122 Q Street Sacramento, California 95814-6511

Send questions to:
Christine Atalig (916)327-5772 catalin@cocclo.edu or Tracy Britten (916)323-6899 tbritten@ccccc.edu
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UBFriday, April 08, 2011
College of Marin
3/31/11 YTD Financial Report

4/19/11
Overview

• 3/31 YTD Year over Year
  – Financial Highlights
  – Cash Position
  – Cash Flow

• Revenues:
  – 3/31 Revenue Comparison
  – Budget vs. 3/31/11 YTD Actual Comparison
  – 3/31 YTD Year over Year Revenue Breakdown Comparison

• Expenditures:
  – 3/31 YTD Expenditure Comparison
  – Budget vs. 3/31/11 YTD Actual Comparison
  – 3/31 YTD Year over Year Expenditure Breakdown Comparisons

• Supplemental Information
## 3/31 YTD Financial Highlights

<table>
<thead>
<tr>
<th></th>
<th>3/31/11</th>
<th>3/31/10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>$26.2M</td>
<td>$26.4M</td>
</tr>
<tr>
<td>Expenses</td>
<td>$31.9M</td>
<td>$31.6M</td>
</tr>
<tr>
<td>Net</td>
<td>($5.7M)</td>
<td>($5.2M)</td>
</tr>
</tbody>
</table>

As anticipated, experiencing declining revenues and increasing expenses
3/31 YTD Cash Position

- Cash Balance 3/31/11: $11.6M, 3/31/10: $11.2M
- TRAN borrowing 3/31/11: $9.2M, 3/31/10: $8.5M

- Cash inflow is revenues - our major source, property taxes, received primarily in December and April.

- Cash outflow is expenses – about $3.5M per month

- TRAN provides operating cash until mid-December when property taxes are received
Overview

• 3/31 YTD Year over Year
  – Financial Highlights
  – Cash Position
  – Cash Flow

• Revenues:
  – 3/31 Revenue Comparison
  – Budget vs. 3/31/11 YTD Actual Comparison
  – 3/31 YTD Year over Year Revenue Breakdown Comparison

• Expenditures:
  – 3/31 YTD Expenditure Comparison
  – Budget vs. 3/31/11 YTD Actual Comparison
  – 3/31 YTD Year over Year Expenditure Breakdown Comparisons

• Supplemental Information
3/31 YTD Revenue Comparison

- **2010/11**
  - $44.0M budgeted
  - $26.2M actual YTD
  - 59.6% of budget

- **2009/10**
  - $44.4M budgeted
  - $26.4M actual YTD
  - 59.3% of budget

- YTD revenue primarily from enrollment fees and local revenue
Budget vs. 3/31/11 YTD Actual Revenue

- Property Taxes
- State
- Enrollment
- Other Local
3/31 YTD Yr/Yr Revenue Breakdown

Property Taxes
State
Enrollment
Local and other
Overview

• 3/31 YTD Year over Year
  – Financial Highlights
  – Cash Position
  – Cash Flow

• Revenues:
  – 3/31 Revenue Comparison
  – Budget vs. 3/31/11 YTD Actual Comparison
  – 3/31 YTD Year over Year Revenue Breakdown Comparison

• Expenditures:
  – 3/31 YTD Expenditure Comparison
  – Budget vs. 3/31/11 YTD Actual Comparison
  – 3/31 YTD Year over Year Expenditure Breakdown Comparisons

• Supplemental Information
3/31 YTD Expenditure Comparison

- **2010/11**
  - $44.0M budgeted
  - $31.9M actual YTD
  - 72.6% of budget

- **2009/10**
  - $45.2M budgeted
  - $31.6M actual YTD
  - 69.8% of budget

- Expenditures are incurred relatively evenly throughout the year
Budget vs. 3/31/11 YTD
Actual Expenses

- 92% of expenses are fixed:
  - 63% salaries
  - 23% benefits
  - 6% utilities, insurance, audit, legal, election, loan repayment

- 8% of expenses are discretionary
3/31 YTD Yr/Yr Salaries and Benefits

- Faculty Salaries
- Classified Salaries
- Administrative Salaries
- Benefits

$14,000,000

$12,000,000

$10,000,000

$8,000,000

$6,000,000

$4,000,000

$2,000,000

$-
3/31 YTD Yr/Yr Other Expenditures

- Fixed Expenses
- Operating Expenses
- Capital Outlay/Other Outgo

- 2010/11
- 2009/10
Overview

- 3/31 YTD Year over Year
  - Financial Highlights
  - Cash Position
  - Cash Flow

- Revenues:
  - 3/31 Revenue Comparison
  - Budget vs. 3/31/11 YTD Actual Comparison

- Expenditures:
  - 3/31 YTD Expenditure Comparison
  - Budget vs. 3/31/11 YTD Actual Comparison

- 3/31 YTD Year over Year Expenditure Breakdown Comparisons

- Supplemental Information

4/19/11
# Statement of Sources and Uses

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Adoption Budget</th>
<th>3/31/11 YTD Actual</th>
<th>3/31/11 YTD % Budget</th>
<th>Modified Budget</th>
<th>3/31/10 YTD Actual</th>
<th>3/31/10 YTD % Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010/11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sources of Funds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program-Based Funding</td>
<td>$40,872,407</td>
<td>$23,678,908</td>
<td>57.9%</td>
<td>$41,272,143</td>
<td>$24,036,777</td>
<td>58.2%</td>
</tr>
<tr>
<td>Federal</td>
<td>250</td>
<td>-</td>
<td>0.0%</td>
<td>250</td>
<td>23,028</td>
<td>921.1%</td>
</tr>
<tr>
<td>Other State</td>
<td>1,890,096</td>
<td>1,429,734</td>
<td>75.6%</td>
<td>1,979,213</td>
<td>1,077,478</td>
<td>54.4%</td>
</tr>
<tr>
<td>Other Local</td>
<td>1,229,500</td>
<td>1,090,187</td>
<td>88.7%</td>
<td>1,184,000</td>
<td>1,220,220</td>
<td>103.1%</td>
</tr>
<tr>
<td><strong>Total Sources</strong></td>
<td>$43,992,253</td>
<td>$26,198,829</td>
<td>59.6%</td>
<td>$44,435,606</td>
<td>$26,357,503</td>
<td>59.3%</td>
</tr>
<tr>
<td><strong>Use of Funds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>27,915,823</td>
<td>21,167,872</td>
<td>75.8%</td>
<td>28,465,691</td>
<td>20,741,377</td>
<td>72.9%</td>
</tr>
<tr>
<td>Benefits</td>
<td>10,078,383</td>
<td>7,377,386</td>
<td>73.2%</td>
<td>9,890,417</td>
<td>6,948,332</td>
<td>70.3%</td>
</tr>
<tr>
<td><strong>Total Salaries &amp; Benefits</strong></td>
<td>$37,994,206</td>
<td>$28,545,258</td>
<td>75.1%</td>
<td>$38,356,108</td>
<td>$27,689,709</td>
<td>72.2%</td>
</tr>
<tr>
<td>Fixed Expenses</td>
<td>1,977,000</td>
<td>1,565,538</td>
<td>79.2%</td>
<td>2,133,000</td>
<td>1,400,303</td>
<td>66.6%</td>
</tr>
<tr>
<td>Other Operating</td>
<td>3,393,098</td>
<td>1,635,871</td>
<td>48.2%</td>
<td>3,867,487</td>
<td>2,235,729</td>
<td>57.8%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>171,306</td>
<td>194,410</td>
<td>113.5%</td>
<td>191,276</td>
<td>143,200</td>
<td>74.9%</td>
</tr>
<tr>
<td>Other Outgo</td>
<td>454,272</td>
<td>-</td>
<td>0.0%</td>
<td>690,175</td>
<td>110,449</td>
<td>16.0%</td>
</tr>
<tr>
<td><strong>Total Other Expenses</strong></td>
<td>$5,995,676</td>
<td>$3,395,819</td>
<td>56.6%</td>
<td>$6,881,938</td>
<td>$3,889,681</td>
<td>56.5%</td>
</tr>
<tr>
<td><strong>Total Uses</strong></td>
<td>$43,989,882</td>
<td>$31,941,077</td>
<td>72.6%</td>
<td>$45,238,046</td>
<td>$31,579,390</td>
<td>69.8%</td>
</tr>
<tr>
<td>Sources Over (Under) Uses</td>
<td>2,371</td>
<td>(5,742,248)</td>
<td>-242186.8%</td>
<td>(802,440)</td>
<td>(5,221,887)</td>
<td>650.8%</td>
</tr>
</tbody>
</table>

4/19/11
# Statement of Sources of Funds

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program-Based Funding</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Subventions</td>
<td>$267,685</td>
<td>$138,233</td>
<td>51.6%</td>
<td>$267,685</td>
<td>$139,064</td>
<td>52.0%</td>
</tr>
<tr>
<td>Total</td>
<td>$267,685</td>
<td>$138,233</td>
<td>51.6%</td>
<td>$267,685</td>
<td>$139,064</td>
<td>52.0%</td>
</tr>
<tr>
<td><strong>Property Taxes</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secured</td>
<td>37,543,962</td>
<td>20,829,265</td>
<td>55.5%</td>
<td>37,897,664</td>
<td>21,014,745</td>
<td>55.5%</td>
</tr>
<tr>
<td>Supplemental</td>
<td>375,548</td>
<td>178,521</td>
<td>47.5%</td>
<td>329,545</td>
<td>210,429</td>
<td>63.9%</td>
</tr>
<tr>
<td>Unsecured</td>
<td>850,212</td>
<td>847,250</td>
<td>99.7%</td>
<td>847,704</td>
<td>850,212</td>
<td>100.3%</td>
</tr>
<tr>
<td>Prior-Year</td>
<td>85,000</td>
<td>84,629</td>
<td>99.6%</td>
<td>79,545</td>
<td>77,752</td>
<td>97.7%</td>
</tr>
<tr>
<td>Total Taxes</td>
<td>38,854,722</td>
<td>21,939,665</td>
<td>58.5%</td>
<td>39,154,458</td>
<td>22,153,138</td>
<td>56.6%</td>
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<td>Enrolment Fees</td>
<td>1,750,000</td>
<td>1,601,010</td>
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<td>1,850,000</td>
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<tr>
<td>Total Program-Based</td>
<td>40,872,407</td>
<td>23,678,908</td>
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<td>41,372,143</td>
<td>24,036,777</td>
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<tr>
<td>250</td>
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</tr>
<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>State Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Partnership for Excell</td>
<td>1,153,040</td>
<td>784,067</td>
<td>68.0%</td>
<td>1,153,040</td>
<td>789,041</td>
<td>68.4%</td>
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<tr>
<td>Other State</td>
<td>737,096</td>
<td>645,667</td>
<td>87.6%</td>
<td>826,173</td>
<td>288,437</td>
<td>34.9%</td>
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<tr>
<td>Total State</td>
<td>1,890,136</td>
<td>1,429,734</td>
<td>75.6%</td>
<td>1,979,213</td>
<td>1,077,478</td>
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<tr>
<td><strong>Local Revenue</strong></td>
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<td></td>
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<td></td>
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</tr>
<tr>
<td>Interest</td>
<td>20,000</td>
<td>92,261</td>
<td>461.3%</td>
<td>100,000</td>
<td>150,124</td>
<td>150.1%</td>
</tr>
<tr>
<td>Non-Residence Fees</td>
<td>740,000</td>
<td>743,562</td>
<td>100.5%</td>
<td>750,000</td>
<td>738,685</td>
<td>98.1%</td>
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<tr>
<td>Other Student Charges</td>
<td>80,000</td>
<td>57,197</td>
<td>71.5%</td>
<td>95,000</td>
<td>83,832</td>
<td>88.2%</td>
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<td>Non-Residence Insurance</td>
<td>39,500</td>
<td>40,367</td>
<td>102.2%</td>
<td>35,000</td>
<td>39,006</td>
<td>111.4%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>350,000</td>
<td>156,600</td>
<td>44.8%</td>
<td>204,000</td>
<td>211,393</td>
<td>103.6%</td>
</tr>
<tr>
<td>Total Local</td>
<td>1,229,500</td>
<td>1,090,187</td>
<td>88.7%</td>
<td>1,184,000</td>
<td>1,220,220</td>
<td>103.1%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$43,992,253</td>
<td>$26,198,829</td>
<td>59.6%</td>
<td>$44,435,606</td>
<td>$26,357,503</td>
<td>59.3%</td>
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</tbody>
</table>
# Statement of Uses of Funds

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Use of Funds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>$27,915,823</td>
<td>$21,167,872</td>
<td>75.8%</td>
<td>$28,465,691</td>
<td>$20,741,377</td>
<td>72.9%</td>
</tr>
<tr>
<td>Benefits</td>
<td>10,078,383</td>
<td>7,377,386</td>
<td>73.2%</td>
<td>9,890,417</td>
<td>6,948,332</td>
<td>70.3%</td>
</tr>
<tr>
<td>Total Salaries &amp; Benefits</td>
<td>37,994,206</td>
<td>28,545,258</td>
<td>75.1%</td>
<td>38,356,108</td>
<td>27,689,709</td>
<td>72.2%</td>
</tr>
<tr>
<td>Fixed Expenses</td>
<td>1,977,000</td>
<td>1,565,538</td>
<td>79.2%</td>
<td>2,133,000</td>
<td>1,400,303</td>
<td>65.6%</td>
</tr>
<tr>
<td>Other Operating</td>
<td>3,393,098</td>
<td>1,635,871</td>
<td>48.2%</td>
<td>3,867,487</td>
<td>2,235,729</td>
<td>57.8%</td>
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<tr>
<td>Capital Outlay</td>
<td>171,306</td>
<td>194,410</td>
<td>113.5%</td>
<td>191,276</td>
<td>143,200</td>
<td>74.9%</td>
</tr>
<tr>
<td>Other Outgo</td>
<td>454,272</td>
<td>-</td>
<td>0.0%</td>
<td>690,175</td>
<td>110,449</td>
<td>16.0%</td>
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<tr>
<td>Total Other Expenses</td>
<td>5,995,676</td>
<td>3,395,819</td>
<td>56.6%</td>
<td>6,881,938</td>
<td>3,889,681</td>
<td>56.5%</td>
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<tr>
<td>Total Uses</td>
<td>$43,989,882</td>
<td>$31,941,077</td>
<td>72.6%</td>
<td>$45,238,046</td>
<td>$31,579,390</td>
<td>69.8%</td>
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</tbody>
</table>
# Salary Analysis

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Adoption Budget</th>
<th>3/31/11 YTD Actual</th>
<th>% Budget</th>
<th>Modified Budget</th>
<th>3/31/10 YTD Actual</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Faculty</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructors-regular</td>
<td>$7,826,901</td>
<td>$5,389,609</td>
<td>68.9%</td>
<td>$7,644,204</td>
<td>$5,595,605</td>
<td>73.2%</td>
</tr>
<tr>
<td>Instructors-hourly</td>
<td>7,273,000</td>
<td>5,979,004</td>
<td>82.2%</td>
<td>7,764,318</td>
<td>5,693,257</td>
<td>73.3%</td>
</tr>
<tr>
<td>Non-instructors-regular</td>
<td>1,262,334</td>
<td>929,191</td>
<td>73.6%</td>
<td>1,236,384</td>
<td>896,684</td>
<td>72.5%</td>
</tr>
<tr>
<td>Non-instructors-hourly</td>
<td>267,019</td>
<td>466,897</td>
<td>171.1%</td>
<td>546,207</td>
<td>405,198</td>
<td>74.2%</td>
</tr>
<tr>
<td>Faculty</td>
<td>16,629,254</td>
<td>12,754,701</td>
<td>75.7%</td>
<td>17,191,113</td>
<td>12,590,744</td>
<td>73.2%</td>
</tr>
<tr>
<td><strong>Classified</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff - regular</td>
<td>7,614,314</td>
<td>5,424,186</td>
<td>71.2%</td>
<td>7,303,178</td>
<td>5,378,788</td>
<td>73.6%</td>
</tr>
<tr>
<td>Instructional - regular</td>
<td>952,796</td>
<td>725,219</td>
<td>76.1%</td>
<td>933,218</td>
<td>698,157</td>
<td>74.8%</td>
</tr>
<tr>
<td>Hourly Inst./Non Inst.</td>
<td>298,886</td>
<td>395,738</td>
<td>132.4%</td>
<td>682,758</td>
<td>393,809</td>
<td>57.7%</td>
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<tr>
<td>Overtime</td>
<td>112,170</td>
<td>104,652</td>
<td>93.3%</td>
<td>166,773</td>
<td>95,337</td>
<td>57.2%</td>
</tr>
<tr>
<td>Classified</td>
<td>8,978,166</td>
<td>6,649,795</td>
<td>74.1%</td>
<td>9,085,927</td>
<td>6,566,091</td>
<td>72.3%</td>
</tr>
<tr>
<td><strong>Administrators</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic</td>
<td>1,968,468</td>
<td>1,521,796</td>
<td>77.3%</td>
<td>1,818,182</td>
<td>1,328,831</td>
<td>73.1%</td>
</tr>
<tr>
<td>Classified</td>
<td>339,935</td>
<td>241,580</td>
<td>71.1%</td>
<td>370,469</td>
<td>255,711</td>
<td>69.0%</td>
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<tr>
<td>Administrators</td>
<td>2,308,403</td>
<td>1,763,376</td>
<td>76.4%</td>
<td>2,188,651</td>
<td>1,584,542</td>
<td>72.4%</td>
</tr>
<tr>
<td><strong>Total Salaries</strong></td>
<td>$27,915,823</td>
<td>$21,167,872</td>
<td>75.8%</td>
<td>$28,465,691</td>
<td>$20,741,377</td>
<td>72.9%</td>
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</tbody>
</table>
### Benefit Analysis

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>ADOPTION BUDGET</th>
<th>3/31/11 YTD ACTUAL</th>
<th>3/31/11 YTD % BUDGET</th>
<th>MODIFIED BUDGET</th>
<th>3/31/10 YTD ACTUAL</th>
<th>3/31/10 YTD % BUDGET</th>
</tr>
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<tbody>
<tr>
<td>2010/11</td>
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<td>2009/10</td>
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<td>2009/10</td>
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<td>PUBLIC RETIREMENT</td>
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<tr>
<td>STRS</td>
<td>$1,305,839</td>
<td>$986,534</td>
<td>75.5%</td>
<td>$1,393,044</td>
<td>$972,103</td>
<td>69.8%</td>
</tr>
<tr>
<td>PERS</td>
<td>1,726,690</td>
<td>1,236,432</td>
<td>71.6%</td>
<td>1,635,257</td>
<td>1,151,169</td>
<td>70.4%</td>
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<tr>
<td>FICA</td>
<td>658,857</td>
<td>497,986</td>
<td>75.6%</td>
<td>691,292</td>
<td>489,095</td>
<td>70.8%</td>
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<tr>
<td>MEDICARE</td>
<td>371,376</td>
<td>279,442</td>
<td>75.2%</td>
<td>397,388</td>
<td>270,710</td>
<td>68.1%</td>
</tr>
<tr>
<td>UNEMPLOYMENT</td>
<td>290,904</td>
<td>176,318</td>
<td>60.6%</td>
<td>135,322</td>
<td>99,671</td>
<td>73.7%</td>
</tr>
<tr>
<td>WORKERS COMP. INS.</td>
<td>364,417</td>
<td>275,764</td>
<td>75.7%</td>
<td>358,114</td>
<td>259,001</td>
<td>72.3%</td>
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<tr>
<td>TOTAL</td>
<td>4,717,883</td>
<td>3,452,476</td>
<td>73.2%</td>
<td>4,610,417</td>
<td>3,241,749</td>
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<tr>
<td>HEALTH PROTECTION</td>
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<tr>
<td>MEDICAL</td>
<td>4,667,112</td>
<td>3,476,092</td>
<td>74.5%</td>
<td>4,568,000</td>
<td>3,302,360</td>
<td>72.3%</td>
</tr>
<tr>
<td>DENTAL, VISION</td>
<td>693,388</td>
<td>448,818</td>
<td>64.7%</td>
<td>712,000</td>
<td>404,223</td>
<td>56.8%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>5,360,500</td>
<td>3,924,910</td>
<td>73.2%</td>
<td>5,280,000</td>
<td>3,706,583</td>
<td>70.2%</td>
</tr>
</tbody>
</table>

TOTAL BENEFITS

|                  | $10,078,383       | $7,377,386          | 73.2%               | $9,890,417        | $6,948,332          | 70.3%               |
# Fixed Expense Analysis

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>ADOPTION BUDGET</th>
<th>3/31/11 YTD ACTUAL</th>
<th>3/31/11 YTD % BUDGET</th>
<th>MODIFIED BUDGET</th>
<th>3/31/10 YTD ACTUAL</th>
<th>3/31/10 YTD % BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIXED EXPENSES</strong></td>
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<td></td>
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<tr>
<td><strong>UTILITIES</strong></td>
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</tr>
<tr>
<td>Sewer Service</td>
<td>$63,000</td>
<td>$63,005</td>
<td>100.0%</td>
<td>$75,000</td>
<td>$68,897</td>
<td>91.9%</td>
</tr>
<tr>
<td>Telephone</td>
<td>125,000</td>
<td>72,386</td>
<td>57.9%</td>
<td>155,000</td>
<td>92,273</td>
<td>59.5%</td>
</tr>
<tr>
<td>Water</td>
<td>120,000</td>
<td>97,466</td>
<td>81.2%</td>
<td>163,000</td>
<td>72,263</td>
<td>44.3%</td>
</tr>
<tr>
<td>Gas &amp; Electricity</td>
<td>1,189,000</td>
<td>910,504</td>
<td>76.6%</td>
<td>1,280,000</td>
<td>754,594</td>
<td>59.0%</td>
</tr>
<tr>
<td>Pest Control</td>
<td>60,000</td>
<td>40,104</td>
<td>66.8%</td>
<td>40,000</td>
<td>30,199</td>
<td>75.5%</td>
</tr>
<tr>
<td>Total</td>
<td>1,557,000</td>
<td>1,183,465</td>
<td>76.0%</td>
<td>1,713,000</td>
<td>1,018,226</td>
<td>59.4%</td>
</tr>
<tr>
<td><strong>INSURANCE</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>420,000</td>
<td>382,073</td>
<td>91.0%</td>
<td>420,000</td>
<td>382,077</td>
<td>91.0%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$1,977,000</td>
<td>$1,565,538</td>
<td>79.2%</td>
<td>$2,133,000</td>
<td>$1,400,303</td>
<td>65.6%</td>
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</tbody>
</table>
### Other Operating Expense Analysis

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>ADOPTION BUDGET</th>
<th>3/31/11 YTD</th>
<th>3/31/11 YTD % BUDGET</th>
<th>MODIFIED BUDGET</th>
<th>3/31/10 YTD</th>
<th>3/31/10 YTD % BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies &amp; Materials</td>
<td>$ 602,471</td>
<td>$ 334,454</td>
<td>55.5%</td>
<td>$ 529,928</td>
<td>$ 309,663</td>
<td>58.4%</td>
</tr>
<tr>
<td>Personal SVCE, LECTURE</td>
<td>55,965</td>
<td>59,433</td>
<td>106.2%</td>
<td>54,566</td>
<td>65,519</td>
<td>120.1%</td>
</tr>
<tr>
<td>Travel &amp; Conference</td>
<td>129,970</td>
<td>67,558</td>
<td>52.0%</td>
<td>130,290</td>
<td>66,607</td>
<td>50.4%</td>
</tr>
<tr>
<td>Dues &amp; Membership</td>
<td>93,766</td>
<td>99,381</td>
<td>106.0%</td>
<td>94,402</td>
<td>90,479</td>
<td>95.8%</td>
</tr>
<tr>
<td>Legal</td>
<td>350,000</td>
<td>161,177</td>
<td>46.1%</td>
<td>350,000</td>
<td>182,058</td>
<td>52.0%</td>
</tr>
<tr>
<td>Audits &amp; Election</td>
<td>78,800</td>
<td>51,175</td>
<td>64.9%</td>
<td>299,477</td>
<td>258,702</td>
<td>86.4%</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>1,480,616</td>
<td>559,108</td>
<td>37.8%</td>
<td>1,777,200</td>
<td>907,199</td>
<td>51.0%</td>
</tr>
<tr>
<td>Postage</td>
<td>105,350</td>
<td>41,840</td>
<td>39.7%</td>
<td>104,800</td>
<td>67,132</td>
<td>64.1%</td>
</tr>
<tr>
<td>Printing &amp; Publication</td>
<td>157,889</td>
<td>65,667</td>
<td>41.6%</td>
<td>175,136</td>
<td>73,874</td>
<td>42.2%</td>
</tr>
<tr>
<td>Rental &amp; Leases</td>
<td>45,337</td>
<td>25,163</td>
<td>55.5%</td>
<td>49,568</td>
<td>26,115</td>
<td>52.7%</td>
</tr>
<tr>
<td>Recruitment</td>
<td>163,357</td>
<td>124,332</td>
<td>76.1%</td>
<td>175,000</td>
<td>145,574</td>
<td>83.2%</td>
</tr>
<tr>
<td>Other District-Wide Exp.</td>
<td>124,130</td>
<td>43,364</td>
<td>34.9%</td>
<td>124,117</td>
<td>40,723</td>
<td>32.8%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>5,447</td>
<td>3,219</td>
<td>59.1%</td>
<td>3,003</td>
<td>3,084</td>
<td>102.7%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$ 3,393,098</td>
<td>$ 1,635,871</td>
<td>48.2%</td>
<td>$ 3,867,487</td>
<td>$ 2,235,729</td>
<td>57.8%</td>
</tr>
</tbody>
</table>
# Capital Outlay Analysis

## Fiscal Year

<table>
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<tr>
<th></th>
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<tr>
<td><strong>Capital Outlay</strong></td>
<td></td>
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<tr>
<td>Library Books/Periodicals</td>
<td>$37,168</td>
<td>$49,576</td>
<td>133.4%</td>
<td>$26,859</td>
<td>$22,635</td>
<td>84.3%</td>
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<tr>
<td>Equipment, New &amp; Leased</td>
<td>$134,138</td>
<td>$144,834</td>
<td>108.0%</td>
<td>$164,417</td>
<td>$120,565</td>
<td>73.3%</td>
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<tr>
<td><strong>Total</strong></td>
<td>$171,306</td>
<td>$194,410</td>
<td>113.5%</td>
<td>$191,276</td>
<td>$143,200</td>
<td>74.9%</td>
</tr>
<tr>
<td><strong>Other Outgo</strong></td>
<td></td>
<td></td>
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<tr>
<td>Energy Loan Repayment</td>
<td>$110,375</td>
<td>-</td>
<td>0.0%</td>
<td>$110,374</td>
<td>$110,449</td>
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<tr>
<td>Other</td>
<td>-</td>
<td>n/a</td>
<td>9,785</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>Interfund/Intrafund Transfers:</td>
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<tr>
<td>Child Care Fund</td>
<td>$148,007</td>
<td>n/a</td>
<td>102,000</td>
<td>n/a</td>
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<tr>
<td>DSPS</td>
<td>$121,985</td>
<td>n/a</td>
<td>300,000</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>Risk Margin Fund</td>
<td>-</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>BFAP/FA</td>
<td>$15,919</td>
<td>n/a</td>
<td>90,000</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>TTIP</td>
<td>-</td>
<td>n/a</td>
<td>36,036</td>
<td>n/a</td>
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<td>PUENTE</td>
<td>$31,847</td>
<td>n/a</td>
<td>33,000</td>
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<tr>
<td>WorkStudy</td>
<td>-</td>
<td>n/a</td>
<td>8,000</td>
<td>n/a</td>
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<td>Matriculation-Noncredit</td>
<td>$25,323</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>Miscellaneous</td>
<td>$816</td>
<td>n/a</td>
<td>1,000</td>
<td>n/a</td>
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<tr>
<td><strong>Total</strong></td>
<td>$454,272</td>
<td>-</td>
<td>0.0%</td>
<td>$690,175</td>
<td>$110,449</td>
<td>16.0%</td>
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4/19/11
Modernization Director's Report to Board of Trustees
April 19, 2011

BUDGET UPDATE

Bond spending plan: $264.5 million ($249.5 m bond, $15 m interest)
Reserves: $9,159,000, of which $2,300,000 is allocated to IVC
Expended to date: $134.6 million (50.9% of bond spending plan)
  • Assessment $ 5.5 million
  • Planning/design $49.1 million
  • Construction $80.0 million

Summary of modernization items in this agenda:

Consent (all routine items not requiring resolution or discussion): ($351,659)
  • Eight (8) new construction contracts for ratification ($32,571)
  • Seven (7) construction change orders ($302,299)
  • One (1) new professional service agreement ($21,103)
  • Three (3) professional service agreement amendments (-$4,313.56)
  • Approve Subcontractor Substitution Request (steel work) Science Math Central Plant
  • Approve Re-Authorization for Staff Approval of Measure C Contract Changes
  • Approve Project Initiation Forms:
    o New Academic Center Project (303B)
    o Child Study Center Project (303C)
    o Austin Science Center Alterations (structural) Project (301B)
    o PE Track Renovation Project (308G)
    o KTD ADA Upgrades Project (309A)
  • Declaration of Surplus Property PA & FA Relocation Project (8501)

Action (items requiring resolution or discussion): ($114,995)
  • Approve New Professional Services Agreement Performing Arts Building Modernization Project ($114,995)
  • Approve Notice of Completion AV System & Installation Main building Project (417A)

Net value of new contracts / changes / amendments in this agenda: $466,654

CURRENT DESIGN

- KTD New Academic Center
  Project initiated April 2011. Contract negotiations underway. Design kick off meeting to be scheduled.

- KTD Child Development Center
  Project initiated April 2011. Contract negotiations underway. Design kick off meeting to be scheduled.

CURRENT CONSTRUCTION

- IVC Main Building Complex & Bioswale:
  Change orders # 31 & 32 submitted this meeting; change orders = 9.3%. Project closeout and miscellaneous minor requests underway.

- KTD Fine Arts Building:
  Change order # 14 submitted this meeting; change orders = 9.7%. FF&E 85% complete.
- KTD Performing Arts Building: Mid-state Construction Corporation has begun mobilization and preparation for hazardous materials abatement.

**OTHER OPEN INITIATIVES**

- Swing space/relocation: The Modernization Team is working with the performing arts faculty and staff to begin preparing for the PA modernization which begins this summer.

- Furniture, fixtures, equipment: FF&E procurement & installation continue for the new FA building. IVC Main is essentially complete.

- Signage: The next phase of signage is installation of exterior site signage at IVC scheduled for late spring.

- Project Stabilization Agreement: Proceeding.

- LEED All active projects are pending completion of construction.

**BOARD FUND-RAISING OPPORTUNITIES**

- IVC New Main Building Name needed for building; opportunity to “purchase”

- IVC New Main Building Harry Moore Memorial bench w/sustainability sign (~$15,000). To date roughly $15,760 has been raised. The bench has been purchased and installed.

- KTD Science Complex Installation of historic items salvaged from Dickson Hall, part of museum in new facility (~$150,000)
<table>
<thead>
<tr>
<th>PROJECT</th>
<th>BUDGET (APPROX.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>KTD College Avenue Utility Conduit Crossing</td>
<td>$68,000</td>
</tr>
<tr>
<td>KTD Dance Relocation</td>
<td>$770,800</td>
</tr>
<tr>
<td>KTD Diamond PE Center</td>
<td>$20,900,000</td>
</tr>
<tr>
<td>KTD Dickson Hall Faculty Relocation</td>
<td>n/a</td>
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<tr>
<td>KTD DPSPS Relocation</td>
<td>$212,000</td>
</tr>
<tr>
<td>KTD Health Services Relocation</td>
<td>$495,000</td>
</tr>
<tr>
<td>KTD Larkspur Annex Restoration</td>
<td>$1,200,000</td>
</tr>
<tr>
<td>KTD Literacy Lab (partially funded by Redevelopment funds)</td>
<td>n/a</td>
</tr>
<tr>
<td>KTD Parking Lot 10 Paving Project</td>
<td>n/a</td>
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<tr>
<td>KTD Photovoltaic System</td>
<td>$3,700,000</td>
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<tr>
<td>KTD Pool Repair Project</td>
<td>$425,100</td>
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<tr>
<td>KTD Portable Village Swing Space</td>
<td>$1,300,000</td>
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<tr>
<td>KTD West Bridge</td>
<td>$2,000,000</td>
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<tr>
<td>KTD Hazmat Abatement</td>
<td>n/a</td>
</tr>
<tr>
<td>KTD Science Math Central Plant Complex Increment 1 Site Utilities</td>
<td>7,800,000</td>
</tr>
<tr>
<td>KTD and IVC Geothermal Fields</td>
<td>$9,300,000</td>
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<tr>
<td>KTD and IVC Greenhouse/Shade Structure Relocation</td>
<td>$359,000</td>
</tr>
<tr>
<td>KTD and IVC Tree Removal</td>
<td>$315,000</td>
</tr>
<tr>
<td>KTD New Fine Arts</td>
<td>$17,721,000</td>
</tr>
<tr>
<td>IVC 12kV Utility Extension</td>
<td>$472,000</td>
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<tr>
<td>IVC Creek Erosion Mitigation</td>
<td>$788,000</td>
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<tr>
<td>IVC Fire Mitigation</td>
<td>$785,000</td>
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<tr>
<td>IVC Gas Main Replacement</td>
<td>$534,000</td>
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<tr>
<td>IVC Pomo 4 Roof Replacement</td>
<td>$159,000</td>
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<tr>
<td>IVC Storm Drain Repairs</td>
<td>$349,000</td>
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<tr>
<td>IVC TransTech Swing Space</td>
<td>$538,000</td>
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<tr>
<td>IVC Trans. Tech. Complex:</td>
<td>$13,042,826</td>
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<td>KTD SMCP Utility Project</td>
<td>$5,900,000</td>
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<tr>
<td>IVC New Main Building</td>
<td>$18,827,000</td>
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**Total completed projects to date:** $107,960,726
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<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
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<tbody>
<tr>
<td>A. Alfa Tech Consulting Enterprise (Geothermal / PV @ PE / Sitework)</td>
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<td></td>
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<tr>
<td>Electrical &amp; IT design services for 12 KV Utility extension project</td>
<td>to follow project 402A schedule</td>
<td>Amendment 14</td>
<td>In close out</td>
</tr>
<tr>
<td>Electrical design for add alternate 8-kilowatt dispensing machine and future blue light telephone (413A)</td>
<td>11/15/2009</td>
<td>Amendment 21</td>
<td>In close out</td>
</tr>
<tr>
<td>No Cost Time Extension thru 12/31/10</td>
<td>12/31/2010</td>
<td>Amendment 22</td>
<td>In close out</td>
</tr>
<tr>
<td>Construction Admin for PE Center Supplemental Cooling Project 3069</td>
<td>12/31/2010</td>
<td>Amendment 24</td>
<td>In Progress</td>
</tr>
<tr>
<td>B. Amy Skewes-Cox (EIR)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No outstanding items</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>C. CSW Stubor-Stroeh (Biswale / West Campus Bridge / Sitework)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Activity</td>
<td>Milestone Date</td>
<td>Document</td>
<td>Completed</td>
</tr>
<tr>
<td>Main Building Complex (417A)</td>
<td>10/1/2009</td>
<td>Amendment 25</td>
<td>In close out</td>
</tr>
<tr>
<td>Create final Record Set documenting all completed utility infrastructure project on Indian Valley Campus; District Civil Engineer Project (893A)</td>
<td>6/30/2011</td>
<td>Amendment 35</td>
<td>In Progress</td>
</tr>
<tr>
<td>Signage &amp; Striping plan design which covers the area of new construction in the vicinity of New Main Bidg Complex Project (417A)</td>
<td>2/28/2011</td>
<td>Amendment 35</td>
<td>In Progress</td>
</tr>
<tr>
<td>D. Degenkolb Engineers (District Structural Engineers)</td>
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<tr>
<td>Activity</td>
<td>Milestone Date</td>
<td>Document</td>
<td>Completed</td>
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<tr>
<td>No outstanding items</td>
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<td></td>
<td></td>
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<tr>
<td>E. ED2 International (Science / Math / Central Plant)</td>
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<tr>
<td>Activity</td>
<td>Milestone Date</td>
<td>Document</td>
<td>Completed</td>
</tr>
<tr>
<td>Construction Phase - 24 Months</td>
<td>4/15/16-4/30/12</td>
<td>Contract</td>
<td>In progress</td>
</tr>
<tr>
<td>Operation/Project Close-out Phase - 12 months</td>
<td>10/30/2012</td>
<td>Contract</td>
<td>In progress</td>
</tr>
<tr>
<td>Addit services for subconsultant (Davila Langone) to prepare opinions of probable construction cost for revisions to existing design; Current South entrance breezeway &amp; adjacent Museum (Rm 105) will be replaced by a new biology lab of approx. 1,600 gross square feet; display kiosk containing the historic cupola will be incorporated adjacent to elevator No. 1; museum will be relocated to available space currently programmed for the IT server room; SMCF Increment No. 2 &amp; 3, Demo &amp; Building Project (305A)</td>
<td>N/A</td>
<td>Amendment 3</td>
<td>In progress</td>
</tr>
<tr>
<td>F. Fugro West, Inc. (District Soils Engineer)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td>Milestone Date</td>
<td>Document</td>
<td>Completed</td>
</tr>
<tr>
<td>No outstanding items</td>
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<tr>
<td>G. HKIT (Hardison, Komatsu, Ivelich &amp; Tucker) (Transportation Technology Center)</td>
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<td>Activity</td>
<td>Milestone Date</td>
<td>Document</td>
<td>Completed</td>
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<tr>
<td>Operation/Project Close-out Phase - 12 months</td>
<td>9/1/09-9/1/10</td>
<td>Contract</td>
<td>In close out</td>
</tr>
<tr>
<td>Programming confirmation &amp; bringing schematic design; Child Development Center at KTD Project 303C</td>
<td>12/31/2011</td>
<td>New SF Contract</td>
<td>In Progress</td>
</tr>
<tr>
<td>H. Kate Keating Associates, Inc. (District Signage Consultant)</td>
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<tr>
<td>Activity</td>
<td>Milestone Date</td>
<td>Document</td>
<td>Completed</td>
</tr>
<tr>
<td>Main Building Complex Signage (417A)</td>
<td>6/30/2010</td>
<td>Amendment 5</td>
<td>In close out</td>
</tr>
<tr>
<td>Addi construction admis services related to signage for Science-Math-GP Complex Project 305A</td>
<td>n/a</td>
<td>Amendment 6</td>
<td>In progress</td>
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<tr>
<td>I. Kwan Henmi (Diamond PE Center)</td>
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<td>Activity</td>
<td>Milestone Date</td>
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<td>No outstanding items</td>
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### J. Marcy Wong and Donn Logan (FA / PA Buildings)

<table>
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<tr>
<th>Activity</th>
<th>Performing Arts</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
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<tbody>
<tr>
<td>Construction Phase</td>
<td>3/10/10 - 6/30/11</td>
<td>Contract</td>
<td>In Progress</td>
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</tr>
<tr>
<td>Operation/Project Close-out Phase - 12 months</td>
<td>5/1/11-7/31/11</td>
<td>Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Close-out with DSA</td>
<td>4/20/11 - 8/31/11</td>
<td>Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extra programming &amp; conceptual design schematics</td>
<td>dates not changed</td>
<td>Amendment 1</td>
<td></td>
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<tr>
<td>Survey specs and permit project scope guidelines</td>
<td>dates not changed</td>
<td>Amendment 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Original: 1/16/09 - 5/31/10, Current: 8/10/09 - 1/31/10</td>
<td>Amendment 4</td>
<td>In close out</td>
<td></td>
</tr>
<tr>
<td>Construction Phase</td>
<td>Due to user group questions concerning restrooms and classroom sizes, the start of CD drawings was delayed.</td>
<td></td>
<td></td>
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<tr>
<td>Operation/Project Close-out Phase - 12 months</td>
<td>Original: 5/1/10 - 7/31/10, Current: 12/21/10 - 3/31/11</td>
<td>Contract</td>
<td>In close out</td>
<td></td>
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<tr>
<td>Project Close-out with DSA</td>
<td>Original: 4/30/10 - 8/31/10, Current: 4/1111</td>
<td>Amendment 4</td>
<td>In close out</td>
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### K. Ninjo & Moore (District Industrial Hygienist Consultant)

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<th>Document</th>
<th>Completed</th>
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<tbody>
<tr>
<td>No outstanding items</td>
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### L. Royston Hanamoto Alley & Abey (District Landscape Consultant)

<table>
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<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
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<tbody>
<tr>
<td>Kenfield Campus Construction Phasing Diagrams</td>
<td>Quarterly through 2011</td>
<td>Amendment 3</td>
<td>On Going</td>
</tr>
<tr>
<td>LEED Services</td>
<td>6/15/07 through LEED Phase</td>
<td>Amendment 4</td>
<td>On Going</td>
</tr>
<tr>
<td>Construction Administration</td>
<td>Part of IVC Main project</td>
<td>Amendment 5</td>
<td>In close out</td>
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### M. Steinberg Architects (District Architect)

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<th>Completed</th>
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<tbody>
<tr>
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### N. Transitions (FF & E Consultant)

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<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
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<tbody>
<tr>
<td>FF&amp;E Specifications - PA Modernization (305A)</td>
<td>1/1/2011</td>
<td>Amendment 3</td>
<td>On Going</td>
</tr>
<tr>
<td>FF&amp;E Specifications - SSCP Increment #3 (305A)</td>
<td>3/1/2009</td>
<td>Amendment 3</td>
<td>On Going</td>
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<tr>
<td>FF&amp;E Specifications - Main Building Complex (417A)</td>
<td>7/1/2008</td>
<td>Amendment 3</td>
<td>In close out</td>
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<tr>
<td>FF&amp;E Specifications - New FA Building (368C)</td>
<td>1/15/2009</td>
<td>Amendment 3</td>
<td>On Going</td>
</tr>
<tr>
<td>FF&amp;E Tasks: (a) written bids on all equipment procurement, manage off-site storage vendor; process &amp; return items as directed e.g. (402A)</td>
<td>6/1/2010</td>
<td>Amendment 14</td>
<td>In close out</td>
</tr>
<tr>
<td>FF&amp;E Tasks: Assist w/identification of equip electrical supply requirements w/vendors; purchase of equipment, etc. (417A)</td>
<td>9/5/2010</td>
<td>Amendment 14</td>
<td>In close out</td>
</tr>
<tr>
<td>Inventory/catalog/supervise disposal of assets currently located in existing FA Bldg; create surplus disposal list for BOT approval; solicit bids from moving companies to execute surplus disposal; supervise surplus disposal (PA &amp; FA Relocation Pro) (500)</td>
<td>4/1/2011</td>
<td>Amendment 17</td>
<td>Completed</td>
</tr>
<tr>
<td>Redesign furniture layout in Rm 215; remove filing &amp; reassign filing in open area outside Rm 215; coordinate shop modifications to cabinet top (Main Bldg Pro) (417A)</td>
<td>3/2/2011</td>
<td>Amendment 17</td>
<td>Completed</td>
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### O. VBN Architects (IVC Main Building)

<table>
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<th>Activity</th>
<th>Milestone Date</th>
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<th>Completed</th>
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<tbody>
<tr>
<td>Operation/Project Close-out Phase</td>
<td>12/1/09-5/31/10</td>
<td>Contract</td>
<td>In progress</td>
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### 2.1 Schedule
Marin Community College District – College of Marin
Based on expenditures as of 3-30-11

#### 305A - Science Math Central Plant Complex
See Note 1

<table>
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<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
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#### 306C New Fine Arts Building
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#### 306A Performing Arts Modernization
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4/5/2011
### 2.1 Schedule
Marin Community College District – College of Marin
Based on expenditures as of 3-30-11

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<td><strong>308 Diamond PE Center Alterations</strong></td>
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<td>Current Schedule (% of current phase)</td>
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| **402A Transportation Technology Complex** |            |            |            |            |            |            |            |            |            |
| Oct. 06 Schedule / Budget | $654,284   | $5,032,520  | $6,686,804  |            |            |            |            |            |            |
| Feb. 07 Schedule / Budget | $1,464,750 | $11,578,076 | $13,042,826 |            |            |            |            |            |            |
| Nov. 09 Schedule / Budget | $1,464,750 | $11,578,076 | $13,042,826 |            |            |            |            |            |            |
| Current Schedule (% of current phase) | 100%       | 100%       |            |            |            |            |            |            |            |
| Current expenditures (% of budget) | 99%        | 85%        |            |            |            |            |            |            |            |
| **Total**               | $1,445,329 | $9,786,774  |            |            |            |            |            |            |            |

| **417A Main Building Complex** |            |            |            |            |            |            |            |            |            |
| Oct. 06 Schedule / Budget | $2,119,150 | $19,474,558 | $21,593,708 |            |            |            |            |            |            |
| Feb. 07 Schedule / Budget | $2,410,000 | $19,890,000 | $22,300,000 |            |            |            |            |            |            |
| Nov. 09 Schedule / Budget | $2,410,000 | $19,890,000 | $22,300,000 |            |            |            |            |            |            |
| April 10 Schedule / Budget | $2,410,000 | $19,196,600 | $21,606,600 |            |            |            |            |            |            |
| Current Schedule (% of current phase) | 100%       | 100%       |            |            |            |            |            |            |            |
| Current expenditures (% of budget) | 84%        | 89%        |            |            |            |            |            |            |            |
| **Total**               | $2,024,270 | $17,033,328 |            |            |            |            |            |            |            |

| **303B New Academic Center** |            |            |            |            |            |            |            |            |            |
| Oct. 06 Schedule / Budget | $4,064,461 | $45,632,628 | $50,597,080 |            |            |            |            |            |            |
| Feb. 07 Schedule / Budget | $1,823,000 | $15,677,000 | $17,500,000 |            |            |            |            |            |            |
| Nov. 09 Schedule / Budget | $1,823,000 | $15,677,000 | $17,500,000 |            |            |            |            |            |            |
| Jan. 10 Schedule / Budget | $3,285,492 | $30,336,508 | $33,632,000 |            |            |            |            |            |            |
| Current Schedule (% of current phase) | 15%        |            |            |            |            |            |            |            |            |
| Current expenditures (% of budget) | 66%        |            |            |            |            |            |            |            |            |
| **Total**               | $5,835,556 |            |            |            |            |            |            |            |            |

4/5/2011
2.1 Schedule
Marin Community College District – College of Marin
Based on expenditures as of 3-30-11

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304A Fusselman Hall Modernization See Note 9
Oct. 06 Schedule / Budget
Feb. 07 Schedule / Budget
Current Schedule

Notes:
1A) Project duration has changed. The original duration was based on a 50,000 SF bldg and was not revised to reflect the increased building program of 77,000 SF. The revised duration takes into account this modification.

2A) Project under construction

3A) Project has been submitted to DSA, therefore the project design is 95% complete. There will be very little additional invoiced until DSA releases the Project.

3B) Project has been submitted to DSA and is expected to be out of DSA in Fall/Winter, 2010

3C) Project start date is affected by the FA completion date.

4A) 308B project budget is $20,894,716 since $1.5 million has been allocated to other PE projects such as 308E Utilities, 308F Pool and PE swing space.

5A) In field construction issue needing DSA approval, schedule adjusted to current status.

6A) Slight delay for bidding due to delay in DSA approval

7A) No State funding will be available for his project

8A) Project funds reallocated to other projects.

9A) Project funds reallocated to other projects.
BACKGROUND:

The Marin Community College District is in the process of updating and aligning the District’s Board Policies with the recommended policies developed through the legal firm of Liebert Cassidy Whitmore in conjunction with the Community College League of California (CCLC). The District is a member of the Board Policy and Administrative Procedure Subscription Service coordinated by the CCLC.

ANALYSIS:

The District’s current Board Policy Manual has not been revised for quite some time. Therefore, the Board Policy Manual is being reorganized and updated to align with the recommended policy information provided by the Policy and Procedure Subscription Service. Fifty-nine community college districts throughout the state are embarking on or have completed this same process.

There are seven chapters of the Board Policy Manual that include the following sections: 1) The District, 2) Board of Trustees, 3) General Institution, 4) Academic Affairs, 5) Student Services, 6) Business and Fiscal Affairs, and 7) Human Resources. The goal will be to review the current Board Policies and align them with the recommended policy information provided by the Policy and Procedure Subscription Service.

Board Policies and Administrative Procedures for Chapters 1 and 2 will undergo administrative review by Dr. Jane Wright and Dr. David Wain Coon. After this review, the new draft will be evaluated by the Board Subcommittee on Policy for suggested revisions. Revisions will then be reviewed as information items at the BP/AP Revision Task Force and College Council. Once these steps have been completed, finished Board Policies will be submitted to the full Board for first reading and adoption. Administrative procedures will be presented as information items.

Board Policies and Administrative Procedures for Chapters 3 through 7 will undergo administrative review by Dr. Jane Wright and Dr. David Wain Coon. After this review, the new draft will be evaluated by the BP/AP Revision Task Force for suggested revisions. Revisions will then be reviewed as information items at College Council. Once these steps have been completed, finished Board Policies will be submitted to the full Board for first reading and adoption. Administrative Procedures will be presented as information items.

Administrative Procedures 3540, 3920, 4103, 4400, 5130, 5075, 7270, and 7336 are presented herein for information.
FISCAL ANALYSIS:

No fiscal impact for the District.

RECOMMENDATION:

For information only. No action is required.

Administrator Initiating Item  Dr. David Wain Coon, Superintendent/President
AP 3540 SEXUAL AND OTHER ASSAULTS ON CAMPUS

References:
Education Code Section 67385; 
20 U.S. Code Section 1092(f) (Jeanne Clery Act); 

Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property or on an off-campus site or facility maintained by the District or on grounds or facilities maintained by a student organization is a violation of Board policies and administrative procedures and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (Also see AP 5500 titled Standards of Student Conduct)

"Sexual assault" includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

These written procedures and protocols are designed to ensure victims of sexual assault receive treatment and information. (For physical assaults/violence, also see AP 3500 titled Campus Safety, AP 3510 titled Workplace Violence Plan, and AP 3515 titled Reporting of Crimes).

All students, faculty members, or staff members who allege they are the victims of a sexual assault on District property shall be provided with information regarding options and assistance available to them. Information shall be available from District Police, which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until District Police is authorized to release such information. Situations that fall under the auspices of mandated reporting shall be addressed according to appropriate laws and regulations. In instances involving District employees, District Police shall work with Human Resources as appropriate.

District Police shall provide all alleged victims of sexual assault with the following, upon request:

- A list of personnel on campus who should be notified and procedures for notification, with the consent of the victim.
- Information on District and off-campus services available to victims of sexual and other assaults, including counseling services.
- A copy of the Board policy and administrative procedure regarding sexual assault.
- A description of each of the following procedures:
  - criminal prosecution
  - civil prosecution (i.e., lawsuit)
  - District disciplinary procedures, both student and/or employee, as appropriate
- modification of class schedules and
tutoring, if necessary

All alleged victims of sexual assault on District property shall be kept informed, through the District Police of any ongoing investigation. Information shall include the status of any student of employee disciplinary proceedings or appeal; alleged victims of sexual assault are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

The District shall maintain the identity of any alleged victim or witness of sexual assault on District property, as defined above, in confidence unless the alleged victim or witness specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged sexual assaults on District property shall be referred to the District's Public Information Office, which shall work with the District Police to assure that all confidentiality rights are maintained.

Additionally, the Annual Security Report will include a statement regarding the District's programs to prevent sex offenses and procedures that should be followed after a sex offense occurs. The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses

- Procedures to follow if a sex offense occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported

- Information on a student's option to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests

- Information for students about existing on and off-campus counseling, mental health, or other student services for victims of sex offenses

- Notice to students that the campus will change a victim's academic situation after an alleged sex offense and of the options for those changes, if those changes are requested by the victim and are reasonably available

- Procedures for campus disciplinary action in cases of an alleged sex offense, including a clear statement that:
  - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and
  - Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged sex offense. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged sex offense and any sanction that is imposed against the accused

- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses
Education and Prevention Information

The District provides information about sexual assault prevention during orientation programs. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations. In addition, sexual violence prevention and education information shall be posted on the District's website and in the Student Handbook. (Education Code Section 67385.7)

Also see AP 3500 titled Campus Safety, AP 3510 titled Workplace Violence Plan, and AP 3515 Reporting of Crimes

Office of Primary Responsibility: College Operations (District Police Department)

NOTE: This procedure is legally required. The underlined regular text is language recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in underlined italics reflects revisions from the District Police Department and Human Resources. This procedure contains the minimum requirements from the Education Code and in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("the Clery Act," 20 U.S.C. Section 1092(f)). The requirements of the Clery Act are broader than those found in California's Education Code and apply to all institutions of higher learning that receive federal aid. This procedure addresses sexual assaults only. BP 3540 titled Sexual and Other Assaults on Campus addresses both sexual and physical assaults. This AP was reviewed by the Dean of Human Resources and District Police Chief and approved to go forward on 1/26/11. The Board Policy Task Force approved it as a recommendation to College Council on 2/3/11.

Date Approved:
(This is a new procedure recommended by the CCLC and the League’s legal counsel)
AP 3920                COMMUNICATION WITH THE PUBLIC

References:
2 California Code of Regulations Section 18901;
Government Code Sections 89041.5 and 89001

The Office of Communications and Community Relations is responsible for college marketing, advertising, publicity, public relations, government relations, public information, event planning, District website, institutional branding, graphic design, video production, print publications, District mailings, and reprographics.

All publications will present a consistent image including use of logo, typeface, and theme.

Further details related to District publications and communications can be found in the Office of Communications and Community Relations guidelines available in print and on the District’s website.

The Office of Communications and Community Relations works closely with the members of the news media to facilitate the dissemination of accurate information about the District’s news, events, and accomplishments. Inquiries from members of the news media may be referred to subject area experts and/or special event coordinators as appropriate. Media guidelines are available on District’s website.

- From current College of Marin Procedure 7.0051 DP.1 titled Communication with the Public Publications and Promotion Procedures

In accordance with the Board policy on communication with the public, the following procedure will apply.

1. Advertising

Except for classified advertising, all requests for paid advertising must be approved by a budget unit manager. The request should be submitted on a "Request for Promotion" form, forms are available in the Reprographics Department. The requester needs to include a draft of the copy and, if desired, a suggested layout. The budget unit manager will forward the request to the Director of Communications and Community Relations. Suggested graphics or photographs may accompany the request. Insofar as possible, all print advertising will present a consistent image in terms of logo, type face, and theme, with individualized content. Requests and final copy for print advertising must be received at least one week in advance of delivery date. If photographic services are desired, two weeks is needed.
All radio or television advertising will present a consistent image in terms of theme and signature.

2. News Releases and Public Service Announcements

When College employees and Board members are contacted directly by news media, and they are able to respond to the request for information in a manner which will inform the public of some aspect of the College's programs and services, they are encouraged to respond with information. Immediately upon doing so, they should contact the Director of Communications and Community Relations so that background information can be provided to media, if needed.

Contacts initiated by College employees with news media regarding representing Board actions, personnel, or politically or legally sensitive issues, should be made through the Superintendent/President's Office.

Requests for news releases or public-service announcements should be made on a "Request for Promotion" form (available in the Reprographics Department). Contacts with news media regarding the programs and services of College of Marin should be coordinated through the Director of Communications and Community Relations. Coordinated contacts are encouraged because they result in better and wider coverage for the College's programs and services. Copy for news releases should be submitted on a disk or emailed at least three weeks in advance of an event. Copy for public service announcements should be submitted one month in advance of the event.

If photographic services are desired, two weeks lead time is needed.

Calendar Listings. Requests for calendar listings on the web site should be made on a "Request for Promotion" form or emailed. For Bay Area calendar listings, copy should be forwarded to the Director of Communications and Community Relations one month in advance.

Critical Reviews. Requests for critical reviewers are handled by the Performing Arts Department.

Feature Stories. Employees who know of an unusual student, event, or employee accomplishment should inform the Director of Communications and Community Relations so that they can attempt to enlist the interest of appropriate media in developing a feature story. Employee accomplishments can be sent to the Director of Communications and Community Relations for inclusion in promotional materials and "This Month at COM."

3. Publications

When College employees are in need of printed pieces for communicating with the public, they should complete a "Request for Publication and/or Graphic Services" form, seek the approval of the appropriate budget unit manager (usually a department chair or a Dean), and forward the request to the Director of Communications and Community Relations. Forms are available in the Reprographics Department.

When funds are not budgeted in the Director of Communications and Community Relations budget, the budget unit manager will need to provide the budget code information on the form.
Rough copy, typed and double-spaced, and suggested layout (graphics or photographs) are the responsibility of the requester. The Director of Communications and Community Relations will be responsible for ensuring that the format of the piece conforms with College standards regarding logo, type face, and theme, with individualized content. When editing is desirable in order to meet these standards, the Director of Communications and Community Relations will work with the requester to ensure that the intent of the message is clear.

Brochures, Flyers, Posters, Programs, Direct Mail Pieces. Requester should complete a "Request for Publication and/or Graphic Services" form and provide copy on disk to the Director of Communications and Community Relations at least one month in advance of delivery date.

Catalog. The Director of Communications and Community Relations is responsible for coordinating the development of copy for the catalog with all college offices: Student Learning, College Operations, Organizational Development and Planning, and Human Resources and Labor Relations. The content of the copy is the responsibility of each office, the format is the responsibility of the Director of Communications and Community Relations.

The Credit Schedule. The Director of Communications and Community Relations is responsible for coordinating the production of The Credit Schedule with Academic Affairs and Student Services.

The Community Education and Services Schedule is coordinated by the Office of Community Education and Services. These publications are to be mailed to every household in Marin County.

4. Photography and Graphic Services (Reprographics)

Requests for photography and graphic services for use in promotion and publications should be made to the Director of Communications and Community Relations. In most cases, this will involve completing a "Request for Publication and/or Graphic Services" form. After the form has been submitted, requesters may make an appointment with the Graphic Artist, if desired, through Reprographics.

5. Rough Copy

Origination of copy for all promotion and publications is the responsibility of the person requesting advertising, news releases, public service announcements, publications, and other materials. It should be on a disk or emailed.

6. Final Approval

Final approval (including proofreading) of camera-ready copy for all promotion and publications is the responsibility of the person requesting the product. No material will be issued or printed without the approval of the person responsible for the area of the content; or his or her designee. In some cases, this may mean a delay in delivery. It is the responsibility of the person making the request to allow adequate lead time for the approval process to take place.
7. Forms and Other Routine Printed Materials (Reprographics)

Requests for forms and other routine printed materials should be made directly to Reprographics.

Business Cards: The College prints one style of business card for College of Marin.

Stationery: The College prints one style of stationery for College of Marin.

Forms and Memoranda: The College prints one general style of memo forms. Departmental forms for financial aid, admissions and records, student activities, fiscal services, etc. are designed by the department needing the form.

8. Use of College or District Name

The operational name of the Marin Community College District is "College of Marin." The two campuses are referred to as "Kentfield Campus" and "Indian Valley Campus." In all newly printed material, except for contracts and other legal documents and notices, and except when preceded by the phrase "Board of Trustees," "College of Marin" will be used when referring to all programs and services of the District. When appropriate, "Kentfield Campus" and "Indian Valley Campus" also will be used.

Also see BP 1100 titled the Marin Community College District

Office of Primary Responsibility: Office of Communications and Community Relations

NOTE: The language in black ink is current College of Marin Procedures 7.0051 DP.1 titled Communication with the Public approved on 8/5/85 and revised on 4/10/91, 12/13/05, and 5/16/06. The language struck through is recommended for deletion. The language in underlined italics are revised and approved by the Director of Marketing and Communications 1/26/11 and approved as a recommendation by the BP Task Force 2/3/11.

Date Approved:
(Replaces current College of Marin Procedure 7.0051 DP.1 – just re-numbered)
AP 4103 WORK EXPERIENCE

References:
Education Code Section 78249;
Title 5 Sections 55250 et seq.

The Cooperative Work Experience Plan includes:

- The systematic design of a program whereby students gain realistic learning experiences through work:
  - Work Experience Education will offer the student the opportunity to earn college credit for planned learning activities related to employment.

- A specific description of the respective responsibilities of the District, the student, the employer, and other cooperating agencies:
  - Work Experience Education will offer working students, in paid or unpaid positions, in cooperation with the instructor and job site supervisor, assistance in setting goals to be accomplished during the school term.

- Guidance services:
  - Work Experience Education will offer the student guidance services which apply to success in college and at the job site.

- A sufficient number of qualified academic personnel to direct the program:
  - Work Experience Education will be coordinated by the course instructor of record.

- Processes that assure students' on-the-job learning experiences are documented with written measurable learning objectives, students are required to meet certain criteria and are evaluated, and the basis for awarding grades and credit is described:
  - Work Experience Education will provide the student learning opportunities, including, but not limited to, projects, attending group and/or individual meetings with the coordinator, career workshops and new job skills.
  - Work Experience Education students will be provided with a rubric, which serves as the basis for awarding grades.

- Adequate clerical and instructional services are provided; and
  - Work Experience Education will be supported by Workforce Development.

- Maintenance of records that include the type and units of work experience in which a student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, evaluation of performance, and that a work permit was issued.
  - The Work Experience Education coordinator is responsible for maintaining all records for enrolled students, which is the basis for final grades.
  - The Work Experience Education coordinator is responsible for maintaining contact with the job site supervisor.

Supervising faculty must maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.
There are limits to the total number of units a student may earn while attending California community colleges. General Work Experience Education is limited to 6 semester units. Occupational Work Experience Education is limited to 16 semester units. A combination of General and Occupational Work Experience is limited to 16 semester units.

From current College of Marin Policy 2.0002 titled Cooperative Work Experience Education Program (EC 78249, 5 CCR 10070-10078 (These Title 5 Sections apply to Secondary School Districts), 55250 et seq.)

The Board considers that the primary purpose of the Work Experience Education Program in the District is to provide students enrolled in the program with the kinds of employment experiences that will enable them to develop marketable skills, abilities, understandings, attitudes and work habits sufficient to enable them to secure and hold a job in the world of work.

Students enrolled in the Work Experience Education Program shall be afforded the opportunity to achieve the stated goals of the two Work Experience Education Programs offered by the District-General Work Experience and Occupational Work Experience.

1. General Work Experience

General Work Experience Education shall have as its purpose employment of students in jobs where they acquire desirable work habits and attitude. The part-time job held by a student need not be related to the occupational goal of the student.

2. Occupational Work Experience

Occupational Work Experience Education shall have as its purpose the extension of learning opportunities for the student through part-time paid employment in the occupation for which the student's course in college is preparing him or her.

NOTE: The red type signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current College of Marin Policy 2.0002 titled Cooperative Work Experience Education Program adopted on 2/24/82 and revised on 2/12/85. The language struck through is recommended for deletion. The language in underlined italics has been reviewed and approved by the Dean of Enrollment Services on 10-5-10. The language in green ink is recommended from Work Experience Coordinator Sandy Boyd. Reviewed by ASC. Approved by Academic Senate 2/10/11. Reviewed by Task Force 3/3/11.

Date Approved:
(Replaces College of Marin Policy 2.0002)
AP 4400 COMMUNITY SERVICE COURSES

References:
Education Code Section 78300;
Title 5 Sections 55002 and 55160(b)

The District may solicit input on Community Service course offerings from various college constituencies, community groups, organizations, and advisory committees.

New or revised Community Service course outlines are presented to the Curriculum Committee for information.

Community Service Class Schedules are published in print and on the District's website.

NOTE: The language in underlined italics was added on 11-10-10 by the Director of Community Service Classes, the Vice President of Student Learning, and ASC. AP 4400 was approved by the Academic Senate 2/10/11. Reviewed by Policy Task Force 3/3/11. Approved by Director of Community Education Janice Austin; resubmitted to Academic Senate for consent on 3/10/11 Agenda.

Date Approved:
(This is a new procedure recommended by the CC League and the League's legal counsel)
AP 5130     FINANCIAL AID

References:
Education Code Section 76300;
Title 5 Sections 58600 et seq.;
20 U.S. Code Sections 1070 et seq.;
34 Code of Federal Regulations Section 668

Information about the various financial aid programs offered to students including: application procedures, eligibility, disbursements, etc. can be found on the District website.

The Financial Aid Director will continually review processes and procedures and to ensure student access to appropriate financial services.

Student Services, Information Technology, and Fiscal Services are responsible for assisting in the disbursement of financial aid funds. The Chief Admissions and Records Officer is responsible for maintaining the accuracy of the data to ensure the financial aid offices have the ability to meet all regulations.

Office of Primary Responsibility: Financial Aid Office

NOTE: The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language struck through is recommended for deletion. The language in underlined italics was reviewed by Financial Aid. Reviewed by Task Force 3/3/11 and recommended to move forward.

Date Approved:
(This is a new procedure recommended by the CC League and the League’s legal counsel)
AP 5075  CREDIT COURSE ADDS AND DROPS

References:
Title 5 Sections 55024 and 58004

Adding Courses
Students may add classes through the registration period for full-term classes or by the last day to enroll for short-term classes on-line through the MyCOM Portal or in-person at the Office of Admissions and Records as described in the most current Schedule of Classes and website.

Late Enrollment Procedures
After the registration period concludes or after the last day to add short-term classes, students may petition to add classes by submitting a Petition to Add a Class Late Form provided there is verifiable documentation that extenuating circumstances occurred. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. All supporting documents must be attached to the petition at the time of submission to the Office of Admissions and Records.

Students will be informed of the decision by Admissions and Records within ten days of submitting the petition. If the petition was approved, the student must notify the instructor that they are officially enrolled in the class. If the petition was denied, the student is requested to inform the instructor that the petition for late enrollment was denied.

Deadline dates for submitting the Petition to Add a Class Late is published in the most current Catalog, Schedule of Classes and on the website. Petitions to add a class late will not be accepted after these dates.

Withdrawals
Withdrawals are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less. Students may withdraw from class using the online process described in the current class schedule or they may submit a Drop Form to the Office of Admissions and Records. It is the student’s responsibility to withdraw from class by the official deadline dates published in the most recent Catalog, Schedule of Classes, and website. Students who withdraw or drop classes during the first four weeks or 30% of the term, whichever is less, will receive no notation on their academic record.

Pursuant to Title 5 Section 58004, instructors shall clear their rolls of inactive students not later than the end of the last business day before the census day for all students.
Instructors may clear their rolls of any student who does not attend the first class meeting, including mandatory orientation sessions for distance education courses. Students not attending the first class meeting must notify the instructor in writing to request that their place be held in the class. Students
who do not notify their instructors that they are not attending the first class meeting, may lose their place in the class. Students who do not provide proof of meeting course pre-requisites at the first class meeting may also be removed from the roll. For online courses, a student may comply with these requirements electronically by accessing the course website or emailing the instructor during the first official week of the semester.

“Inactive students” include:
- Students identified as no-shows. “No-shows” are defined as students who did not attend courses at any time.
- Students who officially withdraw. Students who have (a) initiated action to cancel enrollment in all courses or (b) has had such initiated by authorized college personnel in accordance with Board policies.
- Students who are no longer participating in a course shall be dropped as of each census day or date.

**Military Withdrawal** (Title 5 Section 55024(d))
Military withdrawal occurs when a student, who is a member of active or reserve United States military services, receives orders compelling a withdrawal from courses. The Board of Trustees authorizes that upon verification of such orders, a symbol of MW will be assigned and military withdrawals shall not be counted in progress probation or dismissal calculations. In no case would a military withdrawal result in a student being assigned an “FW” grade. (Also see AP 5013 titled Students in the Military)

**Withdrawals after 75% of the term or 14th week**
The Board of Trustees authorizes withdrawal from classes due to documented unusual circumstances beyond the control of the student after the last day of the 14th week or 75% of the term (whichever is less), and delegates such authority to the Superintendent/President or designee to administer. If a student is withdrawn after the last day of the 14th week or 75% of the term (whichever is less) the Administrative Dean who authorized the withdrawal shall give written notice to the instructor of the withdrawal and the District’s procedure for the withdrawal within 15 days of the withdrawal.

Noncredit classes are by their nature open-entry, open-exit classes; therefore, students may add or withdraw at any point in the term using the process described in the class schedule and website. Instructors shall clear their rolls
- of students who do not attend the first two class sessions after initial enrollment, and
- of inactive students as soon as they know students will not return.

Students will not be permitted to withdraw and received a “W” in a class more than four times. Students may be permitted to enroll in a class after having received the maximum authorized number of “W” symbols as long as the students will receive a grade or a non-evaluative symbol other than a “W” upon completion of the course, unless:
- Students withdraw from the class prior to the end fourth week of instruction or 30% of the term, whichever is shorter, or a shorter period established by the District; or
- If the District policy permits additional withdrawals for which it does not receive apportionment and the official designated in the District’s policy approves such withdrawal after a review of a petition submitted by the student which shows the withdrawal is justified because of extenuating circumstances.
NOTE:
Black text represents current language approved June 22, 2010. The Academic Senate proposed new language to be added to AP 5075 to clarify procedures. AP 5075 approved by the Senate 2/24/11 and will be sent to the VP of Student Learning, Dean of Enrollment and Dean of Student Development for review and consent then can go to Task Force, College Council and Board as Information Item. The Senate added language on 3/3/11 to further clarify who would notify the instructor of the withdrawal – **underlined italics**. Ok to go to Task Force 3/3/11.
AP 7270   STUDENT EMPLOYEES

References:
Education Code Sections 69960(f) and 88003

From current College of Marin Procedure 5.0008 DP.1 titled Student Employees

Education Code Section 88003 allows part-time employment of students outside the classified service.

1. The Student Employment Categories are:

   A. District Hourly Student Employees — A full-time student (12 or more units per semester) in the District may work part-time for no more than 25 hours per week.

   B. Federal College Work-Study Program Student Employees — A part-time student (6 or more semester units) receiving Federal Financial Aid may work no more than 25 hours per week.

   C. EOPS Work-Study Program Student Employees — An EOPS eligible student may be employed no more than 25 hours per week.

   D. Disabled Student Employees — A disabled student, carrying at least 6 semester units, may work up to 25 hours per week.

   E. Pre-School Education Student Education Program Employees — A Pre-School Education student taking the prescribed program of 7.0 units, may work up to 25 hours per week.

2. A student enrolled in 6 or more units per semester may work part-time as a student employee for no more than 25 hours per week and no more than 194 working days in an academic year.

3. The Director of Financial Aid, Director of EOPS, or Disabled Students Program Coordinator, respectively, may approve exceptions to the work hour limitations of B, C, & D above, if the student's financial needs are exceptional and the student's health and academic progress would not be impaired by more hours of work per week.

4. Students may work up to 37.5 hours per week or 7.5 hours per day when District classes are not in session or during a summer break, but they remain student hourly employees and may not be employed as non-student-hourly short-term employees. Students serving as substitutes for classified employees may be directed to work overtime.

5. In no case will a student perform services which supplant work being accomplished by any member of the classified service or which impair any existing contracts for service. Student jobs must be reviewed by supervisors Human Resources to assure that they do not duplicate
classified jobs and that the duties involve closer supervision than do duties performed by classified employees.

6. Any student dropping below the required units per semester shall be terminated and disqualified from student employment for the remainder of the semester.

7. A full-time student may not be employed as a non-student hourly employee.

8. Part-time students in categories 1B and 1D may be employed in student and non-student hourly positions if they are carrying less than 12 units, but only up to a total of 25 hours a week and for no more than 194 working days in a school year.

9. Other than EOPS and Work-Study students, no student may be allowed to begin work prior to the completion and approval of the Personnel Action Form, and completion of the employee's pre-employment processing.

10. Hourly pay rates for student hourly employees can shall be obtained from determined by the Personnel Human Resources Office.

11. Exceptions to these provisions which are not set forth in law may be granted by the Superintendent/President or designee.

Federal Work-Study Program
The Federal Work-Study Program is for students who have been determined, through the Financial Aid application process, to have financial eligibility and who are in need of earnings to pursue a course of study at College of Marin. A secondary purpose of the program is intended to broaden the range of worthwhile job opportunities for qualified students.

Office of Primary Responsibility: Human Resources

NOTE: The underlined regular text signifies language that is suggested as good practice by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in black ink is current College of Marin Procedure 5.0008 DP.1 titled Student Employees approved on 4/21/86 and revised on 5/15/89. The language struck through is recommended for deletion. The language in underlined italics reflects revisions from Human Resources. This procedure was reviewed on 2/15/11 by Financial Aid, Disabled Students, and CalWORKs/EOPS/Tutoring. Reviewed at 3/3/11 TF Meeting. Ok’d by Dean of Human Resources to go forward 3/3/11.

Date Approved:
(Replaces current College of Marin Procedure 5.0008 DP.1)
CERTIFICATION OF FREEDOM FROM TUBERCULOSIS

References:
  Education Code Section 87408.6;
  Business and Professions Code Sections 2000 et seq.

Except as provided herein, no person shall be initially employed by the District in an academic or classified position unless the person has submitted to an examination within the past 60 days to determine that he/she is free of active tuberculosis, by a physician and surgeon licensed under the Business and Professions Code. This examination shall consist of an X-ray of the lungs, or an approved intradermal tuberculin test, that, if positive, shall be followed by an X-ray of the lungs. This examination is a condition of initial employment and the expense shall be borne by the applicant.

The X-ray film may be taken by a competent and qualified X-ray technician if the X-ray film is subsequently interpreted by a physician and surgeon licensed under the Business and Professions Code.

The Chief Human Resources Officer may exempt, for a period not to exceed 60 days following termination of the pregnancy, a pregnant employee from the requirement that a positive intradermal tuberculin test be followed by an X-ray of the lungs.

Thereafter, employees who are skin test negative are required to undergo the foregoing examination at least once every four years upon recommendation of the local health officer for so long as the employee remains skin test negative. Once an employee has a documented positive skin test that has been followed by an X-ray, the foregoing examinations shall no longer be required and referral shall be made within 30 days of completion of the examination to the local health officer to determine the need for follow up care.

After the examination, each employee shall cause to be on file with the District a certificate from the examining physician and surgeon showing the employee was examined and found free from active tuberculosis.

This procedure shall not apply to any employee of the District who files an affidavit stating that he/she adheres to the faith or teachings of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depends for healing upon prayer in the practice of religion and that to the best of his/her knowledge and belief he/she is free from active tuberculosis. If at any time there should be probable cause to believe that the applicant is afflicted with active tuberculosis, he/she may be excluded from service until the Chief Human Resources Officer is satisfied that he/she is not so afflicted.

A person who transfers his/her employment from another school or community college district shall be deemed to meet the requirements of this procedure if the person can produce a certificate that shows that he/she was examined within the past four years and was found to be free of communicable
tuberculosis, or if it is verified by the college previously employing him or her that it has a certificate on file that contains that showing.

A person who transfers his/her employment from a private or parochial elementary school, secondary school, or nursery school to the District shall be deemed to meet the requirements of this procedure if the person can produce a certificate as provided for in Section 121525 of the Health and Safety Code that shows that he/she was examined within the past four years and was found to be free of communicable tuberculosis, or if it is verified by the school previously employing him/her that it has the certificate on file.

**NOTE:** The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in *underlined italics* is recommended by Human Resources. Reviewed by TF 3/3/11 and recommended to move forward.

**Date Approved:**

(This is a new procedure recommended by the CC League and the League's legal counsel)