BOARD OF TRUSTEES
REGULAR MEETING AGENDA

September 18, 2012
The Board shall act on posted items and shall not deliberate items that are not on the posted agenda.

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

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

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

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

Per Board Policy 2365 the Board meetings of the Marin Community College District may be audio taped and video broadcast via the internet.
A. **Open Session** – 5:00 p.m., Building 12, Room 100, Indian Valley Campus

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

B. **Closed Session** - Building 12, Room 100, Indian Valley Campus

1. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
   *Initiation of litigation pursuant to subdivision (c) of Section 54956.9 - Nancy Klein
   One (1) potential case*

2. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code §54956.9(a))**
   *Names of Cases: Mize-Kurzman vs. MCCD*

C. **Open Session** – 6:30 p.m., Building 12, Room 100, Indian Valley Campus

1. Call to Order, Roll Call and Adoption of Agenda
2. Report from Closed Session
3. Public Comment
   A. Comments regarding items not on the Agenda (3 minutes per speaker)
   B. Comments regarding items on the Agenda - to be heard immediately before the Board of Trustees’ consideration of the item
4. Chief Executive Officer’s Report
   A. Accreditation
   B. Fall Enrollment Update
   C. Budget Update
5. Academic Senate Report (5 minutes)
6. Classified Senate Report (5 minutes)
7. Student Association Report (5 minutes)
8. Board Study Session - None
9. Consent Calendar Items (Roll Call Vote)
   A. Calendar of Upcoming Meetings
      ▪ October 9, 2012 Special Meeting, 6:00 p.m., Administrative Center, Room 108
      ▪ October 16, 2012 Regular Meeting, 6:30 p.m., Cafeteria, Student Services Building
   B. Approve Classified Personnel Recommendations
      1. Reassignment of Classified Personnel
      2. Appointment of Hourly Personnel
3. Temporary Increase and Decrease in Assignment/Salary for Classified Personnel

C. Approve Classified Management Personnel Recommendation
   1. Change Title and Qualifications of Executive Dean of Human Resources and Labor Relations

D. Approve Short-Term Hourly Positions

E. Approve Educational Management Personnel Recommendations
   1. Revisions to Management Structure
   2. Educational Management Increase in Assignment

F. Budget Transfers – Month of August 2012

G. Warrant Approval- Month of August 2012

H. Surplus Equipment

I. Second Reading and Approval of Revised Board Policies
   • BP 3420 Equal Employment Opportunity
   • BP 3520 Local Law Enforcement
   • BP 3715 Intellectual Property
   • BP 3820 Gifts
   • BP 4020 Program, Curriculum and Course Development
   • BP 5800 Prevention of Identity Theft in Student Financial Transactions
   • BP 7130 Compensation
   • BP 7380 Retiree Health Benefits - Academic Employees

J. Modernization (Measure C)
   1. Approve/Ratify Modernization Contracts, Changes and Amendments ($583,091.00)
   2. Approve Subcontractor Substitution Request – Lathrop Construction Assoc., Inc.
      Science Math Central Plan Complex Increment 2 & 3, Site Development & Building
      Project (305A) (handrails) $0
   3. Declaration of Surplus Disposal
      Austin Science Center Relocation (850E)
   4. Approve Professional Services Agreement with Gayner Engineers ($10,000.00)
      Fine Arts MEP Modification Project (306C)

10. Other Action Items

   A. Resolution 09-18-2012 C.10.A. in Support of Hispanic Heritage Month (Roll Call Vote)
   B. Resolution 09-18-2012 C.10.B. Authorizing Use of Property and Land Use Agreement
      for Operation of Weather Station (Roll Call Vote)
   C. Agreement for Training with Alta Bates Summit Medical Center
   D. Out of Country Travel
   E. Student Health Fee Increase
   F. Approve College of Marin Mission Statement
G. Approve Board of Trustees 2012-2013 Goals and Priorities
H. Approve College of Marin 2012-2015 Distance Education Plan
I. Approve College of Marin 2012-2017 Technology Plan
J. Approve College of Marin 2012 Facilities Plan
K. Approve 2014-2018 Five-Year Construction Plan
L. Modernization (Measure C)
   1. Resolution # 09-18-2012 C.10.L.1. Approving Change Order #14 to Midstate Construction Contract Performing Arts Modernization Project (306A) ($122,824.00) (Roll Call Vote)
   2. Authorize Procurement of Specialty Theater Lighting Equipment PA Lighting (306A) ($150,000.00)
   3. Approve Authorization to Bid Fine Arts Building Weatherization Project (306D)
   4. Approve New Professional Services Agreement Science Math Central Plant Complex Increments 2 & 3, Site Development & Building Project. PAE Consulting Engineers ($43,060.00)
   5. Approve Award of New Construction Contract to Jeff Luchetti Construction Corporation ($1,164,500.00)
      Child Study Center – Increment One Project (303C)
   6. Approve New Project Inspection (PI) Agreement with 4leaf, Inc. ($88,400.00)
      Child Study Center Project (303C)
   7. Authorization to Request Qualifications and Proposals for Program and Construction Management Services

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

12. Future Agenda Items
   A. Pension Reform
   B. WASC Interim Report (October 9, 2012)

13. Board Reports and/or Requests (15 minutes)
   A. Committee Chair Reports
   B. Legislative Report – Trustee O’Brien
   C. Individual Reports/or Requests

14. Approval of Meeting Minutes (2 minutes)
   ▪ Approve Minutes of August 21, 2012 Board Meeting

15. Information Items (see written reports)
   A. Contracts and Agreements for Services – Aug 2012
   B. Modernization Update
      1. Director’s Report
      2. Contract Milestones Report through August 2012
      3. Program Schedule
4. Quarterly Progress Report
5. COM Austin Center Assessment Report – Swing Space Program
6. New Academic Center, Environmental Impact Report/Initial Study
C. Administrative Procedures - None
D. Calendar of Special Events
   ▪ Hooked on Marin Speaker Series
     The Organic Food Movement in Marin, September 20, 7:00 p.m.
     Olney Hall 96, Kentfield Campus
   ▪ IVC Organic Farm Plant Sale, September 22 & 23, 10:00 a.m. to 3:00 p.m.
     Organic Farm, Indian Valley Campus

16. Correspondence

17. Board Meeting Evaluation

18. Adjournment
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Date: September 18, 2012

Subject: Classified Personnel Recommendations

Item & File No.
C.9.B.

Reason for Board Consideration:

CONSENT APPROVAL

Enclosure(s):
Recommendations

BACKGROUND:

The following actions are included in the Classified Personnel Recommendations:

1. Reassignment of Classified Personnel
2. Appointment of Hourly Personnel
3. Temporary Increase and Decrease in Assignment/Salary for Classified Personnel

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

C. Banks, C. Lavi, R. Hartman, E. Shaw and K. van Kriedt are on the non-instructional side of the 50% law.

J. Bowsher, T. Hersch, F. Mueller, B. Sheofsky, R. Smith and R. Southard are 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: Anita Morris, Interim Executive Dean of Human Relations & Labor Relations
1. REASSIGNMENT OF CLASSIFIED PERSONNEL

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<th>FTE</th>
<th>MPY</th>
<th>Effective Date</th>
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<td>1. Lavi, Cynthia</td>
<td>From: Financial Aid Assistant To: Transfer and Career Technician</td>
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<td>12</td>
<td>08/27/2012 – 01/02/2013</td>
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<td>2. Shaw, Ellen</td>
<td>From: Office Technician – Admissions and Records To: Office Technician - Counseling</td>
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<td>08/22/2012</td>
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BACKGROUND INFORMATION:

1. Ms. Lavi will assume the duties of the Transfer and Career Technician as a temporary reassignment effective August 27, 2012 through January 2, 2013.

2. Ms. Shaw has accepted the permanent 1.0FTE/12MPY position of Office Technician in the Counseling office effective August 22, 2012.
2. APPOINTMENT OF HOURLY PERSONNEL

<table>
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<tr>
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<th>Expiration Date</th>
<th>Hourly Rate</th>
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<td>1. Hartman, Rosalind</td>
<td>Health Sciences</td>
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<td>2. Van Kriedt, Karen</td>
<td>Community Education and Services</td>
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<td>03/31/2013</td>
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BACKGROUND INFORMATION:

1. Ms. Hartman will serve as a Professional Expert for the Health Sciences Department. She will be working with DSPS to assist with DSPS students who are in the nursing program. Ms. Hartman’s responsibilities will include checking BRN regulations, ADA regulations, accommodations, agency/hospital regulations and accommodations for the students.

2. Ms. Van Kriedt will serve as a Professional Expert to assist the Director with the development of an improved database and management/contact information system and recommend processes and to improve the delivery of the Community Educations program and services. Ms. Van Kriedt will also provide orientation and training to the new Community Education and Services Program Specialist.
### 3. TEMPORARY INCREASE/DECREASE IN ASSIGNMENT/ SALARY FOR CLASSIFIED PERSONNEL

<table>
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<tr>
<th>Name</th>
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<td>5. Sheofsky, Beth</td>
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<td>6. Smith, Rion</td>
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<td>7. Southard, Rowena</td>
<td>Inst. Specialist - English</td>
<td>From .50 To .64</td>
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<td>Perm. Temp.</td>
<td>08/22/2012 – 01/02/2013</td>
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### BACKGROUND INFORMATION:

1. Ms. Banks has accepted the temporary increase in assignment effective August 27, 2012, through January 2, 2013, to assist the Financial Aid Department during the fall 2012, semester.

2 & 5 Individuals have requested temporary decreases in assignment effective August 22, 2012, through January 2, 2013.

3, 4, 6, & 7 Individuals have accepted temporary increases in assignment to meet the needs of the department(s) effective August 22, 2012, through January 2, 2013.
BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Subject: Classified Management Personnel Recommendations

Reason for Board Consideration: CONSENT APPROVAL

Date: September 18, 2012
Item & File No. C.9.C.

Enclosure(s):
Job Description and Management Salary Schedule

BACKGROUND:

The Superintendent/President has reassessed the needs of the District in relation to Human Resources and Labor Relations and recommends changes to the position requirements that will expand the pool of applicants.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approves the following actions effective September 18, 2012; approve title change, revised Job Description and Management Salary Schedule.

1. Change the title of Executive Dean of Human Resources and Labor Relations to Executive Director of Human Resources and Labor Relations – Level 6 ($8,390.17 – $10,318.92).

2. Change the qualifications of the position to be Master’s degree preferred, rather than required.

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

Administrator Initiating Item: Anita Morris, Interim Executive Dean of Human Relations & Labor Relations
EXECUTIVE DIRECTOR OF HUMAN RESOURCES AND LABOR RELATIONS

Purpose Statement: (Duties, General Description)
Under the direction of the Superintendent/President, plan, organize, control and direct district-wide Human Resources operations and activities including recruitment, benefits administration, employee record-keeping, policy development, union negotiation, contract administration, and labor relations functions for classified and academic personnel; coordinate and direct personnel, resources, communications and information to meet district needs and assure smooth and efficient activities; supervise and evaluate the performance of assigned personnel.

Essential Functions:
Plan, organize, control and direct district-wide Human Resources operations and activities including recruitment, benefits administration, employee record-keeping, policy development, union negotiation, contract administration, and labor relations functions for classified and academic personnel; establish and maintain related time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, ordinances, policies and procedures.

Coordinate and direct personnel, resources, communications and information to meet district needs and assure smooth and efficient activities; direct the development and implementation of Human Resources programs, projects, services, systems, strategies, goals and objectives; assure proper and timely resolution of related issues, conflicts and discrepancies.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Provide consultation and technical expertise to administrators, staff, the public and others concerning Human Resources operations and activities; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning labor relations, recruitment, evaluations, benefits, contracts and related standards, requirements, practices, procedures, guidelines, laws, regulations and policies.

Plan, organize, control and direct the recruitment, interviewing, selection and placement of classified and academic personnel; monitor recruitment and direct hiring activities to assure compliance with diversity and fairness standards and requirements; coordinate and conduct orientations; direct and participate in the interviewing, analysis and accepting or rejecting of job applicants.

Serve as a member of district labor negotiation teams and provide technical direction and assistance in collective bargaining activities for classified and academic bargaining units; maintain confidentiality of sensitive and privileged information; develop, maintain and update related contracts and collective bargaining agreements; maintain contact with employee unions. Serve as the district grievance officer.

Investigate, resolve and provide technical recommendations concerning employee disciplinary matters, misconduct, complaints, due process, grievances and other staff relations issues and conflicts; review, analyze and coordinate response to unfair labor practice and regulatory agency complaints; research, compile and assemble related technical information. Serve as district Equal Employment Opportunity officer in the administration of the program, including investigation and resolution of discrimination complaints involving employees, job applicants and others as designated by policy.

Provide technical information and assistance to the Superintendent/President regarding Human Resources activities, needs and issues; collaborate with the Superintendent/President, Vice Presidents, and other administrators in the development and implementation of plans, strategies, goals and
objectives for the district; assist in the formulation and development of district policies, procedures and programs.

Monitor and analyze Human Resources operations and activities for financial effectiveness and operational efficiency; direct the planning, development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of Human Resources operations and activities.

Direct and participate in the preparation and maintenance of a variety of manual and automated records, reports and files related to employees, benefits, applicants, collective bargaining, policies, plans, diversity, evaluations, classifications, seniority, contracts and assigned activities; develop and maintain employee information and personnel policies, rules and regulations.

Plan, organize, control and direct employee benefits programs and activities to assure eligible employees receive appropriate insurance, leave and other related compensation; assure benefits are aligned with employee needs and resolve discrepancies as needed.

Develop and prepare the annual preliminary budget for Human Resources operations and activities; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Maintain current knowledge of laws, codes, regulations and pending legislation related to Human Resources activities; modify programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate.

Communicate with administrators, personnel, outside organization and the public to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned; serve on various boards, committees and workgroups as directed; prepare and deliver oral presentations concerning Human Resources operations, activities, needs and issues; develop, implement and conduct in-services and retreats.

Other Functions:
Perform related duties as assigned.

Knowledge and Abilities: (Desirable Attributes & Skills)

KNOWLEDGE OF:
- Planning, organization and direction of district-wide Human Resources operations and activities including recruitment, benefits administration, employee record-keeping, policy development, union negotiation, contract administration, and labor relations functions.
- Principles, techniques, procedures and terminology involved in the recruitment, selection, processing, orientation and compensation of classified and academic employees.
- State and federal standards and requirements concerning personnel administration including equal employment opportunity, Title V and the Education Code.
- Principles of law applicable to a community college district.
- Practices, procedures and policies involved in the investigation of employee disciplinary matters, misconduct, complaints, due process, grievances, unfair labor practice complaints and other staff relations issues and conflicts.
- Principles and techniques of labor relations and collective bargaining.
- Bargaining unit contracts, contract negotiation, employee benefits packages and salary schedules.
- Policies and objectives of assigned programs and activities.
- College organization, operations, policies and objectives.
COLLEGE OF MARIN
JOB DESCRIPTION

- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:
- Plan, organize, control and direct district-wide Human Resources operations and activities including recruitment, benefits administration, employee record-keeping, policy development, union negotiation, contract administration, and labor relations functions for classified and academic personnel.
- Coordinate and direct personnel, resources, communications and information to meet District needs and assure smooth and efficient activities.
- Supervise and evaluate the performance of assigned personnel.
- Direct the development and implementation of Human Resources programs, projects, services, systems, strategies, goals and objectives.
- Provide consultation and technical expertise to administrators, staff, the public and others concerning Human Resources operations, standards, requirements, practices and procedures.
- Plan, organize, control and direct the recruitment, interviewing, selection and placement of classified and academic personnel, and assure compliance with diversity and equal opportunity requirements.
- Provide technical direction and assistance in collective bargaining activities.
- Investigate, resolve and provide recommendations concerning staff relations issues and conflicts.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.
- Operate a computer and assigned office equipment.

Working Environment:
- Office environment.
- Driving a vehicle to conduct work.

Physical Demands:
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Hearing and speaking to exchange information and make presentations.

Minimum Qualifications/Position Requirements (Education & Experience):
Any combination equivalent to: a bachelor's degree in business management, human resource management, social work or related field and five years of increasingly responsible human resources experience including work with labor relations, recruitment, classification and compensation functions and three years in an administrative capacity.

Desirable Qualifications: Master's degree preferred.

Certificates & Licenses: A valid California driver's license
COLLEGE OF MARIN
JOB DESCRIPTION

Clearances: Criminal Justice/Fingerprint Clearance & TB Clearance

FLSA Status: Non-exempt

Date: September 18, 2012

Classification Category:
The Executive Director of Human Resources and Labor Relations is a Classified Management position.

Salary Range: MGMT 6
Marin Community College District

SCHEDULE OF SALARY AND CONDITIONS FOR MANAGEMENT PERSONNEL

I. SALARY SCHEDULE

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II. CONDITIONS

A. The term “management personnel” shall include all certificated/educational administrators and classified administrators. Classified administrators will serve in a probationary status for one year.

B. Step advancement on the salary schedule is based on merit as determined by the annual employee evaluation. The President shall approve 0, or 1 step as a result of the evaluation. Steps will be effective on the anniversary date of the most recent appointment into a management position.

C. Management personnel shall be reimbursed for actual and necessary expenses incurred by the employee in the performance of his/her duties.

D. Management personnel shall receive twenty-two (22) days paid vacation per year exclusive of legal holidays. Management personnel may carry over a maximum of fifteen (15) days vacation allowance to the following fiscal year; the President must approve any exceptions. No management employee will be paid for more than thirty-seven (37) days vacation upon termination. Use of vacation must be approved by, and can be directed, by the President.

E. Management personnel shall observe the holidays designated for classified bargaining units.

F. The District provides medical (maximum District contribution is Kaiser Family Rate through June 30, 2012), long-term disability, dental, vision and life insurance for all management personnel.

G. Medical Benefit Waiver

Management employees may voluntarily waive District medical benefits if he/she can provide documentation of comparable coverage under another plan. Employees opting not to participate in medical coverage must notify the Personnel Department no later than October 1 of each year, provide documentation at that time that they have comparable coverage, and sign the applicable declaration. Employees who elect to waive medical benefits shall be provided with a $1200 annual payment. The payments shall be reduced on a pro-rata basis for less than full-time employees and for new Management employees who waive coverage for less than a full year. Employees shall have their waiver payments made by check no later than December 31.

To be reinstated under the medical plan, Management employees must apply during the annual January open enrollment period.
H. Management personnel shall be granted sick leave at the rate of one day per month. Up to seven (7) days of sick leave in any fiscal year may be used for Personal Necessity.

I. Management personnel will receive a one-time $1,000 bonus for receiving an earned doctorate from an accredited institution while employed by the District.

J. In the event of layoff, classified management employees shall receive forty-five (45) days advance notice and certificated/educational administrators shall receive a March 15 notice (as per Education Code 72411 and 72411.5) for release from an administrative position.

K. Exceptions to this salary schedule are permissible upon the recommendation of the President and approval of the Board of Trustees.

L. Certificated/Educational Administrators become members of the State Teachers' Retirement System. A set percentage of gross income is deducted from the employee's gross amount and the remaining net is taxable. The District contributes the normal employer contribution rate for all Educational Administrators. For Classified Administrators, the District pays the normal employee and employer contribution to the Public Employees' Retirement System. Under both systems, an employee is vested after five full-time years.

M. Retirement Benefit Program

1. Eligibility

A management employee who is fifty (50) years of age or older and a PERS member, and fifty-five (55) years of age or older and a STRS member and who desires to apply for the Retirement Benefit Program must be eligible and apply for service retirement under their respective plans.

2. Employment of Retirees

The District may offer employment to retirees subject to the restrictions of PERS and STRS regarding time to be worked or maximum salary; District and retiree will mutually agree on need/time/salary.

3. Program Participation

A certificated/educational administrator who is interested in participating in the program shall notify the District no later than February 1 of each fiscal year. A classified administrator who is interested in participating in the program shall notify the District thirty (30) days prior to such participation.

4. Benefits

For employees hired prior to 10/14/86 and who have at least ten (10) years of full-time service, the District will provide paid medical and dental coverage with benefits equal to those in effect at the time of retirement to the retiree and one dependent until the retiree attains age seventy (70) or the retiree's death, whichever is sooner. The District will provide the retiree and one dependent medical and dental coverage in each fiscal year following retirement as provided to current supervisory employees; if the District no longer provides a specific type of health or dental plan as provided at the time of retirement (i.e., Health Net, Kaiser, Delta Dental), the retiree may select a plan as made available each fiscal year to current supervisory employees of this group. The retiree may change carriers during the annual open period. The rates paid by the District for the retiree and one dependent shall be the rates paid for current supervisory employees; the retiree and dependent shall be responsible for paying any future increases that are charged to supervisory employees of this group. The employee shall be required to file for any other State or Federal government-sponsored programs for which he/she may be eligible as an offset to the District obligation for the health benefit. For employees hired after 10/14/86, the District does not provide post-retirement benefits.

N. Managers may teach a class, outside of their regular workweek in their management position, with the approval of the President. Pay for the teaching assignment will be computed at the overload rate for the certificated salary placement to which the manager is entitled. Teaching assignments shall not conflict with any provisions of collective bargaining agreements.
III. PLACEMENT OF MANAGEMENT POSITIONS ON THE MANAGEMENT SALARY SCHEDULE

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>POSITIONS DESIGNATED TO LEVELS</th>
</tr>
</thead>
</table>
| 7     | Vice President of Student Services  
       | Vice President of College Operations |
| 6     | Executive Director, Human Resources and Labor Relations  
       | Director of Modernization  
       | Director of Information Technologies  
       | Executive Director of Communications, Community Relations and Advancement |
| 5     | Dean of Arts and Humanities  
       | Dean of Enrollment Management  
       | Dean of Math, Sciences, and Learning Technology  
       | Dean of Student Development and Special Services  
       | Dean of Workforce Development, College & Community Partnerships  
       | Director of Planning Research and Institutional Effectiveness |
| 4     | Director of Financial Aid and Career Services  
       | Director of Fiscal Services  
       | Director of Health Sciences  
       | Director of Learning Resources |
| 3     | Director of Maintenance and Operations  
       | Director of Physical Education and Athletics  
       | Director of Student Affairs and Health Center  
       | Director of Community Education, Lifelong Learning and International Education |
| 2     | Chief of Police/Director of Safety |
| 1     | Director of Academic Services and Articulation  
       | Director of Child Development Program |

Note: Since last salary schedule effective 7/1/2006: 1) Director of Child Development Program replaced Director of Child Care Programs; 2) Director of Planning Research and Institutional Effectiveness replaced Director of Organizational Development and Planning; 3) Director of Financial Aid replaced by Director of Financial Aid and Career Services.
BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Subject: Short-Term Hourly Positions
Reason for Board Consideration: CONSENT APPROVAL

Date: September 18, 2012
Item and File No. C.9.D.
Enclosure(s):
  Job Descriptions

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 these positions. The attached job descriptions are submitted for approval:

Short-Term Hourly Positions

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

On the instructional side of the 50% law:

- **Business & Information Systems**
  - Department Aide IV (5)

- **Mathematics**
  - Math Lab Tutor (4)

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

- **Life & Earth Sciences:**
  - Lab Assistant (4)

- **Theatre Arts**
  - Light Board Operator
  - Sound Technician (2)
  - House Manager
  - Stage Crew (4)
  - Wardrobe Mistress or Master
  - Dialect Coach
  - Assistant Stage Manager (2)
  - Stage Carpenter
  - Master Electrician
  - Scenic Painter
  - Costume Cutter/Stitcher (2)
  - Stage Manager
- Sound Designer
- Properties Designer
- Lighting Designer
- Combat Consultant
- Movement Consultant
- Multi-Media Designer
- Assistant Costume Designer
- Costume Designer
- Set Designer

**Office of Instructional Management**

- Data Entry Technician

**Tutoring**

- Tutoring Center Assistant

**RECOMMENDATION:**

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

---

**Administrator Initiating Item:** Anita Morris, Interim Executive Director of Human Resources & Labor Relations
<table>
<thead>
<tr>
<th>DEPT.</th>
<th>JOB TITLE</th>
<th>NUMBER OF POSITIONS</th>
<th>START DATE</th>
<th>END DATE</th>
<th>HOURLY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business &amp; Information Systems</td>
<td>Department Aide IV - Assist students in the CIS computer labs with their assignments during nights and Saturdays at Kentfield and Indian Valley Campuses.</td>
<td>5</td>
<td>*8/22/12</td>
<td>12/21/12</td>
<td>$11.75</td>
</tr>
<tr>
<td>Life &amp; Earth Sciences</td>
<td>Lab Assistant - Assist with the set-up of the labs and their various functions including inventory assistance.</td>
<td>4</td>
<td>*8/22/12</td>
<td>12/21/12</td>
<td>$10.75</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Math Lab Tutor - Tutor students in the Math Lab</td>
<td>4</td>
<td>*8/22/12</td>
<td>12/21/12</td>
<td>$10.75</td>
</tr>
<tr>
<td>Office of Instructional Management</td>
<td>Data Entry Technician - Input schedule information into Banner (this is to back-fill one of the Curriculum and Articulation Technicians who will be dedicating fifty-percent time to DegreeWorks scribing and training in October.)</td>
<td>1</td>
<td>10/1/12</td>
<td>6/30/13</td>
<td>$18.60</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td>Light Board Operator - Operate light board during technical rehearsals and performances of THE MOUSE THAT ROARED. Assist with strike when show closes. Assist Classified Staff.</td>
<td>1</td>
<td>11/23/12</td>
<td>12/16/12</td>
<td>$10.75 - $11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td>Sound Technician - Operate sound effects and audio system during technical rehearsals and performances THE MOUSE THAT ROARED. Assist with strike when show ends. Assist Classified Staff.</td>
<td>2</td>
<td>11/23/12</td>
<td>12/16/12</td>
<td>$10.75 - $11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td>House Manager - Buy and set-up concessions for THE MOUSE THAT ROARED. Troubleshoot seating problems, direct ushers, coordinate with Stage Mgr. to turn house lights on and off at start of performance, intermission, and end of show; be sure doors are properly secured. May be required to purchase concessions cookies and supplies. Responsible for proper handling of concessions monies. Assist Classified Staff.</td>
<td>1</td>
<td>11/26/12</td>
<td>12/16/12</td>
<td>$10.75 - $11.75</td>
</tr>
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</tr>
<tr>
<td>Theatre Arts</td>
<td>Stage Crew - Help set-up and move scenery during technical rehearsals and performances of THE MOUSE THAT ROARED. Be sure scenery is properly set for next performance. Assist with strike and proper storage of scenic pieces when show ends. Assist Classified Staff.</td>
<td>4</td>
<td>11/23/12</td>
<td>12/16/12</td>
<td>$10.75 - $11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td>Wardrobe Mistress or Master - Maintain costumes during run of THE MOUSE THAT ROARED. Launder, mend as needed, iron, assist with costume changes. Be sure all costumes are accounted for after each performance. Assist with make-up and wigs as needed. Assist with strike and proper storage of costumes when show ends. Assist Classified Staff.</td>
<td>1</td>
<td>11/23/12</td>
<td>12/16/12</td>
<td>$10.75 - $11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Dialect Coach</strong> - Under the direction of the director, coach actors in specific dialects during rehearsals of THE MOUSE THAT ROARED. Assist with strike when show closes. Assist Classified Staff.</td>
<td>1</td>
<td>10/22/12</td>
<td>12/16/12</td>
<td>$10.75 - $11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Assistant Stage Manager</strong> - For THE MOUSE THAT ROARED, assist with managing prompt book, tech. cues, during rehearsal &amp; performances; be familiar with all stage blocking, be sure everyone is in place and on time; under direction of the Stage Manager coordinate with House Manager as to when lights/curtain go for beginning, intermission, and end of show. Under direction of Stage Manager, manage cast/crew during rehearsals and performances. Interface with Director to troubleshoot problems. Participate in Strike when show ends. Attend production meetings &amp; keep notes if necessary. Deliver production notes after each rehearsal/performance if necessary. Assist Classified Staff.</td>
<td>2</td>
<td>10/22/12</td>
<td>12/16/12</td>
<td>$10.75 - $11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Stage Carpenter</strong> - Help build set for THE MOUSE THAT ROARED. Assist with strike when show closes. Assist Classified Staff.</td>
<td>1</td>
<td>10/22/12</td>
<td>12/16/12</td>
<td>$10.75 - $11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Master Electrician</strong> - Rig all lighting equipment for THE MOUSE THAT ROARED. Assist with strike when show closes. Assist Classified Staff.</td>
<td>1</td>
<td>10/22/12</td>
<td>12/16/12</td>
<td>$10.75 - $11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Scenic Painter</strong> - Paint scenery for THE MOUSE THAT ROARED. Assist with strike when show closes. Assist Classified Staff.</td>
<td>1</td>
<td>11/5/12</td>
<td>12/16/12</td>
<td>$10.75 - $11.75</td>
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</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Costume Cutter/Stitcher</strong> - Cut/Sew/Alter costumes for THE MOUSE THAT ROARED. Assist with strike and proper storage of costumes when show ends. Assist with the return of any borrowed/rented costumes. Assist Classified Staff.</td>
<td>2</td>
<td>10/22/12</td>
<td>12/16/12</td>
<td>$10.75 - $11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Stage Manager</strong> - For THE MOUSE THAT ROARED, manage prompt book, call all tech. cues during rehearsal &amp; performances; be familiar with all stage blocking, be sure everyone is in place and on time; coordinate with House Mgr. as to when lights curtain go for beginning, intermission and end of show. Manage cast/crew during rehearsals and performances. Interface with Director to troubleshoot problems. Participate in Strike when show ends. Attend production meetings &amp; keep notes. Deliver production notes after each rehearsal/performance. Assist Classified Staff.</td>
<td>1</td>
<td>10/1/12</td>
<td>12/16/12</td>
<td>$10.75 - $11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Sound Designer</strong> - Design sound effects for THE MOUSE THAT ROARED. Participate in strike when show ends. Attend production meetings. Interface with Director to determine design concept. Assist Classified Staff.</td>
<td>1</td>
<td>10/1/12</td>
<td>12/16/12</td>
<td>$10.75 - $11.75</td>
</tr>
<tr>
<td>Role</td>
<td>Description</td>
<td>Quantity</td>
<td>Start Date</td>
<td>End Date</td>
<td>Rate Range</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Properties Designer</td>
<td>Design, build, procure all props for THE MOUSE THAT ROARED. If necessary, manage distribution of props during performance. Participate in strike when show ends and store props properly. Attend production meetings. Interface with Director to determine design concept. Assist Classified Staff.</td>
<td>1</td>
<td>10/1/12</td>
<td>12/21/12</td>
<td>$10.75 - $11.75</td>
</tr>
<tr>
<td>Lighting Designer</td>
<td>Design lighting effects for THE MOUSE THAT ROARED. Set-up lighting plot and help hanging lighting instruments. Participate in strike when show closes. Attend production meetings. Interface with Director to determine design concept. Assist Classified Staff.</td>
<td>1</td>
<td>10/1/12</td>
<td>12/16/12</td>
<td>$10.75 - $11.75</td>
</tr>
<tr>
<td>Combat Consultant</td>
<td>Consult with director regarding stage fight sequences for production of THE MOUSE THAT ROARED, to assure that all safety considerations are satisfied. Assist Classified Staff.</td>
<td>1</td>
<td>10/1/12</td>
<td>12/16/12</td>
<td>$10.75 - $11.75</td>
</tr>
<tr>
<td>Movement Consultant</td>
<td>Consult with Director concerning movement for the production of THE MOUSE THAT ROARED to assure that the artistic vision of the production is being satisfied. Assist Classified Staff.</td>
<td>1</td>
<td>10/1/12</td>
<td>12/16/12</td>
<td>$10.75 - $11.75</td>
</tr>
<tr>
<td>Role</td>
<td>Details</td>
<td>Duration</td>
<td>Start Date</td>
<td>End Date</td>
<td>Pay Range</td>
</tr>
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<td>-------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
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<tr>
<td>Multi-Media Designer</td>
<td>Design Multi-Media effects for THE MOUSE THAT ROARED. Set-up projection and lighting equipment to accomplish desired effects. Participate in strike when show ends. Attend production meetings. Interface with Director and Scenic Designer to determine design concept. Assist Classified Staff.</td>
<td>1</td>
<td>10/1/12</td>
<td>12/16/12</td>
<td>$10.75 - $11.75</td>
</tr>
<tr>
<td>Assistant Costume Designer</td>
<td>Assist with design of Costumes for THE MOUSE THAT ROARED. Includes under the direction of the Costume Designer, building, altering, procuring costumes, storing them properly and returning them to owner or renter at the end of the show. Participate in strike when show closes. Attend production meetings if necessary. Must be able to fit costumes properly to specific actors. If necessary, interface with Director to be sure design concept is being honored. Assist Classified Staff.</td>
<td>1</td>
<td>10/1/12</td>
<td>12/21/12</td>
<td>$10.75 - $11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td></td>
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<tr>
<td><strong>Costume Designer</strong> - Design costumes for <em>THE MOUSE THAT ROARED</em>. Includes designing, building, altering, procuring costumes, storing them properly and returning them to owner or renter at the end of the show. Participate in strike when show ends. Attend production meetings. Must be able to fit costumes properly to specific actors. Interface with Director to determine design concept. Assist Classified Staff.</td>
<td>1</td>
<td>10/1/12</td>
<td>12/21/12</td>
<td>$10.75 - $11.75</td>
<td></td>
</tr>
<tr>
<td><strong>Set Designer</strong> - Design and assist with the building of the set for <em>THE MOUSE THAT ROARED</em>. Participate in strike when show ends. Attend production meetings. Interface with Director to determine design concept. Assist Classified Staff.</td>
<td>1</td>
<td>10/1/12</td>
<td>12/16/12</td>
<td>$10.75 - $11.75</td>
<td></td>
</tr>
<tr>
<td><strong>Tutoring</strong></td>
<td><strong>Tutoring Center Assistant</strong> - Provide support to Tutoring Program Coordinator, support day-to-day operations in the Tutoring and Learning Center, Provide over and above support to basic skills students, develop and maintain professional relationship with staff, faculty and students. Assist Classified staff.</td>
<td>1</td>
<td><em>7/1/12</em></td>
<td>12/31/12</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

**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 these positions. The above job descriptions are submitted for approval.

* Human Resources did not receive the necessary paperwork from the department until after these individuals began work. These hourly employees need to be paid for work they have already completed.
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA  94904

BOARD AGENDA ITEM

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date: September 18, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td></td>
<td>Enclosure(s): Job Descriptions, Org Chart and Salary Schedule</td>
</tr>
</tbody>
</table>

**BACKGROUND:**

At the end of spring 2012, Dr. Ken Meier, Vice President for Student Learning retired. At that time, the Dean of Counseling and Matriculation position was also vacant. The Superintendent/President took the opportunity to assess the needs of the College in relation to the organizational structure. The Vice President for Student Learning position had responsibility for all of instruction and student services. While this model can be successful in some institutions, it has proved to be unwieldy at College of Marin. Since 2000, there have been 7 individuals who have served in the role of VP for Student Learning. Regular turn over in this position has not served the College well.

After discussing potential organizational structures with the leadership of the faculty and student services, the Superintendent/President concluded that it would be best to separate the leadership for academic and student affairs. As such, the Vice President for Student Learning will have responsibility for academic affairs only while working closely with a Vice President of Student Services in support of student programs and services. The Dean of Counseling and Matriculation will be eliminated and the job duties of that position will be folded into the Vice President of Student Services position.

**FISCAL IMPLICATIONS:**

All recommendations are within budgeted FTE. The Vice President of Student Services position was funded in the 2012-2013 budget. The net cost increase is $23,130, the difference in funding for a Vice President at Range 7 over a Dean at Range 5.

**RECOMMENDATION:**

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

**Administrator Initiating Item:**
Anita Morris, Interim Executive Director of Human Resources and Labor Relations
COLLEGE OF MARIN
JOB DESCRIPTION

VICE PRESIDENT OF STUDENT SERVICES

Purpose Statement: (Duties, General Description)
Reporting to the Superintendent/President, the Vice President of Student Services serves as chief student services officer for the District. This educational administrative position is responsible for providing leadership and vision, as a member of the executive management team, for building and fostering a collaborative faculty and staff consultation process for planning, directing, administering and evaluating the student programs and services of the College; providing technological and research leadership to offer services and programs which advance the educational mission of the College; developing, recommending and implementing policies and procedures; assuring compliance with federal, state, local, and District regulations; supervising and evaluating the performance of assigned personnel. The position will serve as an effective change agent in creating a campus environment that is welcoming and nurturing for all students. The Vice President will work closely with the Vice President of Student Learning to enhance access, retention, and student success. The Vice President will also work collaboratively with the College’s diverse stakeholders to develop and implement innovative approaches to enhance student learning and provide a student-centered learning environment.

Essential Functions:
- Plan, direct, administer, and evaluate the Student Services and programs of the College including Admissions and Records, Counseling, Career Center, Transfer Center, Disabled Student Programs, EOPS/CalWORKS, Financial Aid, Job Placement, Matriculation, Outreach, Re-Entry, Student Affairs, Veteran’s Affairs, and other student services areas; assure compliance with federal, state, local, and District policies/procedures.
- Provide leadership and participate in the planning, development, implementation and evaluation of budgets. Direct the research, development, implementation and evaluation of externally funded initiatives and opportunities. Plan for resource allocations that support instructional and student support programs including staffing, technology, facilities and fiscal accountability.
- Develop a cohesive student services organizational structure, imbedding continuous quality improvement and leading the development of student learning outcomes for each program.
- Work with the faculty and staff to develop student-learning outcomes as they relate to courses and programs in the student services areas.
- Participate in the College’s strategic planning process and provide leadership for the implementation of the College strategic planning goals in the student services and institutional support areas including organizational structure, budget planning, program improvement, facilities infrastructure, and quality improvement, while incorporating the strategic planning themes of technology, cultural diversity, and campus relations.
- Oversee equitable access, recruitment, and retention of students.
- In collaboration with college staff address issues related to accreditation and develop a system for the on-going and systematic review and enhancement of programs related to achieving educational/support services goals.
- Serve on the college-wide policy and governance committees.
- Exclusive of credit curriculum, provide guidance and administration for the College athletic programs in collaboration with the Vice President of Student Learning.
- Supervise the coordination of curriculum development in student services, including review and revision in cooperation with the Academic Senate. Develop and coordinate policies and activities to respond to the educational needs of the College’s student population including program review.
- Provide leadership for student services programs and courses, assuring consistent quality of student services programs and academic program development.
COLLEGE OF MARIN
JOB DESCRIPTION

- Administer and recommend student services and student services-related policies, procedures, and mandates.
- Ensure that the student services goals related to the College’s strategic plan and other Board-adopted plans related to education are implemented.
- In collaboration with the Vice President of Student Learning, direct enrollment management. Analyze and report on student enrollment, retention, persistence and goal attainment.
- Direct, supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; orient, train, counsel, discipline, and terminate personnel according to established policies, procedures, and collective bargaining provisions. Plan and project short- and long-range staffing requirements. Provide staffing recommendations, services and activities that comply with and foster advancement of Equal Opportunity policies and procedures. Provide leadership in the development and implementation of staff communication channels and participatory governance.
- Research, develop, and recommend advancements in the use of technology across all programs and services, and in the administration and implementation of student learning programs, reporting, services and activities.
- Support and maintain effective relationships among student services division and the College administration, faculty, staff, and students through participation in governance activities.
- Attend and conduct a variety of meetings, conferences, workshops, and other activities; serve on assigned committees and task groups; represent the College in relations with local, state, and federal agencies; and submit requests for state and federal funds. Direct and participate in the completion and submission of timely and accurate reports, as required by various State and Federal agencies, District and College divisions and departments.
- Attend Board of Trustees meetings.
- Perform duties and responsibilities, as assigned.
- Assume charge of the College, as directed.

Knowledge, Skills and Abilities: (Desirable Attributes & Skills)
- Planning, organization, and implementation of various student services programs. Ability to plan, direct, administer, and evaluate the student services programs of the College. Ability to analyze complex financial, statistical, and narrative data regarding student services programs.
- Knowledge of student services, technology, and alternative teaching and learning strategies. Demonstrated skill in the practical use of computer technology to facilitate and support student learning and staff productivity, with the ability to operate a computer and assigned software.
- Strategic planning.
- Collective bargaining and contract administration.
- Principles and practices of administration, supervision, and training of a diverse workforce. Ability to facilitate conflict resolution.
- Budget development and administration. Ability to meet schedules and timelines.
- Previous experience as an instructor, counselor or related faculty position.
- Knowledge of the State and Federal codes, statutes and regulations that govern California community college instructional, student support, auxiliary, and other student learning programs, including those relevant to the role of the Academic Senate in issues of participatory governance.
- Demonstrated skill in participatory governance and collaboration with faculty and other academic/student service representatives.
- Demonstrated skill in written communication, including policy and procedures development, and reporting. Interpersonal skills using tact, patience, and courtesy.
COLLEGE OF MARIN
JOB DESCRIPTION

- Demonstrated skill in oral communication, including public speaking.
- Demonstrated ability to work effectively as part of a team; establish and maintain cooperative and effective working relationships with others.

Minimum Qualifications/Position Requirements (Education & Experience):
1. Possession of a Master's degree from an accredited college or university in a subject area that is taught in the California Community College system;
2. One year of formal training, internship or leadership experience reasonably related to the administrative assignment, which may, but need not be concurrent with the required full time service;
3. Extensive experience in public contacts that has demonstrated skill in respectful and sensitive communication with people who are diverse in their cultures, language groups, abilities, lifestyle and backgrounds. Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students are also required.

Physical/Other Requirements:
In accordance with the Americans with Disabilities Act, the following physical, mental and other abilities are required in order to perform the essential functions of this classification: complex data comparison, analysis, and synthesis; attention to detail; public speaking to small and large groups; persuasive communication; negotiation; multi-tasking; flexibility; adaptability; tact and sensitivity.

Certificates & Licenses:

Clearances: Criminal Justice/Fingerprint Clearance & TB Clearance

FLSA Status: Exempt

Classification Category:
The Vice President of Student Services is an educational administrative position, in compliance with all applicable sections of the California Education Code.

Salary Range: Management Level 7

Date: September 18, 2012
VICE PRESIDENT OF STUDENT LEARNING

Purpose Statement: (Duties, General Description)
Reporting to the Superintendent/President, the Vice President of Student Learning serves as chief instructional and student services officer for the District. This educational administrative position is responsible for providing leadership and vision, as a member of the executive management team, for building and fostering a collaborative faculty and staff consultation process in the planning, implementation and evaluation of a variety of academic and student support programs and services, including budgeting, institutional research, accreditation standards, student learning outcomes assessment, program review, technological advancement, and fiscal accountability. The Vice President of Student Learning administers and implements District policies, collective bargaining agreements, Equal Opportunity statutes, State and Federal codes, local laws and other regulations as applicable to assure compliance and continual modernization throughout all District learning programs, services, activities and their fiscal management.

Essential Functions:
- Plan, implement and evaluate short- and long-range strategies, goals and objectives for District student learning programs, projects, curriculum, staffing, accountability, services, activities, and facilities utilization, in conjunction with administrative staff, faculty senate representatives and other groups as appropriate. Research, develop and foster partnerships with other educational institutions, community organizations, government agencies, corporations and local businesses. Participate as a member of the executive team in discussion and finalization of principal strategic directions and actions for the District.

- Administer development of course offerings, the class schedule and catalog, enrollment services, student financial and related support programs, and academic standards, pursuant to proper course articulation policies and standards, student diversity, student needs, and program requirements, in collaboration with department managers, chairs, and other staff as appropriate. Collaborate with academic and student support program managers and appropriate staff to build, foster and advance student-centered programs, services and activities.

- Participate in Closed and Open sessions of the Board of Trustees. Make presentations at meetings, workshops and at special events. Serve as District representative on District and outside committees, commissions and in other activities as assigned.

- Direct, supervise and evaluate the work of student learning administrators, supervisors, coordinators and staff, in compliance with collective bargaining agreements, District policies and established procedures. Plan and project short- and long-range staffing requirements. Provide staffing recommendations, services and activities that comply with and foster advancement of Equal Opportunity policies and procedures. Provide leadership in the development and implementation of staff communication channels and participatory governance.

- Provide leadership and participate in the planning, development, implementation and evaluation of budgets. Direct the research, development, implementation and evaluation of externally funded initiatives and opportunities. Plan for resource allocations that support instructional and student support programs including staffing, technology, facilities and fiscal accountability.

- Participate in shared governance consultations and collaboration with senate and other faculty groups on a variety of institutional issues. Provide guidance to, and receive recommendations from faculty senate and other representative organizations, as applicable, regarding the planning, implementation and review of academic programs, services, activities and related matters.

- Research, develop, and recommend advancements in the use of computer technology across all programs and services, and in the administration and implementation of student learning programs, reporting, services and activities.

- Direct and participate in the completion and submission of timely and accurate reports, as required by various State and Federal agencies, District and College divisions and departments.
Perform other related duties as assigned by the Superintendent/President.

Knowledge, Skills and Abilities: (Desirable Attributes & Skills)

- Previous experience in higher education management that has included curriculum and student support program development; supervision and evaluation of staff; budget development and implementation, and sound fiscal management.
- Previous experience as an instructor, counselor or related faculty position.
- Knowledge of the State and Federal codes, statutes and regulations that govern California community college instructional, student support, auxiliary, and other student learning programs, including those relevant to the role of the Academic Senate in issues of participatory governance.
- Demonstrated skill in shared governance and collaboration with faculty and other academic representatives.
- Demonstrated skill in the practical use of computer technology to facilitate and support student learning and staff productivity.
- Demonstrated skill in written communication, including policy and procedures development, and reporting.
- Demonstrated skill in oral communication, including public speaking.
- Demonstrated ability to work effectively as part of a team.

Minimum Qualifications/Position Requirements (Education & Experience):
1. Possession of a Master’s degree from an accredited college or university in a subject area that is taught in the California Community College system;
2. One year of formal training, internship or leadership experience reasonably related to the administrative assignment, which may, but need not be concurrent with the required full time service;
3. Or, the equivalent (1 and 2 above); and
4. Extensive experience in public contacts that has demonstrated skill in respectful and sensitive communication with people who are diverse in their cultures, language groups, abilities, lifestyle and backgrounds. Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students is also required.

Physical/Other Requirements:
In accordance with the Americans with Disabilities Act, the following physical, mental and other abilities are required in order to perform the essential functions of this classification: complex data comparison, analysis, and synthesis; attention to detail; public speaking to small and large groups; persuasive communication; negotiation; multi-tasking; flexibility; adaptability; tact and sensitivity.

Certificates & Licenses:

Clearances: Criminal Justice/Fingerprint Clearance & TB Clearance

FLSA Status: Exempt

Classification Category:
The Vice President of Student Learning is an educational administrative position, in compliance with all applicable sections of the California Education Code.

Salary Range: Management Level 7

Date: February 14, 2011
Marin Community College District

SCHEDULE OF SALARY AND CONDITIONS FOR MANAGEMENT PERSONNEL

1. SALARY SCHEDULE

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II. CONDITIONS

A. The term “management personnel” shall include all certificated/educational administrators and classified administrators. Classified administrators will serve in a probationary status for one year.

B. Step advancement on the salary schedule is based on merit as determined by the annual employee evaluation. The President shall approve 0, or 1 step as a result of the evaluation. Steps will be effective on the anniversary date of the most recent appointment into a management position.

C. Management personnel shall be reimbursed for actual and necessary expenses incurred by the employee in the performance of his/her duties.

D. Management personnel shall receive twenty-two (22) days paid vacation per year exclusive of legal holidays. Management personnel may carry over a maximum of fifteen (15) days vacation allowance to the following fiscal year; the President must approve any exceptions. No management employee will be paid for more than thirty-seven (37) days vacation upon termination. Use of vacation must be approved by, and can be directed, by the President.

E. Management personnel shall observe the holidays designated for classified bargaining units.

F. The District provides medical (maximum District contribution is Kaiser Family Rate through June 30, 2012), long-term disability, dental, vision and life insurance for all management personnel.

G. Medical Benefit Waiver

Management employees may voluntarily waive District medical benefits if he/she can provide documentation of comparable coverage under another plan. Employees opting not to participate in medical coverage must notify the Personnel Department no later than October 1 of each year, provide documentation at that time that they have comparable coverage, and sign the applicable declaration. Employees who elect to waive medical benefits shall be provided with a $1200 annual payment. The payments shall be reduced on a pro-rata basis for less than full-time employees and for new Management employees who waive coverage for less than a full year. Employees shall have their waiver payments made by check no later than December 31.

To be reinstated under the medical plan, Management employees must apply during the annual January open enrollment period.
H. Management personnel shall be granted sick leave at the rate of one day per month. Up to seven (7) days of sick leave in any fiscal year may be used for Personal Necessity.

I. Management personnel will receive a one-time $1,000 bonus for receiving an earned doctorate from an accredited institution while employed by the District.

J. In the event of layoff, classified management employees shall receive forty-five (45) days advance notice and certificated/educational administrators shall receive a March 15 notice (as per Education Code 72411 and 72411.5) for release from an administrative position.

K. Exceptions to this salary schedule are permissible upon the recommendation of the President and approval of the Board of Trustees.

L. Certificated/Educational Administrators become members of the State Teachers' Retirement System. A set percentage of gross income is deducted from the employee’s gross amount and the remaining net is taxable. The District contributes the normal employer contribution rate for all Educational Administrators. For Classified Administrators, the District pays the normal employee and employer contribution to the Public Employees' Retirement System. Under both systems, an employee is vested after five full-time years.

M. Retirement Benefit Program

1. Eligibility

A management employee who is fifty (50) years of age or older and a PERS member, and fifty-five (55) years of age or older and a STRS member and who desires to apply for the Retirement Benefit Program must be eligible and apply for service retirement under their respective plans.

2. Employment of Retirees

The District may offer employment to retirees subject to the restrictions of PERS and STRS regarding time to be worked or maximum salary; District and retiree will mutually agree on need/time/salary.

3. Program Participation

A certificated/educational administrator who is interested in participating in the program shall notify the District no later than February 1 of each fiscal year. A classified administrator who is interested in participating in the program shall notify the District thirty (30) days prior to such participation.

4. Benefits

For employees hired prior to 10/14/86 and who have at least ten (10) years of full-time service, the District will provide paid medical and dental coverage with benefits equal to those in effect at the time of retirement to the retiree and one dependent until the retiree attains age seventy (70) or the retiree's death, whichever is sooner. The District will provide the retiree and one dependent medical and dental coverage in each fiscal year following retirement as provided to current supervisory employees; if the District no longer provides a specific type of health or dental plan as provided at the time of retirement (i.e., Health Net, Kaiser, Delta Dental), the retiree may select a plan as made available each fiscal year to current supervisory employees of this group. The retiree may change carriers during the annual open period. The rates paid by the District for the retiree and one dependent shall be the rates paid for current supervisory employees; the retiree and dependent shall be responsible for paying any future increases that are charged to supervisory employees of this group. The employee shall be required to file for any other State or Federal government-sponsored programs for which he/she may be eligible as an offset to the District obligation for the health benefit. For employees hired after 10/14/86, the District does not provide post-retirement benefits.

N. Managers may teach a class, outside of their regular workweek in their management position, with the approval of the President. Pay for the teaching assignment will be computed at the overload rate for the certificated salary placement to which the manager is entitled. Teaching assignments shall not conflict with any provisions of collective bargaining agreements.
### III. PLACEMENT OF MANAGEMENT POSITIONS ON THE MANAGEMENT SALARY SCHEDULE

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>POSITIONS DESIGNATED TO LEVELS</th>
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</thead>
</table>
| 7     | Vice President of Student Services  
       | Vice President of College Operations  |
| 6     | Executive Director, Human Resources and Labor Relations  
       | Director of Modernization  
       | Director of Information Technologies  
       | Executive Director of Communications, Community Relations and Advancement  |
| 5     | Dean of Arts and Humanities  
       | Dean of Enrollment Management  
       | Dean of Math, Sciences, and Learning Technology  
       | Dean of Student Development and Special Services  
       | Dean of Workforce Development, College & Community Partnerships  
       | Director of Planning Research and Institutional Effectiveness  |
| 4     | Director of Financial Aid and Career Services  
       | Director of Fiscal Services  
       | Director of Health Sciences  
       | Director of Learning Resources  |
| 3     | Director of Maintenance and Operations  
       | Director of Physical Education and Athletics  
       | Director of Student Affairs and Health Center  
       | Director of Community Education, Lifelong Learning and International Education  |
| 2     | Chief of Police/Director of Safety  |
| 1     | Director of Academic Services and Articulation  
       | Director of Child Development Program  |

Note: Since last salary schedule effective 7/1/2006: 1) Director of Child Development Program replaced Director of Child Care Programs; 2) Director of Planning Research and Institutional Effectiveness replaced Director of Organizational Development and Planning; 3) Director of Financial Aid replaced by Director of Financial Aid and Career Services.
**MARIN COMMUNITY COLLEGE DISTRICT**  
Kentfield, CA 94904

**BOARD AGENDA ITEM**

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<th>To:</th>
<th>Board of Trustees</th>
<th>Date: September 18, 2012</th>
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<tbody>
<tr>
<td><strong>Subject:</strong></td>
<td>Educational Management Personnel Recommendations</td>
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<td><strong>Reason for Board Consideration:</strong></td>
<td>ENCLOSURE</td>
<td><strong>Enclosure(s):</strong> Recommendations</td>
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**BACKGROUND:**

The Educational Management Personnel Recommendations are attached.

1. The Superintendent/President has determined that the Vice President of Student Services position should be filled at 1.0 FTE in order to appropriately support student services programs.

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

**RECOMMENDATION:**

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

**Administrator Initiating Item:**  
Anita Morris, Interim Executive Director of Human Resources and Labor Relations
1. **Educational Management Request For Increased Assignment**

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**BACKGROUND INFORMATION:**

1. Ms. Angelina Duarte’s assignment as Interim Vice-President of Student Services has increased from .50 to 1.0 FTE effective 10/1/12-12/15/12.
BACKGROUND:

The accompanying information includes forty-three budget transfers in August 2012 totaling $101,734 in the Unrestricted Fund.

There were nine budget transfers in August 2012 totaling $7,965 in the Restricted Fund including one transfer to the Restricted Reserve Contingency Fund for $1,678 for the Student Aid.

There were no budget transfers in the Child Development Fund.

There were five budget transfers in the Measure C Fund in August 2012 for $1,132,000 including four from Measure C Reserve Contingency Fund for $1,032,000 of which $287,000 was for continuing contracts annual rollover, $570,000 for Performing Arts Modernization and $175,000 for the New Science/Math/Nursing Project.

Net effect of transfers for the Month.

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<th>Object Code</th>
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<th>Capital Outlay</th>
<th>Measure C Bond</th>
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*Includes utilities, consultants, travel, legal services, maintenance contracts, etc.
**Includes contingency reserves, financial aid awards, and inter-fund transfers.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the August 2012 Budget Transfers.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
### August 2012 BUDGET TRANSFERS

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<tr>
<td>38</td>
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<td>0.00</td>
<td>300.00</td>
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</tr>
</tbody>
</table>

**TOTAL GENERAL FUND**

$1,075.00 $1,850.00 $0.00 $50,307.09 $65,764.60 $13,365.09 $1,177.51 $1,000.00 $7,964.51 $109,099.01

**Child Care Fund**

- 0.00
- 0.00

**TOTAL CHILD CARE FUND**

- 0.00
- 0.00

- 0.00
- 0.00

- 0.00

**TOTAL MEASURE C FUND**

$100,000.00 $302,000.00 $1,032,000.00 $0.00 $0.00 $0.00 $0.00

**TOTAL ALL FUND**

$1,275.00 $1,850.00 $0.00 $10,397.09 $34,255.40 $945,365.00 $1,930,322.49 $10,03 $1,159,854.51

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

<table>
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<th>Object Code</th>
<th>4000</th>
<th>4000</th>
<th>5000</th>
<th>5000</th>
<th>5000</th>
<th>6000</th>
<th>6000</th>
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</table>

**Total Measure C budget transfers were funds remained within same account code**
To: Board of Trustees
From: Superintendent/President
Subject: Warrant Approval for Month of August 2012

Reason for Board Consideration: CONSENT APPROVAL

Enclosure(s): Warrant Listing

BACKGROUND:

Attached are the numbers and amount of warrants prepared for purchase orders already issued, purchase orders previously approved for purchases over $15,000 for labor or $50,000 for materials and supplies and direct charges. Warrant registers are available in Fiscal Services for review. For the period 08/01/2012 through 08/31/2012, warrants 154115-154569 were issued in the total amount of $4,567,471.

Payroll warrants 10014327-10014641 and payroll automated clearing house warrants 50018195-50018733 totaled $2,011,016 for the month of August.

Total amount of warrants for the month of August were $6,578,487.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the payments for goods and services.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
DATE: September 18, 2012

TO: Members of the Board of Trustees

SUBJECT: Payment for Goods and/or Services ratified

Per Board Bylaw 1.5310, Section i-7, it is recommended that warrants 154115-154569 in the amount of $4,567,471 for the period 08/01/2012 through 08/31/2012 be approved for payment. For the period 08/01/2012 through 08/31/2012, payroll warrants 10014327-10014641 were issued and payroll clearing house warrants 50018195-50018733 for a combined payroll total of $2,011,016. Copies of invoices and individual warrants are available for review in the Fiscal Services Office. I certify that the warrants listed are proper payments of invoices for previously approved purchase orders, agreements, contracts, utilities, materials, services, claims and payroll. Total warrants for August 2012 were $6,578,487.

President or Designee

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

Warrant totals distributed by fund and expense category as follows:

General Fund Breakdown:

<table>
<thead>
<tr>
<th>Unrestricted Fund</th>
<th>Amounts</th>
<th>Restricted Fund</th>
<th>Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies</td>
<td>$34,046</td>
<td>Supplies</td>
<td>$15,103</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>447,882</td>
<td>Operating Expenses</td>
<td>81,140</td>
</tr>
<tr>
<td>Capital Expenditures</td>
<td>39,585</td>
<td>Capital Expenditures</td>
<td>3,234</td>
</tr>
<tr>
<td>Student Refunds</td>
<td>7,240</td>
<td>Student Aid</td>
<td>2,750</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$528,753</strong></td>
<td></td>
<td><strong>$102,227</strong></td>
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</tbody>
</table>

Totals of all Funds:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted Fund</td>
<td>$528,753</td>
</tr>
<tr>
<td>Restricted Fund</td>
<td>102,227</td>
</tr>
<tr>
<td><strong>Total General Fund</strong></td>
<td><strong>$630,980</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Child Development Fund</td>
<td>874</td>
</tr>
<tr>
<td>Investment Trust Fund</td>
<td>0</td>
</tr>
<tr>
<td>Self Insurance Fund</td>
<td>56,744</td>
</tr>
<tr>
<td>Payroll and Benefits</td>
<td>3,422,325</td>
</tr>
<tr>
<td>Bond Interest &amp; Redemption Fund</td>
<td>1,675</td>
</tr>
<tr>
<td>Measure C Bond Fund</td>
<td>2,465,889</td>
</tr>
<tr>
<td><strong>Subtotal Other Funds</strong></td>
<td><strong>$5,947,507</strong></td>
</tr>
<tr>
<td><strong>Total Payments</strong></td>
<td><strong>$6,578,487</strong></td>
</tr>
</tbody>
</table>
MARIN COMMUNITY COLLEGE DISTRICT  
Kentfield, CA 94904  

BOARD AGENDA ITEM

<table>
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<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
<th>September 18, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No.</td>
<td>C.9.H.</td>
</tr>
<tr>
<td>Subject:</td>
<td>Declaration of Surplus Property – Miscellaneous Equipment</td>
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<tr>
<td>Reason for Board Consideration:</td>
<td>CONSENT APPROVAL</td>
<td>Enclosure(s):</td>
<td>List of Equipment</td>
</tr>
</tbody>
</table>

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

A. J. Harrison II, Vice President of College Operations
<table>
<thead>
<tr>
<th>Campus</th>
<th>Dept</th>
<th>Quant</th>
<th>Detailed Description</th>
<th>Inventory #</th>
<th>Age</th>
<th>Condition</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>KTD</td>
<td>Maintenance &amp; Operations</td>
<td>1</td>
<td>1997 Ford F250 Natural Gas Van last vin 70429</td>
<td>n/a</td>
<td>15 years</td>
<td>Fair, needs new CNG Tank</td>
<td>Dispose</td>
</tr>
<tr>
<td>KTD</td>
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<td>1</td>
<td>1997 Ford F250 Natural Gas Van last vin 70430</td>
<td>n/a</td>
<td>15 years</td>
<td>Fair, needs new CNG Tank</td>
<td>Dispose</td>
</tr>
<tr>
<td>KTD</td>
<td>Maintenance &amp; Operations</td>
<td>1</td>
<td>1997 Ford Pick-Up las vin 13897</td>
<td>n/a</td>
<td>15 years</td>
<td>Fair, needs new CNG Tank</td>
<td>Dispose</td>
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</table>
BACKGROUND:

At the August 21, 2012 Board of Trustees meeting, a recommended proposal to revise Board Policies in Chapter 3 General Institution, Chapter 4 Academic Affairs, Chapter 5 Student Service, and Chapter 7 Human Resources was included in the agenda for a first reading.

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

- BP 3420 Equal Employment Opportunity
- BP 3520 Local Law Enforcement
- BP 3715 Intellectual Property
- BP 3820 Gifts
- BP 4020 Program, Curriculum and Course Development
- BP 5800 Prevention of Identity Theft in Student Financial Transactions
- BP 7130 Compensation
- BP 7380 Retiree Health Benefits – Academic Employees

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve adoption of Board Policies 3420, 3520, 3715, 3820, 4020, 5800, 7130, 7380.
BP 3420    EQUAL EMPLOYMENT OPPORTUNITY

References:
Education Code Sections 87100 et seq.;
Title 5 Sections 51010 and 53000 et seq.

The Marin Community College District shall assure that effort is made to build a community in
which opportunity is equalized and community colleges foster a climate of acceptance with the
inclusion of faculty and staff from a wide variety of backgrounds. The District agrees that
diversity in the academic environment fosters cultural awareness, mutual understanding,
respect, harmony, and suitable role models for all students. Therefore, the District is
committed to promoting equal employment through a continuing equal employment
opportunity program.

The Superintendent/President shall develop, for review and adoption by the Board of Trustees,
a plan for equal employment opportunity that complies with the Education Code and Title 5
requirements as from time to time modified or clarified by judicial interpretation.

❖ From current College of Marin Policy 7.0001 titled Staffing Diversity/Affirmative
Action/Equal Opportunity

Marin Community College District is committed to cultural, racial, and ethnic understanding
and diversity. The Board believes these democratic principles can best be learned in the
presence of faculty and staffs of different cultures, races, and ethnic groups, as well as both
sexes working together. It, therefore, advocates action to provide equal opportunity for all
Marin Community College District students and staff regardless of race, ethnicity, religious
creed, age, sex, sexual preference, national origin, marital status, medical condition (cancer),
physical disability, or status as a Vietnam-era veteran.

Therefore, the Superintendent/President shall ensure that, in accordance with state and federal
statutes:

1. There is no unlawful discrimination in District hiring practices, programs, and activities.
2. A process is established for initiating an investigation of complaints of alleged harassment/discrimination at the District level within 30 days of the reporting of the incident.

3. A District Staff Diversity/Affirmative Action Program is established to promote staff diversity through effective representation of ethnic groups, women, and the physically disabled in District hiring programs and activities. Such Program shall be evaluated annually to determine the extent to which it is effective.

Nothing in this policy shall be construed to prohibit the District from administering, or assisting in the administration of, scholarships, fellowships, or other forms of financial aid, established pursuant to domestic or foreign wills, bequests, trusts, or similar legal instruments by acts of a foreign government, which require that awards be made to members on the basis of race, religious creed, age, sex, sexual preference, national origin, marital status, medical condition (cancer), physical disability, or status as a Vietnam-era veteran, provided that the overall effect of the award of these restricted scholarships, fellowships, and other forms of student financial aid does not discriminate on the basis of race, religious creed, age, sex, sexual preference, national origin, marital status, medical condition (cancer), physical disability, or status as a Vietnam-era veteran.

From current College of Marin Procedure 7.0001 DP.1 titled Staff Diversity/Affirmative Action/Equal Opportunity

District Policy 7.0001 requires a process for investigation and resolution of complaints of alleged discrimination based on race, color, religion, age, sex, sexual preference, national origin, marital status, medical condition (cancer), handicap, or status as a Vietnam-era veteran. The policy also requires an annual evaluation of the District Affirmative Action Program. In order to implement these requirements, the following procedure will be used:

1. Affirmative Action Advisory Committee

The President will select a five-person committee from recommendations made by the Academic, Classified, and Student Senates. The Affirmative Action Officer will be a member of the Committee. Efforts will be made to assure an ethnic and gender diversity on the committee. The Committee will:

A. Develop an Affirmative Action Plan to be reviewed annually by the Personnel Advisory Committee.

B. At its discretion, evaluate District policies, programs, processes and actions for their effect on Affirmative Action. These evaluations will be sent to the President along with recommendations for needed changes.
C. Sit as a hearing body for complaints alleging discrimination, including complaints on accessibility of facilities and programs under Section 504 of the Rehabilitation Act of 1973.

2. Affirmative Action Complaint Process

This complaint process is available to students, the public, and District staff who cannot use the grievance processes available in the collective bargaining agreements. It cannot be used in addition to or in lieu of District labor contract provisions. All "days" in the following process are calendar days.

A. Any person alleging discrimination, or exclusion from facilities or programs because of a handicap, should try within five (5) days to discuss the problem with the District employee(s) alleged to have committed the discriminatory or exclusionary act. The purpose of this discussion is to attempt to resolve the problem constructively, informally and quickly.

B. If within five (5) days a resolution is not reached, or within ten (10) days if a resolution is not attempted, the complainant may submit the complaint in writing to the Affirmative Action Officer who will present it to the appropriate first level District manager or supervisor and advise the complainant on the District process, the State Chancellor's discrimination complaint process, and other applicable agencies. The Affirmative Action Officer will also complete the Discrimination Complaint Form and assume responsibility for seeing that District deadlines are met.

C. The Manager or Supervisor will respond within three (3) days to the complainant and give a copy of the response to the Affirmative Action Officer.

D. If the complainant is not satisfied with the response, he or she has five (5) days to submit a written rebuttal to the Affirmative Action Advisory Committee through the Affirmative Action Officer.

E. The Committee will meet, obtain any necessary additional information in writing or orally from the complainant, the person or persons against whom the allegation is made, and the Manager, and prepare a recommendation to the President for the resolution of the issues involved.

F. The President will respond to the complainant. Steps E and F shall be completed within eight (8) days after receipt of the rebuttal submitted in Step D.

G. If the complainant is not satisfied with the response, he or she may file a complaint with the Chancellor of the California Community Colleges in accordance with Administrative Code 59320 et seq. or with other applicable agencies. The process through the
Chancellor's Office must be started within 120 days of the alleged unlawful discrimination.

NOTE: The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current College of Marin Policy 7.0001 titled Staffing Diversity/Affirmative Action/Equal Opportunity adopted on 9/30/81 and revised on 4/9/85, 6/8/88, and 6/25/91 and College of Marin Procedure 7.0001 DP.1 titled Staff Diversity/Affirmative Action/Equal Opportunity approved on 4/29/88. The language struck through is recommended for deletion. This document was reviewed on March 29, 2012, April 24, 2012, and May 22, 2012 by the Executive Dean of Human Resources.

Date Adopted:
(Replaces current College of Marin Policy 7.0001 and Procedure 7.0001 DP.1)
BP 3520 LOCAL LAW ENFORCEMENT

References:
Education Code Section 67381;
34 Code of Federal Regulations Part 668.46(b)(4)

Each campus or center of the District, on behalf of each campus or center, the District shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.

The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request.

The Marin Community College District encourages accurate and prompt reporting of all crimes to the District Police Department and/or the appropriate police agencies. The Superintendent/President shall establish procedures that encourage pastoral* counselors and professional* counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

* See Clery Act definitions for pastoral and professional counselors in AP 3515 titled Reporting of Crimes and AP 3520 titled Local Law Enforcement.

Date Revised:
Date Adopted: March 17, 2009
(This is a new policy recommended by the League and the League's legal counsel)

NOTE: The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore) from legal Update 19 disseminated to districts in August 2011. The language in black ink is from current College of Marin Board Policy 3520 titled Local Law Enforcement adopted on 3/17/2009. The language struck through is recommended for deletion. The language in underlined italics reflects revisions from Chief Lemay on 5/12/2012. This policy was reviewed by the Task Force and recommended to move forward.
BP 3715    INTELLECTUAL PROPERTY

References:
17 U.S. Code Sections 101 et seq.;
35 U.S. Code Sections 101 et seq.; and
37 Code of Federal Regulations Sections 1.1 et seq.

The Superintendent/President shall develop procedures that define the rights, interests, protection and transfer of intellectual property created by the District employees and students.

NOTE: The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). This policy was reviewed by Susan Andrien on 3-29-11. This policy was reviewed Susan Andrien on 2-9-12. Reviewed by Linda Beam 4/16/12. Approved by the Academic Senate to move forward to the Board 5/10/12.

Date Adopted:
(This is a new policy recommended by the League and the League’s legal counsel)
BP 3820  GITS

References:

Education Code Sections 72122 and 72205

- From current College of Marin Policy 7.0038 titled Gifts, Donations and Bequests

The Board of Trustees shall consider all gifts, donations, and bequests made to the District. Such consideration may be through the College of Marin Foundation which acts solely on behalf of the District or to the College directly. The Board reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete the resources of the District.

The District shall assume no responsibility for appraising the value of gifts made to the District.

Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise or entity.

In no event shall the District accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of race, sex (i.e. gender), color, religion, national origin, age, disability or sexual preference, nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, or physical or mental disability, or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity. (See BP/AP 3410 titled Nondiscrimination)

- From current College of Marin Policy (no number – embedded in 7.0038) titled Gifts of Works of Art

Policy as respects acceptance, placement, maintenance and de-accession:

The Board of Trustees of the Marin Community College District is committed to providing aesthetic and intellectual stimuli to a broad public, including the college community, alumni and District residents through direct access to innovative, quality arts experiences. On behalf of College of Marin, the Board welcomes and encourages offers of gifts and other proposals for acquisition of works of art that will enhance the College, its buildings, grounds and natural features.

The Board, as part of its fiduciary responsibility, must exercise control over the acquisition of works of art because resources for such acquisitions and for the maintenance thereafter are limited. Failure to exercise such control could result in creating serious problems of maintenance, cataloguing and unmet
expenses. Consideration of recommendations as respects gifts of works of art that require Board approval may only take place at a regularly scheduled public meeting of the Board of Trustees where the item is posted under the section for Other Action Items.

I. Purpose

The Board of Trustees acknowledges that acquisitions for and the subsequent preservation, enhancement and diversification of its art collection are important to College of Marin. It further acknowledges that appropriate gifts beautify the College, encourage the appreciation of fine art in a variety of media and styles, offer enjoyment in the college community and general public and memorialize important aspects of college tradition and culture.

The Trustees believe and support these concepts:

- A fully-developed environment includes art
- Art must be integrated into daily life
- Arts education fosters a culturally-aware society and a creative workforce

II. Basic Principles

Acceptance of gifts of art by the College will be guided by the following assumptions:

- Art works are for the education and enjoyment of students, staff and the general public
- Art works will enhance the beauty of the chosen site
- The entire college is an "environmental work of art"; consequently all art will be seen as part of the greater whole
- A variety of art, media and style will be represented throughout the College.

III. Acceptance Process

The process to be followed for the consideration of gifts and proposals for the acquisition is necessary to ensure that proposed works of art:

- Complement and respect the educational environment of the College
- Are appropriate to the setting, history, traditions and mission
- Do not impose unexpected or unsupportable burdens on the College (such as frequent need for maintenance and repair, liability or security costs)

A. Arts Advisory Committee (AAC)

A permanent standing committee will be formed which will have the responsibility for review of all proposals for acquisition, submit recommendations to the full Board of Trustees at a public meeting, and will work with the artist/donor(s) to ensure the successful installation and maintenance of accepted works of art.

The AAC will be composed of individuals who are knowledgeable in the arts in addition to having responsibility for meeting the goals of the College while protecting its resources. The committee will include: one Trustee from the College Board, the College President, one member of the College art faculty, one member of the College of Marin Foundation Board and the Executive Director of the COM Foundation. The AAC may use other experts to serve as advisors on artistic, technical or legal issues.
B.—Strategic Issues for Consideration—Criteria
- Educational appropriateness for College of Marin
- Environmental “fit” within available locations/sites
- Durability of art-work’s materials
- Type and extent of maintenance that must be provided and support for such maintenance
- District’s obligations for maintaining the art-work
- Appropriate insurance coverage and costs of coverage for accepted art-work

C.—Additional Issues for Consideration
- Plaques—modest in size with concise appropriate wording
- Donor recognition—name of individual(s) and/or name of group/agency included on the plaque only if donor(s) is responsible for all or majority of donation
- Agreement by donor that:
  - Indoor works of art may be moved from location or building where originally placed
  - College has right to move outside works of art to meet its changing needs for building sites and landscape alteration

D.—Steps of the Process

Preparing for presentation to AAC—All prospective donors are asked to first contact the Executive Director of the COM Foundation who will provide them with a copy of this policy’s criteria guidelines, as well as a list of documentation requested by the AAC. The donors should be prepared to present the following:
- Information about the work(s) of art, including materials, concept and purpose, artist biography, date of creation of the piece and history, any awards or critical notice it has garnered, any additional information donor may have that would be useful to the AAC for its consideration.
- Information about the donor(s), their background and association with the College and any additional information donors may wish to share as to why this donation is being offered.
- Any technical issues related to the materials, care and installation needs such as hanging, arrangements, bases, pedestals or concerns relating to specific environmental conditions (excessive sunlight, moisture, etc.) that might affect the work of art.
- Clear photographs of the artwork or when the creation of a piece of artwork for the College is proposed, an illustration or model that accurately depicts the dimensions and appearance of the work of art.

Presentation to the Art Advisory Committee—After all pertinent documentation has been supplied to the AAC, the committee will evaluate the art work in relation to the developed criteria with advice from the Director of Maintenance and Operations regarding location, installation or maintenance, if needed. Additional considerations that may be addressed:
- Works of art with moving parts must be carefully evaluated for their potential for breakage and future need of repair.
- For outside art, the following must be taken into consideration:
- Additional costs for relocation or repair of utility lines, light fixtures, paving, landscaping, etc., during installation
- Safety concerns — Avoidance of conflicts with underground utility lines and vehicle, pedestrian and wheelchair circulation.

Recommendations of the AAC — The Art Advisory Committee will submit all recommendations, with written back-up materials, to the full Board of Trustees to be taken up on its agenda, as an item under the section for Other Action items, at a regularly scheduled public meeting of the Board. All actions of the Board on the AAC recommendations will take place in the public meeting.

E. Notification to Donor(s) — The College District will notify the donor(s), in writing, as to the recommendation of the AAC and the decision of the Board of Trustees.
   • Acceptance
     Letter sent, signed by President of the Board of Trustees, President of the COM Foundation and President of College of Marin, listing proposed work(s) of art including artist, title, date of work, medium and size.
     COM Foundation prepares a Gift/Endowment Report.
     AAC implements the recording, cataloguing and classifying of the work for the District and Foundation records.
   • Refusal
     Letter sent, signed by above, with short explanation of declination when appropriate.

IV. Placement

The College will display indoor and outdoor works of art in locations that are accessible to viewing by the general population and visitors, including those with physical disabilities, so that they can be fully appreciated and enjoyed. Works of art (individual pieces, parts of collections and entire collections) may not always be on public display and may be rotated and/or stored by the College.

V. Works of Art Endowment Fund

Funds are not always available in the College’s annual budget for the maintenance of a collection of artworks. Therefore, a permanent endowment will be established, through the COM Foundation, to help cover the costs of regular and appropriate maintenance of all art acquisitions, the rotation and storage of works of art, as well as the cost of acquisitions and deaccessions.

VI. Maintenance/Record/Keeping

Maintenance — The donor will prepare a written statement that addresses the customary maintenance requirements for the work(s) of art. It should be established before acceptance that the cost of such maintenance is within the resources available for maintenance of the collection of artworks at the College.
Archive/Cataloguing of the Artwork—The College and the Foundation will each maintain an active archive of photographic documentation, records of maintenance and fabrication materials and details of installation.

VII. De-accession

The College will retain the right to de-access any item which no longer demonstrably enhances the existing collection. Such de-accession of the artwork(s) will be related to criteria set forth here to be used by the AAC for its recommendation for action to the full Board of Trustees.

Funds realized from the sale of de-accessioned artwork(s) will be placed in the endowment fund and will only be used to augment the College’s collection of artworks in a manner that will fulfill the purposes of the College and the intent of the original donor.

A. Criteria to be used by AAC

- Piece is no longer relevant to and/or consistent with the College’s purposes and activities
- Piece no longer maintains its integrity
- Piece is an unnecessary duplication of other pieces in collection, including pieces which are repetitive of similar themes in a similar medium
- Piece cannot adequately be cared for in a professionally accepted manner
- Disposition of the piece, under specified circumstances, would ultimately improve or refine the collection

B. Methods of De-Accession

- Sale or Exchange
  - The College will honor all legal restrictions attached to a gift of a work of art. In addition, stipulations which do not impose accompanying legal obligations shall be respected to the extent possible.
  - Reasonable means will be used to locate the donor. If the donor is no longer living, college judgment will prevail. Decisions will consider the donor’s original wishes.
  - Sale or exchange will be carried out in accordance with all applicable State and Federal laws including the State of California Resale Royalties Act.

C. Sale at Auction

Whenever practical, de-accessioned works of art will be sold at public auction. The auction house will determine if the artist is living and take responsibility for the terms and conditions set forth in the California Resale Royalties Act of 1976.

D. Other

In the event a particular work of art is deemed unsuitable for sale, the AAC may recommend other means of de-accession after all reasonable efforts have been made to locate the donor(s) and offer to return the particular piece of art.

E. Process for De-Accession
A particular work of art will be presented to the AAC for consideration on de-accession.

The AAC shall ascertain, with the advice of legal counsel, if necessary, that there are no legal restrictions upon the de-accession before presenting to the Board of Trustees for approval.

The AAC will use all reasonable means to locate the donor(s).

The AAC will advise the donor(s) in writing of the intention to sell, exchange or return a work of art.

The AAC will review the sales process, approve specific terms and set forth such terms in a Letter of Agreement, to be signed by the College President and the Executive Director of the COM Foundation.

The AAC will record all de-accessioned objects in its permanent records, giving copies to the College and the Foundation.

The COM Foundation will initiate appropriate accounting and recording procedures for the de-accession.

The AAC will recommend the best use of the fund obtained from sale or exchange. All such funds are to be deposited in the endowment account established for works of art. Subsequent purchases will be chosen by the AAC, with approval of the Board of Trustees, in a manner that would fulfill the purpose of the College, as set forth here, and the intent of the original donation, bequest or appropriation.

Also see BP/AP 2800 titled Naming of Facilities and BP/AP 2710 titled Conflict of Interest

NOTE: The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current College of Marin Policy 7.0038 titled Gifts, Donations and Bequests adopted on 12/10/02 and Policy (no number) titled Gifts of Work of Art adopted on 12/10/02. The language struck through is recommended for deletion. The language in bold underlined italics was updated to reflect current protected categories 4/11/12. The language in underlined italics added by President Coon 4/12/12. Approved to move forward by President Coon 4/12/12.

Date Adopted:
(Replaces College of Marin Policy 7.0038)
BP 4020  PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

References:
- Education Code Sections 70901(b), 70902(b), 78016, 78300;
- Title 5 Sections 51000, 51022, 51956, 55000-55225;
- U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;
- 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8

The District shall offer credit, noncredit, and community services classes in conformance with definitions and a classification system consistent with state law.

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. The Superintendent/President shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:
- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development; and
- consideration of job market and other related information for career and technical programs.

All new credit and noncredit courses, programs, certificates, and degrees must satisfy the conditions authorized by Title 5 regulations, shall be approved by the Board of Trustees, and shall be submitted to the California Community College Chancellor’s Office for approval as required. In addition, all course and program deletions shall be approved by the Board of Trustees.

The total educational program of the District shall be reviewed continuously with respect to its value to the students enrolled and in meeting the needs of the community.

Credit Hour
Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The Superintendent/President will establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The Superintendent/President shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable. The Superintendent/President shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

- From current College of Marin Policy 2.0006 titled Off-Campus Credit Instruction

The Board recognizes that the District's mission to provide educational opportunities may include the placement of credit programs and courses in locations other than the college campuses. The Board, therefore, directs the Superintendent/President to assess the need for off-campus credit instruction and to offer such Board-approved programs and courses in a manner which complies with the academic responsibilities and governance requirements of the District.

Date Revised:
Date Adopted: July 27, 2010
(Replaces College of Marin Policies 2.0006, 2.0013 and 2.0017)

NOTE: The language in underlined regular text is from legal Update 19 (disseminated to districts in September 2011) and Update 20 (disseminated to districts in April 2012). The language in regular text is from current College of Marin Policy BP 4020 titled Program Curriculum and Course Development adopted 7/27/2010. College of Marin Policy 2.0006 titled Off-Campus Credit Instruction adopted 2/24/82 and revised on 1/12/85 is recommended for deletion because it is out of date. Reviewed by Dean of Enrollment Services on 2/8/12 and 4/24/12. This document was reviewed by the Academic Senate President on 4/25/12. Approved by Academic Senate 5/17/12.
BP 5800  PREVENTION OF IDENTITY THEFT IN STUDENT FINANCIAL TRANSACTIONS

References:
Fair and Accurate Credit Transactions Act (FACT Act) 15 U.S. Code Section 1681m(e)

The District is required to provide for the identification, detection, and response to patterns, practices, or specific activities ("Red Flags") that could indicate identity theft of students when the District serves as a creditor in relation to its students. When applicable, the Superintendent/President is directed to develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

NOTE: The underlined regular text signifies language that is legally required. This new policy was recommended by the CC League and the League’s legal counsel in Update #15 disseminated to districts in September 2008. This policy was created to comply with the Fair and Accurate Credit Transactions Act (FACT Act), a new federal law that requires any public agency which establishes “covered accounts,” i.e. accounts that involve multiple payments or transactions, to implement a program to monitor for identity theft. Reviewed by Dean of Enrollment Services on 4-24-12. This document was reviewed by the Vice President of College Operations on 5-21-12.

Date Adopted:
(This is a new policy recommended by the CC League and the League’s legal counsel)
BP 7130 COMPENSATION

References:
Education Code Sections 70902(b)(4), 87801, and 88160;
Government Code Sections 3543.5 and 53200;
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid
Programs under Title IV of the Higher Education Act of 1965, as amended.

Salary schedules, compensation, and benefits (including health and welfare benefits) for all classes of
employees and each contract employee shall be established by the Board of Trustees.

The Superintendent/President shall be responsible for the administration of the salary schedules. For
unrepresented employees, exceptions to salary schedules and conditions contained therein may be
made upon the recommendation of the Superintendent/President and with the approval of the Board.

Prohibition of Incentive Compensation
Except as applicable to foreign students residing in foreign countries who are not eligible to receive
federal student assistance, the District shall not provide any commission, bonus, or other incentive
payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any
person or entity engaged in any student recruiting or admission activities or in making decisions
regarding the award of student financial assistance. Employees covered by this ban shall be referred to
as "covered employees" for purposes of this policy.

Date Revised:
Date Adopted: March 17, 2009
(Replaces College of Marin Policy 5.0015)

NOTE: The language underlined regular text is legally required from legal Update 19 disseminated to
districts in August 2011 to comply with recently enacted U.S. Department of Education regulations.
Reviewed on April 24, 2012 by the Executive Dean of Human Resources.
BP 7380 RETIREE HEALTH BENEFITS – ACADEMIC EMPLOYEES

References:
- Education Code Sections 7000 et seq.

The District shall permit any former academic employee who has retired from the District to enroll in the health and welfare benefit plan and/or dental care benefit plan currently provided to its current academic employees. In addition, the District shall also permit the enrollment of the surviving spouse of any former academic employee who either retired from the District or was, at the time of his/her death, employed by the District as an academic employee and a member of the State Teacher’s Retirement System. **Enrollment shall be in accordance with the criteria specified in the respective collective bargaining agreement, the Consolidated Omnibus Budget Reconciliation Act (COBRA), and/or under the rules of the District-sponsored plan.**

**Enrollment pursuant to this policy shall be at the retiree or surviving spouse’s own expense.**

Any former academic employee or surviving spouse may enroll in the District’s health and welfare benefit plans only once pursuant to this policy. A retired academic employee or surviving spouse who voluntarily terminates coverage under this policy may be excluded from obtaining coverage again.

The Superintendent/President shall establish procedures as may be deemed necessary to administer this policy in accordance with Education Code Sections 7000 et seq.

**Also refer to the applicable collective bargaining agreement.**

**NOTE:** The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **underlined italic** reflects revisions made by the Executive Dean of Human Resources on April 24, 2012 and May 22, 2012.

Date Adopted:
(This is a new policy recommended by the CC League and the League’s legal counsel)
BACKGROUND:
New contracts, amendments and change orders to Measure C bond modernization program contracts are listed below for Board approval or ratification. Full copies of the contract documents are available for review in the Swinerton office.

<table>
<thead>
<tr>
<th>Contract Description</th>
<th>Project Description</th>
<th>Original $</th>
<th>No. of Changes</th>
<th>This Change</th>
<th>Total Changes</th>
<th>Total Contract to Date</th>
<th>Contingency</th>
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</thead>
<tbody>
<tr>
<td>Construction Change Orders – Approval</td>
<td>SMCP Increments 2 &amp; 3 (305A)</td>
<td>$34,182,000.00</td>
<td>13</td>
<td>$153,647.00</td>
<td>$1,396,296.50</td>
<td>$35,538,296.50</td>
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<td></td>
<td>Child Study Center (303C)</td>
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<td>$26,935.00</td>
<td>$26,935.00</td>
<td>$2,170,935.00</td>
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Professional Services Amendments – Ratification

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<tr>
<th>Firm Name</th>
<th>Project Description</th>
<th>Original $</th>
<th>No. of Changes</th>
<th>This Change</th>
<th>Total Changes</th>
<th>Total Contract to Date</th>
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</thead>
<tbody>
<tr>
<td>ED2 International (see footnote #2)</td>
<td>Science Math Nursing Building Project (305A)</td>
<td>$6,650,000.00</td>
<td>6</td>
<td>$243,250.00</td>
<td>$605,418.50</td>
<td>$7,555,418.50</td>
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<tr>
<td>Noll &amp; Tam Architects &amp; Planners (see footnote #3)</td>
<td>Austin Science Center Alterations (Structural) Project (301B)</td>
<td>$30,000.00</td>
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<td>$111,160.00</td>
<td>$161,160.00</td>
<td>$191,160.00</td>
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<td>Environmental Science Associates</td>
<td>New Academic Center (303B) &amp; Child Study Center Project (303C)</td>
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<td>$0.00</td>
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<td>$311,676.00</td>
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Agreement For Services

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<tr>
<th>Firm Name</th>
<th>Project Description</th>
<th>Original $</th>
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<tbody>
<tr>
<td>Environmental Resource Group</td>
<td>Austin Science Center Relocation (850E)</td>
<td>$18,200.00</td>
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<tr>
<td>Environmental Resource Group</td>
<td>Austin Science Center Relocation (850E)</td>
<td>$29,254.00</td>
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<tr>
<td>Mobile Modular</td>
<td>Dance Relocation Project (850N)</td>
<td>$545.00</td>
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</table>

Footnotes:
1. This change order includes one PCO over $50,000. See Director’s report for details.
2. This ratification is for ED2’s amendment approved at last month’s meeting (action approval C.10.B.2). Added services resulted from changes DSA procedures and DSA review by a third party plan checker; extended review time by DSA, approximately 6 additional months for structural review; added services for waterproofing consultant to review envelope waterproofing details and added services for calculation to be submitted to DSA overhead storage requested by users.
3. This ratification is for Noll & Tam's amendment approved at last month's meeting (action approval C.10.B.7). Added services were for Phase 1: preparation of bid documents and budget for construction administration, and Phase 2: completion of programming and estimating.

**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

**To:** Board of Trustees  
**From:** Superintendent/President  
**Date:** September 18, 2012

| Subject: | Science Math Central Plant Complex Increment 2&3 Site Development & Building Project (305A)  
| Approve Subcontractor Substitution  
| Lathrop Construction Associates, Inc. |

**Reason for Board Consideration:**  
**Enclosure(s):**

## BACKGROUND:

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

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

- **Universal Brass, Inc.** — stainless steel handrails, stainless steel cabling and glass handrails work will be replaced by Wade Metal Products (*handrails portion of the project*) and Progress Glass Co., Inc. (*glass rail portion of the project*). *Reason: Universal Brass, Inc. is out of business.*

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

The work will be completed prior to the January occupancy of the building.

## FISCAL IMPACT:

None

## RECOMMENDATION:

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

---

**Administrator Initiating Item**  
Laura McCarty  
Director of Modernization

**Administrator Approving Item**  
Davis Wain Coon, Ed. D.  
Superintendent / President
BACKGROUND:

The attached list represent equipment left behind, or no longer needed, as a result of the move out/clean out of the Austin Science Center in preparation for the move into the new Science Math Nursing building. All of the furniture, fixtures & equipment on the lists have been reviewed and declared surplus by District personnel.

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

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

FISCAL IMPACT:

None

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees declare the items as surplus (as described on the attached list); declare that no single item or item lot is valued at $5,000 or more; and authorize the District to dispose of the equipment, pursuant to Education Code Section 81452(s), as the District feels is appropriate.
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<tr>
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<th>Room</th>
<th>Description</th>
<th>Detail</th>
<th>Condition (Poor, Fair, Good)</th>
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<td>OPEN TOP OF BOOKS</td>
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<td>CT YARD</td>
<td>OPEN TOP GLASS BOTTLES, MASON JARS &amp; SMALL BOTTLES</td>
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<td>CT YARD</td>
<td>OPEN TOP GLASS JARS, PLASTIC JARS, BOOKS, WORK BOOKS</td>
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<td>CT YARD</td>
<td>DENVER INSTRUMENTS CO. MOD-SP-600 SCALE</td>
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</table>
BACKGROUND:
The Fine Arts Building on the Kentfield campus was completed and occupied in January 2011. Since occupancy several mechanical issues have been identified by the Maintenance & Operations department and users as needing remedial modifications for functionality, safety, and maintenance. The issues are as follows:

- Mechanical Rm. 204 – Heat Pump units are not accessible for maintenance
- Rm. 301 – ventilation of fumes inadequate; geothermal pipes vibrate
- Acetylene torch piping system reconfiguration
- Add hood and flue at ceramics kiln
- Rm. 114 – Exhaust inadequate for silica dust
- Ceramics Yard – Dust collecting units are too loud
- Rm. 121 – VAV units too loud
- Add energy management system to building
- Hot water for room 301

This Professional Services Agreement scope will be for a Phase I which includes providing conceptual solutions and options including ROM cost estimates for each item. Work to be performed on a time and materials basis Not-to-Exceed $10,000.

Once the issues have been assessed, and solutions and cost estimates have been reviewed by the District, the items will be prioritized according to greatest need given funding available within the project. Items that exceed available funding will be placed on a “come-back” list for consideration at the end of the Bond along with other unmet needs. If these items are found to be the result of design error, recovery of their cost will be sought from responsible parties.

A second phase of professional services will be required to develop complete construction documents for public bidding of the work selected in Phase I.

FISCAL IMPACT:
This new Professional Services Agreement will be paid from Measure C Bond funds from the Fine Arts Building Project (306C), in an amount not to exceed Ten Thousand Dollars ($10,000).

RECOMMENDATION:
The President/Superintendent recommends that the Board of Trustees approve a new Professional Services Agreement for mechanical engineering assessment with Gayner Engineers for the Fine Arts Building MEP Modifications Project (306C) in the amount of $10,000.
MARIN COMMUNITY COLLEGE DISTRICT
RESOLUTION # 09/15/2012 C.10.A.
IN SUPPORT OF HISPANIC HERITAGE MONTH

WHEREAS, National Hispanic Heritage Month is traditionally observed from September 15 to October 15 of each year, and;

WHEREAS, Hispanic Heritage Month evolved from a “National Hispanic Heritage Week” Resolution of the U.S. Senate and House of Representatives approved on September 17, 1968, and;

WHEREAS, on September 15, 2009, the President of the United States of America expanded the one-week observance of Hispanic culture and contributions in America to one month, and;

WHEREAS, in recognition of the expanding prominence of the Hispanic contributions to American history, values, and culture, and;

WHEREAS, in recognition of the millions of Hispanic men and women who have migrated to the United States from Mexico, Puerto Rico, Cuba, and other Latin American countries in search of peace, freedom, educational opportunities, and a better future;

NOW, THEREFORE, BE IT RESOLVED, that the members of the Board of Trustees of the Marin Community College District hereby endorse Hispanic Heritage Month.

PASSED AND ADOPTED THIS 18th day of September, 2012, by the Board of Trustees of the Marin Community College District, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

I, David Wain Coon, Superintendent/President of the Marin Community College District and Secretary to the Board of Trustees of the Marin Community College District of Marin County, California, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by said Board at a regular meeting thereof, held at its regular place of meeting at the time and by the vote above stated.

______________________________
Dr. David Wain Coon
Secretary to the Board
**MARIN COMMUNITY COLLEGE DISTRICT**  
Kentfield, CA 94904

**BOARD AGENDA ITEM**

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
<th>September 18, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No.</td>
<td>C.10.B.</td>
</tr>
<tr>
<td>Subject:</td>
<td>Land Use Agreement with State of California Department of Water Resources, North Marin Water District and the Marin Community College District and Resolution Authorizing Use of Property</td>
<td></td>
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</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td>ACTION ITEM</td>
<td>Enclosure(s):</td>
<td>Land Use Agreement &amp; Resolution</td>
</tr>
</tbody>
</table>

**BACKGROUND:**
This Land Use Agreement and Resolution is submitted to the board for unanimous approval as required by Ed Code Section 81432 and has been revised and approved by the District’s Legal Counsel.

This Land Use Agreement is by and between the State of California, Department of Water resources, the North Marin Water District and the Marin Community College District to continue the use of a CIMIS (California Irrigation Management Information System) station at the Marin Community College District at the Indian Valley Campus. The Resolution authorizes use College property for this purpose.

It is anticipated that through this collaboration, the College of Marin will benefit significantly from the participation of the State Water Board and the North Marin Water District in providing state-of-the art technology for College of Marin students and the community to gain the skills and knowledge to manage water resources responsibility.

This CIMIS Station, to be located between the Pomo and Miwok Clusters on the green of the Indian Valley Campus, will further the educational program to advance the skills and knowledge of students, professionals and residents of the region in responsible water management practices.

The California Irrigation Management Information System (CIMIS) is a program of the Office of Water Use Efficiency (OWUE), California Department of Water Resources (DWR) that manages a network of over 120 automated weather stations in the state of California. CIMIS was developed in 1982 by DWR and the University of California, Davis to assist irrigators in managing their water resources efficiently. Efficient use of water resources benefits Californians by saving water, energy, and money

CIMIS weather stations collect weather data on a minute-by-minute basis, calculate hourly and daily values and store them in the dataloggers. A computer at the DWR headquarters in Sacramento calls every station starting at midnight Pacific Standard Time (PST) and retrieves each day's data.

**RECOMMENDATION:**
The Superintendent/President recommends that the Board of Trustees approve the attached agreement and Resolution Authorizing use of Real Property for the Operation of a Weather Station as described.

**Administrator Initiating Item**
Nanda Schorske, Executive Dean Indian Valley Campus Workforce Development & Economic Development
BEFORE THE BOARD OF TRUSTEES OF THE
MARIN COMMUNITY COLLEGE DISTRICT
MARIN COUNTY, CALIFORNIA

RESOLUTION NO. 09-18-2012 C.10.B.

RESOLUTION AUTHORIZING NON-EXCLUSIVE USE OF CERTAIN REAL
PROPERTY LOCATED ON THE INDIAN VALLEY CAMPUS FOR THE
MAINTENANCE AND OPERATION OF A WEATHER STATION

WHEREAS, the Marin Community College District ("District") is the owner of real property
commonly known as the Indian Valley Campus at 1800 Ignacio Boulevard, Novato, Marin
County, California, depicted on the attached map (Assessor’s Map BK. 150, pg. 48); and

WHEREAS, the State of California ("State") and the North Marin Water District ("Water
District") have been operating a California Irrigation Management Information ("CIMIS") weather
station to collect weather information necessary for estimating crop water use under local
conditions on a 90 x 140 foot portion of the green between the Miwok and Pomo Clusters as
depicted on Attachment 1 hereto ("Site") and desire to continue to operate the weather station at
that location; and

WHEREAS, the District desires that the weather station continue in operation on the Indian
Valley Campus because it enhances educational programs by providing data and hands-on
learning opportunities for students; and

WHEREAS, the Site is not and will not be needed for classroom purposes;

NOW, THEREFORE, THE BOARD OF TRUSTEES DOES HEREBY DETERMINE,
RESOLVE, AND ORDER AS FOLLOWS:

1. The above recitals are true and correct.

2. The Board of Trustees approves the non-exclusive use of the Site by the State and Water
   District for maintenance and operation of the CIMIS weather station through November
   9, 2014, which use shall thereafter be subject to termination upon 30 days’ written notice.

3. The State’s and Water District’s non-exclusive use shall be subject to the terms and
   conditions set forth in the proposed agreement dated September 18, 2012, which shall be
   available for inspection in the District Office upon request.

4. The Board hereby delegates authority to Vice President Al Harrison, or his designee, to
   take such actions as may be required to carry out the purpose of this Resolution,
   including the publication of this Resolution pursuant to Education Code section 81432.

The foregoing Resolution was introduced by Member _______________________ who moved
its adoption, seconded by Member _______________________ and adopted unanimously on
_______ ____, 2012

WHEREUPON the President declared the foregoing Resolution adopted and so ordered.

________________________________________
Diana Conti, President
Assessor's Map BK. 150-Pg
County of Marin, Calif.
B.W. Broemmel - Assessor

CSWST2
CSW/Schober-Stroehl Engineering Group, Inc.
411 Tremont Court
Novato, CA 94945

Proposed Under the Direction of:

Rev X Date: 11/15/07
Job No. 41012.00
Scale: NOT TO SCALE

COLLEGE OF MARIN
INDIAN VALLEY CAMPUS
BOUNDARY & EASEMENT EXHIBIT
NOVATO MARIN CALIFORNIA
BOARD AGENDA ITEM

To: Board of Trustees

From: Superintendent/President

Date: September 18, 2012

Subject: Agreement for Training with Alta Bates Summit Medical Center

Reason for Board Consideration: APPROVAL

Enclosure(s): Agreement

BACKGROUND:

The College currently has agreements with various hospitals to provide clinical training experience for the College’s Registered Nursing (RN) students. The College wishes to renew its agreement with Alta Bates Summit Medical Center for practical experience for our Registered Nursing Program students.

The original agreement was reviewed by legal and except for the length of the contract; no other content changes have been made.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees authorize District staff to enter into agreement with Alta Bates Summit Medical Center to continue to provide practical experience for the College’s Registered Nursing students.

Administrator Initiating Item

A. J. Harrison II, Vice President, College Operations
AGREEMENT FOR TRAINING FOR ACADEMIC PURPOSES

This Agreement is between Alta Bates Summit Medical Center, a California nonprofit public benefit corporation (hereafter "FACILITY") and College of Marin (hereinafter "SCHOOL") and is effective as of September 3, 2012.

RECITALS

A. FACILITY is a general acute care hospital and is an affiliate of Sutter Health.

B. SCHOOL has a Nursing Program ("Program") for its student(s), and this Program requires training at FACILITY so that the student(s) can fulfill an academic requirement

C. It is to the mutual benefit of the parties to this Agreement that student(s)/instructor(s) participating in SCHOOL's Program may use the FACILITY for academic purposes.

NOW, THEREFORE, the parties agree as follows:

1. GENERAL INFORMATION

A. Primary Contacts. Both parties shall designate primary contacts ("Primary Contact") respectively, who shall coordinate with each other in the planning, implementation and coordination of the Program to be provided to the student(s). There will be ongoing communications and periodic evaluation between the parties relating to changes or issues involving staff, curriculum; policies and/or procedures.

B. Preliminary Information. Both parties, before the beginning of the training, shall agree upon the location(s), the number and identity of the student(s) participating under this Agreement, and the period of time for each student’s training.

C. Supervision. SCHOOL shall maintain responsibility for student activities and conduct while in the FACILITY, and shall maintain supervision over the Program (including all grading). However, FACILITY shall provide appropriate training, and shall retain all professional and administrative responsibility for the services rendered pursuant to this Agreement to the extent required to comply with Title 22 of the California Code of Regulations.

D. Faculty/Clinical Preceptors. SCHOOL shall provide Instructor(s) to supervise all instruction and student activities for the Program in FACILITY except for any particular course(s) that use clinical preceptors. FACILITY shall provide qualified staff to supervise any particular course(s) requiring clinical preceptor(s).
E. **Orientation.** Student(s) and instructor(s) participating in the Program at FACILITY must attend an orientation performed by FACILITY prior to student and instructor assignment (or at least annually). The location and time for such orientation shall be mutually agreed upon by the Primary Contacts.

1) **Fee's:** Student(s) and instructors participating in the computerized HealthStream Orientation will be required to pay a $10 fee annually. The license will be good for a 1 year timeframe starting with either the Fall or Spring semesters. The payment must be received at one time for a group rotation. HealthStream codes will not be issued until payment is received.

F. **Status of Students/Instructors.** It is expressly agreed and understood by SCHOOL and FACILITY that student(s) and instructor(s) under this Program are in attendance for educational purposes, and such student(s) and instructor(s) are not considered employees of FACILITY for any purpose, including, but not limited to, compensation for services, employee welfare and pension benefits, or workers' compensation insurance.

G. **Non-Discrimination.** The parties agree that student(s) participating in the Program at FACILITY pursuant to this Agreement shall be selected without discrimination on account of race, color, religion, national origin, ancestry, disability, marital status, age, gender, sexual orientation, veteran status, medical condition (cancer related or genetic characteristic) as defined in section 12926 of the California Government Code, citizenship, or any other protected status.

2. **SCHOOL'S RESPONSIBILITIES**

A. **Student/Instructor Contact Information.** SCHOOL shall complete and send to FACILITY information for each student and instructor enrolled in the Program, which shall include the student's/instructor’s name, address and telephone number prior to the beginning of the planned training. FACILITY shall regard this information as confidential.

B. **Schedule of Assignments.** SCHOOL shall notify the FACILITY of its planned schedule of student assignments and/or any changes in student assignments, including the name of the student, level of academic preparation, and length and dates of training not less than five (5) working days prior to the planned training.

C. **Records.** SCHOOL shall maintain all attendance and academic records of the student(s) participating in the Program, and personnel records for its instructor(s), in accordance with all legal requirements.

D. **Rules and Regulations.** SCHOOL shall enforce rules and regulations governing the student(s) as mutually agreed upon by SCHOOL and FACILITY.
E. **Health Policy.** SCHOOL shall provide FACILITY, prior to a student's arrival at the FACILITY, with proof of immunity consistent with FACILITY employee health policy (attached hereto as Exhibit A) and notify the FACILITY if student is a known carrier of an infectious or communicable disease. If such information indicates that patient(s) of FACILITY would be placed at risk by the presence of a particular student, FACILITY reserves the right to refuse to allow such student to participate in the Program at FACILITY. FACILITY is not financially responsible for providing these tests for student(s). FACILITY has the same requirements for any SCHOOL instructor(s) participating under this Agreement.

F. **Student/Instructor Responsibilities.** SCHOOL shall notify each student and instructor that he/she is responsible for:

1) Following the policies, procedures, rules and regulations of FACILITY, including the dress code of the FACILITY and the FACILITY's Identity Theft Prevention Program.

2) Arranging for his/her own transportation and living arrangements when not provided by SCHOOL.

3) Arranging for and assuming the cost of his/her own health insurance.

4) Assuming responsibility for care for his/her personal illness, necessary immunizations, tuberculin test, and initial drug screening.

5) Maintaining confidentiality of patient information. No student or instructor shall have access to or have the right to receive any medical record, except when necessary in the regular course of the experience. The discussion, transmission or narration in any form by student(s) or instructor(s) of any patient information of a personal nature, medical or otherwise, obtained in the regular course of the Program is forbidden except as a necessary part of the practical experience. Student(s) and instructor(s) shall use de-identified information only in any discussions with SCHOOL (or SCHOOL’s employees or agents not participating as on-site instructors), unless the patient has first given express authorization using a form approved by FACILITY that complies with applicable state and federal law, including the Health Insurance Portability and Accountability Act (“HIPAA”) and regulations thereunder. To preserve patient confidentiality, student(s) and instructor(s) shall not be permitted to use any cameras or camera cell phones in FACILITY.

6) Wearing photo ID name badges identifying him/herself as a student/instructor of the SCHOOL.

7) Notifying FACILITY management immediately of any perceived or suspected violation of federal or State law at the FACILITY.

8) Participating in Clinical rounds, clinics, staff meetings and/or in-house educational programs as determined by SCHOOL and FACILITY.
G. **Background Checks.** FACILITY requires a lawful background check for each student and instructor before the planned training. FACILITY is not financially responsible for the background check. Details of the requirements for the background check are set forth in Exhibit B attached hereto. If any information obtained through the background check may indicate that patient(s) of FACILITY would be placed at risk by the presence of a particular student and/or instructor, FACILITY reserves the right to refuse to allow such student and/or instructor to participate in the Program at FACILITY.

3. **FACILITY’S RESPONSIBILITIES**

   A. **Access to Facility.** FACILITY shall allow student(s) and instructor(s) in the Program to access FACILITY as appropriate and necessary for the Program, provided that the student(s) or instructor(s) shall not interfere with FACILITY activities. Space for pre and post conferences must be conducted in a private environment.

   B. **Emergency Health Care/First Aid.** FACILITY shall provide to any student or instructor any necessary emergency health care or first aid for accidents or conditions arising out of or in the course of said student’s or instructor’s participation in the Program. Except as provided regarding such emergencies, FACILITY shall have no obligation to furnish medical or surgical care to any student or instructor. Student(s) and instructor(s) will be financially responsible for all such care rendered in the same manner as any other patient.

4. **CLINICAL TRAINING (IF APPLICABLE)**

   A. **Training Capacity.** If student(s) is participating in clinical training, student(s) shall perform in a training capacity only and shall not be used to treat patients in lieu of trained professionals employed by FACILITY. Student(s) shall perform services for patients only when under the supervision of a qualified FACILITY professional. FACILITY and SCHOOL shall coordinate all appropriate supervision.

   B. **Accreditation.** FACILITY shall conform to the requirements of any appropriate accreditation agency overseeing the Program. Upon request, FACILITY shall permit the appropriate accreditation agency to make site visits to FACILITY to verify the instructional and academic experience of the SCHOOL’s student(s).

   C. **Graduate Program.** For student(s) participating in a Leadership Program, student(s) shall perform in an non clinical capacity only and shall not provide care to patients. Student(s) shall perform services under the supervision of a qualified member of the management team. FACILITY and SCHOOL shall coordinate all appropriate supervision.
5. INDEMNIFICATION

A. SCHOOL shall defend, indemnify and hold harmless FACILITY and its affiliates, parents and subsidiaries, and any of their respective directors, trustees, officers, agents, employees and volunteers from any and all liability, loss, expense (including reasonable attorneys' fees) or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the SCHOOL, its officers, employees, agents, instructors or students.

B. FACILITY shall defend, indemnify and hold harmless SCHOOL, its officers, employees, agents and trainees from any and all liability, loss, expense (including reasonable attorneys' fees) or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the FACILITY, its officers, employees, or agents.

6. INSURANCE

A. SCHOOL shall procure and maintain during the term of this Agreement, at its sole cost and expense, commercial general liability insurance from an insurance company acceptable to FACILITY in an amount not less than One Million Dollars ($1,000,000) for each occurrence and One Million Dollars ($1,000,000) aggregate that protects it and FACILITY against liability arising from or incident to the use and operation of the FACILITY by the SCHOOL's student(s) or instructor(s).

B. If a student is participating in clinical training with direct patient care, SCHOOL shall procure and maintain during the term of this Agreement, at its sole cost and expense, professional liability insurance from an insurance company acceptable to FACILITY in an amount not less than One Million Dollars ($1,000,000) for each occurrence and Three Million Dollars ($3,000,000) aggregate that protects it and FACILITY against liability arising from or incident to the use and operation of the FACILITY by the SCHOOL's student(s) or instructor(s). If a student is participating in program that requires the student to carry their own professional liability insurance the above requirements must be met.

C. If any of the above-referenced insurance is made on a "claims-made" basis, and such coverage is later terminated or converted to an "occurrence" coverage (or vice versa), SCHOOL shall also acquire "prior acts" or "tail" coverage in the above amounts, covering all periods that this Agreement is or has been in effect, and for a period of three (3) years following termination of this Agreement.

D. The SCHOOL shall also maintain and provide evidence of workers' compensation for all of its employees (including instructors), and shall provide evidence of student accident insurance or health insurance for each student with benefits that are no less than $10,000.
E. SCHOOL shall provide FACILITY, upon FACILITY’s request, with proof of insurance evidencing the insurance coverage required under this section. SCHOOL shall also notify FACILITY within ten (10) days of any cancellation, reduction, or other material change in the amount or scope of any coverage required under this section.

7. TERM AND TERMINATION

A. Term/Renewal. This Agreement shall be effective as of the date first written above, and shall remain in effect for one (1) year. This Agreement may be renewed upon mutual written agreement of the parties.

B. Termination.

1) Mutual Agreement. This Agreement may be terminated at any time upon the written concurrence of the parties.

2) Without Cause. This Agreement may be terminated without cause with thirty (30) days’ advance written notice by either party to the other party. Such termination shall not take effect, however, with regard to student(s) already enrolled until the student(s) has/have completed training for the SCHOOL semester during which such termination notice is given, unless such completion would cause an undue financial hardship on the FACILITY or the unit in which student is assigned ceases to operate.

C. Withdrawal of Student(s)/Instructor(s). FACILITY may request SCHOOL to withdraw from the Program any student or instructor whom FACILITY determines is not performing satisfactorily, or who refuses to follow FACILITY’s policies, procedures, rules and/or regulations, or violates federal or State laws. FACILITY may also deny participation in the Program to any student in accordance with the provisions of California Labor Code sections 432.7 and 432.8. FACILITY reserves the right to suspend from participation immediately any student or instructor who poses an imminent danger of harm to patients or others. SCHOOL shall comply with any such request by FACILITY within twenty-four (24) hours, unless FACILITY agrees to a longer period of time.

8. CONFIDENTIALITY

A. General Confidentiality. This Section 8 is in addition to Section 2.F.5 of this Agreement. All parties shall protect the confidentiality of each other’s records and information, and shall not disclose confidential information without the prior written consent of the other party. All patient records, reports and information obtained, generated or encountered relating to the training shall at all times be and remain the property of FACILITY.
B. **Confidentiality Training.** SCHOOL shall warrant to FACILITY that each student and instructor has received appropriate training in the student's/instructor's duty to maintain the confidentiality of patient and FACILITY proprietary information at all times, and to comply with all federal and California laws relating to the privacy of individually identifiable health information. Such laws and regulations include, without limitation, the Health Insurance Portability and Accountability Act of 1996, and its attendant regulations, as amended from time to time ("HIPAA"), the California Confidentiality of Medical Information Act, and the Federal Trade Commission's Red Flag Rules on Identity Theft Prevention. FACILITY reserves the right to provide appropriate confidentiality training to the student(s)/instructor(s), and to designate the student(s)/instructor(s) as members of FACILITY's workforce, as defined by HIPAA. Any student(s)/instructor(s) participating in the Program under this Agreement must execute a Confidentiality Agreement (a copy of the template is attached hereto as Exhibit C).

C. **Patient Authorization.** No FACILITY patient information may be disclosed to or shared with SCHOOL (or SCHOOL's employees or agents not participating as on-site instructors) during the course of the Program unless FACILITY has received express written patient authorization. FACILITY shall reasonably assist SCHOOL in obtaining such authorization in appropriate circumstances. In the absence of such authorization, Students shall only use de-identified information (as defined by HIPAA) in any discussion with SCHOOL (or SCHOOL's employees or agents not participating as on-site instructors).

9. **GENERAL PROVISIONS**

A. **Entire Agreement/Amendment.** This Agreement constitutes the entire understanding and agreement between the parties as to those matters contained in it, and supersedes any and all prior or contemporaneous agreements, representations and understandings of the parties regarding SCHOOL's Program and use of FACILITY. This Agreement may be amended at any time by mutual agreement of the parties, but any such amendment must be in writing, dated, and signed by the parties.

B. **Assignment/Binding on Successors.** Neither party may assign its rights or delegate its duties without the express written approval of the other party, which shall not be unreasonably withheld. This Agreement shall inure to the benefit of and shall be binding upon the parties hereto, their successors and assigns, except as otherwise provided in this Agreement.

C. **Dispute Resolution.** If the parties cannot resolve a dispute between them relating to this Agreement after using good faith efforts to resolve the dispute informally, the parties shall submit the dispute to binding arbitration in accordance with the then prevailing Rules of JAMS or such other organization as the parties mutually agree. The parties shall bear the arbitrator's fees and expenses equally. The arbitration shall take place in the county where FACILITY is located. Judgment upon the award may be entered and enforced in the appropriate state or federal court sitting in that same county.

D. **Attorney's Fees.** In the event that any action, including arbitration, is brought by either party to enforce or interpret the terms of this Agreement, the prevailing party in such action shall be entitled to its costs and reasonable attorney's fees in accordance with California Civil Code §1717, in addition to such other relief as the court or arbitrator may deem appropriate.
E. **Headings.** The headings of sections in this Agreement are for reference only and are not to be construed in any way as part of this Agreement.

F. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument. A photocopy of the executed Agreement may be used as if it were the original Agreement.

G. **Force Majeure.** Neither party shall be liable nor deemed to be in default for any delay or failure in performance under this Agreement or other interruption of service or employment deemed resulting, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, war, accidents, fires, explosions, earthquakes, floods, failure of transportation, machinery or supplies, vandalism, strikes or other work interruptions beyond the reasonable control or either party. However, both parties shall make good faith efforts to perform under this Agreement in the event of any such circumstances.

H. **Governing Law.** The validity, Interpretation and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of California.

I. **Notices.** All written notices to be given in connection with this Agreement shall be sufficient if sent by (a) facsimile (together with proof of transmission and provided a hard copy is mailed within one business day), (b) certified or registered mail, postage prepaid, or (c) national overnight delivery service addressed to the party entitled to receive such notice at the address specified by such party below:

**ALTA BATES SUMMIT MEDICAL CENTER**
Director of Clinical Practice Support
2500 Ashby Avenue
Berkeley, CA 94705

**College of Marin**

J. **Severability.** In the event any portion of this Agreement is declared invalid or void by a court or arbitrator, such portion shall be severed from this Agreement, and the remaining provisions shall remain in effect, unless the effect of such severance would be to alter substantially the agreement or the obligations of the parties, in which case this Agreement may be immediately terminated.

K. **Waiver of Provisions.** Any failure of a party to insist upon strict compliance with any term, undertaking or condition of this Agreement shall not be deemed to be a waiver of such term, undertaking or condition. To be effective, a waiver must be in writing, signed and dated by the parties to this Agreement. A waiver of any term or condition hereof shall not be construed as a future waiver of the same or any other term or condition hereof.

L. **Recitals and Exhibits.** Any recital and/or exhibit attached hereto is hereby incorporated into this Agreement by this reference.
M. Compliance with Law and Regulatory Agencies. FACILITY and SCHOOL shall comply with all applicable provisions of law and other valid rules and regulations of all governmental agencies having jurisdiction over: (i) the operation of the FACILITY; (ii) the licensing of health care practitioners; and (iii) the delivery of services to patients of governmentally regulated third party payors whose members/beneficiaries receive care from FACILITY. This shall specifically include compliance with applicable provisions of Title 22 of the California Code of Regulations. SCHOOL shall also comply, and shall ensure its student(s) and instructor(s) comply, with all applicable standards and recommendations of The Joint Commission; the bylaws, policies and procedures of FACILITY; and the laws and regulations regarding services provided to patients covered by Medicare and/or Medi-Cal.

N. No Referrals. Nothing in this Agreement is intended to obligate and shall not obligate any party to this Agreement to refer patients to any other party.

O. No Third Party Beneficiaries. Unless otherwise set forth herein, nothing contained herein is intended nor shall be construed to create rights running to the benefit of third parties.

11. EXECUTION

By their signatures below, each of the following represent that they have authority to execute this Agreement and to bind the party on whose behalf their execution is made.

FACILITY

Alta Bates Summit Medical Center

By: [Signature]

Title: VP Medical Affairs
Alta Bates Summit Medical Center

Date: [Signature]

SCHOOL

By: [Signature]

Title: [Signature]

Date: [Signature]
EXHIBIT A

FACILITY EMPLOYEE HEALTH POLICY
Documentation for Infectious Disease Surveillance & Baseline Testing

Please provide documentation of the following:

**Immunity to:**

**Measles**
Born before 1957 consider immune; or
Documentation of (2) Measles vaccine (MMR) and/or
(+ titer

**Mumps**
Born before 1957 consider immune; or
Documentation of (2) Mumps vaccine (MMR) and/or
(+ titer

**Rubella**
Born before 1957 consider Immune or
MMR vaccine (1) or Rubella vaccine (1)

**Chickenpox (Varicella)**
(+ titer or
Documentation of (2) Varivax vaccines

**TB surveillance — (2-step) baseline**
PPD (-) within the last year and
PPD (-) within the last three (3) months

*If* history of a (+) PPD, please provide documentation of chest x-ray report within last 12 months and a negative *symptom review.*

**TB surveillance — annual**
TST (PPD) within the last twelve (12) months

*If* history of a (+) PPD, please provide documentation of a negative *symptom review.*

**Vision/Color testing**
For specified positions (red/green color screen for all

**Urine Drug Screen Clearance**
10 panel and alcohol

**For 'Patient Care' positions:**

**Pertussis** Vaccine (Tdap) – Adult dose (1) since 2008

**Annual Influenza vaccine documentation** – Vaccination or Declination of Vaccination

**If there is job risk for Blood Borne Pathogen exposure:**
Provide documentation of Hepatitis B vaccine and immunity (+) titer// Hepatitis C (within the last 3 months) baseline.

**If there is risk of Airborne or Droplet exposure** (ATD- OSHA 5199) - must enter AII room to care for patients- Baseline Med Eval/Clearance/Fit for ABSMC approved Respirator (N95) - 3M 1870 or Kimberly Clark - small/regular
Annual (within 12 months) eval/fit test
EXHIBIT B

BACKGROUND CHECK

Background Screening Requirements
SCHOOL is required to provide proof of a lawful background check for each student and instructor at least fifteen (15) days prior to the start of the training. FACILITY is not financially responsible for the background check. The background check shall include at a minimum:

- a drug and alcohol screening in accordance with FACILITY policy
- a social security number trace (used to identify additional names and or locations of residence)
- a county criminal background search in each county where the student has resided in the seven (7) years prior to the clinical experience
- a national registry search of violent sexual offenders and predators
- a sanction search of the Department of Health and Human Services, Office of Inspector General and General Services Administration, for listing as debarred, excluded or otherwise ineligible for federal program participation.

Proof of the health screen and an attestation of the satisfactory completion of the background checks shall be provided to the FACILITY Primary Contact, electronically or via facsimile, no less than fifteen (15) days prior to student/instructor participation in the Program.

Drug Screening will search for, at a minimum:

- Cocaine
- Barbiturates
- Amphetamines
- Cannabinoids
- Opiates
- Benzodiazepines
- Phencyclidine

Preferred Background Check Vendor:

EXHIBIT C

CONFIDENTIALITY AGREEMENT

As part of my participation in an educational program ("Program") at a facility affiliated with Sutter Health ("Facility"), I may have access to protected health information ("PHI"), personnel information, and proprietary business information (collectively referred to as "Confidential Information") that may not be disclosed except as permitted or required by law and by Facility policies and procedures. I understand that I am committed to protect and safeguard from disclosure all Confidential Information regardless of the type of media on which it is stored (e.g. paper, micro-fiche, voice tape, computer system). I agree that I will not disclose any Confidential Information from any record or information system to any unauthorized person.

I understand that:

- I am obligated to hold Confidential Information in the strictest confidence and not to disclose such information to any person or in any manner which is inconsistent with applicable law or the policies and procedures of Facility.
- I acknowledge that I may not review any Confidential Information of a friend, relative, staff member, volunteer or any other person unless I am required to do so as part of my official duties. I will not discuss or allow to be displayed Confidential Information of any type in the proximity of any individual who does not have the right to know. This includes conversations in public places, allowing computer screens to be inappropriately visible, and leaving printed material where it may be openly viewed.
- All Confidential Information obtained from Facility systems remains the property of Facility regardless of physical location or method of storage unless otherwise specified by Facility in writing.
- If I believe that information confidentiality or security may be compromised in any way, either intentional or accidental, I shall contact my direct supervisor and/or the Facility Privacy Officer or Compliance Officer.
- My confidentiality obligation continues indefinitely, including after my participation in the Program at Facility has ended.

Access, attempted access, or release of Confidential Information without the right and need to know for successful completion of Program duties will be considered a breach of confidentiality. I understand that if I breach the confidentiality of information to which I have access, I may be committing an illegal and/or unprofessional act. This may be grounds for immediate disciplinary action up to and including termination of my participation in the Program at Facility, and/or legal action.

My signature below acknowledges that I agree to abide by the terms of this agreement.

Printed Name: ________________________________ Date: ____________________

Signature: ________________________________
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees  Date: September 18, 2012

From: Superintendent/President  Item & File No.  C.10.D.

Subject: OUT OF COUNTRY TRAVEL

Reason for Board Consideration: APPROVAL  Enclosure(s): Travel Request Form

BACKGROUND:

Attached is an out-of-country travel request for the following staff member and the approval from the budget manager for this activity:

Tron Bykle  December 19-2012 to January 12, 2013  Venice, Italy  $1,000

Purpose of Travel: Participate in the Artist Residency, Scuola Internazionale di Grafica

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the attached out-of-country travel request.

Administrator Initiating Item  
Rebecca J. Kenney, Ph.D., Interim Vice President of Student Learning
To: Tron Bykle

From: Rebecca J. Kenney, Ph.D., Interim Vice President of Student Learning

CC: David Erlenheim; Rick Hall; David Snyder

Date: September 7, 2012

Re: Travel/Conference

Comments:

Your conference request to participate in the Artist Residency, Scuola Internazionale di Grafica, in Venice, Italy, on December 19, 2012 to January 12, 2013, has been recommended for approval by the Professional Affairs Committee. PAC approved $1,000 based on your estimated costs. (Approval is contingent upon Board of Trustees approval for Out-of-Country travel). Please be aware that PAC distributes funds based on a formula, and if your actual costs differ, your approval amount may change.

I concur with their recommendation and have signed the attached form and forwarded a copy to David Erlenheim in Fiscal Services.

Please note the following regarding travel:

Please refer to Board Policy 6.0009 TRAVEL EXPENSES, for important information regarding reimbursement allowances, especially for meals. No arrangements for travel (purchase orders for registration fees, hotel accommodations, air travel, or claims for reimbursement) will be processed without the approved PAC form on file.

Purchase orders need to be submitted by the employee traveling for conference/seminar registration and for hotel accommodations. If these items are paid by the employee, or other expenses incurred, a Claim for Reimbursement must be submitted (with receipts attached). Receipts are required for all expenditures. According to District procedure, all claims for travel expenses must be submitted no later than 60 days after you return.

Travel approved by the UPM/AFT Travel Committee (PAC) should be charged to 11100-20101-52000-601000.

An Absence Report must be submitted to Human Resources when you return.

Attachment
Conference, Honorary Leave, Short Course
Request Form for UPM/AFT Unit Members

Name: TROU J. BYKLE
Date of Application: 08/22/12
Discipline(s): Fine Art, Print-Making
Phone: 415-250-5687, 485-9480

Check one:
☐ Permanent/Probationary unit member
☒ Temporary (part-time) unit member (must be employed for at least 40% FTE or average 40% in academic year). Your % FTE?

LEAVE TYPE (check one):
☒ Honorary leave (Section 5.15 of District/UPM Contract)
☐ District directed or required leave

NAME OF CONFERENCE/SHORT COURSE: ARTIST RESIDENCY, SCUOLA INTERNAZIONALE DI GRAPICA
LOCATION OF EVENT: VENICE, ITALY

CRITERIA MET (check one or more):
☒ Significant benefit to the institution (explain): 
☐ Benefit to member by staying current in own discipline
☐ Benefit to District by retraining member for teaching, counseling, librarianship, or administration
☐ Enhancement of teaching methodology
☐ Increased expertise in meeting learning needs of a changing student population, i.e., re entry student, older student, remediation, etc.
☒ Formally invited to participate in professional activities with a recognized group, organization, or national/international body

List other MCOI personnel who will attend:

DATES OF LEAVE: From 12/1/12 to 1/2/13
Will you share: Hotel costs? ☐ Yes ☒ No
Transportation costs? ☐ Yes ☒ No
Dates you will be absent from class: 12/1/12 to 1/2/13 Dates and hours you will need a ☐ Paid ☒ Trade Substitute: N/A

BUDGET INFORMATION:
All items must be completed or the form will be returned.
Roundtrip transportation:
Car: N/A miles @ N/A/mile = $ —
Airfare: N/A $1,109.30
Other: N/A $ —
Hotel: Your cost for N/A nights is $ 2,600.00
Conference fee: $ 800.00
Meals: $ —
Other Fees: N/A $ —
Total travel cost: $ 2,809.30
If honorary leave, amount of compensation: $ 1,000.00
Above to be paid from General Funds: $ —
Categorical Funds: $ —
Outside Agency Funds: $ —
Total Funds: $ —

*Requires signature of Budget Manager:

APPROVALS:
Professional Affairs Committee Action:
☒ Recommended for approval: For $ 1,000
Out of State—state board approval $ —
☒ Recommended for disapproval:
Comments:
PAC Signature: 07/28/13 Date: 07/28/13
Vice President/Dean Action:
☒ Approved
☒ Disapproved (If disapproved, return to originator who may appeal; see Grievance Article in contract.)
Reason:
VP/Dean Signature: 08/27/13 Date: 08/27/13

PINK: PAC retains
YELLOW: Vice Pres./Dean retains
GOLD: Vice Pres./Dean returns to originator
WHITE: Vice Pres./Dean submits to Fiscal Services
MARIN COMMUNITY COLLEGE DISTRICT  
Kentfield, CA 94904

BOARD AGENDA ITEM

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
<th>September 18, 2012</th>
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<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No.</td>
<td>C.10.E.</td>
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<tr>
<td>Subject:</td>
<td>Student Health Fee Increase</td>
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<tr>
<td>Reason for Board Consideration:</td>
<td>APPROVAL</td>
<td>Enclosure(s):</td>
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**BACKGROUND:**

In April, 2012, the California Community College State Chancellor’s Office sent out a memo to all California Community Colleges informing them that under Education Code Section 76355, which provides the governing board of a community college district the guideline for increasing student health fees, districts may charge a maximum fee of $19.00 per semester and $16.00 per summer session effective with Summer Session 2013.

The last time College of Marin increased its Students Health Fee was Spring of 2011. Our costs continue to increase as the current Student Health Center budget has not kept up with the increase costs of immunizations, health center office supplies, hazardous waste removal, and supplying campus first aid materials. We also need consulting physician hours to deal with medical matters. Currently approximately $15,000 in general funds is used to cover these increased expenses.

A recent survey of the Bay Ten colleges indicates that most all of the districts’ student health centers are charging or planning to charge the maximum allowable fee. Statewide, approximately one quarter of the colleges surveyed have board policies which provide for automatic increases allowable by the state.

The Associated Students, College of Marin, (ASCOM) has reviewed the proposed Student Health Fee increase and agree that the increase is necessary to cover increased expenses incurred by the Student Health Center.

We are requesting the Student Health Fee be increased to $19.00 per semester from the current $17.00 per semester and that the summer session Student Health Fee be increased to $16.00 from the current $14.00. We are requesting that this fee be effective for the Spring Semester, 2013.

**RECOMMENDATION:**

The Superintendent/President recommends that the Board of Trustees approve the Student Health Fee increases effective for the Spring Semester, 2013.

Administrator Initiating Item

Angelina Duarte, Interim Vice President for Student Learning
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President

Date: September 18, 2012
Item & File No. C.10.F.

Subject: Approve College of Marin Mission Statement
Reason for Board Consideration: APPROVAL
Enclosure(s): Mission Statement

BACKGROUND:

The Board of Trustees of the Marin Community College District met to review and discuss the Mission Statement of the College of Marin at a Board Retreat on September 8, 2012.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the attached Mission Statement.

Administrator Initiating Item

David Wain Coon, Ed.D, Superintendent/President
Mission Statement

College of Marin's commitment to educational excellence is rooted in our mission to provide excellent educational opportunities for all members of our diverse community by offering:

- preparation for transfer to four-year schools and universities;
- workforce education;
- basic skills improvement/English as a Second Language;
- intellectual and physical development and lifelong learning; and
- cultural enrichment.

The College of Marin is committed to responding to community needs by offering student-centered programs and services in a supportive, innovative learning environment with a strong foundation of sustainability, which will instill environmental sensitivity in our students.

(Approved at the April 20, 2010 Board Meeting)
MARIN COMMUNITY COLLEGE DISTRICT  
Kentfield, CA 94904  

BOARD AGENDA ITEM  

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<td>From:</td>
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<td>Item &amp; File No.</td>
<td>C.10.G.</td>
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<tr>
<td>Subject:</td>
<td>Approve Marin Community College District Board of Trustees 2012-2013 Goals and Priorities</td>
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<td>Reason for Board Consideration:</td>
<td>APPROVAL</td>
<td>Enclosure(s):</td>
<td>Goals and Priorities</td>
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**BACKGROUND:**

The Superintendent/President and the Board of Trustees developed goals and priorities for 2012-2013. The goals and priorities are in alignment with the Educational Master Plan, Strategic Plan, Technology Plan and Facilities Plan.

**RECOMMENDATION:**

The Superintendent/President recommends that the Board of Trustees approve the attached Board of Trustees 2012-2013 Goals and Priorities.

Administrator Initiating Item  

David Wain Coon, Ed.D, Superintendent/President
Marin Community College District
Board of Trustees
2012-2013 Goals & Priorities

Goal #1 – improved Student Access, Learning and Success (WASC Standard II – Student Learning Programs & Services, 2009-2019 Educational Master Plan, 2012-2015 Strategic Plan)

Expected outcomes: Sustained regional accreditation, fulfillment of educational mission, improved student outcomes and success


Expected Outcomes: Long-term fiscal stability, adequate reserves, effective and efficient operations of the District with student success as a priority


Expected Outcomes: Physical and technological infrastructure that appropriately supports teaching and learning for the short and long term

September 18, 2012
# MARIN COMMUNITY COLLEGE DISTRICT

Kentfield, CA 94904

## BOARD AGENDA ITEM

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<td>Item &amp; File No:</td>
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<td>Subject:</td>
<td>Approve College of Marin Distance Education Plan 2012-2015</td>
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<td>Reason for Board Consideration:</td>
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## BACKGROUND:

At a Board Retreat held on September 8, 2012, the Board of Trustees met to discuss the College of Marin Distance Education Plan for 2012-2015. A copy of the plan is available on the College website at the following address: [http://www.marin.edu/WORD-PPT/FinalDEPlan_6_25_2012_v.2.pdf](http://www.marin.edu/WORD-PPT/FinalDEPlan_6_25_2012_v.2.pdf).

## RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the College of Marin Distance Education Plan 2012-2015.
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To:       Board of Trustees           Date:         September 18, 2012
From:     Superintendent/President    Item & File No.
Subject:  Approve College of Marin 2012-2017 Technology Plan
Reason for Board Consideration:     Enclosure(s):
                                    APPROVAL

BACKGROUND:

At a Board Retreat held on September 8, 2012, the Board of Trustees meet to discuss the College of Marin 2012-2017 Technology Plan. A copy of the plan is available on the College website at the following address: http://www.marin.edu/WORD-PPT/MarinTechnologyPlan2012-2017Final.pdf. NOTE: The posted document cover sheet notes this as a working document. The document is the final version and the cover sheet will be modified shortly.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the College of Marin 2012-2017 Technology Plan.

Administrator Initiating Item

David Wain Coon, Ed.D, Superintendent/President
**BACKGROUND:**

At a Board Retreat held on September 15, 2012, the Board of Trustees met to discuss the College of Marin 2012 Facilities Plan. A copy of the plan is available on the College of Marin Planning, Research and Institutional Effectiveness website at the following address:  
http://www.marin.edu/com/ODP/InstitutionalPlanningPage.htm

**RECOMMENDATION:**

The Superintendent/President recommends that the Board of Trustees approve the College of Marin 2012 Facilities Plan.
**MARIN COMMUNITY COLLEGE DISTRICT**  
Kentfield, CA 94904  

**BOARD AGENDA ITEM**

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<td>From:</td>
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<td>Subject:</td>
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<td>Reason for Board Consideration:</td>
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<td>ACTION APPROVAL</td>
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**BACKGROUND:**

The District is required to submit to the State Chancellor’s Office a five-year Construction Plan for continuing projects, and for projects that would be first considered for funding in 2014-2018. The Board, in turn, is required to approve the submission, with a promise to fulfill the list of project terms and conditions.

The District currently has no State funded capital outlay projects pending, and is submitting with this plan no new Initial Project Proposal or Final Project Proposal for State funding. The post-Measure C projects listed in this 5 year plan reflect the recently completed 2012 Facilities Plan (Fusselman Hall Modification, Reconstruct Pool/Lockers/Shower, and Learning Resource Center). These projects are not currently funded and the timeline represents the soonest possible implementation should funding become available.

The Board is asked at this time to approve the submission of the five-year Construction Plan. The signature page is attached herein; the entire five-year plan will be available for Board review upon request.

**FISCAL IMPACT:**

None at this time.

**RECOMMENDATION:**

The Superintendent/President recommends that the Board of Trustees approve submittal of the 2014-2018 Five-Year Construction Plan.

---

AlertDialog("Administrators Initiating Item  
Al Harrison, Vice-President College Operations  
Laura McCarty, Director of Modernization");  
AlertDialog("Administrator Approving Item  
David Wain Coon, Ed. D.  
Superintendent/President");
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BACKGROUND:
On February 11, 2011, Midstate Construction Corporation was selected to provide General Contracting services for the Performing Arts Modernization Project (306A).

Change Order 14 includes PCO#049.4 for $37,763 for the required modifications to the HVAC system for the New Addition due to design coordination issues. Also included is PCO#100.1 for $26,254 to make revisions to the roof slope in order to provide proper drainage, which was an unforeseen condition.

The balance of PCOs in Change Order 14 include five (5) PCOs for unforeseen conditions and three (3) PCOs for owner-initiated changes.

<table>
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<th>Total Compensation</th>
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<td>Total Time extension</td>
<td>0 calendar days</td>
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FISCAL IMPACT:
The total amount of this contract to date is as follows and will be paid from Measure C bond funds:

Original Contract Amt: $10,429,000.00
- Performing Arts Building Project (306A)
- $1,252.00 Change Order 1 (0.01% of original contract value)
- $32,381.00 Change Order 2 (0.30% of original contract value)
- $42,797.00 Change Order 3 (0.7% of original contract value)
- $51,040.00 Change Order 4 (1.2% of original contract value)
- $465,664.00 Change Order 5 (5.7% of original contract value)
- $29,715.00 Change Order 6 (5.97% of original contract value)
- Credit<21,240.00
- $139,967.00 Change Order 7 (5.8% of original contract value)
- $166,284.00 Change Order 8 (7.1% of original contract value)
- $90,825.00 Change Order 9 (8.7% of original contract value)
- $144,821.00 Change Order 10 (9.6% of original contract value)
- $198,136.00 Change Order 11 (11% of original contract value)
- $165,516.00 Change Order 12 (12.9% of original contract value)
- $122,824.00 Change Order 13 (14.5% of original contract value)
- $122,824.00 Change Order 14 (15.6% of original contract value)

Total Contract Amount $12,058,982.00 Change Orders to date equal 15.6%.

RECOMMENDATION:
The Superintendent/President recommends that the Board of Trustees approve Change Order 14 to Midstate Construction Corporation in the amount of $122,824.00 and Resolution #09-18-2012 C.10.L.1. attesting that the District will not benefit from bidding the work separately for the work for the Performing Arts Modernization Project (306A).
MARIN COMMUNITY COLLEGE DISTRICT
MEASURE C BOND PROGRAM

RESOLUTION #09/18/2012–C.10.L.1. FOR APPROVAL OF CHANGE ORDER NO. 14
TO THE EXISTING CONTRACT WITH
Midstate Construction Corporation
FOR
Performing Arts Modernization Project (306A)

WHEREAS, Marin Community College District (the “District”) previously awarded a contract
for work for the Performing Arts Building (the “Project”) to Midstate Construction
Corporation; and

WHEREAS, subsequent to the award of the Project, it was determined that additional work
was necessary as part of the Project (the “Change Order”); and

WHEREAS, the Change Order provides for the work set forth in Exhibit “A;” and

WHEREAS, the total cost for the Change Order is $122,824.00 and exceeds the limitations
set forth in Public Contracts Code Section 20659; and

WHEREAS, it will be more costly and time-consuming to bid this additional work since it is
integral to the Project and the work being performed by the Contractor; and

WHEREAS, competitive bidding the additional work covered by the Change Order would
result in the delay of the completion of the Project and result in coordination issues if another
contractor is performing similar work at the Project site at the same time as Contractor; and

WHEREAS, it would work an incongruity and not produce any advantage to the District to
competitively bid the Change Order since such competitive bids work could result in multiple
contractors being required to performed work more efficiently and effectively performed by
one contractor; and

WHEREAS, a change in contractors in the middle of the Project may cause an inability to
enforce the warranty provisions of the Contract; and

WHEREAS, Los Angeles Dredging v. Long Beach (1930) 210 Cal. 348 holds that statutes
requiring competitive bidding to not apply when competitive bidding would work an
incongruity or not produce any advantage; and

08-18-01202992524-1

-1-
MARIN COMMUNITY COLLEGE DISTRICT
MEASURE C BOND PROGRAM

WHEREAS, while pursuant to Public Contract Code section 20659, a community college district is required to competitively bid any change or alteration to a contract that has a value over 10% of the original contract price, California law provides that, "[w]here competitive proposals work an incongruity and are unavailing as affecting the final result or where they do not produce any advantage . . . the statute requiring competitive bidding does not apply." \textit{Hiller v. City of Los Angeles} (1961) 197 Cal.App.2d 685, 694;

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Marin Community College District makes the following findings:

1. That the above recitals are true and correct.

2. That it would work an incongruity and not produce any advantage to the District to bid the completion of the work set forth in the Change Order under the competitive process.

3. That the District approves the immediate completion of the work stated in the Change Order without competitively bidding such work and approves the District’s payment in the amount set forth in the Recitals to the Contractor upon the terms and conditions set forth in the Change Order.

PASSED AND ADOPTED by the Governing Board of the Marin Community College District, on September 18, 2012.

AYES: 

NOES: 

ABSENT: 

ABSTAIN: 

I, David Wain Coon, Secretary to the Governing Board of the Marin Community College District, State of California, do hereby certify that the foregoing resolution was duly adopted by the said Board at a regular meeting held September 18, 2012.

Secretary to the Governing Board
MARIN COMMUNITY COLLEGE DISTRICT
MEASURE C BOND PROGRAM

EXHIBIT A

CHANGE ORDER WORK
**SWINERTON MANAGEMENT AND CONSULTING, INC.**

**PROJECT:** Performing Arts Modernization Project

**PROJECT No.:** 356A

**CONTRACTOR:** Midstate Construction Corporation

**OWNER:** Maricopa Community College District

**ARCHITECT:** Marcy Wong Dom Logue Architects

---

**TO:**

You are directed to make the following changes in this Contract:

**Item Number** | **Description**
--- | ---

See pages 2 for details.

---

**SUBTOTAL:** $123,824.00

**TOTAL:** $123,824.00

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**AGREEMENT**

When this Change Order is signed by all parties, it constitutes their agreement:

A. That the Contract Price / Time is adjusted as shown and that no further adjustment by reason of the change(s) provided herein shall be made, and

B. That all the Terms and Conditions of the Contract, except as modified by this and any previous changes, shall remain in full force and effect and apply to the work so charged.

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**CONTRACT VALUE ADJUSTMENTS**

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**TIME ADJUSTMENTS**

| Date of Contract Completion As Of The Date Of This Change Order | 10/4/2012 |

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**AGREED BY CONTRACTOR**

M slated Construction Corporation

By: 

Date: 

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**APPROVED BY ARCHITECT/ENGINEER**

Marcy Wong Dom Logue Architects

By: 

Date: 

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**ISSUED BY PROJECT MANAGER**

Swinerton Management & Consulting

By: Project Manager  Construction Manager

Date: 

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**RECOMMENDED BY PROGRAM MANAGER**

Swinerton Management & Consulting

By:  Anne E. Daley, Program Manager

Date: 

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**APPROVED BY OWNER**

Maricopa Community College District

By:  Laura McCork, Director of Modernization

Date: 

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**AUTHORIZED BY OWNER**

Maricopa Community College District

By:  Albert J. Harrison II  VP College Operations

Date: 

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**Distribution:**
- Owner
- Consultant
- Construction Manager
- Controller
- C.O. File
- Other
### Changes to the Contract

**Item Number** | **Description** | **Cost**
--- | --- | ---
PCO 019.1 | Furnish all labor and materials to provide revisions to the HVAC at the Gallery and associated spaces; Work includes the addition of (3) fire/smoke dampers, toilet exhausts, ductwork revisions, etc. Reason: Design Coordination; (MCC COP 243R1) | $37,766.00
PCO 100.1 | PR 30.1 - Furnish all labor and materials to add perimeter framing and topsoil roof insulations to allow for proper drainage at the existing small roof drain into the large roof area; Reason: Unforeseen Conditions; (MCC COP 263) | $30,334.00
PCO 216.1 | PR 49.1 - Provide circuitry for (3) new exterior electrical service and a water source for (1) new exterior hose bib; also included are irrigation system revisions requested by O&M. Reason: Owner Initiated; (MCC COP 257) | $18,874.00
PCO 248 | Furnish all labor, material and equipment required to grind down an unforeseen existing tree stump in the way of the site work operations; Reason: Unforeseen Conditions; (MCC COP 265) | $2,185.00
PCO 250 | RFI 337 - Furnish all labor and materials to epoxy drive the existing Fine Arts sidewalk into the new Performing Arts sidewalk; Reason: Unforeseen Conditions; (MCC COP 297) | $3,715.00
PCO 255 | RFI 358 - Furnish all labor and materials to erect an existing drain into the new exterior wallway and convert the drain field to a clean-out manhole; Reason: Unforeseen Conditions; (MCC COP 275) | $2,329.00
PCO 258 | Provide labor and materials to install temporary signage in the Modernization phase of the PA building while the permanent signage is being completed to correspond with the completion of the New Addition; Reason: Owner Initiated | $2,065.00
PCO 259 | PR 58 - Furnish all labor, materials and equipment to abandon the new storm drain that is located within the new stair for the SNF project, install a new storm drain, re-survey and re-work the grades for the exterior wall and landings due to the layout of the SNF building change. Reason: Unforeseen Conditions; (MCC COP 278) | $20,519.00
PCO 260 | Furnish all labor, materials and equipment to remove existing underground concrete in conflict with the new storm drain system; Reason: Unforeseen Conditions; (MCC COP 276) | $7,210.00
PCO 261 | Furnish all labor and materials to install various PTE items, including GPS devices, appliances, mop racks, etc. that did not include installation in their respective purchase orders; Reason: Owner Initiated | $5,000.00

**Subtotal** | **$22,814.00**
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

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<th>To:</th>
<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>Reason for Board Consideration:</td>
<td>Enclosure(s):</td>
<td>None</td>
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BACKGROUND:

The Performing Arts Theater Modernization on the Kentfield Campus was completed in December 2011. This purchase will enable the District to replace the out-moded theater lighting with modern fixtures. Significant energy savings and reduced maintenance costs are anticipated with the installation of the new lights.

Public Contract Code (PCC) Section 20111(a) (Outside Source) requires each school district governing boards to competitively bid and award any contracts involving an expenditure of more than $50,000, adjusted for inflation, to the lowest responsible bidder. The Public Contract Code competitive bid level for the year 2012, is $81,000. Contracts subject to competitive bidding include: 1) Purchase of equipment, materials, or supplies to be furnished, sold, or leased to the school district; 2) Services that are not construction services; 3) Repairs, including maintenance as defined in PCC Section 20115, that are not public projects as defined in PCC Section 22002(c).

FISCAL IMPACT:

The total procurement, anticipated at approximately $150,000.00, will be paid from Measure C Bond Funds budgeted for FF&E (Furniture, Fixtures & Equipment) for the Performing Arts Building Modernization Project (306A). The Bond funds may be reimbursed by a potential $50,000 donation and a PG&E energy savings rebate of potentially between $20,000 and $80,000.

RECOMMENDATION:

The President/Superintendent recommends that the Board of Trustees authorize procurement of the Theater Lighting Equipment for the Performing Arts Building Modernization Project (306A).

Administrator Initiating Item
Laura McCarty
Director of Modernization

Administrator Approving Item
David Wain Coon, Ed. D.
Superintendent/President
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Subject: FA Bldg Weatherization Project (306D)

Date: September 18, 2012
Item & File No.: C.10.L.3.

Approve Authorization to Bid

Reason for Board Consideration: ACTION APPROVAL

Enclosure(s): None

BACKGROUND:

On December 13, 2011 the Board of Trustees approved the Project Initiation Form (PIF) for the FA Bldg Weatherization Project (306D). Following a comprehensive design process, it was determined that the original funds allocated for this project were insufficient. On August 21, 2012 the Board of Trustees authorized a funds transfer, allowing the project to continue moving forward to the DSA (Division of the State Architect) approval process. The total approved project budget is now $1,148,340.

The District seeks authorization to proceed with the bidding process for the FA Bldg Weatherization Project (306D). Once DSA approves the plans, the District will seek authorization to award a construction contract to the lowest responsive, responsible bidder.

FISCAL IMPACT:

The reconciled engineer’s construction cost estimate for the project is $765,000.00. A final contractor’s bid containing the final construction budget will be brought to the board for ratification, utilizing the usual procedures.

The project will be paid from Measure C bond funds allocated for the FA Bldg Weatherization Project (306D).

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees authorize the bidding process to proceed for the FA Bldg Weatherization Project (306D).

Administrator Initiating Item
Laura McCarty
Director of Modernization

Administrator Approving Item
David Wain Coon, Ed. D.
Superintendent/President
# BOARD AGENDA ITEM

**To:** Board of Trustees  
**Date:** September 18, 2012

**From:** Superintendent/President  

**Subject:** Approve New Professional Services Agreement for Geothermal Systems Training  
Science Math Central Plant Complex Increment 2&3 Site Development & Building Project (305A)  
PAE Consulting Engineers, Inc.

**Reason for Board Consideration:** ACTION APPROVAL  
**Enclosure(s):** None

## BACKGROUND:

When completed, the Kentfield Campus Geothermal System will service four separate buildings (Student Services, FA, SMN and AC) across Campus. The Geothermal system includes roughly 320 bore holes located in four different parking lots (11, 6, 9 & 4) which are connected thru a system of vaults, isolation valves, in-line pumps and the Central Plant in the Science Building. While the contracts for the three buildings constructed under the Bond, FA, SMN and AC, provide for training on the MEPS equipment within their buildings, no system-wide training for the entire Geothermal System has been contracted to date by the COM.

The District now seeks Board approval for an Agreement with PAE Consulting Engineers to provide this critical system wide training for the COM M&O staff. The PAE proposal is a time & materials contract with all expenditures to be approved in advance by the COM. The COM M&O staff, working in conjunction with SMC and the DOM, will tailor a training program to meet the needs and expectations of the M&O Department.

The new Agreement with PAE Consulting Engineers, Inc. in the amount of $43,060.00 will be brought back to the board for ratification at the next available board meeting.

## FISCAL IMPACT:

This new Agreement for system training services will be paid from Measure C Bond funds for the Science Math Central Plant Complex Increment 2&3 Site Development & Building Project (305A) in the amount of $43,060.00.

## RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve a new Agreement for training services with PAE Consulting Engineers, Inc. for the Science Math Central Plant Complex Increment 2&3 Site Development & Building Project (305A) in the amount of $43,060.00.

---

**Administrator Initiating Item**  
Laura McCarty  
**Administrator Approving Item**  
David Wain Coon, Ed. D.  
**Director of Modernization**  
Superintendent/President
To:       Board of Trustees                         Date:       September 18, 2012
From:    Superintendent/President                  Item & File No.   C.10.L.5.
Subject: Child Study Center - Increment Two Project (303C)  Award Construction Contract

Reason for Board Consideration: ACTION APPROVAL  Enclosure(s): None

**BACKGROUND:**
On July 17, 2012 the Board of Trustees authorized the bidding process for the Child Study Center- Increment Two Project (303C). The scope of the work for Increment One consists of site work, underground utilities and landscaping, play equipment and site signage. Both Increment One and Two have been approved by DSA.

Following District standard bid procedures for all Bond projects, the project was advertised twice and additional outreach was performed to local qualified companies. Six (6) companies were represented at the pre-bid walk. Five (5) bids were submitted for the work from well known and respected construction companies.

The bids received ranged from a high of $1,253,500 to a low bid of $1,164,500 representing a 7.6% spread indicative of successful bid results. However the low bid represents an increase of 6.6% or $72,199 over the reconciled engineer’s estimate for the project. This additional amount over the engineer’s estimate is allocated in the current total project budget of $4,362,575.

The Board of Trustees is now asked to authorize award of a construction contract to the lowest responsive responsible bidder, Jeff Luchetti Construction, Inc. The contract will be brought to the Board for ratification at the first scheduled meeting following execution of the contract.

**FISCAL IMPACT:**
The lowest responsive responsible bid was in the amount of $1,164,500.

**Total fiscal impact: $1,164,500**
The contract will be paid from Measure C bond funds allocated for the Child Study Center Increment Two project (303C).

**RECOMMENDATION:**
The Superintendent/President recommends that the Board of Trustees authorize the award of a construction contract for the Child Study Center Increment Two Project (303C) to Jeff Luchetti Construction, Inc., the lowest responsive responsible bidder in the amount of $1,164,500.
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees  Date: September 18, 2012
From: Superintendent/President  Item & File No. C.10.1.6.
Subject: Approve New Agreement for Project Inspection (PI) Services
Child Study Center Project (303C)
4Leaf, Inc.
Reason for Board Consideration: ACTION APPROVAL  Enclosure(s): None

BACKGROUND:

On November 17, 2011 the Board of Trustees approved the award of the construction contract for the Modular Building portion of the Child Study Center. On July 17, 2012 the Board of Trustees authorized the bidding process for the Child Study Center- Increment Two Project (303C). The scope of the work for Increment One consists of site work, underground utilities and landscaping, play equipment and site signage. Both Increment One and Two have been approved by DSA.

Following District procedures in August 2012 a Request for Proposal for Inspector of Record Services for the project was issued to three (3) qualified firms. The proposals received were evaluated based on qualifications, hourly rates and an estimate of man-hours for the scope described in the RFP.

The District now seeks Board approval of a new Agreement for Project Inspection (PI) services with 4Leaf, Inc. in the amount of $88,400.00 to complete DSA required inspection services for the Child Study Center Project (303C).

FISCAL IMPACT:

This new agreement for Project Inspection Services will be paid from Measure C Bond funds for the Child Study Center Project (303C) in the amount of $88,400.00.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve a new Agreement for Project Inspection (PI) services with 4Leaf, Inc. for the Child Study Center Project (303C) in the amount of $88,400.00.
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President

Date: September 18, 2012

Subject: Authorization to Request Qualifications and Proposals for Program and Construction Management Services

Reason for Board Consideration: ACTION APPROVAL

Enclosure(s): None

BACKGROUND:

The District has been in contract with Swinerton Management & Consulting, Inc. for Program and Construction Management Services since March of 2005. The contract allowed for a five year period of service followed by an optional 2 year extension, which was executed. At the end of the seven year period, several major projects were ongoing and it was necessary to temporarily extend the contract further. The most recent extension will expire on December 31, 2012. The peak building period will be complete by that time, however, the bond program has up to 4 more years of work to complete. Given the amount of time that has passed since the original selection and the amount of work remaining, it is appropriate to conduct another selection process. The selection process will be competitive as required by California Government Code section 4525, et seq. and a committee will be convened to review proposals and interview candidates.

This action will authorize the Request for Qualifications and Request for Proposals (RFQ/P) process to begin for a new Program and Construction Management contract to commence January of 2013.

FISCAL IMPACT:

Costs associated with the development of an RFQ/P and the selection of a qualified firm will be paid from Measure C bond funds. An agreement will be brought to the Board for ratification at the first scheduled meeting following selection of a qualified consultant.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees authorize the consultant selection process and allow the team to move forward with choosing a consulting firm for Program and Construction Management Services.
Marin Community College District
Board of Trustees Regular Meeting
August 21, 2012

Minutes

A. Open Session
1. Call to Order, Roll Call and Adoption of Agenda
   The Board of Trustees of the Marin Community College District met in the Cafeteria of the
   Student Services Building at the Kentfield Campus located in at 835 College Avenue in
   Kentfield, California, all members having received notice as prescribed by law. Board Vice
   President Long called the meeting to order at 5:15 p.m. Trustees Long, Kranenburg, O’Brien
   and Treanor were present. M/s (Treanor/O’Brien) to adopt the closed session agenda.
   Motion carried by unanimous vote 4-0.

2. Public Comment – Closed Session Agenda
   There was no public comment on the closed session agenda.

3. Recess to Closed Session
   The Board recessed to closed session at 5:17 p.m.

B. Closed Session
   The Board met in closed session in the Staff Lounge of the Student Services Building on the
   Kentfield Campus. Trustees Long, Kranenburg, O’Brien and Treanor were present. Trustee Dolan
   arrived at 5:17 p.m., Trustee Namnath arrived at 5:19 p.m. and Trustee Conti arrived at 5:23 p.m.
   Also present were Dr. David Wain Coon, Mr. Al Harrison; Dr. Rebecca Kenney, Mr. Bruce Heid
   and Ms. Nancy Klein.

C. Reconvene to Open Session
1. Call to Order, Roll Call and Adoption of Agenda
   Board President Conti called the open session of the meeting of the Board of Trustees of the
   Marin Community College District to order at 6:57 p.m. in the Student Services Building
   Cafeteria at the Kentfield Campus and asked the Clerk to call roll. All publicly elected officials
   were present. Student Trustee Scott Blood, Dr. David Wain Coon, Ms. Angelina Duarte,
   Mr. Al Harrison and Dr. Rebecca Kenney were also present. M/s (O’Brien/Treanor) to adopt
   the agenda. The motion passed 7-0 plus an advisory aye vote by Student Trustee Blood.

2. Report from Closed Session
   Clerk Namnath reported no action was taken during closed session.
3. Public Comment
   A. Comments regarding items not on the Agenda:
      Mr. Patrick Kelly commented that the Physical Sciences department has acted on
      several directives given by the Board, including offering more weekend and evening
      courses and arranging course scheduling so that transfer students are able to complete
      their courses in two years. Most students are on a five-semester track and this is
      possible because summer courses are available. He stated his concern about a 12-unit
      cut to the Physical Sciences Department and about cutting summer school. He
      requested that departments be given the opportunity to make decisions about
      necessary cuts that will have the least impact on students and not devastate programs.
   B. Comments regarding items on the Agenda - to be heard immediately before the Board
      of Trustees’ consideration of the item.

4. Chief Executive Officer’s Report
   A. 2012/13 Adoption Budget
      President Coon shared the Budget Power Point he had presented at Convocation earlier
      in the day (http://www.marin.edu/WORD-PPT/DWC-Convocation-budget-Final.pdf).
      Moving forward the College will use a multi-year plan that reduces the budget by $1.2
      million the first year, $1.8 million the second year and $300,000 in years three and four.
      This will close the deficit over a period of years and allow us to rebuild the reserve. He
      noted that this plan addresses the guiding principles set by the Board in May and allows
      us to respond to changes, both good and bad as they occur. He further commented that
      we are looking at options that will increase revenues and reduce expenditures as noted
      in the presentation. Funding has been added to address accreditation initiatives and
      help maintain core classes and services. He is asking employees for recommendations
      that might help make the college more efficient and effective. Trustees commented that
      we have been more fortunate than other colleges and that it is important that we work
      together collectively to make decisions and come up with solutions. Having a large
      reserve helped us get through a rough time, but it is important to build it back up. There
      were comments that we must do something about the high percentage of the budget
      that goes to salaries and benefits. There were suggestions to review summer session
      again taking into consideration the classes that are critical for student transfer. The
      College must decide who we are, who we serve and what we need and build the budget
      based on that information. Trustees thanked President Coon and Mr. Harrison and
      encouraged everyone to work together through these financial difficulties and see them
      as a challenge and an opportunity for change.

5. Public Hearing on 2012/13 Adoption Budget
   President Conti opened the Public Hearing on the 2012/2013 Adoption Budget for comment
   at 7:46 p.m. There being no comment President Conti called for a motion to approve the
   2012/13 Adoption Budget.
   A. M/s (O’Brien/Namnath) to approve the 2012/13 Adoption Budget. Mr. Harrison and
      President Coon answered questions from Trustees about the Dental/Vision Self
Insurance Fund, Child Development Fund, the Retiree Unfunded Benefits Irrevocable Trust, telephone and gas increases and increases in Contract Services, and Audits and Elections. Trustees requested future information clarifying the Child Development Program budget and a break out of the contract services costs for Technology, Advancement and International Students. Motion carried 6-1 with Trustee Dolan voting no. Student Trustee Blood cast an advisory aye vote.

6. Academic Senate Report – Sara McKinnon shared a binder of matrices with the Board for their information. A copy of the Academic Senate Report is attached.

7. Classified Senate Report – Alice Dieli presented the Classified Senate Report (attached).

8. Student Association Report - Student Trustee Scott Blood reported that the Associated Students met and unanimously approved the Health Fee Increase noting how important those services were to students. They requested that students be included in discussions related to proposed student fee increases. The students are also putting together a mini-grant program and looking for potential funding areas to support student success.

President Conti entertained a motion to revise the agenda to hear the Legislative Report prior to consent items. M/s (O’Brien/Kranenburg) to revise the agenda as above stated. Motion carried 7-0 with Student Trustee Blood casting an advisory aye vote.

13.B. Legislative Report – Trustee O’Brien noted that Trustees had received a legislative update report from Kerry Mazzoni (attached). She noted that Dr. Coon had prepared two letters of support for AB 2164 and SB 1509, however AB 2164 has been held in the Senate Appropriations Committee. The summary report tracks all of the bills we have requested be monitored. Ms. Mazzoni will attend the September meeting to update the Board on the bills that have been signed.

9. Consent Calendar Items (Roll Call Vote)
   Chris Edmondson addressed the Board on item C.9.D (copy of comments attached).

A. Calendar of Upcoming Meetings
   September 8, 2012 Board Retreat, 9:00 a.m., Location to be determined.
   September 15, 2012 Board Retreat, 9:00 a.m., Location to be determined.
   October 9, 2012 Special Board Meeting, 6:00 p.m., Location to be determined.

B. Approve Classified Personnel Recommendations
1. Appointment of Classified Personnel  
2. Appointment of Hourly Personnel  
3. Temporary Reassignment of Classified Personnel  
4. Resignation/Retirement of Classified Personnel

C. Approve Classified Supervisory Personnel Recommendation

D. Approve Classified Management Personnel Recommendation – Item C.9.D. was moved from Consent to Action

E. Approve Short Term Hourly Positions

F. Approve Educational Management Personnel Recommendations  
   1. Appointment of Educational Management Personnel

G. Budget Transfers - Month of July FY 2012/13

H. Warrant Approval

I. Second Reading and Approval of Revised Board Policies  
   ▪ BP 7250 Educational Administrators

J. Modernization (Measure C) Item C.9.J. was moved from Consent to Action.  
   1. Ratify/Approve Modernization Contracts, Changes and Amendments ($2,526,634.73)  
   2. Declaration of Surplus Disposal  
      PA & FA Relocation (850I) & Austin Science Center Relocation (850E)

M/s (Trenor/O’Brien) to approve C.9.D. Classified Management Personnel Recommendation. President Coon answered Trustees’ questions about the job description, advancement/fund development duties and legal review. He indicated that fund development duties generally reside in the area tasked with communications, outreach, marketing, and alumni and that this is an appropriate area for this function. He informed the Board that we are setting up the infrastructure, looking at donor tracking software and will create a business plan for outreach to the community to generate additional revenue to support the mission of the College. Additional staffing will be required as we move forward, and we are looking at ways to support with existing positions. Motion carried 6-0-1 with Trustee Dolan abstaining. Student Trustee Blood did not vote as this was a personnel matter.

M/s (Trenor/O’Brien) to approve C.9.J. Modernization (Measure C) Items 1 & 2. Trustee Dolan noted that she has requested that Measure C items be listed as action items so there can be discussion. Ms. McCarty answered questions about contract changes listed in the item. Motion carried 6-1 with Trustee Dolan voting no. Student Trustee Blood cast an advisory aye vote.

10. Other Action Items
A. M/s (Treanor/O’Brien) to approve Marin County Office of Education Use Agreement. President Coon answered questions about the rent as well as the collaborative nature of the agreement. Motion carried 7-0. Student Trustee Blood cast an advisory aye vote.

Trustee O’Brien left the meeting at approximately 8:40 p.m.

B. Modernization (Measure C)
1. M/s (Treanor/Namnath) to Approve Change Order #13 and Resolution #08-21-2012 C.10.B.1. Attesting No Benefit to Bidding out Change Order Work ($165,516.00) Midstate Construction Corporation Inc. Performing Arts Modernization Project (306A). Motion carried with a roll call vote 6-0-1. Trustee O’Brien was not present. Trustee Treanor noted that her sister works at Midstate Construction but she has no ownership interest or interest in this project. Student Trustee Blood cast an advisory aye vote.

2. M/s (Treanor/Namnath) to approve Amendment #6 to Long Form Professional Services Agreement, SCMP Increments 2 & 3, Site Development & Building Project (305A) ED2 International – Supplemental Design Services ($243,250.00) Trustees noted that a change of this amount warranted a full discussion at some point, especially given they are just hearing about it. Director of Modernization McCarty answered questions about the waterproofing portion of the design and will bring a full report to the next meeting. Motion carried 6-0-1. Trustee O’Brien was not present. Student Trustee Blood cast an advisory aye vote.

3. M/s (Treanor/Kranenburg) to approve Project Funds Transfer, Child Student Center Project (303C) ($400,000.00). President Coon answered questions about the need for additional funds to complete the project as reported at the last Board meeting. There were questions and discussion about the total project cost and building square footage. Ms. McCarty will bring back total cost figures to the Board. It was noted that this item was important to pass tonight due to the tight construction schedule due to the Clapper Rail Season. President Coon will get the cost information to the Board. The changes in projected costs are partly due to lighting and new entrance to project, that were requirements of outside agencies that were not part of the original plan. Trustees shared concerns about the high overruns on the original estimates and cautioned staff they need to have tighter controls on final projections. Motion carried 4-2-1, with Trustees Dolan and Namnath casting no votes. Trustee O’Brien was not present. Student Trustee Blood cast an advisory aye vote.

4. M/s (Treanor/Kranenburg) to approve Project Funds Transfer, FA Building Weatherization Project (206D) ($150,000.00). Trustee Dolan expressed her concern with use of taxpayer dollars on a project that was not handled properly. Motion carried 4-2-1 with Trustees Dolan and Namnath casting no votes. Trustee O’Brien was not present. Student Trustee Blood cast an advisory aye vote.

5. M/s (Treanor/Conti) to approve Project Funds Transfer, District Legal Counsel (831A) ($550,000.00) Dannis Wovler Kelley. Ms. McCarty answered questions about details of the transfer and how the amount was estimated. Trustee Treanor amended her motion
to authorize the Board approve a transfer of funds in the amount of $320,000. The revision to the motion was accepted by Trustee Conti. Motion carried 5-1-1 with Trustee Dolan voting no. Trustee O’Brien was not present. Student Trustee Blood cast an advisory aye vote.

Student Trustee Blood left the meeting at 9:00 p.m.

6. M/s (Treanor/Kranenburg) to approve Pre-Authorization to Award a Construction Contract, Child Study Center – Increment One Project (303C). Trustee Namnath noted that he would be casting a no vote due to the high cost over the original estimate. Trustee Dolan also noted she would also vote no due to excessive costs. Trustees commented that the Board had already authorized the project and approved the contract for construction. Motion did not carry with a tie vote; Trustees Dolan, Namnath and Long voting no and Trustees Conti, Kranenburg and Treanor voting yes. There was significant discussion about the process for reconsidering this item at the current meeting, tabling the item to be heard at the September 8 Retreat or a calling a special meeting. Ms. McCarty explained the significance of moving on this project within schedule due to the Clapper Rail season, and the risk of putting the project on hold for another year. Approving this item allows them to move to award the bid, if within the estimate, and start construction as close to September 1 as possible. Trustees supported moving forward as discussions have already taken place, the project has been approved and delaying will be costly. Others stated their concerns with the high costs and future funding for the program. Trustee Namnath stated as a point of order that it was not clear what the process was for a tie, however with a motion and second from Trustees who vote aye and no, it was agreed this was appropriate. M/s (Long/Treanor) to reconsider approval of Item 10.8.6. with strong concerns about additional costs on the project. Motion carried 4-1-1-1, with Trustee Dolan voting no and Trustee Namnath abstaining. Trustee O’Brien and Student Trustee Blood were not present.

7. M/s (Namnath/Long) to approve Amendment #2 for Additional Architectural Design Services, Austin Science Center Alterations (structural) Project (301B) Noll & Tam Architects and Planners ($111,160.00). There was concern expressed with authorizing additional structural design work pending written results of the investigation and assessment report. Ms. McCarty and Ms. Daley of Swinerton clarified what the costs in this item were for, stating that the report is ready and will be brought to the Board in September. There was a question that approving this item would not authorize additional structural work, which was confirmed. Motion carried 5-1-1 with Trustee Dolan voting no. Trustee O’Brien and Student Trustee Blood were not present.

Trustee Namnath confirmed that if a tie vote occurs, it is considered a defeat and only the prevailing party can reconsider the vote. Trustee Long’s reconsideration of the motion was proper.
M/s (Treanor/Kranenburg) to merge Items C.10.C through C.10.G. to be considered and voted on as one item. Trustee Dolan requested that C.10.D. and C.10.G. be considered separately. M/s (Treanor/Kranenburg) amended the motion to merge Items C.10.C, E. and F. to be considered and voted on as one item. Motion carried 6-0-1. Trustee O’Brien and Student Trustee Blood were not present.

M/s (Namnath/Treanor) to waive the reading of the Resolutions and waive the official signature page for these resolutions. Motion carried 6-0-1. Trustee O’Brien and Student Trustee Blood were not present.

C. Approve Resolution #08-21-2012 C.10.C. In Support of Constitution Day
E. Approve Gann Appropriations Limit for 2012/13 Resolution #08-21-2012 C.10.E.
F. Approve Resolution #08-21-2012 C.10.F. Authorizing Governing Board to Enter into Agreement Number 21-6538-00-2, California State Preschool Program CSPP-2274 and Signature Authorization
D. Approve Resolution #08-21-2012 C.10.D. Authorizing Issuance of Election of 2004 General Obligations Bond, Series D. M/s (Kranenburg/Treanor) to approve. Motion carried 5-1-1, with Trustee Dolan voting no. Trustee O’Brien and Student Trustee Blood were not present.
G. Approve Resolution #08-21-2012 C.10.G. Use of Property for Weather Station and Land Use Agreement. M/s (Treanor/Kranenburg). Motion carried 5.1.1 with Trustee Dolan voting no. Trustee O’Brien and Student Trustee Blood were not present.

Board President Conti referred Board members to their packets for Board Policy Review and Future Agenda Items.

11. Board Policy Review (1st Reading)
   BP 3420 Equal Employment Opportunity
   BP 3520 Local Law Enforcement
   BP 3715 Intellectual Property
   BP 3820 Gifts
   BP 4020 Program, Curriculum and Course Development
   BP 5800 Prevention of Identify Theft in Student Financial Transactions
   BP 7130 Compensation
   BP 7380 Retiree Health Benefits – Academic Employees

12. Future Agenda Items
   A. Review Mission Statement/Strategic Planning
   B. Pension Reform
   C. Distance Education
   D. WASC Interim Report
   E. Renewal of MOU for California Irrigation Management Information System
13. Board Reports and/or Requests  
   A. Committee Chair Reports - None  
   B. Legislative Report – This was presented earlier in the meeting.  
   C. Individual Reports/or Requests – Trustee Long received a letter requesting the College study the uses of multiple locations on the Kentfield campus if they are no longer be used for educational purposes, including sites located in the flood plain and at higher elevations. President Coon noted that Trustee Long had forwarded this information to him and he is researching background information and checking with legal services on this matter.

   Trustee Treanor noted that there has been an amazing response by staff to respond to WASC and it was expressed that the Board would do their part to complete their response. She thanked her fellow Board members for working to come together on the 8th and the 15th to get that work done and provide that evidence for WASC. She also shared that positive information is getting out to the community about the college with radio and television ads and on buses and bus shelters.

   Trustee Long noted that after this meeting the Board’s Goals and Objectives will be ready for the retreat.

14. Approval of Minutes  
   • M/s (Treanor/Kranenburg) to approve the minutes of the July 17, 2012 Board Meeting. Motion carried 6-0-1. Trustee O’Brien and Student Trustee Blood were not present.
   • M/s (Treanor/Long) to approve the minutes of the July 27, 2012 Special Board Meeting Retreat. Motion carried 5-0-1-1. Trustee Namnath abstained since he did not attend the meeting. Trustee O’Brien and Student Trustee Blood were not present.

Board President Conti referred Board members to their packets to review the Information items.

15. Information Items (see written reports)  
   A. Contracts and Agreements for Services – July 2012  
   B. Fourth Quarter Financial Status Report and CCFS-311Q for 2011/12  
   C. Modernization Update  
      1. Director’s Report  
      3. Program Schedule  
   D. Administrative Procedures  
      AP 3250 Local Law Enforcement  
      AP 3715 Intellectual Property  
      AP 4020 Program, Curriculum and Course Development  
      AP 4023 Course Approval  
      AP 4260 Prerequisites, Co-requisites and Advisors  
      AP 5010 Admissions  
      AP 5011 Admissions of High School & Other Young Students  
      AP 5031 Instructional Materials Fees
E. Calendar of Special Events
   School Starts August 22, 2012
   Labor Day Holiday September 3, 2012 *(Corrected from Agenda)*
   Constitution Day September 17, 2012

16. Correspondence

17. Board Meeting Evaluation – No Comments

18. Adjournment
   M/s (Treanor/Long) to recess to Closed Session to discuss Item 3. Public Employee
   Performance Evaluation and Item 4. Conference with Legal Counsel Existing Litigation,
   Mize-Kurzman. Motion carried 6-0-1. Trustee O’Brien and Student Trustee Blood were not
   present.

   The Board recessed to closed session at 9:50 p.m. All trustees were present except Trustee
   O’Brien. Larry Frierson was also present.

   There was not action taken in closed session.

   M/s (Long/Kranenburg) to adjourn meeting. Meeting adjourned at 10:18 p.m.
Academic Senate Report to the Board of Trustees, August 21st, 2012

I would like to speak in support of Dr. Kelly to also address the issue of summer school. Cutting summer completely affects student pathways and students' ability to complete graduation and transfer requirements. I would propose to keep those classes – or at least a skeleton program that would at least be a set of classes that would cover IGETC requirements and key pathway classes such as the Nursing introductory class or science classes such as the chemistry classes Dr. Kelly referred to. While we will be under construction, we still have IVC and we have the southern end of this campus, which would not have construction noise in the evening. We realize that there is give and take so that if we keep certain classes, we'd likely need to take it out of the spring allocations. However, I believe that the Chairs and faculty are willing to work on this.

My second comment has to do with accreditation. Today at convocation, I outlined our progress in meeting the accreditation recommendations and in meeting the 2012 SLO deadline. One piece of evidence concerns the matrices, which I have brought to you before. Today I will pass around one of three binders filled with completed matrices. Today, we also recognized the tremendous efforts given by pretty much everyone at convocation to meet the various recommendations and to write the plans required by WASC. WE'VE completed OUR work! We implore you, the Board, to meet YOUR recommendation. It is the ONLY one not yet written. We are exhausted and want desperately to get our lives back and to be able to go back to what we are here to do – teach and serve students.

--Sara McKinnon, Academic Senate President
Good Evening.

At Convocation today we heard about the wonderful accomplishments of members of our COM community from the past year, as well as an outline of challenges that we are facing this coming year.

The Classified Senate is in the process of refining our goals, revolving around the theme of communicating our identity and role as the voice for Classified Professionals on non-collective bargaining issues related to college governance. In light of the upcoming tasks facing our college, from the successful attainment of accreditation to developing and implementing creative solutions to the budget issues, all while supporting college-wide student success, communication at all levels and in all directions, will be paramount.

One group of students for whom the college is making a concerted effort to support, is our veteran students. This week the Senate was privileged to sponsor refreshments and a sneak preview of the new Veteran Services Office located in SS 112 prior to the Boots to Books: Supporting Veteran Students Success Professional Development workshop. The event flyer is attached to this report for your information.

We are looking forward to the new year, working with the new employees and former employees in their new roles, and welcoming the students tomorrow both on campus and online!

Respectfully submitted,

Alice L. Dieli

Classified Senate President
Monday, August 20, 2012
10 a.m. to noon
Cafeteria, Student Services Building
Kentfield Campus

Presenters:
Catherine Morris, Veteran’s Counselor, Sierra College
Jarrett Blake, Iraq Veteran, Sierra College Student
College of Marin Veteran Students

Join your colleagues for coffee and light refreshments at 9:30 a.m. before the workshop and check out the new Veteran Services Office next to the Cafeteria in SS 112.

30,000 men and women leave the military and return to California each year. That number is expected to increase dramatically as the military downsizes. Many veterans accessing the GI Bill consider attending a community college as the best option to begin their college career. What do we need to know to support their success in and outside of the classroom? Recently featured on NPR’s “All Things Considered,” Sierra College in Rocklin, CA was profiled for their comprehensive approach in meeting veteran students’ needs. Catherine Morris, Sierra College veteran’s counselor and Jarrett Blake, a Sierra College student and Iraq War veteran, will highlight both the unique set of experiences and challenges facing returning combat veterans as they transition to our community colleges and the vital role we can play in fostering their success. COM veteran students will also share their first-hand experiences at the workshop.

Faculty and staff from all areas are encouraged to attend to learn more about this unique and growing student population.

For more information contact:
Kathleen Kirkpatrick
kathleen.kirkpatrick@marin.edu

Coffee and refreshments provided courtesy of the Classified Senate.
To: Stephanie O'Brien
Fr: Kerry Mazzoni
Re: Legislative Update
Date: August 20, 2012

The legislature is in its final days of the two-year session, committee deadlines have passed and those bills that passed out of the respective Appropriations Committees will next be heard on the floors of the Senate and Assembly. Bills that were held in the respective Appropriations Committees cannot move without a rule waiver, something highly unlikely. Senate bills that pass the Assembly and that were amended in the Assembly must return to the Senate for concurrence votes and visa-versa. If amendments are concurred in, a bill will then go to the governor for signature or veto. The legislative session concludes at midnight on August 31 at which time the governor will have 30 days to sign bills.

Please note AB 1826 dealing with full-time faculty workload. Dr. Coon expressed interested in this bill. The bill was held in the Senate Appropriations Committee. Since the California Federation on Teachers sponsored the bill, we may see it again next year if revenues improve.

Pension reform is still pending and while legislative leadership insists they will produce something by the end of session, time is running out. However, since the governor has the ability to call a special session, if a reform package is not ready prior to the end of session, he will likely do so since pension reform may be important for passage of his tax initiative in November.

Following is an update on the bills of interest:

AB 1500 (Perez)—This bill establishes the Middle Class Scholarship Fund and directs how the revenues will be derived. It is designed to work with AB 1501 (Perez). It is an urgency measure that upon receiving a signature from the governor will take effect immediately. Because it is an urgency bill legislative deadlines do not apply. It is currently on the Senate floor and as of the writing of this memo will not need to return to the Assembly since it has not been amended in the Senate. The bill will need a 2/3rds vote on the floor which will require all Democrats and two Republicans in the Senate.
Status: Senate Floor
http://www.leginfo.ca.gov/pub/11-12/bill/asm/ab_1451-1500/ab_1500_bill_20120525_amended_asm_v96.pdf

AB 1501 (Perez)—This bill is the companion bill to AB 1500 and establishes the Middle Class Scholarship Fund under the administration of the Student Aid Commission. Beginning with the 2012-13 academic year the bill would appropriate $150,000,000 from the fund to the Chancellor of the California Community Colleges for allocation to community college districts. The allocation would be based on calculations of full-time equivalent students and be for the
purpose of scholarship grants to students to reduce the impact of enrollment fees or to help cover the cost of textbooks and other educational expenses. The bill would only become operative if AB 1500 is chaptered and would take effect immediately because it is also an urgency bill. As is the case with AB 1500 the bill will require a 2/3rds vote on the floor of the Senate.

Status: Senate Floor

AB 1741 (Fong)—This would establish the California Community Colleges Student Success and Support Program Act of 2012 and provide for counseling and instructional infrastructure to ensure that students have access to support services and in turn increase their likelihood of success. It requires the Board of Governors to develop a yearly plan for supporting the goals of the act and to complement the Seymour-Campbell Student Success Act of 2012 (SB 1456 below). The goals are to increase the ratio of counselors to students, increase funding for categorical programs that provide student support services, increase the percentage of hours of credit instruction that are taught by full-time instructors, and expand part-time faculty office hours. The bill was opposed by the Chancellor’s office.

Status: Did not meet legislative policy deadline and is dead

AB 1748 (Fong)—This bill removes the requirement that a lease let by a community college for non-academic activities not exceed $25,000.
Status: Signed by the governor and chaptered
http://www.leginfo.ca.gov/pub/11-12/bill/asm/ab_1701-1750/ab_1748_bill_20120217_introduced.pdf

AB 1826 (Hernandez)—This bill would prohibit a full-time faculty member in a community college from being assigned a workload that includes assignments that exceed 50% of a full-time workload in a semester or quarter. It does not apply to summer or intersession terms and may not supersede collective bargaining agreements containing restrictions on overload or extra assignments that are more stringent. The prohibition would also apply to supervisory or managerial personnel performing faculty work allowed under the collective bargaining agreement. The bill is sponsored by the California Federation of Teachers. It passed the Assembly on a party line vote, Democrats supporting and Republicans opposed. The bill was held in the Senate Appropriations Committee.
Status: Senate Appropriations Committee
AB 2164 (Dickinson)—This bill authorizes a community college district to receive reimbursement for local funds expended for capital outlay projects prior to funds being available from the state general obligation bond. The bill contains requirements for the receipt of the reimbursement including requiring the district to have sufficient local funds to fully pay for the project without reimbursement. This bill has bipartisan support. There was a lot of concern over this bill and it was held in the Senate Appropriations Committee.
Status: Senate Appropriations Committee
http://www.leginfo.ca.gov/pub/11-12/bill/asm/ab_2151-2200/ab_2164_bill_20120621_amended_sen_v95.pdf

SB 1052 (Steinberg)—This bill by the President Pro Tempore of the Senate establishes the California Open Education Resources Council under the administration of the Inter-segmental Committee of the Academic Senates of the University of California, the California State University and the California Community Colleges. The council would determine a list of the 50 most widely taken lower division courses and review and approve developed open source materials. It would also promote strategies for production, access and use of open source textbooks to be placed on reserve at campus libraries. The bill would require the council to establish a competitive RFP process in 2013 in which faculty, publishers and other interested parties would apply for funds to produce 50 high-quality, affordable, digital open source textbooks and related materials. The bill would only become operative if funds are provided through state, federal or private funds or a combination of. This bill has bipartisan support and if it passes the Assembly must return to the Senate for a concurrence vote.
Status: Assembly Floor

SB 1070 (Steinberg)—This bill establishes the Career Technical Education Pathways Program with a sunset of June 30, 2018. It requires the Chancellor of the California Community Colleges and the Superintendent of Public Instruction to assist with competitive grants and contracts to be let to economic and workforce regional development centers and consortia, community colleges, middle schools, high schools and regional occupational centers and programs to improve linkages and career technical education pathways between high schools and community colleges. The bill also would require an outcome-based evaluation. The bill has bipartisan support and must return to the Senate for a concurrence vote.
Status: Assembly Floor

SB 1280 (Pavley)—This bill would allow bid evaluation and selection for contracts for goods, materials or services to be determined by “best value” for the
University of California or California Community Colleges. “Best value” would be determined by objective performance criteria that may include price, features, long-term functionality, life-cycle costs, overall sustainability and required services. The bill would sunset on January 1, 2018 and would require a report to the legislature by the Legislative Analyst. The bill has bipartisan support and must return to the Senate for a concurrence vote.
Status: Assembly floor

SB 1402 (Lieu)—This bill recasts and revises provisions governing the California Community Colleges Economic and Workforce Development Program and establishes a revised program that will sunset on January 1, 2018. The bill has bipartisan support and must return to the Senate for a concurrence vote.
Status: Assembly Floor

SB 1456 (Lowenthal)—This bill establishes the Seymour-Campbell Student Success Act of 2012 and would require that a student qualifying for a fee waiver meet academic and progress standards determined by the Board of Governors with the purpose of increasing community college access and success by providing core matriculation services of orientation, assessment and placement, counseling and education planning and academic interventions. The act would be operational only if funds are appropriated for its purposes. The bill has bipartisan support and is supported by a wide range of business and education interests. It is opposed by the California Teachers Association’s Community College Association.
Status: Assembly

SB 1509 (Simitian)—This bill deletes the repeal date for existing law authorizing a school district or community college governing board to enter into a design-build contract for both the design and construction of a facility if specified requirements are met. The bill has bipartisan support and must return to the Senate for a concurrence vote.
Status: Assembly Floor
August 21, 2012

Chris Edmondson
Network Administrator with 30+ years

I missed the presidents Convocation today but heard we are 2.9 million in the hole, that there is talk of no summer school and that managers are being asked to cut 10% from their budgets. Yet before you tonight is a request to approve a 6.92% raise and a title change to Executive Director of Communications and Community Relations because of increased responsibilities.

Well my sister union CSEA has yet to have an equity study that was done in 2007 which clearly pointed out increased responsibilities and a need to update job descriptions, pay and titles implemented. My union SEIU had negotiated during our last contract to an increase in our pensions at NO COST to the district and we have been told that the board has no interest in implementing that at this time.

During these hard financial times if you approve a raise for one management position at the cost of those that have also taken on the increased workload without compensation, you are sending a clear message that the classified staff are not worth the same consideration that management is afforded.

Thank you.
**BACKGROUND:**

Attached for your information is a listing of all External Consultants and Contractors with whom we entered into a contract in excess of $1,000 with a description of services provided.
## Contracts and Agreement for Services
### OVER $1,000.00
### MONTHLY REVIEW

<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Vendor/Description</th>
<th>Department</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0215206</td>
<td>Protection One Alarm Monitoring, Inc Alarm monitoring services for MS1-300, Learning Resource Center and Indian Valley Campus building.</td>
<td>Maintenance</td>
<td>$ 1,635.12</td>
</tr>
<tr>
<td>P0215210</td>
<td>Fire King Fire Protection Fire extinguisher services for the College.</td>
<td>Maintenance</td>
<td>$ 2,613.60</td>
</tr>
<tr>
<td>P0215229</td>
<td>Levy Plumbing Co Plumbing services for the College.</td>
<td>Maintenance</td>
<td>$ 1,500.00</td>
</tr>
<tr>
<td>P0215233</td>
<td>Stanley Security Solutions, Inc Monitoring and maintenance security services for PP 3101 and mainframe room in the IT building at Indian Valley Campus and Business Center 106, Science Center 146, Learning Center 10, 11, 67 and 71 at the Kentfield Campus.</td>
<td>Maintenance</td>
<td>$ 3,829.08</td>
</tr>
<tr>
<td>P0215234</td>
<td>XAP Corporation CCCApply online application for student support services for the 2012-2013 school year.</td>
<td>District Wide</td>
<td>$ 11,714.00</td>
</tr>
<tr>
<td>P0215235</td>
<td>School &amp; College Legal Services Of California Legal services retainer for the 2012-2013 school year.</td>
<td>District Wide</td>
<td>$ 37,000.00</td>
</tr>
<tr>
<td>P0215236</td>
<td>Blue Sky Solar Cleaning Annual service for cleaning the photovoltaic and thermal solar panels at Kentfield.</td>
<td>Maintenance</td>
<td>$ 1,500.00</td>
</tr>
<tr>
<td>P0215244</td>
<td>Board of Governors Reporting subscription for Student Right to Know reporting information.</td>
<td>Planning and Research</td>
<td>$ 3,900.00</td>
</tr>
<tr>
<td>P0215257</td>
<td>Sausalito Moving &amp; Storage, Inc Furniture moving services for moving items from Indian Valley Campus to Kentfield Campus.</td>
<td>Maintenance</td>
<td>$ 1,500.00</td>
</tr>
<tr>
<td>P0215283</td>
<td>Scott Technology Group Maintenance/Service agreement for the Pay4Print software in the Learning Resources Center.</td>
<td>Information Technology</td>
<td>$ 1,317.20</td>
</tr>
<tr>
<td>P0215291</td>
<td>Facebook Corporate Advertising services for July 2012.</td>
<td>Community Relations</td>
<td>$ 3,000.00</td>
</tr>
<tr>
<td>Agreement Number</td>
<td>Vendor/Description</td>
<td>Department</td>
<td>Amount</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------------------------------------------</td>
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</tr>
<tr>
<td>P0215293</td>
<td>Sun Ridge Systems, Inc</td>
<td>Police</td>
<td>$1,950.00</td>
</tr>
<tr>
<td></td>
<td>Support services for the RIMS public safety software.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0215294</td>
<td>Town Of San Anselmo</td>
<td>Police</td>
<td>$3,198.90</td>
</tr>
<tr>
<td></td>
<td>Dispatch services for the College for July 2012.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0215296</td>
<td>ECS Imaging, Inc</td>
<td>Admissions and Records</td>
<td>$4,053.00</td>
</tr>
<tr>
<td></td>
<td>LaserFiche document support services for 2012-2013.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0215297</td>
<td>Tom Evers</td>
<td>IVC Pool</td>
<td>$13,000.00</td>
</tr>
<tr>
<td></td>
<td>Aquatic Program director services for July to December 2012.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0215308</td>
<td>Community College League Of California</td>
<td>District Wide</td>
<td>$1,500.00</td>
</tr>
<tr>
<td></td>
<td>Policy and procedure services for Board Policy templates and legal opinions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0215310</td>
<td>North Bay Leadership Council</td>
<td>District Wide</td>
<td>$3,600.00</td>
</tr>
<tr>
<td></td>
<td>Membership services through June 30, 2013.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0215338</td>
<td>Petroteck</td>
<td>District Wide</td>
<td>$1,425.00</td>
</tr>
<tr>
<td></td>
<td>Vapor recovery tests for Kentfield Campus, Indian Valley Campus and Transportation Tech building at Indian Valley Campus.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0215339</td>
<td>Student Insurance</td>
<td>District Wide</td>
<td>$14,287.00</td>
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<td>International student insurance services for the College.</td>
<td></td>
<td></td>
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<tr>
<td>P0215340</td>
<td>Student Insurance</td>
<td>District Wide</td>
<td>$36,049.00</td>
</tr>
<tr>
<td></td>
<td>International student insurance services for the College.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0215341</td>
<td>Keenan &amp; Associates</td>
<td>District Wide</td>
<td>$29,627.02</td>
</tr>
<tr>
<td></td>
<td>Group benefit consulting services for the College.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0215342</td>
<td>Crowe Horwath LLP</td>
<td>District Wide</td>
<td>$77,500.00</td>
</tr>
<tr>
<td></td>
<td>Auditing services for the College in 2012-2013, includes District, Foundation and Measure C audits.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0215345</td>
<td>Easy Permit Postage</td>
<td>Community Education</td>
<td>$22,000.00</td>
</tr>
<tr>
<td></td>
<td>Postal services for mailing of the Fall 2012, Winter, Spring and Summer 2013 schedule of classes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0215350</td>
<td>Slembruck Many Corporation</td>
<td>Maintenance</td>
<td>$3,780.00</td>
</tr>
<tr>
<td></td>
<td>Security alarms services for both Kentfield and Indian Valley Campus.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0215361</td>
<td>Enviro Safetech</td>
<td>Fine and Visual Arts</td>
<td>$2,500.00</td>
</tr>
<tr>
<td></td>
<td>Power tool training services for Fine Arts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agreement Number</td>
<td>Vendor/Description</td>
<td>Department</td>
<td>Amount</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------------------------------------------------------------------------------</td>
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<td>-----------</td>
</tr>
</tbody>
</table>
| P0215362         | Gotelli Plumbing, Inc
Plumbing repair services for the College.                                         | Maintenance      | $ 5,000.00|
| P0215368         | Precision For Collision
Equipment repair services for the College.                                         | Maintenance      | $ 2,127.07|
| P0215371         | Trinity EMCS, Inc
Delta Building Management System for the Main Building 27 at the Indian Valley Campus. | Maintenance      | $ 12,000.00|
| P0215380         | Discovery Office Systems
Maintenance agreement for Kentfield Administration copier.                           | District Wide    | $ 1,540.51|
| P0215381         | Strategic Education Services
Professional services for the College.                                                 | District Wide    | $ 24,150.00|
| P0215382         | Community College League Of California
Consulting services for the College.                                                    | District Wide    | $ 5,000.00|
| P0215386         | Judith A Creighton
Instruction services for the Summer 2012 Artisan Cheese and Its Traditions class.   | Community Education | $ 2,000.00|
| P0215399         | Xerox Corporation
Leasing services for the Police Xerox copier.                                           | Police           | $ 1,700.00|
| **Restricted**   |                                                                                     |                  |           |
| P0215230         | Ricoh USA, Inc
Services/Maintenance agreement for copier.                                              | Student Services | $ 1,400.00|
| P0215251         | CAPP Associates
Annual software maintenance and upgrade agreement for the College.                    | Testing          | $ 1,800.00|
| P0215317         | Ventek International, Inc
Parking machine’s cellular fees and hosting services for credit card transactions for 2012-2013. | Police           | $ 1,080.00|
| P0215355         | Tennant Company
Maintenance/Services fees for Ground’s cleaning equipment.                              | Grounds          | $ 3,500.00|
| P0215388         | Health Special Risk, Inc
Student insurance services for students at the College.                                 | Health Center    | $ 38,509.20|
<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Vendor/Description</th>
<th>Department</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0215266</td>
<td>Mobile Modular Management Corporation</td>
<td>Measure C</td>
<td>$ 2,556.00</td>
</tr>
<tr>
<td></td>
<td>Maintenance services to replace the AC filters for the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PV portables at the Kentfield Campus.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Marin Community College District
Measure C Bond Modernization Program

Modernization Director’s Report to Board of Trustees
September 18, 2012

BUDGET UPDATE

Bond spending plan: $260.5 million ($249.5 m bond, $11 m interest)
Reserves: $4,914,931, of which $2,300,000 is allocated to IVC
Expended to date: $185 million (71% of bond spending plan)
  • Assessment $ 5.5 million
  • Planning/design $ 61.2 million
  • Construction $118.3 million

Summary of modernization items in this agenda:

Notification of PCO items exceeding $50,000: ($51,519)
  • SMCP Increment 2&3, Site Development & Building Project (305A)
    o PCO No. 350.0 – water purification still, ice machine and dishwasher; Reason:
      contractor procured equipment $51,519.

Consent [all routine items not requiring resolution or discussion]: ($583,091)
  • Ratify / Approve Modernization Contracts, Changes and Amendments ($583,091.00)
  • Approve Subcontractor Substitution Request (stainless steel & glass handrails work)
    o Science Math Central Plant Complex Increment 2&3 Site Development & Building
      Project (305A). Lathrop Construction Associates, Inc. ($0) (handrails)
  • Declaration of Surplus Disposal. Austin Science Center Relocation (850E)

Action [items requiring resolution or discussion]: ($1,578,784)
  • Approve Change Order # 14 and Resolution XX Attesting No Benefit to Bidding out Change
    Order Work ($122,824.00)
    o Midstate Construction Corporation, Inc. Performing Arts Modernization Project
    (306A)
  • Authorize Procurement of Specialty Equipment
    o PA Lighting (306A) ($150,000.00)
  • Approve Authorization to Bid
    o Fine Arts Weatherization Project (306D)
  • Approve New Professional Services Agreement
    o Science Math Central Plant Complex Increment 2&3, Site Development & Building
      Project (305A). PAE Consulting Engineers, Inc. ($43,060.00)
  • Approve Award of a new Construction Contract
    o Child Study Center – Increment One Project (303C). Jeff Luchetti Construction
      Corporation ($1,164,500.00)
  • Approve new Professional Services Agreement
    o FA MEPS Modification Project (306C). Gayner Engineers ($10,000.00)
  • Approve new Project Inspection (PI) Agreement
    o Child Study Center Project (303C). 4Leaf, Inc. ($88,400.00)

Net value of new contracts / changes / amendments in this agenda: ($2,213,394)
CURRENT DESIGN

- **KTD Academic Center:**

  Design is now complete through the 50% “Construction Documents” phase. The drawings are undergoing review by the college’s Maintenance & Operations staff and design “peer reviews” are being scheduled with the following disciplines: mechanical, electrical, structural, civil, and waterproofing. The peer reviews are an extra measure we are taking to identify design coordination issues, errors and/or omissions in the drawings before they are bid. This effort is anticipated to mitigate costly change orders for the District. The design is currently on schedule for submittal to DSA in late November.

  Included with your board packet is the Initial Study (for the EIR) for review. The 30 day public comment period for this document ends on Monday Oct. 1, 2012. We are prepared to make a brief presentation to the Board on the EIR process; the Initial Study; and comment letters received at the regular October Board meeting.

- **KTD Child Study Center:**

  Bidding is complete with Jeff Luchetti Construction, Inc. selected as the lowest responsive responsible bidder. This is fortunate as this is the same contractor that was awarded the building fabrication thereby eliminating possible conflicts of having two contractors involved. The low bid was slightly over the engineer’s reconciled estimate but within our total project budget of $4,362,575. Please see the action item authorizing award of contract for more detail on the bids. We received no protests and have begun planning mobilization. The final EIR was certified at the special September 8th meeting, the contractor mobilized on site on September 10th.

- **Austin Science Center Swing Space:**

  Great progress has been made preparing for the move and performing the equipment surplus process. Preparations will be ready for the first of the “early moves” of equipment in November. Bidding for the phase 1 swing preparations will take place in October.

- **KTD Fine Arts Weatherization:**

  Correction from last month: I reported that this project has recently been approved by DSA. Actually, it was the main FA project that was recently approved which was an important predecessor for the weatherization project. The westernization project can now complete its review which should take another month or so. A detailed bidding schedule is now being developed and construction in planned for summer 2013.

CURRENT CONSTRUCTION

- **KTD Performing Arts Building:**

  Follow-up of the peer review issues is down to a routine level in terms of execution of the work. We still have some details to work out but it is now safe to say the impact of the review is known. The items have resulted in several new design instructions from the architect for which we are finalizing pricing. We are holding contingency for these items and at this time do not anticipate the requirement for an augmentation of the budget, however, the budget is getting extremely tight. The contractor’s schedule for completion, including the new dance addition and art gallery has slipped to early November, however, we still anticipate we will move the dance faculty in before the start of spring semester 2013.
This month, we are requesting approval of change order 14; please see the action item for detail. Overall changes on this project are now 15.6% of the base contract value. A breakdown of the currently approved changes by category is:

**Unforeseen (43%)**: The largest percentage of changes are due to unforeseen conditions as would be anticipated from a modernization of a building of this vintage. The majority of these items had to do with asbestos abatement and restoration of building infrastructure that was simply not functional (mechanical, electrical, plumbing and waterproofing systems). Delay costs associated with these changes are included.

**Owner (27%)**: It is important to note that the majority of the owner changes consisted of items that would have been part of a typical modernization such as data infrastructure. This change required full build-out of 2 rooms, a remote chiller, and conduit pathways as requested by our IT department. Other large owner changes had to do with revisions to the art gallery requested by the gallery user group; improvements to the existing cooling tower requested by maintenance & operations; and additional measures to protect trees requested by our landscape department. The initial scope of this project was an absolute minimum, a standard not in keeping with how we strive to deliver projects today.

**Design (25%) and Code (5%)**: As with the FA building, this project has suffered from weak drawings, particularly in the mechanical systems. For this reason, we undertook the peer review previously mentioned. Once all the costs associated with the peer review are known, we anticipate this category to increase in comparison to the other categories. Compared to standards seen within the industry, these percentages are on the high side.

In conclusion, we will continue to aggressively negotiate change orders, however we expect the total changes could exceed 20% including the cost of delays by the end of the project.

- **Science Math Nursing:**

  We have made significant progress on the window waterproofing problem. It has taken more time than anticipated to arrive at a fix that is both "construct-able" and accepted by all parties including waterproofing experts from both the architect and contractor. Several details were designed and each were evaluated to arrive at one that provides the best long term solution but did not require materials that have long "lead" times. We are currently assessing the schedule impact and will report back next month in greater detail. We remain optimistic that the facility will be complete for teaching in January but are analyzing other schedule scenarios.

**BOARD FUND-RAISING OPPORTUNITIES**

- **KTD Science Complex**

  Installation of historic items salvaged from Dickson Hall, part of museum in new facility (~$150,000)

- **PA Performing Arts**

  Donor opportunities for FF&E have been developed. A generous donation of $50,000 was recently secured by the drama department for theater lighting.
<table>
<thead>
<tr>
<th>Completed Projects</th>
<th>Budget (approx.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>KTD College Avenue Utility Conduit Crossing</td>
<td>$68,000</td>
</tr>
<tr>
<td>KTD Dance Relocation</td>
<td>$770,800</td>
</tr>
<tr>
<td>KTD Diamond PE Center</td>
<td>$20,900,000</td>
</tr>
<tr>
<td>KTD Dickson Hall Faculty Relocation</td>
<td>n/a</td>
</tr>
<tr>
<td>KTD DSPS Relocation</td>
<td>$212,000</td>
</tr>
<tr>
<td>KTD Health Services Relocation</td>
<td>$495,000</td>
</tr>
<tr>
<td>KTD Larkspur Annex Restoration</td>
<td>$1,200,000</td>
</tr>
<tr>
<td>KTD Literacy Lab (partially funded by Redevelopment funds)</td>
<td>n/a</td>
</tr>
<tr>
<td>KTD Parking Lot 10 Paving Project</td>
<td>n/a</td>
</tr>
<tr>
<td>KTD Photovoltaic System</td>
<td>$3,700,000</td>
</tr>
<tr>
<td>KTD Pool Repair Project</td>
<td>$425,100</td>
</tr>
<tr>
<td>KTD Portable Village Swing Space</td>
<td>$1,300,000</td>
</tr>
<tr>
<td>KTD West Bridge</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>KTD Hazmat Abatement</td>
<td>n/a</td>
</tr>
<tr>
<td>KTD Science Math Central Plant Complex Increment 1 Site Utilities</td>
<td>7,800,000</td>
</tr>
<tr>
<td>KTD and IVC Geothermal Fields</td>
<td>$9,300,000</td>
</tr>
<tr>
<td>KTD and IVC Greenhouse/Shade Structure Relocation</td>
<td>$359,000</td>
</tr>
<tr>
<td>KTD and IVC Tree Removal</td>
<td>$315,000</td>
</tr>
<tr>
<td>KTD New Fine Arts</td>
<td>$17,721,000</td>
</tr>
<tr>
<td>KTD PE Track renovation</td>
<td>$1,250,000</td>
</tr>
<tr>
<td>IVC 12kV Utility Extension</td>
<td>$472,000</td>
</tr>
<tr>
<td>IVC Creek Erosion Mitigation</td>
<td>$788,000</td>
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<tr>
<td>IVC Fire Mitigation</td>
<td>$785,000</td>
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<tr>
<td>IVC Gas Main Replacement</td>
<td>$534,000</td>
</tr>
<tr>
<td>IVC Pomo 4 Roof Replacement</td>
<td>$159,000</td>
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<tr>
<td>IVC Storm Drain Repairs</td>
<td>$349,000</td>
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<tr>
<td>IVC TransTech Swing Space</td>
<td>$538,000</td>
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<tr>
<td>IVC Trans. Tech. Complex</td>
<td>$13,042,826</td>
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<tr>
<td>KTD SMCP Utility Project</td>
<td>$5,900,000</td>
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<tr>
<td>IVC New Main Building</td>
<td>$18,827,000</td>
</tr>
<tr>
<td>IVC Utilities &amp; MEP supplemental</td>
<td>$399,127</td>
</tr>
<tr>
<td><strong>Total completed projects to date:</strong></td>
<td><strong>$109,609,853</strong></td>
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### A. Alfa Tech Consulting Enterprise

<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>12/04/2007</td>
<td>Amendment 14</td>
<td>Completed</td>
</tr>
<tr>
<td>Construction Admin 850C</td>
<td>12/01/2007</td>
<td>Amendment 16</td>
<td>Completed</td>
</tr>
<tr>
<td>Credit from Amend #13 for DSPG relocation (850C)</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>Calcs 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 Civil Time Extension thru 12/31/10</td>
<td>12/31/2010</td>
<td>Amendment 23</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 (Credit)</td>
</tr>
</tbody>
</table>

### B. CSW Stubber-Stroech (Biswals/ 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 busses 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 design &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; OSC); Installation of three (3) survey monuments at the Kentfield Campus in the area north of Curtis Madera Creek. The monuments will be brass discs permanently affixed to existing concrete foundations and low walls. Deliberables include: field survey; office calculations; installation of the brass discs; and CD with 3D control points references to existing public monuments.</td>
<td>8/20/2013</td>
<td>Amendment 39</td>
<td>In progress</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>In progress</td>
</tr>
<tr>
<td>Also civil engineering services associated with the new ADA ramp and pathway adjacent to the Learning Resource Center and Student Center building on the Kentfield Campus (200S)</td>
<td></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>In progress</td>
</tr>
<tr>
<td>New Academic Center Project (300S) - 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>8/30/2013</td>
<td>Amendment 42</td>
<td>In progress</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>
<td></td>
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<tr>
<td>Science Math Nursing Project (302A) - Review flood issue at Laurel Avenue and prepare a written response for the County of Marin</td>
<td></td>
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<tr>
<td>Activity</td>
<td>Milestone Date</td>
<td>Document</td>
<td>Completed</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>C. ED2 International (Fine Arts Weatherization)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Form Contract includes: programming phase, schematic design phase,</td>
<td>11/15/2011-12/31/2013</td>
<td>Contract</td>
<td>In progress</td>
</tr>
<tr>
<td>design development phase, construction document phase, bidding, construction &amp; closeout; FA Weatherization (356D)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. ED2 International (Science / Math / Central Plant)</td>
<td></td>
<td></td>
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<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/F&amp;E Phase</td>
<td>11/30/2012</td>
<td>Contract</td>
<td>Completed</td>
</tr>
<tr>
<td>Add'l services for consultant (David Langdon) to prepare opinions of probable construction costs 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 Increment No. 2 &amp; 3, Demo &amp; Building Project (305A)</td>
<td>N/A</td>
<td>Amendment 3</td>
<td>Completed</td>
</tr>
<tr>
<td>Feasibility Study for the Fine Arts Weatherization (Project 1/88A 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 Service 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 Wing and the northeast edge of Parking Lot 4 for SMCP Inc. 2 &amp; 3 (305A)</td>
<td>N/A</td>
<td>Amendment 4 (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 5 (P0105400)</td>
<td>In progress</td>
</tr>
<tr>
<td>Additional Services Request for supplemental design services resulting from changes 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 6 (P0105400)</td>
<td>In progress</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>E. Environmental Science Associates (ESA)</td>
<td></td>
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<td></td>
</tr>
<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>In progress</td>
</tr>
<tr>
<td>No cost time extension</td>
<td>6/30/2013</td>
<td>Amendment 1</td>
<td>Completed</td>
</tr>
</tbody>
</table>
### F. HKIT (Hardison, Komatsu, Ivoich & Tuckor) (Transportation Technology Center/Child Study Center)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
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<tbody>
<tr>
<td>Operation/Project Close-out Phase - 12 months</td>
<td>9/1/2010-9/1/2012</td>
<td>Contract</td>
<td>Completed</td>
</tr>
<tr>
<td>Programming confirmation &amp; beginning schematic design, Child Study Center at KTD Project 3013</td>
<td>12/1/2011</td>
<td>New SF Contract</td>
<td>Completed</td>
</tr>
<tr>
<td>Construction Drawings &amp; Specifications - Bid Set Due for the MEP Supplemental Project (3033) (42A/417A)</td>
<td>6/17/2011</td>
<td>Amendment 21</td>
<td>Completed</td>
</tr>
<tr>
<td>Construction Drawings &amp; Specifications - Bidding &amp; CA Services for the MEP Supplemental Project (3033) (42A/417A)</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 3033</td>
<td>6/30/2011</td>
<td>SF Amendment 1</td>
<td>Completed</td>
</tr>
<tr>
<td>Design &amp; engineering services for OSA, required and handled extension; OSA coordination and meetings - Transportation Tech Complex Project 402A</td>
<td>6/30/2011</td>
<td>Amendment 22</td>
<td>Completed</td>
</tr>
<tr>
<td>Long Form Contract for Child Study Center Project 3013</td>
<td>10/11/2010-11/30/2013</td>
<td>New LF Contract</td>
<td>In progress</td>
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<tr>
<td>Design &amp; engineering services for the HVAC supplemental upgrade work (Main Bldg Complex Project 417A)</td>
<td>N/A</td>
<td>Amendment 23</td>
<td>Completed</td>
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<tr>
<td>Foundation system redesign for Child Study Center Project 3033</td>
<td>N/A</td>
<td>Amendment 1</td>
<td>Completed</td>
</tr>
<tr>
<td>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 Planning Plan revisions to new parking lot and driveway alignment; Irrigation Plan coordination and revisions related to new parking lot and driveway alignment; Revise benches and pedestrian path alignments related to new parking lot and driveway alignment</td>
<td>N/A</td>
<td>Amendment 1</td>
<td>In progress</td>
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<tr>
<td>No cost line extension</td>
<td>7/1/2012</td>
<td>Amendment 1</td>
<td>Completed</td>
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<tr>
<td>Diamond PE Center Alterations Project (393B) - Professional design services to investigate the issues in the acid and chemical rooms and provide guidance on how to mitigate the corrosion issues in the Diamond PE Center</td>
<td>N/A</td>
<td>New SF Contract</td>
<td>In progress</td>
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### G. Kale Keating Associates, Inc. (District Signage Consultant)

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<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
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<tbody>
<tr>
<td>Main Building Complex Signage (417A)</td>
<td>9/30/2010</td>
<td>Amendment 5</td>
<td>Completed</td>
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<tr>
<td>Addit construction admin services related to signage for Science-Math-CP Complex Project 305A</td>
<td>N/A</td>
<td>Amendment 6</td>
<td>In progress</td>
</tr>
<tr>
<td>Design services for Building Mounted Acknowledgement Plaque: Reference KIKA proposal dated Feb 9, 2012 ($6,530.00); Revise and replace at Inland Valley Campus (IVC) changing any reference to &quot;Media Resource Center&quot; to &quot;Library&quot;; Revise Kentfield Campus Map showing construction zones/areas for District publications ($3,050.00)</td>
<td>4/2 - 12/31/2012</td>
<td>Amendment 7</td>
<td>In progress</td>
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### H. Marcy Wong and Donn Logan (FA / PA Buildings)

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<td>Construction Phase</td>
<td>5/1/2010 to 10/15/2012</td>
<td>Contract</td>
<td>In progress</td>
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<tr>
<td>Operation/Project Close-out Phase - 12 months</td>
<td>8/1/2012 to 4/1/2013</td>
<td>Contract</td>
<td>In progress</td>
</tr>
<tr>
<td>Project Close-out with OSA</td>
<td>8/1/2012 to 4/1/2013</td>
<td>Contract</td>
<td>In progress</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 preim project scope guidelines</td>
<td>Dates not changed</td>
<td>Amendment 1</td>
<td>Completed</td>
</tr>
<tr>
<td>Feasibility study required by OSA and additional time and material authorization for additional reviews to meet OSA requirements for PA Modernization Project 305A</td>
<td>11/1/2011</td>
<td>Amendment 9</td>
<td>Completed</td>
</tr>
<tr>
<td>Addi architectural design services as follows: Grade differential, add MDF room, implement revisions at Gallery and revise the cooling tower water treatment (PA Modernization Project 305A)</td>
<td>N/A</td>
<td>Amendment 10</td>
<td>In progress</td>
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<td>Fine Arts</td>
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<tr>
<td>Provide design services for Fine Arts Foundry and Kit Awning, part of the New FA Building Project 306C</td>
<td>N/A</td>
<td>Amendment 11</td>
<td>In progress</td>
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<td>Project Description</td>
<td>NIA</td>
<td>Amendment</td>
<td>Status</td>
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<tr>
<td>Performing Arts Building Project (305A) - Add continuous dimming controls to...</td>
<td>NIA</td>
<td>Amendment 12</td>
<td>In progress</td>
</tr>
<tr>
<td>Fine Arts Kiln &amp; Foundry Awning Project (305C) - Provide assistance with DSA...</td>
<td>NIA</td>
<td>Amendment 13</td>
<td>In progress</td>
</tr>
<tr>
<td>Performing Arts Modernization Project (306A) - Reference ASR 5.1R (correction of...</td>
<td>NIA</td>
<td>Amendment 14</td>
<td>In progress</td>
</tr>
<tr>
<td>New Fine Arts Building Project (305C) - Reference ASR 8 - Provide review of...</td>
<td>NIA</td>
<td>Amendment 15</td>
<td>In progress</td>
</tr>
<tr>
<td>Performing Arts Modernization Project (306A) - Reference ASR 14 - Provide additional...</td>
<td>NIA</td>
<td>Amendment 16</td>
<td>In progress</td>
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<th>Document</th>
<th>Status</th>
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<tbody>
<tr>
<td>FF&amp;E Consultant for the SMCP Complex Project 305A</td>
<td>12/31/2012</td>
<td>New Contract</td>
<td>In progress</td>
</tr>
<tr>
<td>FF&amp;E Consultant for the FA Modernization Project 306A</td>
<td>12/31/2012</td>
<td>New Contract</td>
<td>In progress</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>
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<tr>
<td>FF&amp;E Consultant for the PE Track Renovation Project 306G</td>
<td>N/A</td>
<td>Amendment 1</td>
<td>Completed</td>
</tr>
<tr>
<td>FF&amp;E Consultant for the Performing Arts Modernization Project (306A) &amp; the SMCP Complex Project (305A) 306G</td>
<td>12/31/2012</td>
<td>Amendment 2</td>
<td>In progress</td>
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</tbody>
</table>
## J. Royston Hanamoto Alley & Abey (District Landscape Consultant)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
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<tbody>
<tr>
<td>Kentfield Campus Construction Phasing Diagrams</td>
<td>Quarterly through 2011</td>
<td>Amendment 3</td>
<td>Ongoing</td>
</tr>
<tr>
<td>LEED Services</td>
<td>12/15/2007 through CA Phase</td>
<td>Amendment 4</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Construction Administration</td>
<td>Port 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>5/28/2009</td>
<td>Amendment 6</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Landscape design around new signs for FA (305C and PE 306B)</td>
<td>4/24/2009</td>
<td>Amendment 18</td>
<td>Completed</td>
</tr>
<tr>
<td>Construction Phasing Plan Docs (950D)</td>
<td>7/15/2009</td>
<td>Amendment 11</td>
<td>Completed</td>
</tr>
<tr>
<td>Additional landscape design services (401B)</td>
<td>7/15/2009</td>
<td>Amendment 11</td>
<td>Completed</td>
</tr>
<tr>
<td>Additional landscape design services (413A)</td>
<td>7/21/2009</td>
<td>Amendment 17</td>
<td>Completed</td>
</tr>
<tr>
<td>Additional services to provide parking diagram in accordance with USGBC standards for LEED Accreditation (305C)</td>
<td>N/A</td>
<td>Amendment 13</td>
<td>Completed</td>
</tr>
<tr>
<td>Additional design services to prepare tree removal and tree relocation bid packet drawings - SMCP Increment No. 1, Site Development Utilities Proj (305C)</td>
<td>N/A</td>
<td>Amendment 14</td>
<td>Completed</td>
</tr>
<tr>
<td>Additional design services for separation &amp; reorganization of Bus Shelter and Bridge work scope; coordination, revisions &amp; submittal of Bridge scope of work to DSA for approval (413A)</td>
<td>N/A</td>
<td>Amendment 15</td>
<td>Completed</td>
</tr>
<tr>
<td>Revisions to current DSA drawings per DSA comments: create new campus access plan specific to bridge on a separate project; provide new detail sheet for bridge, expand context plan to indicate materials &amp; grades along accessible routes: Pathways IVC Project 412A</td>
<td>N/A</td>
<td>Amendment 17</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 17</td>
<td>Completed</td>
</tr>
<tr>
<td>Conceptual parking lot study for lots 1, 5, 7 and 9 on KTD Campus as requested by Owner in prep for February BOT mg 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 (309B)</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>
<tr>
<td>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.</td>
<td>N/A</td>
<td>Amendment 19</td>
<td>In progress</td>
</tr>
<tr>
<td>New Academic Center Project (303B) - New Academic Center site tree removal and replanting site coordination and bid documents</td>
<td>N/A</td>
<td>Amendment 20</td>
<td>In progress</td>
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</tbody>
</table>

## K. TLCG Architecture (New Academic Center)

<table>
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<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
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</thead>
<tbody>
<tr>
<td>Programming, coordination &amp; begin schematic design; NAC Project 203B</td>
<td>12/31/2010</td>
<td>Short Form Contract</td>
<td>Completed</td>
</tr>
<tr>
<td>Audit services for continued programming &amp; program validation activities, including user group mgs, meeting notes, furniture coordination, standards review &amp; draft of final report, NAC Project 303B</td>
<td>9/16/2011</td>
<td>SF Amendment 1</td>
<td>Completed</td>
</tr>
<tr>
<td>Long Form Contract includes: programming phase, schematic design phase, development phase, construction document phase, bidding, construction &amp; closeout; NAC Project 303B</td>
<td>9/11/2015</td>
<td>Long Form Contract</td>
<td>In progress</td>
</tr>
<tr>
<td>Audit services for programming phase: programming verification &amp; shop drawings; NAC Project 203B</td>
<td>9/10/2011</td>
<td>LF Amendment 1</td>
<td>Completed</td>
</tr>
<tr>
<td>Conceptual design of the NAC &quot;Great Lawn Proposal&quot;; District Landscape Architect Project 807A</td>
<td>9/16/2011</td>
<td>LF Amendment 2</td>
<td>In progress</td>
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</table>

## L. VSN Architects (IVC Main Building) & Architects vbn (Facilities Master Plan)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</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>In progress</td>
</tr>
<tr>
<td>Description</td>
<td>Status</td>
<td>Contract Type</td>
<td>Notes</td>
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<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>In progress</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.</td>
<td>N/A</td>
<td>Amendment 1</td>
<td>In progress</td>
</tr>
<tr>
<td>ARCHITECTURE/BN 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 3A: Reorganize FMP documentation to simplify historic facilities planning and implementation.</td>
<td>N/A</td>
<td>Amendment 1</td>
<td>In progress</td>
</tr>
<tr>
<td>Main Building Complex Project (417A) - No cost time extension</td>
<td>N/A</td>
<td>Amendment 12</td>
<td>In progress</td>
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</table>
## 2.1 Schedule

### Marin Community College District - College of Marin

Incorporates B5P revisions approved on August 21, 2012.

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<td>Q3</td>
<td>Q4</td>
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#### 365A - Science Math Central Plant Complex - see note 1

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<tr>
<td>Mar 2009 Schedule/Budget</td>
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<tr>
<td>Nov 2009 Schedule/Budget</td>
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<td>Mar 2011 Schedule/Budget</td>
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<tr>
<td>Dec 2011 Schedule/Budget</td>
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Current Schedule (% of current phase): 60%

Current expenditures (% of budget): 91%

$1,574,220

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

<table>
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<tr>
<th>Oct 2006 Schedule/Budget</th>
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Current Schedule (% of current phase): 100%

Current expenditures (% of budget): 98%

$2,116,183

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

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Current Schedule (% of current phase): 53%

Current expenditures (% of budget): 91%

$1,742,220

NTP Jun 2010, Subst Compl Oct 2012

NTP Aug 2009, Subst Compl Jan 2011

NTP Feb 2011, Subst Compl Oct 2012

Design | Construction | Current Expenditures
### 2.1 Schedule

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

Includes BSP revisions approved on August 21, 2012.

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### 402A Transportation Technology Complex - see note 5

| Oct 2008 Schedule/Budget             |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| Feb 2007 Schedule/Budget             |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| Nov 2009 Schedule/Budget             |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| Mar 2011 Schedule/Budget             |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| Current Schedule (% of current phase) |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| Current expenditures (% of budget)   |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |

### 417A Main Building Complex - see note 6

| Oct 2008 Schedule/Budget             |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| Feb 2007 Schedule/Budget             |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| Nov 2009 Schedule/Budget             |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| Apr 2010 Schedule/Budget             |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| Mar 2011 Schedule/Budget             |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| Aug 2012 Schedule/Budget             |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| Current Schedule (% of current phase) |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| Current expenditures (% of budget)   |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |

NTP = New Tenant Project
Subst = Substantial Completion
Aug = August
Dec = December
Apr = April
### 2.1 Schedule

Marin Community College District - College of Marin
Includes BSP revisions approved on August 21, 2012.

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**Design**
- COLLEGE OF MARIN

**Construction**
- COLLEGE OF MARIN

**Current Expenditures**
- COLLEGE OF MARIN

- NTP: Not to Proceed
- SC: Schedule
### 2.1 Schedule

Marin Community College District - College of Marin
Includes BSP revisions approved on August 21, 2012.

#### 303A ADA Upgrades KTD

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- **Current Schedule (% of current phase)**
  - 21%
  - 0%

- **Current expenditures (% of budget)**
  - 12%
  - 0%
  - NTP

#### Notes:

1. SMCP project (305A) duration evolved, originally based on a 50,000 SF bldg which was revised to 77,000. Budget then reduced in March 2011 after favorable low bid.
2. PA project (306C) budget increased in June BSP to accommodate additional equipment requests and infrastructure adjustments.
3. PA project (306A): FFE list being prioritized by College
4. PE project (308B) is complete
5. TransTech (402A) is complete
6. Main Bldg (417A) is complete
7. NAC project (303B) in design.
8. LRC project (302B) funding was reallocated to other projects.
9. FH project (304A) funding was reallocated to other projects.
10. Austin Science Alterations (Structural) project (301B) initiated on March 15, 2011; includes Phase 1 - Swing Space and Phase II - Structural (Voluntary Upgrade)
**BOARD AGENDA ITEM**

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<td>Item &amp; File No.</td>
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<td>Quarterly Progress Report – Period Ending June 30, 2012</td>
<td>Enclosure(s):</td>
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<td>SMC Quarterly Report Q2 2012</td>
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**INFORMATION**

**BACKGROUND:**

The following bond program item is presented herein for Board information:

- SMC Quarterly Report for period ending June 30, 2012

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

For information only.