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 from Recording Secretary. Persons desiring to address the Board on items not on the agenda may speak under item number “C.2.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, Austin Science Center, Room 146, Kentfield, for the purpose of making those public records available for inspection.

Per Board Policy 2365 the Board meetings of the Marin Community College District may be audio taped and video broadcasted via the internet.
A. Open Session, 5:30 p.m., Cafeteria, Student Services, Kentfield Campus
   1. Call to Order, Roll Call, Adoption of Agenda
   2. Reception Honoring Barbara Dolan
   3. Adjourn to Board Organizational Meeting

B. Board Organizational Meeting, 6:30 p.m., Cafeteria, Student Services, Kentfield Campus
   1. Call to Order
   2. Oath of Office – Brady Bevis, Diana Conti, Wanden Treanor
   3. Meeting Schedule 2014
      In accordance with Board Policy 2310, Regular Meetings of the Board, the Board of Trustees
      will adopt a meeting schedule at the Organizational Meeting. A proposed meeting schedule
      for 2014 follows. Regular meetings take place on the 3rd Tuesday of the month except for
      those denoted by an asterisk. All regular meetings begin at 6:30 p.m. unless otherwise noted.

January 17   Board Retreat, 1:00 – 5:00 p.m., TBD
January 21   Regular Meeting, 6:30 p.m., Cafeteria, Student Services, Kentfield
February 18  Regular Meeting, 6:30 p.m., Cafeteria, Student Services, Kentfield
March 11*    Regular Meeting, 6:30 p.m., TBD, Indian Valley
April 15     Regular Meeting, 6:30 p.m., Cafeteria, Student Services, Kentfield
April 25     Board Retreat, 1:00 p.m., TBD
May 20       Regular Meeting – 6:30 p.m., Cafeteria, Student Services, Kentfield
June 17      Regular Meeting, 6:30 p.m., TBD, Indian Valley
              Adoption of Tentative Budget
June 27      Board Retreat, 1:00, TBD
July 15      Board Study Session, 3:00 p.m. Staff Lounge, Student Services, Kentfield
             Regular Meeting, 6:30 p.m., Cafeteria, Student Services, Kentfield
August 19    Regular Meeting, 6:30 p.m., Cafeteria, Student Services, Kentfield
             Adoption of Final Budget
September 16 Regular Meeting – 6:30 p.m., TBD, Indian Valley
October 21   Regular Meeting – 6:30 p.m., Cafeteria, Student Services, Kentfield
November 18  Regular Meeting – 6:30 p.m., Cafeteria, Student Services, Kentfield
December 9*  Organizational and Regular Meetings – 6:30 p.m., Cafeteria, Student
             Services Kentfield
December 15  Board Holiday Dinner
4. **Election of Officers**  
In accordance with Board Policy 2035, Annual Organizational Meeting, the Board of Trustees shall elect the President, Vice President, and the Clerk of the Board for the year 2014 at this meeting.  
a) President of the Board  
b) Vice President of the Board  
c) Clerk of the Board  

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

6. **Board Comments and Acknowledgements**  
7. **Break**  
8. **Adjourn to Regular Meeting Open Session**  

C. **Open Session**  
1. **Call to Order**  
2. **Public Comment (3 minutes per speaker)**  
   A. Comments regarding items not on the Agenda  
   B. Comments regarding items on the Agenda – to be heard immediately before the Board of Trustees’ consideration of the item  
3. **Chief Executive Officer’s Report**  
   A. Financial Audit and Measure C Bond Performance Audit 2012/2013 - Pulled from Agenda  
   B. Concepts for Administrative Building Historical Elements in the Landscape  
4. **Academic Senate Report (5 minutes)**  
5. **Classified Senate Report (5 minutes)**  
6. **Student Association Report (5 minutes)**  
7. **Consent Calendar Items (ROLL CALL VOTE)**
A. Calendar of Upcoming Meetings
   ▪ Reference Item B.3. Meeting Schedule 2014

B. Approve Classified Personnel Recommendations
   1. Appointment of Classified Personnel

C. Approve Academic Personnel Recommendations
   1. Appointment of Academic Personnel - See Revised Item
   2. Resignation of Academic Personnel

D. Approve Short-Term Hourly Positions

E. Declaration of Surplus Property - Miscellaneous Equipment

F. Modernization (Measure C)
   1. Ratify/Approve Modernization Contracts, Changes, Amendments ($395,236.35)

G. Approve Educational Management Personnel Recommendations

H. Second Reading and Approval of Board Policies (None)

8. Other Action Items
   A. Acceptance of Non-Cash Gifts
   B. District Financial Audit and Measure C Bond Performance Audit for Year Ended June 30, 2013 - Pulled from Agenda
   C. Approve Addendum 4 to License Agreement with Community Action Marin for Marin Head Start Program
   D. Approve Extension of Memorandum of Understanding Extension with Conservation Corp North Bay for the IVC Organic Farm
   E. Modernization (Measure C)
      1. Approve Notice of Completion, Child Study Center Increment ADA 2 (303C) Shade Structure, JL Modular Inc.

9. Board Policy Review (1st Reading) - None

10. Future Agenda Items
    A. City College Impact
    B. Health Benefits
    C. Bond Spending Plan
    D. Indian Valley Campus

11. Board Reports and/or Requests (15 minutes)
    A. Committee Chair Reports
    B. Legislative Report
    C. Individual Reports/or Requests

12. Approval of Meeting Minutes (2 minutes)
    A. Approve Minutes of November 19, 2013 Board Meeting
13. Information Items (see written reports)
   A. Warrants, Budget Transfers, and Contracts and Agreement for Services for Month of November 2013
   B. Modernization Update
      1. Director’s Report
      2. Program Schedule
      3. Milestones Report
   C. Administrative Procedures - None
   D. Calendar of Special Events
      ▪ College Holiday Party, December 18, 2013, Woodlands Café, 4:00 – 6:00 p.m.
      ▪ CCLC Effective Trustees Workshop, January 24 – 26, 2014, Sacramento
      ▪ CCLC Board Chair Workshop, January 25, 2014, Sacramento
      ▪ CCLC Annual Legislative Conference, January 26 – 27, 2014, Sacramento
      ▪ Bay 10 Trustees & CEO Meeting, April 14, 2014, Ohlone College

14. Correspondence

15. Board Meeting Evaluation

D. Closed Session, Staff Lounge, Student Services, Kentfield Campus
   1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Govt. Code Sect. – 54957)
   2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Govt. Code Sect. – 54957)
      Title: Superintendent/President
   3. Adjourn to Open Session

E. Open Session, Cafeteria
   1. Report on Closed Session
   2. Adjourn Meeting
BOARD AGENDA ITEM

To: Board of Trustees  
From: Superintendent/President  
Subject: Classified Personnel Recommendations  
Reason for Board Consideration: CONSENT APPROVAL  
Reason for Board Consideration:  
Enclosure(s): Recommendations

BACKGROUND:

The following actions are included in the Classified Personnel Recommendations:

1. Appointment of Classified Personnel

BUDGET IMPLICATIONS:

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

T. Audisio is on the instructional side of the 50% law.

RECOMMENDATION:

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

Administrator Initiating Item: Kristina Combs, Executive Director of Human Resources & Labor Relations
1. 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>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>*Audisio, Tracy</td>
<td>Lab Technician – Museum (Biology/Geology/Geography)</td>
<td>.50</td>
<td>12</td>
<td>12/11/2013</td>
</tr>
</tbody>
</table>

BACKGROUND INFORMATION:

1. Ms. Audisio has accepted the .50FTE/12MPY position of Lab Technician – Museum (Biology/Geology/Geography) effective December 11, 2013.

*Six-month evaluation period.
<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
<th>December 10, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject:</td>
<td>Academic Personnel Recommendations</td>
<td>Item &amp; Files No.:</td>
<td>C.7.C.</td>
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<tr>
<td>Reason for Board Consideration:</td>
<td>Consent Approval</td>
<td>Enclosure(s):</td>
<td>Recommendations</td>
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</tbody>
</table>

**BACKGROUND:**

The following actions are included in the Academic Personnel Recommendations:

1. Appointment of Academic Personnel
2. Resignation of Academic Personnel

**FISCAL IMPACT:**

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: Kristina Combs, Executive Director of Human Resources and Labor Relations
1. **Appointment of Academic Personnel**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Title/Discipline</th>
<th>FTE</th>
<th>Appt. Type</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>TBA</td>
<td>Instructor, Psychology/Sociology</td>
<td>1.0</td>
<td>1st Year Probationary</td>
<td>1/10/14</td>
</tr>
<tr>
<td>2.</td>
<td>TBA</td>
<td>Instructor, History/Political Science</td>
<td>1.0</td>
<td>1st Year Probationary</td>
<td>1/10/14</td>
</tr>
<tr>
<td>3.</td>
<td>TBA</td>
<td>Instructor, Psychology</td>
<td>1.0</td>
<td>1st Year Probationary</td>
<td>1/10/14</td>
</tr>
<tr>
<td>4.</td>
<td>TBA</td>
<td>Instructor, Sociology</td>
<td>1.0</td>
<td>1st Year Probationary</td>
<td>1/10/14</td>
</tr>
</tbody>
</table>

**BACKGROUND INFORMATION:**

1. Appointment to 1.0 FTE, 1st Year Probationary position in Psychology/Sociology. Per Ed Code, First Year will be 1 ½ years.
2. Appointment to 1.0 FTE, 1st Year Probationary position in History/Political Science. Per Ed Code, First Year will be 1 ½ years.
3. Appointment to 1.0 FTE, 1st Year Probationary position in Psychology. Per Ed Code, First Year will be 1 ½ years.
4. Appointment to 1.0 FTE, 1st Year Probationary position in Sociology. Per Ed Code, First Year will be 1 ½ years.
## 2. Resignation of Academic Personnel

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Title/Discipline</th>
<th>FTE</th>
<th>Appt. Type</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Loeser, Jennifer</td>
<td>Instructor, Chemistry</td>
<td>1.0</td>
<td>Resignation</td>
<td>12/20/13</td>
</tr>
</tbody>
</table>

**BACKGROUND INFORMATION:**

To: Board of Trustees  
From: Superintendent/President  
Subject: Short-Term Hourly Positions  
Date: December 10, 2013  

Reason for Board Consideration: CONSENT APPROVAL  

BACKGROUND  

Pursuant to Assembly Bill 500, a short-term hourly employee cannot begin working until the Board has taken action at a regularly scheduled meeting to approve the position. The following positions are submitted for approval:

**Non-Instructional Positions**

1. Dept. Aide IV: Assists classified staff in the BIS computer labs with assignments. Department – BIS  
   - Number of Positions: 2  
   - Position Dates: 01/13/2014 – 05/23/2014  
   - Hourly Rate: $11.75

2. Reader: Assists classified staff as a Reader for the Court Reporting program.  
   - Number of Positions: 1  
   - Position Dates: 01/13/2014 – 05/23/2014  
   - Hourly Rate: $9.50

3. Dept. Aide IV: Assists classified staff in the Career Study Center  
   - Number of Positions: 1  
   - Position Dates: 01/13/2014 – 05/23/2014  
   - Hourly Rate: $18.00*(rates in non-student hourly range may be chosen by the Supervisor/Manager based on experience, merit and budget)

4. House Manager: Community Education, Facilities Rental - Opening and closing making sure equipment is set-up and operational, oversee the use.  
   - Number of Positions: 1  
   - Hourly Rate: $11.25 – $11.75

**BUDGET IMPLICATIONS:**  
All recommendations are within budget and are on the **instructional** and **non-instructional** side of the 50% law.

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

Administrator Initiating Item: Kristina Combs, Executive Director of Human Resources & Labor Relations
# BOARD AGENDA ITEM

To: Board of Trustees | Date: December 10, 2013
---|---
From: Superintendent/President | Item & File No. C.7.E.
Subject: Declaration of Surplus Property – Miscellaneous Equipment

**Reason for Board Consideration:**

| Consent Approval | Enclosure(s): List of Equipment |

**BACKGROUND:**

In accordance with Board Policy, the District will submit to the Board a list of equipment to declare surplus. The items listed on the attachment(s) have been determined to have no further value to the District. Some of the items have been replaced and are no longer used. Some items are simply old and repair and/or maintenance is not cost effective. Items that have no value will be disposed of. The District may be able to sell some of the equipment. No one item or item lot is valued at $5,000 or more.

In accordance with Board Policy and Education Code Section 81452(a), a unanimous vote is required declaring the value of any one item or item lot to be less than $5,000. Upon a unanimous vote, the items may then be disposed of pursuant to the provisions of Education Code Section 81452(c).

**RECOMMENDATION:**

The Superintendent/President recommends that the Board of Trustees declare the items described on the attached surplus and that no single item or item lot is valued at $5,000 or more and further authorize the District to dispose of the equipment, pursuant to Education Code Section 81452(c), as the District feels is appropriate.

**Administrator Initiating Item**

Greg Nelson, Interim Vice President of Finance and College Operations
<table>
<thead>
<tr>
<th>Campus</th>
<th>Location</th>
<th>Department</th>
<th>Quantity</th>
<th>Description</th>
<th>Inventory#</th>
<th>Age</th>
<th>Condition</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>KTD</td>
<td>SS 146</td>
<td>Emeritus</td>
<td>6</td>
<td>Turquoise Chairs</td>
<td>none</td>
<td>unknown</td>
<td>poor</td>
<td>dispose</td>
</tr>
<tr>
<td>KTD</td>
<td>SS 146</td>
<td>Emeritus</td>
<td>1</td>
<td>Black Storage Cabinet</td>
<td>14330</td>
<td>unknown</td>
<td>poor</td>
<td>dispose</td>
</tr>
<tr>
<td>KTD</td>
<td>SS 146</td>
<td>Emeritus</td>
<td>1</td>
<td>Red Wooden Book Shelf</td>
<td>none</td>
<td>unknown</td>
<td>poor</td>
<td>dispose</td>
</tr>
<tr>
<td>KTD</td>
<td>SS 146</td>
<td>Emeritus</td>
<td>1</td>
<td>Cushion Couch</td>
<td>4738</td>
<td>unknown</td>
<td>poor</td>
<td>dispose</td>
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<tr>
<td>KTD</td>
<td>SS 146</td>
<td>Emeritus</td>
<td>2</td>
<td>Wood Frame/Purple Cushion Chairs</td>
<td>04731, 04736, 04734, 04735</td>
<td>unknown</td>
<td>poor</td>
<td>dispose</td>
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<tr>
<td>KTD</td>
<td>SS 146</td>
<td>Emeritus</td>
<td>4</td>
<td>Wood Frame/Yellow Cushion Chairs</td>
<td>04733</td>
<td>unknown</td>
<td>poor</td>
<td>dispose</td>
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<tr>
<td>KTD</td>
<td>SS 146</td>
<td>Emeritus</td>
<td>1</td>
<td>Coffee Table</td>
<td>14305</td>
<td>unknown</td>
<td>poor</td>
<td>dispose</td>
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<tr>
<td>KTD</td>
<td>SS 146</td>
<td>Emeritus</td>
<td>1</td>
<td>Cloth Swivel Chair</td>
<td>none</td>
<td>unknown</td>
<td>poor</td>
<td>dispose</td>
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<tr>
<td>KTD</td>
<td>SS 146</td>
<td>Emeritus</td>
<td>1</td>
<td>5 Drawer Desk - Beige with wood venier top</td>
<td>14314, 14317</td>
<td>unknown</td>
<td>poor</td>
<td>dispose</td>
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<tr>
<td>KTD</td>
<td>SS 146</td>
<td>Emeritus</td>
<td>2</td>
<td>Wooden Bookshelves</td>
<td>none</td>
<td>unknown</td>
<td>poor</td>
<td>dispose</td>
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<tr>
<td>KTD</td>
<td>Corp Yard</td>
<td>M&amp;O</td>
<td>1</td>
<td>1990 Dodge Caravan</td>
<td>Vehicle no 54</td>
<td>23 years</td>
<td>poor</td>
<td>dispose</td>
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<td>IVC</td>
<td>Building 2, room 210</td>
<td>Auto Tech</td>
<td>1</td>
<td>Transmission Dynamometer</td>
<td>12393</td>
<td>25+ years</td>
<td>poor</td>
<td>dispose</td>
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<tr>
<td>KTD</td>
<td>Fusselman Hall Room 120</td>
<td>SSC Dept.</td>
<td>1</td>
<td>Wooden Storage Cabinet</td>
<td>none</td>
<td>unknown</td>
<td>poor</td>
<td>dispose</td>
</tr>
</tbody>
</table>
To: Board of Trustees  
Date: December 10, 2013

From: Superintendent/President  

Subject: Measure C Contracts
Reason for Board Consideration: Enclosure(s): none

<table>
<thead>
<tr>
<th>Contract Description</th>
<th>Firm Name</th>
<th>Project</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>
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</thead>
<tbody>
<tr>
<td><strong>Construction Contracts – Ratification</strong></td>
<td>American Guard Services</td>
<td>New Academic Center (303B)</td>
<td>$10,000.00</td>
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<tr>
<td></td>
<td>Wildcat Construction</td>
<td>Science Math Nursing (305A)</td>
<td>$2,300.00</td>
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<tr>
<td></td>
<td>Dan Davis Communications</td>
<td>Science Math Nursing (305A)</td>
<td>$4,759.00</td>
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<td></td>
<td>Trinity Structures</td>
<td>Performing Arts Modernization (306A)</td>
<td>$14,951.00</td>
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<tr>
<td></td>
<td>Dan Davis Communications</td>
<td>Performing Arts Modernization (306A)</td>
<td>$14,960.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Construction Change Orders - Approval</strong></td>
<td>Wright Contracting Inc</td>
<td>Geothermal Field KTD (305B)</td>
<td>$18,995,000.00</td>
<td>1</td>
<td>$269,241.00</td>
<td>$269,241.00</td>
<td>$19,264,241.00</td>
<td>1.4%</td>
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<tr>
<td></td>
<td>Gonsalves &amp; Stronck</td>
<td>ADA Upgrades (309A); Science Math Nursing (305A)</td>
<td>$502,277.00</td>
<td>2</td>
<td>$7,960.00</td>
<td>$7,960.30</td>
<td>$510,237.30</td>
<td>1.5%</td>
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<tr>
<td><strong>Professional Services Amendments - Ratification</strong></td>
<td>Inspection Services Inc.</td>
<td>Fine Arts Weatherization (306D)</td>
<td>$1,098.00</td>
<td>2</td>
<td>$7,500.00</td>
<td>$290,172.00</td>
<td>$291,270.00</td>
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<td></td>
<td>Visions Management Inc.</td>
<td>Austin Swing Space (850E)</td>
<td>$50,000.00</td>
<td>5</td>
<td>$7,125.35</td>
<td>$74,552.20</td>
<td>$124,552.20</td>
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<td></td>
<td>TLCD Architecture</td>
<td>New Academic Center (303B)</td>
<td>$2,208,720.00</td>
<td>8</td>
<td>$18,000.00</td>
<td>$226,025.00</td>
<td>$2,434,745.00</td>
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<td></td>
<td>Stellar Environmental Services</td>
<td>New Academic Center (303B)</td>
<td>$92,633.00</td>
<td>1</td>
<td>$3,330.00</td>
<td>$3,330.00</td>
<td>$95,963.00</td>
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<tr>
<td></td>
<td>GeoTech Utility Locating LLC</td>
<td>District Geotechnical Engineer (804A)</td>
<td>$15,000.00</td>
<td>23</td>
<td>$580.00</td>
<td>$56,090.00</td>
<td>$71,090.00</td>
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<tr>
<td></td>
<td>Sally Swanson</td>
<td>ADA Upgrades (309A)</td>
<td>$50,000.00</td>
<td>3</td>
<td>$3,830.00</td>
<td>$221,265.00</td>
<td>$271,265.00</td>
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<tr>
<td><strong>Professional Services Agreement - Approval</strong></td>
<td>Simpson Gumpertz &amp; Heger</td>
<td>New Academic Center (303B)</td>
<td>$25,700.00</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Rosen Goldberg Der &amp; Lewitz, Inc</td>
<td>Fine Arts Building (306C)</td>
<td>$5,000.00</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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 Jacobs office.
**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>
</tr>
</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>
</tr>
</tbody>
</table>
BOARD AGENDA ITEM

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date: December 10, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason for Board Consideration:</td>
<td>Consent Approval</td>
<td>Enclosure(s): Recommendations</td>
</tr>
</tbody>
</table>

**BACKGROUND:**

The following actions are included in the Educational Management Personnel Recommendations:

1. Appointment of Educational Management Personnel

**FISCAL IMPACT:** All recommendations are within budgeted FTE.

**RECOMMENDATION:**

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

Administrator Initiating Item: Kristina Combs, Executive Director of Human Resources and Labor Relations
1. **Appointment of Educational Management Personnel**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Title/Discipline</th>
<th>FTE</th>
<th>Appt. Type</th>
<th>Effective Date</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Gesulga, Terry</td>
<td>Interim Director of Health Sciences and Child Development</td>
<td>1.0</td>
<td>Educational Administrator</td>
<td>1/1/14-6/30/14</td>
</tr>
</tbody>
</table>

**BACKGROUND INFORMATION:**

1. Terry Gesulga will continue as Interim Director of Health Sciences and Child Development effective, 1/1/14-6/30/14 or until the position is filled.
BOARD AGENDA ITEM

To: Board of Trustees  Date: December 10, 2013
From: Superintendent/President  Item & File No.  C.8.A.
Subject: Acceptance of Non-Cash Gifts
Reason for Board Consideration: Enclosure(s):

APPROVAL

Memos of Intent to Accept Non-Cash Gifts

BACKGROUND:

In accordance with Board Policy 3820, the Board of Trustees shall consider all gifts, donations, and bequests made to the District.

Donor    Gift                          Receiving Department
Kathy Engle  16 music scores          Music Department
Geri Cooper  1 book; set of music cards  Music Department
Larry and Barbara Babow  Oil painting by Martin Stoelzel  Fine Arts Department

RECOMMENDATION:

The Superintendent/President recommends that the Board approve acceptance of the above noted gifts for the benefit of students.

Administrator Initiating Item
Cathy Summa-Wolfe, Executive Director of Communications, Community Relations, and Advancement
MARIN COMMUNITY COLLEGE DISTRICT

MEMO OF INTENT TO ACCEPT NON-CASH GIFT

Date: 9-10-13

Name of Department: MUSIC

Will the gift(s) be in keeping with the general purposes of the District? YES □ NO □

If No, please explain the unusual purpose.

Will acceptance of the gift(s) impose an obligation on the District to use the gift(s) for other than general purposes? YES □ NO □ If YES, please explain.

Will ownership of the gift(s) tend to deplete the resources of the District: YES □ NO □ If YES, Please explain.

(Installation costs, maintenance costs, etc.)

Identity of donor by name, address, and organization donor represents, if any:

Name: Kathy Engle

Address: 2 Riviera Manor

City, State, Zip: San Rafael CA 94901

Organization:

Nature of gift being offered: 16 Music Scores

Value of gift (to be determined by donor): $300

Restrictions on gift: N/A

Title or office or department within the College that will be responsible for the management of the gift:

Music

Long-term expenditures that may result if gift is accepted: N/A

Requirement for additional liability or other insurance coverage: N/A

Educational program(s) which the gift will support: Music

Signatures:

Department Chair: Initiator: MEC

Foundation Representative:

memofnocashgift.doc/8/99/kp
MARIN COMMUNITY COLLEGE DISTRICT

MEMO OF INTENT TO ACCEPT NON-CASH GIFT

Date: 9-10-13

Name of Department: MUSIC

Will the gift(s) be in keeping with the general purposes of the District? YES ☒ NO ☐

If No, please explain the unusual purpose. ____________________________

Will acceptance of the gift(s) impose an obligation on the District to use the gift(s) for other than general purposes?

YES ☐ NO ☒ If YES, please explain. ____________________________

Will ownership of the gift(s) tend to deplete the resources of the District: YES ☐ NO ☒ If YES, Please explain. ____________________________

(Installation costs, maintenance costs, etc.) N/A

Identity of donor by name, address, and organization donor represents, if any:

Name: seri cooper

Address: 30 Oak land Ave.

City, State, Zip: san Rafael CA 94901

Organization: ____________________________

Nature of gift being offered: 1 book, set of cards (music)

Value of gift (to be determined by donor): $50

Restrictions on gift: ____________________________

Title or office or department within the College that will be responsible for the management of the gift:

MUSIC

Long-term expenditures that may result if gift is accepted: N/A

Requirement for additional liability or other insurance coverage: N/A

Educational program(s) which the gift will support: MUSIC

Signatures:

Department Chair: ____________________________ Initiator: ____________________________

Foundation Representative: ____________________________

memoforncashgift.doc/5/99/14
Date: 11/05/2013
Name of Department: Fine Arts

Will the gift(s) be in keeping with the general purposes of the District? YES ☑ NO ☐

If No, please explain the unusual purpose.

Will acceptance of the gift(s) impose an obligation on the District to use the gift(s) for other than general purposes? YES ☑ NO ☐ If YES, please explain.

Will ownership of the gift(s) tend to deplete the resources of the District? YES ☐ NO ☑ If YES, please explain. (Installation costs, maintenance costs, etc.)

Identity of donor by name, address, and organization donor represents, if any:
Name: Larry and Barbara Basow
Address: 44 Alta Way (415-927-1988)
City, State, Zip: Corte Madera, CA 94925
Organization: 
Nature of gift being offered: Oil Painting by Martin Stoezel
Value of gift (to be determined by donor): $1,000

Restrictions on gift:

Title or office or department within the College that will be responsible for the management of the gift:
Fine Arts Department

Long-term expenditures that may result if gift is accepted: none

Requirement for additional liability or other insurance coverage: none

Educational program(s) which the gift will support: general (art history)

Signatures:
Department Chair: [Signature]
Foundation Representative: [Signature]

College of Marin • 835 College Avenue • Kentfield, CA 94904 • 415.457.8811
**BACKGROUND:**

The audit of the District’s financial position and the performance audit for the Measure C Bond Program for the year ended June 30, 2013 were performed by Crowe Horwath.

Fiscal year 2012-13 is the eleventh year the District has complied with the financial statement presentation format as described in Governmental Accounting Standards Board (GASB) statement No. 34/35, which aggregates operations institution-wide rather than the historic reporting by fund. The District Financial Audit is the standard audit, required and performed on an annual basis. The performance audit for the Measure C Bond Program is also included as required by Proposition 39.

A representative of Crowe Horwath LLP will present the findings of the audits and be available for discussion and questions.

The College appreciates Crowe Horwath’s commitment in completing the audit in such a timely manner, thus enabling us to submit the Audit to the State by the required December 30 deadline.

**RECOMMENDATION:**

The Superintendent/President recommends that the Board of Trustees acknowledge receipt of the independent auditor’s reports on the financial statements of the Marin Community College District for 2012-13 and the review of the Measure C Bond Program for June 30, 2013.
BACKGROUND:

In December 2009, the Board of Trustees approved a one-year License Agreement with Community Action Marin for Marin Head Start to operate a licensed childcare program on the Indian Valley Campus. Addendums 1, authorized in December 2010; 2, authorized in December 2011; and 3, authorized in March 2013 extended the term of the lease agreement by one year.

The agreement permits Marin Head Start to use the space formerly used for the College’s IVC toddler program, for an Early Head Start Infant Toddler program. The program gives priority enrollment for the children of low-income College of Marin students and serves as an early childhood demonstration classroom for College of Marin students interested in studying early childhood development. The program operates in coordination with the demonstration classrooms provided by College of Marin Children’s Centers, which serve preschool aged children. This partnership between the College and Marin Head Start advances educational opportunities for Marin County’s early childhood education workforce and improves the quality of early childhood education in Marin County.

Community Action Marin wishes to continue this program and agreement for another year. The attached Addendum 4 to the License Agreement extends the arrangement through December 31, 2014. The License Fee remains the same at Fourteen Thousand Seven Hundred and Ninety ($14,790.00) annually. Except as defined in Addendum 4, all other terms and conditions of the original License Agreement and Addendums remain the same.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the attached Addendum 4 with Community Action Marin to continue the Marin Head Start program for an additional year through December 31, 2014.
Addendum #4 to License Agreement between
Marin Community College District and Community Action Marin
for the Operation of Marin Head Start Program

December 10, 2013

Marin Community College District (“Licensor”) entered into a License Agreement (“Agreement”) with Community Action Marin Inc. (“Licensee”) for the operation of a program known as “Marin Head Start” on December 8, 2009 and subsequent Addendums dated 12/14/2010, 12/13/2011, and 3/19/2013.

This Addendum #4 modifies the terms of the original Agreement as follows:

3. Term: Subject to Item 5 of the Agreement, this Addendum shall extend the term of the Agreement from January 1, 2014 through December 31, 2014.

4. License Fee: The annual license fee shall remain the same at Fourteen Thousand Seven Hundred and Ninety Dollars ($14,790.00), payable in twelve (12) equal monthly payments of One Thousand Two Hundred and Thirty Two Dollars and Fifty Cents ($1,232.50) in advance on the first day of each month beginning January 1, 2014. The license fee shall be prorated if this Agreement is terminated prior to December 31, 2014.

Except as defined in this Addendum, all other terms and conditions of the Agreement and Addendums dated 12/14/2010, 12/13/2011, and 3/19/2013 remain in effect. Upon signature of both parties, this Addendum will become a part of the Agreement.

Licensor
Marin Community College District

Licensee
Community Action Marin, Inc. (Marin Head Start)

By: ________________________________ By: ________________________________
Greg Nelson ________________________________
Vice President, Finance & College Operations ________________________________
Date: _____________________ Date: ___________________
BACKGROUND:
In September 2008, the Marin Community College District entered into an agreement to jointly develop the Indian Valley Organic Farm and Garden with the Marin Conservation Corps (MCC), now known as Conservation Corps North Bay (CCNB). Attached is the letter from the Conservation Corps North Bay requesting the five (5) year extension of the agreement as described in the original Memorandum of Understanding (MOU) Section III. 8 after the initial five years:

"...............MCC shall have the right to extend the term of this Agreement for an additional term of five (5) years. Thereafter, upon mutual agreement of the District and MCC, the Agreement may be renewed for additional terms of five years each."

As stated in CCNB’s letter initiating the extension:

“Together, we have harnessed our respective experience, leadership, vision, and resources; listened and given voice to our community's needs and concerns; engaged a diverse and broad group of individuals and organizations in the project's success; procured grassroots support from the local community, including donations of time, expertise, money, and in kind resources; and demonstrated what is possible through collaboration with merely a small plot of untended land."

Many measurable outcomes demonstrate the effectiveness of this partnership. A narrative report describing the accomplishments of just that last two years is attached.

It is anticipated that through this continued collaboration, the College of Marin and the community will benefit significantly.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees accept the agreement extension.

Administrator Initiating Item:
Nanda Schorske, Executive Dean of the Indian Valley Campus and Workforce & Economic Development
November 20, 2013

David Wain Coon, Ed.D.
Superintendent/President
Marin Community College District
835 College Avenue
Kentfield, CA 94901

Dear Dr. Coon,

In September 2008 the Marin Community College District and Conservation Corps North Bay (formerly Marin Conservation Corps (MCC)) entered into an agreement in regards to the Indian Valley Organic Farm. Item 8 in the Agreement speaks to the terms of renewal of the Agreement. It states:

"The parties of this Agreement mutually agree that MCC’s financial investment in the Project justifies the following terms of renewal: the term of this Agreement shall commence upon the date first set forth herein and, unless terminated in accordance with the terms and conditions of this Agreement shall continue in effect until the date that is the 5th anniversary of the signing of this Agreement. MCC shall have the right to extend the term of this Agreement for an additional term of five (5) years. Thereafter, upon mutual agreement of the District and MCC, the Agreement may be renewed for additional terms of five years each."

Please accept this letter as notification that CCNB is exercising our right to extend the term of the Agreement the additional five years to September 2018.

Since its inception this collaboration has resulted in building the Indian Valley Organic Farm & Garden to its current capacity, as not only a production farm and educational center, but as a model program that is grounded in the intelligence and innovation of Marin County’s vibrant organic farming community.

Together, we have harnessed our respective experience, leadership, vision, and resources; listened and given voice to our community’s needs and concerns; engaged a diverse and broad group of individuals and organizations in the project’s success; procured grassroots support from the local community, including donations of time, expertise, money, and in kind resources; and demonstrated what is possible through collaboration with merely a small plot of untended land.
CCNB is pleased with the partnership with the District and the impact and successes being realized. We especially want to thank the District for the continued use of Building #24 and adjacent lot as envisioned in the original plan. These resources have contributed greatly to the program's success.

Thank you for your continued support of this joint venture. Should you have any questions, please contact me at (415) 246-3248.

Sincerely,

[Signature]

Marilee Eckert
Chief Executive Officer
Indian Valley Organic Farm and Garden
Report Narrative
Fall, 2011 through Spring, 2013

College of Marin
Indian Valley Campus
1800 Ignacio Blvd.
Novato CA 94949

Nanda Schorske, Executive Dean,
Indian Valley Campus and
Workforce & Economic Development
Program Evaluation and Marketing

Impact on the State’s economy and how our marketing efforts enhanced the Program brand

College of Marin’s (COM) Indian Valley Organic Farm and Garden played a significant role in addressing the region’s need for workforce development in multiple sectors of the Sustainable Local Food Systems Industry. This report describes activities performed by College of Marin with partners Conservations Corps North Bay (CCNB) and University of California Cooperative Extension – Marin (UCCE) that addressed four primary program goals:

1. **Develop a regional teaching farm laboratory and launch a farm production operation that will be the foundation for the sustainability plan beyond:**
   During the last two years, all Environmental Landscaping courses related to plants or soil used College of Marin’s organic farm, Indian Valley Organic Farm & Garden (IVOF&G) as the hands-on laboratory setting for students. Students, corps members, work study and work experience students participate in the vital elements of the farm including planting, irrigation, weeding, harvesting, weeding, and product marketing.

2. **Extend the community college level core curriculum and certificate program that link to four-year university standards**
   During the last two years, the AS Degree in Environmental Landscaping was updated and approved by the Chancellor’s office. In addition, three new 18-unit Certificates of Achievement were written and approved by the Chancellor’s office. College of Marin’s Environmental Landscaping program creates a pathway to local universities including San Francisco State’s botany or environmental studies BS degrees, UC Davis’ food science or nutrition science degrees, and UC Santa Cruz’s Center for Agroecology and Sustainable Food Systems.

3. **Provide a link to the agricultural industry and establish a paid field-study apprenticeship program and a customized work experience program in organic farming**
   During the last two years, College of Marin students participated in paid experiences through one state approved apprenticeship program and the College’s Work Experience class and Work Study programs.

4. **Transfer the model and content to organizations interested in developing similar programs**
   In 2012 a one day, “Migrate the Model Summer Institute,” was held at College of Marin. In attendance were neighboring community college faculty and administrators, farmers/ranchers, students, work force development and small business representatives. In 2013, the establishment of a website linking Conservation Corps North Bay and College of Marin information about IVOF&G, its history, programs, and procedures, was developed as an electronic means of migrating the model.

The College of Marin’s Environmental Landscaping program enrollment grew three-fold in the first few years of operation of IVOFG and remains strong. COM—in partnership with CCNB—brought students and interested parties onto the farm, and developed new methods of outreach to build a path to program sustainability. For example:

- Student enrollment in Environmental Landscaping courses remains strong with an average of 80 students per semester from Fall 2011 to Spring 2013. The total number of units increased from 234.
in Fall 2011 to 303 in Spring 2013. In addition, 981 students completed a non-credit agricultural class.

- 140 food system professionals and staff toured the IVOF&G during 2012-2013. And, a successful, new partnership with Novato Unified School District (NUSD) Food Service was established where NUSD purchased produce for their school lunch program offerings to students.
- In addition to the sale of produce to NUSD, CCNB marketing efforts resulted in regular sales to local restaurants, a grocery store, local farmers’ markets and the launch of a new Customer Supported Agriculture (CSA) program. Farm sales were $31,290 in 2011 and projected to be $55,000 for 2013, an increase of 60%. The increase in farm sales is a step toward the self-sustainability of the IVOF&G and serves as a demonstration to students all the skills required to launch and sustain a commercially viable business.

**Program Accomplishments**

*Accomplishments that showcase the success of the project:*

Goals for promoting growth and interest in organic farming as a means to introduce students to work experience and future jobs options such as food and earth stewards, habitat and land restorers, small business owners, farmers, ranchers, nutritionists, and in other environmental and health fields were advanced.

Complementary educational programs were developed in the form of an updated AS degree in Environmental Landscaping and three new 18-unit Certificates of Achievement in Organic Farming & Gardening, Organic Farming & Gardening Production, and Landscape & Garden Design. As of this date, one student will complete the AS degree requirements in Fall 2013, one student achieved a Certificate of Achievement in Spring 2013, and 5 students are within 6 units of completing a Certificate of Achievement in Environmental Landscaping.

In order to assist COM students in understanding a career pathway, a Student Progress Pathway Worksheet was developed. This document serves as a roadmap so students can see which classes are required for an AS degree or one of three Certificates of Achievement in Environmental Landscaping. The Pathway Progress sheet also contains a schedule of course offerings over the next 2 years and statistics from the State of California Economic Development Department on expected agricultural related job earnings/wage projections, forecasted number of positions, and the cost of attaining a degree or Certificate of Achievement at College of Marin.

In 2011 and 2012, 17 young adult students earned scholarships which enabled them to remain in school and continue their coursework at College of Marin.
A combination of state approved apprenticeship, Work Experience and Work Study opportunities were cultivated as means for students to gain hands-on organic farming experience. Although the number of state approved apprentice Program Sponsors remained static at one location with one apprentice, three students gained hands-on positions through COM's Work Experience class with an additional 18 students working on the farm through Work Study. All students in three Environmental Landscaping courses work on the farm as a part of the class lab component, putting 224 students on the farm over the two year period of Fall 2011 through Spring 2013.

It is evident that farms are not yet ready to commit to becoming state approved apprenticeship sites due to the financial cost of hiring an apprentice for 1,800 hours of on-site, supervised training. Instead, College of Marin and partners CCNB, UCCE, and collaborating organization, Marin Organic, have worked to identify 7 local farms willing to host un-paid Work Experience students each semester. COM will continue to promote Work Experience as a means to earn college credit, rather than a salary, for working on an organic farm.

The success of the farm is due to the partnership between COM, CCNB, and UCCE. It would be difficult, if not impossible, to run a farm on a traditional school schedule. The farm operates year round through the work of two CCNB employees, CCNB summer program participants, COM Work Study students, and volunteer Master Gardeners with UCCE certification. This combination of workers lends to a cross-teaching of new farmers by experienced ones who are training the next generation of farmers.

The COM, CCNB, and UCCE partnership gave the College immediate and frequent contact with area farmers, ranchers, and community based organizations dedicated to organic food and the local food system. Both CCNB and UCCE have had long-standing relationships with schools, individuals and organizations that have a stake and interest in the training of new, future farmers and food industry workers. In addition, our work with Marin Organic, a community-based organization, also helped to open doors to access farmers and ranchers interested in apprenticeship or work experience for COM students. Marin Organic builds community & commitment to local, organic farms and ranches – ensuring that consumers, both today and into the future, place a high value on local organic food and can readily make a choice to access those products.

Outcomes with local Colleges, Employers and Students

**Colleges and Schools:** Three colleges and 5 schools made site visits to the IVOF&G for technical assistance. These site visits were comprised of a total of 176 staff in attendance. The primary goals for each college and school were to understand how the partnership between CCNB, UCCE and COM worked in practical terms, how a teaching farm differs from a working farm, learn about the organic certification process, and learn about growing heritage, ancient, and native crops.

**Employers:** Four employers received on-site tours of the farm and received technical assistance. These groups consisted of a total of 79 employees who learned about crop selection and planting, integrated pest management, honey bee hives, and marketing strategies within the local community.
Students:

1. **Students who worked on the farm:** A total of 224 College of Marin students worked on the IVOF&G as a part of the 3 hour laboratory component of an Environmental Landscaping class. 182 adult students worked on the farm as a part of a 1 or 2 day Master Gardeners’ course offered through UCCE.

2. **Secondary students who toured the farm:** 264 secondary school students toured the farm as part of an introduction to college, Career Technical Education, and career pathway tours of College of Marin’s Indian Valley Campus.

3. **Secondary school students who worked on the farm:** 100 secondary school students worked on the farm during the summer of 2012 as participants in CCNB’s Project ReGeneration program. Project ReGeneration was an 8-week program to train youth on restoration, farming, habitat maintenance, and professional skill development.

Creating or improvement of career pathways: Improvement in this area was made in several ways:

1. **Update of course curriculum, course outlines, AS Degree and Certificates of Achievement:** With the assistance of the Environmental Landscaping advisory committee, the entire course offerings were updated, new courses written, and the AS Degree reconfigured. In addition, three new 18-unit Certificates of Achievement were approved by the Chancellor’s Office.

2. **Creation of Student Progress Pathways Worksheet:** This document summarizes the courses needed to complete an AS Degree or any of the three, 18-unit Certificates of Achievement in Environmental Landscaping. Included in the worksheet is the 2-year rotation of course scheduling and gainful employment data with job outlook, wage projections, and the cost of attaining the Degree or Certificates of Achievement. These worksheets are updated for Environmental Landscaping students at the end of each semester, then provided to them so they can see the progress they are making toward completion and use this in meetings with a counselor to discuss course scheduling and educational goals.

3. **Presentations to potential students:** In presentations to secondary and adult students, Career Technical Education (CTE) and Career Pathways are introduced as one means of beginning transfer coursework in addition to learning a work skill that will provide an income for a working college student. Presentations and handout materials emphasize that acquiring a CTE education and skills creates a transition of multiple choices and opportunities in the work arena as well as at a 4-year college or university.

4. **Identifying farms interested in training the next generation of organic farmers:** Through partners CCNB, UCCE and community based organization Marin Organic, visits to county farms, one-on-one meetings, and presentations at community-based organizations, over 125 contacts were made to introduce the apprenticeship and work experience course as ways for farmers to have a student on the farm for hands-on learning. Currently, there is one approved Program Sponsor farm for the state apprenticeship program and 7 farmers offering to host a Work Experience course student in either the fall or spring semesters.

5. **Establishing means for students to gain hands-on experience working on an organic farm:** As a means to develop young farmers, students can gain hands-on experience working on an organic farm by being an apprentice at a state approved program sponsor site, enrolling in College of Marin’s Work Experience course and working at one of 7 partner farms, enrolling in an Environmental Landscaping course which includes a laboratory component at the IVOF&G, securing a farm hand position through CCNB or the federal Work Study program.

6. **Course numbers for courses that were developed and/or offered:** The Environmental Landscaping course offerings, core AS Degree requirements and the three 18-unit Certificates of Achievement are displayed on the following page:
<table>
<thead>
<tr>
<th>Environmental Landscaping Student Progress Pathway</th>
<th>#</th>
<th>Units</th>
<th>Certificate of Achievement: Landscaping, Organic Farming &amp; Gardening</th>
<th>Certificate of Achievement: Landscape, &amp; Garden Design</th>
<th>Certificate of Achievement: Landscape, Organic Farm &amp; Garden Production</th>
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<tr>
<td>Introductory Principles of Sustainable Landscapes, Farms, and Gardening</td>
<td>101</td>
<td>3</td>
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<td>Principles &amp; Practices of Organic Farming and Gardening - Fall</td>
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<td>Principles &amp; Practices of Organic Farming and Gardening - Spring</td>
<td>109S</td>
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<td>Plant Identification, Selection, and Propagation - Spring</td>
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<td>Plant Identification, Selection, and Propagation - Fall</td>
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<td>Soils: Ecology and Management</td>
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<td>Irrigation of Landscapes, Farms and Gardens</td>
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<th>Units Completed</th>
<th>Certificate of Achievement: Landscaping, Organic Farming &amp; Gardening</th>
<th>Certificate of Achievement: Landscape, &amp; Garden Design</th>
<th>Certificate of Achievement: Landscape, Organic Farm &amp; Garden Production</th>
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<tr>
<th>Units Completed</th>
<th>Certificate of Achievement: Landscaping, Organic Farming &amp; Gardening</th>
<th>Certificate of Achievement: Landscape, &amp; Garden Design</th>
<th>Certificate of Achievement: Landscape, Organic Farm &amp; Garden Production</th>
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<tbody>
<tr>
<td>18</td>
<td></td>
<td>18</td>
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</table>
Regional Economic Impact

This project contributed to meeting the regionally identified needs for
Economic development
Training
Emerging industries

Program services in the local and regional economy, including services for
workforce re-entry in the following areas we provided:
New employment
Skills enhancement
Training for workforce re-entry

Economic Development: Economic development of the organic farming and gardening industry continues to grow and remains an important part of the Marin County economy. As reported by the Marin Economic Forum’s 2013 update to College of Marin on Career Program Data, 2013:

“In California and especially the San Francisco Bay Area, there is a fast growing movement by state and local governments, businesses, nonprofit organizations, and consumers to establish sustainable local food systems designed to provide healthful food for all, to strengthen local economies, to support small-scale farms, and to encourage sustainable food and agricultural entrepreneurship and green job creation. Despite the emerging sustainable local food system’s expansive industry and advocacy network, the critical area of workforce development and training has not been addressed by California or the San Francisco Bay Area.

In response to growing industry and consumer demand, needs identified by Marin County’s food and farm leaders and evolving government policies in support of building sustainable local food systems, College of Marin launched an initiative with regional partners to address the critical industry-driven workforce education and training resources to meet Marin County’s and the San Francisco Bay Area’s need for a highly-skilled, entrepreneurial workforce in the growing fields of organic agriculture and sustainable local food systems.

As more and more consumers, local governments, and businesses continue to make the connection between food, public health, economic prosperity, and environmental sustainability, the demand for organic locally grown food has skyrocketed. America’s organic food industry has grown from $1 billion in 1990 to a more than $21 billion industry in 2008 according to the Nutrition Business Journal, and is currently growing at a rate of 18% per year according to the Organic Trade Association. Today, organic products are available in nearly 20,000 natural foods stores according to the USDA’s Economic Research Service and are sold in 82% of all conventional grocery stores (Food Marketing Institute’s U.S. Grocery Shopper Trends, 2008).

In addition to consumer demand “pull” for organic foods and products, the Bay Area is also undergoing a significant public policy “push” toward a dramatically re-localized food system, including both local food production and local food procurement. The City of San
Francisco – in cooperation with other cities and Counties – has developed policy frameworks calling for the re-localization of our food systems to maximize organic and sustainable food production within a 150 mile radius of the city.

The 2007 Marin Countywide Plan called for a dramatic increase in local lands under intensive organic agricultural food production. In addition, the California Global Warming Solutions Act – AB 32 called for significant reductions in the carbon footprint of agriculture in California, which in turn requires new workforce skills and a new paradigm of decentralized and sustainable agricultural production that makes greater use of arable land and community-scale agriculture in more temperate Bay Area counties. Taken as a whole, all of these trends have created the urgent need for newly trained and retrained workforce in the fields of:

- Organic Agriculture, sustainable horticulture
- Value-added food production
- Sustainable and organic foods marketing and business operations
- Organic garden and farm consulting
- Organic agriculture and food systems policy,
- Sustainable and organic food supply chain management, including farmers’ market operations, farm-to-school program, and other innovative delivery mechanisms

**Training:** All three project partners are invested in a variety of training and educational programs surrounding organic farming and its effects on healthy communities, families and building economically sound organic food businesses to support the local food system as well as the local economy. In addition to the student enrollment/completion statistics reported above in the, “Outcomes,” section, 835 students completed a non-credit food/horticulture course COM’s Community Education offerings and UCCE’s Master Gardeners’ workshops from Fall 2011 through Spring 2013.

**Emerging Industries:** During Fall 2011 through Spring 2013, College of Marin offered “Starting a Small Business,” and an, “Agricultural Tourism Opportunities,” workshops through the Small Business Development Center hosted at Napa Valley College to provide career technical education students with basic introductions to being a small business owner. Many small businesses have sprung from proprietor interest in organic foods such as small kitchen to table products, seeds, and food distribution. Offering these workshops provide individuals trying to re-enter the job market another means to do so by being a business owner.

Interest continues in areas of raising heritage or ancient crops to produce original types of food which can reproduce and are not sterile or genetically modified organisms. Studies are underway to determine if heritage varieties can be safely eaten by individuals with sensitivity to food components such as gluten.

Interest in native plants has increased. As mentioned above, and we exploring options to establish the native/ethnobotanical plant section at the IVOF&G which will have plants used as food, clothing, tools, shelter, and medicine by Native Americans. A complementary growing interest is in raising native plants used in making dyes for cloth is also of great interest in the community.
New Employment: 36 Environmental Landscaping students completed an optional survey indicating they had secured a job during the grant period in an Environmental Landscaping related field. Types of employment reported were:

- Farming, grounds worker, habitat restoration, pesticide monitoring, organic food distribution, food small business, food/ecology related organizations, native plant nursery, heritage Seed Company, home based cooking classes, combination farm/guest house small businesses.

Skills Enhancement: Skill building and enhancement was achieved by students who took more than one Environmental Landscaping class during the project period. A total of 114 students enrolled in an Environmental Landscaping course of which 42, or 36%, completed at least one additional Environmental Landscaping course during the project period. Students who wish to continue to build their hands-on skills have the option to enroll in other Environmental Landscaping courses which include the laboratory component working on the IVOF&G.

Training for work force reentry: By working with continuation schools, GED programs, and community based organizations that support workforce re-entry, COM has provided information about the Environmental Landscaping program to adult students. Presentations were made to the Novato Unified Adult School, Tamalpais Adult School, the YWCA 50+ Women’s Employment Group, and the CCNB John Muir Adult School programs to introduce the continuing education options for students at College of Marin in Career Technical Education, including Environmental Landscaping, and general education.
Indian Valley Organic Farm & Garden
Located at
College of Marin Indian Valley Campus
1800 Ignacio Blvd. Novato CA 94949

In partnership

[College of Marin logo]
[UCCE logo]
BACKGROUND:

On February 27, 2012, JL Modular, Inc. was selected to provide general contracting services for the Child Study Center Increment 2 (303C). The work of Increment 2 consisted of the modular building and associated service connections for the Child Study Center. The project required a separate review of the canopy shade structure over the deck area for the skylight detail review by the Division of the State Architect (DSA) which generated a third DSA number for the project. The first and second DSA project numbers have been previously closed and at this time the canopy shade structure project is presented for Notice of Completion.

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 Child Study Center Increment 2 – Shade Structure (303C).
Notice of Completion

State / local governmental entity recording fee when document is for the benefit of the government entity - GC 27383
(no fee)

Must be recorded within 10 days after completion

In execution of this Notice, notice is hereby given that:
1. The undersigned is an owner or agent of an owner of the estate or interest stated below.
2. The name of the owner is Marin Community College District.
3. The address of the owner is 835 College Ave, Kentfield CA 94904.
4. The nature of the estate or interest is: Marin Community College District in fee.
5. The name and addresses of all co-owners, if any, who hold any title or interest with the above-named owner in the property are:

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6. Work of modernization on the property was completed on: September 17, 2013.
7. The Project Name & Number are Child Study Center (303C).
8. DSA Number (if applicable) 01-112835
9. The contractor for such work of modernization is JLMODULAR, Inc.
10. The name of the contractor’s Surety Co is Travelers Casualty and Surety Company of America.
11. The date of contract between the contractor and the above owner is February 27, 2012.
12. The street address of said property is 835 College Ave. Kentfield CA. 94904
13. The property on which said work of modernization was completed is in the Town of Kentfield/City of Larkspur, County of Marin, State of California, and is described as follows: Child Study Center - Incr 2 Project (303C)- Shade Structure. Exterior canopy shade structure with skylights over deck area.

Date ____________________________ Signature of Owner
Marin Community College District

Verification

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

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

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

Revised 2011 0105
Marin Community College District
Board of Trustees Regular Meeting

November 19, 2013

MINUTES

A. Open Session
   1. Call to Order
      The Board of Trustees of the Marin Community College District met for a regularly scheduled
meeting in the Cafeteria of the Student Services Building on the Kentfield Campus, all
members having received notice as required. Board Clerk O’Brien called the meeting to
order at 5:35 p.m. Trustees O’Brien, Conti, Dolan and Treanor were present. Also present
were Superintendent/President Coon and Vice President Nelson. M/s (Conti/Treanor) to
approve the closed session agenda. Motion carried 4-0-3.
   2. Public Comment: There was no public comment.
   3. Recess to Closed Session: Meeting adjourned to closed session at 5:36 p.m.

   Trustee Long arrived at 5:40 p.m. Trustee Namnath arrived at 6:00 p.m.

B. Closed Session  Staff Lounge, Student Services Building, Kentfield Campus
   1. CONFERENCE WITH LABOR NEGOTIATOR(S) (Govt. Code Section 54957.6)
      Agency Representative: Kristina Combs
      Employee Organizations: United Professors of Marin (UPM/AFT); California School
      Employees Associations (CSEA); Service Employees International Union (SEIU); Unrepresented
      Employees (Confidential, Supervisors, Management)
   2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Govt. Code Section 54957)
      Title: Superintendent/President

C. Open Session – 6:30 p.m., Cafeteria, Student Services, Kentfield Campus
   1. Call to Order, Roll Call and Adoption of Agenda
      Board President Namnath called the meeting to order at 6:30 p.m. Trustees Dolan, Long,
      O’Brien, Conti, Namnath, Treanor were present. Student Trustee Reyes, Superintendent
      President Coon, and Vice Presidents Eldridge, Nelson and Torres were also present.
M/s (O’Brien/Conti) to approve the agenda. Motion carried 6-0-1.

Trustee Kranenburg arrived at 6:57 p.m.

2. Report from Closed Session – There was no report from closed session.

3. Public Comment (3 minutes per speaker)
   A. Comments regarding items not on the Agenda
      Dave Mitchell, Chris Edmondson and Steve Garrett asked that the Board consider a fair and equitable contract that addresses a decent cost of living increase and affordable medical benefits to recognize the work and care offered by the members of SEIU to keep our facilities clean and safe for our students. It was noted that there is more square footage to care for and that SEIU members often work invisibly to maintain a strong foundation for the College. A copy of Mr. Edmondson’s comments is attached to the minutes.

   B. Comments regarding items on the Agenda – to be heard immediately before the Board of Trustees’ consideration of the item.

   RECEPTION FOR TRUSTEE BARBARA DOLAN (Deferred to December 10, 2013 Board Meeting)

4. Chief Executive Officer’s Report
   A. Presentation with Marin Emergency Radio Authority (MERA)
      Chief of Police Mitch Lemay introduced Dave Jeffries, the Project Manager for the Marin Emergency Radio Authority, and gave a presentation providing an overview of how the current Marin Public Safety and Communication System works and the plans for a necessary replacement system. The MERA system was implemented in 1984 and greatly improved communications between safety agencies, providing a number of public safety improvements in the County of Marin. The current system is aging and reaching its user capacity and a new system should be up and running by 2018 to meet the capacity needs as well as new federal requirements. Public polls show support for a parcel tax to fund the cost of the new system and other financial support options are also being researched. At the beginning of the year MERA will be seeking public support by Resolution for a parcel tax on the November 2014 ballot. A copy of Mr. Lemay’s presentation is available on the Board of Trustees Web page for this meeting. Mr. Jeffries answered questions from Trustees about the proposed parcel tax, the cost to residents, alternative finance options and exemptions.

      Vice President Nelson introduced Matt Smyth the new Director of Facilities and Planning, and welcomed him to the College of Marin.

   B. Debt Collections – Vice President Nelson reported that the College of Marin has a liability of approximately $2 million student debt identified in the Banner program, and an estimated $300,000 to $400,000 that will be pulled from the HP System. The College currently uses COTOP (Chancellor’s Office Tax Offset Program) to recover debt and has a
fairly low rate of return. The debt costs the College about 2.5 times the original cost of the debt for services provided to students, staff time for research and letter processing to try to collect the debt. The District is required to keep a debt reserve to offset the liability. The auditors adjust the amount annually based on the amount of debt from general fund reserves. The College will be using a collection firm, Williams and Fudge, to collect student debt. Williams and Fudge works exclusively in higher education, has a lower commission rate than other agencies and a higher return rate of about 40 – 50%. The company works with students initially to reconcile the debt and also works diligently to determine affordable payment plans to address the debt. Vice President Nelson answered questions from Trustees about how the debt became so large, our registration processes, the types of debt, student demographics, proposed solutions to avoiding future debt, emergency loans, and the importance of communicating this problem to staff and students, processes used by Williams and Fudge, and the expected rate of return of approximately 20% within the first year, which will go into the general fund and reduce the required debt liability reserve.

C. Credit Card Program – Vice President Nelson shared that this District has multiple staff credit cards with a variety of vendors. There are almost no internal accounting controls of these cards and they have various interest rates, due dates, associated fees and lack rebate programs. Fiscal Services and end users spend numerous hours each month reconciling the credit card statements as well as processing reimbursements to staff for purchases made on their own credit cards. The Cal Card program is a State of California Department of Governmental Services program which works just like a Visa/Debit Card. Fiscal Services has internal controls over the Cal Cards and can raise or lower credit limits electronically. There is also a rebate program paying between 2 and 4 percent based on card use. We will eliminate all other cards with the exception of the Costco Card. There are no fees and no interest when paid in full and we have a very large credit line. Everything can be reconciled and submitted on line monthly on one master bill. The program will be rolled out in the next few weeks and all other vendor cards will be eliminated next quarter. If we pay for our utility bills with the Cal Card program, we will save $25,000 just within the first year through the rebate program. Vice President Nelson answered questions from Trustees about the program.

D. Health Benefit Broker – Vice President Nelson shared that the College has used Keenan and Associates as our broker of record to negotiate benefit rates on behalf of the District for the past three years. Health Benefit premiums have continued to increase over the past couple of years and there are expected increases coming. The new health care law is also bringing about a number of changes in health care making it a good time to look at broker services again. Four vendors responded to an extensive RFP and review process, with Alliant Insurance Services selected as the winning vendor overall. There will be a 3 to 4-month overlap as we transition from Keenan to Alliant in order to extract necessary data from Keenan’s Benefit Bridge program. The contract for Alliant will be $78,000.
E. Gilbane Corporate Agreement– Facilities Assessment/ONUMA
Vice President Nelson outlined the process used to develop a comprehensive RFP for this work. There was an extensive review process used to evaluate the vendors with Gilbane winning the bid. Vice President Nelson introduced Mr. Randy Smith from Gilbane, who will be our project manager. The project is expected to start on December 1, 2013 with the Indian Valley Campus and then move to the Kentfield Campus. IVC must be assessed in order to assist in making decisions about those facilities moving forward.
Mr. Nelson answered questions from Trustees about maintenance of geothermal systems and photovoltaics, civil projects, total cost of ownership, maintenance schedules, managing expectations, phasing and planning, renovation costs and code compliance, facilities condition index, energy savings, project prioritization.

A copy of Mr. Nelson’s Presentation is posted on the College’s website.

5. Academic Senate Report - No Report

6. Classified Senate Report - A copy of the Classified Senate Report is attached to the minutes.

7. Student Association Report – Student Trustee Reyes reported that the Veteran’s Association along with the Associated Students will observe Veteran’s day on November 14th by hosting a screening of Bravo - Common Men, Uncommon Valor. In partnership with Single Stop the students are sponsoring an event on December 3 focused on informing students about the Affordable Health Care Act, which will include enrollment services. Students have also partnered with the Filipino Americans of Northern California on a relief effort to aid victims of the recent catastrophic typhoon.

8. Consent Calendar Items (ROLL CALL VOTE)
Items C.8.D., C.8.J. and C.8.K.1. were pulled from consent to be discussed separately. M/s (O’Brien/Treanor) to approve consent calendar items, with the exception of C.8.D., C.8.J. and C.8.K.1. Motion carried by a roll call vote of 7-0 plus an advisory aye vote by Student Trustee Reyes.

A. Calendar of Upcoming Meetings
   ▪ December 6, 2013, Board Retreat, 1:00 p.m., Austin Center, Room 101
   ▪ December 10, 2013, Organizational and Regular Meeting, Cafeteria, Student Services, Kentfield Campus
   ▪ January 17, 2014, Board Retreat, 1:00 p.m., TBD

B. Approve Classified Personnel Recommendations
   1. Appointment of Classified Personnel
   2. Temporary Reassignment of Classified Personnel
   3. Resignation/Termination of Classified Personnel

C. Approve Academic Personnel Recommendations
   1. Appointment of Academic Personnel
   2. Appointment/Change of Temporary Credit Instructors Fall 2013
D. **Approve Classified Management Position Recommendation**  
Trustee Long commented that historically job descriptions are placed as action items to allow Board discussion and transparency. President Coon commented that we have not had a Director of Library Services in the recent past and a variety of library responsibilities were embedded in the former position of the Director of Learning Resources. Vice President Torres confirmed the need for this position, after reviewing the staff services over the past eight months, and recognizing the need to support library services at both campuses, supervise staff, including three new faculty Librarians and to support MarinNet. **M/s (Treanor/Dolan) to approve the Classified Management Position Recommendation.** Motion carried 7-0 plus an advisory aye vote by Student Trustee Reyes.

E. **Approve Classified Employee Change – Information Technology**

F. **Approve Classified Confidential and Supervisory Department of Labor, Fair Labor Standards Act (FLSA) Compliance Implementation**

G. **Approve Short-Term Hourly Positions**

H. **Approve Budget Transfers – Month of October 2013**

I. **Approve Warrants – Month of October 2013**

J. **Approve New Community Services Courses**  
Trustee Dolan asked about the cost for the new courses. It was clarified this item is not intended to show the cost of the community services program, but shows new courses approved through the course approval process. **M/s (Treanor/O’Brien) to Approve the New Community Services Courses.** Motion carried 7-0 plus an advisory aye vote by Student Trustee Reyes.

K. **Modernization (Measure C)**
   1. **Ratify/Approve Modernization Contracts, Changes, Amendments ($112,831.12)**  
Trustee Dolan asked why one item combined the Math Science Nursing and Child Development Center as one project. Laura McCarty responded that the Radius Equipment Management Co. contract was one contract with separate tasks for those two projects, and that the fees were accounted for separately for each project. She noted that this is a deduct item with money going back into the bond. **M/s (Treanor/O’Brien) to Ratify/Approve Modernization Contracts, Changes, Amendments ($112,831.12).** Motion carried 7-0 plus an advisory aye vote by Student Trustee Reyes.
   2. **Declaration of Surplus Disposal**

L. **Second Reading and Approval of Board Policies (None)**

9. **Public Hearing – 50% Law Pursuant to Education Code Section 84352**
   A. **Open public hearing**  
   Board President Namnath opened the Public Hearing at 8:19 p.m.
   B. **Presentation**  
   Vice President Nelson gave an overview about the 50% law noting that it requires that a
minimum of 50% of unrestricted funds are dedicated to direct instruction and the benefits of that instruction. This includes faculty, lab technicians or instructional aides. It also includes taxes paid when a faculty member received banked leave. It does not include counselors, librarians, facilities, bricks, mortar and equipment, other non-instructional faculty, categorical programs, community education, IT, administration, maintenance and operations, re-assigned time or non-instructional time for faculty. The District submitted a form to the State Chancellor’s Office on September 15 as required by Education Code that we are seeking to file an exemption relative to the 50% law. As required by law, both UPM and the Academic Senate were notified that the exemption was filed and Vice President Nelson met with the Academic Senate to answer questions. Items that contributed to this situation include the retirement of 23 faculty members payment for banked units, an increase in allowance for bad student debt, vacation and compensation payout for CSEA and SEIU members that took the SERP, and booked compensated absences for the District. The College is currently hiring replacement faculty for the retirees and is working on processes to assure proper coding of non-instructional staff who teach part-time and banked unit payouts to ensure that expenses are classified appropriately. Other considerations include moving non-instructional costs to other appropriate categories, with the goal that we meet that 50% mark and exceed it where possible. After this hearing, Vice President Nelson will submit the required documentation to the Board of Governors for their December meeting and we will be notified of their decision.

C. Comments from public – No comments
D. Comments from Board of Trustees
   Vice President Nelson answered questions from Trustees about the effect, if any, this has on accreditation and whether there is a move to get counseling on the instructional side of the 50% law. There was a request to receive the minutes from the Academic Senate meeting that related to this issue.
E. Close public hearing – The public hearing was closed at 8:31 p.m.

10. Other Action Items
   A. Approve Resolution in Support of Modifying Assessment Method for Commercial Property Values (ROLL CALL VOTE)
      Board President Namnath asked if anyone wished to have the Resolution read aloud in public. M/s (Conti/O’Brien) to waive the reading and approve this Resolution. Motion carried 7 - 0, plus an advisory aye vote by Student Trustee Reyes. Trustee O’Brien shared information from Evolve (attached to these minutes) noting that the group is trying to balance the Prop 13 allocations to bring commercial property assessments in line with what residential property owners are required pay when a property is sold. Motion carried by a roll call vote of 5-1-1, with Trustee Dolan voting no and Board President Namnath abstaining. Student Trustee Reyes cast an advisory aye vote.
   B. Approve Resolution for Classified Staff Reduction – Modernization (ROLL CALL VOTE)
      Board President Namnath asked if anyone wished to have the Resolution read aloud in public. M/s (O’Brien/Treanor) to waive the reading and approve this Resolution. Motion carried by a roll call vote of 7 - 0, plus an advisory aye vote by Student Trustee Reyes.

      M/s (O’Brien/Treanor) to merge items C.10.C. through C.10.G. and approve with one
vote. Motion carried 7 -0, plus an advisory aye vote by Student Trustee Reyes.

There were comments about the Marin Promise Partnership project and whether additional programs were included to assure that this partnership is effective and includes at-risk kids. Dr. Coon noted this work is a holistic process to help all students be successful and that we are aligning with all of the right groups and moving down the right path. Motion to approve Items C.10.C. through C.10.G. passed by a vote of 6 -0 -1, with Trustee Dolan abstaining. Student Trustee Reyes cast an advisory aye vote.

C. Approve Marin Promise Partnership Agreement

D. Approve Selection of Gilbane Corporate for Facilities Assessment and Data Integration with District ONUMA System

E. Approve Change Order #1 to Agreement with Virtual Information Executives

F. Approve District Holiday – December 23, 2013

G. Modernization (Measure C)
   1. Approve Notice of Completion, New Academic Center Demolition (303B) Silverado Contractors
   2. Approve Notice of Completion, ADA Upgrades KTD Pathway (309A) Wildcat Engineering
   3. Approve Re-Authorization for Staff Approval of Measure C Contract Changes and Amendments
   4. Approve Project Funds Transfer, Geothermal Field KTD (305B)
   5. Approve Subcontractor Substitution, New Academic Center (303B) Wright Contracting Inc.
   6. Approve and Ratify Professional Services Agreement Amendment 3 Program Management (825C); New Academic Center (303B); Austin Science Alteration (301B); ADA Upgrades (309A) Jacobs Project Management Co. ($726,800.00)

11. Board Policy Review (1st Reading) - None

12. Future Agenda Items
   A. City College Impact
   B. Health Benefits
   C. Bond Spending Plan
   D. Indian Valley Campus

   Dr. Coon noted that in response to SEIU’s showing this evening, he would bring back more information to the Board on December 6.

13. Board Reports and/or Requests (15 minutes)
   A. Board Officer Discussion
      Trustee O’Brien expressed interest in being the Board Chair next year. Trustee Treanor expressed interested in serving as an officer and welcomes the opportunity. Trustee Kranenburg expressed an interest if the Board would like his help. Trustee Long is willing to serve, Board willing.
B. Committee Chair Reports
Trustee O’Brien and Trustee Long will be meeting on December 6 to continue discussing Professional Development.

C. Legislative Report – No Report

D. Individual Reports/or Requests
Trustee Long commented there has been interest in the College’s policy related to students auditing classes and she would like to see that policy or past practice. She also had an opportunity to read the Board Focus from CCLC and a wonderful article about the scorecard. She would like Board members to review the scorecard to assist us in moving forward. She also mentioned a great article on the Excellence in Trusteeship Program which she will also be bringing to a future meeting.

Trustee O’Brien commented that she is participating in the Trusteeship program and will be attending the CCLC convention this week where there will be 43 opportunities to participate.

Barbara Dolan would like clarification about whether the College of Marin and Marin Community College District names mean different things for State and Federal tax purposes.

14. Approval of Meeting Minutes (2 minutes)
A. M/s (Conti/Long) to approve Minutes of October 15, 2013 Board Meeting. Motion carried 7 – 0 plus an advisory aye vote by Student Trustee Reyes.

15. Information Items (see written reports)
A. Contracts and Agreements for Services – October 2013
B. 1st Quarter Financial Report CCSF 311Q
C. Modernization Update
   1. Director’s Report
   2. Program Schedule
   3. Milestones Report
   4. Quarterly Report, Q3 2013
D. Administrative Procedures - None
E. Calendar of Special Events
   ▪ Harvest Day Lunch, IVC, November 20, 2013, 12:00 noon (Bring canned goods/cash donations for food bank)
   ▪ CCLC Annual Convention, November 21 & 22, 2013, Burlingame
   ▪ College Holiday Party, December 18, 2013, Woodlands Café, 4:00 – 6:00 p.m.
   ▪ Bay 10 Trustees & CEO Meeting, April 14, 2014, Ohlone College

Trustee Treanor noted that the Emeritus Holiday Party is December 7 from 1 – 3:00 p.m.

16. Correspondence

17. Board Meeting Evaluation
Very efficient given the level of detail provided by Vice President Nelson.
18. Adjournment

M/s (Namnath/O'Brien) to adjourn the meeting in honor of all of the service Barbara Dolan has dedicated to this District and to wish her well in her future endeavors. He noted that he really appreciated the time he has served on the Board with her. Trustee Treanor asked that the meeting also be adjourned in memory of Richard “Dick” Read, a former College of Marin Head Football coach hired in 1961 who passed away last month. Trustee Long asked that we also honor the many victims of the typhoon in the Philippines and commented that she has information on where to send donations. Motion carried 7 - 0, plus an advisory aye vote by Student Trustee Reyes.

Meeting adjourned at 8:47 p.m.
Good evening, I am Chris Edmondson, Network Administrator and a member of SEIU's bargaining team. I am here tonight to say we have been bargaining in good faith since March of this year. I went in with high hopes that we could come to an agreement before our contract was up this July. It would have been a first in the 10 consecutive years that I have served on the negotiating team. Yet here we are 5 months after our contract is up and it took that long for the district to even bring any money to the table. Half of our members are paying the additional cost to cover their families under the Kaiser plan because of the rate increase that took effect in January. Yet what has been offered does not even cover the moneys lost to that increase, nor address the cost of living increases we have lost over the last 2+ years. If this board truly values its maintenance staff as it has stated many times on record before, now is the time to show us how much we are valued by offering us a decent wage and benefits package that reflects the county in which we work.

Thank You for your time.
Good Evening,

Thank you to everyone who supported our successful Halloween fundraiser. Based on our results, we are looking forward to supporting the January Staff Welcome Back Breakfast, to recognizing volunteers and retirees in May, and to sending representatives to the Classified Leadership Conference in June.

We continue to monitor the progress of the Professional Development Committee recommendations. At the Board of Governor’s meeting last week, during the Deputy Chancellor’s Student Success Task Force update, the Professional Development recommendations were reported as on track for implementation in 2014 supported with a proposed budget of $8M.

Best wishes for an enjoyable Thanksgiving!

Respectfully submitted on behalf of the Classified Senate,

Alice L. Dieli

Alice L. Dieli
Classified Senate President
Proposition 13 Has Decimated California Schools

K-12 Schools Have Gone from Best to Worst

- California schools were among the best in 1960s and are now ranked last in the nation for class size and number of librarians per student. California classes were about 50% larger than the rest of the US in 2010-2011.

- Prop 13 has decimated education funding. California ranks 49th in the nation for spending-per-pupil and 47th in the nation for spending as a share of income.

- From 2007 to 2011 alone, education funding was cut by 11%, forcing California schools to lay off 32,000 teachers.

Higher Education in Decline

- From 2008 to 2012, California cut $2.65 billion from CSU, UC, and community colleges. This represents a 27% budget cut for higher education in our state.

- Funding cuts have made higher education less affordable. Tuition at CSU doubled from 2007 to 2011 while tuition at UC doubled from 2005 to 2011.
Close the Commercial Property Loophole

WHEREAS, voters in the state of California approved Proposition 13 in 1978; and

WHEREAS, Proposition 13 created limits on the property taxes paid by residential and commercial properties; and

WHEREAS, residential and commercial property values in California are reassessed upon change of ownership; and

WHEREAS, owners of commercial real estate have benefited under current reassessment rules in that if a corporation owning commercial property is sold or merged with another corporation, but the property it owns stays deeded to the corporation, ownership of the property effectively changes without triggering a reassessment of the property; and

WHEREAS, corporations often avoid reassessment of their property by limiting the portion of ownership that changes hands to ensure that no single party owns more than 50 percent; and

WHEREAS, property taxes are a stable funding source for public schools; and

WHEREAS, since the passage of Proposition 13, the State of California has assumed a greater role in the funding of public schools; and

WHEREAS, since the State of California has assumed a greater role in the funding of public schools, per-pupil support has declined from the top 10 in the nation to the bottom 10; and

WHEREAS, public schools in California face challenges educating a student population with vast differences in language, poverty, parental education level, and other social, educational and economic factors; and

WHEREAS, modifying the method of reassessing commercial property would net needed additional resources for public schools; therefore

BE IT RESOLVED, that the name of school district governing board supports efforts to modify how the value of commercial properties in California are reassessed to allow for more regular commercial property value reassessment,

BE IT FURTHER RESOLVED, that the name of school district supports this effort while protecting existing protections provided to residential properties,

BE IT FURTHER RESOLVED, that tax revenues generated by modernizing how commercial property is reassessed benefit local schools and not accrue to the State of California as General Fund savings.
REFORMATION OF PROP 13 – CALLS FOR RESOLUTIONS

As part of Joint Legislative Advisory Committee (JLAC), we have received this overview of the pros and cons of supporting the drive to reform Proposition 13. The goal is to balance out the application of the proposition so that commercial properties no longer have the gaping loophole that has existed since 1978 (which has had a deleterious affect on education funding for decades), and therefore increasing funding to educational institutions in the state. It is primarily aimed at K-12 Districts, but affects of such a change could impact COM as a Basic Aid district. Jeff Frost, JLAC’s lobbyist, has stated the following (emphasis is mine):

“The resolution is being circulated by a group call Evolve. First, the group is an independent organization, to the extent I can tell, that is not backed by specific groups like CTA, the California Tax Reform Association and other labor organizations. However, at some point the work of this group could be coordinated with other interests, probably labor unions in an effort to increase revenue to the state and local governments.

Second, their message - that this policy change helps increase funding for school districts is not totally accurate. With the passage of the Local Control Funding Formula there has been a significant change in how the state funds school districts. *For districts that are Basic Aid, this measure would certainly increase overall revenue.* However, for those districts that were formerly known as "revenue limit" districts, an increase in property taxes would have no positive net effect. The LCFF formula calculates property taxes into the base formula to get districts to their LCFF base. Any increase in local property taxes would result in an "offset" in state general fund allocations to those districts for a net savings to the state. In short, the state would have to put fewer state general fund dollars into the LCFF formula. *So, for Marin districts, a split roll for commercial properties would result in property tax increases but it would only benefit districts that are in basic aid status.*

Having said that, there is a possibility that an increase in overall funding could benefit all districts to a degree given that Prop 13 requires a fixed percentage of revenue to go to K-14 education. So, if you feel that the legislature and Governor would not manipulate the Prop 98 guarantee, then the change to split roll property taxation would benefit all schools. However, I do think my statement above is probably more accurate.

Third, in my view the primary benefactors in a split roll initiative would be local government entities and the State of California. Increased revenues from property taxes would result in additional overall revenue that could/would go to providing public services. But there are limits to the fiscal impact this tax policy change would have on school districts.

I hope this helps answer any questions that might come up. I will continue to work with CSBA, ACSA and other groups that have been monitoring this effort and keep you informed."

RECOMMENDATION: Prepare and approve a resolution supporting this initiative.
**MARIN COMMUNITY COLLEGE DISTRICT**  
Kentfield, CA 94904

**BOARD AGENDA ITEM**

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<th>Board of Trustees</th>
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<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No.</td>
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<tr>
<td>Subject:</td>
<td>Warrants, Budget Transfers, and Contracts and Agreement for Services for Month of November 2013</td>
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<td>Reason for Board Consideration:</td>
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<td>Enclosure(s):</td>
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**INFORMATION**

**BACKGROUND:**

The deadline for the publication of December 10, 2013 Board of Trustees meeting materials coincides with the month-end closure in the Fiscal Services Department. Therefore consent items: Warrants and Budget Transfers and information item: Contracts and Agreements for Services for the month of November 2013 will appear for approval and information, respectively, in the January 2013 Board Packet.

**Administrator Initiating Item**

Greg Nelson, Interim Vice President of Finance and College Operations
BUDGET UPDATE

Bond spending plan: $260.5 million ($249.5 m bond, $11 m interest)
Reserves: $4,354,336, of which $2,300,000 is allocated to IVC
Expended to date: $217.0 million (83.3% of bond spending plan)
  • Assessment $5.5 million
  • Planning/design $73.3 million
  • Construction $138.2 million

Summary of modernization items in this agenda:

Consent (all routine items not requiring resolution or discussion): ($395,236.35)

Ratify / Approve Modernization Contracts, Changes and Amendments
  • Five (5) new construction contracts for ratification ($64,029)
  • Two (2) construction change orders for approval ($277,201)
  • Six (6) professional service amendments for ratification ($40,365.35)
  • Two (2) professional services agreements for ratification ($30,700)

Action (items requiring resolution or discussion): ($0)
  • Approve Notice of Completion Notice of Completion Child Study Center Increment 2 (303C) Shade Structure JL Modular Inc.

Net value of new contracts / changes / amendments in this agenda: ($395,236.35)

CURRENT DESIGN

ADA:

Design for ADA barrier removal at Fusselman Hall, the Learning Resource Center, the Student Center and associated site areas will be submitted to DSA this month. Updated estimates have been received.

CURRENT CONSTRUCTION

Academic Center:

Work on the building substructure continues with grade beams, underground utilities, and completion of the foundations. Progress is going well and on schedule.
A change order of $269,241 is included in the Consent matrix. This is for connection to the geothermal system feeding the building. Funds for this change will be taken from the geothermal project, 305B.

**Fine Arts Weatherization:**

We are currently fabricating steel. Our forecast is to have this completed before spring semester 2014.

**CLOSEOUT**

**Performing Arts:**

We have completed the majority of the come-back projects. Audio Visual features for the classrooms will begin installation over winter break.

**Science, Math & Nursing:**

The majority of the come-back projects have been completed. We will be installing minor improvements to the audio visual systems in the laboratories and we continue work with the users to fine tune the HVAC system.
### 2.1 Schedule

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

Includes BSP revisions approved on August 21, 2012.

#### 305A - Science Math Central Plant Complex - see note 1

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Current Schedule (% of current phase) 100% 99% NTP Jun 2010; Subst Compl Dec 2012

Current expenditures (% of budget) 99% 99%

$7,326,110 $47,636,761

#### 306C New Fine Arts Building - see note 2

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Current Schedule (% of current phase) 100% 100% NTP Aug 2009; Subst Compl Jan 2011

Current expenditures (% of budget) 99% 99%

$2,134,000 $17,103,499

#### 306A Performing Arts Modernization - see note 3

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Current Schedule (% of current phase) 100% 100% NTP Feb 2011; Subst Compl Dec 2012

Current expenditures (% of budget) 97% 98%

$1,844,625 $15,009,746
### 2.1 Schedule

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

Includes BSP revisions approved on August 21, 2012.

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</tr>
</tbody>
</table>
### 2.1 Schedule

Marin Community College District - College of Marin

Includes BSP revisions approved on August 21, 2012.

#### 303B New Academic Center - see note 7

<table>
<thead>
<tr>
<th>Oct 2006 Schedule/Budget</th>
<th>$4,964,461</th>
<th>$45,832,628</th>
<th>$50,597,089</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 2007 Schedule/Budget</td>
<td>$1,823,000</td>
<td>$15,677,000</td>
<td>$17,500,000</td>
</tr>
<tr>
<td>Nov 2009 Schedule/Budget</td>
<td>$1,823,000</td>
<td>$15,677,000</td>
<td>$17,500,000</td>
</tr>
<tr>
<td>Jan 2010 Schedule/Budget</td>
<td>$3,296,492</td>
<td>$28,379,869</td>
<td>$33,632,000</td>
</tr>
<tr>
<td>Mar 2011 Schedule/Budget</td>
<td>$2,553,800</td>
<td>$27,578,200</td>
<td>$30,132,000</td>
</tr>
<tr>
<td>Dec 2011 Schedule/Budget</td>
<td>$2,588,800</td>
<td>$30,396,354</td>
<td>$32,985,154</td>
</tr>
<tr>
<td>Aug 2013 Schedule/Budget</td>
<td>$2,641,800</td>
<td>$29,354,354</td>
<td>$31,996,154</td>
</tr>
<tr>
<td>Current Schedule (% of current phase)</td>
<td>100%</td>
<td>11%</td>
<td></td>
</tr>
<tr>
<td>Current expenditures (% of budget)</td>
<td>97%</td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td>NTP Jun14; SC Nov14</td>
<td>$2,572,954</td>
<td>$4,267,843</td>
<td></td>
</tr>
</tbody>
</table>

#### 301B Austin Science Alterations (structural) project - see note 10

<table>
<thead>
<tr>
<th>Mar 2011 Schedule/Budget</th>
<th>$679,900</th>
<th>$5,465,961</th>
<th>$6,145,861</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Schedule (% of current phase) - Swing Phase</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Current Schedule (% of current phase) - Structural Phase</td>
<td>0%</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Current expenditures (% of budget)</td>
<td>35%</td>
<td>0.3%</td>
<td></td>
</tr>
<tr>
<td>NTP Jan15; SC Nov15</td>
<td>$240,600</td>
<td>$14,600</td>
<td></td>
</tr>
</tbody>
</table>

#### 303C Child Study Center

<table>
<thead>
<tr>
<th>Mar 2011 Schedule/Budget</th>
<th>$426,500</th>
<th>$3,103,500</th>
<th>$3,530,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 2011 Schedule/Budget</td>
<td>$492,500</td>
<td>$3,470,075</td>
<td>$3,962,575</td>
</tr>
<tr>
<td>Aug 2012 Schedule/Budget</td>
<td>$480,903</td>
<td>$3,881,672</td>
<td>$4,362,575</td>
</tr>
<tr>
<td>Current Schedule (% of current phase)</td>
<td>100%</td>
<td>99%</td>
<td></td>
</tr>
<tr>
<td>Current expenditures (% of budget)</td>
<td>94%</td>
<td>98%</td>
<td></td>
</tr>
<tr>
<td>NTP Jan15; SC Nov15</td>
<td>$452,069</td>
<td>$3,795,369</td>
<td></td>
</tr>
</tbody>
</table>

#### 306D Fine Arts Weatherization & Mechanical Remediation

<table>
<thead>
<tr>
<th>Dec 2011 Schedule/Budget</th>
<th>$173,000</th>
<th>$825,340</th>
<th>$998,340</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 2012 Schedule/Budget</td>
<td>$238,000</td>
<td>$910,340</td>
<td>$1,148,340</td>
</tr>
<tr>
<td>Current Schedule (% of current phase)</td>
<td>100.0%</td>
<td>40.0%</td>
<td></td>
</tr>
<tr>
<td>Current expenditures (% of budget)</td>
<td>89%</td>
<td>43%</td>
<td></td>
</tr>
<tr>
<td>NTP Jan15; SC Nov15</td>
<td>$211,455</td>
<td>$393,877</td>
<td></td>
</tr>
</tbody>
</table>
### 2.1 Schedule

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

*Includes BSP revisions approved on August 21, 2012.*

<table>
<thead>
<tr>
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</tbody>
</table>

#### 309A ADA Upgrades KTD

- **Mar 2011 Schedule/Budget**: $363,100
- **Current Schedule (% of current phase)**: 95.0%
- **Current expenditures (% of budget)**: 51%
- **Notes:**
  1) SMCP project (305A) is substantially complete and occupied.
  2) FA Project (306C) budget increased in June BSP to accommodate additional equipment requests and infrastructure adjustments.
  3) PA project (306A); is substantially complete and final FF&E is being installed.
  4) PE project (308B) is complete
  5) TransTech (402A) is complete
  6) Main Bldg (417A) is complete
  7) NAC project (303B) in construction
  8) LRC project (302B) funding was reallocated to other projects.
  9) FH project (304B) funding was reallocated to other projects.
  10) Austin Science Alterations (Structural) project (301B) initiated on March 15, 2011; includes Phase 1 - Swing Space and Phase II - Structural (Voluntary Upgrade)
### A. Alfa Tech Consulting Enterprise
**(Geothermal / PV @ PE / Sitework)**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design services for changes to PE Complex Portables</td>
<td>12/24/2007</td>
<td>Amendment 14</td>
<td>Completed</td>
</tr>
<tr>
<td>Construction Admin 890C</td>
<td>12/31/2008</td>
<td>Amendment 16</td>
<td>Completed</td>
</tr>
<tr>
<td>Credit from Amend #13 for DSPS relocation (850G)</td>
<td>N/A</td>
<td>Amendment 18</td>
<td>Completed</td>
</tr>
<tr>
<td>Provide a fix for damaged anchor bolts, PE Complex PV</td>
<td>N/A</td>
<td>Amendment 19</td>
<td>Completed</td>
</tr>
<tr>
<td>Cables for TB-1 transformer-Health Services Portable (850G)</td>
<td>N/A</td>
<td>Amendment 20</td>
<td>Completed</td>
</tr>
<tr>
<td>Electrical design for add alternate 8-ticket dispensing machine and future blue light telephone (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>Completed</td>
</tr>
<tr>
<td>Design services for install of new lights at IVC bus shelter (413A)</td>
<td>2/26/2010</td>
<td>Amendment 23</td>
<td>Completed</td>
</tr>
<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>
<td>Completed</td>
</tr>
<tr>
<td>Design PE Center Supplemental Cooling Project 308B</td>
<td>7/11/2010</td>
<td>Amendment 24</td>
<td>Completed</td>
</tr>
<tr>
<td>Construction Admin for PE Center Supplemental Cooling Project 308B</td>
<td>12/31/2010</td>
<td>Amendment 24</td>
<td>Completed</td>
</tr>
<tr>
<td>Credit for unused portion of design fee associated with design/build performance specifications for PE Supplemental Cooling Project under Amendment 23</td>
<td>3/13/2012</td>
<td>Amendment 27</td>
<td>Completed</td>
</tr>
</tbody>
</table>

### B. CSW Stuber-Stroeh (Bioswale / West Campus Bridge / Sitework)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create final Record Set documenting all Completed utility infrastructure project on Indian Valley Campus; District Civil Engineer Project (803A)</td>
<td>6/30/2011</td>
<td>Amendment 35</td>
<td>Completed</td>
</tr>
<tr>
<td>Site walk/engineering recommendations for pavement repair on Ignacio Blvd &amp; the loop through the parking area used by buses during construction-Main Bldg Complex (417A)</td>
<td>6/30/2011</td>
<td>Amendment 36</td>
<td>Completed</td>
</tr>
<tr>
<td>Civil Engineering Svcs as follows: Topo survey &amp; base map, pavement demo &amp; rehab plan, grading &amp; drainage plan, signing &amp; striping plan, SWPPP &amp; Erosion Control Plan, Specs, etc.-Main Bldg Complex (417A)</td>
<td>12/31/2011</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; CSC); Installation of three (3) survey monuments at the Kentfield Campus in the area north of Corte Madera 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>6/30/2013</td>
<td>Amendment 39</td>
<td>Completed</td>
</tr>
<tr>
<td>Confirmation of existing and additional survey points for the design of fire truck access point at the new Fine Arts Building at Circle Drive (306D)</td>
<td>8/20/2013</td>
<td>Amendment 40</td>
<td>Completed</td>
</tr>
<tr>
<td>Also civil engineering services associated with the new ADA ramp and pathway adjacent to the Learning Resource Center and Student Services building on the Kentfield Campus (309A)</td>
<td></td>
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</tr>
<tr>
<td>District Civil Engineer (803A) Civil engineering services: Underground utility mapping of Kentfield Campus.</td>
<td>8/31/2016</td>
<td>Amendment 41</td>
<td>Completed</td>
</tr>
<tr>
<td>New Academic Center Project (303B) - Prepare supplemental topographic survey for the area between the Fine Arts building and the New Academic Center building. Also provide peer review of the New Academic Center civil documents at the Design Development and Construction Documents level.</td>
<td>6/30/2013</td>
<td>Amendment 42</td>
<td>Completed</td>
</tr>
<tr>
<td>District CEQA Consultant (810A) - Provide civil engineering assistance and support for preparation and processing of the Child Study Center and New Academic Center EIR (Environmental Impact Report) and CEQA (California Environmental Quality Act) documentation, as requested.</td>
<td></td>
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</tr>
<tr>
<td>Science Math Nursing Project (305A) - Review flood issue at Laurel Avenue and prepare a written response for the County of Marin</td>
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</tbody>
</table>
### C. ED2 International (Fine Arts Weatherization)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Form Contract includes: programming phase, schematic design phase, design development phase, construction document phase, bidding, construction &amp; close out: FA Weatherization (306D)</td>
<td>11/15/2011 - 12/31/2013</td>
<td>Contract</td>
<td>In progress</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Phase - 24 Months</td>
<td>8/7/2010-12/31/2012</td>
<td>Contract</td>
<td>In progress</td>
</tr>
<tr>
<td>Operation/Project Close-out/FFE Phase</td>
<td>11/30/2012</td>
<td>N/A</td>
<td>Amendment 3 Completed</td>
</tr>
<tr>
<td>Add'l services 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 biology lab of approx. 1,600 gross square feet; display kiosk containing the historic cupola will be incorporated adjacent to elevator No. 1; museum will be relocated to available space currently programmed for the IT server room; SMCP Increments No. 2 &amp; 3, Demo &amp; Building Project (305A)</td>
<td>N/A</td>
<td>Amendment 4 (P0105400)</td>
<td>Completed</td>
</tr>
<tr>
<td>Feasibility Study for the Fine Arts Weatherization (Project 808A District Architect)</td>
<td>N/A</td>
<td>New Contract</td>
<td>Completed</td>
</tr>
<tr>
<td>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 Performing Arts Bldg and the northeast edge of Parking Lot 4 for SMCP Inc. 2 &amp; 3 (305A)</td>
<td>N/A</td>
<td>Amendment 5 (P0105400)</td>
<td>Completed</td>
</tr>
<tr>
<td>Additional Services Request 08 - Waterproofing consultant services to provide review on waterproofing issues related to ground water in elevator pit and window details for SMCP Inc. 2 &amp; 3 (305A)</td>
<td>N/A</td>
<td>Amendment 6 (P0105400)</td>
<td>Completed</td>
</tr>
<tr>
<td>Additional Services Request for supplemental design services resulting from changed DSA procedures and DSA review by third party plan-checker; approximately six (6) additional months for structural review for SMCP Inc. 2 &amp; 3 (305A)</td>
<td>N/A</td>
<td>Amendment 7</td>
<td>Completed</td>
</tr>
<tr>
<td>Additional Services Request for waterproofing consultant to review envelope waterproofing details for SMCP Inc. 2 &amp; 3 (305A)</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Services Request for calculations to be submitted to DSA for additional overhead storage requested by users for SMCP Inc. 2 &amp; 3 (305A)</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Services Request 8.2 for investigative services to survey and evaluate the sealant and building weather barrier separation issues at the exterior opening of the building. Additional Services Request 9 for additional architectural and civil engineering design services to verify existing utilities, placement of the SMN building, and redesign of exterior stairs with FA &amp; PA building site ramps. Provide engineered survey and redesign of the site elements to accommodate layout discrepancies. Additional Services Request 11 for various design revisions related to window relocation; casework; cabinet locks; audio visual equipment upgrades and camera relocations; hardware revisions; data and power outlet locations. Additional Services Request 12 for replacement of Lutron Lighting Controls with GE Lighting Controls at owner's request. Additional Services Request 15 for additional architectural and civil engineering services to verify existing utilities and redesign of Parking Lot 4 to add IT department loading zone at owner's request.</td>
<td>N/A</td>
<td>Amendment 7</td>
<td>Completed</td>
</tr>
</tbody>
</table>
### E. Environmental Science Associates (ESA)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Form Contract for Child Study Center Project and New Academic Center Project (District CEQA Consultant Project 810A); Scope includes providing Focused Environmental Impact Reports</td>
<td>12/31/2012</td>
<td>LF Contract</td>
<td>Completed</td>
</tr>
</tbody>
</table>

No cost time extension  
6/30/2013  
Amendment 1  
Completed

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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operation/Project Close-out Phase - 12 months</td>
<td>9/1/2009-9/1/2010</td>
<td>Contract</td>
<td>Completed</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>Completed</td>
</tr>
<tr>
<td>Construction Drawings &amp; Specifications - Bid Set Due for the MEP Supplemental Project (308B/402A/17A/407B)</td>
<td>6/17/2011</td>
<td>Amendment 21</td>
<td>Completed</td>
</tr>
<tr>
<td>Construction Drawings &amp; Specifications - Bid Set Due for the MEP Supplemental Project (308B/402A/17A/407B)</td>
<td>6/20/2011 to 10/30/2011</td>
<td>Amendment 21</td>
<td>Completed</td>
</tr>
<tr>
<td>Continued programming confirmation, continued schematic design and beginning of design development; Child Study Center Project 303C</td>
<td>6/30/2011</td>
<td>SF Amendment 1</td>
<td>Completed</td>
</tr>
</tbody>
</table>

Long Form Contract for Child Study Center Project 303C  
10/1/2010-11/30/2013  
New LF Contract  
In progress

Design & engineering services for the HVAC supplemental upgrade work (Main Bldg Complex Project 417A)  
N/A  
Amendment 23  
Completed

Foundation system redesign for Child Study Center Project 303C  
N/A  
Amendment 1  
Completed

Additional design services: Revised planning, design, civil, landscape and rendering services as requested in response to Golden Gate Transit (GGT) and City of Larkspur comments. Scope includes the following: Materials Plan and Planting Plan revisions to new parking lot and driveway alignment; Irrigation Plan coordination and revisions related to new parking lot and driveway alignment; Revise fence and pedestrian path alignments related to new parking lot and driveway alignment  
N/A  
Amendment 2 | Completed

No cost time extension  
7/17/2012  
Amendment 1  
Completed

Diamond PE Center Allocations Project (308B) - Professional design services to investigate theses issues in the acid and chemical rooms and provide guidance on how to mitigate the corrosion issues in the Diamond PE Center  
N/A  
New SF Contract | Completed

Child Study Center Project (303C) - Additional services for preparation of Notice of Intent (NOI) with the State Water Regional Control Board  
N/A  
Amendment 3  
Completed

Child Study Center Project (303C) - MMWD issues and City of Larkspur required site and street improvements  
N/A  
Amendment 4  
Completed

### G. Kate Keating Associates, Inc. (District Signage Consultant)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Building Complex Signage (417A)</td>
<td>9/30/2010</td>
<td>Amendment 5</td>
<td>Completed</td>
</tr>
<tr>
<td>Additional services related to signage for Science-Math-CP Complex Project 305A</td>
<td>N/A</td>
<td>Amendment 6</td>
<td>Completed</td>
</tr>
</tbody>
</table>

Design services for Building Mounted Acknowledgement Plaques: Reference KKA proposal dated Feb 09, 2012 ($6,530.00); Revise and replace at Indian Valley Campus (IVC) changing any reference to “Media Resource Center” to “Library”; Revise Kentfield Campus Map showing construction zones/areas for District publications ($3,050.20)  
4/2 - 12/31/12  
Amendment 7  
In progress

### H. Marcy Wong and Donn Logan (FA / PA Buildings)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Phase</td>
<td>5/01/2011 to 12/12/2012</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>
<td>Completed</td>
</tr>
<tr>
<td>Project Close-out with DSA</td>
<td>8/1/2012 to 4/1/2013</td>
<td>Contract</td>
<td>Completed</td>
</tr>
<tr>
<td>Extra programming &amp; conceptual design schemes</td>
<td>dates not changed</td>
<td>Amendment 1</td>
<td>Completed</td>
</tr>
<tr>
<td>Survey specs and prelim project scope guidelines</td>
<td>dates not changed</td>
<td>Amendment 1</td>
<td>Completed</td>
</tr>
<tr>
<td>Task Description</td>
<td>Date Completed</td>
<td>Amendment</td>
<td>Status</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Feasibility study required by DSA and additional time and material authorization for additional reviews to meet DSA requirements for PA Modernization Project 306A</td>
<td>11/1/2011</td>
<td>Amendment 9</td>
<td>Completed</td>
</tr>
<tr>
<td>AddReferences to architectural design services as follows: Grade differential, add MDF room, implement revisions at Gallery and revise the cooling tower water treatment (PA Modernization Project 306A)</td>
<td>N/A</td>
<td>Amendment 10</td>
<td>Completed</td>
</tr>
<tr>
<td>Additional services to provide supplemental architectural and engineering services, assisting the general contractor, in support of completing the Modernization phase of the PA project. Provide additional design services for District requested revisions.</td>
<td>N/A</td>
<td>Amendment 17</td>
<td>Completed</td>
</tr>
<tr>
<td>Additional design services for the addition of Dyson Air Blade hand dryers at new Restrooms 94, 95, 196, and 198. Services include architectural services to locate the units in code compliant fashion (including any necessary relocations of other toilet accessories), and electrical engineering to provide circuiting for the units. (PA Modernization Project 306A)</td>
<td>N/A</td>
<td>Amendment 18</td>
<td>Completed</td>
</tr>
<tr>
<td>Additional site visits exceeding (70), as per the terms of the agreement (negotiated settlement for partial entitlement). Additional design services to assist general contractor with a solution to correct the installation of the AHU-9 duct support frame. (PA Modernization Project 306A)</td>
<td>N/A</td>
<td>Amendment 19</td>
<td>Completed</td>
</tr>
<tr>
<td>Fine Arts Operation/Project Close-out Phase - 12 months</td>
<td></td>
<td>Contract 4</td>
<td>Completed</td>
</tr>
<tr>
<td>Provide design services for Fine Arts Foundry and Kiln Awning, part of the New FA Building Project 306C</td>
<td>N/A</td>
<td>Amendment 11</td>
<td>Completed</td>
</tr>
<tr>
<td>Performing Arts Building Project (306A) - Add continuous dimming controls to separately control each section of track lighting in the (N) Gallery and (N) Lobby. Update HVAC in (N) Gallery Work Area to reflect the division of the Gallery Work Area from the catering</td>
<td>N/A</td>
<td>Amendment 12</td>
<td>Completed</td>
</tr>
<tr>
<td>Fine Arts Kiln &amp; Foundry Awning Project (306C) - Provide assistance with DSA submittal, shop drawing review, monitor installation and DSA close-out for the New Fine Arts Building Design Build Kiln &amp; Foundry Awning Project</td>
<td>N/A</td>
<td>Amendment 13</td>
<td>Completed</td>
</tr>
<tr>
<td>Performing Arts Modernization Project (306A) - Reference ASR 5.1R (correction of ASR amount from ASR 5.1) – Provide additional design services to accommodate user responses from the design presentation in December 2011, including dimming/track lighting and HVAC requirements not included in MWDL ASR 5. Reference ASR 5.2 (additional gallery revisions-correction to Amendment 12 fee) – Provide additional design services and attend additional User meetings in order to incorporate any late design changes by the User group. In addition to meeting attendance, services will include participating in the preparation and presentation of lighting and exterior paving mock-ups. Reference ASR 9 (added telecom scope) – Provide additional services to redesign fiber and copper pathways for IT-requested IDF closet for telecom distribution for the Performing Arts building. Reference ASR 10 (PA/SMCP utility coordination) – Additional design services related to changes in adjacent project (SMCP aka MS MCP) underground utilities. Changes made prior to completion of construction documents. Tasks include underground utility coordination and redesign.</td>
<td>N/A</td>
<td>Amendment 14</td>
<td>Completed</td>
</tr>
<tr>
<td>New Fine Arts Building Project (306C) - Reference ASR 8 – Provide review of planned equipment for the new Fine Arts building. Recommend and update bid documents to distribute equipment as (OFCI) owner furnished/contractor installed and (CPCI) contractor purchased/contractor installed, respectively. Reference ASR 9 - Provide modification of bid documents for Kiln and Foundry Yard equipment for new Fine Arts building to require contractor to supply and install Kiln and Foundry Yard equipment. Additional services to convey equipment specification to contractor, respond to information requests related to this equipment, review equipment submittals and review requests from building users to modify or change equipment. Reference ASR 31R1 (partial) – Provide additional services for additional site visits not covered in original long form professional services agreement. Reference ASR 34 – (architectural and structural tasks) Architectural Tasks: Additional services related to RFI’s (requests for information) review and preparation for DSA (Division of the State Architect) approval. Additional services related to submittal review for structural tasks. Reference ASR 38 – Additional services for review of additional cabinets at 2D/3D/Color/Fiber. Reference ASR 40 – (Kiln &amp; Foundry Awnings) Additional services to review design/build shop drawings and structural calculations for the Kiln &amp; Foundry area awnings.</td>
<td>N/A</td>
<td>Amendment 15</td>
<td>Completed</td>
</tr>
</tbody>
</table>
Performing Arts Modernization Project (306A) - Reference ASR 08.1 - Provide additional design services for design development of theatrical equipment and classroom audiovisual system upgrades in the Performing Arts building. Reference ASR 14 - Provide additional design services for upgrades to site electrical and irrigation.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
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</tr>
</thead>
<tbody>
<tr>
<td>FF&amp;E Consultant for the SMCP Complex Project 305A</td>
<td>12/31/2012</td>
<td>New Contract</td>
<td>Completed</td>
</tr>
<tr>
<td>FF&amp;E Consultant for the PA Modernization Project 306A</td>
<td>12/31/2012</td>
<td>New Contract</td>
<td>Completed</td>
</tr>
<tr>
<td>FF&amp;E Consultant for the Child Study Center Project 303C</td>
<td>6/30/2013</td>
<td>New Contract</td>
<td>Completed</td>
</tr>
<tr>
<td>FF&amp;E Consultant for the PE Track Renovation Project 308G</td>
<td>N/A</td>
<td>Amendment 1</td>
<td>Completed</td>
</tr>
<tr>
<td>FF&amp;E Consultant for the Performing Arts Modernization Project (306A) &amp; the SMCP Complex Project (305A) &amp; 308G</td>
<td>12/31/2012</td>
<td>Amendment 2</td>
<td>Completed</td>
</tr>
<tr>
<td>FF&amp;E Consultant for the Performing Arts Modernization Project (306A) &amp; the Child Study Center Project (303C)</td>
<td>N/A</td>
<td>Amendment 3</td>
<td>Completed</td>
</tr>
</tbody>
</table>

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<tr>
<th>Activity</th>
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<tbody>
<tr>
<td>Kentfield Campus Construction Phasing Diagrams</td>
<td>Quarterly through 2011</td>
<td>Amendment 3</td>
<td>Completed</td>
</tr>
<tr>
<td>LEED Services</td>
<td>6/15/2007 through CA Phase</td>
<td>Amendment 4</td>
<td>Completed</td>
</tr>
<tr>
<td>Construction Administration</td>
<td>Part of IVC Main project</td>
<td>Amendment 5</td>
<td>Completed</td>
</tr>
<tr>
<td>Credit for work tasks related to tree species diversity 419A</td>
<td>Not applicable</td>
<td>Amendment 7</td>
<td>Completed</td>
</tr>
<tr>
<td>One (1) Paragon Office subscription</td>
<td>N/A</td>
<td>Amendment 9</td>
<td>Completed</td>
</tr>
<tr>
<td>Landscape design around new signs for FA (306C and PE (308B)</td>
<td>5/20/2009</td>
<td>Amendment 10</td>
<td>Completed</td>
</tr>
<tr>
<td>Construction Phasing Plan Docs (850D)</td>
<td>4/24/2009</td>
<td>Amendment 10</td>
<td>Completed</td>
</tr>
<tr>
<td>Additional landscape design services (411B)</td>
<td>9/30/2010</td>
<td>Amendment 11</td>
<td>Completed</td>
</tr>
<tr>
<td>Additional landscape design services (413A)</td>
<td>7/15/2009</td>
<td>Amendment 11</td>
<td>Completed</td>
</tr>
<tr>
<td>Additional services to provide parking diagram in accordance w/USGBC standards for LEED Accreditation (305C)</td>
<td>7/31/2009</td>
<td>Amendment 12</td>
<td>Completed</td>
</tr>
<tr>
<td>Additional design services to prepare tree removal and tree relocation bid package drawings - SMCP-Increment No. 1, Site Development Utilities Proj (305C)</td>
<td>N/A</td>
<td>Amendment 13</td>
<td>Completed</td>
</tr>
<tr>
<td>Addit design services for separation &amp; reorganization of Bus Shelter and Bridge work scopes; coordination, revisions &amp; submittal of Bridge scope of work to DSA for approval (413A)</td>
<td>N/A</td>
<td>Amendment 14</td>
<td>Completed</td>
</tr>
<tr>
<td>Revisions to current DSA drawings per DSA comments: create new campus access plan specific to bridge as a separate project; provide new detail sheet for bridge; expand context plan to indicate materials &amp; grades along accessible routes; Pathways IVC Project 413A</td>
<td>N/A</td>
<td>Amendment 15</td>
<td>Completed</td>
</tr>
<tr>
<td>Exterior furniture for Main Bldg; research &amp; prep of furniture options; Main Bldg Complex Project 417A</td>
<td>N/A</td>
<td>Amendment 15</td>
<td>Completed</td>
</tr>
<tr>
<td>Conceptual parking lot study for lots 1, 6, 7 and 9 on KTD Campus as requested by Owner in prep for February BOT mtg and Revised Bond Spending Plan; District Landscape Architect Project (807A)</td>
<td>N/A</td>
<td>Amendment 17</td>
<td>Completed</td>
</tr>
<tr>
<td>Credit for unused portion of fee under Amendment 10; Diamond PE Center Alterations Project (308B)</td>
<td>N/A</td>
<td>Amendment 17</td>
<td>Completed</td>
</tr>
<tr>
<td>Credit for unused portion of fee under Amendment 10; New Fine Arts Bldg (306C)</td>
<td>N/A</td>
<td>Amendment 17</td>
<td>Completed</td>
</tr>
</tbody>
</table>
**District Architect (807A) - Landscape design services associated with the new ADA ramp and pathway adjacent to the Learning Resource Center and Student Services Buildings on the Kentfield campus & New Academic Center Project (303B) - New Academic Center site tree removal and replanting site coordination and bid documents**

New Academic Center Project (303B) - Landscape design services associated with preparation and presentation of the New Academic Center Tree Program at the 8/21/12 Board of Trustees meetings

N/A Amendment 19 Completed

**K. TLCD Architecture (New Academic Center)**

<table>
<thead>
<tr>
<th>Activity</th>
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<th>Document</th>
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</thead>
<tbody>
<tr>
<td>Programming confirmation &amp; begin schematic design; NAC Project 303B</td>
<td>12/31/2010</td>
<td>Short Form Contract</td>
<td>Completed</td>
</tr>
<tr>
<td>Addl services for continued programming &amp; program evaluation activities, including user group mtgs, meeting notes, furniture confirmation, standards review &amp; draft of final report; NAC Project 303B</td>
<td>9/15/2011</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 303B</td>
<td>9/11/2015</td>
<td>Long Form Contract</td>
<td>In progress</td>
</tr>
<tr>
<td>Addl services for programming phase; programming verification &amp; reprographics; NAC Project 303B</td>
<td>9/16/2011</td>
<td>LF Amendment 1</td>
<td>Completed</td>
</tr>
<tr>
<td>Conceptual design of the NAC “Great Lawn Proposal”; District Landscape Architect Project 807A</td>
<td>9/16/2011</td>
<td>LF Amendment 2</td>
<td>Completed</td>
</tr>
<tr>
<td>Additional design services for construction bid documents for the New Academic Center project demolition phase; Design and construction documents for the agency required EVA routes and associated design components. (New Academic Center Project 303B); Credit for unused portion of fee for design services not performed under contract as requested by the District for conceptual design related to New Academic Center Project (303B) “Great Lawn Proposal”.</td>
<td>N/A</td>
<td>LF Amendment 3</td>
<td>Completed</td>
</tr>
<tr>
<td>New Academic Center Project (303B) - Architectural and Landscape services to develop Great Lawn concepts presented to BOT and further refinement of design in preparation for core group meetings; Peer review costs for building waterproofing details.</td>
<td>N/A</td>
<td>LF Amendment 4</td>
<td>Completed</td>
</tr>
</tbody>
</table>

**L. VBN Architects (IVC Main Building) & Architects vbn (Facilities Master Plan)**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
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</thead>
<tbody>
<tr>
<td>Structural engineering services for DSA Field Change Directive documents # 2 and # 4; Main Bldg Complex Project 417A</td>
<td>6/30/2011</td>
<td>Amendment 10</td>
<td>Completed</td>
</tr>
<tr>
<td>Facilities Master Plan Phase 1 (Project 808A District Architect)</td>
<td>N/A</td>
<td>New Contract</td>
<td>Completed</td>
</tr>
<tr>
<td>Relocation Costs (Swing Space Parking Study) Project (850A) - 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>Completed</td>
</tr>
<tr>
<td>District Architect (808A) Facilities Master Planning - Task A: Review and document process, planning &amp; implementation related to Measure C Bond Program; previous Master Planning; Visioning/Goals, District-wide Program Analysis, District Standards and Guidelines, Long Range Plan, Bond Spending Plan.; Task B: Note adjustments to Plan since its development and note current status of adjusted Plan; completed, in-progress; Coordination with Swinerton Management &amp; Consulting; Task C: Read/Analyze WASC Handbook as reference to requirements of Accreditation (as related to planning and provision of Facilities, specifically): Standard III, B. Physical Resources; Standard III, C. Technology Resources; Standard III, D. Financial Resources; Document District’s past and current undertakings that are in support of Standard III, B, as related to the Facilities Master Plan; Standard III, B. Physical Resources: Reference to C. and D. will be made, as appropriate. ARCHITECTURE/vbn will facilitate review of in-progress deliverables as outlined below. Schedule of Final Deliverables are per attached Process Plan. Draft data development 3/13/2012 Final data development 4/17/2012 Draft FMP 5/1/2012 Task 2A: Reorganize FMP documentation to simplify historic facilities scenarios and implementation</td>
<td>N/A</td>
<td>Amendment 1</td>
<td>Completed</td>
</tr>
<tr>
<td>Main Building Complex Project (417A) - No cost time extension</td>
<td>N/A</td>
<td>Amendment 12</td>
<td>Completed</td>
</tr>
</tbody>
</table>