BOARD OF TRUSTEES
REGULAR MEETING AGENDA

April 17, 2012
The Board shall act on posted items and shall not deliberate items that are not on the posted agenda.

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

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

If you wish to speak, complete card available at entrance, 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 “C.3.A“ on the agenda. Public comment presentations will be limited to no more than 3 minutes each. Persons reading statements aloud or distributing material should give a copy to the Recording Secretary.

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

Per Board Policy 2365 the Board meetings of the Marin Community College District are audio taped and video broadcasted via the internet.
Regular Board Meeting

A. **Open Session** - 5:30 p.m., Cafeteria, Student Services Building, Kentfield Campus

1. Call to Order, Roll Call and Adoption of Agenda
2. Public Comment – Closed Session Agenda

B. **Closed Session** - Deedy Staff Lounge, Student Services Building, Kentfield Campus

To consider and/or take action upon any of the following items:

1. **CONFERENCE WITH LABOR NEGOTIATOR** (Govt. Code Sec. 54957.6)
   Relative to the following organizations representing employees: United Professors of Marin (AFT/UPM), California School Employees Association (CSEA), Service Employees International Union (SEIU), Unrepresented Employees (Confidential, Supervisors, Managers)

2. **CONFERENCE WITH LEGAL COUNSEL- Existing Litigation** (Govt. Code Sec. 54956.9(a))
   Two - Mize-Kurzman vs. Marin CCD (California Court of Appeal)
   D Kesecker vs. MCCD

3. **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE** (Govt. Code Sec. 54957)

4. **PUBLIC EMPLOYEE** – Complaint Against Employee (Govt. Code Sec. 54957)

Recess to Open Session

C. **Reconvene to Open Session** – 6:30 p.m., Cafeteria Student Services Building, Kentfield Campus

1. Call to Order, Roll Call and Adoption of Agenda
2. Report of Closed Session for April 17, 2012
3. Public Comment
   A. Comments regarding items not on the Agenda (3 minutes per speaker)
   B. Comments regarding items on the Agenda - to be heard immediately before the Board of Trustees’ consideration of the item
4. Chief Executive Officer’s Report (65 minutes)
   A. Legislative Update - Dr. Dale Shimasaki/Kerry Mazzoni (15 min)
B. Accreditation (5 min)
C. 2012 ARCC Report - Dr. Chialin Hsieh (15 min)
D. Friends of Corte Madera Creek Presentation – Sandra Guldman (15 min)
E. College of Marin Community Image Research – Cathy Summa-Wolfe (15 min)

5. Academic Senate Report (5 minutes)
6. Classified Senate Report (5 minutes)
7. Student Association Report (5 minutes)
8. Consent Calendar Items (Roll Call Vote)
   A. Calendar of Upcoming Meetings – Board Retreat, Self-Evaluation, May 18, 2012, 1:00 – 4:00 p.m., Administrative Center, Room 108, Kentfield Campus
   B. Approve Classified Personnel Recommendations
      1. Appointment of Classified Personnel
      2. Temporary Reassignment of Classified Personnel
   C. Approve Short-Term Hourly Positions
   D. Approve Academic Personnel Recommendations
      1. Resignation/Retirement of Academic Personnel
      2. Phased-In Early Retirement of Academic Personnel
   E. Approve Educational Management Recommendations
      1. Appointment of Educational Management Personnel
      2. Resignation of Educational Management Personnel
   F. Budget Transfers – Month of March - FY 2011/12
   G. Warrant Approval
   H. Approve New Community Services Courses
   I. Approve New Community Services Collaborative Programs
   J. Second Reading and Approval of Revised Board Policies
      ▪ BP 3501 Campus Security and Access
      ▪ BP 3560 Alcoholic Beverages
      ▪ BP 5510 Off Campus Student Organizations
      ▪ BP 5700 Athletics
   K. Modernization (Measure C)
      1. Ratify/Approve Modernization Contracts, Changes and Amendments ($374,803.00)

9. Other Action Items (10 minutes)
   A. Ratify Preceptorship Agreement with Washington Township Health Care District
B. Accept Accountability Reporting for the Community Colleges (AARC) 2012 Report

C. Modernization (Measure C)
   1. Approve Program Manager Interim Amendment with Swinerton Management and Consulting Inc.
   2. Re-Authorization for Staff Approval of Measure C Contract Changes and Amendments
   3. Approve Notice of Completion
      MEP Supplemental Project (308B-402A-407B-417A)
   4. Approve Portable Building Lease Agreement Extensions
      Swing Space (Dickson Hall Relocation (850M); New Academic Center Relocation (850J); Dance Relocation (850N); PA & FA Relocation (850I); Relocation Costs (850A)) ($125,866.00)

D. 2012 California Community College Trustees (CCCT) Board Election

E. Public Hearing – District Reopener Notice from United Professors of Marin (UPM) AFT Local 1610

10. Board Policy Review (1st Reading)
    ▪ BP 3440 Service Animals (New)
    ▪ BP 3505 Emergency Operations Plan (New)
    ▪ BP 5130 Financial Aid (Replacing COM Policy 4.0031)

11. Future Agenda Items
    A. Board Self Evaluation
    B. Review Mission Statement/Strategic Planning
    C. Superintendent/President Evaluation

12. Board Reports and/or Requests (15 minutes)
    A. Committee Chair Reports
    B. Individual Reports/or Requests

13. Approval of Minutes (2 minutes)
    ▪ Minutes of March 13, 2012 Board Meeting
    ▪ Meeting Notes Minutes of April 3, 2012 Board Self-Evaluation Committee Meeting

14. Information Items (see written reports)
    A. Contracts and Agreements for Services – March 2012
    B. Third Quarter Financial Report CCSF-311Q
    C. 3/31/12 YTD Financial Report (Info)
    D. Modernization Update
1. Director’s Report
2. Contract Milestone Report through March 2012
3. Program Schedule

E. Revised Administrative Procedures
   - AP 3440 Service Animals
   - AP 3505 Emergency Operations Plan
   - AP 5130 Financial Aid

F. Calendar of Special Events
   - CCLC Trustees Conference, May 4 to 6, 2012, Sheraton Marina, San Diego, California
   - Retiree Reception, May 17, 2012, 4:00 – 6:00 p.m., Marin Art & Garden Center, Ross, California
   - Commencement, Saturday, May 26, 2012, 10:00 a.m., Gymnasium, Kentfield Campus, Kentfield, California

15. Correspondence

16. Board Meeting Evaluation

17. Adjournment in honor of Grace Mitchell
   Grace Mitchell Berg was an administrator at the Indian Valley College in the 1970s, who went on to hold high-level administrative positions at several community colleges and made a difference in the evolution of community colleges.
BOARD AGENDA ITEM

To:          Board of Trustees                      Date: April 17, 2012
From:       Superintendent/President                Item & File No.  C.8.B.
Subject:     Classified Personnel Recommendations
Reason for Board Consideration:                  Enclosure(s):
                                                   Recommendations

BACKGROUND:

The following actions are included in the Classified Personnel Recommendations:

1. Appointment of Classified Personnel
2. Temporary Reassignment of Classified Personnel

BUDGET IMPLICATIONS:

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

M. Molloy and D. Thayer 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. APPOINTMENT OF CLASSIFIED PERSONNEL

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Division/Department</th>
<th>FTE</th>
<th>MPY</th>
<th>Effective Date</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Thayer, Debra</td>
<td>Administrative System Analyst</td>
<td>1.0</td>
<td>12</td>
<td>04/16/2012</td>
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</tbody>
</table>

BACKGROUND INFORMATION:

1. Ms. Thayer has accepted the position of Administrative System Analyst effective April 16, 2012.
B. 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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<td>1.</td>
<td>Molloy, Melinda</td>
<td>From: Confidential Admin. Asst.</td>
<td>1.0</td>
<td>12</td>
<td>03/01/2012-</td>
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<tr>
<td></td>
<td></td>
<td>To: Confidential Admin. Asst. to Vice President</td>
<td>1.0 (Temp)</td>
<td>12</td>
<td>permanent position is filled.</td>
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</tbody>
</table>

BACKGROUND INFORMATION:

1. Ms. Molloy will temporarily assume the duties of the Confidential Administrative Assistant to the Vice President effective March 1, 2012, until the permanent recruitment process is completed.
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date: April 17, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item and File No. C.8.C.</td>
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<tr>
<td>Subject:</td>
<td>Short-Term Hourly Positions</td>
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<tr>
<td>Reason for Board Consideration:</td>
<td>CONSENT APPROVAL</td>
<td>Enclosure(s): Job Descriptions</td>
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</table>

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:
- Instructional Specialist (2)

On the non-instructional side of the 50% law:
- Professional Expert- Interim Administrative Assistance
- Assistant Box Office Cashier

RECOMMENDATION:

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

Administrator Initiating Item: Linda Beam, Executive Dean of Human Resources & Labor Relations
### A. SHORT TERM HOURLY POSITIONS - April 17, 2012

<table>
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<tr>
<th>DEPT.</th>
<th>JOB TITLE</th>
<th>NUMBER OF POSITIONS</th>
<th>START DATE</th>
<th>END DATE</th>
<th>HOURLY RATE</th>
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<tbody>
<tr>
<td>Student Services</td>
<td>Professional Expert interim Administrative Assistance-Student Development Administrative duties.</td>
<td>1</td>
<td>1/31/2012*</td>
<td>6/30/12</td>
<td>$125.00</td>
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<tr>
<td>Performing Arts</td>
<td>Assistant Box Office Cashier-Work in Box Office during preshow sales when Box Office is too busy for one person to handle alone. Will cover all Performing Arts shows (theatre, Dance and Music). Will work in Box Office on Sundays when there is a performances. Will substitute for Box Office cashier as needed when ill or otherwise unable to work. Assist Classified Staff.</td>
<td>2</td>
<td>2/21/2012*</td>
<td>5/18/12</td>
<td>$17.09</td>
</tr>
<tr>
<td>Learning Resources-IVC</td>
<td>Instructional Specialist- To keep track of tasks necessary to IVC Library running smoothly and to respond to student needs. For the purposes of meeting evidence for WASC accreditation until district has completed their assessment. (Both CSEA and District agree to these temporary hourly positions through June 30, 201.)</td>
<td>2</td>
<td>4/2/2012*</td>
<td>6/30/12</td>
<td>$21.62</td>
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</table>

**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.*
BACKGROUND:

The following actions are included in the Academic Personnel Recommendations:

1. Resignation/Retirement of Academic Personnel
2. 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>
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<tr>
<th>Item No.</th>
<th>Name</th>
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<th>Effective Date</th>
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<tbody>
<tr>
<td>1.</td>
<td>Delaney, Douglas</td>
<td>Instructor, Performing Arts</td>
<td>1.0</td>
<td>Permanent</td>
<td>7/1/12</td>
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<td>2.</td>
<td>Carrouche, Carmen</td>
<td>Instructor, Nursing</td>
<td>1.0</td>
<td>Permanent</td>
<td>6/30/12</td>
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</tbody>
</table>

**Background Information:**

1. Mr. Douglas Delaney has submitted his resignation for retirement purposes.

2. Ms. Carmen Carrouche has submitted her resignation effective end of Spring Semester 2012.
B. PHASED-IN -EARLY RETIREMENT OF ACADEMIC PERSONNEL

<table>
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<tr>
<th>Item No.</th>
<th>Name</th>
<th>Title</th>
<th>FTE</th>
<th>Appt. Type</th>
<th>Effective Date</th>
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</thead>
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<tr>
<td>1.</td>
<td>Dougan, Michael</td>
<td>Instructor, Communications</td>
<td>62%</td>
<td>Permanent</td>
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<td>2.</td>
<td>Fearnley, Henry</td>
<td>Instructor, Social Sciences</td>
<td>80%</td>
<td>Permanent</td>
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<td>3.</td>
<td>Deneris, Jamie</td>
<td>Instructor, Life &amp; Earth Sciences</td>
<td>73%</td>
<td>Permanent</td>
<td>7/1/12</td>
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</table>

BACKGROUND INFORMATION:

1. Mr. Michael Dougan has requested a reduced workload for Phased-In-Early Retirement beginning Fall Semester 2012.

2. Dr. Henry Fearnley has requested a reduced workload for Phased-in-Early Retirement beginning Fall Semester 2012.

3. Dr. Jamie Deneris has requested a reduced workload for Phased-in-Early Retirement beginning Fall Semester 2012.
BOARD AGENDA ITEM

To: Board of Trustees
Subject: Educational Management Personnel Recommendations
Date: April 17, 2012
Item & File No. C.B.E.

Reason for Board Consideration:
CONSENT APPROVAL

Enclosure(s):
Recommendations

BACKGROUND:

The Educational Management Personnel Recommendations are attached.

1. Appointment of Educational Management Personnel
2. Resignation of Educational Management Personnel

FISCAL IMPLICATIONS: All recommendations are within budgeted FTE.

RECOMMENDATION:

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

Administrator Initiating Item: Linda Beam, Executive Dean of Human Resources and Labor Relations
1. **APPOINTMENT OF EDUCATIONAL MANAGEMENT PERSONNEL**

<table>
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<tr>
<th>Item No.</th>
<th>Name</th>
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<th>FTE</th>
<th>Appt. Type</th>
<th>Effective Date</th>
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<tr>
<td>1.</td>
<td>Duarte, Angelina</td>
<td>Special Assistant to the President/ Academic and Student Affairs</td>
<td>1.0</td>
<td>Temporary</td>
<td>4/15/12</td>
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</table>

**BACKGROUND INFORMATION:**

1. Angelina Duarte has been appointed Special Assistant to the President with responsibility for Academic Services and Student Affairs. Effective 4/15/12-6/30/12.
<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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<td>1</td>
<td>Meier, Kenneth</td>
<td>Vice-President, Student Learning</td>
<td>1.0</td>
<td>Permanent</td>
<td>6/30/12</td>
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</table>

**BACKGROUND INFORMATION:**

1. Dr. Kenneth Meier has submitted his resignation for retirement purposes effective June 30, 2012.
BACKGROUND:

The accompanying information includes twenty-five budget transfers in March 2012 totaling $56,190 in the Unrestricted Fund.

There were eighteen budget transfers in March 2012 totaling $114,063 in the Restricted Fund including transfers from the Restricted Reserve Contingency Fund for $84,858 for the allocation of Industry Driven Regional Collaboration Grant funds.

There were no budget transfers in the Child Development Fund.

There were three budget transfers in the Measure C Contingency Fund totaling $142,165 included $5,000 for Performing Arts restroom painting, $37,165 for track equipment and $100,000 for planning.

Net effect of transfers for the Month.

<table>
<thead>
<tr>
<th>Object Code</th>
<th>General Fund</th>
<th>Child Development</th>
<th>Capital Outlay</th>
<th>Measure C Bond</th>
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<tr>
<td>1000 (Certificated Salary)</td>
<td>145</td>
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<td>2000 (Classified Salary)</td>
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<td>3000 (Employee Benefits)</td>
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<td>4000 (Supplies)</td>
<td>(11,081)</td>
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<td>5000 (Other Operating Exp.)*</td>
<td>41,363</td>
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<td>6000 (Capital Outlay)</td>
<td>54,422</td>
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<td>142,165</td>
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<td>7000 (Other Outgo)**</td>
<td>(84,858)</td>
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<td>142,165</td>
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</table>

*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 2012 Budget Transfers.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
### March 2012

**BUDGET TRANSFERS**

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<th>32000</th>
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</tbody>
</table>

**RESTRICTED FUND**

1.

2. 15474 | (1,100) | 1,100 | 0.00 | 1,100.00|       |       |       |
3. 15472 | 250    | 250   | 0.00 | 250.00|       |       |       |
4. 15500 | (200)  | 200   | 0.00 | 200.00|       |       |       |
5. 15501 | (300)  | 300   | 0.00 | 300.00|       |       |       |
6. 15513 | 345    | 320   | 0.00 | 320.00|       |       |       |
7. 15514 | 411    | 12    | (12) | (12).00|       |       |       |
8. 15515 | 1,978  | (1,978)| 0.00 | 1,978.00|       |       |       |
9. 15517 | 209    | (209)| 0.00 | 209.00|       |       |       |
10. 15543 | (4,000)| 4,000 | 0.00 | 4,000.00|       |       |       |
11. 15599 | (2,161)| 2,161 | 0.00 | 2,161.00|       |       |       |
12. 15664 | 15,000 | 15,000| 0.00 | 15,000.00|       |       |       |
13. 15677 | (35)   | 35    | 0.00 | 35.00|       |       |       |
14. 15574 | (23)   | 23    | 0.00 | 23.00|       |       |       |
15. 15637 | 78     | 78    | 0.00 | 78.00|       |       |       |
16. 15638 | (84,829)| 84,829| 0.00 | 84,829.00|       |       |       |
17. 15642 | (2,223)| 2,223 | 0.00 | 2,223.00|       |       |       |
18. 15638 | (1,000)| 1,000 | 0.00 | 1,000.00|       |       |       |

**TOTAL GENERAL FUND**

| 144 50 | (1,789.48) | 1,789.48 | (11,061.08)| 41,362.92 | 54,422.36 | (84,858.90) | - | 50,189.97 | 50,189.97 |

**CHIG Care Fund**

1.

2.

**Measure C**

1. 15496 | 5,000.00 | (5,000.00)| 0.00 | 5,000.00|       |       |       |
2. 15529 | 37,165.00 | (37,165.00)| 0.00 | 37,165.00|       |       |       |
3. 15542 | 100,000.00 | (100,000.00)| 0.00 | 100,000.00|       |       |       |
4. 15574 | 35    | 35    | 0.00 | 35.00|       |       |       |
5. 15637 | 0.00 | 0.00 | 0.00 | 0.00|       |       |       |
6. 15638 | (142,163.00)| 142,163.00| 0.00 | 142,163.00|       |       |       |

**TOTAL ALL FUND**

| 144 50 | (1,789.48) | 1,789.48 | (11,061.08)| 41,362.92 | 195,587.38 | (227,023.00) | - | 170,252.50 |

Budget intra-project transfers were funds removed within the same account code and transfers added to zero, not included in total.

**CHIG Code**

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<th>4030</th>
<th>5500</th>
<th>5000</th>
<th>6000</th>
<th>6000</th>
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<td>(18,500)</td>
<td>18,500</td>
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<td>0.00</td>
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<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>(18,500.00)</td>
<td>18,500.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total Measure C Building transfers were funds removed within same account code.
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Date: April 17, 2011
Item & File No. C.8.G.

Subject: Warrant Approval for Month of March 2012

Reason for Board Consideration: CONSENT APPROVAL

Enclosure(s): Warrant Listing

BACKGROUND:

Attached are the numbers and 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 03/01/2012 through 03/31/2012, warrants 151396-151889 were issued in the total amount of $4,292,044.

Payroll warrants 10012576-10012980 and payroll automated clearing house warrants 50015631-50016175 totaled $2,051,780 for the month of March.

Total amount of warrants for the month of March were $6,343,824.

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 17, 2012  
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 151396-151889 in the amount of $4,292,044 for the period 03/01/2012 through 03/31/2012 be approved for payment. For the period 03/01/2012 through 03/31/2012, payroll warrants 10012576-10012960 were issued and payroll clearing house warrants 50015631-50016175 for a combined payroll total of $2,051,780. Copies of invoices and 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, claims and payroll. Total warrants for March 2012 were $6,343,824.

President or Designee

Payment for Goods and Services Summary
General Fund – All Programs
March 2012

Warrant totals distributed by fund and expense category as follows:

General Fund Breakdown:

<table>
<thead>
<tr>
<th>Unrestricted Fund</th>
<th>Amount</th>
<th>Restricted Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies</td>
<td>$42,346</td>
<td>Supplies</td>
<td>$18,184</td>
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<tr>
<td>Operating Expenses</td>
<td>327,543</td>
<td>Operating Expenses</td>
<td>43,234</td>
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<td>Capital Expenditures</td>
<td>8,022</td>
<td>Capital Expenditures</td>
<td>6,257</td>
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<tr>
<td>Student Refunds</td>
<td>6,239</td>
<td>Book Vouchers</td>
<td>6,772</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$384,150</strong></td>
<td></td>
<td><strong>$74,447</strong></td>
</tr>
</tbody>
</table>

Totals of all Funds:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted Fund</td>
<td>$384,150</td>
</tr>
<tr>
<td>Restricted Fund</td>
<td>74,447</td>
</tr>
<tr>
<td><strong>Total General Fund</strong></td>
<td><strong>458,597</strong></td>
</tr>
<tr>
<td>Child Development Fund</td>
<td>3,720</td>
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<tr>
<td>Investment Trust Fund</td>
<td>2,149</td>
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<tr>
<td>Self Insurance Fund</td>
<td>55,676</td>
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<tr>
<td>Measure C Bond Fund</td>
<td>2,651,490</td>
</tr>
<tr>
<td>Payroll and Benefits</td>
<td>3,172,192</td>
</tr>
<tr>
<td><strong>Subtotal Other Funds</strong></td>
<td><strong>5,885,227</strong></td>
</tr>
<tr>
<td><strong>Total Payments</strong></td>
<td><strong>$6,343,824</strong></td>
</tr>
</tbody>
</table>
BACKGROUND:
New courses are developed by faculty in the Community Education area. Courses are reviewed and approved according to Board Policy and Administrative Procedure 4020 titled Program and Curriculum Development and 4400 titled Community Service Courses.

The Community Education Program will offer the following new Community Services courses for the first time during Summer Quarter 2012. 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.

An Introduction to Handmade Art Books
In this class, you will be introduced to the versatile and tactile world of handmade art books. Using your own art, photo collection, or collage/montage, you will learn how to make a variety of handmade books, from simple to sophisticated. We will cover: design principles; organizing, folding, and binding techniques; how to choose suitable paper; imposition techniques; decoration and handmade art embellishment techniques. You will leave class with something to carry home each week and will end class with a variety of book of your own making and design.

Total 21 hours: 3 hrs/ 1x per week for 7 weeks

Awakening Wild Wonder Ed-Ventures!
This is an experiential course designed to cultivate an enhanced sense of wonder and appreciation for the marvels of the natural world, our relationship to the Earth and ourselves. Students will learn to identify local flora and fauna and understand the dynamics of the different ecosystems in which they live. Through direct sensory experience, nature interpretation, gentle Aikido-based energy-awareness exercises, deep listening and meditative practices, students will increase somatic intelligence, experience the way a place speaks, and gain insights for creating positive change in their lives and the world. Most of all, it will be fun!

Being forwarded to Emeritus College Curriculum Committee for review
Total 21 hours: 3 hrs/ 1x per week for 7 weeks

California Indian Baskets
This is a guided field trip to the Hearst Museum in Berkeley to view their substantial basket collection and learn more about California Indian basket weaving past and present. The instructor will share his extensive knowledge and understanding of the art and craft of this till vibrant practice based on the decades of his experience. He'll talk about cultural history and aesthetic appreciation, as well as current efforts to maintain and expand the basket weaving tradition both locally and throughout the state.

Part of California Native Peoples Studies Certificate Program planned in collaboration with Miwok Archeological Preserve of Marin (MAPOM)
Total 4 hours: one meeting per quarter
China Camp State Park: Exploring a Unique Cultural and Natural Resource
This course is an introduction to the unique local resource embodied in China Camp State Park, one of the parks on the State’s potential closure list. The emphasis will be on the historic China Camp Village, the site of what was for many decades an active shrimping village established by Chinese immigrants. The site now includes a museum, historic buildings and a pier, traditional shrimping boats as well as a workshop for building replicas of these vessels. The course will also address the Park’s history and its current challenges.
Total 7 hours: 2 days/3 hrs 1 day and 4 hrs 1 day

Figure Painting in Summer Sunlight
Paint the human figure under the brilliant summer sun. The Impressionists were obsessed with the vibrancy of natural light and how it influences color. Students will explore brilliant color variations that only come from painting outside. Learn about warm and cool temperature shifts and how light alters color. Focus will be placed on the concepts of Complementary Color, Analogous Color, Simultaneous Contrast, Local Color, Value Relationships, and the effects of Sunlight on skin and clothing. Value relationships and the creation of form through highlights, halftones, form shadows, cast shadows, and reflected lights will also be discussed.
Total 21 hours: 3 hrs/1x per week for 7 weeks

Fly Fishing 101
Will teach the basics of fly fishing; from use of equipment, rigging and casting with dry flies or nymphs, how to “read the waters” to find fish and select the appropriate flies and strategies in order to join the “10% of fly fishers who catch 90% of the fish.”
Being forwarded to Emeritus College Curriculum Committee for review
Total 15 hours: 3 hrs/1x per week for 5 weeks

International Folk Dance
Come learn dances from all over the world including Serbia, Turkey, Rumania, Armenia, Bulgaria, Russia, and Israel. You will be introduced to basic international dance movement vocabulary, dance formats, rhythms, and cultures. The dances are fun, danced to a wonderful assortment of world music, and a great way to stay mentally and physically fit. The class is open to both novice dancers and those with more experience; no partner is required.
Being forwarded to Emeritus College Curriculum Committee for review
Total 10.5 hours: 1.5 hrs/1x per week for 7 weeks

Jewelry and Metalsmithing: Casting Techniques
This class will focus on the techniques and skills of casting. The project will consist of one cast ring. Open to beginners and advanced.
For Summer program only
Total 18 hours: 3 hrs/1x per week for 6 weeks

Line Dancing
Come learn line dances from all over the world including Country Western favorites, Zydeco shuffles, and popular Israeli dances. Line dancing is a social dance style in which a group of people dances a sequence of steps in unison without holding hands. You will be introduced to basic line dance movement vocabulary and its unique spatial dance formats.
Total 10.5 hours: 1.5 hrs/1x per week for 7 weeks

Make Extra Money with Your Photography
Have you ever wanted to learn how some earn their livings or as a paying hobby using photography? Here is your opportunity to learn what I have experienced over the past several decades. Perhaps some will want to simply learn how to enter photographic competitions, how to become an artist in residence with our National Parks, while others desire to obtain information that will lead them to possible opportunities for income. This is about the learning process, the sources, the ways to enter your preferred field of choice -- and not about the technical aspects of your camera.
Total 4 hours: 2 hrs/2x per week for 1 week
Mindfulness-Based Stress Reduction
This class consists of mindfulness meditation, gentle movement, and group support. The program is designed for people who yearn for more balance in day-to-day life, and it promotes healthy living, renewal, and stress management. It is modeled after the mindfulness-based stress-reduction work of Jon Kabat-Zinn, PhD, from the University of Massachusetts Medical Center and featured in Bill Moyer's series Healing and the Mind.

Being forwarded to Emeritus College Curriculum Committee for review
Total 14 hours: 2 hrs/ 1x per week for 7 week; maybe offered first as a one-day workshop

Successfully Landscaping Your Marin Home
Are you planning a landscape project? Does your garden lack an integrated overall design? We will go through the process of first identifying your key priorities, defining what would make the project successful, and then developing a design to achieve your goals. As a special bonus, one student's garden will be chosen to practice and demonstrate the material on site.

Being forwarded to Emeritus College Curriculum Committee for review
Total 8 hours: 4 hrs/ 1x per week for 2 weeks

The Summer of Love: The Golden Age of San Francisco Rock
In the mid-to-late 1960s, the San Francisco Bay Area exploded with psychedelic rock that captured the imagination of the world, creating legendary music that endures and influences popular culture to this day. The roots and heyday of the San Francisco Sound will be explored in depth via both common and rare audio recordings by greats like Jefferson Airplane, the Grateful Dead, Janis Joplin, and Santana. We'll also investigate how the Bay Area's unique counterculture, promoters such as Bill Graham, and venues like the Fillmore created a scene in which experimental and idiosyncratic rock music could flower.

Total 14 hours: 2 hrs/ 1x per week for 7 weeks

Up Close and Personal: Macro-Image Photography
Come celebrate the natural world and learn how to photograph close up where the inside of a flower becomes a world of its own. Carrying on the tradition and spirit of the late photographer, Ernest Braun, we'll practice "wet belly" photography—the art of laying down prone, seeing and feeling the magic before you, and letting time drift away as you photograph and push yourself to explore visually in new ways.

Total 8 hours: 4 hrs/ 1x per week for 2 weeks

RECOMMENDATION:
The Superintendent/President recommends that the Board of Trustees approve the new Community Services courses identified in this board item.

Administrator Initiating Item:
Nanda Schorske, Interim Executive Dean of Instruction & Student Services for IVC
To: Board of Trustees  
Date: April 17, 2012

From: Superintendent/President  
Item & File No. C.81.

Subject: New Community Services Collaborative Programs

Reason for Board Consideration: CONSENT APPROVAL

Enclosure(s):

**BACKGROUND:**
The Community Education Program will offer the following new Community Services programs for the first time during Summer Quarter 2012. These programs have been developed in conjunction with other Marin County community-centered agencies as well as Community Education and credit faculty and other college departments as appropriate.

These fee-based programs 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 4020 titled Program and Curriculum Development. The proposed new programs follow, along with brief descriptions.

**California Indian Studies Certificate Program**
The California Native Studies Certificate Program was developed by the College of Marin in collaboration with the Miwok Archeological Preservation of Marin (MAPOM) to promote awareness and understanding of the culture and history of the California Native Peoples and particularly the Coast Miwok. Students may take any or all of the courses. The two courses planned for Summer Quarter 2012 are included in the Board Agenda Item for New Community Services Courses. A Certificate of Attendance is available to those who satisfy the Certificate Requirements which include attending a core class along with four electives.

**Youth Sports Camps and Academies**
College of Marin’s Athletic Department and Community Education have joined forces with the Tamalpais Union High School District to offer a series of youth sports camps for boys and girls 8 to 13 years old and Sports Academies for players from 14 to 19 years old. The program is sponsored by the Tamalpais Union High School District and offered through its Adult and Community Education department. The collaborative effort helps maximize publicity, expertise, and resources among community-centered agencies and assure coordination of quality services to young people.

**Hooked on Marin Speaker Series**
*Hooked on Marin* is a result of a unique partnership among six Marin county public service agencies, educational districts, and non-profit organizations, including the City of Larkspur, College of Marin Community Education, Emeritus Students College of Marin, Tamalpais Union School District, Town of Corte Madera, and Town of San Anselmo. The primary mission is to foster social, educational, and cultural enrichment opportunities in Marin. This is a self-supporting activity. Nominal entry fees are charged to attendees to cover the costs of the events.

**RECOMMENDATION:**
The Superintendent/President recommends that the Board of Trustees approve the new Community Service Programs identified in this board item.

**Administrator Initiating Item:**
Nanda Schorske, Interim Executive Dean of Instruction & Student Services for IVC
BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Subject: Second Reading and Approval of Revised Board Policies

Reason for Board Consideration: Consent Approval
Enclosure(s):
Proposed revised policies

BACKGROUND:

At the March 13, 2012 Board of Trustees meetings, a recommended proposal to revise Board Policies in Chapter 3 General Institution and Chapter 5 Student Services are included in the agenda for a first reading.

After review by the Board the following Board Policies are hereby presented for a second reading and Board approval:

- BP 3501 Campus Security and Access
- BP 3560 Alcoholic Beverages
- BP 5510 Off Campus Student Organizations
- BP 5700 Athletics

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve adoption of Board Policies 3501, 3560, 5510, and 5700.

Administrator Initiating Item:
David Wain Coon, Ed.D., Superintendent/President
BP 3501  CAMPUS SECURITY AND ACCESS

Reference:

34 Code of Federal Regulations Part 668.46(b)(3)

The Superintendent/President shall establish procedures for security and access to District facilities.

Date Adopted:
(This is a new policy recommended by the CCLC and the League’s legal counsel)

NOTE: This is a new legally required policy. The black underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore) in legal Update 19. Reviewed with District Police Chief on February 9, 2012. Reviewed and recommended by Policy Task Force. Recommended to move forward to Board at 2/16/12 College Council meeting.
BP 3560   ALCOHOLIC BEVERAGES

References:
   Business and Professions Code Section 25608;
   34 Code of Federal Regulations Part 668.46(b)

The Superintendent/President is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures.

Also see BP/AP 3550 titled Drug and Alcohol Free Environment and Drug Prevention Program

Date Adopted: July 19, 2011

Date Revised:

NOTE:
The black underlined regular text is legally required CCLC – recommended language from legal Update 19 added to comply with Federal Code of Regulations. Reviewed with District Police Chief on February 9, 2012. Reviewed and recommended by Policy Task Force. Recommended to move forward to Board at 2/16/12 College Council meeting.
BP 5510 OFF-CAMPUS STUDENT ORGANIZATIONS

Reference:
34 Code of Federal Regulations Section 668.46(b)(7)

The District shall work with local law enforcement agencies to monitor and assess criminal activity in which students engage at off-campus locations of student organizations officially recognized by the District.

Date Adopted:
(This is a new policy recommended by the CCLC and the League's legal counsel)

NOTE: This is a new policy. The black underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore) in legal Update 19. Reviewed with District Police Chief on February 9, 2012. Reviewed and recommended by Policy Task Force. Recommended to move forward to Board at 2/16/12 College Council meeting.
BP 5700     ATHLETICS

References:
Education Code Sections 78223, 66271.6, 66271.8, and 67360 et seq.

The Board recognizes the value of intercollegiate athletics as an integral part of the educational programs of the District. It shall be the policy of the Board to offer opportunities for participation in intercollegiate athletic programs to male and female students, in accordance with state and federal guidelines. (EC 78223) The program shall not discriminate on the basis of gender in the availability of athletic opportunities.

The Superintendent/President shall assure that the athletics program complies with state law, the California Community Colleges Commission on Athletics Constitution and Sports Guides, and appropriate Conference Constitution regarding student athlete participation.

For purposes of this policy, the program of intercollegiate athletics shall include all activities relating to competitive sport contests, games, or events or sport exhibitions involving individual students or teams of students of this District when such events occur with any colleges outside this District.

Accidental death insurance and limited insurance protection for medical and hospital expenses resulting from accidental bodily injury is provided for all students, including each member of the College athletic teams. The District’s student accident insurance is supplemental to any personal insurance policies that cover the student.

Special attention shall be directed to ensuring that athletes achieve satisfactory academic progress as defined in the Education Code 26224. Athletic codes shall be strictly observed, and no special considerations shall be shown athletes either before or after becoming students which are not available to other qualified students. Sports schedules shall be developed which cause minimal disruption of educational programs of students and of the college.

Also see BP 5205 titled Student Accident Insurance and BP 6540 titled Insurance

NOTE: The black 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 4.0016 titled Intercollegiate Athletics adopted on 2/24/82 and revised on 2/12/85 and 5/12/92. College Operations reviewed language regarding insurance and added black underlined italics text on 10/25/11. The language that is struck through is recommended for deletion. Reviewed with Director of Athletics Matt Markovich on 10/26/11. Approved by Academic Senate 1/26/12. Reviewed by the Policy Task Force and College Council on 2/16/12.

Date Adopted:
(Replaces College of Marin Policy 4.0016)
MARIN COMMUNITY COLLEGE DISTRICT
KENTFIELD, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Subject: Measure C Contracts, Changes & Amendments
Reason for Board Consideration: CONSENT APPROVAL

Date: April 17, 2012
Item & File No. C.8.K.
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>
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<tr>
<th>Contract Description</th>
<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 to Date</th>
<th>Contingency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Contracts – Ratification</td>
<td>Cagwin &amp; Donward</td>
<td>FA &amp; PA Relocation Project (850I)</td>
<td>$3,454.00</td>
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<tr>
<td></td>
<td>Rockaway Construction, Inc.</td>
<td>New Fine Arts Building Project (305C)</td>
<td>$1,888.00</td>
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<tr>
<td></td>
<td>Stripe 'N' Seal, Inc. dba Aaron Paving</td>
<td>Relocation Costs (850A)</td>
<td>$1,700.00</td>
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<td>Pacific Light &amp; Shade, Inc.</td>
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<td>Construction Change Orders – Approval</td>
<td>Lathrop Construction</td>
<td>SMCP Increment 2 &amp; 3 (305A)</td>
<td>$341,182.000.00</td>
<td>9</td>
<td>$134,197.00</td>
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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.

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

BOARD AGENDA ITEM  

To: Board of Trustees  
From: Superintendent/President  
Date: April 17, 2012  
Item & File No. C.9.A.  

Subject: Master Student Program Agreement with Washington Township Health Care District, dba Washington Hospital Health Care System  

Reason for Board Consideration: RATIFICATION  
Enclosure(s): Agreement  

BACKGROUND:  
The College currently has agreements with various hospitals to provide clinical training experience for the College’s Registered Nursing (RN) students.  
The attached agreement is with a new facility, Washington Hospital Health Care System in Fremont. The Agreement has been reviewed by School and College Legal Services and the District’s insurance administrator, Keenan and Associates.  
Because the training started prior to the Board of Trustees meeting and the student would not have been allowed to participate in the program without an approved agreement, the agreement was signed by the Vice President of College Operations pending ratification by the board.  

RECOMMENDATION:  
The Superintendent/President recommends that the Board of Trustees ratify the agreement with Washington Township Health Care District, dba Washington Hospital Health Care System for nursing student experience.  

Administrator Initiating Item  
Albert J. Harrison II, Vice President, College Operations
MASTER STUDENT PROGRAM AGREEMENT
FOR CLINICAL HEALTH SCIENCES PROGRAM

THIS AGREEMENT (hereinafter "AGREEMENT") made and entered into this 14th
day of March 2012 (hereinafter "Effective Date") by and between College of Marin, with its
principal place of business located at 835 College Avenue, Kentfield, CA 94904, (hereinafter
referred to as “SCHOOL”), and WASHINGTON TOWNSHIP HEALTH CARE DISTRICT, a
duly licensed district hospital, d.b.a. Washington Hospital Healthcare System, with its
principal place of business located at 2000 Mowry Avenue, Fremont, CA 94538, (hereinafter
referred to as the “HOSPITAL”).

RECITALS

The HOSPITAL and SCHOOL (individually referred to as Party or collectively as
Parties) both acknowledge a public obligation to contribute to community health education;
and

The SCHOOL conducts a Clinical Health Services Program (hereinafter referred to as “PROGRAM” and identified on Exhibit A) for Clinical Health Science Students
(hereinafter “STUDENTS”), and such PROGRAM requires certain educational experiences
and clinical practice in-patient care available in the HOSPITAL; and

The SCHOOL desires, upon agreement with the HOSPITAL, to assign STUDENTS
to the HOSPITAL, to use the clinical facilities of the HOSPITAL as a part of the SCHOOL’s
training and PROGRAM.

In consideration of the covenants, conditions and stipulations hereinafter expressed
and in consideration of mutual benefits to be derived therefrom, the Parties agree as
follows:

AGREEMENT

I. NON-DISCRIMINATION

A. Both Parties agree they shall not discriminate, in whole or in part, on the basis
of ethnic group identification, national origin, religion, age, sex or gender, gender
identity or expression, race, color, genetic information, ancestry, sexual
orientation, or physical or mental disability, or on the basis of these perceived
characteristics, or based on association with a person or group with one or more
of these actual or perceived characteristics in the operation of this Agreement.

II. SPECIFIC RESPONSIBILITIES AND RIGHTS OF THE SCHOOL

B. The SCHOOL Health Services Program Faculty (hereinafter referred to as
“SCHOOL COORDINATOR”), and identified on Exhibit A as SCHOOL
Coordinator or SCHOOL Alternate, and the STUDENTS of SCHOOL will
observe the policies and regulations of the HOSPITAL, and comply with
established standards in relation to the care and welfare of the patients.
C. The SCHOOL will, in cooperative effort with the HOSPITAL, arrange for the designated SCHOOL COORDINATOR to become familiar with the HOSPITAL hospital/clinic procedures, policies, practices, and facilities. This is to be done before instruction of the STUDENTS.

D. The SCHOOL shall be responsible for the planning and implementation of the educational programs, and for determining the STUDENT'S final grade based on the clinical evaluation.

E. The SCHOOL is responsible for implementing and maintaining all STUDENTS' records in conjunction with the educational experience at the HOSPITAL.

F. The SCHOOL shall specify appropriate STUDENT and faculty dress.

G. The SCHOOL shall provide and be responsible for educational materials not specifically provided by the HOSPITAL. Nothing herein prohibits SCHOOL from requiring STUDENTS to provide authorized instructional materials or to pay an authorized instructional materials fee.

H. The designated SCHOOL COORDINATOR shall have regularly scheduled meetings with the HOSPITAL'S designated coordinator of clinical education (hereinafter referred to as 'HOSPITAL COORDINATOR' and identified on Exhibit A as Hospital Coordinator or Hospital Alternate), and other designated persons in the HOSPITAL for the purpose of interpreting, discussing, and evaluating the clinical instruction program.

I. It is the responsibility of the SCHOOL to assign for clinical experience only those STUDENTS who meet the health requirements of both the HOSPITAL and the SCHOOL, and whose academic records meet the SCHOOL requirements.

J. The SCHOOL confirms that it has methods in place to assure the competency of its staff and/or students (as appropriate) to perform tasks they might be assigned to the satisfaction of the HOSPITAL, if applicable, as to their training program. This documentation can be requested by the HOSPITAL at any time. Such methods of assuring competency may include (as applicable):
   1. Current CPR certification;
   2. Skill checklists;
   3. Specialty testing; and

K. The SCHOOL shall ensure that STUDENTS meet the following health requirements:
   1. A negative (clear) TB test (2-step PPD or clear X-ray within 1 year).
   2. Proof of vaccination against (or have documented immunity to) measles, mumps, rubella, and varicella.
   3. A negative (clear) drug screen (for illegal drugs, "Panel 5").
   4. Knowledge of universal precautions and use of personal protective equipment.
L. For the safety of HOSPITAL employees and patients, the SCHOOL will conduct industry-standard background checks satisfactory to the HOSPITAL on staff and STUDENTS participating under the terms of this AGREEMENT. The background check will including recent criminal background check containing: Social Security Trace, Criminal warrant/records checks for geographic areas indicated by applicants and/or discovered by SS Trace, criminal alias checks, DMV checks (for driving positions), and OIG Health Care Program Exclusion name search. Upon request from the SCHOOL, if a student is under age eighteen (18), WHHS will consider waiving the standard background check based on legal protections set forth under California law for minors - specifically, those under the age of 18.

M. STUDENTS under this agreement are not employees of the SCHOOL or the HOSPITAL.

N. The HOSPITAL shall have no obligation to provide any worker's compensation benefits for the SCHOOL COORDINATOR or STUDENTS. The SCHOOL agrees to provide Workmans Compensation for SCHOOL COORDINATOR and STUDENTS in the event of an injury or condition sustained in relationship to activities contemplated by this Agreement. The HOSPITAL may provide emergency first aid only to STUDENT-related injury or illness sustained as a result of the training program.

O. Liability Coverage.

1. The SCHOOL agrees to carry and maintain, throughout the entire term of this AGREEMENT, General liability insurance (covering bodily/personal injury & property damage) and Professional liability insurance (1 million each occurrence, 3 million aggregate, or as appropriate) from the Effective Date of this AGREEMENT.

2. To protect the HOSPITAL for actions of SCHOOL Students under this Agreement, the SCHOOL agrees to carry and maintain, throughout the entire term of this Agreement Student intern liability coverage polices to provide that protection, as follows:
   a) "Student Medical Professional Liability Insurance" to provide general liability and professional liability, medical malpractice and educators' professional liability, (1 million each occurrence, 3 million aggregate) for student interns in specific medical courses of study and for students in education credential programs at the SCHOOL.
   b) "Student Academic Field Experience Credited Liability Insurance Program" (SAFECLIP) to provide general liability (1 million each occurrence, 3 million aggregate) for student interns in all other fields of study at the SCHOOL.

3. The SCHOOL shall name HOSPITAL as an additional insured on all liability policies indicated above, in sections (i) and (ii), and provide written documentation to HOSPITAL evidencing such insurance coverage prior to the
Effective Date of this Agreement. The SCHOOL shall provide HOSPITAL with written evidence of such insurance coverage on an annual basis upon signature of the Annual Review Record.

P. The SCHOOL hereby agrees to indemnify, defend, and hold HOSPITAL harmless from actions, claims, or demands and against all liability, loss, cost, attorneys' fees or other damages based upon or arising directly or indirectly out of actual or alleged injury to a person or to property as the result of an actual or alleged act or omission of SCHOOL or any of SCHOOL's officers, agents, students or employees in the performance of SCHOOL's duties hereunder.

Q. The SCHOOL agrees to conduct its activities in compliance with applicable state and federal laws and regulations, and to abide by HOSPITAL Policies and Procedures.

R. To the extent SCHOOL receives Protected Health Information (as defined by 45 CFR § 160.103) (hereinafter "PHI") and to the extent SCHOOL meets the definition of Business Associate as set forth at 45 C.F.R. §1600.103, or applicable successor provisions, the following requirements shall apply:

1. SCHOOL shall not use or disclose any PHI other than to perform its normal duties under this contract (including proper management and administration) or as required by law.

2. SCHOOL shall use appropriate safeguards to prevent use or disclosure of PHI other than as provided by this contract and shall report to HOSPITAL any use or disclosure of PHI not provided for by this contract of which SCHOOL becomes aware.

3. SCHOOL shall ensure that any agent or subcontractor, to whom SCHOOL provides PHI on behalf of HOSPITAL, agrees to the same restrictions and conditions that apply to SCHOOL with respect to such information.

4. Upon termination of this contract, SCHOOL shall use its best efforts to return or destroy all PHI relating to HOSPITAL, or if such return is not feasible, SCHOOL shall extend the protections of this contract to such information and limit further use and disclosure to those purposes that make return or destruction infeasible.

5. Notwithstanding any other provision in this contract, HOSPITAL may terminate this contract immediately if HOSPITAL has determined that SCHOOL has violated a material term of the contract.

6. The SCHOOL will require its students to follow HOSPITAL rules and regulations, and shall have each STUDENT, as assigned by SCHOOL to HOSPITAL under this AGREEMENT, execute an addendum embodying the HOSPITAL's "Confidentiality Agreement" and its "Code of Professional Conduct Acknowledgement" in the forms attached hereto as EXHIBITS B-1 and B-2. Compliance with the HOSPITAL's rules, regulations, "Confidentiality Agreement" and its "Code of Professional Conduct Acknowledgement" includes compliance with all WHHS policies and procedures regarding confidentiality of personal health information in compliance with HIPAA. In the event such an addendum is not executed by
any STUDENT, that STUDENT shall not have access to HOSPITAL under this AGREEMENT.

III. SPECIFIC RESPONSIBILITIES & RIGHTS OF THE HOSPITAL

A. The HOSPITAL will maintain standards that make it eligible for approval as an extended campus for STUDENTS enrolled in the PROGRAM.

B. The HOSPITAL will permit the designated SCHOOL COORDINATORS and STUDENTS of the SCHOOL to utilize the patient care and patient service facilities as agreed to in the plan for clinical instruction, subject to revision to meet the needs of the HOSPITAL and/or the SCHOOL, and as agreed to in writing and signed by both Parties.

C. The HOSPITAL will provide regular staff for patient care in areas where STUDENTS are obtaining clinical experience. Any services rendered by the STUDENT during this experience are to be considered clinical experience and in addition to planned patient care for that area.

D. The HOSPITAL will designate an individual within each health science discipline to serve as a HOSPITAL COORDINATOR and act as a liaison between the designated SCHOOL COORDINATORS of the SCHOOL.

E. The HOSPITAL will provide the following physical facilities for the SCHOOL PROGRAM:
   - Patient charts, Kardex, etc.;
   - Procedure books and/or policy manuals;
   - Standard reference books and dictionaries;
   - Supplies and equipment; as used for patient care, for the purpose of demonstration, practice and patient treatment;
   - Use of the HOSPITAL medical library if available.

F. The HOSPITAL will permit its employees to participate in the educational programs as resource persons and clinical experts, providing such participation does not interfere with the HOSPITAL's assigned duties.

G. The HOSPITAL shall have the right to refuse use of its facilities to any STUDENT who does not comply with the HOSPITAL'S requirements or performs in a manner which poses a threat to any patient, the HOSPITAL, or the HOSPITAL'S STAFF.

H. The HOSPITAL shall have the right to immediately refuse to continue a STUDENT's clinical education experience for the following behavior as perceived by HOSPITAL or any of its agents: (a) insubordination or failure to follow instructions; (b) unexcused failure to appear for clinical education experience assignments as scheduled; or (c) bad acts, including, but not limited to, harassment, theft, or violence, or the attempt or threat of same.
I. HOSPITAL will not exercise its rights under Sections III.G and III.H without first advising STUDENT of the basis of the problem and providing STUDENT an opportunity explain his or her position; provided, however, that HOSPITAL retains the absolute right to immediately refuse use of its facilities to a STUDENT or discontinue a STUDENT's clinical education experience in the event HOSPITAL or its agents conclude that STUDENT poses a danger to patients, staff, the public or any other invitee of HOSPITAL.

J. The HOSPITAL retains administrative and professional responsibility for HOSPITAL services rendered.

K. HOSPITAL shall provide SCHOOL all HOSPITAL policies, procedures, regulations, and practices that are referenced in this AGREEMENT prior to the commencement of the AGREEMENT.

L. HOSPITAL hereby agrees to indemnify, defend and hold SCHOOL harmless from actions, claims or demands and against all liability, loss, cost, attorneys' fees or other damages to the extent allowed by law based upon or arising directly or indirectly out of actual or alleged injury to a person or to property as the result of an actual or alleged act or omission of HOSPITAL or any of HOSPITAL's officers, agents or employees in the performance of HOSPITAL's duties hereunder.

IV. TERM AND TERMINATION

A. This AGREEMENT shall remain in full force and effect for a term of one (1) year commencing on the Effective Date, and shall cover each scheduled SCHOOL PROGRAM and HOSPITAL as set forth in this AGREEMENT and Exhibits A, B, C and D (the Addendum, described below) (all of which are incorporated herein by reference into this AGREEMENT). Thereafter, this AGREEMENT will be subject to automatic renewal for additional one (1) year periods, up to a total period of five (5) years, effective upon annual review and sign-off by the designated SCHOOL and HOSPITAL COORDINATORS on the Addendum, entitled “Addendum to Master Student Program Agreement for Clinical Health Sciences program. Annual Review Record”, attached hereto as Exhibit C, or unless this AGREEMENT is otherwise terminated pursuant to Section IV(B) below.

B. Each of the authorized officers of the Parties hereto shall have the right and privilege of canceling and terminating this AGREEMENT without cause or penalty upon ninety (90) day's written notice to the other. Such termination may not to affect STUDENTS currently assigned to the HOSPITAL for the clinical experience, if mutually determined and agreed to by the Parties hereto.

V. ASSIGNMENT OF CONTRACT

A. This AGREEMENT is not assignable without the prior written consent of the Parties hereto.
VI. MISCELLANEOUS

A. Any provision of this AGREEMENT which shall prove to be invalid, void or illegal shall in no way affect, impair or invalidate other provisions hereof and such other provisions shall remain in full force and effect.

B. No delay or failure to require performance of any provision of this AGREEMENT shall constitute a waiver of the provision as to that or any other instance. Any waiver granted shall only be in writing and shall apply solely to the specific instance expressly stated.

C. This AGREEMENT shall be governed by and construed to be in accordance with the laws of the State of California. The sole and exclusive venue shall be in Alameda County, California.

D. Each Party agrees that advanced written approval from the authorized officers for each Party must occur prior to any contact, or communications with the press or media regarding this AGREEMENT. This requirement shall be waived to the extent necessary to allow either Party to comply with a request under the California Public Records Act provided that such Party has complied with its obligations under Section VI.E below.

E. As public entities, each Party is subject to the California Public Records Act (as set forth at California Government Code Sections 6250-6270) and thus documents and other materials made or received by either Party may be subject to public disclosure. In the event either Party receives a request for disclosure under the California Public Records Act, the Parties agree that the Party receiving such a request will provide prompt notice of such request to the other Party sufficient to allow the other Party the opportunity to object to the requested disclosure.

F. This document constitutes the entire AGREEMENT by and between the Parties hereto and cannot be amended except by written consent of the authorized officials for both Parties to this AGREEMENT first obtained.

G. Headings used in this AGREEMENT are provided for convenience only and shall not be used to construe meaning or intent.
H. Counterparts. This AGREEMENT may be signed in counterparts, with the same effect as if the signature on each counterpart were upon the same instrument. Delivery of an executed counterpart of a signature page by email or facsimile transmission shall be effective as delivery of a manually executed originally signed counterpart.

IN WITNESS WHEREOF, the SCHOOL and the HOSPITAL have caused this AGREEMENT to be executed by their duly authorized officers, as of the Effective Date first written above.

WASHINGTON TOWNSHIP HEALTH CARE DISTRICT

BY: __________________________
    NANCY FARBER
    Chief Executive Officer

DATE: _________________________

SCHOOL:
College of Marin

BY: __________________________
    Al Harrison
    Vice President, College Operations

DATE: 3-27-12
EXHIBIT A – PROGRAMS & COORDINATORS

CLINICAL HEALTH SCIENCES STUDENT PROGRAM

COORDINATORS & ALTERNATES
FOR
HOSPITAL & SCHOOL

HOSPITAL and SCHOOL have appointed the following individuals to plan and implement the training programs and community projects/programs conducted under this AGREEMENT: (NOTE: Exhibit A may be copied, as many times as needed, in order to ensure complete information for all programs.)

PROGRAM TITLE: Nursing Program

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<th>SCHOOL</th>
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<tr>
<td>Name:</td>
<td>Katie Choy</td>
<td>Debra Lewis</td>
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<tr>
<td>Title:</td>
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<td>Director, Health Sciences</td>
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<tr>
<td></td>
<td>Education</td>
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</tr>
<tr>
<td>Telephone:</td>
<td>(510) 608-1366</td>
<td>(415) 405-9326</td>
</tr>
<tr>
<td>Fax:</td>
<td>(510) 494-7029</td>
<td>(415) 456-5086</td>
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<tr>
<td>Email:</td>
<td><a href="mailto:katie_choy@whhs.com">katie_choy@whhs.com</a></td>
<td><a href="mailto:debra.lewis@amarin.edu">debra.lewis@amarin.edu</a></td>
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<td>Name:</td>
<td></td>
<td>Jo Ruddle</td>
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<tr>
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<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td></td>
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<td></td>
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<tr>
<td>Email:</td>
<td></td>
<td><a href="mailto:jo.ruddle@marin.edu">jo.ruddle@marin.edu</a></td>
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PROGRAM TITLE: [enter Program Title here]

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EXHIBIT B-1

WASHINGTON HOSPITAL HEALTHCARE SYSTEM
CONFIDENTIALITY AGREEMENT

I, ________________________, as a Washington Hospital Healthcare System ("WHHS")
student intern, employee, contracted employee, member of the medical staff, allied health
professional, volunteer, business associate, or other non-employee, recognize that I will have access
to patient and business information which WHHS and its Administrative, Nursing and Medical Staff
consider to be confidential and private. I have read and understand in its entirety WHHS's
Memorandum No. 1-141, "Privacy, Security and Confidentiality of Information," which states the
following policy:

Any patient protected health information or business related information is confidential.
Washington Hospital acknowledges both a legal and ethical responsibility to protect the
privacy of this information. The indiscriminate or unauthorized review, use or disclosure of
such information from any source is prohibited. Unauthorized disclosure is subject to
disciplinary action, including termination, and/or legal action.

As a condition of my employment/service with WHHS, I agree to abide by WHHS's policies, this Confidentiality
Agreement, and the following rules. I will ...
• not leave papers containing protected health information (PHI) or confidential information where
  public can view,
• not leave areas with PHI or confidential information unattended unless the area is locked,
• keep my voice low when discussing PHI or confidential information so others cannot overhear,
• only look at the minimum necessary amounts of PHI or confidential information to do my job,
• not disclose PHI or confidential information to anyone except in the furtherance of tasks or specifically
  assigned duties,
• shred PHI or confidential materials that need to be discarded,
• turn computer screens so public cannot view,
• log out of the application(s) I am using before departing any computer workstation,
• protect and not share my system password(s),
• choose passwords that are difficult for others to guess,
• change my password(s) as necessary and whenever I suspect they may have been breached, and
• respect and maintain the confidentiality of all disclosures, deliberations, records, and other information
  generated in connection with medical staff activities, and to make no voluntary disclosures of such
  information except to persons authorized to receive it in the conduct of Medical Staff Affairs.

ACKNOWLEDGEMENT AND ACCEPTANCE: I understand that violation of this Confidentiality Agreement
will be subject to disciplinary action up to and including termination of my employment/service or medical staff
privileges. I understand that in the performance of my duties at WHHS, I must hold patient, employee, business
and proprietary information, and WHHS financial information in confidence. I understand that any
unauthorized disclosure may have legal consequences to the person disclosing it, meaning that, if WHHS or any
individual suffers legal damage as the result of any unauthorized disclosure, the person making the
unauthorized disclosure may be sued and may be held liable for damages resulting from such disclosure.
Further, I understand that any violation of confidentiality, privacy and security is a violation of WHHS policy,
HIPAA (Health Insurance Portability and Accountability Act) and the State of California standards and
regulations. I agree that confidentiality will be preserved even after terminating my services with WHHS.

Student Name (Please Print) _________________________ School Name: _________________________

Student Signature _________________________ Date _________

WHHS Manager/Dept Head Signature _________________________ Date _________

If the terms of this Confidentiality Agreement or appropriiate action are not clear to you, seek advice from
WHHS Manager/Department Head.

WHHS School Agreement 10

V03262012
EXHIBIT B-2

CODE OF PROFESSIONAL CONDUCT

ACKNOWLEDGEMENT

I have received and read the attached Washington Hospital Healthcare System ("Washington Hospital") Memorandum Number 0-5, entitled "Code of Professional Conduct", hereinafter referred to as the "Code".

I understand the standards and principles contained in the Code.

I further understand that there may be additional policies or laws specific to my role or that may apply during the course of my internship assignment at Washington Hospital.

I agree to comply with the Code. If I have questions concerning the meaning or application of the Code, any WHHS policies, or the legal and regulatory requirements applicable to my role or the provision of my services at WHHS, I will consult the person that I report to, the Human Resources Department, or the WHHS Compliance Officer.

Signature: x
Today’s
Date: 

Name:
Please Print Your Name

Name:
Print the name of your School.
Washington Hospital Healthcare System

ANNUAL REVIEW RECORD
(Exhibit C)
Addendum to Master Student Program Agreement
For Clinical Health Sciences Program

WHEREAS, WASHINGTON TOWNSHIP HEALTH CARE DISTRICT, d.b.a. WASHINGTON HOSPITAL, (the "HOSPITAL"), and College of Marin (the "SCHOOL"), entered into a WHHS MASTER STUDENT AGREEMENT FOR CLINICAL HEALTH SCIENCES PROGRAM (the "AGREEMENT"), dated March 14, 2012 (the "Effective Date"), and

WHEREAS, Section IV (the Term and Termination section) of the AGREEMENT states that the AGREEMENT shall remain in full force and effect for a term of one (1) year, and thereafter, will be subject to automatic renewal for additional one-year periods, up to a total period of five (5) years from the Effective Date, effective upon annual review and sign-off by the designated SCHOOL and HOSPITAL COORDINATORS, or unless otherwise terminated pursuant to Section IV; and

WHEREAS the AGREEMENT covers each scheduled CLINICAL FACILITY and PROGRAM as follows:
- Nursing Program

NOW, THEREFORE, designees of the SCHOOL and HOSPITAL do hereby affix their signatures to this ANNUAL REVIEW RECORD ("RECORD") to certify that each has reviewed and agrees to continue the AGREEMENT of the Effective Date, as first written, for an additional one (1) year period.

THIS RECORD may be signed in counterparts, with the same effect as if the signature on each counterpart were upon the same instrument. Delivery of an executed counterpart of a signature page by email or facsimile transmission shall be effective as delivery of a manually executed originally signed counterpart.

IN WITNESS WHEREOF, the parties have executed this RECORD as of the dates written below.

<table>
<thead>
<tr>
<th>WASHINGTON TOWNSHIP HEALTH CARE DISTRICT (d/b/a Washington Hospital)</th>
<th>SCHOOL: College of Marin</th>
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Memorandum

TITLE: CODE OF PROFESSIONAL CONDUCT

MEMORANDUM # 0-5B
Replaces 0-5A

RESPONSIBLE PERSON: Chief Executive Officer

Revised 02/12/10
Original Issue 12/20/06

REVIEWED BY: _______ Department
________ Medical Staff
____ Administrative

____ Division
____ Management Staff
____ Other

PURPOSE: Washington Hospital Healthcare System ("WHHS") is committed to excellence in patient care, education and training, research, and stewardship of the District's resources. To further the goal of excellence and the Patient First Ethic, WHHS has adopted a Code of Professional Conduct.

The Code of Professional Conduct ("Code") establishes Professional Obligations and Professional Ideals in a series of principles to that govern professional interactions at WHHS.

POLICY: All at WHHS are expected to adhere to the Code of Professional Conduct in their interactions with patients, colleagues, other health professionals, students and the public. If you are uncertain about which portions apply to you, check with your manager, department head, or the WHHS Compliance Officer.

The Professional Obligations are Hospital policy. Failure to meet the Professional Obligations will be considered a violation of the Code. Infractions of the Professional Obligations will be handled with by the appropriate WHHS disciplinary processes.

The Professional Ideals of the Code are provided as guidelines. Failure to meet the Professional Ideals, although less serious, may also be grounds for disciplinary review.

PROCEDURE: The attached Washington Hospital Healthcare System Code of Professional Conduct was approved by the Board of Directors on September 13, 2006 and amended on March 11, 2009.

NANCY FARBER
Chief Executive Officer

attachment

Washington Township Health Care District, 2000 Mowry Avenue, Fremont CA (510) 797-1111
Nancy Farber, Chief Executive Officer

The official Numbered Memorandum ("#d Memo") Binder, located in Compliance, is the authoritative resource for #d Memos. This copy is made available on the Washington Hospital Intranet to facilitate word searches & for reference purposes only.
Preface

The Washington Hospital Healthcare System (WHHS) is committed to excellence in:

1. Patient care
2. Education and training
3. Research
4. Stewardship of District resources

WHHS follows the Patient First Ethic; all decisions made and actions taken are based on what is in the best interest of the patient.

To further the goal of excellence and the Patient First Ethic, all at WHHS are expected to adhere to the Code of Professional Conduct in their interactions with patients, colleagues, other health professionals, students, and the public.

For the Code, there is reference to "staff". In this context, the term staff includes, the Board of Directors, employees, members of the Medical Staff, volunteers, contracted workers, students and instructors. The Code of Professional Conduct is a series of principles that govern professional interactions. The Code consists of two complementary sections: professional obligations and professional ideals. "Obligations" refer to professional behaviors that are required by the ethical foundation of the WHHS Ethics Statement. "Ideals" refer to professional behaviors that professionals at all levels should attempt to acquire because they enhance professional excellence.

The Code applies to all staff at WHHS involved in the clinical, teaching, research and administrative activities of Center. Because of its broad reach, certain portions of the Code will be more directly applicable to some disciplines than to others. For example, the clinical portions apply to physicians, nurses, technicians and all other professionals engaged in patient care. Similarly, those portions pertaining to teaching and research apply to all professionals engaged in teaching and research regardless of discipline or level of training. The portions pertaining to students apply to trainees at all levels. The general portions of the Code, which discuss confidentiality, conflicts of interest, interpersonal relations and the professional ideals apply to all WHHS staff.

Failure to meet the professional obligations described below represents a violation of the WHHS Code of Professional Conduct. Infractions of the professional obligations of the Code will be dealt with by the appropriate WHHS disciplinary committees and processes. Failure to meet the professional ideals, although less serious, also may be grounds for disciplinary review.

* As approved by the Board of Directors on March 11, 2009.
A. PROFESSIONAL OBLIGATIONS

1. Respect for Persons
   - Maintain the Patient First Ethic.
   - Treat patients and staff with the same degree of respect you would wish them to show you.
   - Treat patients with kindness, gentleness and dignity.
   - Respect the privacy and modesty of patients.
   - Do not use offensive language, verbally or in writing, when referring to patients or their illnesses.
   - Do not harass others physically, verbally, psychologically or sexually.
   - Do not discriminate on the basis of sex, religion, race, disability, age or sexual orientation.
   - Refrain from behavior that includes intimidation, foul language, threats of violence or retaliation.
   - Refer to patients by their name, not by their diagnosis or location.
   - Avoid the use of first names without permission in addressing adult patients.
   - Respect with tolerance, the religion, culture and customs of patients, visitors and staff.
   - Realize that patients and their visitors are in an environment that can be unfamiliar and frightening. Communicate frequently in language that a layperson can understand.

2. Respect for Patient Confidentiality
   - Do not share medical information with anyone except those health care professionals integral to the care of the patient or within the context of Hospital operations.
   - Do not discuss patients or their illnesses in public places where the conversation may be overheard.
   - Do not publicly identify patients, in spoken words or in writing, without adequate justification.
   - Do not invite or permit unauthorized persons into patient care areas of the institution.
   - Do not share your confidential computer system passwords.
   - Do not access confidential patient information without a professional "need to know."
   - Do not misuse electronic mail.
   - Do not remove confidential patient information from the premises. Staff that must do this in the scope of their job must assure appropriate safeguards are in place to protect the information.

3. Honesty
   - Be truthful in verbal and in written communications.
   - Do not cheat, plagiarize, or otherwise act dishonestly.

* As approved by the Board of Directors on March 11, 2009.
Memorandum 0-05B  
February 12, 2010  
Page 4

- Maintain accurate, honest records of patient care and business activities, which include following procedures to correct and amend records and to make late entries in medical records.

4. Integrity

_Integrity means strict adherence to a code or set of values such as this Code of Professional Conduct, the American Nurse’s Association’s Code of Ethics for Nurses, or the American Medical Association’s Code of Ethics._

- Acknowledge your errors of omission and commission to colleagues, supervisors and patients.
- Make patient care decisions based on patients' needs and desires not on financial preferences or compensation.
- Do not knowingly mislead others.
- Do not abuse special privileges, e.g., making unauthorized long-distance telephone calls.

5. Responsibility for Patient Care

- Obtain the patient's informed consent for diagnostic tests or therapies and respect the patient's right to refuse care or procedures.
- Assume responsibility for the patients under your care until you have handed off (transferred) the care to another professional and that professional has acknowledged the transfer of care.
- Follow up on ordered laboratory tests and complete patient record documentation promptly and conscientiously.
- Assure that all patients' tests and treatments are completed and followed up appropriately.
- Coordinate with your team the timing of information sharing with patients and their families to present a coherent and consistent treatment plan.
- Do not abuse alcohol or drugs that could diminish the quality of patient care or your professional performance.
- Do not develop romantic or sexual relationships with patients; if such a relationship seems to be developing, seek guidance and terminate the professional relationship.
- Do not abandon a patient. If you are unable/unwilling to continue care, you have an obligation to assist in making a referral to another competent practitioner willing to care for the patient.

6. Professional Growth & Awareness of Limitations

- Be aware of your personal limitations and deficiencies in knowledge and abilities and know when and whom to ask for supervision, assistance or consultation.
- Know when and for whom to provide appropriate supervision.
- Students and other trainees should have all patient workups and orders reviewed and countersigned by the appropriate supervisor.
- Do not involve patients in personal issues or solicit for personal gain.

* As approved by the Board of Directors on March 11, 2009.
7. Deportment as a Professional
   - Clearly identify yourself and your professional level to patients and staff; wear your name badge at all times above the waist and in plain view.
   - Always maintain the confidentiality of business information and trade secrets.
   - Dress in a neat, clean, professionally appropriate manner. Maintain professional composure despite the stresses of fatigue, professional pressures, or personal problems.
   - Do not make offensive or judgmental comments about patients or staff, verbally or in writing.
   - Do not criticize the medical decisions of colleagues in the presence of patients or staff or in the medical record.
   - Do not access confidential staff information without a professional need to know.
   - Do not abuse alcohol or drugs that could diminish the quality of patient care or professional performance.
   - Do not participate in political campaigns including the wearing of political buttons and discussion of political issues while on WHHS premises.

8. Avoiding Conflicts of Interest
   - Resolve clinical conflicts of interest in favor of the patient.
   - While on the premises do not accept gifts of value from drug companies or vendors or suppliers.
   - Do not participate in vendor incentive programs without disclosure.
   - Do not refer patients to laboratories or other healthcare facilities in which you have a direct financial stake without disclosure.
   - Do not accept a "kickback" (any payment intended to influence decisions) for any patient referral.
   - For staff in decision-making positions, disclose any outside financial interests or commercial activities, including those of immediate family members, domestic partners or others with a significant personal relationship, that may represent a conflict of interest and affect professional performance.

9. Responsibility for Peer Behavior
   - Take the initiative to identify and help impaired staff with the assistance of the Employee Assistance Program, Employee Health Services, Physicians' Well-Being Committee or other appropriate referrals. (Impairment includes, but is not limited to, alcohol and/or drug abuse, depression, other physical or mental illness).
   - Report serious breaches of the Code of Professional Conduct to the appropriate person, if unsure, discuss the situation with your supervisor or department chair. You may report directly to the Compliance Officer.
   - Indicate disapproval or seek appropriate intervention if you observe less serious breaches.

* As approved by the Board of Directors on March 11, 2009.
• No action of retaliation or reprisal shall be taken against anyone who reports suspected fraud or improper conduct.
• Anyone who attempts to or encourages others to retaliate against an individual who has reported a violation will be subject to disciplinary action.

10. Respect for Personal Ethics
• You are not required to perform procedures (e.g., elective abortions, termination of medical treatment) that you, personally, believe are unethical, illegal, or may be detrimental to patients.
• Should a patient request a treatment contrary to you personal values but consistent with current standards of care, you have a duty to refer the patient to another practitioner or facility for such treatment.

11. Respect for Property and Laws
• Adhere to the regulations and policies of WHHS, e.g., policies governing fire safety, hazardous waste disposal and universal precautions.
• Adhere to local, state and federal laws and regulatory standards.
• Do not misappropriate, destroy, damage, or misuse property of WHHS.

12. Integrity in Research
• Report research results honestly in scientific and scholarly presentations and publications.
• When publishing and presenting reports, give proper credit and responsibility to colleagues and others who participated in the research.
• Report research findings to the public and press honestly and without exaggeration.
• Avoid potential conflicts of interest in research; disclose funding sources, company ownership and other potential conflicts of interest in written and spoken research presentations.
• Adhere to WHHS policies and procedures that govern research using human subjects.

13. Use of WHHS' Computer Systems
• Obtain proper authorization before using WHHS computing resources.
• Do not use WHHS computing resources for purposes beyond those for which you are authorized.
• Do not share access privileges (account numbers and/or passwords).
• Do not electronically transmit or distribute material that would be in violation of existing WHHS policies or guidelines.
• Respect the privacy of other users More specifically, do not read, delete, copy, or modify another user's data, information, files, e-mail or programs (collectively, "electronic files") without the other user's expressed permission.
• Do not intentionally introduce any program or data intended to disrupt normal operations (e.g., a computer "virus" or "worm") into WHHS computer systems.
• Do not perform forgery or attempt forgery of e-mail messages.

* As approved by the Board of Directors on March 11, 2009.
• Do not circumvent or attempt to circumvent normal resources limits, log-on procedures, or security regulations.
• Do not use WHHS information technology resources for any private activity. Do not export WHHS systems for personal use.
• Endeavor to use WHHS information computing resources in an efficient and productive manner. Avoid game playing, use of streaming video or audio, printing excessive copies of documents, files, data, or programs; or attempting to crash or tie-up computer resources.

14. Respect for Business Ethics
• Charge patients for all and only clinical services provided at the appropriate level as defined by WHHS policy.
• Ensure that payment requests from vendors, employees and other payees are processed promptly, accurately and with the appropriate level of documentation.
• Do not promise payments to vendors or other payees or sign contracts that are beyond the scope of your authority.
• Report all and only hours worked on employee timecards.
• Submit authorized employee timecards that follow the rules and regulations of the bargaining unit, WHHS, the State of California and the Federal government.
• Do not take or borrow property or cash from patients, visitors or WHHS.
• Do not use WHHS supplies for personal use.
• Record all financial transactions accurately and promptly.
• Provide reports and other information that is accurate, complete, relevant, timely and understandable.
• Do not offer patients discounts or write-offs without proper approval.
• Maintain the confidentiality of employee information.
• Maintain the confidentiality of WHHS' financial information.
• Code medical records accurately, consistent with industry guidelines. Do not upcode to improve reimbursement.

B. PROFESSIONAL IDEALS

1. Clinical Virtues
• Cultivate and practice clinical virtues, such as caring, empathy and compassion.

2. Conscientiousness
• Fulfill your professional responsibilities conscientiously.
• Notify the responsible supervisor if something interferes with your ability to perform tasks effectively.
• Learn from experience and grow from the knowledge gained from errors to avoid repeating them.
• Dedicate yourself to lifelong learning and self-improvement by implementing a personal program of continuing learning and continuous quality improvement.

* As approved by the Board of Directors on March 11, 2009.
Memorandum 0-05B  
February 12, 2010  
Page 8

- Complete all tasks accurately, thoroughly, legibly and in a timely manner, this may include attending and participating in meetings and conferences.
- Avoid the use of personal electronic devices as they may distract you from work responsibilities. This includes laptops computers, cell phones, music devices and text messaging.
- Follow through on whatever you have agreed to do.
- Avoid patient involvement when you are ill, distraught or overcome with personal problems.

3. Collegiality/Cooperation
- Cooperate with all other members of the Health Care System.
- Teach others.
- Be generous with your time when answering questions from staff, patients and visitors.
- Shoulder your fair share of the institutional burden by adopting a spirit of volunteerism and altruism.
- Use communal resources (equipment, supplies and funds) responsibly and equitably.

4. Objectivity
- Avoid providing professional care to members of your family or to persons with whom you have a close, personal relationship.

5. Responsibility to Community
- Avoid unnecessary patient or societal healthcare monetary expenditures.
- Provide appropriate emergency services to all patients regardless of their ability to pay.
- Avoid behaviors that impair the community's confidence in the Healthcare System.
- Demonstrate behavior that ensures the future viability of the Healthcare System for the residents of the District.

Additional guidelines regarding Professional Conduct exist in some departments and affiliated organizations of WHHS including, but not limited to, the Medical Staff, Volunteers Services and Information Services.

* As approved by the Board of Directors on March 11, 2009.
BOARD AGENDA ITEM

To: Board of Trustees                              Date: April 17, 2012
From: Superintendent/President                  Item & File No. C.9.B.
Subject: Accountability Reporting for the Community Colleges (ARCC) 2012 Report
Reason for Board Consideration: ACTION
Enclosure(s): ARCC Report

BACKGROUND:

As required by Assembly Bill 1417, all community colleges must share the annual Accountability Report for the Community Colleges (ARCC) 2012 report with their local Board of Trustees and college administration. 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 about 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 2012 Accountability Reporting for the Community Colleges (ARCC) Report.

Administrator Initiating Item:

Dr. Chialin Hsieh, Director of Planning, Research & Institutional Effectiveness
ARCC 2012 Report

Dr. Chialin Hsieh

Director of Planning, Research & Institutional Effectiveness
April 17, 2012

Theme

- Why are we doing this report?
- What are our results?
  - Who are our students?
  - How are we 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.

Who are our students?

CoM Annual Unduplicated Headcount

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<th>Year</th>
<th># of Students</th>
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<td>2005-06</td>
<td>12,621</td>
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<td>13,647</td>
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<td>17,153</td>
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<td>2008-09</td>
<td>13,085</td>
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<td>2009-10</td>
<td>12,091</td>
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<td>2010-11</td>
<td>14,061</td>
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ARCC Seven Critical Indicators

Data Source: ARCC 2012

1. Student progress and achievement
2. Completed 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
7. ESL course improvement
Peer Group

- Who are they? (example)
  - Canada Community College
  - De Anza Community College
  - Evergreen Community College
  - Foothill Community College
  - Mission Community College
  - San Mateo Community College
  - West Valley Community College
  - West L. A. Community College

1. Student Progress and Achievement

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

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<th>Year</th>
<th>COM</th>
<th>Peer Group</th>
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<tr>
<td>2009-10</td>
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<td>2010-11</td>
<td>52.3</td>
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2. Completed 30 or More Units

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

3. Fall-to-Fall Persistence

3. Fall-to-Fall Persistence: COM, Peer Group, & State
6. Basic Skills Course Improvement

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

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7. ESL Course Improvement

7. ESL Course Improvement: COM, Peer Group, & State

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### Conclusions

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<th>Critical Indicators (ARCC 2010-11)</th>
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<td>2. Completed 30 or more units</td>
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<tr>
<td>3. Fall-to-fall persistence</td>
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<tr>
<td>7. ESL course improvement</td>
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*COM: Green indicates area for which COM has higher score this year than last year. Red indicates area for which COM has lower score this year than last year.

Planning, Research & Institutional Effectiveness 4/17/2012

### Highlights of Our Students’ Opinions

- Based on recent student survey results in Fall 2011, students indicated:
  - Top 4 reasons for choosing COM:
    - convenient location (84%)
    - inexpensive tuition (54%)
    - course options/offerings (52%)
    - quality instructors (40%)
  - Students would recommend COM to a friend (95%).
  - The entire educational experience at COM was excellent or good (88%).
  - Planning to return to take classes within the next 12 months (80%).

Planning, Research & Institutional Effectiveness 4/17/2012
What’s Next?

• Institutional dialogue about the results
• Student Success Initiative
MARIN COMMUNITY COLLEGE DISTRICT  
Kentfield, CA 94904

BOARD AGENDA ITEM

<table>
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<th>To:</th>
<th>Board of Trustees</th>
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<tr>
<td>From:</td>
<td>Superintendent/President</td>
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<tr>
<td>Date:</td>
<td>April 17, 2012</td>
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<tr>
<td>Subject:</td>
<td>Program Manager (Contract no #0059621) SMC (Swinerton Management and Consulting, Inc.)</td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td>ACTION APPROVAL</td>
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Enclosure(s): Interim Amendment

BACKGROUND:

On March 15, 2012 the District’s contract with Swinerton Management and Consulting Inc. (SMC) for program management services expired. The District intends to negotiate an extension of this contract through December 31, 2012; however, mutually agreeable terms have not been fully negotiated.

At this time the Board of Trustees is requested to approve an interim amendment extending the current contract terms and fee structure through June 30, 2012.

FISCAL IMPACT:

As of February 29, 2012, the remaining balance on the contract was $1,266,028. Invoices for March through June are anticipated to average $100,000 per month or $400,000. There are sufficient funds remaining in the existing contract so there is no new fiscal impact.

RECOMMENDATION:

The Superintendent/President recommends that the Board approve the attached interim agreement extending Swinerton Management and Consulting Inc. contract term to June 30, 2012.

Administrator Initiating Item  
Laura McCarty  
Director of Modernization

Administrator Approving Item  
David Wain Coon, Ed. D.  
Superintendent / President
INTERIM AMENDMENT TO EXTEND TERM OF PROFESSIONAL SERVICES AGREEMENT

This Amendment to Extend Term of Professional Services Agreement ("Amendment") is entered into between the Marin Community College District ("District") and Swinerton Management and Consulting, Inc. ("Program Manager") (collectively the "Parties");

WHEREAS, the Parties entered into the Professional Services Agreement dated March 16, 2005 ("Agreement"), wherein Program Manager agreed to provide program management services for the District's Capital Improvement Program also known as the Measure C Facilities Capital Improvement Program ("Program");

WHEREAS, in March of 2010 the Parties exercised an option in the Agreement to extend the term of the Agreement for two years for the pre-negotiated sum provided in the Agreement;

WHEREAS, the extended term of the Agreement expired on March 15, 2012;

WHEREAS, the Parties desire to further extend the Agreement pursuant to Section 2 ("Term of the Agreement") of the Agreement;

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the District and Program Manager, by and through their authorized representatives, agree as follows:

1. **Force and Effect of the Agreement:** Except where explicitly stated herein, all terms and conditions to the Agreement remain in effect and are incorporated herein;

2. **Approval of this Amendment:** This Amendment shall be subject to the approval of the District's Board of Trustees ("Board"). Upon approval by the Board, the effective date of this Amendment shall be March 16, 2012;

3. **Extension of Term of the Agreement:** The term of the Agreement shall be extended until June 30, 2012.

4. **Fee and Method of Payment:** The District shall pay Program Manager for all services rendered between March 16, 2012 and December 31, 2012, pursuant to the Agreement as follows:
   a. The District shall pay in accordance with most recent fee structure.

5. **Program Manager Staff**
   a. Program Manager agrees that the following key people will be associated with the Program in the following capacities:
      i. Principal in Charge: Jeff Gee
      ii. Program Manager: Anne Daley
   b. Program Manager shall not change any of the key personnel listed above without prior written approval by the District, unless said personnel cease
to be employed by Program Manager. In either case, the District shall be allowed to interview and approve replacement personnel.

6. Scope of Services
   a. Continue with Program and Project Management in accordance with the pre-existing contract.

The Parties hereby approve this Amendment:

MARIN COMMUNITY COLLEGE DISTRICT

DATE: ____________________________

By: ____________________________
Name: ____________________________
Title: ____________________________

SWINERTON MANAGEMENT AND CONSULTING INC.

DATE: ____________________________

By: ____________________________
Name: ____________________________
Title: ____________________________

END OF DOCUMENT
BOARD AGENDA ITEM

To: Board of Trustees                      Date: April 17, 2012
Subject: Re-authorization for Staff Approval of Measure C Contract Changes and Amendments
Reason for Board Consideration: Enclosure(s):

CONSENT APPROVAL 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
6. April 19, 2011
7. October 18, 2011

At this time the Board is asked to approve the next six-month authorization from April 17, 2012 through October 2012 (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 2012 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 04/17/12 BOT)</th>
<th>Balance of Previously Approved Request ($) Relolver to Apr 2012 BOT</th>
<th>Additional Request ($) from Apr 2012 BOT - Oct 2012 BOT</th>
<th>Notes:</th>
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<tbody>
<tr>
<td>4leaf, Inc.</td>
<td>DSA Inspector</td>
<td>$1,304,033</td>
<td>$12,875</td>
<td>$0</td>
<td>Anticipated additional DSA inspection services due to unknown conditions for SNCF Line 23</td>
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<tr>
<td>AT&amp;G Inc.</td>
<td>Civil Engineer - PE</td>
<td>$35,105</td>
<td>$6,170</td>
<td>$50,000</td>
<td>Anticipated additional geotechnical services for unforeseen conditions for D44 Study Center with CSC</td>
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<tr>
<td>Alta Tech Cambridge Group, Inc.</td>
<td>District MEP</td>
<td>$2,125,322</td>
<td>$0</td>
<td>$50,000</td>
<td>Anticipated additional MEP inspection services for unforeseen conditions for D44 Study Center with CSC</td>
</tr>
<tr>
<td>Ballard &amp; Willinks Construction Services</td>
<td>DSA Inspector</td>
<td>$724,342</td>
<td>$28,463</td>
<td>$25,000</td>
<td>Anticipated additional DSA inspection and materials testing services for D44 Line 23</td>
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<tr>
<td>Consolidated Engineering Laboratories</td>
<td>Testing &amp; Inspection Geotechnic</td>
<td>$1,123,743</td>
<td>$124,795</td>
<td>$150,000</td>
<td>Anticipated additional inspection services for unforeseen conditions for D44 Study Center with CSC</td>
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<tr>
<td>Crown Worldwide Moving</td>
<td>Movers &amp; Storage</td>
<td>$229,874</td>
<td>$150,000</td>
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<td>Anticipated additional moving &amp; storage costs for D44 Line 23</td>
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<tr>
<td>CSW/SF Engineering</td>
<td>District Civil Engineer</td>
<td>$1,090,539</td>
<td>$155,010</td>
<td>$100,000</td>
<td>Anticipated additional services for DSA geotechnical and DRC compaction testing services for D44 Study Center with CSC</td>
</tr>
<tr>
<td>David Langendorf/K&amp;D</td>
<td>Consultant</td>
<td>$112,500</td>
<td>$7,300</td>
<td>$4,000</td>
<td>Anticipated additional DSA inspection services for D44 Line 23</td>
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<tr>
<td>Degnanhoff Engineers</td>
<td>District Structural Engineer</td>
<td>$203,800</td>
<td>$45,930</td>
<td></td>
<td>Anticipated additional structural design services for D44 Line 23</td>
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<tr>
<td>D&amp;B Engineers</td>
<td>Project Specific Architect - DSGP</td>
<td>$1,267,189</td>
<td>$4,322</td>
<td>$50,000</td>
<td>Anticipated additional design services for unforeseen conditions for D44 Study Center with CSC</td>
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<tr>
<td>EdiTracks</td>
<td>LLEA Displays</td>
<td>$5,527</td>
<td>$0</td>
<td>$20,000</td>
<td>Anticipated additional services for D44 Study Center with CSC</td>
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<tr>
<td>Environmental Science Associates (ESA)</td>
<td>ESA Consultant - NAC &amp; CSC</td>
<td>$111,879</td>
<td>$299,022</td>
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<td>Anticipated additional services for D44 Study Center with CSC</td>
</tr>
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<td>Gary Prior Construction Consultants</td>
<td>DSA Inspector</td>
<td>$515,297</td>
<td>$35,000</td>
<td>$75,000</td>
<td>Anticipated additional DSA inspection services for D44 Study Center with CSC</td>
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<tr>
<td>GeoTech Utility Locating LLC</td>
<td>Utility location</td>
<td>$76,193</td>
<td>$124,840</td>
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<td>Anticipated additional cost for unforeseen conditions for D44 Study Center with CSC</td>
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<tr>
<td>Harbison, Kiamatou, Kelley &amp; Fitchett (HKK)</td>
<td>Project Specific Architect - TA Tech &amp; CRC</td>
<td>$2,267,419</td>
<td>$279,032</td>
<td></td>
<td>Anticipated additional design and construction administration services for D44 Study Center with CSC</td>
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<tr>
<td>Inspection Services, Inc.</td>
<td>Testing &amp; Inspection</td>
<td>$411,887</td>
<td>$71,848</td>
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<td>Anticipated additional inspection services for D44 Study Center with CSC</td>
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<tr>
<td>Jeff Sposato</td>
<td>DSA Inspector</td>
<td>$206,520</td>
<td>$20,000</td>
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<td>Anticipated additional DSA inspection services for D44 Study Center with CSC</td>
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<tr>
<td>Rate Keating Associates, Inc.</td>
<td>District Signage Consultant</td>
<td>$482,687</td>
<td>$187,430</td>
<td>$100,000</td>
<td>Anticipated additional inspection &amp; construction administration services for D44 Study Center with CSC</td>
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<tr>
<td>USA Associates, Inc.</td>
<td>Dist. Environmental Monitor</td>
<td>$232,026</td>
<td>$151,717</td>
<td></td>
<td>Anticipated additional services for D44 Study Center with CSC</td>
</tr>
<tr>
<td>Mary Wong Donnan Logan Architects (MWDL)</td>
<td>Project Specific Architect - FA &amp; PA</td>
<td>$1,738,045</td>
<td>$167,745</td>
<td></td>
<td>Anticipated additional services for unforeseen conditions for D44 Study Center with CSC</td>
</tr>
<tr>
<td>Salloi &amp; Ton Architects and Planners</td>
<td>Project Specific Architect - FA &amp; PA</td>
<td>$2,000</td>
<td>$0</td>
<td></td>
<td>Anticipated additional services for D44 Study Center with CSC</td>
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<tr>
<td>PAM Consulting Engineers, Inc.</td>
<td>Geothermal Engineer - NAC</td>
<td>$63,775</td>
<td>$4,000</td>
<td>$100,000</td>
<td>Anticipated additional services for unforeseen conditions for D44 Study Center with CSC</td>
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<tr>
<td>Rafael</td>
<td>FF&amp;E Consultant</td>
<td>$256,670</td>
<td>$10,580</td>
<td>$150,000</td>
<td>Anticipated additional FF&amp;E services for unforeseen conditions for D44 Study Center with CSC</td>
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<tr>
<td>Rayton, Haneson, Alley &amp; Abay (RHA)</td>
<td>Landscape Architect</td>
<td>$772,157</td>
<td>$107,567</td>
<td>$25,000</td>
<td>Anticipated additional services for unforeseen conditions related to landscape services for D44 Study Center with CSC</td>
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<tr>
<td>Sensible Environmental Solutions (SES)</td>
<td>Testing &amp; Inspection</td>
<td>$301,581</td>
<td>$51,811</td>
<td>$50,000</td>
<td>Anticipated additional services for D44 Study Center with CSC</td>
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<tr>
<td>TLC Architecture</td>
<td>Project Specific Architect - New Academic Complex</td>
<td>$2,270,900</td>
<td>$256,720</td>
<td>$50,000</td>
<td>Anticipated additional design services for D44 Study Center with CSC</td>
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<tr>
<td>Urban Forestry Assoc, Inc.</td>
<td>Project Specific Architect &amp; District Arborist</td>
<td>$5,635</td>
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<td>$20,000</td>
<td>Anticipated additional services for D44 Study Center with CSC</td>
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<tr>
<td>VBN Architects (aka Architecture)</td>
<td>Project Specific Architect - Main Building, Facilities Master Plan Architect</td>
<td>$2,100,000</td>
<td>$0</td>
<td>$125,000</td>
<td>Anticipated additional services for unforeseen conditions for D44 Study Center with CSC</td>
</tr>
<tr>
<td>Future Moving &amp; Storage Services</td>
<td>Movers &amp; Storage</td>
<td>$116,494</td>
<td></td>
<td>$114,000</td>
<td>Anticipated additional services for unforeseen conditions for D44 Study Center with CSC</td>
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<tr>
<td>Future Consultants not yet under contract</td>
<td>Various special consultant services</td>
<td>$105,000</td>
<td></td>
<td>$100,000</td>
<td>Anticipated additional services for unforeseen conditions for D44 Study Center with CSC</td>
</tr>
</tbody>
</table>
BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Subject: Notice of Completion
 MEP Supplemental Project (308B-402A-407B-417A)
 Trahan Mechanical, Inc.

Reason for Board Consideration: ACTION APPROVAL
Enclosure(s): Notice of Completion

BACKGROUND:

On August 23, 2011, Trahan Mechanical, Inc. was selected to provide general contracting services for the MEP Supplemental Project (308B-402A-407B-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.

Continued work on warranty items is routine and ongoing.

FISCAL IMPACT:

None.

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees is asked to approve the Notice of Completion for the MEP Supplemental Project (308B-402A-407B-417A).
Notice of Completion

(in pursuant to Civil Code Section 3093, 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:

<table>
<thead>
<tr>
<th>NAMES</th>
<th>ADDRESSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

6. Work of modernization on the property hereinafter described was completed on: April 17, 2012
7. The Project Name & Number are MEP Supplemental Project (308B-402A-407B-417A)
8. The contractor for such work of modernization is Trahan Mechanical Inc.
9. The name of the contractor’s Surety Co. is Contractors Bonding and Insurance Company of Washington.
10. The date of contract between the contractor and the above owner is August 23, 2011
11. The street address of said property is 1800 Itonaco Blvd, (Novato and 835 College Ave, (Kentfield)
12. The property on which said work of modernization was completed is in the City of Novato and Kentfield, County of Marin, State of California, and is described as follows: PE complex scope: Install new supplemental cooling units; Added HVAC for the pool mechanical rooms; install additional electrical outlets in pool rooms. Main Building—Install additional electrical strips in room 224; Provide chain link fence and gates in p-lot 1; Transportation Technology Complex: New cooling unit for and relocate ceiling diffusers and ducting in Link Structure office; Provide new wall mounted dampers at 2 restrooms; Power Plant #1: Replace existing pool boiler with new unit.

Date

Signature of Owner
Marin Community College District

Verification

I, undersigned, say:
I am Director of Modernization

("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)

(Personal signature of the individual swearing that the contents of the notice are true)
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Subject: Authorize Lease Renewal of Portables for Swing Space Relocation Costs (850A); Dance Relocation (850N); PA&FA Relocation (850I)

Date: April 17, 2012

Reason for Board Consideration: Enclosure(s):

APPROVAL
None

BACKGROUND:
On October 9, 2007, the Board of Trustees approved the original lease with Mobile Modular of four (4) portable units for PE swing space on the Kentfield Campus. Following completion of the PE modernization, on May 12, 2009 the District authorized the continued lease of the portables in Parking Lot # 11, for swing space use for other programs. Since then, five additional leased units have since been approved by the Board. Currently all leased units will terminate during the months of May and June 2012. Authorization is now requested to continue the leases with Mobile Modular at their current rental rates on a month-to-month basis until June 30, 2013, in order to allow the District time to re-evaluate future swing space needs.

The estimated total cost of renewing all leases through June 30, 2013 is as follows:

1. Mobile Modular, Lease Nos. 582519, 582520, 582521 and 582522
   Four (4) Portables (3 classrooms & 1 restroom in Portable Village)
   a. May 1, 2012 through 6/30/2013  $ 74,816.00

2. Mobile Modular, Lease No. 210000912.1
   One (1) Portable Restroom (behind MS-3; temporary Dance Studio)
   a. June 1, 2012 through 6/30/2013  $  9,230.00

3. Mobile Modular, Lease No. 210000956.1
   Two (2) Portable Offices (for Swinerton)
   a. June 30, 2012 through 6/30/2013  $ 12,120.00

4. Mobile Modular, Lease No. 210005667.1
   Two (2) Portables (one classroom & one office)
   a. June 25, 2012 through 6/30/2013  $ 29,700.00

Total: $125,866.00

In accordance with Board approval protocol, the final lease agreements will be brought back to the Board for ratification at a later date.

FISCAL IMPACT:
The estimate for the lease renewals is approximately $125,866 to be paid from Measure C bond funds budgeted for various swing space projects: Relocation Costs (850A), Dance Relocation (850N) and PA & FA Relocation (850I).

RECOMMENDATION:
The Superintendent/President recommends that the Board authorize renewal of the leases noted above through June 30, 2013 for swing space projects Relocation Costs (850A), Dance Relocation (850N) and PA&FA Relocation (850I).
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 17, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No.</td>
<td>C.9.D.</td>
</tr>
<tr>
<td>Subject:</td>
<td>2012 California Community College Trustees (CCCT) Board Election 2012</td>
<td></td>
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<tr>
<td>Reason for Board Consideration:</td>
<td>ACTION</td>
<td>Enclosure(s):</td>
<td>List of Candidates</td>
</tr>
</tbody>
</table>

**BACKGROUND:**

Pursuant to the California Community College Trustees (CCCT) Board Governing Policies, the election of members of the CCCT Board of the Community College League will take place between March 10 and April 25, 2012. There are eight seats to be filled.

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.

The eleven 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.

A Board subcommittee comprised of Trustees Treanor and O’Brien was appointed at the March 13, 2012 Board meeting to formulate a recommendation to present to the Board at the April Board meeting.

The subcommittee will make their candidate recommendations at the Board meeting.

The ballot will be signed by the Board secretary and Board President or Vice President and returned to the League office, postmarked no later than April 25, 2012.

**RECOMMENDATION:**

The Superintendent/President recommends that the Board of Trustees vote for the recommended candidates in the 2012 CCCT Board election.

Administrator Initiating Item  
David Wain Coon, Superintendent/President
2012 CCCT BOARD ELECTION
CANDIDATES IN RANDOM DRAWING ORDER

1. *Janet Chaniot, Mendocino-Lake CCD
2. Angela Acosta-Salazar, Rio Hondo CCD
3. *Doug Otto, Long Beach CCD
4. *Manny Ontiveros, North Orange County CCD
5. Tina Park, Los Angeles CCD
6. Ann H. Ransford, Glendale CCD
7. Deborah LeBlanc, Compton CCD
8. *Bernard “Bee Jay” Jones, Allan Hancock Joint CCD
9. *Marcia Zableckis, Barstow CCD
10. Greg Bonaccorsi, Ohlone CCD
11. *Chris Stampolis, West Valley-Mission CCD

* Incumbent
MARIN COMMUNITY COLLEGE DISTRICT  
Kentfield, CA 94904  

BOARD AGENDA ITEM  

To: Board of Trustees
From: Superintendent/President
Subject: United Professors of Marin (UPM), AFT Local 1610 - Initial Contract Proposal to the District

Date: April 17, 2012
Item & File No. C.9.E.

Reason for Board Consideration:
PUBLIC HEARING

Enclosure(s):

BACKGROUND:

The MCCD-UPM Collective Bargaining Agreement covers the period of July 1, 2010 to June 30, 2013. For the 2012/2013 year, the term of the contract provides for limited reopeners: Article 3 – Wages, Article 4 – Fringe Benefits, Article 8 – Workload, and one additional article.

Staff submits the following notice from UPM to the Board before holding a public hearing on the UPM proposals as required by the EERA.

Government Code Section 3547 and Board Policy/Administrative Procedure 2610 provide that proposals which relate to matters within the scope of representation shall be presented at a public meeting, providing the public with the opportunity to respond at a subsequent public Board meeting, and, thereafter, shall be public record.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees accept UPM’s initial notice and hold a public hearing.

Administrator Initiating Item: Linda Beam, Executive Dean, Human Resources and Labor Relations
26 MARCH 2012

Board of Trustee
Marin Community College District
Kentfield, CA 94904

Subject: Openers for 2012-2013

UPM submits the following Articles to the Board of Trustees for re-openers to be negotiated as provided for in Article 23 of the Collective Bargaining Agreement.

Article I, including but not limited to:
(Temporary Employee Equity)
Section 1.5
Section 1.5.1

Article III Wages, including but not limited to:
(Wages)
Section 3.0 - 3.4

Article IV Benefits, including but not limited to:
(Permanent/Probationary Unit Members & Health Coverage: Temporary Credit and Non-Credit Unit Members:)
Section 4.1-4.2
(CRA Trust)
Section 4.9
(Fringe Benefits for Retirees and Phased-In Early Retirement)
Section 4.11-4.12

Article VIII Workload, including but not limited to:
(Department Chair Compensation)
Section 8.12.3

Please arrange to sunshine these proposals as required by the Rodda Act.

Paul Christensen
Chief Negotiator, UPM/AFT 1610
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 3440, 3505, and 5130 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 3440, 3505, and 5130 for first reading and discussion.

Administrator Initiating Item   Dr. David Wain Coon, Superintendent/President
BP 3440  SERVICE ANIMALS

References:
The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.;
28 Code of Federal Regulations Part 35;
28 Code of Federal Regulations Part 36;
34 Code of Federal Regulations Part 104.44(b)

In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal or miniature horse in District facilities and on District campuses in compliance with state and federal law.

__________________________________________________________
NOTE: The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore) in legal Update 19 dated August 2011. Reviewed with District Police Chief on February 9, 2012.

Date Adopted:
(This is a new policy recommended by the CCLC and the League’s legal counsel)
BP 3505   EMERGENCY OPERATIONS PLAN

References:

   Education Code Sections 32280 et seq. and 71095;
   Government Code Sections 3100 and 8607(a);
   19 California Code of Regulations (CCR) Sections 2400-2450;
   National Fire Protection Association 1600;
   Homeland Security Act of 2002;
   Homeland Security Presidential Directive-5;
   Executive Order S-2-05;
   34 Code of Federal Regulations Part 668.46(g)

The District shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The Superintendent/President shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency, or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and SEMS mandates include but are not limited to:

- Establishing disaster preparedness procedures or a plan and

- Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines
  - Training requirements vary based on job titles or assigned roles within the emergency management plan

District personnel must be informed that as public employees, they are also disaster service workers during national, state, and local emergencies. The District must ensure
that its employees are in compliance with the disaster service worker oath requirements.

The Superintendent/President should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and state.

The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response, and recovery. The District must ensure that its disaster plan is updated regularly and must comply with NIMS and SEMS to receive state or federal funding.

NOTE: The underlined regular text signifies language that is legally required and legally advised. This new policy was recommended by the CC League and the League’s legal counsel in Updates #15 and #16 disseminated to districts in September 2008 and February 2009 and additional language was added in legal Update 19. Reviewed with District Police Chief on February 9, 2012.

Date Adopted:
(This is a new policy recommended by the CC League and the League’s legal counsel)
Marin Community College District Policy  BP 5130

Student Services

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;
U.S. Department of Education regulations on the Integrity of Federal Student
Financial Aid Programs under Title IV of the Higher Education Act of 1965, as
amended

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.

Misrepresentation
Consistent with the applicable federal regulations for federal financial aid, the District
shall not engage in "substantial misrepresentation" of 1) the nature of its educational
program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The Superintendent/President shall establish procedures for regularly reviewing the
District's website and other informational materials for accuracy and completeness and
for training District employees and vendors providing covered services concerning the
District's educational programs, financial charges, and employment of graduates to
assure compliance with this policy.

The Superintendent/President shall establish procedures wherein the District shall
periodically monitor employees' and vendors' communications with prospective students
and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its
representatives or service providers. The District and its Governing Board do not waive
any defenses or governmental immunities by enacting this policy.
Date Adopted: May 17, 2011
(Replaces College of Marin Policy 4.0031)

NOTE: The underlined regular text is legally required language recommended by CCLC in legal Update 19 disseminated to districts in August 2011. Approved by Financial Aid Director David Cook 2/8/12.
A. Open Session

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

The Board of Trustees of the Marin Community College District met in Administration Building 9, Room 101, on the Indian Valley campus, all members having received notice as prescribed by law. Board President Conti called the meeting to order at 5:38 p.m. Trustees Conti, Long, Dolan and Kranenburg were present. Dr. David Wain Coon, Al Harrison, and Linda Beam were also in attendance.

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

2. Public Comment – Closed Session Agenda

There was no public comment on the closed session agenda and the Board recessed to closed session at 5:40 p.m.

B. Closed Session

The Board met in closed session at 5:40 p.m. in Administration Building 9, Room 101 on the Indian Valley campus. Trustees Conti, Long, Dolan and Kranenburg were present. Trustee O’Brien arrived at 5:48 p.m., Trustee Namnath arrived at 5:49 p.m. and Trustee Treanor arrived at 5:58 p.m. Dr. David Wain Coon, Al Harrison and Linda Beam were also in attendance.

The closed session recessed at 6:24 p.m.
REGULAR MEETING

C. Open Session

1. Call to Order, Roll Call and Adoption of Agenda
   Board President Conti called the regular meeting of the Board of Trustees of the Marin Community College District to order at 6:36 p.m. in Building 12, Room 100, on the Indian Valley campus. All publicly elected Trustees were present. Student Trustee Bergstrom-Wood was also in attendance.

M/s (O’Brien/Long) to adopt the agenda. President Coon pulled items C.9.F. Master Student Agreement with Washington Township Health Care District, dba Washington Hospital Health Care System and C.9.G. Agreement for Training with Sutter West Bay Hospitals, dba California Pacific Medical Group. There was no discussion and the motion to adopt the agenda with the noted changes carried by a vote of 7-0 (plus an advisory aye vote by Student Trustee Bergstrom-Wood).

   Board Clerk Namnath reported that the Board took action to accept the resignation of the Dean of Student Development and Special Services and enter into a release agreement. The action was approved by the following vote. Trustees in favor were Treanor, Kranenburg, O’Brien, Dolan, Long, Namnath and Conti. Trustees against, none, and Trustees abstained, none.

3. Public Comment
   a. Comments re. Items Not on the Agenda
      Ira Lansing informed the Board that Biology Instructor, Dr. Paul DaSilva, is coordinating efforts on behalf of the faculty regarding the potential initiatives for the November ballot in relation to education and taxes. Dr. DaSilva will be approaching the Board for endorsement of one or more of the initiatives.

   b. Comments re. Items on the Agenda – to be heard immediately before the Board of Trustees’ consideration of the item
      None

4. Chief Executive Officer’s Report
   President Coon reported that Student Trustee Raemon Bergstrom-Wood was selected for the 2012 Phi Theta Kappa All California Academic Team along with another College of Marin Student, Lori Davis. The President and the Board congratulated Student Trustee Bergstrom-Wood on his accomplishment.
a. **Accreditation**

President Coon referred the Board members to the ART Team Member document (attached to the minutes), which restates the accreditation recommendations and identifies the response teams that have been developed to address those recommendations. The teams are meeting weekly and a report will be presented to the Board at the April 6th retreat. The report will provide an update on the status of each recommendation, progress that has been made, and the resources that will be required to get us where we need to be by October. He also directed attention to page two of the document, the biographies of Dr. Edmund Buckley and Dr. John Spevak from the College Brain Trust. Drs. Buckley and Spevak have extensive experience in education and accreditation review and will be assisting us with the accreditation process and the strategic plan. President Coon expressed his appreciation of the mobilization efforts and stated that he was confident we will meet and exceed expectations by the time we reach October.

b. **IVC Updates**

*IVC Organic Farm:* President Coon introduced Interim Executive Dean Nanda Schorske to give an update on the IVC Organic Farm. Dean Schorske introduced Executive Director of the Conservation Corp of the North Bay, Marilee Eckert, David Lewis of the UC Cooperative Extension, partner on the farm and Marin Master Gardeners, Wendy Rudnick Johnson, instructor and grandmother of the IVC Organic Farm, and Carol Hemingway a student of the program. Ms. Hemingway shared books she developed about the farm with the members of the Board. Dean Schorske presented a power-point update of the IVC Farm as of March 13, 2012, (attached to the minutes). After the presentation, a video about the farm and program was viewed. The video may be viewed at [http://www.youtube.com/collegeofmarin](http://www.youtube.com/collegeofmarin).

Several members of the Board expressed their thanks and appreciation to Dean Schorske, college staff, partners, students, volunteers and the Board for the planning and collaboration that went into making this project such a success. This shows what we can do when we have a solid plan and a commitment to see something through and is a model for things to come. It is important that we showcase all of our programs and get the word out to the community about what our programs provide to our students and the community. This is a good donor opportunity. The Farm stand is open on Wednesdays, from 10:00 – 3:00 p.m. for food, honey, flowers and plants.

Al Harrison introduced Director of Modernization, Laura McCarty, to discuss two more important accomplishments we are proud of: the LEED Gold Designation for the New Main Building and the Harry Moore Memorial.
**LEED Gold Designation New Main Building:** Director McCarty invited Project Manager, Debra Mathau, to assist in the presentation of the LEED Gold Plaque. Ms. Mathau explained the key features of the project that resulted in a score of over 42 points to achieve LEED Gold. These features included water and draught efficient landscaping, efficient fixtures inside the building, use of the geothermal field to heat and cool the building, use of sustainable wood and a very high percentage of recycled materials used in the building. Director McCarthy noted that Rob Barthelman from VBN Architects donated this plaque and it was through their efforts and those of the Swinerton team that we were successful in making this happen. The plaque will be placed inside the building in a prominent location. Vice President Harrison noted that attention to LEED status was a directive of the Board and he hoped we would have the opportunity to do a more formal presentation to the Board President, including photos of the presentation, for historical documentation.

**Harry Moore Memorial:** Director McCarty shared photos of the final installation of the Harry Moore Memorial. The memorial has been placed next to the memorial bench previously installed facing the creek, in accordance with Calitta Moore’s wishes. In keeping with Mr. Moore’s wish to teach, the memorial explains how geothermal technology works. The family is very pleased with the project. Director McCarty will follow-up on the landscaping around the area in keeping with the original schematic that was presented to donors.

**Swinerton Management:** Vice President Harrison noted upcoming changes in the modernization management program, with Mr. Leigh Sata leaving and welcoming a new program manager. Director McCarty acknowledged and thanked Mr. Sata for his dedication and hard work for over four years and fifty board meetings, during which time he was always prepared, supportive and ready to answer any question. She also thanked him for the countless hours spent behind the scenes to resolve issues. Mr. Sata was presented with a COM pin and sweatshirt and thanked everyone for the opportunity to work with the team and the college. Several Board members also expressed their appreciation for Mr. Sata’s level of professionalism and diligent work, noting he was critical in keeping the Board informed and moving forward during some very difficult times.

Director McCarthy then introduced Anne Daley (bio/resume attached to minutes). Ms. Daley has been working with Swinerton at San Mateo Community College for the past nine years. Ms. Daley introduced herself and noted that her experience at San Mateo has deepened her knowledge of where community colleges fit into the future of California. She is very happy to be here and looking forward to working with us.

5. **Academic Senate Report**
Sara McKinnon, Academic Senate President, gave updates about the various committees that are working on the accreditation response. Program Reviews for program and budget
have been completed and Student Services and the Library are also completing reviews. PRAC will be reviewing and prioritizing the requests. The Technology Committee is working with consultants on the draft Technology Plan as well as developing survey questions. The Tech Plan is expected to be presented to PRAC by the beginning of May. The Academic Senate completed a survey on Distance Education and the results will be used to help guide the future levels of Distance Ed at the college. The Facilities Committee has clear ideas about the content of the Facilities Plan and gathering data. The development of the next three-year strategic plan will be going through College Council. The Educational Planning Committee met during the fall and came up with a series of recommendations based on what they found had been completed, what was felt important to continue and what was important to bring in the future. Those recommendations have gone to PRAC and will go on to College Council who will be meeting with Ed Buckley to assist in compiling the accreditation response related to the strategic plan.

6. **Classified Senate Report**
   A written report is attached to the minutes.

7. **Student Association Report**
   ASCOM is continuing to plan events at both campuses. An ASCOM member has partnered with the Puente Club and Latino Student Union to create a structured study session and ASCOM has given them a $5,000 grant to create a bridge between the Puente program and the regular college courses. Student Trustee Bergstrom-Wood participated in a Statewide Student Advocacy Day on March 5th. He is also the chair of the Student Senate Region Three, and has conducted legislative visits with 10 legislators including Mark Leno and Jared Huffman, encouraging them to make education a budget priority, informing them that the cuts to the community college system have been devastating, and if continued, will destroy the system as it currently exists.

8. **Consent Calendar Items (Roll Call Vote)**
   M/s (Treamor/O’Brien) to approve all items on the Consent Calendar. Trustees Dolan and O’Brien had questions on Items 8.J. and 8.L. that were addressed by staff. The motion passed a by roll call vote of 7-0. Student Trustee Bergstrom-Wood cast an advisory aye vote.

   A. **Calendar of Upcoming Meetings**

   B. **Approve Classified Personnel Recommendations**
      1. Appointment of Classified Personnel
         1.a. Appointment of Hourly Personnel
      2. Resignation/Retirement of Classified Personnel

   C. **Approve Academic Personnel Recommendations**
      1. Appointment of Academic Personnel
2. Academic Personnel Lottery to Determine Order of Employment
3. Approval of Continued Employment of Academic Contract Faculty
4. Appointment of Temporary Non-Credit Instructors Spring 2012
5. Appointment of Temporary Community Education and Services Winter Quarter 2012

D. Budget Transfers – Month of February – FY 2011/12

E. Warrant Approval

F. Out of Country Travel Requests

G. Approve Credit Course Revisions

H. Approve Revisions to A.S. Degrees and Certificates of Achievement

I. Approve Deletion of A.S. Degree in Engineering Technology, Occupational

J. Modernization (Measure C)
   1. Ratify/Approve Modernization Contracts ($124,322.20)

9. Other Action Items

A. Approve Board Self-Evaluation Instrument

Trustees Treanor shared a memo (attached to the minutes) she had sent to Board Self-Evaluation Committee. The memo detailed how the evaluation tool was arrived at last year, what the focus was and what was deleted and why. She encouraged the Board to consider including questions that relate directly to WASC and recommendation #9. There was a lengthy discussion about the evaluation tool, including concerns about the number of questions, question content, redundancy use as a comparison tool, use of consultants, and adding questions to address WASC recommendations and use of consultants for assistance. **M/s (Namnath/Dolan)**

Approve Board Self-Evaluation Instrument. The motion failed 4-3 with Trustees Kranenburg, O’Brien, Treanor, Conti voting against and Trustees Long, Namnath and Dolan voting in favor (plus an advisory no vote by Student Trustee Bergstrom-Wood). The evaluation tool will go back to Committee to consider the suggestions made with further discussion at the April 6th meeting.

**M/s (Namnath/Treanor)** motion to merge items C.9, B., C., D. and E. Trustees Treanor, Long and Dolan had questions on Items C., C.1., D. and E, which were addressed by staff. Motion passed 7 – 0 with advisory vote from Student Trustee Bergstrom-Wood.

B. Reject Claim Evelina Pilli
C. Modernization (Measure C)
   1. Approve New Long Form Professional Services Agreement
      Fine Arts Weatherization Project (306D)
      ED2 International ($198,000.00)
   2. Approve Amendment 1 – Professional Services Agreement
      PE Track Renovation (308G)
      Verde Design Inc. ($2,500.00)

D. Approve Friends of Corte Madera Creek Project Permission

E. Approve Clinical Facilities Agreement with Marin Medical Concepts Inc.

M/S (O’Brien/Namnath) to approve Items C.9.B., C. D. & E. Approved 7-0 with an
       advisory aye vote from Student Trustees Bergstrom-Wood.

F. Approve Master Student Program Agreement with Washington Township Health
   Care District – This item was pulled from the agenda.

G. Approve Agreement for Training with Sutter West Bay Hospitals dba California
   Pacific Medical Center - This item was pulled from the agenda.

H. Public Hearing Service Employees Union (SEIU) 1021 Reopener Notice to the
   District’s Initial Proposal to SEIU. Board President Conti opened the Public Hearing
   at 8:15 p.m. There was no public comment. The Public Hearing was closed at
   8:16 p.m.

   Resolution (Roll Call Vote)

I. Approve Resolution in Support of Women’s History Month
   M/s(Namnath/Treonor) to waive the reading of the Resolution passed by unanimous
   vote of 7-0 with an advisory aye vote by Student Trustees Bergstrom-Wood.

   M/s (Treonor/Long) to approve the Resolution. The motion was passed by roll call
   vote of 7-0 with an advisory aye vote by Student Trustee Bergstrom-Wood.

10. Board Policy Review (1st Reading)
    ▪ BP 3501 Campus Security and Access (New)
    ▪ BP 3560 Alcoholic Beverages (Revision to Existing Board Policy)
    ▪ BP 5510 Off Campus Student Organizations (New)
    ▪ BP 5700 Athletics (New)

11. Future Agenda Items
    a. California Community College Trustees (CCCT) Election – 2012 (April) President Conti
called for Board members to serve on a committee to recommend on the Board’s
votes for the Board on CCCT. Trustees Treanor and O’Brien agreed to serve on the Committee. The Board will take action at the April 17, 2012 Board meeting.

b. Bolinas Property (April/May)
c. Parcel Tax (April/May)

12. Board Reports and/or Requests (15 minutes)
   a. Legislative Report. None
   b. Committee Chair Reports - None
   c. Individual Reports and/or Requests
      Trustee Treanor shared a summary by the Little Hoover Institute from CCLC (attached to the minutes) and discussed the similar themes in this report and the Student Success Report and the items that will be significant for the District. She hoped there would be time on the 6th to discuss these themes and the relation to legislation and the Board’s position as we move forward with decisions about these issues.
      Trustee Long attended “As You Like It” by Jim Dunn in the little theater and encouraged others to attend. Made a request to have a document regarding refunding of bonds by Kentfield School District forwarded to the members of the Board.
      Trustee Conti asked that another Trustee sit on the self-evaluation committee given that there was a lot of input discussed about the self-evaluation instrument. Trustee Treanor agreed to sit on the committee.

13. Approval of Minutes (2 minutes)
   - Minutes of February 21, 2012 Board Meeting
     M/s (O’Brien/Treanor) to approve. Trustees Long asked that her comments at the February meeting about the legislative consultant be reflected in the minutes.
     President Conti directed that Trustee Long may submit her the comments from the February meeting to be included in the record of this month’s minutes. The comments are attached. Motion passed 7-0 with an advisory aye vote from Student Trustee Bergstrom-Wood.

14. Information Items (see written reports)
   Board members were asked to review the information items in their Board packet.
   B. Modernization Update
      1. Director’s Report
      2. Contract Milestones Report through February 2012
      3. Program Schedule

   C. Administrative Procedures
      - AP 3501 Campus Security and Access
      - AP 3540 Sexual and Other Assaults
      - AP 3560 Alcoholic Beverages
- AP 5510 Off Campus Student Organizations

D. Calendar of Special Events
   CCLC Trustees Conference – May 4 to 6, 2012 – Sheraton Marina, San Diego
   Golden Bell Award Ceremony – May 17 2012, 4:30 p.m., Angelico Hall,
   Dominican University
   Commencement, Saturday, May 26, 2012, 10:00 a.m., Gymnasium, Kentfield
   Campus

E. California Community College Trustees (CCCT) Election – 2012 (Action in April)

15. Correspondence
16. Board Meeting Evaluation
17. Adjournment
   M/s (O’Brien/Treasor) to adjourn the meeting at 8:12 p.m. The motion passed by a
   vote of 7-0 with an advisory aye vote by Student Trustee Bergstrom-Wood.
ART Team Member

Recommendation #1
In order to meet standards, the team recommends that the college regularly update all institutional plans and systematically evaluate the effectiveness of all planning and resource allocation processes. The college should communicate to all college stakeholders the results of these assessment activities, and implement identified improvements on a continuous basis to support and improve student learning. Additionally, the team recommends that the college ensure that planning is linked to budgeting for the effective use of its resources. (I.B; I.B.6; I.B.7; II.D.1.a; II.D.3)

Recommendation #2
In order to meet the Commission’s fall 2012 deadline, the team recommends that the college accelerate its efforts to identify and assess measurable student learning outcomes for every instructional, library and student support program. The team further recommends that the college incorporate student learning outcome assessment results into program planning and resource allocation for the improvement of student learning. (II.A.1.a; II.A.1.c; II.A.2.f; II.A.3.a, b; II.B.4; II.C.2)

Recommendation #3
In order to meet standards, the team recommends that the college allocate resources to create a sustainable infrastructure to support a distance education program that can deliver high quality curricula and support student access and success. (II.A.1.b; II.A.2.d; II.B.3.a; III.C.1)

Recommendation #5
In order to meet standards, the team recommends that the college remedy the lack of library services, learning resources and student support services for evening, Indian Valley Campus, and online students. (I.B.3.a; II.C.1.c, ER 14, ER 16)

Recommendation #7
In order to meet standards, the team recommends that the college develop a facilities master plan to ensure the effective utilization and quality of physical resources which are necessary to support its programs and services. (III.B.2.b)

Recommendation #8
In order to meet standards, the team recommends that the college establish and communicate a sustainable technology plan for the acquisition, maintenance and replacement of its infrastructure, equipment, support and training to meet institutional needs. The team further recommends regular evaluation of this plan for its effectiveness in prioritizing and funding current and projected long term technology needs. (III.C.1.a; III.C.1.b; III.C.1.c; III.C.1.d)

Recommendation #9
In order to meet standards, the team recommends that the board focus on developing policies that support the quality, integrity and effectiveness of student learning programs and services. The board should deliberate with due diligence and make timely decisions that are in the best interests of the institution.

Rec #1 Lead & Committee
Sara McKinnon
Yolanda Bellisimo
David Snyder
PRAC

Rec #2 Lead & Committee
Yolanda Bellisimo
Sara McKinnon
Jim Arnold
Becky Reetz
SLOAC
SSSLO

Rec #3 Lead & Team:
David Snyder*
Ali Klinger
Susan Andrien
Marshall Northcott
DE Committee

Rec #5 Lead & Team
Nanda Schorske*
Ali Klinger
Susan Andrien
Armand Philips
John Erdmann

Rec #7 Lead & Committee
Laura McCarty
Erik Dummiere
Al Harrison
Nanda Schorske
Facility Planning Committee

Rec #8 Lead & Committee
Al Harrison
Sara McKinnon
Marshall Northcott
Technology Planning Committee

Rec #9 Lead:
David Wain Coon*
BOT

Logistics: Chalin, Cathy, Cari

*Lead
College BrainTrust Consultants

Team Leader: Dr. Edmund Buckley is one of the College Brain Trust’s most experienced academic administrators and consultants. He served as vice president of academic affairs at Santa Rosa Junior College from 1992 to 2005. Before that, he was assistant dean, associate dean, and dean of instruction from 1981 to 1992. As a College Brain Trust consultant, Buckley has participated in several projects, including developing an educational master plan and a model for integrated planning for College of Marin, assisting Imperial Valley College to develop an educational master plan assisting College of the Redwoods with its accreditation self study, and most recently assisting Oakland Community College in Pontiac Michigan, in the development of the college’s Academic Master Plan. Dr. Buckley has masters degrees from Occidental College in Urban Studies and from UCLA in English and an Ed.D. in Community College Curriculum from Nova University.

Team Member: Dr. John Spevak is a retired Chief Instructional Officer with 23 years of experience as an instructional administrator--seven as dean of off-campus centers and 16 as vice president of instruction at the same institution (Merced College). He also spent 14 years at the same college as a full-time English instructor and academic advisor, during which time he was an active member of his college’s faculty senate. He earned his master's degree and Ph.D. in English from the University of Chicago.

John served for many years with the California Community College Chief Instructional Officers (CCCCIO) organization, first as a regional representative for several years, then as president-elect in 2000-01 and president in 2001-02. He has served on many statewide committees and task forces, including the Action Plan Group for basic skills and assessment, the System Advisory Committee on Curriculum (SACC), and the task force on repetition of noncredit courses.
Indian Valley
Organic Farm and Garden
Update March 13, 2012

A barren field transforms into a training ground for organic farmers.

The Right People

2009 Farm Class and Crew
Since 2009 we have offered 4 environmental landscape program classes each semester that used the farm as the educational lab.
Certified Organic in November 2011

Engaging Youth
We have provided 577 children and young adults with hands-on experiences on the farm.

Bringing In The Public
We have provided 743 members of the public with hands-on experiences on the farm.

State Approved Apprenticeship Program
CA Dept. of Apprenticeship Standards
Marin County Board of Supervisors supports work experience project Summer 2011

Post Secondary Education Initiative
Mill and Melanie Geles Foundation has supported us with $200,000

Becoming Self Sustaining
Space to support expanded production has been identified.
Restaurant Accounts

Thank You
ANNE DALEY, LEED AP

PROGRAM MANAGER

Ms. Daley has over thirty years of program and project management experience in construction and technology environments, including 21 years experience as an owner’s representative and general contractor. As a Program Manager, she has led multiple Teams on various college campuses. She has extensive experience providing strategic guidance, campus planning, team leadership, problem-solving, labor management, design management, budget forecasting, program reporting and processes development.

Ms. Daley is a skilled communicator who fosters cooperative relationships with clients, design and technical professionals. She has a broad understanding of the construction trades and is adept at anticipating and resolving issues with a “big picture” perspective. She understands the requirements and expectations of the District and works closely with District constituents to ensure that the delivery of the projects is consistent with the District’s vision.

PROFESSIONAL EXPERIENCE

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT, SAN MATEO, CA:
Program Management and Construction Management for Capital Improvements for two successive bond programs totaling $837M for the San Mateo County Community College District. Since 2002, Ms. Daley has led a Swinerton team of up to 25 professionals managing projects on the District’s three campuses: Cañada College (Redwood City), College of San Mateo, and Skyline College (San Bruno). The Programs included new construction, renovation, modernization, seismic and fire and life safety improvements. Over a ten-year period, the breadth of 150 projects ranged from a $100M design build contract to various $1M repair projects and included six new buildings that have been certified LEED Gold.

LEARNING NETWORK INC., SAN FRANCISCO, CA:
Director, Network Programs and Services for online education company. Managed multiple cross-functional teams developing e-learning Internet content and applications for K-12 educational portal. Key liaison among company’s business, technology and creative sectors. Managed client relationships and worked closely with clients to develop business requirements. Developed instructional design requirements, product specifications, budgets and schedules. Directed company’s key initiative.

Years of Experience: 30
Years With Swinerton: 10

Education:
- M.A., Education - Instructional Technology with highest honors, San Francisco State University
- B.A., English & Psychology with honors, Wellesley College

Certifications:
- Project Management Certification, PMP
- Project Management Institute certification
- Conflict Mediation: Completed 60 hour training program for volunteer community mediators
- (CASA) Court-Appointed special Advocate - Volunteer trained and certified to serve as legal advocate and mentor for children in the San Francisco County foster care system
ANNE DALEY, CONT'D

PACIFIC STOCK EXCHANGE, INC., SAN FRANCISCO & LOS ANGELES, CA:
Director, Facilities Planning for multi-site securities trading corporation. Owner's representative - managed large-scale development projects from real estate planning and design inception through construction completion. Projects included:

OPTIONS TRADING FACILITY, SAN FRANCISCO, CA:
Complete seismic renovation in nationally registered historic building including highly sophisticated technology infrastructure, acoustics and lighting; 50,000 SF.

CORPORATE HEADQUARTERS/EQUITY TRADING FACILITY, LOS ANGELES, CA:
Similar to above project; 100,000 SF.
Good Evening,

The Classified Senate has just distributed the Classified Senate Newsletter, Volume 3. We have submitted a copy of the Newsletter with our Senate Report, we hope you enjoy it.

The Classified Senate has completed and approved the Classified Handbook. This handbook will be accessible from the College of Marin Website in the very near future. The handbook would link to College of Marin WebPages pertinent to the Classified Professionals. For example:

- The College Intranet
- A link to register for College of Marin emergency notifications
- The Emergency Procedures Handbook
- The IT HELP page
- Various College of Marin Calendars
- The Participatory Governance page
- College of Marin Facebook, Twitter and YouTube Links:
- A FAQ page

Some of the upcoming projects for the Classified Senate include preparing for this year's Classified Senate Staff Appreciation Awards that will be presented to Classified Professionals at the May Staff Appreciation Luncheon. Our nomination forms will be sent out in April, the Classified Staff will be asked to nominate an individual, a department and an unsung hero for consideration. The Classified Senate has invited guest’s speakers Chialine Hsich and Becky Reetz to our next Classified Senate meeting so they can present the Student Services Student Learning Outcomes Project. We are also staring to prepare for our elections that will take place the end of the Spring Semester. We have four Senate seats that will expire May 2012. This summer we hope to send one or two Senators to the Classified Senate Leadership Institute to be held in Ventura California.

Thank you and goodnight.
Halloween Bash

A gathering of spooks descended upon Student Services October 31 for the first ever Classified Senate "Meet, Eat and Be Spooky Halloween Fundraiser."

Guests were treated to a viewing of the 1932 Boris Karloff version of *The Mummy* and Shook provided spooky tunes to add to the mood. Hot dogs and burgers were served up by our very own Dodd Stange along with specially baked treats provided by Alice Dieli and Dianne Faw. Drawing for raffle prizes added to the fun. Thanks to all for the generous donations.

- Four bottles of wine donated by Heather Holliday won by Rose Jacques and Dodd Stange
- Tom Hudgens donated a signed copy of his book and a Cold Stone Gift card won by Greta Siegel
- A Surfing Lesson with Jon Gudmundsson was won by Steve Garrett
- Macy's and Coldstone gift cards donated by Andrea Hunter won by Greta Siegel and Andy Haber
- Big 5 gift card donated by Big 5 won by Sue Scott
- Bucket of Blood keepsakes donated by Dodd Stange won by Chialin Hsieh
- Christmas favors donated by Eileen Madden won by Annie Ricciuti
- Halloween decorative tree donated by Dianne Faw won by Linda Bean
- Photography prints on canvas by Shook Chung won by Linda Bean and Dona Flowers
- Digital tape measure and drill set donated by Napa Woodland Auto Parts won by Marco Minoia
- Mag flashlight donated by Dodd Stange won by Mike Irvine

The highlight of this event was the costume contest. President Coon, David Cook, and Andrea Hunter judged the costume contest, which included photos sent down from IVC. The winners were Monica Rudolph as Medusa for best individual costume, Becky Reetz and Sherry Sacuzzo as the Witches of EOPS for the best group costume, and Kelley Gaffney from IVC as the Cat in the Hat as the best costume submitted by photo. This event was enjoyed by everyone. Check out more photos of the event. Thanks to everyone who helped to make it a success!

Your Senators
Andrea Hunter, President
Alice Dieli, Vice President
Nicole Cruz, Secretary
Kathleen Kirkpatrick, Treasurer
Shook Chung
Thelma Kidd
Melinda Molloy
Ellen Shaw
Dodd Stange
**FUNDRAISERS**

**Halloween Bash**
As you read on page 1, this was a very successful event and great fun. The Senate realized a $437 profit, which will support our ongoing efforts to bring classified professionals together.

**Wipeout Bar & Grill Fundraiser**
On December 7 the Senate held an all day fundraiser at Wipeout Bar and Grill. The restaurant donated 20 percent of proceeds from those who presented our flyer. This is an easy way to raise funds and enjoy a meal with friends. $42.01 was raised.

More fundraising events to come!
We welcome any suggestions and ideas on fundraising.

---

**OUR FINANCES**

The Classified Senate account is maintained by the College of Marin Foundation. The Senate receives funds from individual staff donations and fundraising.

Our spending since August 2011 is as follows:

- Flowers for Candice’s Retirement: $50.00
- Halloween Fundraiser: $119.11
- Holiday Party: $300.00
- Key Chains for 20-Year Employees: $65.10

As of January 31, 2012, our fund balance is $2,157.83.

If you would like to help the Senate by making monthly contributions, please complete the Classified Senate Payroll Deduction Form available at the Human Resources office.

Single contributions to the Classified Senate may be made directly to the College of Marin Foundation.

---

**CONGRATULATIONS TO...**

Jesse and Mike Klein who welcomed Adeline to their family in November. (left.)

Melinda Molloy and Colin McAndrews who welcomed Abigail in December. (right.)
WELCOME NEW STAFF MEMBERS

Welcome to our new Classified Professionals. Please take the time to introduce yourselves and make them feel welcome.

Michael Kessler, Police Officer
Todd Kiddler, Police Sergeant
Susan Beutler, Health Services Assistant
Xian Bui, Custodian
Abner Diaz, Custodian
Mike Smith, Custodian
Mariya Rohde, Accountant
Lisa LaScala, Lab Technician, Health Sciences
Lindsey Bacigalupi, Admin Asst., Physical Education
Lisa DiCarlo, Single Stop Coordinator

BEST WISHES TO OUR FRIENDS

To our co-workers and friends who have moved on to new adventures. We wish you all the best.

Brianna Burkhardt, DSPS
Candice Garretson, EOPS
Suzanne Hebel, Health Sciences
Maurice Kidd, Maintenance and Operations
Diane Kukahiko, Physical Education
Betty Schlaepfer, President’s Office
Alicia (Meg) Pasquel, English
(We didn’t really lose Meg, she accepted a faculty position!)
Patricia Torres, Testing
Dusja Wagner, DSPS
Heather Holliday, Maintenance and Operations

HOLIDAY PARTY

The Classified Professionals Holiday Party was held on December 8, 2011, at McGinnis Golf Club, San Rafael. The evening was enjoyed by approximately 45 people and included a no-host bar and plenty of food, including a carving station with turkey and beef. Music and karaoke were provided by DJ Mike Keating and everyone enjoyed singing and dancing up a storm! As you can see, everyone had a great time.

AND ANOTHER 20 YEARS

Congratulations to:

Diana Scranton · Alicia (Meg) Pasquel · Gaylene Urquhart

for completing 20 years of service with College of Marin. You should all be very proud. We are sure proud of you!
Memo to: 2012 Board Self Evaluation Committee Members – Diana Conti & Jim Namnath
From: Wanden P. Treanor
March 12, 2012
cc: David Wain Coon, Superintendent President
Re: Comments concerning proposed Board Self Evaluation Process.

First of all, thank you for putting the time into working on the Board Self Evaluation committee. I know that all committees take time and energy, so I want to begin by expressing appreciation.

I also want to support your thought process in deciding to repeat last year’s format and trust you will share it with us at the meeting. The cover memo didn’t indicate the reason for the selection, so I decided it would best to send both of you this email to let you know my thoughts and concerns in advance of the meeting.

I understand there is value in repeating many of the questions to evaluate improvement in areas from one year to the next, which would be an obvious reason for using the same format and questions. However, I don’t know if you discussed the reason why last year’s committee (Diana, Carole and me) developed the questions used in this evaluation template. Diana may recall that we went through the binder of Board Self Evaluation samples that Stan Atterbury provided us. While I don’t have it handy, I believe there were 3 or 4 models in his binder. I pulled several templates from CCLC’s website and we also looked at a template that had been developed the prior year by Chabot Los Positas. We took ideas from each and narrowed down the options to one or two. From there, we blended what we thought were the best questions for what we needed last year.

Last year the committee agreed to focus on two issues that guided our selection of questions:

1. David was new on the job, having served less than 6 months as Superintendent/President. Prior to David’s arrival, we had an interim CEO. As a result, very little of what WASC might typically be looking for in a board self-evaluation, such as planning and mission, were not included because we hadn’t discussed them as a board in that year; and

2. Our Board had been challenged by WASC to address some of its internal operations issues, e.g. speaking as one once a decision is made, inclusion of differing views, timeliness of the decision making process, proper agenda development to make timely decision, cancelation of retreats, etc. As a result, the 2010-2011 bd survey reflects that focus.

We presented the survey questions to the board after culling the other evaluation templates and deleting questions, revising others and creating what we felt responded to the necessary focus of last year. The committee reported all of the above to the full board and as a whole, we agreed that we could not evaluate the total picture vis à vis our role and responsibility. We discussed this in detail as a committee and we reported it to the full board.
Examples of questions the committee members discussed but deleted include the following:

1. The Board has sufficient understanding of the planning issues facing the District.
2. The Board incorporates the District’s philosophy and mission into their decision-making.
3. The Board has knowledge of the emerging needs and concerns of the population its Colleges serve.
4. Board members have a clear understanding of where the board’s role end and the Chancellor’s begin.
5. There is sufficient collaboration between the Board and the CEO in reviewing annual strategic plans.
6. What issues have most occupied the Board’s time and attention during the past year? Were these closely tied to the mission and goals of the District and the Board?
7. Please describe the board’s relationship with the CEO? What does the board do to maintain a positive relationship? What does the board need to change, if anything?

For your ease of reference, I attach the 2009 survey that was more in keeping with the type of questions we have used to evaluate past performance. While I suspect you will agree that the 2009 version will need some updating, I trust you will agree it reflects a more complete evaluation of all elements of responsibility that WASC will be looking for in our response to the ‘Warning’ letter. Since we will have to provide ‘evidence’ of addressing issues, including the self evaluation, it would benefit the District to closely review the issues raised in the letter to assure we include questions on point and then with our responses, provide further evidence that we actually completed the evaluation. It is important to note that we will also have to provide ‘evidence’ that the board fully discussed the results of the evaluation as a whole.

I hope you will agree that the questions for this evaluation will need to augment the survey from last year to more fully evaluate our ability to address the full complement of our responsibilities.


One publication that may be of greatest value to your work is the ‘Guide to Evaluating Institutions,’ which goes through the Accreditation Standards with questions that can be asked and evidence that can be requested concerning each of the various sections. I will also provide you with sections of that publication that I am incorporating in my presentation that pertain to Board Self Evaluation and Board Leadership standards.

I will bring copies of this memo, the 2009 and 2010 Los Positas templates as well as the excerpts from the WASC guidelines that I have pulled for other purposes to include for this discussion. So you know, I do not plan to bring hard copies of all the documents for all board members, just a set for the minutes that everyone will eventually receive.
Survey Items

I. Mission and Planning
II. Policy Role
III. Board–CEO Relations
IV. Community Relations
V. Fiduciary Role
VI. Board Leadership
VII. Board Meetings
VIII. Board Education

General Board Effectiveness Criteria
Short Form

The “short form” evaluation may be used when the self-evaluation includes assessing progress on annual board priorities or tasks or evaluating performance on local board codes of ethics. It may also be appropriate as a basis for college employee evaluations of the board.

Please rate your level of agreement with the following criteria
5 Strongly Agree
4 Agree
3 Neutral
2 Disagree
1 Strongly Disagree

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>RATING</th>
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<tbody>
<tr>
<td>I. Mission, Planning, and Policy</td>
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<tr>
<td>1. The board assures that there is an effective planning process and is appropriately involved in the process.</td>
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<td>2. The board regularly reviews the district’s mission and goals and monitors progress toward the goals.</td>
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<td>3. The board fulfills its policy role; the board’s policies are up-to-date and regularly reviewed.</td>
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<td>II. Board–CEO Relations</td>
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<td>4. The board maintains an excellent working relationship with the CEO.</td>
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</table>
5. The board sets clear expectations for and effectively evaluates the CEO.

6. The board delegates authority to and supports the CEO.

### III. Community Relations & Advocacy

7. Board members represent the interests of the citizens in the district.

8. The board advocates on behalf of the college to local, state, and federal governments.

### IV. Educational Programs and Quality

9. The board effectively monitors the quality and effectiveness of the educational program and services.

10. Board members are knowledgeable about the district's educational programs and services.

### V. Fiduciary Role

11. The board assures the fiscal stability and health of the district.

12. The board monitors implementation of the facilities plan.

### VI. Human Resources and Staff Relations

13. Board members refrain from attempting to manage employee work.

14. The board respects faculty, staff, and student participation in college decision-making.

### VII. Board Leadership

15. The board understands and fulfills its roles and responsibilities.

16. The board expresses its authority only as a unit.

17. The board regularly reviews and adheres to its code of ethics or standards of practice.

18. Board members avoid conflicts of interest and the perception of such conflicts.
<table>
<thead>
<tr>
<th>VIII. Board Meetings</th>
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<tr>
<td>19. Board meeting agendas and conduct provide sufficient information and time to explore and resolve key issues.</td>
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<td>20. The board understands and adheres to the Brown Act.</td>
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<th>IX. Board Education</th>
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<tr>
<td>21. New members receive orientation to board roles and the institution.</td>
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<tr>
<td>22. Board members participate in trustee development activities.</td>
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<td>23. The board evaluation process helps the board enhance its performance.</td>
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Accreditation Standards as Criteria

Rating scale for this approach is
3 The board fully meets the standards
2 The board partially meets the standard
1 The board does not meet the standard

<table>
<thead>
<tr>
<th></th>
<th>Rating</th>
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<tbody>
<tr>
<td>1. The institution has a governing board that is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution.</td>
<td></td>
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<tr>
<td>2. The governing board adheres to a clearly defined policy for selecting and evaluating the chief administrator for the college or the district/system.</td>
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<tr>
<td>3. The governing board is an independent policy-making body that reflects the public interest in board activities and decisions.</td>
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<td>4. Once the board reaches a decision, it acts as a whole.</td>
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<tr>
<td>5. The board advocates for and defends the institution and protects it from undue influence or pressure.</td>
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<tr>
<td>6. The governing board establishes policies consistent with the mission statement to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary to support them.</td>
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<td>7. The governing board has ultimate responsibility for educational quality, legal matters, and financial integrity.</td>
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<tr>
<td>8. The institution or the governing board publishes the board bylaws and policies specifying the board’s size, duties, responsibilities, structure, and operating procedures.</td>
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<td>9. The governing board acts in a manner consistent with its policies and bylaws. The board regularly evaluates its policies and practices and revises them as necessary.</td>
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<tr>
<td>10. The governing board has a program for board development and new member orientation. It has a mechanism for providing for continuity of board membership and staggered terms of office.</td>
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<td>11. The governing board’s self-evaluation processes for assessing board performance are clearly defined, implemented, and published in its policies or bylaws.</td>
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<td>12. The governing board has a code of ethics that includes a clearly defined policy for dealing with behavior that violates its code.</td>
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<tr>
<td>13.</td>
<td>The governing board is informed about and involved in the accreditation process.</td>
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<td>14.</td>
<td>The governing board delegates full responsibility and authority to the CEO to implement and administer board policies without board interference and holds him/her accountable for the operation of the district.</td>
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<td>15.</td>
<td>In multi-college districts/systems, the governing board establishes a clearly defined policy for selecting and evaluating the presidents of the colleges.</td>
</tr>
<tr>
<td>16.</td>
<td>The board regularly reviews the mission statement.</td>
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<tr>
<td>17.</td>
<td>The board adopts policies on academic freedom and responsibility, student academic honesty, and specific institutional beliefs or worldviews.</td>
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<tr>
<td>18.</td>
<td>The board has adopted personnel policies that are available for information and review. Such policies are equitably and consistently administered.</td>
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<tr>
<td>19.</td>
<td>The board has a written policy providing for faculty, staff, administrator, and student participation in decision-making processes.</td>
</tr>
<tr>
<td>20.</td>
<td>Through established governance structures, processes, and practices, the governing board, administrators, faculty, staff, and students work together for the good of the institution.</td>
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Open-Ended Questions

1. What are the board's greatest strengths?

2. What are the major accomplishments of the board in the past year?

3. What areas in which the board could improve?

4. In order for our board to become a high performing board we need to _______________________.

5. As a trustee, I am most pleased about _______________________.

6. As a trustee, I have concerns about _______________________.

7. As a trustee, I would like to see the following changes in how the board operates:
   _______________________.

8. What issues have most occupied the Board’s time and attention during the past year? Were these closely tied to the mission and goals of the District and the Board?

9. Please describe how the board functions as a team. Is it functioning as a team as well as it should? Why or why not?

10. Please describe the board's relationship with the CEO? What does the board do to maintain a positive relationship? What does the board need to change, if anything?

11. Describe a typical board meeting. Do the agendas and conduct of the meeting effectively meet the purposes of board meetings? Why or why not?

12. I recommend that the board has the following goals for the coming year:
   _______________________.
Chabot-Las Positas Community College District  
Board of Trustees Self-Evaluation  
Date ____________________

*Rate statements according to the following scale*

4: Strongly Agree  
3: Agree  
2: Disagree  
1: Strongly Disagree  
0: Unable to Judge

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<tr>
<td>1. The Board incorporates the District's philosophy and mission into their decision-making.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
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<tr>
<td>Comments:</td>
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<td>2. The Board has sufficient understanding of the planning issues facing the District.</td>
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<td>Comments:</td>
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<td>3. The Board has knowledge of the emerging needs and concerns of the population its Colleges serve.</td>
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<td>Comments:</td>
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<td>4. Information provided by staff is adequate to ensure effective Board governance and decision-making.</td>
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<td>Comments:</td>
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<td>5. The Board respects the majority decision after honoring the right of members to express opposing viewpoints.</td>
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<td>Comments:</td>
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</table>
6. The Board chair effectively and appropriately leads and facilitates the board meetings and the policy and governance work of the board.

Comments:

7. Board members come to the meeting prepared by having reviewed the agenda/materials in advance.

Comments:

8. The Board shows its support of the Colleges through members attending various events.

Comments:

9. The board is sensitive to the concerns of students and staff while maintaining impartiality.

Comments:

10. The Board is involved in and understands the budget and how it impacts the District.

Comments:

11. The Board receives regular financial updates and takes necessary steps to ensure the operations of the District are sound.

Comments:
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<td>12.</td>
<td>The Board plays a primary oversight role in assuring the fiscal integrity of the District’s financial condition, particularly in the development of a balanced budget, the implementation, and the maintenance of an appropriate reserve.</td>
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<td>3</td>
<td>2</td>
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<tr>
<td>Comments:</td>
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<tr>
<td>13.</td>
<td>Board meeting agenda and supporting materials are received in a timely manner for adequate review before the Board Meeting.</td>
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<td>Comments:</td>
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<tr>
<td>14.</td>
<td>Board meetings provide adequate time for discussions and decision-making.</td>
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<td>Comments:</td>
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<tr>
<td>15.</td>
<td>Sufficient orientation regarding the District’s mission, philosophy, goals and operations is given to new Board members.</td>
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<td>Comments:</td>
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<td>16.</td>
<td>All Board members participate in important Board discussions.</td>
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<tr>
<td>Comments:</td>
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<td>17.</td>
<td>Board members have a clear understanding of where the board’s role end and the Chancellor’s begin.</td>
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<tr>
<td>Comments:</td>
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</table>
18. The Board and the Chancellor work together in a climate of trust and mutual respect.  

*Comments:*

| 4 | 3 | 2 | 1 | 0 |

19. The Board redirects specific complaints and requests to the Chancellor as appropriate.  

*Comments:*

| 4 | 3 | 2 | 1 | 0 |

20. The Board provides direction to the Chancellor by setting new policies or clarifying existing ones.  

*Comments:*

| 4 | 3 | 2 | 1 | 0 |

21. Board members adhere to ethical standards expected of them.  

*Comments:*

| 4 | 3 | 2 | 1 | 0 |

22. Board’s goals and expectations are clearly articulated and communicated.  

*Comments:*

| 4 | 3 | 2 | 1 | 0 |

23. The Boards process for evaluating the performance and goal settings of the Chancellor is effective.  

*Comments:*

| 4 | 3 | 2 | 1 | 0 |

24. There is sufficient collaboration between the Board and the Chancellor in reviewing annual strategic plans.  

*Comments:*

| 4 | 3 | 2 | 1 | 0 |
25. Overall, how would you rate the Board’s performance?

*Comments:*

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<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
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26. Other Comments and suggestions:

*Comments:*
Standard IV: Leadership and Governance

B. Board and Administrative Organization
In addition to the leadership of individuals and constituencies, institutions recognize
the designated responsibilities of the governing board for setting policies and of the chief
administrator for the effective operation of the institution. Multi-college districts/systems
clearly define the organizational roles of the district/system and the colleges.

1. The institution has a governing board that is responsible for establishing policies to
assure the quality, integrity, and effectiveness of the student learning programs and
services and the financial stability of the institution. The governing board adheres to a
clearly defined policy for selecting and evaluating the chief administrator for the college
or the district/system.

a. The governing board is an independent policy-making body that reflects the public
interest in board activities and decisions. Once the board reaches a decision, it acts as a
whole. It advocates for and defends the institution and protects it from undue influence or
pressure.

b. The governing board establishes policies consistent with the mission statement to
ensure the quality, integrity, and improvement of student learning programs and services
and the resources necessary to support them.

c. The governing board has ultimate responsibility for educational quality, legal
matters, and financial integrity.

d. The institution or the governing board publishes the board bylaws and
policies specifying the board’s size, duties, responsibilities, structure, and operating
procedures.

e. The governing board acts in a manner consistent with its policies and bylaws. The
board regularly evaluates its policies and practices and revises them as necessary.
   o Do the records of board actions (minutes, resolutions) indicate that it acts
     consistent with its policies and bylaws?
   o Does the board have a system for evaluating and revising its policies on a regular
     basis? Is this system implemented?

f. The governing board has a program for board development and new member
orientation. It has a mechanism for providing for continuity of board membership and
staggered terms of office.
   o What is the board’s program for development and orientation?

g. The governing board’s self-evaluation processes for assessing board performance are
dearly defined, implemented, and published in its policies or bylaws.
   o What is the board self-evaluation process as defined in its policies? Does that
     process as described likely to be an effective review?
   o Does the policy call for regular self-evaluation? Does the institution’s board
     regularly evaluate its own performance?
h. The governing board has a code of ethics that includes a clearly defined policy for
dealing with behavior that violates its code.
  o What is the board’s stated process for dealing with board behavior that is
    unethical? Is there any track record of the board implementing this process?
  o What was the result?

i. The governing board is informed about and involved in the accreditation
process.
  o What kinds of training are provided to the board about the accreditation process,
    and Commission standards?
  o How does the board participate appropriately in institutional self-study and
    planning efforts?
  o How do board actions, including planning and resource allocation, indicate a
    commitment to improvements planned as part of institutional self-evaluation and
    accreditation processes?
  o How do board actions reflect the commitment to supporting and improving student
    learning outcomes as reflected in the Accreditation Standards and expectations
    for institutional improvement?
  o Is the board informed of institutional reports due to the Commission, and of
    Commission recommendations to the institution?
  o Is the board knowledgeable about Accreditation Standards, including those that
    apply to the board?
  o Does the board assess its own performance using Accreditation Standards?

j. The governing board has the responsibility for selecting and evaluating the district/
   system chief administrator (most often known as the chancellor) in a multi-college
district/system or the college chief administrator (most often known as the president) in
the case of a single college. The governing board delegates full responsibility and
authority to him/her to implement and administer board policies without board
interference and holds him/her accountable for the operation of the district/system or
college, respectively. In multi-college districts/systems, the governing board establishes a
clearly defined policy for selecting and evaluating the presidents of the colleges.

  o What is the established board process for conducting search and selection
    processes for the chief administrator? Are those processes written?
  o Has the board used these processes in its most recent searches?
  o How is the board delegation of administrative authority to the chief administrator
    defined? In policy documents? In a contract with the chief administrator?
  o Is this delegation clear to all parties?
  o How effective is the board in remaining focused at the policy level?
  o What mechanisms does the board use in its evaluation of the chief administrator’s
    performance on implementation of board policies and achievement of institutional
    goals?
  o How does the board set clear expectations for regular reports form the chief
    administrator on institutional performance?
  o How does the board set expectations for sufficient information on institutional
    performance to insure that it can fulfill its responsibility for educational quality,
    legal matters, and financial integrity?
Sources of Evidence: Examples for Standard IV
Listed below are examples of potential sources of evidence for Standard IV. There may be many other sources which institutions should provide and teams should ask for.

Standard IV: Leadership and Governance

A. Decision-Making Roles and Processes
- Evidence that shows board and other governance policies and descriptions of the participation of constituencies in decision-making bodies.
- Evidence that includes documents showing the transmission of recommendations from faculty and academic administrators to decision-making bodies, and descriptions of the institution’s information and decision-making process.
- Evidence that includes copies of governance policies and procedures, the composition of governance bodies, minutes of meetings, and documents showing the roles academic staff plan in reviewing and planning student learning programs and services.
- Evidence that includes evaluations and analyses the institution conducts of its governing and decision-making processes, and the form of communication of same to the community.
- Evidence that includes the Policy Manual, institutional statement of mission, vision or philosophy, and institutional planning documents.

B. Board and Administrative Organization
- Evidence that includes published statements of institutional goals that reference the board’s expectations for student learning and quality of education.
- Evidence that includes documents describing the authority of the board; the absence of any external, higher authority than the board; descriptions of the board appointment and replacement process.
- Evidence that includes the published bylaws.
- Evidence that includes board minutes or a schedule showing board evaluation of policies.
- Evidence that includes the materials from board training workshops.
- Evidence that includes the policy on board membership, appointment and replacement.
- Evidence that includes the board’s policy and instruments used for self evaluation, analyses and reports on the last few self-evaluations completed.
- Evidence that includes the board policy statement of ethics.
- Evidence that includes board minutes, statements to college constituents on this delegation of authority, the board policy manual, any contracts with administrators that specify delegation of authority, board agreements with faculty bodies regarding delegation of authority.
Evidence that includes budget documents and independent audit reports and audited financial statements showing ending year balances, audit exceptions (if any).

Evidence that includes the results of surveys, other evaluations of the president’s activities directed toward the communities served by the institutions.

Evidence that includes surveys and other evaluative instruments, and the results of evaluation. Evidence that includes descriptions of funding rules or formulas, committee minutes or other documents showing the system has assessed the needs of each institution.

Evidence that includes financial policies and manuals, the content of internal audits and reviews, annual independent external audits, fiscal program reviews conducted by other agencies, and the annual budget documents.

Evidence that includes any formal delineation of responsibilities that might be found in district/college documents, including descriptions of job duties, descriptions contained in employment contracts, and the district mapping provided to the institutions and the Commission.

Evidence: examples of written or other recorded communications.

Evidence that would include institutional analyses of performance, including fact books, reports, web page data portfolios, and publications that describe research on institutional performance.

Evidence that includes written information about institutional planning processes, minutes of meetings, records of participation in institutional evaluation and planning sessions.

Evidence that includes the district/system’s evaluation instruments, the results of the evaluation, and plans for improvement increasing.

Evidence that multi-college district/system develop a "map" or description of district and college functions that delineates and distinguishes them clearly.
The Little Hoover Commission (LHC), formally known as the Milton Marks “Little Hoover” Commission on California State Government Organization and Economy, is an independent state oversight agency created in 1962 to investigate state government operations and – through reports, recommendations and legislative proposals – promote efficiency, economy and improved service. Pursuant to this charge, the commission reviewed California Community Colleges throughout 2011 and adopted their final report, *Serving Students, Serving California: Updating the California Community Colleges to Meet Evolving Demands*, late last month.

Commission Chair Dan Hancock presented the report to the Board of Governors at their March meeting, indicating that the commission’s recommendations were, in general, consistent with the Student Success Task Force (except in going beyond the task force on several issues including their suggestion that the system develop a pilot program of incentivizing success through funding initiatives) and that Commissioners would begin speaking with legislators about their recommendations.

Full copies of the report are available at the commission’s website: http://lhc.ca.gov/studies/210/report210.html

Following is a summary of the recommendations of the commission:

1) **ACCESS AND SUCCESS**: California must make explicit that the primary goal of the California Community Colleges is to foster measurable student progress in three core areas of study: preparation for transfer to four-year institutions, career technical education (CTE) and adult basic education (ABE). Other missions, while valuable, are secondary to these three.

   a) All colleges should offer enrollment priority in academic and CTE courses to current and new students who demonstrate preparedness by completing matriculation components including orientation, assessment and counseling to develop an education plan; returning students who demonstrate progress toward achieving their goals; and students, including workers who are returning to upgrade their career skills, and who have developed an educational plan.

   b) Districts should cap the number of class credits that students can accrue at the standard tuition level, subject to BOG approval and those who exceed that cap should pay fees that reflect the full cost of instruction with no enrollment priority.

   c) Students should be required to demonstrate satisfactory academic progress in the prior school term (by maintaining at least a 2.0 GPA in courses in their educational plans) in order to receive the BOG fee waiver.

   d) Students who enroll in a community college course solely for enrichment purposes should pay a tuition fee that reflects the full cost of the course.

2) **GOVERNANCE**: The California Community College governance structure must be aligned to better support student success.

   a) The state must strengthen the governance of the community college system by creating a stronger, more independent Chancellor’s Office that is empowered to establish policy, create accountability metrics, monitor and oversee community college districts, hold the districts accountable for results and intervene in local district affairs when necessary.

   b) The Chancellor’s Office should become an independent entity with power given to the Chancellor to hire executive staff and create financial incentives for the colleges to bolster student success.
c) The state should give community colleges greater flexibility in how they deploy resources to achieve district and system goals.

d) The Legislature should review and revise statutes and regulations that hinder regional cooperation and coordination, and remove barriers so that colleges can improve outcomes through merger, consolidation or coordination.

e) The Legislature should grant the BOG authority to establish an appeals process to temporarily exempt districts from statutory requirements when state funding is reduced.

3) FUNDING: Funding for the community colleges must be predictable and appropriate to support student success and completion.

a) The funding formula should be amended to include additional measures to better align with the state’s need for more community college graduates.

b) The BOG should establish a plan to determine when fees increases are warranted.

c) Additional revenue generated from fee increases should be allocated to the Chancellor’s Office to support student success practices.

4) ACCOUNTABILITY: Spending priorities for the community colleges must be aligned with the mission to help students succeed in achieving their academic goals.

a) A portion of state funding should be used to incentivize identified student outcomes which reward colleges that increase the number of students who pass milestones.

b) Incentives should be provided for student attainment of goals such as completion of basic skills or earning a certificate, credential or degree;

c) Colleges should be rewarded for degrees and certificates in high-need industry and workforce areas;

d) Implementation should begin (as a pilot) with volunteer districts to help identify and address unintended consequences.

5) ADULT EDUCATION: The California Community College system should administer all of the state’s adult basic education programs, and the state should shift responsibility and funding for adult education to the community colleges.

a) The community colleges should offer ABE programs and provide clear and accessible pathways for students to transfer into credit academic and CTE programs.

b) The state should increase funding to reflect the added responsibility of the adult education programs. The amount of increase should be proportional and equitable to the amount the state currently earmarks for adult schools in the K-12 school districts, with the colleges required to use this new money to support ABE programs.
Summary of Comments by Eva Long
Re: February 21, 2012 Board Meeting

Item C.9.D. - Approve Consulting Agreement with Strategic Education Services for Government Relations Services

Eva Long cautioned the expenditure for Basic Aid Lobbyist for a full year. Suggested, due to potential reduction/cuts, it might be prudent to review the contract time for only when needed. (Legislature is on recess some parts of the year)
The meeting was called to order at 6:10 p.m. Trustees Conti, Treanor and Student Trustee Raemond Bergstrom-Wood were present. Trustee Namnath participated by telephone.

M/s Treanor/Namnath to adopt the agenda. Passed by unanimous vote 3-0, plus an advisory aye vote from Student Trustee Bergstrom-Wood.

There were no members of the public present.

**Summary:** The committee discussed a proposed evaluation instrument and made revisions.

**Action Steps:** The proposed instrument will be presented to the full board for discussion and adoption at the retreat on April 6, 2012.

The meeting was adjourned at 7:10 p.m.
<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
<th>April 17, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No.</td>
<td>C.14.A.</td>
</tr>
<tr>
<td>Subject:</td>
<td>Contracts and Agreement for Services for Month of March 2012</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td></td>
<td>Enclosure(s):</td>
<td>Attachment</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.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
## 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>
</tr>
</thead>
<tbody>
<tr>
<td>P0214069</td>
<td>Liebert Cassidy &amp; Whitmore Legal services for January 2012.</td>
<td>District Wide</td>
<td>$2,344.50</td>
</tr>
<tr>
<td>P0214082</td>
<td>Casey Printing Printing services for the Summer 2012 credit schedule of classes.</td>
<td>Communications</td>
<td>$8,000.00</td>
</tr>
<tr>
<td>P0214083</td>
<td>Casey Printing Printing services for the Fall 2012 credit schedule of classes.</td>
<td>Communications</td>
<td>$33,000.00</td>
</tr>
<tr>
<td>P0214084</td>
<td>Reliable Distribution, Inc Distribution services for the credit schedule of classes.</td>
<td>Communications</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>P0214086</td>
<td>Interact Communications Research services for College focus group.</td>
<td>Communications</td>
<td>$5,400.00</td>
</tr>
<tr>
<td>P0214089</td>
<td>Pitney Bowes Postage By Phone Mailing services for the College.</td>
<td>Logistics</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>P0214091</td>
<td>Print Inkorporated/Paul Giampaoli Printing services for Disabled Students folders.</td>
<td>Logistics</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>P0214095</td>
<td>Professional Personnel Leasing, Inc Consulting services of Joann Busenbark for Human Resources.</td>
<td>Human Resources</td>
<td>$6,400.00</td>
</tr>
<tr>
<td>P0214099</td>
<td>Autodata Systems Maintenance and licensing services for scanner.</td>
<td>Planning &amp; Research</td>
<td>$1,245.00</td>
</tr>
<tr>
<td>P0214143</td>
<td>Q2 Data &amp; Research Research services for the College.</td>
<td>District Wide</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>P0214153</td>
<td>Standard Tel Networks, LLC Maintenance services for network switch.</td>
<td>Information Technology</td>
<td>$1,311.50</td>
</tr>
<tr>
<td>P0214173</td>
<td>Mitel Business Systems, Inc Maintenance services for Mitel communications.</td>
<td>Information Technology</td>
<td>$1,805.75</td>
</tr>
<tr>
<td>P0214199</td>
<td>Dollar Thrifty Automotive Group, Inc Vehicle rentals for 10 Track &amp; Field events.</td>
<td>Physical Education</td>
<td>$1,405.58</td>
</tr>
<tr>
<td>P0214200</td>
<td>Dollar Thrifty Automotive Group, Inc Vehicle rentals for 19 Men's Baseball games.</td>
<td>Physical Education</td>
<td>$8,318.01</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>
</tr>
</thead>
<tbody>
<tr>
<td>P0214201</td>
<td>Dollar Thrifty Automotive Group, Inc</td>
<td>Physical Education</td>
<td>$1,735.93</td>
</tr>
<tr>
<td></td>
<td>Vehicle rentals for 6 Swim &amp; Dive meets.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0214218</td>
<td>Industrial Employers &amp; Distributors Association</td>
<td>District Wide</td>
<td>$2,010.42</td>
</tr>
<tr>
<td></td>
<td>Membership services for the College.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0214247</td>
<td>Novato Chamber of Commerce</td>
<td>President’s Office</td>
<td>$1,540.00</td>
</tr>
<tr>
<td></td>
<td>Membership services for Chamber sponsored events, activities and information.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0214254</td>
<td>Eek N Ack, Inc</td>
<td>Performing Arts</td>
<td>$2,000.00</td>
</tr>
<tr>
<td></td>
<td>Production design services and support for the Spring 2012 dance concert.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0214257</td>
<td>Daphne Zepos</td>
<td>Community Education</td>
<td>$2,000.00</td>
</tr>
<tr>
<td></td>
<td>Instruction services for the Winter 2012 cheese class, “Full Introduction to Artisan Cheese &amp; Its Traditions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0214267</td>
<td>Baker Moving &amp; Storage</td>
<td>Performing Arts</td>
<td>$1,967.00</td>
</tr>
<tr>
<td></td>
<td>Moving services for the grand pianos for dance</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Restricted</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0214221</td>
<td>Barbara Garfien</td>
<td>President’s Office</td>
<td>$2,550.00</td>
</tr>
<tr>
<td></td>
<td>Coordination services for the President’s Circle.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0214222</td>
<td>WK McLellan Co</td>
<td>Grounds</td>
<td>$3,240.00</td>
</tr>
<tr>
<td></td>
<td>Grading and improvement services for water runoff redirect of storm drain inlet.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0214242</td>
<td>Judy Morgan</td>
<td>Career Education</td>
<td>$6,970.00</td>
</tr>
<tr>
<td></td>
<td>Development services for work based learning opportunities.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### MEASURE C

<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Vendor/Description</th>
<th>Measure</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0214064</td>
<td>Flinn Fabrication</td>
<td>Measure C</td>
<td>$8,000.00</td>
</tr>
<tr>
<td></td>
<td>Fabrication services for a make-up table for Performing Arts Project.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0214108</td>
<td>Division of the State Architect</td>
<td>Measure C</td>
<td>$7,930.00</td>
</tr>
<tr>
<td></td>
<td>Filing services for the Child Study Center Increment #1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0214109</td>
<td>Division of the State Architect</td>
<td>Measure C</td>
<td>$17,748.80</td>
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<tr>
<td></td>
<td>Filing services for the Child Study Center Increment #2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0214110</td>
<td>Division of the State Architect</td>
<td>Measure C</td>
<td>$129,320.00</td>
</tr>
<tr>
<td></td>
<td>Filing services for New Academic Center.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**BACKGROUND:**

The CCFS-311Q report is attached for review. Staff members are available to answer questions.
**CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q**

**VIEW QUARTERLY DATA**

**Fiscal Year: 2011-2012**

Quarter Ended: (Q3) Mar 31, 2012

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Actual 2008-09</th>
<th>Actual 2009-10</th>
<th>Actual 2010-11</th>
<th>Projected 2011-2012</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I.</td>
<td>Unrestricted General Fund Revenue, Expenditure and Fund Balance:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A.1</td>
<td>Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)</td>
<td>45,788,647</td>
<td>45,402,489</td>
<td>45,310,644</td>
</tr>
<tr>
<td></td>
<td>A.2</td>
<td>Other Financing Sources (Object 8900)</td>
<td>0</td>
<td>0</td>
<td>235</td>
</tr>
<tr>
<td></td>
<td>A.3</td>
<td>Total Unrestricted Revenue (A.1 + A.2)</td>
<td>45,788,647</td>
<td>45,402,489</td>
<td>45,310,644</td>
</tr>
<tr>
<td></td>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B.1</td>
<td>Unrestricted General Fund Expenditures (Objects 1000-6000)</td>
<td>44,178,109</td>
<td>43,876,510</td>
<td>43,791,404</td>
</tr>
<tr>
<td></td>
<td>B.2</td>
<td>Other Culgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)</td>
<td>1,313,096</td>
<td>1,280,672</td>
<td>560,652</td>
</tr>
<tr>
<td></td>
<td>B.3</td>
<td>Total Unrestricted Expenditures (B.1 + B.2)</td>
<td>45,491,205</td>
<td>45,157,182</td>
<td>44,262,056</td>
</tr>
<tr>
<td></td>
<td>C.</td>
<td>Revenues Over(Under) Expenditures (A.3 - B.3)</td>
<td>297,442</td>
<td>245,307</td>
<td>1,048,823</td>
</tr>
<tr>
<td></td>
<td>D.</td>
<td>Fund Balance, Beginning</td>
<td>4,618,497</td>
<td>4,915,939</td>
<td>5,161,246</td>
</tr>
<tr>
<td></td>
<td>D.1</td>
<td>Prior Year Adjustments + (-)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>D.2</td>
<td>Adjusted Fund Balance, Beginning (D + D.1)</td>
<td>4,618,497</td>
<td>4,915,939</td>
<td>5,161,246</td>
</tr>
<tr>
<td></td>
<td>E.</td>
<td>Fund Balance, Ending (C. + D.2)</td>
<td>4,915,939</td>
<td>5,161,246</td>
<td>6,210,069</td>
</tr>
<tr>
<td></td>
<td>F.1</td>
<td>Percentage of GF Fund Balance to GF Expenditures (E. / B.3)</td>
<td>10.8%</td>
<td>11.4%</td>
<td>14%</td>
</tr>
</tbody>
</table>

II. Annualized Attendance FTES:

| G.1 | Annualized FTES (excluding apprentice and non-resident) | 4,737 | 5,415 | 5,390 | 4,998 |
### III. Total General Fund Cash Balance (Unrestricted and Restricted)

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>2008-09</th>
<th>2009-10</th>
<th>2010-11</th>
<th>2011-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.1</td>
<td>Cash, excluding borrowed funds</td>
<td>3,043,856</td>
<td>2,354,888</td>
<td>3,458,543</td>
<td></td>
</tr>
<tr>
<td>H.2</td>
<td>Cash, borrowed funds only</td>
<td>8,500,000</td>
<td>9,200,000</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>H.3</td>
<td>Total Cash (H.1 + H.2)</td>
<td>11,600,317</td>
<td>11,543,688</td>
<td>11,554,888</td>
<td>3,458,543</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>46,295,524</td>
<td>46,295,524</td>
<td>27,519,776</td>
<td>59.4%</td>
</tr>
<tr>
<td>I.2</td>
<td>Other Financing Sources (Object 8900)</td>
<td>77,210</td>
<td>77,210</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>I.3</td>
<td>Total Unrestricted Revenue (I.1 + I.2)</td>
<td>46,372,734</td>
<td>46,372,734</td>
<td>27,519,776</td>
<td>59.3%</td>
</tr>
<tr>
<td>J.1</td>
<td>Unrestricted General Fund Expenditures (Objects 1000-5000)</td>
<td>46,530,480</td>
<td>46,560,480</td>
<td>33,807,109</td>
<td>72.6%</td>
</tr>
<tr>
<td>J.2</td>
<td>Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)</td>
<td>392,896</td>
<td>392,896</td>
<td>265,750</td>
<td>67.6%</td>
</tr>
<tr>
<td>J.3</td>
<td>Total Unrestricted Expenditures (J.1 + J.2)</td>
<td>46,923,376</td>
<td>46,953,376</td>
<td>34,072,859</td>
<td>72.6%</td>
</tr>
<tr>
<td>K.</td>
<td>Revenues Over(Under) Expenditures (I.3 - J.3)</td>
<td>-550,642</td>
<td>-580,642</td>
<td>-6,553,083</td>
<td>-12.1%</td>
</tr>
<tr>
<td>L.1</td>
<td>Adjusted Fund Balance, Beginning</td>
<td>5,210,069</td>
<td>6,210,069</td>
<td>6,210,069</td>
<td>12%</td>
</tr>
<tr>
<td>L.2</td>
<td>Fund Balance, Ending (C. + L.2)</td>
<td>5,659,427</td>
<td>5,529,427</td>
<td>-343,014</td>
<td>12%</td>
</tr>
<tr>
<td>M</td>
<td>Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)</td>
<td>12.1%</td>
<td>12%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
V. Has the district settled any employee contracts during this quarter? NO

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>Total Cost Increase</td>
<td>Total Cost Increase</td>
<td>Total Cost Increase</td>
<td>Total Cost Increase</td>
</tr>
<tr>
<td></td>
<td>% *</td>
<td>% *</td>
<td>% *</td>
<td>% *</td>
<td>% *</td>
</tr>
</tbody>
</table>

a. SALARIES:
   Year 1: 
   Year 2: 
   Year 3: 

b. BENEFITS:
   Year 1: 
   Year 2: 
   Year 3: 

* 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.

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 Certified for this quarter.

Chief Business Officer
CBO Name: Albert J. Harrison II
CBO Phone: 415-884-3100
CBO Signature: [Signature]
Date Signed: 4-9-12

Chief Executive Officer Name: David Wain Coon
CEO Signature: [Signature]
Date Signed: 4-9-12

Electronic Cert Date: 04/09/2012

District Contact Person
Name: Peggy Isozaki
Title: Director, Fiscal Services
Telephone: 415-884-3160
Fax: 415-883-3261
E-Mail: peggy.isozaki@marin.edu

California Community Colleges, Chancellor's Office
1102 Q Street Sacramento, California 95814-8511

Send questions to:
Christine Atalig (916)327-5772 catalig@cccco.edu or Tracy Britten (916)323-6899 trbritten@cccco.edu
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College of Marin
3/31/12 YTD Financial Report

Overview

- 3/31 YTD Year over Year
  - Financial Highlights
  - Cash Position
  - Cash Flow

- Revenues:
  - Budget vs. 3/31/12 YTD Actual Comparison
  - 3/31 Revenue Comparison
  - 3/31 YTD Year over Year Revenue Breakdown Comparison

- Expenditures:
  - Budget vs. 3/31/12 YTD Actual Comparison
  - 3/31 YTD Expenditure Comparison
  - 3/31 YTD Year over Year Expenditure Breakdown Comparisons

Supplemental Information
3/31 YTD Yr/Yr Comparison

- 3/31/12
  - $26.6M Revenues
  - $33.2M Expenditures
  - ($ 6.6M) Net
- 3/31/11
  - $26.2M Revenues
  - $31.9M Expenditures
  - ($ 5.7M) Net

Primary source of revenue is property tax which is received in December and April.

3/31 YTD Cash Position

- Cash Balance
  - 3/31/12: $3.5M
  - 3/31/11: $12.3M
- Borrowing
  - 3/31/12: n/a
  - 3/31/11: $9.2M

Cash inflow is revenues – our major source, property taxes, received primarily in December and April.
Cash outflow is expenses – about $3.8M per month
Borrowing provides operating cash until mid-December when property taxes are received.
Last year TRAN was received in-full in August. This year, borrowing from county on an as-needed basis.
Overview

- 3/31 YTD Year over Year
  - Financial Highlights
  - Cash Position
  - Cash Flow

- Revenues:
  - Budget vs. 3/31/12 YTD Actual Comparison
  - 3/31 Revenue Comparison
  - 3/31 YTD Year over Year Revenue Breakdown Comparison

- Expenditures:
  - Budget vs. 3/31/12 YTD Actual Comparison
  - 3/31 YTD Expenditure Comparison
  - 3/31 YTD Year over Year Expenditure Breakdown Comparisons

Supplemental Information
**Budget vs. 3/31/12 YTD Revenues**

- **Revenues:**
  - $45.3M budgeted
  - $26.6M actual YTD
  - 58.7% of budget

- **Actual as % of Budget:**
  - Property tax 55.8%
  - Enrollment fees 87.1%
  - State revenues 74.3%
  - Local, other 78.9%

- It is difficult to project revenues with accuracy because a significant amount of property tax isn’t received until April.

**3/31 YTD Revenue Comparison**

- **2011/12**
  - $45.3M budgeted
  - $26.6M actual YTD
  - 58.7% of budget
  - 84.4% of YTD revenue from property taxes

- **2010/11**
  - $44.0M budgeted
  - $26.2M actual YTD
  - 59.6% of budget
  - 84.3% of YTD revenue from property taxes
3/31 YTD Yr/Yr Revenue Breakdown

- Property tax increase not as high as anticipated
- Enrollment fee increase due to $10/unit increase offset by increase in BOG waivers
- Decrease in state revenue from 50% loss of PFE funds partially offset by unanticipated mandated cost revenues

Overview

- 3/31 YTD Year over Year
  - Financial Highlights
  - Cash Position
  - Cash Flow
- Revenues:
  - Budget vs. 3/31/12 YTD Actual Comparison
  - 3/31 Revenue Comparison
  - 3/31 YTD Year over Year Revenue Breakdown Comparison
- Expenditures:
  - Budget vs. 3/31/12 YTD Actual Comparison
  - 3/31 YTD Expenditure Comparison
  - 3/31 YTD Year over Year Expenditure Breakdown Comparisons

Supplemental Information
Budget vs. 3/31/12 Expenditures

- Expenditures:
  - $45.8M budgeted
  - $33.2M actual YTD
  - 72.5% of budget

- Actual as % of budget:
  - Faculty salaries 77.0%
  - Classified salaries 70.8%
  - Admin. salaries 74.7%
  - Benefits 73.0%
  - Fixed costs 69.9%
  - Other operating 54.4%
  - Capital/other outgo 70.8%

- Salaries/Benefits is our vulnerable expense requiring close monitoring of PT faculty salaries

3/31 YTD Expenditure Comparison

- 2011/12
  - $45.8M budgeted
  - $33.2M actual YTD
  - 72.5% of budget
  - 88.4% of YTD for salaries and benefits

- 2010/11
  - $44.0M budgeted
  - $31.9M actual YTD
  - 72.6% of budget
  - 89.4% of YTD for salaries and benefits
3/31 YTD Expenditure Comparison

- Salaries and benefits increases are due to step/column and medical premium increases
- Timing differences and earlier transfers for other outgo are causing Other Expenditures to be higher than this time last year
- With 72.5% of budget spent to date, it is reasonable to expect we are on a path to meet budget

Overview

- 3/31 YTD Year over Year
  - Financial Highlights
  - Cash Position
  - Cash Flow
- Revenues:
  - Budget vs. 3/31/12 YTD Actual Comparison
  - 3/31 Revenue Comparison
  - 3/31 YTD Year over Year Revenue Breakdown Comparison
- Expenditures:
  - Budget vs. 3/31/12 YTD Actual Comparison
  - 3/31 YTD Expenditure Comparison
  - 3/31 YTD Year over Year Expenditure Breakdown Comparisons
- Supplemental Information
## Sources and Uses of Funds

<table>
<thead>
<tr>
<th>Sources of Funds</th>
<th>Adoption Budget</th>
<th>3/1/12 YTD</th>
<th>3/1/12 %</th>
<th>Adoption Budget</th>
<th>3/1/11 YTD</th>
<th>3/1/11 %</th>
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<td>$5,210,069</td>
<td>$6,210,069</td>
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<td>$4,815,939</td>
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<td>Program-Related Funding</td>
<td>42,478,548</td>
<td>24,417,598</td>
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<td>40,872,407</td>
<td>23,670,925</td>
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<td>Federal</td>
<td>250</td>
<td>574</td>
<td>229.6%</td>
<td>250</td>
<td>-</td>
<td>0.0%</td>
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<tr>
<td>Other State</td>
<td>1,452,026</td>
<td>1,424,868</td>
<td>74.3%</td>
<td>1,850,586</td>
<td>1,626,734</td>
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<tr>
<td>Other Local</td>
<td>1,399,910</td>
<td>1,104,838</td>
<td>78.8%</td>
<td>1,229,020</td>
<td>1,200,167</td>
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<td><strong>Total Revenues</strong></td>
<td>45,292,534</td>
<td>26,662,466</td>
<td>58.5%</td>
<td>43,992,261</td>
<td>26,799,829</td>
<td>55.6%</td>
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<td><strong>Total Sources</strong></td>
<td>51,492,003</td>
<td>32,774,835</td>
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<td>48,808,192</td>
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<td><strong>Use of Funds</strong></td>
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<tr>
<td>Salaries</td>
<td>28,573,349</td>
<td>21,262,103</td>
<td>74.8%</td>
<td>29,015,023</td>
<td>21,107,872</td>
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<td>Benefits</td>
<td>10,055,832</td>
<td>8,028,848</td>
<td>79.8%</td>
<td>10,076,393</td>
<td>7,377,263</td>
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<td><strong>Total Salaries &amp; Benefits</strong></td>
<td>38,629,181</td>
<td>29,290,951</td>
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<td>39,091,416</td>
<td>28,485,135</td>
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<td>Fixed Expenses</td>
<td>2,276,355</td>
<td>1,590,946</td>
<td>69.9%</td>
<td>1,977,000</td>
<td>1,755,298</td>
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<tr>
<td>Other Operating</td>
<td>3,418,450</td>
<td>1,859,055</td>
<td>54.4%</td>
<td>3,203,000</td>
<td>1,635,871</td>
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<td>Capital Outlay</td>
<td>179,287</td>
<td>135,797</td>
<td>76.3%</td>
<td>171,300</td>
<td>194,410</td>
<td>112.3%</td>
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<td>Other Costs</td>
<td>252,810</td>
<td>255,750</td>
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<td>454,273</td>
<td>-</td>
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<tr>
<td><strong>Total Other Expenses</strong></td>
<td>6,263,887</td>
<td>3,451,157</td>
<td>61.5%</td>
<td>5,858,875</td>
<td>3,285,819</td>
<td>58.5%</td>
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<tr>
<td><strong>Total Uses</strong></td>
<td>45,862,194</td>
<td>33,742,113</td>
<td>72.6%</td>
<td>43,953,091</td>
<td>31,641,077</td>
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<td><strong>Ending Fund Balance</strong></td>
<td>$5,659,427</td>
<td>$458,298</td>
<td>$4,918,310</td>
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<td>$829,209</td>
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### Uses of Funds

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<tr>
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<th>3/31/12 YTD</th>
<th>3/31/12 %</th>
<th>3/31/12 YTD</th>
<th>3/31/12 %</th>
<th>3/31/11 YTD</th>
<th>3/31/11 %</th>
<th>3/31/11 YTD</th>
<th>3/31/11 %</th>
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<tr>
<td><strong>USE OF FUNDS</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>$26,873,349</td>
<td>21,362.153</td>
<td>74.8%</td>
<td>$27,915,023</td>
<td>21,167,972</td>
<td>75.6%</td>
<td>$27,915,023</td>
<td>21,167,972</td>
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<tr>
<td>Benefits</td>
<td>10,995,839</td>
<td>8,023,940</td>
<td>73.0%</td>
<td>10,376,383</td>
<td>7,377,356</td>
<td>73.2%</td>
<td>10,376,383</td>
<td>7,377,356</td>
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<tr>
<td><strong>TOTAL SALARIES &amp; BENEFITS</strong></td>
<td>39,869,188</td>
<td>29,386,093</td>
<td>74.3%</td>
<td>38,291,406</td>
<td>28,545,328</td>
<td>75.1%</td>
<td>38,291,406</td>
<td>28,545,328</td>
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<tr>
<td>Fixed Expenses</td>
<td>2,276,355</td>
<td>1,590,345</td>
<td>69.9%</td>
<td>1,977,000</td>
<td>1,565,328</td>
<td>79.2%</td>
<td>1,977,000</td>
<td>1,565,328</td>
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<tr>
<td>Other Operating</td>
<td>3,410,439</td>
<td>1,822,050</td>
<td>54.4%</td>
<td>3,390,288</td>
<td>1,639,617</td>
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<td>3,390,288</td>
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<td>Capital Outlay</td>
<td>175,297</td>
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<td>171,306</td>
<td>184,410</td>
<td>113.0%</td>
<td>171,306</td>
<td>184,410</td>
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<td>Other Outgo</td>
<td>306,608</td>
<td>265,250</td>
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<td>454,272</td>
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<td>0.0%</td>
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<td><strong>TOTAL OTHER EXPENSES</strong></td>
<td>6,263,485</td>
<td>5,885,130</td>
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<td>56.6%</td>
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<td><strong>TOTAL USES</strong></td>
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<td>$43,385,882</td>
<td>$31,941,077</td>
<td>72.5%</td>
<td>$43,385,882</td>
<td>$31,941,077</td>
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</table>

4/17/12

### Salaries

<table>
<thead>
<tr>
<th></th>
<th>3/31/12 YTD</th>
<th>3/31/12 %</th>
<th>3/31/12 YTD</th>
<th>3/31/12 %</th>
<th>3/31/11 YTD</th>
<th>3/31/11 %</th>
<th>3/31/11 YTD</th>
<th>3/31/11 %</th>
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<td></td>
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</tr>
<tr>
<td>Faculty</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>instructors-regular</td>
<td>$5,618,186</td>
<td>5,419,699</td>
<td>65.8%</td>
<td>$7,628,861</td>
<td>5,399,009</td>
<td>68.9%</td>
<td>$7,628,861</td>
<td>5,399,009</td>
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<tr>
<td>instructors-hourly</td>
<td>6,724,167</td>
<td>5,999,395</td>
<td>92.9%</td>
<td>7,273,000</td>
<td>5,970,000</td>
<td>82.2%</td>
<td>7,273,000</td>
<td>5,970,000</td>
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<tr>
<td>non-instructors-regular</td>
<td>1,317,126</td>
<td>606,705</td>
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<td>1,262,384</td>
<td>929,191</td>
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<td>929,191</td>
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<tr>
<td>non-instructors-hourly</td>
<td>564,200</td>
<td>546,607</td>
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<td>267,019</td>
<td>458,879</td>
<td>111.5%</td>
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<td>458,879</td>
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<td>faculty</td>
<td>16,780,692</td>
<td>12,883,545</td>
<td>77.0%</td>
<td>16,912,254</td>
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<td>12,753,701</td>
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<td>classified</td>
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<td>7,614,314</td>
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<td>5,424,156</td>
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<tr>
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<td>953,372</td>
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<td>952,796</td>
<td>725,219</td>
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<td>hourly inst/inst. inst.</td>
<td>451,426</td>
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<td>280,238</td>
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<td>5,649,735</td>
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<td>academic</td>
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<td><strong>TOTAL SALARIES</strong></td>
<td>$26,873,349</td>
<td>$21,362,163</td>
<td>74.8%</td>
<td>$27,915,023</td>
<td>$21,167,972</td>
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<td>$27,915,023</td>
<td>$21,167,972</td>
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4/17/12
### Benefits

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<tr>
<th></th>
<th>ADOPTION 2011-12</th>
<th>3/31/12 YTD BUDGET</th>
<th>3/31/12 ACTUAL</th>
<th>ADOPTION 2011-12</th>
<th>3/31/11 YTD BUDGET</th>
<th>3/31/11 ACTUAL</th>
<th>3/31/11 BUDGET</th>
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<td>STRS</td>
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<td>$995,534</td>
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<td>1,726,690</td>
<td>1,235,432</td>
<td>71.6%</td>
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<td>FICA</td>
<td>674,784</td>
<td>505,839</td>
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<td>656,657</td>
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<td>279,442</td>
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<td>UNEMPLOYMENT</td>
<td>543,313</td>
<td>368,316</td>
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<td>280,504</td>
<td>176,318</td>
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<tr>
<td>WORKERS COMP INS</td>
<td>388,695</td>
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<td>364,117</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>5,936,188</td>
<td>3,725,352</td>
<td>74.0%</td>
<td>5,717,081</td>
<td>3,459,476</td>
<td>73.2%</td>
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<td><strong>HEALTH PROTECTION</strong></td>
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<tr>
<td>MEDICAL</td>
<td>5,955,681</td>
<td>4,304,488</td>
<td>72.2%</td>
<td>5,360,500</td>
<td>3,924,910</td>
<td>73.2%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>5,955,681</td>
<td>4,304,488</td>
<td>72.2%</td>
<td>5,360,500</td>
<td>3,924,910</td>
<td>73.2%</td>
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</tr>
<tr>
<td><strong>TOTAL BENEFITS</strong></td>
<td>$10,991,869</td>
<td>$8,029,838</td>
<td>73.0%</td>
<td>$10,076,581</td>
<td>$7,377,386</td>
<td>73.2%</td>
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</table>

4/17/12

### Fixed Costs

<table>
<thead>
<tr>
<th></th>
<th>ADOPTION BUDGET 2011-12</th>
<th>3/31/12 YTD BUDGET</th>
<th>3/31/12 % BUDGET</th>
<th>ADOPTION BUDGET 2011-12</th>
<th>3/31/11 YTD BUDGET</th>
<th>3/31/11 % BUDGET</th>
<th>3/31/11 BUDGET</th>
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<tr>
<td><strong>FIXED EXPENSES</strong></td>
<td></td>
<td></td>
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<tr>
<td>UTILITIES</td>
<td>$66,155</td>
<td>$73,998</td>
<td>111.9%</td>
<td>$63,000</td>
<td>$63,005</td>
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<tr>
<td>TELEPHONE</td>
<td>113,429</td>
<td>74,473</td>
<td>65.7%</td>
<td>125,000</td>
<td>72,386</td>
<td>57.9%</td>
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<tr>
<td>WATER</td>
<td>122,807</td>
<td>83,727</td>
<td>68.2%</td>
<td>120,000</td>
<td>97,406</td>
<td>81.2%</td>
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<tr>
<td>GAS &amp; ELECTRICITY</td>
<td>1,515,964</td>
<td>937,696</td>
<td>61.9%</td>
<td>1,189,000</td>
<td>910,504</td>
<td>76.6%</td>
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<tr>
<td>PEST CONTROL</td>
<td>52,141</td>
<td>42,800</td>
<td>82.6%</td>
<td>60,000</td>
<td>40,104</td>
<td>66.8%</td>
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<tr>
<td>INSURANCE</td>
<td>1,661,355</td>
<td>1,222,035</td>
<td>69.0%</td>
<td>1,597,000</td>
<td>1,183,465</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>5,276,355</td>
<td>4,190,346</td>
<td>69.9%</td>
<td>4,877,009</td>
<td>3,555,534</td>
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4/17/12
### Other Operating Expenses

<table>
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<tr>
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<tr>
<td><strong>OTHER OPERATING EXPENSES</strong></td>
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<tr>
<td>SUPPLIES &amp; MATERIALS</td>
<td>$575,916</td>
<td>$389,688</td>
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<td>$602,471</td>
<td>$334,454</td>
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<td>PERSONAL SVC, LECTURE</td>
<td>84,168</td>
<td>54,639</td>
<td>64.9%</td>
<td>55,965</td>
<td>59,433</td>
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<tr>
<td>TRAVEL &amp; CONFERENCE</td>
<td>134,748</td>
<td>57,918</td>
<td>43.0%</td>
<td>123,970</td>
<td>67,258</td>
<td>52.0%</td>
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</tr>
<tr>
<td>DUES &amp; MEMBERSHIP</td>
<td>100,807</td>
<td>73,128</td>
<td>72.5%</td>
<td>93,766</td>
<td>99,381</td>
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<td>LEGAL</td>
<td>230,200</td>
<td>119,061</td>
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<td>350,000</td>
<td>181,177</td>
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<tr>
<td>AUDITS &amp; ELECTION</td>
<td>364,700</td>
<td>191,415</td>
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<td>78,850</td>
<td>51,175</td>
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<tr>
<td>CONTRACTED SERVICES</td>
<td>1,378,233</td>
<td>619,593</td>
<td>45.0%</td>
<td>1,480,616</td>
<td>559,108</td>
<td>37.6%</td>
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<tr>
<td>POSTAGE</td>
<td>97,975</td>
<td>41,386</td>
<td>42.9%</td>
<td>105,350</td>
<td>41,840</td>
<td>39.7%</td>
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<tr>
<td>PRINTING &amp; PUBLICATIONS</td>
<td>159,405</td>
<td>52,942</td>
<td>45.1%</td>
<td>157,699</td>
<td>65,567</td>
<td>41.6%</td>
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<tr>
<td>RENTAL &amp; LEASES</td>
<td>41,378</td>
<td>26,732</td>
<td>62.2%</td>
<td>46,337</td>
<td>25,193</td>
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<td>RECRUITMENT</td>
<td>174,110</td>
<td>150,399</td>
<td>86.4%</td>
<td>163,357</td>
<td>124,332</td>
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<tr>
<td>OTHER DISTRICT-WIDE EXP.</td>
<td>142,665</td>
<td>76,531</td>
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<td>124,130</td>
<td>43,384</td>
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<tr>
<td>MISCELLANEOUS</td>
<td>4,513</td>
<td>3,152</td>
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<td>5,447</td>
<td>3,219</td>
<td>59.1%</td>
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<tr>
<td>TOTAL</td>
<td>$3,418,480</td>
<td>$1,859,055</td>
<td>64.4%</td>
<td>$3,393,608</td>
<td>$1,035,871</td>
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4/17/12

### Capital Outlay and Other Outgo

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<td><strong>CAPITAL OUTLAY</strong></td>
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<tr>
<td>LIBRARY BOOKS/PERIODICALS</td>
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<td>EQUIPMENT NEW &amp; LEASED</td>
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<tr>
<td>TOTAL</td>
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<tr>
<td>$176,287</td>
<td>$126,979</td>
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<td>$171,366</td>
<td>$194,240</td>
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### OTHER OUTGO

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<td><strong>ENERGY LOAN REPAYMENT</strong></td>
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<td>INTERFUND/INFRAFUND TRANSFERS</td>
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<tr>
<td>CHILDCARE FUND</td>
<td>191,232</td>
<td>158,850</td>
<td>83.0%</td>
<td>146,007</td>
<td>158,850</td>
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<td>RISK MARGIN FUND</td>
<td>55,350</td>
<td>15,919</td>
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<td>15,919</td>
<td>15,919</td>
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<td>SAVINGS</td>
<td>36,562</td>
<td>31,847</td>
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<td>31,847</td>
<td>31,847</td>
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<tr>
<td>WORKSTUDY</td>
<td>29,353</td>
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<td>29,353</td>
<td>29,353</td>
<td>0.0%</td>
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<tr>
<td>MISCELLANEOUS</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>TOTAL</td>
<td>$393,986</td>
<td>$265,750</td>
<td>67.6%</td>
<td>$345,372</td>
<td>$265,750</td>
<td>0.0%</td>
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4/17/12
Modernization Director’s Report to Board of Trustees  
April 17, 2012

BUDGET UPDATE

Bond spending plan: $260.5 million ($249.5 m bond, $11 m interest)  
Reserves: $4,914,931, of which $2,300,000 is allocated to IVC  
Expended to date: $171.9 million (66% of bond spending plan)  
  • Assessment $ 5.5 million  
  • Planning/design $ 57.7 million  
  • Construction $108.7 million

Summary of modernization items in this agenda:

Notification of PCO items exceeding $50,000  
  • None

Consent (all routine items not requiring resolution or discussion): ($374,803.00)  
  • Four (4) new construction contracts for ratification ($10,452.00)  
  • Two (2) construction change orders ($300,481.00)  
  • Four (4) professional service agreement amendments ($33,870.00)  
  • One (1) new professional service agreement ($30,000.00)

Action (items requiring resolution or discussion): ($125,866.00)  
  • Re-Authorization for Staff Approval of Measure C Contract Changes & Amendments
  • Approve Portable Building Lease Agreement Extensions  
    Swing Space (Dickson Hall Relocation (850M); New Academic Center Relocation (850J); Dance Relocation (850N); PA&FA Relocation (850I); Relocation Costs (850A)) ($125,866.00)
  • Approve Notice of Completion  
    MEP Supplemental Project (308B-402A-407B-417A)
  • Approve Interim Amendment for Program Manager  
    Swinerton Management & Consulting, Inc. ($0.00)

Net value of new contracts / changes / amendments in this agenda: ($500,669.00)

CURRENT DESIGN
  • KTD New Academic Center

Design Development (DD) is ongoing. The District elected to perform at 50% DD cost estimate as a check of the previous value engineering efforts. The estimate indicates that the project continues to be over budget. Efforts to manage the budget include increased design oversight and the scheduling of a lifecycle and value engineering workshop. The next rounds of estimates are due in mid-May.
• KTD Child Study Center: Design work for the site-work package continues. Traffic and parking have been redesigned due to input from Larkspur City and Marin Transit officials.

• ASC swing space and seismic: A design kick-off meeting was held. The project team will be coordinating its efforts with the college’s Office of Instructional Management (OIM) department to ensure class scheduling space requirements for the fall 2013 can be met.

CURRENT CONSTRUCTION

• IVC Utilities & MEP supplemental: This project is complete and request for BOT approval of the notice of completion is requested this period.

• KTD Performing Arts Building: Change order #9 is presented this period. Change orders now =8.7%. We continue to be concerned about the amount of change orders and aggressively manage the architect and contractor to keep costs down. We do expect the percentage of change orders to reach or exceed 10%. We are holding a contingency for remaining work. We anticipate the project will be within its $17.2M BOT approved budget excluding major audio-visual improvements to the main theater. Construction of the new dance addition is on schedule for completion in September 2012.

• Science Math Central Plant: Change order #9 is presented this period. Change orders now =2.0%. Construction is progressing well and on schedule for a late August completion. Faculty tours, office selection, and finalization of FF&E took place this report period. Pre-commissioning and move planning activities have begun.

• KTD Fine Arts Weatherization: Design is progressing well and meetings have been held with user groups. Code interpretations and DSA requirements continue to be addressed. Construction is now forecasted for summer 2013.

OTHER OPEN INITIATIVES

• Swing space/relocation: Phase 1: The main performance theater is now ready for spring performances. The remaining PA functions will stay in swing space throughout the spring semester to allow adequate time to fine tune the building and move during the summer 2012 period.

• Furniture, fixtures, equipment: FF&E activities are intensive for the SMCP, PA, and Track projects. We continue to work with user groups refining the equipment selections and planning for infrastructure. The budget for the PA
project continues to be very tight and it is anticipated that there will only be funds for the highest priority items.

- Signage: Minor signage activities took place this report period.
- LEED FA project is tracking for “Silver,” pending final approval of project documentation.

**BOARD FUND-RAISING OPPORTUNITIES**

- KTD Science Complex Installation of historic items salvaged from Dickson Hall, part of museum in new facility (~$150,000)
- PA Performing Arts Donor opportunities for FF&E are being developed.

**COMPLETED PROJECTS**

<table>
<thead>
<tr>
<th>Project Description</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 DSPS Relocation</td>
<td>$212,000</td>
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<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>
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<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>
</tr>
<tr>
<td>KTD and IVC Greenhouse/Shade Structure Relocation</td>
<td>$359,000</td>
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<tr>
<td>KTD and IVC Tree Removal</td>
<td>$315,000</td>
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<tr>
<td>KTD New Fine Arts</td>
<td>$17,721,000</td>
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<td>KTD PE Track renovation</td>
<td>$1,250,000</td>
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<tr>
<td>IVC 12kV Utility Extension</td>
<td>$472,000</td>
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<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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Marin Community College District
Measure C Bond Modernization Program

- IVC Pomo 4 Roof Replacement $159,000
- IVC Storm Drain Repairs $349,000
- IVC TransTech Swing Space $538,000
- IVC Trans. Tech. Complex: $13,042,826
- KTD SMCP Utility Project: $5,900,000
- IVC New Main Building $18,827,000

Total completed projects to date: $109,210,726
### A. Alla Tech Consulting Enterprise

<table>
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<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
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<tbody>
<tr>
<td>Electrical &amp; IT design services for 12 KV Utility extension project</td>
<td>to follow project schedule</td>
<td>Amendment 14</td>
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<tr>
<td>Design services for changes to PE Complex Portable</td>
<td>12/24/2007</td>
<td>Amendment 14</td>
<td>In close out</td>
</tr>
<tr>
<td>Contracts doc - Utility connection design services 850C</td>
<td>12/23/2008</td>
<td>Amendment 18</td>
<td>In close out</td>
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<tr>
<td>Construction Admin 850C</td>
<td>12/31/2008</td>
<td>Amendment 16</td>
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<tr>
<td>Credit from Amend #13 for DSSP relocation (850G)</td>
<td>N/A</td>
<td>Amendment 18</td>
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<tr>
<td>Provide a fix for damaged anchor bolts, PE Complex PV</td>
<td>N/A</td>
<td>Amendment 19</td>
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<tr>
<td>Calls for TB-1 transformer-Health Services Portable (850G)</td>
<td>N/A</td>
<td>Amendment 20</td>
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<tr>
<td>Electrical design for add alternate B-ticket dispensing machine and future loop to interconnect (413A)</td>
<td>11/15/2009</td>
<td>Amendment 21</td>
<td>Completed</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>
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<tr>
<td>Design services for install of new lights at IVC bus shelter (413A)</td>
<td>3/26/2010</td>
<td>Amendment 23</td>
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<tr>
<td>Construction Admin services for install of new lights at IVC bus shelter (413A)</td>
<td>9/16/2010</td>
<td>Amendment 23</td>
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<tr>
<td>Design PE Center Supplemental Cooling Project 2010</td>
<td>7/11/2010</td>
<td>Amendment 24</td>
<td>Completed</td>
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<tr>
<td>Construction Admin for PE Center Supplemental Cooling Project 2010</td>
<td>12/31/2010</td>
<td>Amendment 24</td>
<td>Completed</td>
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<tr>
<td>Credit for unused portion of design fee associated with design/bid performance specifications for PE Supplemental Cooling Project under Amendment 23</td>
<td>3/12/2012</td>
<td>Amendment 27</td>
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### B. CSW Stuber-Stroeh (Bisnowale / West Campus Bridge / Siteworks)

<table>
<thead>
<tr>
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<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
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<tbody>
<tr>
<td>Crane fail - documenting at Completed utility infrastructure project on Indian Valley Campus: District Civil Engineer Project (850A)</td>
<td>8/33/2011</td>
<td>Amendment 35</td>
<td>In close out</td>
</tr>
<tr>
<td>Site work/engineering recommendations for pavement repair on Ignite Blvd &amp; the loop through the parking area used by the buses during construction - Main Brdg Complex (417A)</td>
<td>8/30/2011</td>
<td>Amendment 36</td>
<td>Completed</td>
</tr>
<tr>
<td>Civil Engineering Srs as follows: Topo survey &amp; base map, pavement designs &amp; rehab plans, grading &amp; drainage plans, piping &amp; striping plans, SWPPP &amp; Erosion Control Plan, Spec, etc. - Main Brdg Complex (417A)</td>
<td>12/01/2011</td>
<td>Amendment 37</td>
<td>Completed</td>
</tr>
<tr>
<td>Civil Engineering Services: Design and Construction: Administration to bring utility conduits for IT and geothermal piping to upcoming projects (NAC &amp; DSC); Installation of three (3) survey monuments at the Kentfield Campus in the area south of Centro Medrera Creek. The monuments will be brass discs permanently affixed to existing concrete foundations and low walls. Deliverables include: field survey; office calculations; installation of the brass discs; and CD with 3D control points references to existing public monuments.</td>
<td>3/15 - 8/30/2012</td>
<td>Amendment 39</td>
<td>In progress</td>
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</table>

### C. ED2 International (Science / Math / Central Plant)

<table>
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<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Phase - 24 Months</td>
<td>8/7/2010-6/7/2012</td>
<td>Contract</td>
<td>In progress</td>
</tr>
<tr>
<td>Operation/Project Close-out/FFE Phase</td>
<td>11/30/2012</td>
<td>Contract</td>
<td></td>
</tr>
<tr>
<td>Advert for subconsultant (Davis Langdon) 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 brick slab of approx. 1,000 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, RMC increments No. 2 &amp; 3, Demol &amp; Building Project (305A)</td>
<td>N/A</td>
<td>Amendment 3</td>
<td>In progress</td>
</tr>
<tr>
<td>Feasibility Study for the Fine Arts Weatherization (Project 8084 District Archeology)</td>
<td>N/A</td>
<td>New Contract</td>
<td>Completed</td>
</tr>
</tbody>
</table>

Additional Services Request 03 - Museum Interior Design – ED2 will be utilizing the services of a museum designer as requested by the District. Additional Services Request 04 - Review and revise toilet accessories revised to accommodate larger dispensers in all restrooms; Additional Services Request 05 - Electronic Lock Mechanisms at Entry Doors; Additional Services Request 06 - Fusselman Hall drainage; Emergency scope to clear the Fusselman elevator and make it available to ADA students; Additional Services Request 07 - Design to incorporate the site development area between the southwest edge of the Parking Area and the northeast edge of Parking Lot 4 for SMSIC Inc. 2 & 3 (305A) | N/A              | Amendment 4 (PS105405) | In progress |
### D. Environmental Science Associates (ESA)

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<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
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</thead>
<tbody>
<tr>
<td>Long Form Contract for Civil Study Center Project and New Academic Center Project (District CEDA Consultant Project 810A); Scope includes providing Focused Environmental Impact Reports</td>
<td>6/20/2012</td>
<td>LF Contract</td>
<td></td>
</tr>
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</table>

### E. HKIT (Hardison, Komatsu, Ivovich & Tucker) (Transportation Technology Center/Child Study Center)

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<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
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<tbody>
<tr>
<td>Operation/Project Close-out Phase - 12 months</td>
<td>9/1/2009-9/1/2010</td>
<td>Contract</td>
<td>In progress</td>
</tr>
<tr>
<td>Programming confirmation &amp; beginning schematic design; Child Study Center at KTD Project 303C</td>
<td>12/31/2011</td>
<td>New SF Contract</td>
<td>In progress</td>
</tr>
<tr>
<td>Construction Drawings &amp; Specifications - Bid Set Due for the MEP Supplemental Project (303B/402A/417A/407B)</td>
<td>9/17/2011</td>
<td>Amendment 21</td>
<td>In progress</td>
</tr>
<tr>
<td>Construction Drawings &amp; Specifications - Bid &amp; CA Services for the MEP Supplemental Project (303B/402A/417A/407B)</td>
<td>6/20/2011 to 10/32/2011</td>
<td>Amendment 21</td>
<td>In progress</td>
</tr>
<tr>
<td>Continued programming confirmation, continued schematic design and beginning of design development; Child Study Center Project 303C</td>
<td>9/30/2011</td>
<td>SF Amendment 1</td>
<td></td>
</tr>
<tr>
<td>Design &amp; engineering services for DSA required new pedestrian extension, U.S. coordination and meetings - Transportation Tech Center Project 4024</td>
<td>9/30/2011</td>
<td>Amendment 22</td>
<td></td>
</tr>
<tr>
<td>Long Form Contract for Child Study Center Project 303C</td>
<td>10/1/2010-11/20/2013</td>
<td>New LF Contract</td>
<td>In progress</td>
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<tr>
<td>Design &amp; engineering services for the HVAC supplemental upgrade (Main Bldg Complex Project 417A)</td>
<td>N/A</td>
<td>Amendment 23</td>
<td>Completed</td>
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<tr>
<td>Foundation system redesign for Child Study Center Project 303C</td>
<td>N/A</td>
<td>Amendment 1</td>
<td>Completed</td>
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### F. Kate Keating Associates, Inc. (District Signage Consultant)

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<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>Main Building Complex Signage (417A)</td>
<td>9/30/2010</td>
<td>Amendment 5</td>
<td>In progress</td>
</tr>
<tr>
<td>Add construction admin services related to signage for Science-Math-CP Complex Project 305A</td>
<td>N/A</td>
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### G. Marcy Wong and Donn Logan (FA / PA Buildings)

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<tbody>
<tr>
<td>Construction Phase</td>
<td>5/01/2011 to 10/15/2012</td>
<td>Contract</td>
<td>In progress</td>
</tr>
<tr>
<td>Operation/Project Close-out Phase - 12 months</td>
<td>8/1/2012 to 4/1/2013</td>
<td>Contract</td>
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<tr>
<td>Project Close-out with DSA</td>
<td>8/1/2012 to 4/1/2013</td>
<td>Contract</td>
<td></td>
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<tr>
<td>Extra programming &amp; conceptual design schemes</td>
<td>dates not changed</td>
<td>Amendment 1</td>
<td></td>
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<tr>
<td>Survey space and sibling project comp end guidelines</td>
<td>dates not changed</td>
<td>Amendment 1</td>
<td></td>
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<tr>
<td>Feasibility study required by DSA and additional time and material authorization for additional reviewers to meet DSA requirements for PA Modernization Project 390A</td>
<td>11/1/2011</td>
<td>Amendment 6</td>
<td></td>
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<tr>
<td>Add architectural design services as follows: Glades designed, Bldg 4, Lobby (4th Floor)</td>
<td>N/A</td>
<td>Amendment 10</td>
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<tr>
<td>Fine Arts</td>
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<tr>
<td>Operation/Project Close-out Phase - 12 months</td>
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<td>Amendment 4</td>
<td>In progress</td>
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<tr>
<td>Project Close-out with DSA for New FA Bldg 205C</td>
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<td>Amendment 4</td>
<td>In progress</td>
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<tr>
<td>Provide design services for Fine Arts 4th and 5th Apts</td>
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<td>Amendment 11</td>
<td>In progress</td>
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<tr>
<td>Performing Arts Building Project 305A - Add continuous</td>
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<td>damming controls to separately control each section of track</td>
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<tr>
<td>lighting in the (N) Gallery and (N) Lobby. Update HVAC in the (N)</td>
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<tr>
<td>Gallery Work Area to reflect the division of the Gallery</td>
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<tr>
<td>Work Area from the cafeteria</td>
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### H. Radkos

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<tbody>
<tr>
<td>FF&amp;E Consultant for the SNPC Complex Project 395A</td>
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<td>to follow project 395A schedule</td>
<td>New Contract</td>
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<tr>
<td>FF&amp;E Consultant for the PA Modernization Project 396A</td>
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<td>to follow project 396A schedule</td>
<td>New Contract</td>
</tr>
<tr>
<td>FF&amp;E Consultant for the Child Study Center Project 303C</td>
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<td>to follow project 303C schedule</td>
<td>New Contract</td>
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<tr>
<td>FF&amp;E Consultant for the PE Track Renovation Project 306G</td>
<td>N/A</td>
<td>Amendment 1</td>
<td>Completed</td>
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</table>
### I. Royston Hanamoto Alley & Abey (District Landscape Consultant)

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<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>Kentfield 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>9/15/2007 through CA Phase</td>
<td>Amendment 4</td>
<td>On Going</td>
</tr>
<tr>
<td>Construction Administration</td>
<td>Part of VC Main project</td>
<td>Amendment 5</td>
<td>In close out</td>
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### J. TLCG Architecture (New Academic Center)

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<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>Programming confirmation &amp; begin schematic design, NAC Project 2030</td>
<td>12/31/2010</td>
<td>Short Form Contract</td>
<td>Completed</td>
</tr>
<tr>
<td>Addi services for continued programming &amp; program validation activities, including user group mtgs, meeting notes, furniture confirmation, standards review &amp; draft of final report, NAC Project 2030</td>
<td>9/16/2011</td>
<td>SF Amendment 1</td>
<td>Completed</td>
</tr>
<tr>
<td>Long Form Contract includes: programming phase, schematic design phase, design development phase, construction document phase, bidding, construction &amp; close out, NAC Project 2030</td>
<td>9/11/2015</td>
<td>Long Form Contract</td>
<td>In progress</td>
</tr>
<tr>
<td>Addi services for programming phase, programming verification &amp; rheometrics, NAC Project 2030</td>
<td>9/18/2011</td>
<td>LF Amendment 1</td>
<td>Completed</td>
</tr>
<tr>
<td>Conceptual design of the NAC &quot;Great Lawn Proposal&quot;, Richard Landscape Architect Project 607A</td>
<td>9/18/2011</td>
<td>LF Amendment 2</td>
<td>In progress</td>
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</table>

### K. VBN Architects (IVC Main Building) & Architects vbd (Facilities Master Plan)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>Operation/Project Close-out Phase</td>
<td>12/1/2009-5/31/2010</td>
<td>Contract</td>
<td>In progress</td>
</tr>
<tr>
<td>Structural engineering services for DSA Field Change Directive documents # 2 and # 4, Main Brig Complex Project 417A</td>
<td>9/30/2011</td>
<td>Amendment 10</td>
<td>In close out</td>
</tr>
<tr>
<td>Facilities Master Plan Phase 1 (Project 608A District Architect)</td>
<td>N/A</td>
<td>New Contract</td>
<td>In progress</td>
</tr>
<tr>
<td>Relocation Costs (Swing Space Parking Study) Project (630A) - Swing parking study to generate additional parking spaces on Kentfield campus to replace parking spaces lost due to modernization and construction.</td>
<td>N/A</td>
<td>New Contract</td>
<td>In progress</td>
</tr>
</tbody>
</table>
## Schedule

Marin Community College District - College of Marin

Based on expenditures as of March 31, 2012. Includes latest BSP revisions approved on December 13, 2011.

|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 306A - Science Math Central Plant Complex - see note 1
| Oct 2006 Schedule/Budget | $4,187,802 | $38,246,478 | $42,434,280 |
| Feb 2007 Schedule/Budget | $6,617,000 | $62,023,000 | $69,540,000 |
| Mar 2008 Schedule/Budget | $6,617,000 | $82,923,000 | $69,540,000 |
| Nov 2009 Schedule/Budget | $6,617,000 | $82,923,000 | $69,540,000 |
| Mar 2011 Schedule/Budget | $6,617,000 | $54,969,050 | $61,300,598 |
| Dec 2011 Schedule/Budget | $6,617,000 | $54,969,050 | $55,960,598 |

Current Schedule (% of current phase)

- 100%
- 80%

Current expenditures (% of budget)

- 94%
- 59%

NTP Jun 2010; Subst Compl Aug 2012

306C New Fine Arts Building - see note 2

| Oct 2006 Schedule/Budget | $1,732,885 | $15,877,633 | $17,709,918 |
| Feb 2007 Schedule/Budget | $1,849,800 | $17,149,500 | $18,999,300 |
| Mar 2009 Schedule/Budget | $2,047,000 | $16,053,000 | $18,000,000 |
| Mar 2011 Schedule/Budget | $2,073,816 | $17,275,684 | $19,348,300 |

Current Schedule (% of current phase)

- 100%
- 100%

Current expenditures (% of budget)

- 99%
- 98%

NTP Aug 2009; Subst Compl Jan 2011

306A Performing Arts Modernization - see note 3

| Oct 2006 Schedule/Budget | $1,052,408 | $9,720,632 | $10,773,100 |
| Feb 2007 Schedule/Budget | $1,578,000 | $15,822,000 | $17,200,000 |
| Mar 2009 Schedule/Budget | $1,678,000 | $15,522,000 | $17,200,000 |
| Mar 2011 Schedule/Budget | $1,753,000 | $15,447,000 | $17,200,000 |

Current Schedule (% of current phase)

- 96%
- 53%

Current expenditures (% of budget)

- 96%
- 55%

NTP Feb 2011; Subst Compl Aug 2012
### 30BB Diamond PE Center Alterations - see note 4

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<tr>
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<td>$2,100,500</td>
<td>$2,149,258</td>
<td>$2,149,256</td>
<td>$2,612,211</td>
<td>100%</td>
<td>100%</td>
<td>NTP Aug 2008; Subst Compl Aug 2008</td>
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### 402A Transportation Technology Complex - see note 5

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<td>$644,284</td>
<td>$1,464,760</td>
<td>$1,476,930</td>
<td>100%</td>
<td>90%</td>
<td>NTP Oct 2008; Subst Compl Apr 2010</td>
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### 417A Main Building Complex - see note 6

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<tr>
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<td>$2,115,150</td>
<td>$2,410,000</td>
<td>$2,410,000</td>
<td>$2,108,913</td>
<td>100%</td>
<td>98%</td>
<td>NTP Apr 2009; Subst Compl Dec 2010</td>
</tr>
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</table>
### 2.1 Schedule

**Marin Community College District - College of Marin**

Based on expenditures as of March 31, 2012. Includes latest BSP revisions approved on December 13, 2011.

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<tr>
<td><strong>303B New Academic Center - see note 7</strong></td>
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<td>Oct 2006 Schedule/Budget</td>
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<td>Mar 2011 Schedule/Budget</td>
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| **301B Austin Science Alterations (structural) project - see note 10** |          |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| Mar 2011 Schedule/Budget |          |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| Current Schedule (% of current phase) |          |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| Current expenditures (% of budget) |          |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |

Notes:

1) SMCP project (305A) duration evolved; originally based on a 50,000 SF bldg which was reduced to 77,000. Budget then reduced in March 2011 after favorable low bid.
   The project is currently on time and on budget. New FFE consultant hired to confirm final FFE list with Faculty.
2) FA Project (300C) is substantially complete. Budget increased in June BSP to accommodate additional equipment requests and infrastructure adjustments. Close-out ongoing.
3) PA project (306A) hazardous materials abatement complete; demolition to start August 1; FFE list being prioritized by College.
4) PE project (308B) is complete.
5) TransTech (402A) in field construction issue needing DSA approval; schedule adjusted to current status.
6) Main Bldg (417A) is substantially complete with close out ongoing.
7) NAC project (303B) is in design with anticipated SKA approval in September 2011. Project delayed for architect selection and program approval.
8) LRC project (302B) funding was reallocated to other projects.
9) FH project (304A) funding was reallocated to other projects.
10) Austin Science Alterations (structural) project (301B) initiated on March 15, 2011. The project is not fully funded at this time. Schedule anticipated but should be considered a draft.
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 3440, 3505, and 5130 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 3440  SERVICE ANIMALS

References:
Civil Code Sections 54 et seq.;
Penal Code Section 365.5;
The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.;
28 Code of Federal Regulations Part 35;
28 Code of Federal Regulations Part 36;
34 Code of Federal Regulations Part 104.44(b)

The District will allow an individual with a disability to use a service animal in District facilities and on District campuses in compliance with state and federal law.

The District will allow an individual with a disability to use a miniature horse as a service animal in District facilities and on District campuses if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability and the District has determined, based on the assessment factors provided in this procedure, that a reasonable accommodation can be made.

The District will allow an individual with a disability to be accompanied by his/her service animal in all areas of the District’s facilities where members of the public, invitees, clients, customers, patrons, or participants in services, programs or activities, as relevant, are allowed to go.

These procedures shall also be applicable to an individual who is training a service animal.

Service Animal Defined
A “service animal” for purposes of this procedure means any dog (or miniature horse, as provided herein) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute
work or tasks for the purposes of this definition.

Exceptions
The District may ask an individual with a disability to remove a service animal from the premises if:

- The animal is out of control and the animal's handler does not take effective action to control it; or
- The animal is not housebroken.

If a service animal is excluded under one of these exceptions, the District will give the individual with a disability the opportunity to obtain goods, services, and accommodations or to participate in the service, program, or activity without having the service animal on the premises.

Assessment Factors for Miniature Horses
The District shall consider the following factors:

- The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- Whether the handler has sufficient control of the miniature horse;
- Whether the miniature horse is housebroken; and
- Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

Control
The service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

Care or Supervision
The District is not responsible for the care or supervision of the animal.

Inquiries by the District
The District may make two inquiries to determine whether an animal qualifies as a service animal:

- Whether the animal is required because of a disability; and
- What work or task the animal has been trained to perform.

The District will not make either of these inquiries when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).
An individual may choose to produce a county service dog license or identification tag as proof that the animal is a service animal. Licensure or certification is not required in order to meet the definition of service animal under this procedure. There are no licensing or certification requirements for miniature horses.

**No Surcharge**
The District will not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the District normally charges individuals for damage caused by pets, an individual with a disability may be charged for damaged caused by his/her service animal.

**Offices of Primary Responsibility:** Office of Student Learning and Human Resources

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**NOTE:** The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore) in legal Update 19 dated August 2011. Reviewed with District Police Chief on February 9, 2012.

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**Date Approved:**
(This is a new procedure recommended by the CCLC and the League’s legal counsel)
AP 3505  EMERGENCY OPERATIONS PLAN

References:
Education Code Sections 32280 et seq. and 71095;
Government Code Sections 3100 et seq., 8558, 8559, 8600, 8605, and 8607(a);
Homeland Security Act of 2002;
National Fire Protection Association 1600;
Homeland Security Presidential Directive-5;
Executive Order S-2-05;
19 California Code of Regulations (CCR) Sections 2400-2450;
34 Code of Federal Regulations Part 668.46(b)(13) and (g)

EMERGENCY RESPONSE AND EVACUATION PROCEDURES
General information about the emergency response and evacuation procedures for the
District are publicized each year as part of the District's Clery Act compliance efforts
and that information is available on the District web site via the Police Department link.

All members of the campus community are notified on an annual basis that they are
required to notify the District Police Department of any incident on campus that involves
a significant emergency or dangerous situation that may involve an immediate or
ongoing threat to the health and safety of students and employees on campus. District
Police Department has the responsibility of responding to, and summoning the
necessary resources, to mitigate, investigate, and document any situation that may
cause a significant emergency or dangerous situation. In addition, District Police
Department has a responsibility to respond to such incidents to determine if the
situation does in fact, pose a threat to the community. If so, federal law requires that
the institution immediately notify the campus community or the appropriate segments of
the community that may be affected by the situation.

Upon confirmation or verification by the District that a legitimate emergency or
dangerous situation involving an immediate threat to the health or safety of students or
employees occurring on campus, the District will determine the content of the message
and will use some or all of the systems described below to communicate the threat to
the campus community or to the appropriate segment of the community, if the threat is
limited to a particular building or segment of the population. The District will, without
delay, take into account the safety of the community, determine the content of the
notification and initiate the notification system, unless issuing a notification will, in the
judgment of the first responders (including, but not limited to: the District Police
Department, compromise the efforts to assist a victim or to contain, respond to, or
otherwise mitigate the emergency.
In the event of a serious incident that poses an immediate threat to members of the campus community, the District has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include network emails, emergency text messages that can be sent to a cell phone (individuals can sign up for this service on the District web site), public address system in specific buildings, District website. The District will post updates during a critical incident on the District web site at www.marin.edu. Individuals can call the District’s recorded information telephone line at 415-457-8811 for updates.

The District’s Public Information Officer will be responsible for the dissemination of emergency information to the larger community through cell phone alerts to parents/guardians, radio, TV alerts.

TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES
An evacuation drill is coordinated by the District Police Department once per year for campus facilities. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The District Police Department has established primary evacuation locations in advance. However, these locations may be subject to change due to time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. The District Police Department and District staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

Evacuation drills are monitored by the District Police Department and District administration to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration.

The District conducts numerous announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. District Police Department and District administration coordinate announced and unannounced evacuation drills once per year, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. For each test conducted, District Chief of Police or Designee will document a description of the exercise, the date, time, and whether it was announced or unannounced. The District will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.
In the event of an emergency, natural disaster or the occurrence of a hazardous condition the District must ensure the activation of a plan or procedures to protect and govern employees, students, visitors and children in childcare programs on its campuses and facilities. The District should implement a campus emergency management team to aid in creation and implementation of its emergency procedures or plan.

The District’s Emergency Operations Plan should adopt California’s Standardized Management System (SEMS) and the National Incident Management System (NIMS). The purpose of SEMS is to provide a standardized response to emergencies involving multiple jurisdictions or multiple agencies. Compliance with requirements includes the use of the basic principles and components of emergency management which include the Incident Command System (ICS), multi-agency or inter-agency coordination, the operational area concept and established mutual aid systems. SEMS and NIMS both utilize ICS. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure that is responsible for the management of resources to effectively accomplish the District’s stated objectives in response to an incident.

For major incidents NIMS provides a consistent nationwide template to ensure that local, state, and federal agencies work together to prepare for, prevent, respond to, and recover from incidents. The following are criteria and areas that should be included in the District’s Emergency Response Plan.

Compliant emergency response plans provide information on preparedness, prevention, response, recovery, and mitigation policies and procedures.

Compliant emergency response plans also provide information on coordinating with the appropriate local, state, and federal government authorities, and nongovernmental entities on comprehensive emergency management and preparedness activities.

SEMS
Below is information that specifically relates to SEMS and compliance with SEMS. State agencies are required by law to use SEMS. There are five designated levels in the SEMS organization: field response, local government, operational areas, regions, and state. Each level is activated as needed.

- "Field response level" commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat.

- "Local government level" manages and coordinates the overall emergency response and recovery activities within their jurisdiction.

- "Operational area level" manages and/or coordinates information, resources, and priorities among local governments within the operational area and serves as
the coordination and communication link between the local government level and the regional level.

- **Regional level** manages and coordinates information and resources among operational areas within the mutual aid region designated pursuant to Government Code Section 8600 and between the operational areas and the state level. This level along with the state level coordinates overall state agency support for emergency response activities.

- **State level** manages state resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual aid regions and between the regional level and state level, and serves as the coordination and communication link with the federal disaster response system.

The local government level, operational area level, regional level, and the state level shall include the following functions:

- Management,
- Operations,
- Planning/intelligence,
- Logistics, and
- Finance/Administration.

**Training**

The District shall determine the appropriate level(s) of SEMS training for each of its employees. This determination is dependent upon the employee's potential assignment during an emergency response situation. The District should ensure that its emergency response personnel can demonstrate and maintain, the minimum SEMS performance objectives, at the appropriate level, is required by the District's training programs.

**Compliance with SEMS**

To be compliant with SEMS requirements the District must include the five essential SEMS functions in its Emergency Response Plan. To be in compliance with SEMS, the Emergency Response Plan must at minimum, address the following functions:

- Management,
- Operations,
- Logistics,
- Planning/Intelligence, and
- Finance/Administration.

Local government must use SEMS in order to be eligible for state funding for response-related personnel costs which occur in response to an incident. The District shall use SEMS to coordinate multiple jurisdiction or multiple agency emergency and disaster operations.

In the event that a local emergency occurs and the Governor declares a state of emergency, if the District responds to said emergency, the District shall complete and
transmit an after action report to the California Office of Emergency Services (OES) within 90 days of the close of the incident period. The after action report shall at a minimum include a review of the response actions taken, the application of SEMS, the identified training needs, suggested modifications to SEMS, necessary modifications to the SEMS plans and procedures and an up to date recall of the recovery actions.

NIMS
The District must also be in compliance with the federal requirements for emergency preparedness or NIMS.

The components of NIMS are:
- Command and Management including ICS,
- Preparedness,
- Resource Management,
- Communications and Information Management,
- Supporting Technologies, and
- NIMS Management and Maintenance.

Compliance with NIMS
To comply with NIMS requirements, the District must ensure that its employees receive the appropriate NIMS training. NIMS compliance is measured by a performance-based "metrics" system. In addition to the training requirements, the District must also comply with state and federal preparedness laws for public institutions.

The District can work with the Disaster Resistant California Community Colleges (DRCCC) program to ensure it's in compliance with state and federal requirements.

Definitions
The following definitions may be relevant to the implementation of the Emergency Response Plan:

**Emergency:** a condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

**Incident:** an occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

**Incident Command System (ICS):** the nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the
combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

**Office of Primary Responsibility:** College Operations

**NOTE:** This procedure is legally advised. The underlined regular text is language recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore) including recommended language from Legal Update 19. The language in **underlined italics** reflects revisions from District Police Chief on February 9, 2012.

**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;
U.S. Department of Education regulations on the Integrity of Federal Student
Financial Aid Programs under Title IV of the Higher Education Act of 1965, as
amended.

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.

Misrepresentation
Misrepresentation is defined as any false, erroneous, or misleading statement that the
District, a representative of the District, or a service provider with which the District has
contracted to provide educational programs, marketing, advertising, recruiting, or
admissions services, makes directly or indirectly to a student, prospective student, a
member of the public, an accrediting agency, a state agency, or the United States
Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to
deceive or confuse. If a person to whom the misrepresentation was made could
reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the
misrepresentation would be substantial.

This procedure does not apply to statements by students through social media outlets
or by vendors that are not providing covered services, as reflected herein.
Office of Primary Responsibility: Financial Aid Office

Date Approved: April 19, 2011

NOTE: The underlined regular text is from legal Update 19 disseminated to districts in August 2011. AP procedure revisions are legally required in an effort to show good faith compliance with the applicable federal regulations. Reviewed and approved by Financial Aid Director David Cook 2/8/12.