The Board shall act on posted items and shall not deliberate items that are not on the posted agenda. The Board of Trustees may consider the items listed in Section C at any time during the Open Session portion of the meeting unless a specific time is stated on the agenda.

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

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

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

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

A. Open Session – 4:00 p.m., Cafeteria, Student Services Building, Kentfield Campus

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

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

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

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

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

(c) CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation (Govt. Code Sec. 54945.9(b))
   Number of potential cases: 1
   Attorney: Mark Kelley, Dannis Woller Kelley

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

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

Recess to Open Session

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

1. Call to Order, Roll Call and Adoption of Agenda
3. Public Comment
   a. Comments re. Items not on the Agenda (3 minutes per speaker)
   b. Comments re. Items on the Agenda – to be heard immediately before the Board of Trustees’ consideration of the item
4. Chief Executive Officer’s Report (15 minutes)
   a. Accreditation
   b. Mid-Year Budget Update (Al Harrison)
c. Fine Arts Review Update

d. Student Success Task Force

e. Legislative Advocacy

f. Other

5. Academic Senate Report (5 minutes)

6. Classified Senate Report (5 minutes)

7. Student Association Report (5 minutes)

8. Consent Calendar Items (Roll Call Vote)

A. Calendar of Upcoming Meetings

B. Approve Classified Personnel Recommendations
   1. Appointment of Classified Personnel
   2. Appointment of Hourly Personnel
   3. Temporary Reassignment of Classified Personnel
   4. Temporary increase/Decrease in Assignment of Classified Personnel
   5. Resignation/Retirement of Classified Personnel

C. Approve Short-Term Hourly Positions

D. Approve Academic Personnel Recommendations
   1. Appointment of Academic Personnel
   2. Sabbatical Replacement

E. Budget Transfers – Month of December – FY 2011/12

F. Warrant Approval

G. Surplus Property – Miscellaneous Equipment

H. Approved Revised Board Policies
   • BP 3810 Claims Against the District
   • BP 7340 Leaves
   • BP 7345 Catastrophic Leaves
   • BP 7365 Discipline and Dismissal of Classified Employees

I. Modernization (Measure C)
   1. Ratify/Approve Modernization Contracts, Changes and Amendments ($39,962.31)
   2. Approve Subcontractor Substitution Request (Glass and Glazing)
      Science Math Central Plant Complex Increment 2 & 3 Site Development & Building Project (305A)
      Lathrop Construction Associates, Inc. – ($0.00) (Glass and Glazing)
J. Approve Sabbatical Leave Recommendations 2012-2013

9. Other Action Items (10 minutes)
   A. Approve Non-Resident Tuition Fee
   B. Approve Mileage Reimbursement Fee
   C. Modernization (Measure C)
      1. Approve New Professional Services Agreement
         District CEQA Consultant CSC and NAC Design Services
         Environmental Science Associates (ESA), ($311,676)
      2. Authorize Award of Construction Contract
         HVAC Revision Main Building Complex Project (417A)
         Trahan Mechanical, Inc. ($36,600)
   D. Approve Board Compensation Annual Adjustment
   E. Approve Academic Calendar 2012-2013

10. Board Policy Review (1st Reading)
     • BP 7600 District Police
     • BP 7700 Whistle Blower Protection

11. Future Agenda Items
    a. Bolinas Property (February/March)
    b. Parcel Tax (February/March)

12. Board Reports and/or Requests (15 minutes)
    a. Legislative Report
    b. Committee Chair Reports
    c. Individual Reports and/or Requests

13. Approval of Minutes (2 minutes)
     • Minutes of December 13, 2011 Organizational and Regular
       Board Meetings

14. Information Items (see written reports)
    B. 2nd Quarter Financial Status Report CCSF-311Q
    C. 12/31/11 Year-to-Date Financial Status Report
    D. Modernization Update
       1. Director’s Report
       2. Contract Milestones Report through December, 2011
       3. Program Schedule
    E. Revised Administrative Procedures
       • AP 4222 Basic Skills Coursework
• AP 5055 Enrollment Priorities
• AP 5070 Attendance
• AP 5520 Student Discipline
• AP 7600 District Police
• AP 7700 Whistle Blower Protection

F. Calendar of Special Events

Spring Convocation - January 20, 2012, 9:00 a.m. to 11:00 a.m., Olney Hall 96

15. Correspondence
16. Board Meeting Evaluation
17. Adjournment
To: Board of Trustees

From: Superintendent/President

Date: January 17, 2012

Item & File No. C.8.B

Subject: Classified Personnel Recommendations

Enclosure(s):

Recommendations

BACKGROUND:

The following actions are included in the Classified Personnel Recommendations:

A. Appointment of Classified Personnel
   A.1 Appointment of Hourly Personnel
   B. Temporary Reassignment of Classified Personnel
   C. Temporary Increase/Decrease in Assignment of Classified Personnel
   D. Resignation/Retirement of Classified Personnel

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

J. Bowsher, T. Hersch, B. Sheofsky, R. Smith and A. Pasquel are on the instructional side of the 50% law.

B. Reetz, L. Bacigalupi, L. DiCarlo, H. Holliday, B. Schlaepfer are on the non-instructional side of the 50% law.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the Classified Personnel Recommendations.
## A. APPOINTMENT OF CLASSIFIED PERSONNEL

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Division/Department</th>
<th>FTE</th>
<th>MPY</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>*Bacigalupi, Lindsay</td>
<td>Administrative Assistant – Physical Education</td>
<td>1.0</td>
<td>11MPY</td>
<td>01/17/2012</td>
</tr>
<tr>
<td>2.</td>
<td>**DiCarlo, Lisa</td>
<td>Single Stop Coordinator</td>
<td>1.0</td>
<td>12MPY</td>
<td>01/09/2012</td>
</tr>
</tbody>
</table>

### BACKGROUND INFORMATION

1. Ms. Bacigalupi has accepted the 1.0FTE/11MPY position of Administrative Assistant in the Physical Education effective January 9, 2012.

2. Ms. DiCarlo has accepted the full time position of Single Stop Coordinator effective January 9, 2012.

*probationary period 6 month

** Probationary period 1 year
### A.1 APPOINTMENT OF HOURLY PERSONNEL

<table>
<thead>
<tr>
<th>Name</th>
<th>Division/Department</th>
<th>Start Date</th>
<th>Expiration Date</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schlaepfer, Betty</td>
<td>Superintendent/President</td>
<td>01/03/2012</td>
<td>06/30/2012</td>
<td>$40.13</td>
</tr>
</tbody>
</table>

**BACKGROUND INFORMATION:**

1. Ms. Schlaepfer will work as a Professional Expert in the Office of the Superintendent/President, providing support to the Superintendent/President and Board of Trustees.
### B. TEMPORARY REASSIGNMENT OF CLASSIFIED PERSONNEL

<table>
<thead>
<tr>
<th>Item No</th>
<th>Name</th>
<th>Position</th>
<th>FTE</th>
<th>MPY</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Reetz, Becky</td>
<td>From: Tutoring Center Coordinator To: EOPS Coordinator</td>
<td>1.0</td>
<td>12</td>
<td>Continue 03/31/2012-6/30/2012</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.0 (Temp)</td>
<td>1.0</td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

### BACKGROUND INFORMATION:

1. Ms. Reetz will continue to temporarily assume the duties of the EOPS Coordinator effective March 31, 2012 through June 30, 2012.
### C. TEMPORARY INCREASE/DECREASE IN ASSIGNMENT/ SALARY FOR CLASSIFIED PERSONNEL

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>FTE</th>
<th>MPY</th>
<th>Appt Type</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Bowsher, James</td>
<td>Inst. Specialist – English</td>
<td>.40</td>
<td>8.5</td>
<td>Perm. Temp.</td>
<td>01/24/2012 – 05/31/2012</td>
</tr>
<tr>
<td>3. Sheofsky, Beth</td>
<td>Inst. Specialist – English</td>
<td>.30</td>
<td>8.5</td>
<td>Perm. Temp.</td>
<td>01/24/2012 - 05/31/2012</td>
</tr>
<tr>
<td>4. Smith, Rion</td>
<td>Inst. Specialist – English</td>
<td>.37</td>
<td>8.5</td>
<td>Perm. Temp.</td>
<td>01/24/2012 – 05/31/2012</td>
</tr>
<tr>
<td>5. Holliday, Heather</td>
<td>Administrative Assistant – M&amp;O</td>
<td>1.0</td>
<td>12</td>
<td>Perm. Temp.</td>
<td>02/06/2012 – 02/29/2012</td>
</tr>
</tbody>
</table>

### BACKGROUND INFORMATION:


January 17, Board Item
D. RESIGNATION/RETIREMENT OF CLASSIFIED PERSONNEL

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Position</th>
<th>FTE</th>
<th>MPY</th>
<th>Type</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Holliday, Heather</td>
<td>Administrative Assistant – M &amp; O</td>
<td>1.0</td>
<td>12</td>
<td>Resignation</td>
<td>03/01/2012</td>
</tr>
<tr>
<td>2.</td>
<td>Pasquel, Alicia</td>
<td>Instructional Specialist – English</td>
<td>1.0</td>
<td>8.5</td>
<td>Resignation</td>
<td>01/17/2012</td>
</tr>
</tbody>
</table>

BACKGROUND INFORMATION:


2. Ms. Pasquel will resign from her full time classified assignment on January 17, 2012; to accept a full-time faculty position in the College Skills Department effective January 18, 2012.
To: Board of Trustees
From: Superintendent/President
Subject: Short-Term Hourly Positions

Date: January 17, 2012
Item and File No. C.8.C

Reason for Board Consideration:
CONSENT APPROVAL
Enclosure(s):
Job Descriptions

BACKGROUND

Pursuant to A.B. 500 a Short-Term hourly employee cannot begin working until the Board has taken action at a regularly scheduled meeting to approve these positions. The attached job descriptions are submitted for approval:

Short-Term Hourly Positions

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

On the instructional side of the 50% law:
- Dental Tutor (2)
- EMT Lab Assistant (7)
- Department Aide IV (2)

On the non-instructional side of the 50% law:
- Performing Arts-Assistant Box Office Cashier (2)
- Theatre Arts—Set Designer
  1-(1/3/12 - 3/18/12) As You Like it
  1-(2/3/12 - 5/13/12) Spontaneous Theatre Festival
- Theatre Arts—Combat Consultant
- Theatre Arts—Costume Designer
  1-(1/3/12 - 3/23/12) As You Like it
  1-(2/3/12 - 5/13/12) Spontaneous Theatre Festival
- Theatre Arts—Assistant Costume Designer
- Theatre Arts—Lighting Designer
  1-(1/3/12 - 3/18/12) As You Like it
  1-(2/3/12 - 5/13/12) Spontaneous Theatre Festival
- Theatre Arts—Properties Designer
  1-(1/3/12 - 3/18/12) As You Like it
1-(2/3/12 - 5/13/12) Spontaneous Theatre Festival

- Theatre Arts – Sound Designer
  1-(1/3/12 - 3/18/12) As You like it
  1-(2/3/12 - 5/13/12) Spontaneous Theatre Festival
- Theatre Arts – Costume Cutter/Stitcher (2)
- Theatre Arts – Scenic Painter
- Theatre Arts – Master Electrician
  1-(1/23/12 - 3/18/12) As You like it
  1-(3/19/12 - 5/13/12) Spontaneous Theatre Festival
- Theatre Arts – Stage Carpenter
  1-(1/23/12 - 3/18/12) As You like it
  1-(3/19/12 - 5/13/12) Spontaneous Theatre Festival
- Theatre Arts – Dialect Coach
- Theatre Arts – Wardrobe Mistress or Master  *****
- Theatre Arts – Stage Manager
  1-(1/23/12 - 3/18/12) As You like it
  1-(2/3/12 - 5/13/12) Spontaneous Theatre Festival
- Theatre Arts – Assistant Stage Manager
  2-(1/23/12 - 3/18/12) As You like it
  2-(2/3/12 - 5/13/12) Spontaneous Theatre Festival
- Theatre Arts – Stage Crew (4)
- Theatre Arts – House Manager
  1-(2/27/12 - 3/18/12) As You like it
  1-(4/23/12 - 5/13/12) Spontaneous Theatre Festival
- Theatre Arts – Sound Technician
  2- (2/24/12 - 3/18/12) As You like it
  2- (4/20/12 - 5/13/12) Spontaneous Theatre Festival
- Theatre Arts – Light Board Operator
  1-(2/24/12 - 3/18/12) As You like it
  1-(4/20/12 - 5/13/12) Spontaneous Theatre Festival

RECOMMENDATION:

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

Administrator Initiating Item: Linda Beam, Executive Dean of Human Resources & Labor Relations
<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>Theatre Arts</td>
<td><strong>Combat Consultant</strong>- Consult with director regarding stage fight sequences for the production of <em>AS YOU LIKE IT</em>, to assure that all safety considerations are satisfied. Assist with Classified staff.</td>
<td>1</td>
<td>1/23/12</td>
<td>3/18/12</td>
<td>$10.75-$11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Set Designer</strong> - Design and assist with building of the set for <em>AS YOU LIKE IT</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>1/3/12</td>
<td>3/18/12</td>
<td>$10.75-$11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Costume Designer</strong> - Design costumes for <em>AS YOU LIKE IT</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>*1/3/2012</td>
<td>3/23/12</td>
<td>$10.75-$11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Lighting Designer</strong> - Design lighting effects for <em>AS YOU LIKE IT</em>. Set-up lighting plot and help hang lighting instruments. Participate in strike when show ends. Attend production meetings. Interface with Director to determine design concept. Assist Classified Staff.</td>
<td>1</td>
<td>1/3/12</td>
<td>3/18/12</td>
<td>$10.75-$11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Properties Designer</strong> - Design, build, procure all props for <em>AS YOU LIKE IT</em>. 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>1/3/12</td>
<td>3/18/12</td>
<td>$10.75-$11.75</td>
</tr>
<tr>
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<td>----------------</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Sound Designer</strong> - Design sound effects for <em>AS YOU LIKE IT</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>1/3/12</td>
<td>3/18/12</td>
<td>$10.75-$11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Stage Manager</strong> - For <em>AS YOU LIKE IT</em>, 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. 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>1/23/12</td>
<td>3/18/12</td>
<td>$10.75-$11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Assistant Costume Designer</strong> - Assist with design of Costumes for AS YOU LIKE IT. Includes, under the direction of the Costume Designer, building, procuring costumes, storing them properly and returning them to the owner or renter at end of the show. Participate in strike when show ends. 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>1/23/12</td>
<td>3/23/12</td>
<td>$10.75- $11.75</td>
</tr>
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</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 AS YOU LIKE IT. Assist with strike when show closes. Assist Classified Staff.</td>
<td>1</td>
<td>1/23/12</td>
<td>3/18/12</td>
<td>$10.75- $11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Costume Cutter/Stitcher</strong> - Cut/Sew/Alter costumes for AS YOU LIKE IT. Assist with strike and proper storage of costumes when show ends. Assist with return of any borrowed/rented costumes. Assist Classified Staff.</td>
<td>2</td>
<td>1/23/12</td>
<td>3/18/12</td>
<td>$10.75- $11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Scenic Painter</strong> - Paint scenery for AS YOU LIKE IT. Assist with strike when show closes. Assist Classified staff.</td>
<td>1</td>
<td>2/5/12</td>
<td>3/18/12</td>
<td>$10.75- $11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Master Electrician</strong> - Rig all lighting equipment for AS YOU LIKE IT. Assist with strike when show closes. Assist classified staff.</td>
<td>1</td>
<td>1/23/12</td>
<td>3/18/12</td>
<td>$10.75- $11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Stage Carpenter</strong> - Help build set for AS YOU LIKE IT. Assist with strike when show closes. Assist Classified staff.</td>
<td>1</td>
<td>1/23/12</td>
<td>3/18/12</td>
<td>$10.75- $11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td>Assistant Stage Manager - For AS YOU LIKE IT, 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 Mgr. 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>1/23/12</td>
<td>3/18/12</td>
<td>$10.75- $11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td>Wardrobe Mistress or Master - Maintain costumes during run of AS YOU LIKE IT. 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>2/24/12</td>
<td>3/18/12</td>
<td>$10.75- $11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td>Stage Crew - Help set-up and move scenery during technical rehearsals and performances of AS YOU LIKE IT. 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>2/24/12</td>
<td>3/18/12</td>
<td>$10.75- $11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>House Manager</strong> - Buy and set-up concessions for <em>AS YOU LIKE IT</em>. Trouble shoot 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>2/27/12</td>
<td>3/18/12</td>
<td>$10.75-$11.75</td>
</tr>
<tr>
<td>---</td>
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<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Sound Technician</strong> - Operate sound effects and audio system during technical rehearsals and performances of <em>AS YOU LIKE IT</em>. Assist with strike when show ends. Assist Classified Staff.</td>
<td>2</td>
<td>2/24/12</td>
<td>3/18/12</td>
<td>$10.75-$11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Light Board Operator</strong> - Operate light board during technical rehearsals and performances of <em>AS YOU LIKE IT</em>. Assist with strike when show closes. Assist Classified Staff.</td>
<td>1</td>
<td>2/24/12</td>
<td>3/18/12</td>
<td>$10.75-$11.75</td>
</tr>
<tr>
<td>Performing Arts</td>
<td><strong>Assistant Box Office Cashier</strong> - Work in Box Office during pre-show sales when Box Office is too busy for one person to handle alone. Will cover all Performing Arts shows (Theatre, Dance and Music). Will work in Box Office on Sundays when there is a performance. Will substitute for Box Office cashier as needed when ill or otherwise unable to work. Assist Classified staff.</td>
<td>2</td>
<td>2/21/12</td>
<td>3/18/12</td>
<td>$16.53</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Set Designer</strong> - Design and assist with building of the set for <strong>SPONTANEOUS THEATRE FESTIVAL</strong>. Participate in strike when show ends. Attend production meetings. Interface with Director to determine design concept. Assist Classified Staff.</td>
<td>1</td>
<td>2/3/12</td>
<td>5/13/12</td>
<td>$10.75- $11.75</td>
</tr>
<tr>
<td>---</td>
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<td>---</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Costume Designer</strong> - Design costumes for <strong>SPONTANEOUS THEATRE FESTIVAL</strong>. 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>2/3/12</td>
<td>5/13/12</td>
<td>$10.75- $11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Lighting Designer</strong> - Design lighting effects for <strong>SPONTANEOUS THEATRE FESTIVAL</strong>. Set-up lighting plot and help hang lighting instruments. Participate in strike when show ends. Attend production meetings. Interface with Director to determine design concept. Assist Classified Staff.</td>
<td>1</td>
<td>2/3/12</td>
<td>5/13/12</td>
<td>$10.75- $11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Properties Designer</strong> - Design, build, procure all props for <strong>SPONTANEOUS THEATRE FESTIVAL</strong>. 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>2/3/12</td>
<td>5/13/12</td>
<td>$10.75- $11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Sound Designer</strong> - Design sound effects for <strong>SPONTANEOUS THEATRE FESTIVAL</strong>. Participate in strike when show ends. Attend production meetings. Interface with Director to determine design concept. Assist Classified Staff.</td>
<td>1</td>
<td>2/3/12</td>
<td>5/13/12</td>
<td>$10.75- $11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Stage Manager</strong> - For <strong>SPONTANEOUS THEATRE FESTIVAL</strong>, 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. 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>2/3/12</td>
<td>5/13/12</td>
<td>$10.75- $11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Master Electrician</strong> - Rig all lighting equipment for <strong>SPONTANEOUS THEATRE FESTIVAL</strong>. Assist with strike when show closes. Assist classified staff.</td>
<td>1</td>
<td>3/19/12</td>
<td>5/13/12</td>
<td>$10.75- $11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Stage Carpenter</strong> - Help build set for <strong>SPONTANEOUS THEATRE FESTIVAL</strong>. Assist with strike when show closes. Assist Classified staff.</td>
<td>1</td>
<td>3/19/12</td>
<td>5/13/12</td>
<td>$10.75- $11.75</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td>Assistant Stage Manager - For SPONTANEOUS THEATRE FESTIVAL, 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 Mgr. 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>3/19/12</td>
<td>5/13/12</td>
<td>$10.75- $11.75</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td>House Manager - Buy and set-up concessions for SPONTANEOUS THEATRE FESTIVAL. Trouble shoot 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>4/23/12</td>
<td>5/13/12</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 of SPONTANEOUS THEATRE FESTIVAL. Assist with strike when show ends. Assist Classified Staff.</td>
<td>2</td>
<td>4/20/12</td>
<td>3/13/12</td>
<td>$10.75- $11.75</td>
</tr>
<tr>
<td>Department</td>
<td>Position Description</td>
<td>Quantity</td>
<td>Start Date</td>
<td>End Date</td>
<td>Rate</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
<td>----------</td>
<td>------------</td>
<td>----------</td>
<td>--------------</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td><strong>Light Board Operator</strong> - Operate light board during technical rehearsals and performances of <strong>SPONTANEOUS THEATRE FESTIVAL</strong>. Assist with strike when show closes. Assist Classified Staff.</td>
<td>1</td>
<td>4/20/12</td>
<td>3/13/12</td>
<td>$10.75 - $11.75</td>
</tr>
<tr>
<td>Health Sciences</td>
<td><strong>Dental Tutor</strong> - Helping other dental students with studying for classes.</td>
<td>2</td>
<td>1/23/12</td>
<td>6/30/12</td>
<td>$9.75</td>
</tr>
<tr>
<td>Health Sciences</td>
<td><strong>EMT Lab Assistant</strong> - Assist instructor with lab practice classes. EMT regulations state that lab classes must have ration of 10:1.</td>
<td>7</td>
<td>1/22/12</td>
<td>5/25/12</td>
<td>$20.00</td>
</tr>
<tr>
<td>Health Sciences/Medical Assisting</td>
<td><strong>Department Aide IV</strong> - 1. Working in collaboration with instructor set-up skills lab; 2. To assist with skills demonstration; 3. Address student questions as appropriate; 4. Order lab supplies, stock supplies, keep inventory, clean and maintain lab equipment.</td>
<td>2</td>
<td>1/23/12</td>
<td>6/30/12</td>
<td>$12.60</td>
</tr>
</tbody>
</table>

**BACKGROUND:**

Pursuant to A.B. 500 a short-term hourly employee cannot begin working until the Board has taken action at a regularly scheduled meeting to approve these positions. The above job descriptions are submitted for approval.

*Human Resources did not receive the necessary paperwork from the department until after these individuals began work. These hourly employees need to be paid for work they have already completed.*
**BOARD AGENDA ITEM**

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
</tr>
<tr>
<td>Date:</td>
<td>January 17, 2012</td>
</tr>
<tr>
<td>Item &amp; File No.:</td>
<td>C.8.D</td>
</tr>
</tbody>
</table>

**Subject:**

**Academic Personnel Recommendations**

**Reason for Board Consideration:**

CONSENT APPROVAL

**Enclosure(s):** Recommendations

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**BACKGROUND:**

The following actions are included in the Academic Personnel Recommendations:

A. Appointment of Academic Personnel
B. Sabbatical Replacement

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

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**RECOMMENDATION:**

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

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

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Title/Discipline</th>
<th>FTE</th>
<th>Appt. Type</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cullen, Gina</td>
<td>Counselor</td>
<td>1.0</td>
<td>Probationary</td>
<td>1/3/12</td>
</tr>
<tr>
<td>2.</td>
<td>Erdmann, John</td>
<td>Librarian</td>
<td>1.0</td>
<td>Probationary</td>
<td>1/18/12</td>
</tr>
<tr>
<td>3.</td>
<td>Klinger, Alisa</td>
<td>Instructor, English</td>
<td>1.0</td>
<td>Probationary</td>
<td>1/18/12</td>
</tr>
<tr>
<td>4.</td>
<td>Koenig, Karen</td>
<td>Instructor, English Skills</td>
<td>1.0</td>
<td>Probationary</td>
<td>1/18/12</td>
</tr>
<tr>
<td>5.</td>
<td>Li, Christine</td>
<td>Instructor, Accounting</td>
<td>1.0</td>
<td>Probationary</td>
<td>1/18/12</td>
</tr>
<tr>
<td>6.</td>
<td>Martinisi, Michele</td>
<td>Instructor, Spanish/Italian</td>
<td>1.0</td>
<td>Probationary</td>
<td>1/18/12</td>
</tr>
<tr>
<td>7.</td>
<td>Newton, Steven</td>
<td>Instructor, Geology</td>
<td>1.0</td>
<td>Probationary</td>
<td>1/18/12</td>
</tr>
<tr>
<td>8.</td>
<td>Pasquel, Alicia</td>
<td>Instructor, English Skills</td>
<td>1.0</td>
<td>Probationary</td>
<td>1/18/12</td>
</tr>
<tr>
<td>9.</td>
<td>Ramey, Byron</td>
<td>Counselor</td>
<td>1.0</td>
<td>Probationary</td>
<td>1/9/12</td>
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<tr>
<td>10.</td>
<td>Rooney, Kathleen</td>
<td>Instructor, Dental Assisting</td>
<td>1.0</td>
<td>Probationary</td>
<td>1/18/12</td>
</tr>
<tr>
<td>11.</td>
<td>King, David</td>
<td>Instructor, English</td>
<td>1.0</td>
<td>Probationary</td>
<td>8/17/12</td>
</tr>
<tr>
<td>12.</td>
<td>Kreit, Cara</td>
<td>Instructor, English</td>
<td>1.0</td>
<td>Probationary</td>
<td>8/17/12</td>
</tr>
</tbody>
</table>

BACKGROUND INFORMATION:

1. Appointment to 1st Year Probationary Instructor position in Counseling.
2. Appointment to 1st Year Probationary Instructor Librarian position.
3. Appointment to 1st Year Probationary Instructor position in English.
4. Appointment to 1st Year Probationary Instructor position in English Skills.
5. Appointment to 1st Year Probationary Instructor position in Accounting.
6. Appointment to 1st Year Probationary Instructor position in Modern Languages, Spanish/Italian.
7. Appointment to 1st Year Probationary Instructor position in Geology.
8. Appointment to 1st Year Probationary Instructor position in English Skills.
9. Appointment to 1st Year Probationary Instructor position in Counseling.
10. Appointment to 1st Year Probationary Instructor position in Dental Assisting.
11. Appointment to 1st Year Probationary Instructor position in English.
12. Appointment to 1st Year Probationary Instructor position in English.
B. SABBATICAL REPLACEMENT

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Title/Discipline</th>
<th>FTE</th>
<th>Appt. Type</th>
<th>Effective</th>
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<tbody>
<tr>
<td>1.</td>
<td>Serafin, Scott</td>
<td>Instructor, Chemistry</td>
<td>1.0</td>
<td>Temporary</td>
<td>1/18/12-5/25/12</td>
</tr>
</tbody>
</table>

BACKGROUND INFORMATION:

1. Mr. Scott Serafin has been appointed to a 1.0 FTE Sabbatical Leave replacement position in Chemistry for Spring Semester 2012.
BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Subject: Budget Transfers for Month of December 2011

Date: January 17, 2012
Item & File No. C.B.E

Reason for Board Consideration: CONSENT APPROVAL

BACKGROUND:
The accompanying information includes sixteen budget transfers in December 2011 totaling $15,578 in the Unrestricted Fund.

There were thirty-seven budget transfers in December 2011 in the Restricted Fund for $70,399.

There was one budget transfer in the Child Development Fund for $500.

There were four budget transfers in the Measure C Fund for $26,988.

Net effect of transfers for the Month.

<table>
<thead>
<tr>
<th>Object Code</th>
<th>General Fund</th>
<th>Child Development</th>
<th>Capital Outlay</th>
<th>Measure C Bond</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 (Certificated Salary)</td>
<td>(4,368)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2000 (Classified Salary)</td>
<td>(2,646)</td>
<td></td>
<td>12,691</td>
<td></td>
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<tr>
<td>3000 (Employee Benefits)</td>
<td>(11,843)</td>
<td></td>
<td>7,297</td>
<td></td>
</tr>
<tr>
<td>4000 (Supplies)</td>
<td>5,621</td>
<td>500</td>
<td>5,000</td>
<td></td>
</tr>
<tr>
<td>5000 (Other Operating Exp.)*</td>
<td>40,981</td>
<td>(500)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6000 (Capital Outlay)</td>
<td>(27,745)</td>
<td></td>
<td>(24,988)</td>
<td></td>
</tr>
<tr>
<td>7000 (Other Outgo)**</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Includes utilities, consultants, travel, legal services, maintenance contracts, etc.
**Includes contingency reserves, financial aid awards, and inter-fund transfers.

RECOMMENDATION:
The Superintendent/President recommends that the Board of Trustees approve the December 2011 Budget Transfers.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
<table>
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<tr>
<th>BT #</th>
<th>10000</th>
<th>20000</th>
<th>30000</th>
<th>40000</th>
<th>50000</th>
<th>60000</th>
<th>70000</th>
<th>OTHER</th>
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<tr>
<td>UNRESTRICTED</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>1</td>
<td>10039</td>
<td>960</td>
<td>(960)</td>
<td>0.00</td>
<td>960.00</td>
<td></td>
<td></td>
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</tr>
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<td>10030</td>
<td>(600)</td>
<td>600</td>
<td>0.00</td>
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<tr>
<td>3</td>
<td>10044</td>
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<td>200</td>
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<tr>
<td>4</td>
<td>10051</td>
<td>(55)</td>
<td>55</td>
<td>0.00</td>
<td>55.00</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>5</td>
<td>10089</td>
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<td>150</td>
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<tr>
<td>6</td>
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<td>(150)</td>
<td>150</td>
<td>0.00</td>
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<tr>
<td>7</td>
<td>10102</td>
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<tr>
<td>8</td>
<td>10104</td>
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<td>9</td>
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<td>100</td>
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<tr>
<td>10</td>
<td>10108</td>
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<td>2,000</td>
<td>(3,000)</td>
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<td>3,000.00</td>
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<tr>
<td>11</td>
<td>10119</td>
<td>215</td>
<td>(215)</td>
<td>0.00</td>
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<tr>
<td>12</td>
<td>10131</td>
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<td>1,874</td>
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<td>1,874.41</td>
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<tr>
<td>13</td>
<td>10132</td>
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<tr>
<td>14</td>
<td>10143</td>
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<td>85</td>
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<td>85.15</td>
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<tr>
<td>15</td>
<td>10144</td>
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<td>(4,432)</td>
<td>0.00</td>
<td>4,431.89</td>
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<tr>
<td>16</td>
<td>10151</td>
<td>485</td>
<td>(485)</td>
<td>0.00</td>
<td>485.00</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15,577.96 15,577.96</td>
</tr>
</tbody>
</table>

| RESTRICTED FUND |
|------|--------|--------|--------|--------|--------|--------|--------|--------|
| 1 | 10008 | (1,580) | 1,580 | 0.00 | 1,580 |
| 2 | 10019 | (6,850) | 6,850 | 0.00 | 6,850 |
| 3 | 10026 | 13,720 | (13,720) | 0.00 | 13,720 |
| 4 | 10039 | (420) | 420 | 0.00 | 420 |
| 5 | 10040 | 580 | (580) | 0.00 | 580 |
| 6 | 10049 | 10,000 | (10,000) | 0.00 | 10,000 |
| 7 | 10058 | (95) | 95 | 0.00 | 95 |
| 8 | 10071 | 2,050 | (2,000) | 0.00 | 2,000 |
| 9 | 10072 | (615) | 615 | 0.00 | 615 |
| 10 | 10073 | (143) | 143 | 0.00 | 143 |
| 11 | 10074 | (211) | 211 | 0.00 | 211 |
| 12 | 10075 | (36) | 36 | 0.00 | 36 |
| 13 | 10076 | (157) | 157 | 0.00 | 157 |
| 14 | 10078 | (1,515) | 1,515 | 0.00 | 1,515 |
| 15 | 10079 | (5,299) | 5,299 | 0.00 | 5,299 |
| 16 | 10080 | (1,642) | 1,642 | 0.00 | 1,642 |
| 17 | 10081 | 620 | 620 | 0.00 | 620 |
| 18 | 10082 | (5,156) | 5,156 | 0.00 | 5,156 |
| 19 | 10083 | (266) | 266 | 0.00 | 266 |
| 20 | 10084 | (27) | 27 | 0.00 | 27 |
| 21 | 10085 | (23) | 23 | 0.00 | 23 |
| 22 | 10086 | (416) | 416 | 0.00 | 416 |
| 23 | 10087 | (103) | 103 | 0.00 | 103 |
| 24 | 10091 | (670) | 670 | 0.00 | 670 |
| 25 | 10094 | (2,257) | 2,257 | 0.00 | 2,257 |
| 26 | 10095 | (111) | 111 | 0.00 | 111 |
| 27 | 10096 | 1,405 | (1,405) | 0.00 | 1,405 |
| 28 | 10109 | 1,500 | (1,500) | 0.00 | 1,500 |
| 29 | 10113 | 3,200 | (3,200) | 0.00 | 3,200 |
| 30 | 10114 | 1,800 | (1,800) | 0.00 | 1,800 |
| 31 | 10127 | 400 | 900 | (1,300) | 0.00 | 1,300 |
| 32 | 10128 | 1,050 | (1,050) | 0.00 | 1,050 |
| 33 | 10129 | 1,400 | (1,400) | 0.00 | 1,400 |
| 34 | 10130 | 1,115 | (1,115) | 0.00 | 1,115 |
| 35 | 10136 | (972) | 972 | 0.00 | 972 |
| 36 | 10140 | (2,000) | 2,000 | 0.00 | 2,000 |
| 37 | 10152 | 86 | (56) | 0.00 | 56 |
| | | | | | | | | 76,399 70,398.79 |

| TOTAL GENERAL FUND |
|--------|--------|--------|--------|--------|--------|--------|--------|
| (4,369.00) | (2,045.80) | (11,843.43) | 5,620.73 | 40,061.00 | (27,744.42) | - | - | 85,976.75 85,976.75 |

| Child Care Fund |
|--------|--------|--------|--------|--------|--------|--------|--------|
| 1 | 10062 | 500.00 | (500.00) | 0.00 | 500.00 |
| 2 | - | - | - | 500.00 | (500.00) | - | - | 500.00 |

| Measure C |
|--------|--------|--------|--------|--------|--------|--------|--------|
| 1 | 10055 | 6,000.00 | (6,000.00) | 0.00 | 6,000.00 |
| 2 | 10013 | (1,000.00) | 1,000.00 | 0.00 | 1,000.00 |
| 3 | 10148 | 12,691.58 | 3,494.84 | (16,086.42) | 0.00 | 16,086.00 |
| 4 | 10149 | 3,891.92 | (3,891.92) | 0.00 | 3,892.00 |
| 5 | 12,691.58 | 7,296.76 | 5,000.00 | (24,088.34) | 0.00 | 24,088.34 |
| TOTAL ALL FUND (4,369.00) | 10,045.70 | (4,546.67) | 6,620.73 | 44,981.00 | (52,732.76) | - | - | 113,985.09 |

Budget Inter-project transfers were funds remained within the same account code and transfers offset to zero, not included in totals.
<table>
<thead>
<tr>
<th>PT #</th>
<th>10000</th>
<th>20000</th>
<th>30000</th>
<th>40000</th>
<th>50000</th>
<th>60000</th>
<th>70000</th>
<th>OTHER</th>
</tr>
</thead>
</table>

Total Measure C Building transfers were funds remained within same account code.
To: Board of Trustees
From: Superintendent/President
Subject: Warrant Approval for Month of December 2011

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 12/01/2011 through 12/31/2011, warrants 102824-103067 and 150000-150172 were issued in the total amount of $5,687,306.

Payroll warrants 10011496-10011896 and payroll automated clearing house warrants 50013975-50014570 totaled $2,006,784 for the month of December.

Total amount of warrants for the month of December were $7,694,090.

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: January 17, 2012

TO: Members of the Board of Trustees

SUBJECT: Payment for Goods and/or Services ratified

Per Board Bylaw 1.5310, Section i-7, it is recommended that warrants 102824-103067 and 150000-150172 in the amount of $5,687,306 for the period 12/01/2011 through 12/31/2011 be approved for payment. For the period 12/01/2011 through 12/31/2011, payroll warrants 10011496-10011896 were issued and payroll clearing house warrants 50013975-50014570 for combined payroll total of $2,006,784. 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 December 2011 were $7,694,090.

President or Designee

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

Warrant totals distributed by fund and expense category as follows:

<table>
<thead>
<tr>
<th>General Fund Breakdown:</th>
<th>Amounts</th>
<th>Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>$56,323</td>
<td>Supplies</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>635,065</td>
<td>Operating Expenses</td>
</tr>
<tr>
<td>Capital Expenditures</td>
<td>11,674</td>
<td>Capital Expenditures</td>
</tr>
<tr>
<td>Student Refunds</td>
<td>6,030</td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>$709,092</td>
<td>$40,862</td>
</tr>
</tbody>
</table>

Totals of all Funds:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted Fund</td>
<td>$709,092</td>
</tr>
<tr>
<td>Restricted Fund</td>
<td>40,862</td>
</tr>
<tr>
<td>Total General Fund</td>
<td>749,954</td>
</tr>
<tr>
<td>Child Development Fund</td>
<td>2,158</td>
</tr>
<tr>
<td>Investment Trust Fund</td>
<td>9,160</td>
</tr>
<tr>
<td>Self Insurance Fund</td>
<td>55,857</td>
</tr>
<tr>
<td>Measure C Bond Fund</td>
<td>4,134,711</td>
</tr>
<tr>
<td>Payroll and Benefits</td>
<td>2,742,250</td>
</tr>
<tr>
<td>Total Payments</td>
<td>$7,694,090</td>
</tr>
</tbody>
</table>
BOARD AGENDA ITEM

To: Board of Trustees                                  Date: January 17, 2012
From: Superintendent/President                      Item & File No. C.8.G
Subject: Declaration of Surplus Property – Miscellaneous Equipment
Reason for Board Consideration:

CONSENT APPROVAL

Enclosure(s):
List of Equipment

BACKGROUND:

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

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

RECOMMENDATION:

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

Administrator Initiating Item

Albert 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>Fine Arts</td>
<td>1</td>
<td>Copy Stand w/four lights</td>
<td>#02468</td>
<td>Unk</td>
<td>Outdated/Not used</td>
<td>Dispose</td>
</tr>
<tr>
<td></td>
<td>Fine Arts</td>
<td>1</td>
<td>Majestic Chicago Tripod</td>
<td>#05012</td>
<td>Unk</td>
<td>Outdated/Not used</td>
<td>Dispose</td>
</tr>
<tr>
<td></td>
<td>Fine Arts</td>
<td>1</td>
<td>Case w/metal rods &amp; fixtures</td>
<td>#11408</td>
<td>Unk</td>
<td>Outdated/Not used</td>
<td>Dispose</td>
</tr>
<tr>
<td></td>
<td>Fine Arts</td>
<td>1</td>
<td>Logan Compact Matt Cutter</td>
<td>N/A</td>
<td>Unk</td>
<td>Outdated/Not used</td>
<td>Dispose</td>
</tr>
<tr>
<td></td>
<td>Fine Arts</td>
<td>2</td>
<td>4 x 5 View Cameras in Cases</td>
<td>#11404 &amp; 11405</td>
<td>Unk</td>
<td>Outdated/Not used</td>
<td>Dispose</td>
</tr>
<tr>
<td></td>
<td>Fine Arts</td>
<td>1</td>
<td>Large Wooden Table</td>
<td>#271</td>
<td>Unk</td>
<td>Not used</td>
<td>Dispose</td>
</tr>
<tr>
<td></td>
<td>Fine Arts</td>
<td>1</td>
<td>Black Large Hood Lamp on stand</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fine Arts</td>
<td>1</td>
<td>Metal drum</td>
<td>Unk</td>
<td>30+</td>
<td>Broken - has holes</td>
<td>Dispose</td>
</tr>
<tr>
<td></td>
<td>Fine Arts</td>
<td>1</td>
<td>Broken Timers</td>
<td>Unk</td>
<td>30+</td>
<td>Broken</td>
<td>Dispose</td>
</tr>
<tr>
<td></td>
<td>Fine Arts</td>
<td>1</td>
<td>Table</td>
<td>Unk</td>
<td>30+</td>
<td>Outdated/Not used</td>
<td>Dispose</td>
</tr>
<tr>
<td></td>
<td>Fine Arts</td>
<td>1</td>
<td>Wood Door</td>
<td>Unk</td>
<td>30+</td>
<td>Unusable</td>
<td>Dispose</td>
</tr>
<tr>
<td></td>
<td>Fine Arts</td>
<td>2</td>
<td>Blackboards</td>
<td>Unk</td>
<td>30+</td>
<td>Unusable</td>
<td>Dispose</td>
</tr>
</tbody>
</table>
To: Board of Trustees  
From: Superintendent/President  
Date: January 17, 2012  
Item & File No. C.8.H  
Subject: Second Reading and Approval of Revised Board Policies

<table>
<thead>
<tr>
<th>Reason for Board Consideration:</th>
<th>Enclosure(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONSENT APPROVAL</td>
<td>Proposed revised policies</td>
</tr>
</tbody>
</table>

BACKGROUND:

At the November 15, 2011 Board of Trustees meetings, a recommended proposal to revise Board Policies in Chapter 2 Board of Trustees, Chapter 5 Student Services, and Chapter 7 Human Resources is 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 3810 Claims Against the District
- BP 7340 Leaves
- BP 7345 Catastrophic Leaves
- BP 7365 Discipline and Dismissal of Classified Employees

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve adoption of Board Policies 3810, 7340, 7345, and 7365.

Administrator Initiating Item  David Wain Coon, Ed.D., Superintendent/President
BP 3810  CLAIMS AGAINST THE DISTRICT

References:
Education Code Section 72502;
Government Code Sections 900 et seq., 905, 910 - 915.2, 935, and 945.4

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title 1, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:
• Claims by public entities: claims by the state or by a state department or agency or by another public entity
• Claims for fees, wages, and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances (Also see BP 6330 titled Purchasing, BP 7130 titled Compensation and BP/AP 7400 titled Travel)

The designated place(s) for service of claims, lawsuits or other types of legal process upon the District is/are:
• Office of Superintendent/President
• Chief Business Officer
• Chief Human Resources Officer

❖ From current College of Marin Policy 7.0052 titled Claims for Money or Damages

As a prerequisite to bringing suit against the Marin Community College District, any claims against the District for money or damages as set forth below, for money or damages which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Education Code Section 72502 and 72503 and commencing with Government Code Section 900:

Claims for fees, salaries, wages, mileage, or other expenses and allowances.

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 7.0052 titled Claims for Money or Damages adopted on 3/8/83. The language struck through is recommended for deletion. The language in underlined italics is recommended by College Operations.

Date Adopted:
(Replaces current College of Marin Policy 7.0052)
References:
Education Code Sections 87036, 87037, 87700, 87701, 87763 et seq., 87766, 87768.5, 87784, 88190 et seq., 88193, 88210, and 88207;
Government Code Section 12945

The Superintendent/President shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:
- illness leaves for all classes of permanent employees;
- vacation leave for members of the classified service, administrators, supervisors, and managers;
- leave for service as an elected official of a community college district public employee organization or of any statewide or national employee organization with which the local organization is affiliated (Education Code Sections 87768.5 and 88210);
- leave of absence to serve as an elected member of the legislature (Education Code Section 87701);
- pregnancy leave (Education Code Sections 87766 and 88193; Government Code Section 12945);
- use of illness leave for personal necessity (Education Code Sections 87784 and 88207);
- industrial accident leave;
- bereavement leave;
- jury service or appearance as a witness in court (Education Code Sections 87036 and 87037);
- military service (Education Code Section 87700);
- sabbatical leaves; and
- release time for participation in special assignments (i.e. accreditation related business, statewide taskforce, etc.).

In addition to this policy and collective bargaining agreements, the Board of Trustees retains the right to grant leaves with or without pay for other purposes or for other periods of time.

NOTE: The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in underlined italics is recommended by Human Resources on 4-26-11 and on 9-20-11.

Date Adopted:
(This is a new policy recommended by the Policy and Procedure Service)
BP 7345  CATASTROPHIC LEAVE PROGRAM

Reference:
Education Code Section 87045

The Board of Trustees authorizes implementation of a Catastrophic Leave Program to permit employees of the District to donate eligible leave credits to an employee when that employee or a member of his/her family suffers from a catastrophic illness or injury.

The Superintendent/President shall establish administrative procedures to administer the program that comply with the requirements established by the Education Code. The administrative procedures shall assure that the program is administered in a nondiscriminatory way.

See collective bargaining agreements as applicable

NOTE: The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The Board of Trustees has discretion whether to implement a Catastrophic Leave Program under Education Code Section 87045. A Catastrophic Leave Program may be the subject of negotiations between the District and the union representing a unit of employees. The language above satisfies the requirements of Education Code Section 87045 if the District wishes to implement a program for un-represented employees. The language of underlined italics was added by Human Resources on 10-27-11.

Date Adopted:
(This is a new policy recommended by the CC League and the League's legal counsel)
BP 7365 DISCIPLINE AND DISMISSAL – CLASSIFIED EMPLOYEES

References:
Education Code Section 88013;
Government Coded Sections 3300 et seq.

The Superintendent/President shall enact procedures for the disciplinary proceedings applicable to permanent classified employees of the District. Such procedures shall conform to the requirements of the Education Code and applicable collective bargaining agreements.

The Board’s determination of the sufficiency of the cause for disciplinary action of a classified employee shall be conclusive.

No disciplinary action shall be taken for any cause that arose prior to the employee becoming permanent, or for any cause that arises more than two years preceding the date of the filing of any charge against the employee, unless the cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.

A permanent member of the classified service shall be subject to disciplinary action, including, but not limited to, oral reprimand, written reprimand, reduction in pay, demotion, suspension, or discharge, for any of the following grounds:

- Fraud in securing employment or making a false statement on an application for employment.
- Incompetence, i.e., inability to comply with the minimum standard of an employee's position for a significant period of time.
- Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of an employee in the position.
- Willful disobedience and insubordination, a willful failure to submit to duly appointed and acting supervision, conform to duly established orders or directions of, or insulting or demeaning the authority of a supervisor or manager.
- Dishonesty involving employment.
- Being impaired by or under the influence of alcohol or illegal drugs or narcotics while on duty, which could impact the ability to do the job.
- Excessive absenteeism.
- Unexcused absence without leave.
- Abuse or misuse of sick leave.
- The conviction of either a misdemeanor or a felony involving moral turpitude shall constitute grounds for dismissal of any employee. The record of conviction shall be conclusive evidence only of the fact that the conviction occurred. A plea or verdict of guilty, or a conviction showing a plea of nolo contendere made to charge a felony or any offense involving moral turpitude, is deemed to be a conviction within the meaning of this section.
- Discourteous treatment of the public or other employees.
• Improper or unauthorized use of District property.
• Refusal to subscribe to any oath or affirmation which is required by law in connection with District employment.
• Any willful act of conduct undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the District, the employee's department or division.
• Inattention to duty, tardiness, indolence, carelessness, or negligence in the care and handling of District property.
• Mental or physical impairment which renders the employee unable to perform the essential functions of the job without reasonable accommodation or without presenting a direct threat to the health and safety of self or others.
• Acceptance from any source of a reward, gift, or other form of remuneration in addition to regular compensation to an employee for the performance of his or her official duties.
• The refusal of any officer or employee of the District to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any then pending cause of inquiry in which the District is involved. Violation of this provision may constitute of itself sufficient ground for the immediate discharge of such officer or employee.
• Willful violation of policies, procedures and other rules which may be prescribed by the District, college(s) or departments.
• Working overtime without authorization.

NOTE: The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **underlined italics** was recommended by Human Resources.

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>Firm Name</th>
<th>Project</th>
<th>Original $</th>
<th>No. of Changes</th>
<th>This Change</th>
<th>Total Changes</th>
<th>Total Contract to Date</th>
<th>Contingency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Contracts – Ratification</td>
<td>The Door Company</td>
<td>New Fine Arts Building Project (305C)</td>
<td>$6,669.00</td>
<td>10</td>
<td>$28,494.00</td>
<td>$95,163.00</td>
<td>$650,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Construction Change Orders – Approval</td>
<td>Midstate Construction Corporation</td>
<td>Performing Arts Building Modernization Project (306A)</td>
<td>$10,429,000.00</td>
<td>7</td>
<td>($21,240.00)</td>
<td>$601,609.00</td>
<td>$11,030,609.00</td>
<td>5.8%</td>
</tr>
<tr>
<td></td>
<td>OC Jones &amp; Sons, Inc.</td>
<td>PE Track Renovation Project (308G)</td>
<td>$649,000.00</td>
<td>2</td>
<td>$20,309.31</td>
<td>$47,063.44</td>
<td>$696,063.44</td>
<td>7.3%</td>
</tr>
<tr>
<td></td>
<td>Trahan Mechanical, Inc.</td>
<td>MEP Supplemental Project (308B-402A-407B-417A)</td>
<td>$404,254.00</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$404,254.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Professional Services Amendments – Ratification</td>
<td>Ballard &amp; Watkins Construction Services</td>
<td>Various Projects</td>
<td>$452,005.00</td>
<td>9</td>
<td>$0.00</td>
<td>$211,537.00</td>
<td>$663,542.00</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td>Sensible Environmental Solutions, Inc.</td>
<td>Performing Arts Building Modernization Project (306A)</td>
<td>$15,000.00</td>
<td>14</td>
<td>$24,324.00</td>
<td>$287,015.25</td>
<td>$302,015.25</td>
<td>0.0%</td>
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<tr>
<td></td>
<td>Marcy Wong &amp; Donn Logan Architects</td>
<td>New Fine Arts Building Project (306C)</td>
<td>$3,290,000.00</td>
<td>11</td>
<td>$1,500.00</td>
<td>$424,595.00</td>
<td>$3,714,595.00</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td>Professional Service Agreements – Ratification</td>
<td>Cribb Associates</td>
<td>New Academic Center (303B)</td>
<td>$8,400.00</td>
<td>10</td>
<td>$28,494.00</td>
<td>$95,163.00</td>
<td>$650,000.00</td>
</tr>
</tbody>
</table>

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.
BOARD AGENDA ITEM

To: Board of Trustees       Date: January 17, 2012
From: Superintendent/President Item & File No. C.8.1.2
Subject: Science Math Central Plant Complex Increment 2&3 Site Development & Building Project (305A)
Approve Subcontractor Substitution
Lathrop Construction Associates, Inc.
Reason for Board Consideration:  CONSENT APPROVAL

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:

- **Amax Glass and Glazing** – glass and glazing work will be replaced by Alcal / Arcade Contracting, Inc.
  
  **Reason:** Amax Glass and Glazing has failed or refuses to execute its written contract; failed or refuses to perform his or her subcontract; and fails or refuses to meet the bond requirements of the prime contract.

The released party has the right to request a formal hearing by the District within five (5) days of receiving a written notice requesting substitution. It is the recommendation of staff that the subcontractor substitution be approved, pending that no written objection or hearing is received within the five (5) day period.

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.
December 29, 2011

Laura McCarty, Director of Modernization
Marin Community College
835 College Avenue
Kentfield, CA 94904

REFERENCE:  College of Marin - Science/Math Bldg
LCA JOB No. 1082

SUBJECT:  Substitution of Subcontractor

Dear Ms. McCarty:

In accordance with Section 4107 (a) (1) (3) and (4) of the Public Contract Code, please accept this letter as notification that we intend on substituting Amax Glass and Glazing as our subcontractor to perform the aluminum and glass and glazing scope of work on the above-reference project.

Amax Glass and Glazing has failed to comply with Section 4107 (a) (1) (3) and (4) of the Public Contract Code. Section 4107 (a) (1) states that the substitution of a listed subcontractor is permitted when the listed subcontractor fails or refuses to execute a written contract. Section 4107 (a) (3) states that the substitution of a listed subcontractor is permitted when the listed subcontractor fails or refuses to perform his or her subcontract. Section 4107 (a) (4) states that the substitution of a listed subcontractor is permitted when the listed subcontractor fails or refuses to meet the bond requirements of the prime contract as set forth in Section 4108, which makes it the responsibility of each subcontractor submitting bids to be prepared to submit a faithful performance and payment bond if so requested by the prime contractor. Amax Glass and Glazing has failed to meet these requirements as set forth in Section 4107 of the Public Contract Code.

In order to conform to the requirements of Section 4107 (a), we ask that the Marin Community College (awarding authority) issue written notification (by certified or registered mail to Amax Glass and Glazing, 2905 Stender Way, Suite 88, Santa Clara, CA 95054 and 385 South Lemon Avenue, Suite E309, Walnut, CA 91789) of our substitution request. If after five (5) working days, the Marin Community College receives no written objection, we ask that this substitution request be granted.

Lathrop Construction Associates, Inc. issued 48-hour notice letters dated December 19th, and 27th, 2011, to Amax Glass and Glazing. On December 27th, Amax Glass and Glazing was issued written notification that effective immediately Lathrop Construction Associates, Inc. had terminated their Subcontract No. 1082-37 for failure to meet terms and conditions of Section 12 “Contractor Remedies” of Subcontract No. 1082-37.

Sincerely,

Roy A. Van Velt
Chairman of the Board

LATHROP CONSTRUCTION ASSOCIATES, INC.
MARIN COMMUNITY COLLEGE DISTRICT  
Kentfield, CA 94904

BOARD AGENDA ITEM

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date: January 17, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No. C.8.I</td>
</tr>
<tr>
<td>Subject:</td>
<td>SABBATICAL LEAVE RECOMMENDATIONS</td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td>Information and Approval</td>
<td></td>
</tr>
<tr>
<td>Enclosure(s):</td>
<td>Sabbatical Committee Memo</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vice President’s Analysis &amp; Recommendations</td>
<td></td>
</tr>
</tbody>
</table>

BACKGROUND:

The Board of Trustees reviews and has final approval authority for each individual sabbatical application (UPM/District agreement 5.6.8.4). Six (6) applications were received, and the Sabbatical Leave Committee has recommended that all six be granted. This number is within the percentage contained in the UPM/District Collective Bargaining Agreement: (UPM/District agreement 5.6.5).

The UPM/District agreement states, “The supervising Vice President shall review the sabbatical recommendations and forward the same to the Superintendent/President and the Board with such recommendations for changes as the Vice President requires to reconcile the recommendations with the educational and financial requirements of the District.”

Enclosures include: (1) the Sabbatical Committee Selections memo (e-mail) (December 8, 2011) to the Vice President of Student Learning and (2) the Vice President’s analysis and recommendation to the Superintendent/President and Board.

Sabbatical leave recommendations for Academic Year 2012-2013 are as follows:
- Bill Abright: 1 year split – Fall 2012 and Fall 2013 for independent study or research, including travel.
- Maula Allen: 1 year split – Spring 2013 and Spring 2014 for research, including enrolling in university level classes.
- Paul da Silva: 1 year split – Spring 2013 and Spring 2014 for independent study or research.
- Sara Lefkowitz: 1 year – Spring 2013 and Fall 2013 for independent study, including attending teacher training courses.
- Alexandra Magallanes-Rivera: 1 semester – Fall 2012 for independent study.
- Rossana Pagani: 1 year – Spring 2013 and Fall 2013 for independent study.

Fiscal Impact:
The replacement cost is estimated at $33,255 per semester/leave (using Column 3, Step 7 of current faculty salary schedule) for each instructor if each instructor is replaced by a full-time temporary replacement. Total replacement cost for the six sabbatical leaves is estimated at up to $365,805. The cost could be more or less, depending on how and if the instructor is replaced while on sabbatical and when and if changes are made to the salary schedule.

**Fiscal Year 2012-Spring 2013**
- Fall 2012 replacement cost = $66,510
- Spring 2013 replacement cost = $133,020

**Fiscal Year 2013-2014**
- Fall 2013 replacement cost = $99,765
- Spring 2014 replacement cost = $66,510
Upon approval of the recommendations, the applicants will be notified of the Board’s decision, along with any changes that have been approved.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the sabbatical leave applications with recommendations by the supervising Vice President.

Administrator Initiating Item
Ken Meier, Vice President of Student Learning
To: Ken Meier, Vice-president of Student Learning

From: Patricia O’Keefe, Chair Sabbatical Committee

RE: Sabbatical Leave Applications

Six faculty applied for Sabbatical Leave beginning in either Fall 2012 or Spring 2013. The Sabbatical Leave Committee met today for our final discussion and approval of the proposed sabbaticals. All six of the sabbaticals were approved unanimously by the committee members. One member of the committee was absent (Jim Arnold).

The contract states (5.6.8.2), “The Sabbatical Leave Committee shall submit all qualified sabbatical proposals to the Supervising Vice President by December 15 in each year, and each application must be approved or disapproved by the MCCD Governing Board (“Board”) no later than the last Board meeting in January.”

Human Resources determined that all six applicants are eligible based on either their hire dates or their prior sabbatical leave dates. For conformation, please request information from Claudette Muldowney in the Human Resources Department.

Three criteria were used in the evaluation process: 1) rate the application on a scale of 0-25, 2) points awarded for new applicants or repeat applicants, and 3) number of years of service. Here are the summarized scores from our first Sabbatical Committee meeting on Tuesday, November 15.

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abright, Bill</td>
<td>13.6+6+8 = 27.6</td>
</tr>
<tr>
<td>Allen, Maula</td>
<td>12.5+12+9=33.5</td>
</tr>
<tr>
<td>DaSilva, Paul</td>
<td>12.5+6+6=24.5</td>
</tr>
<tr>
<td>Lefkowitz, Sara</td>
<td>19.34+12+9=40.35</td>
</tr>
<tr>
<td>Magallanes-Rivera, Alexandra</td>
<td>20.5+12+11=43.5</td>
</tr>
<tr>
<td>Pagani, Rossana</td>
<td>13.7+12+9=34.7</td>
</tr>
</tbody>
</table>

Applicants were encouraged to strengthen their individual proposals by adding concise purpose statements, addressing how their sabbatical will improve student learning (value to the district) or creating clear deliverables. The committee is forwarding the six revised sabbaticals to your office in fulfillment of our charge.

If you have any questions, comments, or concerns, please feel free to contact me.

Sincerely,

Patricia O’Keefe
Chair, Sabbatical Leave Committee 2011
<table>
<thead>
<tr>
<th>NAME</th>
<th>SABBATICAL REQUESTED</th>
<th>PURPOSE</th>
<th>VICE PRESIDENT OF STUDENT LEARNING’S RECOMMENDED OUTCOMES</th>
</tr>
</thead>
</table>
| Bill Abright           | Fall 2012 & Fall 2013| • Conduct field research of pottery villages in Northern Peru where Moche Pottery traditions are continuing.  
                      |                       | • Facilitate student learning outcomes                                   | • Research specific itinerary with colleagues who have traveled to Peru and visited the Trujillo area and Larco Herrera Museum in Lima.  
                      |                       |                                                                         | • Compile a reference list of sites of interest and professional contacts.  
                      |                       |                                                                         | • Review current literature and web sites for available collections for study; make arrangements to visit as a visiting scholar.  
                      |                       |                                                                         | • Investigate opportunities for visits to archeological sites.  
                      |                       |                                                                         | • Create an exhibition of ceramic sculptures that will integrate the travel experience for viewing at COM Fine Arts Gallery.  
                      |                       |                                                                         | • Produce a DVD of Moche ceramics for distribution to all Art faculty.  
                      |                       |                                                                         | • Integrate results of research trip into curriculum of ART 175, ART 177, ART 275. |
| Maula Allen            | Spring 2013 & Spring 2014 (Split) | • Study in Cognitive Science: Acquiring new strategies to use with students in Calculus, Statistics, and Intermediate Algebra courses based on cognitive science research to increase student learning.  
                      |                       | • Study in Geographic Information Systems (GIS): Expand existing knowledge of GIS by completing 5 courses for a Certificate in GIS. | • Demonstrated improvement of intermediate algebra pedagogy as reflected in student evaluations.  
                      |                       |                                                                         | • Measurable, statistically significant improvement in student learning outcomes in intermediate algebra.  
                      |                       |                                                                         | • Intentional application of contemporary cognitive science theory to math and geographic information systems (GIS) curricula.  
                      |                       |                                                                         | • Development of an innovative interdisciplinary, contextualized curriculum applying GIS applications to statistics and other math curricula. |
| **Paul da Silva**  
| Biology | Spring 2013 & Spring 2014 | • Improve knowledge and skill in construction of models by obtaining and analyzing population data. The work involves independent study, including field work, lab work, and online course of study. | • Application of enhanced modeling knowledge, improved laboratory and field skills, and software to improvement of pedagogy and course materials.  
 • Production of a paper for a peer reviewed journal based on sabbatical activities and outcomes.  
 • Formal communication of sabbatical outcomes to the CoM academic community.  
 • Improvement of student learning outcomes by updating lectures and laboratory applications.  
 • Create opportunities for transfer students and biology majors to develop a working knowledge of “R” software. |
| **Sara Lefkowitz**  
| Nursing | Spring 2013 & Fall 2013 | • Pursue a course of study to assist in developing the knowledge, skills, and abilities to teach Mindfulness Based Stress Reduction (MBSR) techniques to COM Registered Nursing students so they may manage their own stress levels and be more present, intentional and compassionate with patients. | • Acquire the skills and competencies of a qualified MBSR trainer.  
 • Import MBSR principles and practices into the CoM nursing program.  
 • Apply MBSR to counseling and instructing nursing students with measurable student outcomes.  
 • Communicate MBSR findings to the academic community through a flex workshop.  
 • Develop ongoing MBSR workshop for nursing students to improve the quality and effectiveness of the clinical experience and future professional growth. |
| **Alexandra Magallanes-Rivera**  
| Counseling | Fall 2012 | • Study the High School Outreach models used by other community colleges to further develop COM’s Counseling Outreach activities so that incoming high school students are better prepared to begin their first year at COM. | • Communicate findings on outreach and matriculation to the CoM academic community including the Board of Trustees.  
 • Advocate for and work to implement best practices in matriculation at the college.  
 • Improve measurable student learning and service outcomes across the District. |
<table>
<thead>
<tr>
<th>Rossana Pagani (Modern Languages)</th>
<th>Spring 2013 &amp; Fall 2013</th>
<th>• Develop an assessment tool for course SLOs in the Spanish and Italian disciplines that utilizes online resources and tutorials.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>• Leverage technology to develop a more sophisticated language acquisition pedagogy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Improve measurement and tracking of SLOs in the curriculum.</td>
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<tr>
<td></td>
<td></td>
<td>• Apply the system for documenting and improving student learning outcomes.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Communicate findings and share academic systems improvements with colleagues.</td>
</tr>
</tbody>
</table>
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees                     Date: January 17, 2012
From: Superintendent/President            Item & File No. C.9.A
Subject: Non-Resident Tuition Fee 2012/2013
Reason for Board Consideration: APPROVAL

BACKGROUND:

The Marin Community College District Board of Trustees establishes the non-resident tuition fees annually as required by the Education Code. The recommended changes for the 2012/13 Academic Year are as follows:

U.S. Citizen Tuition from $198 to $202 per unit
Non-U.S. Citizen from $201 to $207 per unit

It is recommended that the U.S. Citizen fee be increased by the 2011/12 U.S. Consumer Price Index factor of 1.9%. Under the allowable calculation, the District is authorized to charge up to $276 per unit.

It is recommended that the Non-U.S. Citizen fee be increased, as allowed, based on a calculation using our 2010/11 capital outlay expenditures.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve increasing the Non-Resident student tuition fee to $202 per unit for U.S. Citizens and to $207 per unit for Non-U.S. Citizens for the 2012/13 Academic Year.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
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>January 17, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No.</td>
<td>C.9.B</td>
</tr>
<tr>
<td>Subject:</td>
<td>Mileage Rate Reimbursement</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Effective January 1, 2012</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td>APPROVAL</td>
<td>Enclosure(s):</td>
<td></td>
</tr>
</tbody>
</table>

BACKGROUND:

The District reimburses employees for business mileage as required by Board Policy and bargaining agreements. This rate has been established at the federally approved standard mileage reimbursement rate.

The Internal Revenue Service has announced that the standard mileage reimbursement rate for business miles driven effective January 1, 2012 is 55.5 cents a mile. This rate is unchanged from the mid-year adjustment that became effective July 1, 2011.

RECOMMENDATION:

The Superintendent/President recommends the Board of Trustees approve the mileage reimbursement rate at 55.5 cents per mile as allowed by the Internal Revenue Service for employees and Board members effective January 1, 2012.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
BACKGROUND:

On June 22, 2010 the Board awarded a short form contract to ESA (Environmental Science Associates) for the EIR (Environmental Impact Report) Initial Study required for the New Academic Center (NAC). Subsequent to this initial approval three contract amendments have been approved for the Focused EIR work for both the New Academic Center (NAC) and the Child Study Center (CSC). These approvals also included the required HABS (Historic American Building Survey) Report for the existing Administration Building.

At this time the Board of Trustees is requested to approve the full LF (Long Form) contract for ESA (Environmental Science Associates) for the Focused EIRs for both the New Academic Center (NAC) and the Child Study Center (CSC).

FISCAL IMPACT:

The total amount of the short form contract and amendments to date is $98,337.73.

The long form contract will be paid from budgeted bond funds. Total fees for EIR services for both the New Academic Center (NAC) and the Child Study Center (CSC) are estimated to be $311,676, which incorporates and includes all fees from the short form contract and its amendments (as has been the standard process for the bond).

RECOMMENDATION:

The Superintendent/President recommends that the Board approve the long form contract to ESA (Environmental Science Associates) in the amount of $311,676 for the full EIR services under the District CEQA consultant project.
BACKGROUND
On November 15, 2011, the Board of Trustees pre-authorized the award of a construction contract for the HVAC Revision Main Building Complex Project (417A) to the lowest responsive, responsible bidder. The scope of work involves additional duct work required to respond to the request for additional control zones, air volume and temperature controls. In accordance with Public Contract Code, the work was publicly bid. However, the low bid was above the engineer’s estimate.

Following District standard bid procedures for all Bond projects, the project was advertised twice and additional outreach was performed to 5 qualified local construction companies. Four (4) construction companies were represented at the pre-bid walk. One (1) company submitted a bid for the work.

The Board of Trustees is now asked to authorize award of a construction contract to the responsive, responsible bidder, Trahan Mechanical. 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 $36,600.

The November 15, 2011 approved Board request was based on a construction cost estimate of $30,000.

At this time the recommendation is to accept the bid and move forward with the award of the construction contract to Trahan Mechanical. Although Trahan Mechanical was the only bid submitted, no bid protests were received. The contractor is qualified to perform the scope of work.

Total fiscal impact: $36,600
The contract will be paid from bond funds budgeted for the HVAC Revision Main Building Complex Project (417A).

RECOMMENDATION
The Superintendent/President recommends that the Board authorize award of a construction contract for the HVAC Revision Main Building Complex Project (417A) to Trahan Mechanical, the lowest responsive, responsible bidder in the amount of $36,600.
**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>January 17, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No. C.9.D</td>
<td></td>
</tr>
<tr>
<td>Subject:</td>
<td>Approve Board Compensation Annual Adjustment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td>APPROVAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enclosure(s):</td>
<td></td>
<td></td>
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</tbody>
</table>

**BACKGROUND:**

Education Code Section 72024(e) establishes provisions for the governing board, on an annual basis, to increase its compensation for individual Board members in an amount not to exceed 5% based on the present monthly rate of compensation. Currently, the monthly compensation is $322.11. An increase of 5% would bring the total compensation amount to approximately $338.22. The last Board compensation increase was approved at the December 9, 2008 Board meeting.

**RECOMMENDATION:**

The Superintendent/President recommends that the Board of Trustees approve a 5% increase in Trustee monthly compensation from $322.11 to $338.22 with the Student Trustee amount being 50% of this amount or $169.11.

Administrator Initiating Item: David Wain Coon, Ed.D., Superintendent/President
To: Board of Trustees  
From: Superintendent/President  
Subject: ACADEMIC CALENDAR 2012-2013  
Reason for Board Consideration: APPROVAL  
Enclosure(s): Academic Calendar: 2012-2013  

BACKGROUND:  
Attached for the Board’s information is the Academic Calendar for 2012-2013.

RECOMMENDATION:  
The Superintendent/President recommends that the Board of Trustees adopt the Academic Calendar for 2012-2013.

Administrator Initiating Item
Ken Meier, Vice President of Student Learning
## 2012-2013 Academic Calendar (DRAFT)

### 2012

**August**
- 8 Weekday Instructional Days
- 3 Flex Days
- 1 Saturday Class
- 1 Sunday Class

**September**
- 19 Weekday Instructional Days
- 5 Saturday Classes
- 5 Sunday Classes
- 1 Holiday (Labor Day)

**October**
- 23 Weekday Instructional Days
- 4 Saturday Classes
- 4 Sunday Classes

**November**
- 19 Weekday Instructional Days
- 3 Saturday Classes
- 3 Sunday Classes
- 5 Holidays (Veterans & Thanksgiving)

**December**
- 10 Weekday Instructional Days
- 5 Final Exam Days
- 3 Saturday Classes
- 3 Sunday Classes
- 6 Holidays (Christmas)

### 2013

**January**
- 3 Flex Days
- 11 Weekday Instructional Days
- 2 Saturday Classes
- 2 Sunday Classes
- 2 Holidays (New Year's & Martin Luther King Jr.)

**February**
- 18 Weekday Instructional Days
- 3 Saturday Classes
- 3 Sunday Classes
- 4 Holidays (Presidents Weekend)

**March**
- 21 Weekday Instructional Days
- 5 Saturday Classes
- 5 Sunday Classes

**April**
- 17 Weekday Instructional Days
- 3 Saturday Classes
- 3 Sunday Classes
- Spring Break (8 - 14)

**May**
- 13 Weekday Instructional Days
- 5 Final Exam Days
- 3 Saturday Classes
- 3 Sunday Classes
- 1 Holiday (Memorial Day)

### Summer School 2013

<table>
<thead>
<tr>
<th></th>
<th>Finals Days</th>
<th>Flex Days</th>
<th>Total Days</th>
<th>Saturday's</th>
<th>Sunday's</th>
<th>Monday's Including Final</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL</strong></td>
<td>79</td>
<td>5</td>
<td>3</td>
<td>87</td>
<td>16</td>
<td>15</td>
</tr>
<tr>
<td><strong>SPRING</strong></td>
<td>80</td>
<td>5</td>
<td>3</td>
<td>88</td>
<td>16</td>
<td>15</td>
</tr>
</tbody>
</table>
| **TOTAL** | 159         | 10         | 6          | 175        | 32       | 32                       | 30

### Legend
- Flex days (mandatory and independent)
- Instructional days
- Holidays
- Non-instructional days (vacation/seasonal)

- **Dates**
  - 6/17 - First Day of Summer School
  - 7/4 - Independence Day Holiday
  - 7/26 - Last Day of Summer School
  - 8/02 - Final Grades Due
BACKGROUND:

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

ANALYSIS:

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

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

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

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

Board Policies 7600 and 7700 are now ready for review by the Board of Trustees.
FISCAL ANALYSIS:

No fiscal impact for the District.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees receive Board Policies 7600 and 7700 for first reading and discussion.

Administrator Initiating Item  Dr. David Wain Coon, Superintendent/President
BP 7600 DISTRICT POLICE

References:
Education Code Sections 72330 et seq.;
Government Coded Sections 3300 et seq.

The Board of Trustees has established a police department under the supervision of the Chief of Police. The purpose of the department is to enforce the law on or near the campuses and other grounds or properties owned, operated, controlled, or administered by the District or by the state acting on behalf of the District.

District police officers shall be employed as members of the classified service but shall, when duly sworn, be peace officers as defined by law. Prior to employment, they shall satisfy the training requirements set out in Penal Code Sections 830 et seq.

Minimum qualifications of employment for the Chief of Police shall be established including, but not limited to, prior employment as a peace officer or completion of a peace officer training course approved by the Commission on Peace Officers’ Standards and Training.

Every member of the District Police Department first employed by the District before July 1, 1999 must satisfy the requirements of state law regarding qualifications for continued employment.

Every member of the District Police Department shall be issued a suitable identification card and badge bearing the words “College of Marin Police.”

The Chief of Police, in cooperation with appropriate District officials, shall issue such other regulations as may be necessary for the administration of the District Police Department.

From current College of Marin Policy 8.0001 titled Safety and Security

(EC 72330, 72332)

The Board recognizes its responsibility for the security and safety of all District property and personnel. Therefore, in accordance with the above Education Code citation, a District police force shall be established. Furthermore, the Superintendent/President shall ensure that the District is in compliance with federal and state laws, local ordinances, and Education Code of the State of California in regard to safety and security, including the prevention of accidents and fire.

In carrying out this policy, the Board authorizes the Superintendent/President to:
1. Provide, publish and post rules for safety and the prevention of accidents, instruct students in safety and accident prevention, provide protective devices where they are required for the safety of students and employees, provide suitable and safe equipment where such equipment is necessary for the conduct of the educational program and the operation of the District, and overall, to carry out the intent of the California occupational Safety and health Act. All less information will be analyzed, and, where applicable, changes to the less control program will be implemented.

2. Employ the due process of law to terminate any campus disruption and to restore the educational functions of the District and prevent injury to persons or property.

3. Swear in District Police Officers and issue proper identification badges.

4. Appoint a District Safety Officer to oversee the conditions of the District facilities and District Safety Committee to coordinate the District program.

5. Review and evaluate District safety and security policies annually.

Furthermore, the Superintendent/President shall ensure the authority of the District Police Force and provide for the safety and security of:

1. Students in District;
2. Employees in performance of their duties;
3. Users of District vehicles;
4. Injured students and employees;
5. Visitors to the District.

NOTE: The underlined regular text signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in black ink is from current College of Marin Policy 8.0001 titled Safety and Security adopted on 7/29/81 and revised on 4/9/85. The language struck through is recommended for deletion. The language in underlined italics reflects revisions from Police Chief LeMay 11/30/11. Reviewed by Task Force 12/5/11.

Date Adopted:
(Replaces College of Marin Policy 8.0001)
BP 7700 WHISTLEBLOWER PROTECTION

References:

Government Code Section 53296;
Labor Code Sections 1102.5 and 2698 (Private Attorney General Act of 2004)

The Superintendent/President shall establish procedures regarding the reporting and investigation of suspected unlawful activities by District employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, “unlawful activity” refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or board policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.

Furthermore, District employees shall not: (1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or (2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

NOTE: The underlined regular text signifies suggested as good practice language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). Reviewed and approved by Dean of Human Resources Linda Beam 11/30/11. Reviewed by Task Force 12/5/11.

Date Adopted:
(This is a new policy recommended by the CC League and the League’s legal counsel)
C O L L E G E  O F  
M A R I N

Board of Trustees Organizational and Regular Meeting
December 13, 2011
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 in the Student Services Building on the Kentfield campus, all members having received notice as prescribed by law. Board President Conti called the meeting to order at 4:43 p.m. Trustees Conti, Long, Treanor and Kranenburg were present.

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

2. Public Comment – Closed Session Agenda

There was no public comment on the closed session agenda and the Board recessed to closed session at 4:45 p.m.

B. Closed Session

The Board met in closed session at 4:50 p.m. in the Deedy Staff Lounge in the Student Services Building on the Kentfield campus. All publicly elected Trustees were present except Trustee Hayashino, who arrived at 5:00 p.m., and Trustee Namnath, who arrived at 5:45 p.m. Dr. David Wain Coon, Al Harrison, Ken Meier, Linda Beam, Mark Kelley, Roy Stutzman, and Jack Kemp were also in attendance.

The closed session recessed at 6:43 p.m.
C. Board Organizational Meeting

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

Board President Conti called the meeting to order at 6:48 p.m. All publicly elected Trustees were present and Student Trustee Bergstrom-Wood arrived at 7:15 p.m.

Board President Conti suggested moving the reception up on the agenda to follow Acknowledgments of Carole Hayashino. M/s (Treanor/Long) to approve the agenda with Trustee Conti’s change. The motion passed by a unanimous vote of 7-0.

- Oath of Office
  Superior Court Judge Paul Haakenson administered the oath of office to Philip J. Kranenburg, Eva Long, James Namnath and Stephanie O’Brien.

- Acknowledgments of Carole Hayashino
  President Coon and Trustee Treanor presented outgoing Trustee Hayashino with gifts on behalf of the Board. He and the Trustees thanked her for her eight years of service to the District as a Trustee and wished her well in her future endeavors. Trustee Hayashino read a statement, a copy of which is attached to the minutes as part of the official record.

The Board recessed for a reception honoring outgoing Trustee Hayashino, reelected Trustees Kranenburg, Long and Namnath, and newly elected Trustee O’Brien.

2. Meeting Schedule 2012

M/s (Namnath/Treanor) to approve the Board meeting schedule for 2012. The motion passed by a unanimous vote of 7-0 (plus an advisory aye vote by Student Trustee Bergstrom-Wood).

(Regular meetings take place on the 3rd Tuesday of the month except those denoted by an asterisk. All Regular Meetings begin at 6:30 p.m. unless otherwise noted.)

January 17 Regular Meeting – 6:30 p.m., Cafeteria, Student Services Building, Kentfield
February 21 Regular Meeting – 6:30 p.m. – Cafeteria, Student Services Building, Kentfield
March 13* Regular Meeting – 6:30 p.m., Miwok 181, Indian Valley Campus
April 17 Regular Meeting – 6:30 p.m. – Cafeteria, Student Services Building, Kentfield
May 15  Regular Meeting – 6:30 p.m. – Cafeteria, Student Services Building, Kentfield

June 19  Regular Meeting – 6:30 p.m. – Miwok 181, Indian Valley Campus Tentative Budget Adoption

July 17  Regular Meeting – 6:30 p.m. – Cafeteria, Student Services Building, Kentfield

August 21  Regular Meeting – 6:30 p.m., Cafeteria, Student Services Building, Kentfield

September 18  Regular Meeting – 6:30 p.m. – Miwok 181, Indian Valley Campus

October 16  Regular Meeting - 6:30 p.m. – Cafeteria, Student Services Building, Kentfield

November 13*  Regular Meeting – 6:30 p.m. – Cafeteria, Student Services Building, Kentfield

December 11*  Organizational and Regular Meetings – 6:30 p.m. – Cafeteria, Student Services Building, Kentfield

3. Election of Officers

The Trustees discussed their time availability and interest in serving as Board officers for the upcoming year.

a. President of the Board
   Trustee Long nominated Trustee Conti for President of the Board. Trustee Conti was elected President by a unanimous vote of 7-0 (plus an advisory aye vote by Student Trustee Bergstrom-Wood).

b. Vice President of the Board
   Trustee Dolan nominated Trustee Namnath for Vice President and he declined. Trustee Namnath nominated Trustee Long for Vice President of the Board and Student Trustee Bergstrom-Wood nominated Trustee Treanor for that same position. Trustee Long was elected Vice President of the Board by a vote of 4 to 3. Trustees Dolan, Conti, Long and Namnath voted for Trustee Long and Trustees Kranenburg, Treanor and O’Brien voted for Trustee Treanor. Student Trustee Bergstrom-Wood cast an advisory aye vote for Trustee Treanor.

c. Clerk of the Board
   Trustee Dolan nominated Trustee Namnath for Clerk of the Board. Trustee Kranenburg nominated Trustee Dolan for that position and she declined in favor of Trustee Namnath.

   Trustee Namnath was elected Clerk of the Board by a unanimous vote of 7-0 (plus an advisory aye vote by Student Trustee Bergstrom-Wood).
4. Appointment of Trustee Representatives

Board President Conti asked the Trustees to think about the committees they would like to serve on in 2012. She will be in touch with them regarding committee assignments.

5. Board Comments & Acknowledgments

President Coon thanked Trustee Conti for her service as Board President this year and presented her with a gift.

President Coon and Board President Conti presented Betty Schlaepfer, retiring Executive Assistant to the Superintendent/President, with gifts and thanked her for her seven years of service.

6. Adjournment

M/s (Treanor/Long) to adjourn the Organizational Meeting. The motion passed by a unanimous vote of 7-0 (plus an advisory aye vote by Student Trustee Bergstrom-Wood) and Board President Conti adjourned the meeting at 7:50 p.m.

REGULAR MEETING

D. Open Session

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

Board President Conti called the regular meeting of the Board of Trustees of the Marin Community College District to order at 7:52 p.m. in the cafeteria on the Kentfield campus. All publicly elected Trustees were present and Student Trustee Bergstrom-Wood was also in attendance.

M/s (Treanor/Long) to adopt the agenda. The motion passed by a unanimous vote of 7-0 (plus an advisory aye vote by Student Trustee Bergstrom-Wood).


Board Clerk Namnath reported that no action was taken in closed session.

3. Public Comment
   a. Comments re. Items Not on the Agenda
      None
   b. Comments re. Items on the Agenda – to be heard immediately before the Board of Trustees’ consideration of the item

4. Chief Executive Officer’s Report
a. Accreditation
   No comments
b. Outreach/Recruitment
   Cathy Summa-Wolfe, Director of Communications and Community Relations, distributed copies of our Spring 2012 class schedule, noting that it contains a “Special Report to the COMMunity: Building Our Future.” She also distributed postcards that we recently sent to former COM students inviting them to return, letters to the parents of graduating class seniors, and a packet of media coverage of the College from October 1 to December 12 of this year.

c. Annual Audit
   Vice President Harrison introduced Tina Treis of Crowe Horwath who reviewed the audit of the financial statements of the Marin Community College District for the year ended June 30, 2011. She noted that there were no material weaknesses or significant deficiencies and that we have complied with government requirements. Ms. Treis expressed appreciation for the work of our staff in providing the information needed to conduct the audit. Additional information on contact hours and DSPS was required this year by the State Chancellor’s Office.

5. Academic Senate Report
   Sara McKinnon, Academic Senate President, welcomed Trustee O’Brien, congratulated the newly reelected Trustees, distributed a copy of the latest Academic Senate newsletter (copy attached), and wished everyone happy holidays.

6. Classified Senate Report
   No report

7. Student Association Report
   Student Trustee Bergstrom-Wood reported that ASCOM would be hosting the Annual Night of Giving on December 16. Dinner will be provided for low income students with children and gifts will be given to the children. He also announced that ASCOM gave out free scantrons and pencils during finals week.

8. Board Study Session
   a. Modernization (Measure C)
      1. Fine Arts Weatherization
         Modernization Director McCarty reported that two design workshops have been held to address the weatherization problems in the Fine Arts Building and that early cost estimates are within $998,000. We are looking at a 12 foot deep, cable suspended glass canopy on the north and south approaches, a fixed glass curtainwall on both floors, and a roof infill with skylight as budget allows. There will be one more design workshop on December 14 with faculty. DSA review will be required and it is possible that we may begin construction in the summer of 2012.
      2. Child Study Center
         Modernization Director commented on proposed changes to the Child Study Center:
reduced canopy area, changing wood siding to paint, and changing fencing from wood to chain link.

3. New Academic Center
Laura McCarty, Director of Modernization, described proposed changes to the New Academic Center including a reduction in the size of the auditorium and removal of the canopy and stairway. She noted that there is a possibility down the road of an amphitheater in the grassy area next to Circle Drive and stated that we have $100,000 for landscaping and a monument sign at the corner of College Avenue and Sir Francis Drake. An enlarged roof deck will be an add alternate.

4. Interest Earnings
Al Harrison, Vice President of College Operations, reported that the average interest rate was 3% when we sold our first batch of bonds in June 2005 so we estimated $15 million in interest earnings over a five-year period at that time. Since then interest rates have declined and we are anticipating earnings of $444,000 in interest over the next four years. $10,599,951 in interest has been earned so far.

5. Bond Spending Plan
Leigh Sata, Swinerton Project Manager, reviewed the revised Bond Spending Plan, noting that the funds needed for Fine Arts weatherization, the New Academic Center (NAC) and the Child Study Center (CSC) will come from Science/Math/Central Plant bid savings and Kentfield reserves.

A copy of the Modernization Study Session presentation is attached to the minutes as part of the official record.

The Trustees asked for more detailed cost information and for feedback from the user groups regarding the design changes.

Public Comment:

Sara Lefkowitz, the Assistant Director of our Nursing Program, expressed support for the Kentfield Child Study Center (CSC) on behalf of the nursing faculty. She commented on the importance of the clinical experiences the CSC provides for our nursing and early childhood education programs and urged the Board to provide funding for this invaluable resource. A copy of her statement, along with letters from nursing students Ben Anderson and Cassandra Taylor, is attached to the minutes as part of the official record.

Venus Elyse commented that as a parent she is so grateful the CSC is here as she couldn’t be a nursing student without it. She has been impressed with the love her child has received at the CSC and it has given her great peace to know her child has received such great care. On behalf of nursing students she appealed to the Board to support funding for the CSC.

Carmen Carroucote, a psychiatric nurse on our faculty, commented that on her second job she works with homeless mentally ill and that they all come from poor parenting families.
She commented that our CSC is a valuable resource in preventing future problems and urged the Board to fund this valuable program that contributes to our community.

Peggy Dodge, Coordinator of our Early Childhood Education Program, asked the Board members to renew their commitment to the NAC and CSC and requested their support of the updated Bond Spending Plan. A copy of her statement is attached to the minutes as part of the official record.

Anne Petersen, chair of the Kentfield Advisory Board, stated that chain link fences are not favorably looked upon in our community and she hope the CSC fences will be attractive. Ms. Petersen urged the Board to support the changes in funding to enable the NAC to happen.

10.E. Modernization (Measure C)

M/s (Toreanor/Kranenburg) to move items D.10.E.1 to 4 up on the agenda. The motion passed by a unanimous vote of 7-0 (plus an advisory aye vote by Student Trustee Bergstrom-Wood).

M/s (Toreanor/Kranenburg) to approve 10.E.1, 2, 3 and 4. The motion passed by a unanimous vote of 7-0 (plus an advisory aye vote by Student Trustee Bergstrom-Wood). Trustee Long commented that she wants to feel some comfort on the net reserve and doesn’t want us to run out of money.

1. Approve Measure C Bond Program Volume 4 Update - District Standards Update
2. Approve Notice of Completion
   IVC Bus Route Re-Paving Project (417A)
3. Approve Updated Bond Spending Plan
4. Approve Project Funds Transfer and Authorize Project Initiation
   Fine Arts Weatherization Project (306D)

9. Consent Calendar Items (Roll Call Vote)

M/s (Long/Toreanor) to approve all items on the Consent Calendar. The motion passed by a roll call vote of 6-0-1 with Trustee O’Brien abstaining. Student Trustee Bergstrom-Wood cast an advisory aye vote.

   /

   A. Calendar of Upcoming Meetings

   B. Approve Classified Personnel Recommendations
      1. Temporary Reassignment of Classified Personnel
      2. Resignation/Retirement of Classified Personnel

   C. Approve Academic Personnel Recommendations
      1. Sabbatical Leave Replacement
D. Budget Transfers – Month of November – FY 2011/12

E. Warrant Approval – Month of November – FY 2011/12

F. Surplus Property – Miscellaneous Equipment

G. Approved Revised Board Policies
   • BP 5040 Student Records, Directory Information, and Privacy
   • BP 7251 Administrator Retreat Rights
   • BP 7348 Outside Employment
   • BP 7385 Salary Deductions

H. Modernization (Measure C)
   1. Ratify/Approve Modernization Contracts, Changes and Amendments ($171,777.00)

I. Approve Credit Course Revisions
J. Approve Out-of-Country Travel Request

10. Other Action Items (10 minutes)
A. M/s (Treanor/Long) to Approve E-911 System Vendor – Standard Tel Network.
   The motion passed by a unanimous vote of 7-0 (plus an advisory aye vote by Student
   Trustee Bergstrom-Wood).
B. M/s (Kranenburg/Treanor) to Approve 5-Year Scheduled Maintenance Projects.
   The motion passed by a unanimous vote of 7-0 (plus an advisory aye vote by Student
   Trustee Bergstrom-Wood).
   M/s (Namnath/Kranenburg) to vote on 10.C, D and F. together. The motion passed by a
   unanimous vote of 7-0 (plus an advisory aye vote by Student Trustee Bergstrom-Wood).
   M/s (Namnath/Kranenburg) to approve 10.C, D and F. The motion passed by a unanimous
   vote of 7-0 (plus an advisory aye vote by Student Trustee Bergstrom-Wood).
C. Accept 2011 District Financial Audit and Measure C Bond Performance Audit for
   the Year Ended June 30, 2011
D. Approve Addendum #2 to License Agreement between Marin Community College District
   and Community Action Marin for the Operations of Marin Head Start Program
F. Ratify Collective Bargaining Agreement between the Marin Community College
   District and California School Employees Association, Local 196 (2011/2012)

11. Board Policy Review (1st Reading)
   Board President Conti asked the Trustees to review the Board policies submitted for first
   reading.
   • BP 3810 Claims Against the District
   • BP 7250 Educational Administrators
12. Future Agenda Items
   a. Bolinas Property (January/February)
   b. Parcel Tax (January/February)

13. Board Reports and/or Requests (15 minutes)
   a. Legislative Report
   b. Committee Chair Reports
   c. Individual Reports and/or Requests
      Trustee Kranenburg asked for a report at the next meeting on implications of anticipated mid-year cuts to the state budget.

14. Approval of Minutes
   M/s (Namnath/Long) to approve the minutes of the November 15, 2011 Special Board Meeting and the November 15, 2011 Board Meeting. The motion passed by a vote of 6-0-1 with Trustee O’Brien abstaining and Student Trustee Bergstrom-Wood casting an advisory aye vote.
      ▪ Minutes of November 15, 2011 Special Board Meeting (Board Retreat)
      ▪ Minutes of November 15, 2011 Board Meeting

15. Information Items
    The Trustees were asked to review the information items in their Board packets.
    A. Contracts and Agreement for Services Report – November 2011
    B. Modernization Update
       1. Director’s Report
       2. Contract Milestones Report through November 2011
       3. Schedule

C. Revised Administrative Procedures
   ▪ AP 3810 Claims Against the District
   ▪ AP 7215 Academic Employees Probationary Contract Faculty
   ▪ AP 7340 Leaves
   ▪ AP 7343 Industrial Accidents and Illness
   ▪ AP 7345 Catastrophic Leaves
   ▪ AP 7365 Discipline and Dismissal of Classified Employees

D. Calendar of Special Events
Campus Holiday Party – December 15, 2011, 3:00 p.m. to 5:00 p.m., Woodlands Café, 799 College Avenue, Kentfield

Spring Convocation - January 20, 2012, 9:00 a.m. to 11:00 a.m., Olney Hall 96

16. Correspondence

17. Board Meeting Evaluation

Board members complimented the President and staff for the comprehensive agenda and commented that the meeting went well.

18. Adjournment

M/s (Treanor/Long) to adjourn the meeting. The motion passed by a unanimous vote of 7-0 (plus an advisory aye vote by Student Trustee Bergstrom-Wood) and Board President Conti adjourned the meeting at 10:05 p.m.
Aloha Oe from Carole Hayashino
To the College of Marin Board of Trustees
December 13, 2011

I’ve been looking forward to this evening, yet, now that it’s arrived, I’m not ready to say goodbye.

I want to start by congratulating Trustees Kranenburg, Long, and Namnath upon their re-election to the board. You will continue to do great things for the College of Marin.

To trustee-elect Stephanie O’Brien—congratulations on your election to the board of trustees. I am honored to have someone with your expertise, experience, and commitment to public schools—take my seat on the board. You’re joining a strong team of leaders and you will, no doubt, be a better board member than I.

To prepare you and as an expression of support, Trustee O’Brien, I give you some of my favorite reports (WASC, Measure C Bond Program, Presentation on the New Academic Center) and my copy of Robert’s Rules of Order.

Please use it wisely—as a means to facilitate, not stifle discussion and debate, on the board.

I want to thank Superintendent/President David Wain Coon and his leadership team, Al Harrison, Linda Beam, Ken Meier, Cathy Summa Wolfe, Betty, Melinda, the deans—the faculty senate and classified senate—for all the work they do each and every day to provide educational opportunities to our community and to serve our students.

I also want to acknowledge the staff work of John Gunderson, who I see every month, handling the logistics and audio visual needs for our trustee meetings.

To all the administrators, faculty and staff, thank you. As a trustee, I hope our work supported your efforts and created an environment for you to succeed and for our students to succeed.

Eight years ago—Phil Kranenburg, Harry Moore and I were elected to the Board. We brought new energy and a new perspective to the board that was undergoing leadership changes and to a college that was at a crossroads. We joined the wise and experienced leadership of Trustees Treanor, Long, Dolan and Brockbank.
Together—we passed the college’s first facilities bond, hired a new superintendent/president and began building the College of Marin for the 21st century.

Board dynamics changed with new energy and perspectives with the election of Trustees Conti and Namnath. I have come to appreciate the diversity of our backgrounds and the varying leadership styles that each of us brings to the board.

While the road was not always easy and our meetings oftentimes long and contentious, I am proud of the work we did together. I’m proud of our achievements and see the great potential for the College.

But, during the summer, I made a decision. I decided to NOT seek re-election to the board.

Soon after the filing period, Dick Spotswood called me to ask, “Why aren’t you running for re-election? You’ll win.” And I said, “I’m retiring!”

Actually, it was during this time that I made a decision to retire from the California State University system. After working 18 years in public higher education, I wanted a change.

Many of you know that for the past seven years, I have been working at Sacramento State, commuting from Mill Valley daily or staying in Sacramento 2-3 times a week.

I decided 2012 would be a year of change. I would retire from the CSU and also retire from the College of Marin board.

And what better time for change than in 2012 - The Year of the Dragon.

This month, just as I am closing out of my service to the College of Marin,

I am closing out my work at Sacramento State.

I am leaving my position at Sac State in early January to assume the new role as President and Executive Director of the Japanese Cultural Center of Hawaii.

The Japanese Cultural Center is based in Honolulu with representatives from Kauai, Maui and the Big Island.

The position will return me to my passion to serve the community,
to help preserve the history of Japanese in Hawaii and the U.S.,
to develop educational and cultural programs for the schools, and
work and live with family and friends in Hawaii.


The Dragon is a symbol of power, wealth and strength.

The Dragon has the courage to face challenges and the wisdom to find the weak points that stand in his way to success.

In this era of economic uncertainty and budget reductions that threaten academic access and opportunity, my advice to the trustees is to be dragons!

As a board—individually and collectively—may you find the courage and wisdom to face the challenges of building a stronger, united, more inclusive board.

And, like the Dragon, may you have the courage to face the attacks upon public higher education, and address the weaknesses that stand in the way of the board’s success in order to better serve the students, ensure access to academic excellence and support the great faculty and staff at the College of Marin.

Oahu means “the gathering place.”

I hope we have the opportunity to gather in Oahu.

To all of you, mahalo nui loa for the time together,

and my warmest aloha, until we meet again.
News from the State Academic Senate Fall 2011 Plenary

In early November, as the Academic Senate President, I represented College of Marin at the state wide Academic Senate Fall Plenary Session. There was much discussion around changes in the repeatability of activity courses and even more discussion around the Student Success Task Force Recommendations. These draft recommendations cover a variety of our services and spring from a fairly narrow definition of student success, namely “completion”. Four members of the Task Force as well as Chancellor Scott answered questions in a General Forum. I would like to outline a few of the concerns raised by faculty from across the state.

Some recommendations are valuable in concept if a little questionable in implementation. The state has recently mandated in AB 743 the use of a common assessment for English, Math and ESL. While faculty are not necessarily opposed to this, there are questions about how multiple measures will play a part as well as whether individual college’s curriculum and cut scores will be respected. Equity issues were brought up concerning various recommendations tying the BOG Fee Waiver to certain student behaviors. In addition to possibly losing the fee waiver for deviating from one’s Ed Plan, there was a possible requirement for students to pay full cost for courses not in their education plans, creating a two-tier system of fees. I would mention that deviations are often necessary for students when a class has been cancelled or there are not enough sections available or the class is not available at the time a student can attend due to his/her work schedule. And fundamentally, this is completely contrary to the basic philosophy of a community college education, which allows for students to explore their options – not to mention contrary to a basic tenet of a free society that we are allowed to change our mind. (continued page 2)
News from the State Academic Senate Fall 2011 Plenary
(continued from page 1)

There were a number of recommendations concerning Basic Skills, Noncredit and ESL. At first they lumped ESL and Basic Skills together although these are very different populations with different needs. They have decided to amend this recommendation. Additionally, the Task Force is interested in promoting alternatives to traditional basic skills instruction. This is fine as long as they do not tie this to one mandated strategy. Those of us who teach in these areas recognize the necessity of having multiple strategies to reach students who come to us with a wide variety of needs. Faculty would like to see support for best practices in basic skills courses, and indeed, at all levels of coursework, with the determination of what strategies are used left to faculty at the local level.

In the area of noncredit, they had originally planned to eliminate the nine traditional areas of noncredit instruction leaving only a recently added area – Career Development and College Preparation. This would have threatened many programs across the state, including basic skills, ESL, citizenship, older adult classes, short term vocational classes and others. Constance Carroll, as the Chancellor of San Diego Community College District, which includes an entire campus devoted to noncredit, is going to be rewriting this particular recommendation.

I would like to say that many of the recommendations make good sense, including making sure that all new students be given placement testing and orientations; that students DO get an Ed Plan to give them direction and focus; that students who test into basic skills when they arrive, take those basic skills classes immediately; that there be mandated student success classes for such students and that there be earlier interventions for students who are not making it.

All of these are very laudable goals, and I’d like to say, goals that Angelina Duarte put forward when she arrived at COM last January – before this task force ever met. These goals, in fact, make up a good part of her Student Success Initiative, which she is beginning to unfold at College of Marin. These goals will require professional development and curriculum development as well as more resources devoted to matriculation services and ongoing counseling.

The Student Success Task Force will be meeting again in December and then giving their recommendations to the Board of Governors in January and then to the Legislature in March. Much of the angst around the recommendations has had to do with a sense of erosion of the original community college mission and many of us are not willing to give it up so easily. The College of Marin Academic Senate has adopted a resolution regarding the mission of the community colleges that was first created by the College Advisory Council at City College of San Francisco. We have also written our own resolution and sent it on to the task force regarding more specific points that concern us. You can read our resolutions on the senate website: http://marin.edu/senate/

--Sara McKinnon, COM Academic Senate President
CALL IT MASTERY - NOT REPEATABILITY

Our education system was modeled after factories in the 19th century - not surprising since a national education system was expected to educate people for skilled industrial work. Schools were expected to behave like factories. You put the little tot on the conveyer belt at kindergarten, stuff some data into his brain and off he goes down the conveyer belt to first grade. Any problems gaining or using the data stuffed in those malleable little brains is the students' fault and certainly not the fault of the school or the model used for teaching.

The student who has difficulty learning is much like a factory defect sent back for repair. We call that flunking or in more polite company, it's called repeating a grade.

The people who make financial decisions for the state of California went to school, probably through graduate or law school so they assume themselves experts in education and the education system they know is this one - linear and progressing toward a quantifiable outcome where only the factory defects repeat.

People who study learning and education have long since given up on the factory model for education. Learning is iterative; we go back over what we have learned. We practice it, add to it, change our thinking about it, and refine our use of it. This is especially the case for skill courses in the arts, physical education, career and technical programs. Each time we practice the fundamentals for one of these fields we gain new learning and new meaning. These programs cannot thrive much less survive without this iterative process.

Yet, the state legislature and the governor's education staff think this iterative learning process is the same as repeating grades. Their bias about education leads them to consider repeated courses as costly with little benefit. Therefore, they reason, the State can eliminate these courses as the easiest targets with the least negative impact on the primary goals of the community colleges - eliminate repeatability.

We can't likely re-educate the State legislators about learning - probably not even in the best of economic times but certainly not when they are desperate for things to cut from the budget.

There are some things we can do:

* Don't use the word repeat - invent some other word, like mastery, that stresses levels or learning stages;
* Create titles, or courses if possible, for each stage;
* Create and adhere to different SLOs for each stage;
* Emphasize what's different or new about each stage and not what's "repeated".

The Academic Senate of the California Community Colleges (ASCCC) has put together recommendations with which to advocate with the Chancellor's Office and the legislature on changes to Title 5 language on repeatability. We will have more as this process is completed.
Financial Aid packages granted to Community College students may include any or all of the following for a full time student: a BOG fee waiver ($1000/year), a PELL grant ($5,550/year) and/or a Direct Loan (up to $10,000/year). These awards are based on the premise that students attend classes and make a concerted effort to pass the class, whether or not they are ultimately successful. Our present economy is causing a tremendous upsurge in financial aid applications — which have more than doubled since 2006/07. This year our financial aid office is processing about 5000 applications — out of a student body of only 7500-8000 students!

If a student qualifies for financial aid, the college issues a check prior to the beginning of classes. The first check amounts to half of the student’s award for that semester. The second half of the award is allocated about mid-way through the semester. However, if a student withdraws before completing 60% of the semester OR does NOT pass a SINGLE UNIT (not even one of the units attempted), the federal government demands that federal student financial aid be given back to the government BY THE COLLEGE. This is called R2T4 which means “Return to Title 4“. The amount to be returned is pro-rated based on the last date the student attended class. Financial aid issued to students who NEVER attend classes are called “over awards” and the students, rather than the college, must pay this money back.

In 2001/02 we had 60 students in the R2T4 category leaving us with a $3,309.76 obligation. In 2010/11 we had 349 students leaving us with a $44,961.86 obligation. You may have received requests from the Financial Aid Office to clarify the status of a student who did not pass your class. The consequences are different if the reason for failure has to do with not officially withdrawing from your class. The last date of attendance is crucial in the calculations of how much must be returned, so if you do not take attendance, you might want to reconsider, so that you’ll have accurate records.

The rapid increase in the number of students receiving financial aid has put incredible pressure on our financial Aid office making it difficult for them to closely monitor students who may be at risk of dropping out and leaving behind a federal financial aid obligation.

What Teaching Faculty can do to help:
1) Report no-shows (students who have never shown up to class) to Admissions and Records on the First Day and First Census rosters. The deadline for submitting midterm grades is also the deadline for faculty to withdraw students by assigning a W symbol to students who are not attending and have not officially dropped your class. You are required to assign a final grade to all students remaining on your roster after midterm.

2) Track student attendance and drop students who have stopped attending class. Students not attending classes who are dropped before mid-October will not receive their second financial aid check, saving the college from paying this money back.

3) If you give an F or an FW to a student who is receiving financial aid, you will receive a form from the Financial Aid Office at the end of the semester asking you to report when the student last attended class. Therefore, please keep accurate attendance records.

4) Encourage students to attend classes and to stay in school: consider requiring early semester assignments, so you can assess their progress EARLY, give them additional support or refer them to tutoring; take roll and contact students who are not attending regularly; talk to students about their college goals. Personal
contact with professors is important to students and often influences them to take their education seriously. Taking an active interest in your students’ success may be the difference between a student dropping or remaining in school.

5) Aside from the college’s financial obligations, remember that students may be racking up significant debts as well if they are receiving loans. We would hope that such debt stems from successes rather than failures.

**Does the college attempt to collect this debt from students?**

The College does attempt to collect on this debt. However, financial aid, which can run to $15,000 or more a year per student, may well have replaced the safety net that kept these folks afloat before massive cuts were made federally and locally to social welfare programs. So, it’s difficult to collect on these funds since many of the students are unemployed or underemployed; they carry significant debt, and may live outside the district.

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**A Voluntary Sub is Not What You May Think**

Have you ever noticed the question on the Absence Report that asks if your substitute was voluntary? Many of us assumed that a **Voluntary Substitute** meant the person volunteered to sub, not that any of us thought through what **involuntary substitute** meant. As it turns out, Voluntary Substitutes have nothing to do with the free will of a class substitute. It actually means that the person trades substituting classes with you and does not submit a time card. So, if someone is teaching your class in exchange for your teaching one for them, mark that as Voluntary Substitute. If there is no trade, don’t mark Voluntary Substitute or it may hold up your sub’s timecard.

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**Academic Senate**

**General Education Committee News**

ACCJC, the accrediting agency, requires that general education programs be reviewed every five years. Since we really don’t know when the last time this has been done at College of Marin, the Academic Senate formed a General Education Committee to do the following:

- Research and compare our GE program with GE Programs at other community colleges or four-year colleges.
- Review and revise/update the overall framework of the General Education Program in light of the college’s GE SLOs.
- Review current General Education Offerings for accuracy.
- Recommend a procedure going forward for the selection and approval of courses to count for College of Marin General Education requirements.
- Recommend the criteria for the selection of GE courses.
- Propose to the Academic Senate revisions to AP 4025 Criteria for Associate Degree and General Education with the above recommendations in mind.

The newly formed GE Committee has met twice so far this semester. Committee members are both researching general education programs at other community colleges and four-year universities and looking at data about our own program. We will be surveying faculty in coming weeks about the college’s general education program and will create a “press release” to be given out at convocation in spring with dates for open meetings during the spring semester inviting people to participate in the discussion.
Child Abuse Reporting

Since this is an issue very much in the news, we wanted you to know that we have several policies and procedures in place here at COM that are intended to protect students as well as all minors who may be on our campus. These policies and procedures can be found on the college web site.

Currently, they are hidden under the Board of Trustees pictures but we plan to move them to a more obvious location for easy reference.

One important procedure that you should be familiar with is AP 3515 which outlines how employees are expected to report crimes and it is aptly titled: Reporting of Crimes. It reads in part:

Any employee who is the victim of any violent threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a District employee or a non-employee, shall immediately report the incident to the District Police Department, Human Resources, and his/her supervisor.

The second important procedure is AP 3518, Child Abuse Reporting. Child abuse reporting involves over 40 Penal Code Sections, Welfare and Institutions Code Sections and Family Code Sections. California is serious about this. Here are some important excerpts from AP 3518:

The Superintendent/President recognizes the responsibility of employees to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred.

Mandated reporters include faculty members, educational administrators, and classified staff members.

Mandated reporters must report immediately any reasonable suspicion of child abuse to local law enforcement and/or the Marin County Child Protective Services Department and follow up with a written report within 36 hours.

No mandated reporter who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by the Penal Code.

When you came to work for the College of Marin, you were given information about your responsibilities as a mandated reporter (under the Penal Code) and information about your confidentiality rights. You were also required to sign and return the statement to the District. As a result, you are a mandated reporter and your confidentiality rights are protected.
A Heartfelt Thank You!

The Academic Senate would like to thank the over 60 faculty who have participated or will participate on the full-time position screening committees and other hiring committees this fall and in coming months. We would not be able to do this without you! We would also like to thank classified volunteers as well as the tireless efforts of Pearl, Julie and Kirsten in the Human Resources Office.

Academic Senate Distance Education Committee News

The Distance Education Committee has been working on instituting Course Welcome Pages which outline the parameters of the different online/distance education courses for students, so that they are informed before they sign up about things such as pre-requisites, attendance requirements, instructional goals and outcomes, textbooks, and access requirements for online courses. Please see: [http://www.marin.edu/DE/online-courses.html](http://www.marin.edu/DE/online-courses.html)

In addition the committee has been discussing ways to improve DE student success rates and what support faculty might need to facilitate this including: instructional designers and equipment (telephones with speakers, for example, for faculty who want to hold a webinars and video cams for instructors who want to add the human presence to their online courses), website redesigns, student services link ups and an online orientation for DE students so that they can become more effective users of the LMS (Moodle).

Faculty Handbook
[http://marin.edu/academic/Handbook](http://marin.edu/academic/Handbook)

Curriculum Committee Webpage
[http://www.marin.edu/curriculum/](http://www.marin.edu/curriculum/)

Student Learning Outcomes WIKI:

PRIE Institutional Planning Webpage:
(Scroll to the bottom of the page for links to many Institutional Research Reports)

Student Learning Outcomes (SLO) for GE and Institutional Level
[http://marin.edu/com/ODP/SLOTrackingTool.htm](http://marin.edu/com/ODP/SLOTrackingTool.htm) (Website, 7-18-2011) (NEW!)

Student Learning Outcomes (SLO) for Student Services
[http://marin.edu/com/ODP/SSSLOT.htm](http://marin.edu/com/ODP/SSSLOT.htm) (Website, 7-18-2011) (New!)

SLO Resources/Program Review Resources (New! updated 7-29-2011)
[http://marin.edu/com/ODP/sloprogramreviewresources.htm](http://marin.edu/com/ODP/sloprogramreviewresources.htm)
COM Faculty Governance Committee Members 2011 - 2012  
as of November 2011

College Council  
(Three Senate Officers)  
- Sara McKinnon  
- Becky Brown  
- Yolanda Bellisimo  

Planning and Resource Allocation Committee (PRAC):  
Sara McKinnon/V.P. Ken Meier – Co-Chairs  
- Michele Martinisi  
- Yolanda Bellisimo  
- Norm Pacula  
- Molly Johnson  
- Kathleen Smyth  
- Michael Dougan  

EDUCATION PLANNING COMMITTEE (7)  
- Peggy Dodge (Chair)  
- Blaze Woodlief  
- Sara McKinnon  
- Chris West  
- Jessica Park  
- Joetta Scott  
- Frank Crosby  

FACILITIES PLANNING COMMITTEE (2)  
- Fernando Aguedelo-Silva  
- Erik Dunmire  

PROFESSIONAL DEVELOPMENT COMMITTEE (2)  
Two faculty members sit on this committee  
- Yolanda Bellisimo  
- Anne Gearhart  

INSTRUCTIONAL EQUIPMENT COMMITTEE (5)  
- Arthur Lutz  
- Paul DaSilva  
- Ron Kremenetz  
- Scott Serafin  

GOVERNANCE REVIEW COMMITTEE (2)  
- Wendy Walsh  
- Victoria Coad  

TECHNOLOGY COMMITTEE (7)  
- Jeff Cady  
- Frank Crosby  
- Maula Allen  
- Jeannie Langinger  

SLO Facilitators:  
- Yolanda Bellisimo: Arts and Humanities  
- Anne Gearhart: CTE, Math and Sciences, PE and Allied Health  
- Becky Reetz: Student Services  

Program Review Facilitator:  
- Sara McKinnon  

Curriculum Committee  
Chris Schultz, Chair:  
Kristi Kuhn, Sara McKinnon, Becky Brown, A.Joe Ritchie, Caterina Labriola, Letta Hlavacheck, Rinetta Early, Mary Pieper Warren, Rebecca Beal, Mia Chia, David King, and Bonnie Borenstein  

Academic Standards:  
- Rinetta Early, Chair  
- Toni Yoshioka  
- Laurie Ordin  

Equivalency Committee  
- Yolanda Bellisimo  
- Meg Pasquel  

SLOAC Committee  
Yolanda Bellisimo, Chair  
Anne Gearhart, Fernando Aguedelo-Silva, Trina Miller, Robert Ovetz, Jessica Park, Beth Patel, Cara Statucki, Blaze Woodlief  

Distance Education Committee  
Alisa Klinger, Chair  
Maula Allen, Sandy Boyd, Carl Cox, Ingrid Kelly, Ira Lansing, Sara Lefkowitz, John Marmysz, Kathleen Smyth, Brian Wilson  

General Education Committee  
Sara McKinnon, Chair  
A.Joe Ritchie, Chris Schultz, Susan Rahman, Karen Robinson, Meg Pasquel, Kathleen Smyth, Yolanda Bellisimo  

2011-2012 Academic Senate  
Officers:  
- Sara McKinnon President  
- Michael Dougan Vice President  
- Becky Brown Secretary  
- Yolanda Bellisimo Treasurer  

Additional Full Time Members:  
- Bonnie Borenstein  
- Rinetta Early  
- Hank Fearnley  
- Arthur Lutz  
- Dikran Martin  
- John Sutherland  
- Blaze Woodlief  

Part-Time Credit  
- Paul Cheney  
- Mia Chia  
- Meg Pasquel  

Part Time Noncredit  
- Rebecca Beal  

http://marin.edu/senate/
To the COM Board of Trustees:

On behalf of the COM nursing faculty, I would like to express support for the Kentfield Child Study Center. The Child Study Center provides an invaluable resource to the nursing program. During our pediatric clinical rotations, our students are assigned to the Child Study Center. The students will work with children who have physical, psychosocial or behavioral challenges. The objectives are to interact with the preschool child and child center staff to develop an understanding of normal and abnormal growth and development. The students focus on individual health problems and how community resources are utilized to create optimal health. The students also focus on how the health and safety needs of children as a group are met through the gentle guidance of the teachers (hand washing) and policies and procedures of the Child Study Center (no small objects that are potential choking hazards allowed).

The Child Study Center staff have been highly receptive to the nursing students. They patiently explain how they manage behavioral problems; making sure that aggressive children have limits set and that shy children are included in group activities. Nutrition is an important part of the day and students are directed to observe what children eat and to reflect on the development of healthy eating habits. Some of the child center children come from families of economic hardship and the meals served at the Child Study Center are an important part of their daily nutritional intake. Students become cognizant of poverty in Marin County and the class discusses the effects of poverty on childhood growth and development. We broaden this discussion even more to understand the child in the context of the family.

It is a requirement by the Board of Registered Nursing that students receive pediatric theory and practical experience as part of their nursing training. There has been a recent shift in pediatric health care from the hospital to the community. The nursing program has experienced increasing difficulty in finding our students in quality pediatric experiences. The director Lyda Beardsley and the staff have been outstanding in reaching out to the nursing faculty to meet our needs and make the Child Study experience rich and meaningful for the students.

Many of our students utilize the Child Study Center for their childcare needs. These students always talk about the excellent care their children receive. When students know that their children are well cared for they are able to succeed in nursing school. The Child Study Center serves more than the individual child; it also serves the family that child is a part of.

The Child Study Center is an invaluable part of campus life. It gives children a brighter future, it helps students achieve academic success, and it provides clinical experiences for the nursing and early childhood education programs. I urge the COM Board of Trustees to provide funding for this invaluable resource.
December 13, 2011

College of Marin Board of Trustees,

I am writing to the College of Marin Board of Trustees to show my support of the increased spending allocation for the new Child Study Center that is in the revised Bond Spending Plan for 2011. This new facility will enable College of Marin to continue to provide an excellent early learning environment for teachers in training, students and children. The Child Development Program plays a vital role in College of Marin’s Nursing program and is an invaluable resource to student parents.

As a current nursing student I have recognized the Child Study Center provides a valuable opportunity to work with well children during our pediatric rotation. It is these types of opportunities that separate College of Marin from other programs allowing us to be held in such high regard. The staff and administrators of the childcare center are extremely knowledgeable and work with the students to help us understand the healthcare needs of the children and normal/abnormal growth and development. Many of my fellow nursing students use this facility for childcare and would not be able to attend school without this valuable service.

It would be a substantial loss for the school and community to lose a resource as valuable as this has proved to be. I implore you to approve the funding and keep this resource available now and in the future.

Thank you,

Ben Anderson - COM Nursing Student
Dear COM Board of Trustees,

My name is Cassandra Taylor, and I am sorry that I could not be at the meeting tonight regarding allocation of funds to the Child Study Center. In lieu of my attendance, I wanted to write to express my support for the Center.

I am a Nursing student at College of Marin, and I love this school. One thing that I appreciate most about COM is the support that is given to the students. Many of these students are parents who would not otherwise be able to attend COM without the Child Study Center. It seems that all too often colleges spend much of their budget on things that do not carry noticeable benefit the community. This is your chance to make a huge difference in the community that you serve.

Our children are our future, and need the best care that we can possibly give. That is what they receive at the Center, as the teachers there are phenomenal caring individuals. The Child Study Center is a crucial part of our training as nurses, as we are able to learn more about kids through our experiences with the children at the Center. We are not asking you to fund a new coffee joint, or a parking lot...these are our children. The Child Study Center deserves your support, the children of your students deserve your support, your students deserve your support.

Thank you,
Cassandra Taylor

-----Original Message-----
December 13, 2011

Though I am here tonight to speak in favor of your approval of the Bond Spending Plan which allocates additional funding to allow the building of a Child Study Center, I feel I may be preaching to the choir. Decisions made by this board have indicated your understanding of the importance of the Child Study Center and the programs which it supports.

The COM board and Dr. Coon have indicated their understanding of the value of education for our youngest children. Past investments have included dedication of COM funds to augment the income the Child Development Center brings in from its contract with the State Department of Education. While those contracts are intended to subsidize early childhood education services for low and moderate income students and workers, the contracts fall woefully short in being sufficient to provide high quality programming taught by the best trained teachers. Those Child Development Division contracts provide no funding whatsoever for the professional development of teachers, much less for the instruction and support provided to COM students who utilize the program for a myriad of assignments and fieldwork placements. I want to gratefully acknowledge those contributions.

COM supports an entire academic discipline, Early Childhood Education. The presence and support of this academic discipline is a visible reminder that those who teach our youngest children are professionals and require comprehensive education and training to do the valuable work of teaching our very youngest. There are multiple layers of knowledge and competencies needed to provide the high quality early childhood education programs that research has demonstrated contribute to success in school and life. Provision of these high quality early education services taught by skilled professional early educators also results in savings down the line, money that have later been spent on special education or incarceration among other things.

California has just released this 232 page document outlining the competencies of early childhood educators. I am pleased to have been consulted as an advisor to the project and even more pleased to know that COM Child Development Program employs teachers who demonstrate these competencies on a daily basis. The new Child Study Center will allow this program to continue on the Kentfield campus.

You indicated your support for this program initially 2 years ago when you made a commitment to replacing the current Child Development Center when it is torn down to accommodate building of the much needed New Academic Center. We are asking that you renew that commitment this evening. The Child Study Center includes office space and an adult classroom that also replace existing facilities that will be torn down and replaced by the NAC.

As a faculty member who has taught in every academic building on the Kentfield campus, I am pleased that this Bond Spending Plan will move us forward with replacing aging and inadequate facilities with a new academic center and a child study center.

I respectfully request your vote in favor of Measure D.10.E.3 – Updated Bond Spending Plan.

Thank you,

Peggy B. Dodge
Coordinator, Early Childhood Education Program
College of Marin
California Early Childhood Educator Competencies

Developed collaboratively by the California Department of Education and First 5 California Sacramento, 2011
STUDENT TEACHER ASSESSMENT/EVALUATION

Rating
5= Mastered – consistently and confidently demonstrates practice or behavior
4= Integrating – often demonstrates practice or behavior, but is not yet consistent
3= Developing - showing a growing awareness of practice or behavior, and sometimes demonstrates it
2= Emerging – shows a basic understanding of the practice or behavior, but not yet able to implement
1= Below Basic - unclear on value of practice or behavior and/or rarely demonstrates it

Guidance on Assigning Scores (PLEASE DO NOT USE CHECK MARKS)
Students in ECE280 are not expected to demonstrate practices at the Mastered level. This class is intended to increase child development knowledge and practical teaching experience. In this practicum course, the focus should be on the student’s individual growth and progress. Evaluators are encouraged to give honest assessment scores, which will give students an accurate evaluation of their strengths and areas for continued growth.

A score of 5: Mastered, should only be assessed on an indicator where a student demonstrates consistent performance at the level of a master teacher. That performance would be comparable to the performance of a supervising teacher.

A score of 4: Integrating, should be assigned when a student usually demonstrates the practices that reflect that indicator but still has room to grow in that area.

A score of 3: Developing, should be assessed when a student understands the value of a practice described in the indicator but only sometimes demonstrates those practices. This would be an area where the student is showing a great deal of growth but still has some distance to go before the associated practices are fully integrated into their teaching. A score of 3 may be a common score assigned.

A score of 2: Emerging, should be assessed when a student has a basic understanding of the practices described by the indicator and/or has not yet been successful in demonstrating those practices.

A score of 1: Below Basic, should be assessed if the student shows no understanding of the value of a practice or behavior and rarely, if ever, demonstrates it. It is hoped that scores of 1 will be infrequently assigned.

Students can be given a Not Applicable (N/A) on indicators where they do not have the opportunity to incorporate practices related to that indicator. Please read indicators carefully as many of them only require that the student “follows” or “implements” or “assists” teachers with more program responsibility. Students can be assessed a number score, rather than an “N/A” on those indicators. It is hoped that students will have the opportunity to participate fully in programs and that very few indicators will be "N/A".
**Student Teacher Assessment/Evaluation**

**Rating**
- 5 = Mastered – consistently and confidently demonstrates practice or behavior
- 4 = Integrating – often demonstrates practice or behavior, but is not yet consistent
- 3 = Developing - showing a growing awareness of practice or behavior, and sometimes demonstrates it
- 2 = Emerging – shows a basic understanding of the practice or behavior, but not yet able to implement
- 1 = Below Basic - unclear on value of practice or behavior and/or rarely demonstrates it

Name of Student Teacher: MAPLE (kitiyakorn)  
Name of Supervising Teacher Evaluator: KARA BRAZAS  
Date: 9-27-11

PROFESSIONALISM

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Arrives at designated hour prepared and ready to work.</td>
</tr>
<tr>
<td>5</td>
<td>Leaves at scheduled time, only after having cleaned up materials, projects, personal belongings, etc.</td>
</tr>
<tr>
<td>3</td>
<td>Is conscientious about attendance. Notifies supervising teacher of absences and schedule changes as far in advance as possible.</td>
</tr>
<tr>
<td>4</td>
<td>Manages time wisely and avoids personal business such as cell phone usage during classroom time.</td>
</tr>
<tr>
<td>3</td>
<td>Wears appropriate clothing and shoes for interacting and playing with children and potentially messy materials.</td>
</tr>
<tr>
<td>4</td>
<td>Asks for assistance or information when necessary.</td>
</tr>
<tr>
<td>n/a</td>
<td>Obtains, reads and understands the personnel handbook, job descriptions and other related materials covering teaching positions.</td>
</tr>
<tr>
<td>3</td>
<td>Utilizes resource materials such as books, articles, videos to enhance opportunities for individual professional growth.</td>
</tr>
</tbody>
</table>

**COMMENTS:**
Still developing lines of communication (i.e., phone # and preferred needs of communications) between each other, as we are new to working together. Asks for assistance from co-workers. Our policies/procedures are changing often and there is a lull in the dissemination of these materials in written form for staff. Maple is aware of what is not provided to her via materials and info, and often aware of appropriate policies which may require something different or more than we are doing regularly or which might be un-said or written. Maple seeks professional development and resources more than most staff I have worked with in the past. She has received an email copy of the handbook, I myself do not have one. These comments can lend themselves to the next category.

HEALTH, SAFETY AND NUTRITION

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Assists in maintaining accepted standards of cleanliness and sanitation of program facilities, including frequent and thorough hand washing.</td>
</tr>
<tr>
<td>3</td>
<td>Understands and uses universal health precautions.</td>
</tr>
<tr>
<td>3</td>
<td>Follows all safety precautions to avoid choke hazards.</td>
</tr>
<tr>
<td>3</td>
<td>Understands basic health and safety practices in the center, including handling of illnesses</td>
</tr>
<tr>
<td>2</td>
<td>Utilizes appropriate food handling procedures to avoid contamination and/or food spoilage.</td>
</tr>
<tr>
<td>3</td>
<td>Keeps unsafe substances (including cleaning solutions and hot liquids such as coffee) out of reach of children as outlined in Community Care Licensing regulations.</td>
</tr>
<tr>
<td>2</td>
<td>Is aware of the informational resources available on mild illnesses, and inclusion/exclusion policies of the program.</td>
</tr>
<tr>
<td>2</td>
<td>Reports replacement and/or repair needs of materials, equipment and facility according to center policy.</td>
</tr>
<tr>
<td>3</td>
<td>Monitors to assure that outdoor play areas are secure and that children cannot leave or gain access to unsafe or unsupervised areas.</td>
</tr>
</tbody>
</table>
COMMUNICATION & INTERPERSONAL RELATIONSHIPS

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Communicates openly and is able to listen and respect other people's perspectives.</td>
</tr>
<tr>
<td>3</td>
<td>Maintains confidential relations with staff regarding all personal information about children and families.</td>
</tr>
<tr>
<td>4</td>
<td>Works cooperatively with other staff members, accepts supervision, and helps promote a positive atmosphere at the center.</td>
</tr>
<tr>
<td>4</td>
<td>Avoids showing favoritism or bias towards individual staff, parents, and children.</td>
</tr>
<tr>
<td>2</td>
<td>Uses proper channels to solve problems. (Example: communicates directly to the appropriate person with concerns and/or questions.) Does not gossip.</td>
</tr>
<tr>
<td>2</td>
<td>Shares observations and concerns with appropriate timing, respectfully and away from children.</td>
</tr>
</tbody>
</table>

Comments: There are things that I do not have say over, nor choose to battle, as just a lead teacher, and may agree with her concern, but there is a need to fully grasp where and to whom concerns and problems should be communicated too.

PLANNING, CURRICULUM DEVELOPMENT & IMPLEMENTATION

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Understands the educational philosophy of the program.</td>
</tr>
<tr>
<td>2</td>
<td>Follows a curriculum plan and schedule that meets the needs of children, families and staff.</td>
</tr>
<tr>
<td>2</td>
<td>Plans and implements developmentally appropriate environments and activities that are engaging and child-centered, both indoors and outside.</td>
</tr>
<tr>
<td>2</td>
<td>Encourages children to take initiative through exploration, discovery, repetition and play. (Example: Supports children by generating ideas, problems to solve, questions to ponder and pointing out relationships between things.)</td>
</tr>
<tr>
<td>2</td>
<td>Promotes rich speech and language development. Facilitates receptive and expressive communication with respect and support of the child's home language.</td>
</tr>
<tr>
<td>3</td>
<td>Promotes opportunities for sensori-motor, fine-motor and gross-motor development.</td>
</tr>
<tr>
<td>3</td>
<td>Facilitates opportunities for self help skills and participation in care of the classroom environment.</td>
</tr>
<tr>
<td>4</td>
<td>Assists teachers to ensure that classroom supplies are available and in good repair.</td>
</tr>
<tr>
<td>2</td>
<td>Implements routines, materials, and activities that encourage group and individual problem solving techniques.</td>
</tr>
</tbody>
</table>

COMMENTS: We are still learning how to do the Reggio inspired program combined with director expectations. This whole month has been the transition of the kids getting to know maple and adjusting the the new staffing/classroom arrangements. It has been baptism by fire for maple 8 hours a day. I have not given her ample opportunity to let her manage and lead, which will be changing over the months to come. Maple needs more experience figuring out how to set up and manage activities and learning what kids this age can and cannot due, and approach a topic of information and facilitation with play to meet the developmental capabilities of 2.5-3.5yr olds.
## DEVELOPMENTAL AWARENESS, RESPONSIVE TEACHING AND RELATIONSHIPS WITH CHILDREN

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Is aware that some of the normal developmental characteristics of children (e.g. crying, messiness, dependency, willfulness, negative behavior, curiosity about genital differences, etc.) often make adults uncomfortable. Can acknowledge these feelings in her/himself, co-workers, and parents while minimizing negative reactions toward children.</td>
</tr>
<tr>
<td>2</td>
<td>Applies understanding of developmental stages when observing and/or assessing individual children.</td>
</tr>
<tr>
<td>3</td>
<td>Interacts frequently with children, expressing interest and enthusiasm for their ideas.</td>
</tr>
<tr>
<td>2</td>
<td>Listens to children and uses respect and sensitivity at all times when communicating with children, both verbally and non-verbally.</td>
</tr>
<tr>
<td>2</td>
<td>Asks open-ended questions to encourage children's inquiry and in-depth learning.</td>
</tr>
</tbody>
</table>

**COMMENTS:** see above comments for previous category

## COMMUNITY BUILDING, INCLUSION AND CULTURAL AWARENESS

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Supports a culturally and linguistically appropriate learning environment, as designed by the Supervising Teacher.</td>
</tr>
<tr>
<td>n/a</td>
<td>Demonstrates respect for the classroom that reflects the diversity of children, families, and staff and the cultural experiences that each bring to the center.</td>
</tr>
<tr>
<td>3</td>
<td>Facilitates an emotional environment that fosters cooperative relationships instead of competition between children.</td>
</tr>
<tr>
<td>2</td>
<td>Acknowledges the importance of the role of family culture in the classroom life of each child, including home language, food, customs and care routines.</td>
</tr>
<tr>
<td>3</td>
<td>Accepts and supports the full inclusion of all children in the classroom.</td>
</tr>
</tbody>
</table>

**COMMENTS:**

## SUPERVISION, POSITIVE GUIDANCE AND PROBLEM SOLVING

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Is observant, circulates throughout the learning environment and guides the children as necessary. (Example: Uses a dual focus to watch both the large group as well as interact with individuals or small groups of children.)</td>
</tr>
<tr>
<td>2</td>
<td>Facilitates problem solving skills: helps children to identify and verbalize their concerns and to develop compromises and solutions to those issues.</td>
</tr>
<tr>
<td>2</td>
<td>Observes and listens to children's explanations before making decisions or reacting. (Example: “Something happened to upset you. I'm going to listen to each of you.”)</td>
</tr>
</tbody>
</table>

## SUPERVISION, POSITIVE GUIDANCE AND PROBLEM SOLVING (continued)

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Validates children's perspectives during problem solving and conflict resolution. (Example: “I hear that you are really angry at Steven for taking your shovel.” or “I know that you do not want to go inside right now.”)</td>
</tr>
<tr>
<td>3</td>
<td>Uses logical consequences in response to children's inappropriate behavior. (Example: “Charlie, you spilled the water. Let's go get a sponge to clean it up.”)</td>
</tr>
<tr>
<td>2</td>
<td>Sets limits for children and follows through in a consistent, fair and positive manner.</td>
</tr>
<tr>
<td>2</td>
<td>Uses proactive supervision: anticipates potential conflict or danger and intervenes to redirect behavior.</td>
</tr>
</tbody>
</table>

**COMMENTS:** getting to know the children more will help improve this
WORKING WITH FAMILIES AND COMMUNITIES

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>n/a</td>
<td>Is aware of the program philosophy regarding children and families.</td>
</tr>
<tr>
<td>n/a</td>
<td>Participates in orientation of children and families new to the program.</td>
</tr>
<tr>
<td>n/a</td>
<td>Responds to the families' requests and refers to all appropriate staff.</td>
</tr>
<tr>
<td>n/a</td>
<td>Recognizes the family as the primary caregiver and supports the families' independence and competence.</td>
</tr>
<tr>
<td>n/a</td>
<td>Assists in a range of activities that promote family involvement.</td>
</tr>
<tr>
<td>n/a</td>
<td>Assists in promoting and enhancing the child's and families' participation in all program events.</td>
</tr>
<tr>
<td>n/a</td>
<td>Is aware of referral policies and procedures to specialized support and resource services.</td>
</tr>
<tr>
<td>n/a</td>
<td>Assists teacher in preparing for parent conferences as needed.</td>
</tr>
</tbody>
</table>

COMMENTS:

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REFLECTIVE PRACTICE

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Uses self-reflection and feedback from others to assess and improve interactions in the classroom.</td>
</tr>
<tr>
<td>3</td>
<td>Identifies personal strengths and interests.</td>
</tr>
<tr>
<td>2</td>
<td>Identifies personal areas of needed growth and support, develops goals to increase competency in those areas.</td>
</tr>
<tr>
<td>3</td>
<td>Accepts and utilizes comments and criticism from colleagues and supervisors and parents in a constructive way.</td>
</tr>
<tr>
<td>n/a</td>
<td>Contributes thoughtfully and constructively to program evaluation and assessment.</td>
</tr>
</tbody>
</table>

COMMENTS:

---

GENERAL COMMENTS: maple is seeking out and shows a willingness and desire to learn, with the understanding that in order to enjoy and stay viable in this field is to gain the experience and education needed. This has been an eye opener for me as I regain my teaching legs over the last few years and working within parameters that are for the first time in a long time not set by me, but another director and program as a whole.

---

Signature of Student Teacher: ___________________________ Date: ___________________________

Supervising Teacher/Evaluator's signature: ___________________________ Date: ___________________________

ECE 280 ECE Fieldwork and Seminar I, Student Teacher Assessment/Evaluation
Instructor: Peggy Dodge, COM, Fall 2011
California Early Childhood Educator Competencies

Developed collaboratively by the California Department of Education and First 5 California
I am pleased to present California Early Childhood Educator Competencies, a publication that supports our ongoing effort to close the school-readiness gap in our state. Developed by the California Department of Education/Child Development Division and First 5 California, this document is one of the resources in the Department of Education's comprehensive early learning and development system. It describes the knowledge, skills, and dispositions that current and pre-service early childhood educators should have, and it presents information about education and professional development for individuals who are interested in early care and education or who already work in the profession.

Developing responsive relationships with young children and their families is the core work of everyone who is responsible for early care and education. This publication was created for teachers, family child care providers, assistant teachers, program directors, education coordinators, curriculum specialists, higher-education faculty, training organizations and consultants, and human resources departments of large agencies that provide early care and education services. It aims to promote the development of skillful, knowledgeable educators and administrators who are committed to making high-quality early care and education services available to all young children and their families.

I am confident that this publication will be an invaluable resource for everyone involved in the important work of preparing our children for the future.

TOM TORLAKSON
State Superintendent of Public Instruction
Measure C Bond Program

FOR THE BOARD OF TRUSTEES

DECEMBER 13, 2011
1. FA weatherization:
   Design update
2. Child Study Center:
   Design update & VE
3. NAC:
   Design update & VE
4. Bond interest forecast:
   Review & revision to projected interest
5. Bond Spending Plan:
   Revised format & proposed transfers
From Last Month — Design Objectives

- **Ground Floor**
  - Goal: Provide dry area for lockers and passage between classrooms on ground floor

- **South Elevation, 2nd and 3rd Floor**
  - Goal: Provide shelter from wind driven rain and reduce the amount of wind driven rain entering classrooms

- **Central Stair**
  - Goal: Provide shelter from the amount of rain running down the central stair

- **New request: Enclose South Central breezeway**
  - Consider as “add alternate”
Current Status

- ED2 (Architect) hired on November 15th
- Two Design Workshops held with Faculty
  - November 17th
  - December 2nd
  - Next Faculty meeting December 14th
- Cost estimates being refined but are within $998K budget
- Peer review performed (by separate architect) for unintended consequences (glare, heat gain, etc). ED2 response received
GROUND FLOOR

Existing condition

Proposed design: 12' deep cable suspended glass canopy on north and south approaches
SOUTH ELEVATION

Existing condition

Proposed – Fixed Glass Curtainwall (Both Floors)
CENTRAL STAIR

Existing condition

Proposed – roof infill with skylight as budget allows
Next Steps

- Additional design workshop with faculty and staff on December 14th
- Review anticipated maintenance costs (window washing)
- Mock-up to extent possible 2nd and 3rd floor areas of coverage
- ED2 to continue development of design, if schematic design meets board’s expectations
- DSA review and approval
- Bid and award of construction contract
- Possible construction Summer 2012
Child Study Center
Design Update & VE

LAURA MCCARTY
DIRECTOR OF MODERNIZATION
Magnolia Avenue – Visible VE items

- Reduced canopy area
- Change wood siding to paint
- Fencing changed from wood to chain link
New Academic Center
Design Update & VE

LAURA MCCARTY
DIRECTOR OF MODERNIZATION
NAC – Propose 2 “Add Alternates”

Add Alternate #1 – Enlarged Roof Deck
- Features can be designed to match donor opportunity such as plants, seating, and railings

Add Alternate #2 – Possible Future Study:

* Add alternates are alternate or added scope items, bid separate from the base scope on bid day. Low bidder selected based upon base bid. Add alternates can be added to the contract if funding allows.
Bond Interest Forecast

AL HARRISON
VICE PRESIDENT OF OPERATIONS
<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial estimates</td>
<td>$15,000,000</td>
</tr>
<tr>
<td>Average interest rates</td>
<td>3.0%</td>
</tr>
<tr>
<td>Estimated time period</td>
<td>5 years</td>
</tr>
</tbody>
</table>
## Actual Average Interest

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Interest Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004/05</td>
<td>2.14%</td>
<td>$282,353</td>
</tr>
<tr>
<td>2005/06</td>
<td>3.23%</td>
<td>$2,581,035</td>
</tr>
<tr>
<td>2006/07</td>
<td>4.80%</td>
<td>$3,191,346</td>
</tr>
<tr>
<td>2007/08</td>
<td>4.39%</td>
<td>$2,532,328</td>
</tr>
<tr>
<td>2008/09</td>
<td>2.20%</td>
<td>$1,060,222</td>
</tr>
<tr>
<td>2009-10</td>
<td>0.95%</td>
<td>$742,330</td>
</tr>
<tr>
<td>2010-11</td>
<td>0.50%</td>
<td>$210,337</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$10,599,951</strong></td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>Interest Rate</td>
<td>Amount</td>
</tr>
<tr>
<td>------------</td>
<td>---------------</td>
<td>-----------</td>
</tr>
<tr>
<td>2011/12</td>
<td>0.30%</td>
<td>$149,750</td>
</tr>
<tr>
<td>2012/13</td>
<td>0.30%</td>
<td>$175,250</td>
</tr>
<tr>
<td>2013/14</td>
<td>0.30%</td>
<td>$92,600</td>
</tr>
<tr>
<td>2014/15</td>
<td>0.30%</td>
<td>$26,400</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$444,000</td>
</tr>
</tbody>
</table>
### Projected Average Interest through End of Program

<table>
<thead>
<tr>
<th>Year</th>
<th>Interest Earned $</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011/12</td>
<td>149,750</td>
</tr>
<tr>
<td>2012/13</td>
<td>175,250</td>
</tr>
<tr>
<td>2013/14</td>
<td>92,600</td>
</tr>
<tr>
<td>2014/15</td>
<td>26,400</td>
</tr>
</tbody>
</table>

- **Cumulative Bond Interest** $11,043,951
  - Bond spending plan "rounds" number to $11,000,000
Bond Spending Plan

LEIGH SATA,
SWINERTON MANAGEMENT & CONSULTING
# Funding Sources

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMCP Bid Savings</td>
<td>$5,000,000</td>
</tr>
<tr>
<td>KTD Reserves</td>
<td>$3,284,069</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$8,284,000</strong></td>
</tr>
</tbody>
</table>

- **Reserves still available**
  - KTD $2,614,931 (earmarked for ADA site improvements)
  - IVC $2,300,000 (TBD)
## Projects in Need of Funding

<table>
<thead>
<tr>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Arts Weatherization</td>
<td>$998,340</td>
</tr>
<tr>
<td>New Academic Center (NAC)</td>
<td>$2,853,154</td>
</tr>
<tr>
<td>Child Study Center (CSC)</td>
<td>$432,575</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$4,284,069</strong></td>
</tr>
<tr>
<td>Summary</td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Total Funding Sources</td>
<td>$8,284,069</td>
</tr>
<tr>
<td>Minus Projects needing funding</td>
<td>$4,284,069</td>
</tr>
<tr>
<td>Equals:</td>
<td>$4,000,000</td>
</tr>
<tr>
<td>Minus Interest Shortfall:</td>
<td>$4,000,000</td>
</tr>
<tr>
<td>Equals:</td>
<td>$0</td>
</tr>
<tr>
<td>Therefore, a balanced bond spending plan</td>
<td></td>
</tr>
</tbody>
</table>
## Program Budgets

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Cost</td>
<td>$19,512,453</td>
<td>$19,512,453</td>
<td>$19,512,453</td>
<td></td>
<td>$19,512,453</td>
<td>100%</td>
</tr>
<tr>
<td>ERP (technology program)</td>
<td>$11,000,000</td>
<td>$11,000,000</td>
<td>$11,000,000</td>
<td></td>
<td>$11,000,000</td>
<td>100%</td>
</tr>
<tr>
<td>Reserves</td>
<td>$5,699,000</td>
<td>($2,580,000)</td>
<td>$3,119,000</td>
<td>($3,254,006)</td>
<td>$2,514,031</td>
<td>100%</td>
</tr>
<tr>
<td>Bond Issuance Costs (S31C)</td>
<td>$2,300,000</td>
<td>$2,300,000</td>
<td>$2,300,000</td>
<td></td>
<td>$2,300,000</td>
<td>100%</td>
</tr>
<tr>
<td>Bond Issuance Costs (S31C)</td>
<td>$560,000</td>
<td>$560,000</td>
<td>$560,000</td>
<td></td>
<td>$560,000</td>
<td>100%</td>
</tr>
</tbody>
</table>

## Projects Initiated by Board

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Approval Requested 12/13/11</th>
<th>% Project Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>KTDA Science/Wall/CP Complex</td>
<td>$51,362,996</td>
<td>54%</td>
</tr>
<tr>
<td>KTDA Arts Complex - Fine Arts Building</td>
<td>$19,530,000</td>
<td>93%</td>
</tr>
<tr>
<td>KTDA Arts Complex - PA Building mod</td>
<td>$17,200,000</td>
<td>39%</td>
</tr>
<tr>
<td>KTDA New Academic Center</td>
<td>$20,152,000</td>
<td>2%</td>
</tr>
<tr>
<td>KTDA Health Science Center (Note 1)</td>
<td>$3,530,000</td>
<td>11%</td>
</tr>
<tr>
<td>KTDA Track</td>
<td>$1,250,000</td>
<td>0%</td>
</tr>
<tr>
<td>KTDA ADA upgrades</td>
<td>$1,000,000</td>
<td>0%</td>
</tr>
<tr>
<td>Austin Science alterations (structural)</td>
<td>$5,149,561</td>
<td>1%</td>
</tr>
</tbody>
</table>

## New Projects to be Initiated

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Approval Requested 12/13/11</th>
<th>% Project Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>KTDA Arts Complex - Weatherization</td>
<td>$58,340</td>
<td>71%</td>
</tr>
</tbody>
</table>

## Completed Projects

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Approval Requested 12/13/11</th>
<th>% Project Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>KTDA PE Complex modernization</td>
<td>$21,225,073</td>
<td>100%</td>
</tr>
<tr>
<td>IVC TransTech (incl. machine metals)</td>
<td>$11,851,000</td>
<td>100%</td>
</tr>
<tr>
<td>IVC Main Building</td>
<td>$20,200,600</td>
<td>100%</td>
</tr>
<tr>
<td>KTDA Tree Removal</td>
<td>$315,140</td>
<td>100%</td>
</tr>
<tr>
<td>KTDA West Campus Bridge</td>
<td>$1,200,000</td>
<td>100%</td>
</tr>
<tr>
<td>KTDA Geothermal Field</td>
<td>$5,882,350</td>
<td>100%</td>
</tr>
<tr>
<td>KTDA Larkspur Annex</td>
<td>$1,172,773</td>
<td>100%</td>
</tr>
<tr>
<td>KTDA Additional Site Development</td>
<td>$6,169,366</td>
<td>100%</td>
</tr>
<tr>
<td>IVC Bridge and Pathways</td>
<td>$1,300,000</td>
<td>100%</td>
</tr>
<tr>
<td>IVC Fire Mitigation</td>
<td>$760,725</td>
<td>100%</td>
</tr>
<tr>
<td>IVC Gas Main Replacement</td>
<td>$332,557</td>
<td>100%</td>
</tr>
<tr>
<td>IVC Creek Erosion</td>
<td>$315,000</td>
<td>100%</td>
</tr>
<tr>
<td>IVC Storm Drain</td>
<td>$349,426</td>
<td>100%</td>
</tr>
<tr>
<td>IVC Tree Removal</td>
<td>$73,424</td>
<td>100%</td>
</tr>
<tr>
<td>IVC Geothermal</td>
<td>$1,333,332</td>
<td>100%</td>
</tr>
<tr>
<td>IVC Parking, Bike/walk</td>
<td>$1,000,000</td>
<td>100%</td>
</tr>
<tr>
<td>IVC Power Plants</td>
<td>$4,774,042</td>
<td>100%</td>
</tr>
</tbody>
</table>

### Total

**$264,500,000**

### Bond Funds

- **$209,500,000**
- **$10,000,000**
- **$10,000,000**

**Total Available Funding, incl. interest:**

**$260,500,000**

### Notes:

- To interest shortfall over life of program
- To FA, CSC, NAC and Interest Shortfall
- From SMCP bid savings
- From SMCP bid savings

### New Program total

**$260,500,000**

### Additional interest earned and recognized

**$10,000,000**

### Reconciled total, with adjusted interest

**$280,500,000**
Summary of CSC VE

1. Reduce adult classroom size from 1,080 sf to 868 sf ($85,000)
2. Reduce canopy at front of building ($20,000)
3. Replace ceiling grid from 2 ft x 2 ft (custom) to 2 ft x 4 ft (standard) ($10,000)
4. Replace wood siding with cement plaster at north exterior elevation facing marsh ($10,000)
5. Replace sandbox with a pre-fabricated unit ($8,000)
6. Replace wood fencing with chain link fencing ($9,850)
7. Reduce boulders, plant sizes & stepping stones ($20,000)
8. Remove wood siding on the Magnolia St. façade and replace with plaster ($10,000)

Total CSC VE: $172,850

*1 - Note: Construction amount (for both the site work & building) includes 3.5% escalation for inflation to mid-point of construction.
*2 - The Construction amount consists of $1,932,168 for the Modular Building ($316/gsf) and $797,718 for the site work.
Summary of NAC VE-major items

- VE1 - Remove light well over computer labs ($231,000)
  - Impact to Program: Reduces natural light to ESL lab
- VE2 - Remove canopy & ramp & planters at NE exterior ($1,210,000)
  - Impact to Program: None
- VE3 - Reduce Auditorium to 120 seat classroom ($2,489,300)
  - Impact to Program: Capacity reduced to 120 seats
- VE4 - Replace aluminum curtain wall with storefront ($774,400)
  - Impact to Program: None
- VE5 - Change HVAC from chilled beam to heat pumps ($253,000)
  - Impact to Program: None
- VE6 - Other Changes NOT affecting program ($1,210,466)
  - Impact to Program: None (see detail next slide)

Total VE taken ($6,190,666)
## Summary of NAC VE6 – “Other changes not affecting program”

<table>
<thead>
<tr>
<th></th>
<th>Site Work</th>
<th>Action Description</th>
<th>Possible Impact</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Site Work</td>
<td>Reduce bio-retention area from 3,300 to 3,050. Replace with landscaping.</td>
<td>Possible loss of 1 LEED point</td>
<td>$</td>
</tr>
<tr>
<td>2</td>
<td>Site Work</td>
<td>Central Courtyard: remove custom seating element, replace with bench, increase planting, decrease paving</td>
<td>Reduces built-in seating in courtyard, could be replaced with furniture</td>
<td>$</td>
</tr>
<tr>
<td>3</td>
<td>Site Work</td>
<td>Delete seating walls and raised planters.</td>
<td>Reduces built-in seating in courtyard, could be replaced with furniture</td>
<td>$</td>
</tr>
<tr>
<td>4</td>
<td>Site Work</td>
<td>Eliminate Topping Slab over Mat slab</td>
<td>May preclude using exposed concrete slabs as a floor finish which are not District standard and were problematic at FA</td>
<td>$</td>
</tr>
<tr>
<td>5</td>
<td>Site Work</td>
<td>Eliminate canopy soffit for exposed underside of deck, paint exposed deck and framing.</td>
<td>Changes look of canopy underside to exposed structure, may require higher maintenance.</td>
<td>$</td>
</tr>
<tr>
<td>6</td>
<td>Site Work</td>
<td>Replace structural glass skylight with aluminum framed system</td>
<td>No impact to amount of light coming in; slight visual impact in visiple frames</td>
<td>$</td>
</tr>
<tr>
<td>7</td>
<td>Site Work</td>
<td>Eliminate roof planter</td>
<td>Deletes landscape feature at roof terrace. Could be added back in add alt #1</td>
<td>$</td>
</tr>
<tr>
<td>8</td>
<td>Site Work</td>
<td>Replace wood (Ipe) screens with terra cotta baguette</td>
<td>Aesthetic impact.</td>
<td>$</td>
</tr>
<tr>
<td>9</td>
<td>Site Work</td>
<td>Reduce roof terrace area</td>
<td>To be made an add alternate</td>
<td>$</td>
</tr>
<tr>
<td>10</td>
<td>Plumbing Systems</td>
<td>Eliminate natural gas due to elimination of boiler</td>
<td>No impact due to feed from central plant</td>
<td>$</td>
</tr>
<tr>
<td>11</td>
<td>Electrical</td>
<td>Reduce lighting material costs by 15%</td>
<td>Choose lighting fixtures that are lower cost. Fixtures will still be efficient and of institutional quality, but finishes and style selection will be more limited</td>
<td>$</td>
</tr>
<tr>
<td>12</td>
<td>Electrical</td>
<td>Eliminate lighting in covered area ($6/foot) if canopy is removed, add site lighting for same area at $3/ foot.</td>
<td>No impact; site lighting will be included in base scope</td>
<td>$</td>
</tr>
<tr>
<td>13</td>
<td>Electrical</td>
<td>Eliminate daylight harvesting</td>
<td>Lighting fixtures will not have dimming capabilities controlled by sensors. Possible loss of LEED point</td>
<td>$</td>
</tr>
<tr>
<td>14</td>
<td>Electrical</td>
<td>Eliminate Cable TV</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>15</td>
<td>Electrical</td>
<td>Eliminate Security Conduits</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>
**BOARD AGENDA ITEM**

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
<th>January 17, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No.</td>
<td>C.14.A</td>
</tr>
<tr>
<td>Subject:</td>
<td>Contracts and Agreement for Services for Month of December 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**INFORMATION**

**BACKGROUND:**

Attached for your information is a listing of all External Consultants and Contractors with whom we entered into a contract in excess of $1,000 with a description of services provided.

**Administrator Initiating Item**

Albert J. Harrison II, Vice President, College Operations
### Contracts and Agreement for Services

**OVER $1,000.00**

**MONTHLY REVIEW**

<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Vendor/Description</th>
<th>Department</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td><strong>GENERAL FUND</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Unrestricted</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0213473</td>
<td>Empire Elevator</td>
<td>Maintenance</td>
<td>$2,378.35</td>
</tr>
<tr>
<td></td>
<td>Maintenance services for elevator in the Learning Resources Center at Kentfield.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0213487</td>
<td>Marin Independent Journal</td>
<td>Communications</td>
<td>$13,000.00</td>
</tr>
<tr>
<td></td>
<td>Advertising services for the TV Guide, Spring Semester 2012.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0213508</td>
<td>Alcal Arcade</td>
<td>Maintenance</td>
<td>$1,600.00</td>
</tr>
<tr>
<td></td>
<td>Installation services for the auto mechanics shop at the Kentfield Campus.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0213510</td>
<td>Pitney Bowes Global Financial Services, LLC</td>
<td>Logistics</td>
<td>$3,000.00</td>
</tr>
<tr>
<td></td>
<td>Leasing services for the postage meter.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0213511</td>
<td>Saddle Point Systems</td>
<td>Logistics</td>
<td>$1,500.00</td>
</tr>
<tr>
<td></td>
<td>Leasing services for the fastback binder.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0213513</td>
<td>School &amp; College Legal Services Of California</td>
<td>District Wide</td>
<td>$1,498.50</td>
</tr>
<tr>
<td></td>
<td>Legal services for mandated costs September 2011.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0213526</td>
<td>Peterson's Advertising-American Express</td>
<td>Communications</td>
<td>$3,425.00</td>
</tr>
<tr>
<td></td>
<td>Advertising services for the College.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0213527</td>
<td>Marin Magazine-American Express</td>
<td>Communications</td>
<td>$2,907.00</td>
</tr>
<tr>
<td></td>
<td>Advertising services in Marin Magazine.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0213537</td>
<td>School &amp; College Legal Services Of California</td>
<td>District Wide</td>
<td>$64,750.00</td>
</tr>
<tr>
<td></td>
<td>Legal services for the 2011-2012 year.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0213547</td>
<td>Marin Central Collections – County of Marin</td>
<td>Police</td>
<td>$1,216.50</td>
</tr>
<tr>
<td></td>
<td>Hazardous materials permit/services for the Indian Valley Campus.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0213548</td>
<td>Marin Central Collections – County of Marin</td>
<td>Police</td>
<td>$1,244.00</td>
</tr>
<tr>
<td></td>
<td>Hazardous materials permit/services for the Kentfield Campus.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0213569</td>
<td>Law Office of Larry Frierson</td>
<td>District Wide</td>
<td>$4,200.00</td>
</tr>
<tr>
<td></td>
<td>Legal services for November 2011.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0213572</td>
<td>Job Elephant.Com, Inc</td>
<td>Human Resources</td>
<td>$1,995.00</td>
</tr>
<tr>
<td></td>
<td>Human resources services for Higher Ed Jobs postings.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0213574</td>
<td>Unicorn Group</td>
<td>Communications</td>
<td>$2,000.00</td>
</tr>
<tr>
<td></td>
<td>Mailing services for postcard mailing.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Contracts and Agreement for Services
**OVER $1,000.00**
**MONTHLY REVIEW**

<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Vendor/Description</th>
<th>Department</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0213575</td>
<td>Alcohol Justice Advertising/sponsorship of Free the Bowl Video Contest.</td>
<td>Communications</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>P0213577</td>
<td>Apple Computer, Inc Maintenance/licensing services for Apple computers.</td>
<td>Information Technology</td>
<td>$4,398.00</td>
</tr>
<tr>
<td>P0213583</td>
<td>Creative Circle San Francisco Temporary services for graphic designer.</td>
<td>Communications</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>P0213586</td>
<td>Pacific Sun Internet advertising services for the College.</td>
<td>Communications</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>P0213591</td>
<td>Poor Ann's Press Printing and finishing services for the College.</td>
<td>Logistics</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>P0213592</td>
<td>Numara Software Maintenance/licensing services for Track-It software.</td>
<td>Information Technology</td>
<td>$1,809.86</td>
</tr>
<tr>
<td>P0213594</td>
<td>Northern California Community Colleges SIA Insurance services for Workers’ Compensation premium for 2011/2012.</td>
<td>District Wide</td>
<td>$198,695.00</td>
</tr>
<tr>
<td>P0213595</td>
<td>Newsweek-American Express Advertising services for 4 page color advertisement in Newsweek.</td>
<td>Communications</td>
<td>$1,775.00</td>
</tr>
<tr>
<td>P0213600</td>
<td>Fahy Tree Service Fire mitigation services for removal of Indian Valley area debris.</td>
<td>Grounds</td>
<td>$5,200.00</td>
</tr>
<tr>
<td>P0213608</td>
<td>Sausalito Moving &amp; Storage, Inc Moving services for both Kentfield and Indian Valley Campuses.</td>
<td>Maintenance</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>P0213610</td>
<td>Northern California Community Colleges SIA Insurance services for property and liability premium premium for 2011/2012.</td>
<td>District Wide</td>
<td>$182,487.00</td>
</tr>
</tbody>
</table>

**Restricted**

<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Vendor/Description</th>
<th>Department</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0213475</td>
<td>Paul A Rilla Development services for the work-based learning opportunities.</td>
<td>Career Education</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>P0213481</td>
<td>Barbara Garfien Coordination services for the President’s Circle.</td>
<td>President’s Office</td>
<td>$1,868.35</td>
</tr>
<tr>
<td>P0213494</td>
<td>B Cantarutti Electric Company Maintenance services for 3 lamp pole fixtures in parking lots 6, 7 and 12, at Kentfield.</td>
<td>Maintenance</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>
Contracts and Agreement for Services  
OVER $1,000.00  
MONTHLY REVIEW  

<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Vendor/Description</th>
<th>Department</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0213518</td>
<td>McQuary International</td>
<td>Maintenance</td>
<td>$1,000.00</td>
</tr>
<tr>
<td></td>
<td>Repair services for Learning Resources Center's HVAC chiller unit.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0213525</td>
<td>Airco Commercial, Inc</td>
<td>Maintenance</td>
<td>$20,000.00</td>
</tr>
<tr>
<td></td>
<td>Replacement services for compressor replacement.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0213529</td>
<td>United Bat Control</td>
<td>Maintenance</td>
<td>$13,720.00</td>
</tr>
<tr>
<td></td>
<td>Bat exclusion services for Building 13 and 17 at the Indian Valley Campus.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0213556</td>
<td>Barbara Garfien</td>
<td>President's Office</td>
<td>$2,000.00</td>
</tr>
<tr>
<td></td>
<td>Coordination services for the President’s Circle.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0213564</td>
<td>San Joaquin Chemicals</td>
<td>Maintenance</td>
<td>$2,246.40</td>
</tr>
<tr>
<td></td>
<td>Monthly pool services for the Kentfield and Indian Valley Pools.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0213607</td>
<td>Environmental Resource Group</td>
<td>Maintenance</td>
<td>$4,875.00</td>
</tr>
<tr>
<td></td>
<td>Air sampling services for Temporary Building 1, Kentfield Campus.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0213662</td>
<td>WK McEllan Co</td>
<td>Grounds</td>
<td>$4,860.00</td>
</tr>
<tr>
<td></td>
<td>Paving repair services at Indian Valley Campus.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MEASURE C**

<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Vendor/Description</th>
<th>Measure C</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0213613</td>
<td>Big 4 Party Rentals and Event Solutions</td>
<td>Measure C</td>
<td>$1,805.76</td>
</tr>
<tr>
<td></td>
<td>Rental and set-up services for 750 chairs to be used in the Performing Art’s Music Winter Event in the Diamond Physical Ed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0213654</td>
<td>Mcgraw-Hill Construction Regional Publications</td>
<td>Measure C</td>
<td>$1,488.00</td>
</tr>
<tr>
<td></td>
<td>Legal advertisement for the heating, ventilation and air conditioning (HVAC) revision, part of the Main Building Complex.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0213669</td>
<td>Roy's Sewer Service, Inc</td>
<td>Measure C</td>
<td>$1,260.00</td>
</tr>
<tr>
<td></td>
<td>Broken storm drain repair services near Fusselman Hall at the Kentfield Campus.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**BACKGROUND:**

The Second Quarter Financial Status Report CCFS-311Q for 2011/12 is attached for review. Staff is available to answer any questions.
**CALIFORNIA COMMUNITY COLLEGES**  
**CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q  
VIEW QUARTERLY DATA

**District:**  (330) MARIN

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Actual 2008-09</th>
<th>Actual 2009-10</th>
<th>Actual 2010-11</th>
<th>Projected 2011-2012</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>As of June 30 for the fiscal year specified</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

#### A. Revenues:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>2008-09</th>
<th>2009-10</th>
<th>2010-11</th>
<th>2011-2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.1</td>
<td>Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)</td>
<td>45,788,647</td>
<td>45,402,489</td>
<td>45,310,644</td>
<td>46,295,524</td>
</tr>
<tr>
<td>A.2</td>
<td>Other Financing Sources (Object 8900)</td>
<td>0</td>
<td>0</td>
<td>235</td>
<td>77,210</td>
</tr>
<tr>
<td>A.3</td>
<td>Total Unrestricted Revenue (A.1 + A.2)</td>
<td>45,788,647</td>
<td>45,402,489</td>
<td>45,310,679</td>
<td>46,372,734</td>
</tr>
</tbody>
</table>

#### B. Expenditures:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>2008-09</th>
<th>2009-10</th>
<th>2010-11</th>
<th>2011-2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.1</td>
<td>Unrestricted General Fund Expenditures (Objects 1000-5000)</td>
<td>44,178,109</td>
<td>43,876,510</td>
<td>43,701,404</td>
<td>46,530,480</td>
</tr>
<tr>
<td>B.2</td>
<td>Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)</td>
<td>1,313,096</td>
<td>1,280,672</td>
<td>560,652</td>
<td>392,896</td>
</tr>
<tr>
<td>B.3</td>
<td>Total Unrestricted Expenditures (B.1 + B.2)</td>
<td>45,491,205</td>
<td>45,157,182</td>
<td>44,262,056</td>
<td>46,923,376</td>
</tr>
</tbody>
</table>

#### C. Revenues Over(Under) Expenditures (A.3 - B.3) | 297,442 | 245,307 | 1,048,823 | -550,642 |

#### D. Fund Balance, Beginning | 4,618,497 | 4,915,939 | 5,161,246 | 6,210,069 |

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>2008-09</th>
<th>2009-10</th>
<th>2010-11</th>
<th>2011-2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.1</td>
<td>Prior Year Adjustments + (-)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>D.2</td>
<td>Adjusted Fund Balance, Beginning (D + D.1)</td>
<td>4,618,497</td>
<td>4,915,939</td>
<td>5,161,246</td>
<td>6,210,069</td>
</tr>
</tbody>
</table>

#### E. Fund Balance, Ending (C. + D.2) | 4,915,939 | 5,161,246 | 6,210,069 | 5,659,427 |

#### F.1 Percentage of GF Fund Balance to GF Expenditures (E. / B.3) | 10.8% | 11.4% | 14% | 12.1% |

### II. Annualized Attendance FTES:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>2008-09</th>
<th>2009-10</th>
<th>2010-11</th>
<th>2011-2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>G.1</td>
<td>Annualized FTES (excluding apprentice and non-resident)</td>
<td>4,737</td>
<td>5,415</td>
<td>5,390</td>
<td>5,380</td>
</tr>
</tbody>
</table>
### III. Total General Fund Cash Balance (Unrestricted and Restricted)

| H.1 Cash, excluding borrowed funds | 13,384,478 | 13,043,621 | 13,990,579 |
| H.2 Cash, borrowed funds only      | 8,500,000  | 9,200,000  | 0          |
| H.3 Total Cash (H.1+ H.2)         | 21,335,762 | 21,884,478 | 22,243,621 |

### IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Adopted Budget (Col. 1)</th>
<th>Annual Current Budget (Col. 2)</th>
<th>Year-to-Date Actuals (Col. 3)</th>
<th>Percentage (Col. 3/Col. 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.1</td>
<td>Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)</td>
<td>46,295,524</td>
<td>46,295,524</td>
<td>25,810,630</td>
<td>55.8%</td>
</tr>
<tr>
<td>I.2</td>
<td>Other Financing Sources (Object 8900)</td>
<td>77,210</td>
<td>77,210</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>I.3</td>
<td>Total Unrestricted Revenue (I.1 + I.2)</td>
<td>46,372,734</td>
<td>46,372,734</td>
<td>25,810,630</td>
<td>55.7%</td>
</tr>
<tr>
<td>J.1</td>
<td>Unrestricted General Fund Expenditures (Objects 1000-6000)</td>
<td>46,530,480</td>
<td>46,530,480</td>
<td>21,925,978</td>
<td>47.1%</td>
</tr>
<tr>
<td>J.2</td>
<td>Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)</td>
<td>392,896</td>
<td>392,896</td>
<td>265,750</td>
<td>67.6%</td>
</tr>
<tr>
<td>J.3</td>
<td>Total Unrestricted Expenditures (J.1 + J.2)</td>
<td>46,923,376</td>
<td>46,923,376</td>
<td>22,191,728</td>
<td>47.3%</td>
</tr>
<tr>
<td>K.</td>
<td>Revenues Over(Under) Expenditures (I.3 - J.3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L.</td>
<td>Adjusted Fund Balance, Beginning</td>
<td>6,210,069</td>
<td>6,210,069</td>
<td>6,210,069</td>
<td></td>
</tr>
<tr>
<td>M.1</td>
<td>Fund Balance, Ending (C. + L.2)</td>
<td>5,659,427</td>
<td>5,659,427</td>
<td>9,828,971</td>
<td></td>
</tr>
<tr>
<td>M.2</td>
<td>Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)</td>
<td>12.1%</td>
<td>12.1%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
V. Has the district settled any employee contracts during this quarter? 

YES

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

<table>
<thead>
<tr>
<th>Contract Period Settled</th>
<th>Management</th>
<th>Permanent</th>
<th>Academic</th>
<th>Temporary</th>
<th>Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Specify) YYYY-YY</td>
<td>Total Cost Increase</td>
<td>% *</td>
<td>Total Cost Increase</td>
<td>% *</td>
<td>Total Cost Increase</td>
</tr>
<tr>
<td>a. SALARIES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 1:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 2:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 3: 2011-12</td>
<td></td>
<td></td>
<td></td>
<td>125,000</td>
<td>1.5%</td>
</tr>
<tr>
<td>b. BENEFITS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 1:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 2:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 3: 2011-12</td>
<td></td>
<td></td>
<td></td>
<td>145,000</td>
<td>9.3%</td>
</tr>
</tbody>
</table>

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

The California School Employees Association (CSEA) Local and the Marin Community College District settled a reopener for FY 2011-12. The tentative agreement was ratified by the CSEA membership on December 6, 2011 and approved by the Board of Trustees on December 13, 2011. The District provided a 1.5% on-schedule salary increase for FY 2011-12 effective 7/1/2011. In addition to this salary increase, the District will increase the District-paid monthly medical contribution for CSEA members eligible for medical coverage, effective within 60 days of contract ratification with no retroactivity. The District's monthly contribution for medical insurance will increase from $1,350 to $1,785 (the Kaiser family plan for the $20 office copay) for eligible CSEA employees. For 2011-12, these salaries and medical benefit costs are included in the adopted budget as we anticipated this contract settlement and related expenditures.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANs), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? This year? NO  
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)
California Community Colleges
Chancellor's Office

Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA

District: (330) MARIN

Your Quarterly Data is Certified for this quarter.

Chief Business Officer
CBO Name: Albert J. Harrison II
CBO Phone: 415-884-3100
CBO Signature: [Signature]
Date Signed: 1-9-12

Chief Executive Officer Name: David Wain Coon
CEO Signature: [Signature]
Date Signed: 1-10-12

Electronic Cert Date: 01/06/2012

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

California Community Colleges, Chancellor’s Office
1102 Q Street, Sacramento, California 95814-6511

Send questions to: Christine Atalig (916)327-5772 catalig@cccco.edu or Tracy Britten (916)323-6899 tbratten@cccco.edu
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https://misweb.cccco.edu/cc311Q/certify.aspx
College of Marin
12/31/11 YTD Financial Report

1/17/12
Overview

- 12/31 YTD Year over Year
  - Financial Highlights
  - Cash Position
  - Cash Flow

- Revenues:
  - 12/31 Revenue Comparison
  - Budget vs. 12/31/11 YTD Actual Comparison
  - 12/31 YTD Year over Year Revenue Breakdown Comparison

- Expenditures:
  - 12/31 YTD Expenditure Comparison
  - Budget vs. 12/31/11 YTD Actual Comparison
  - 12/31 YTD Year over Year Expenditure Breakdown Comparisons

- Supplemental Information

1/17/12
**12/31 YTD Financial Highlights**

<table>
<thead>
<tr>
<th></th>
<th>12/31/11</th>
<th>12/31/10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>$ 25.3M</td>
<td>$24.9M</td>
</tr>
<tr>
<td>Expenses</td>
<td>$ 21.7M</td>
<td>$21.3M</td>
</tr>
<tr>
<td>Net</td>
<td>$ 3.6M</td>
<td>$ 3.6M</td>
</tr>
</tbody>
</table>

Primary source of revenue is property tax which is received in December and April.
12/31 YTD Cash Position

12/31/11  12/31/10

- Cash Balance  $14.0M  $21.1M
- Borrowing  n/a  $9.2M

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

- 2011/12
- 2010/11

June July Aug Sept Oct Nov Dec Jan Feb Mar Apr May June

$30,000,000
$25,000,000
$20,000,000
$15,000,000
$10,000,000
$5,000,000
\(-\)

$(5,000,000)

1/17/12
Overview

• 12/31 YTD Year over Year
  – Financial Highlights
  – Cash Position
  – Cash Flow

• Revenues:
  – 12/31 Revenue Comparison
  – Budget vs. 12/31/11 YTD Actual Comparison
  – 12/31 YTD Year over Year Revenue Breakdown Comparison

• Expenditures:
  – 12/31 YTD Expenditure Comparison
  – Budget vs. 12/31/11 YTD Actual Comparison
  – 12/31 YTD Year over Year Expenditure Breakdown Comparisons

• Supplemental Information
12/31 YTD Revenue Comparison

- 2011/12
  - $45.3M budgeted
  - $25.3M actual YTD
  - 56.0% of budget
- 2010/11
  - $44.0M budgeted
  - $24.9M actual YTD
  - 56.6% of budget
- YTD revenue primarily from enrollment fees and local revenue
Budget vs. 12/31/11 YTD Actual Revenue

- Property Taxes
- State
- Enrollment
- Other Local

1/17/12
12/31 YTD Yr/Yr Revenue Breakdown
Overview

• 12/31 YTD Year over Year
  – Financial Highlights
  – Cash Position
  – Cash Flow

• Revenues:
  – 12/31 Revenue Comparison
  – Budget vs. 12/31/11 YTD Actual Comparison
  – 12/31 YTD Year over Year Revenue Breakdown Comparison

• Expenditures:
  – 12/31 YTD Expenditure Comparison
  – Budget vs. 12/31/11 YTD Actual Comparison
  – 12/31 YTD Year over Year Expenditure Breakdown Comparisons

• Supplemental Information
12/31 YTD Expenditure Comparison

- 2011/12
  - $45.8M budgeted
  - $21.7M actual YTD
  - 47.3% of budget
- 2010/11
  - $44.0M budgeted
  - $21.3M actual YTD
  - 48.4% of budget
- Expenditures are incurred relatively evenly throughout the year
Budget vs. 12/31/11 YTD
Actual Expenses

- 92% of expenses are fixed:
  - 62% salaries
  - 24% benefits
  - 6% utilities, insurance, audit, legal, election

- 8% of expenses are discretionary
12/31 YTD Yr/Yr Other Expenditures

- Fixed Expenses
- Operating Expenses
- Capital Outlay/Other Outgo

$1,200,000
$1,000,000
$800,000
$600,000
$400,000
$200,000
$
Overview

- 12/31 YTD Year over Year
  - Financial Highlights
  - Cash Position
  - Cash Flow

- Revenues:
  - 12/31 Revenue Comparison
  - Budget vs. 12/31/11 YTD Actual Comparison
  - 12/31 YTD Year over Year Revenue Breakdown Comparison

- Expenditures:
  - 12/31 YTD Expenditure Comparison
  - Budget vs. 12/31/11 YTD Actual Comparison
  - 12/31 YTD Year over Year Expenditure Breakdown Comparisons

- Supplemental Information

1/17/12
SUPPLEMENTAL INFORMATION
# Statement of Sources and Uses

<table>
<thead>
<tr>
<th>SOURCES OF FUNDS</th>
<th>ADOPTION BUDGET 2011-12</th>
<th>12/31/11 YTD ACTUAL 2011-12</th>
<th>12/31/11 % BUDGET 2011-12</th>
<th>ADOPTION BUDGET 2010-11</th>
<th>12/31/10 YTD ACTUAL 2010-11</th>
<th>12/31/10 % BUDGET 2010-11</th>
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<td>BEGINNING FUND BALANCE</td>
<td>$ 6,210,069</td>
<td>$ 6,210,069</td>
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<td>$ 4,915,939</td>
<td>$ 4,915,939</td>
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<td>REVENUES</td>
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<tr>
<td>PROGRAM-BASED FUNDING</td>
<td>42,478,548</td>
<td>23,744,038</td>
<td>55.9%</td>
<td>40,872,407</td>
<td>23,186,354</td>
<td>56.7%</td>
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<tr>
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<td>250</td>
<td>574</td>
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<td>250</td>
<td>-</td>
<td>0.0%</td>
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<tr>
<td>OTHER STATE</td>
<td>1,403,926</td>
<td>645,052</td>
<td>45.9%</td>
<td>1,890,096</td>
<td>799,672</td>
<td>42.3%</td>
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<tr>
<td>OTHER LOCAL</td>
<td>1,399,810</td>
<td>946,900</td>
<td>67.6%</td>
<td>1,229,500</td>
<td>913,054</td>
<td>74.3%</td>
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<tr>
<td>TOTAL REVENUES</td>
<td>45,282,534</td>
<td>25,336,564</td>
<td>56.0%</td>
<td>43,992,253</td>
<td>24,899,080</td>
<td>56.6%</td>
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<td>29,815,019</td>
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<td>USE OF FUNDS</td>
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<tr>
<td>SALARIES</td>
<td>28,573,349</td>
<td>14,009,129</td>
<td>49.0%</td>
<td>27,915,823</td>
<td>14,090,020</td>
<td>50.5%</td>
</tr>
<tr>
<td>BENEFITS</td>
<td>10,995,839</td>
<td>5,120,505</td>
<td>46.6%</td>
<td>10,078,383</td>
<td>4,924,576</td>
<td>48.9%</td>
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<tr>
<td>TOTAL SALARIES &amp; BENEFITS</td>
<td>39,569,188</td>
<td>19,129,634</td>
<td>48.3%</td>
<td>37,994,206</td>
<td>19,014,598</td>
<td>50.0%</td>
</tr>
<tr>
<td>FIXED EXPENSES</td>
<td>2,276,355</td>
<td>1,124,365</td>
<td>49.4%</td>
<td>1,977,000</td>
<td>937,173</td>
<td>47.4%</td>
</tr>
<tr>
<td>OTHER OPERATING</td>
<td>3,418,450</td>
<td>1,048,148</td>
<td>30.7%</td>
<td>3,393,098</td>
<td>1,084,247</td>
<td>32.0%</td>
</tr>
<tr>
<td>CAPITAL OUTLAY</td>
<td>176,287</td>
<td>99,222</td>
<td>56.3%</td>
<td>171,306</td>
<td>136,329</td>
<td>79.6%</td>
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<tr>
<td>OTHER OUTGO</td>
<td>392,896</td>
<td>265,750</td>
<td>67.6%</td>
<td>454,272</td>
<td>110,224</td>
<td>24.3%</td>
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<tr>
<td>TOTAL OTHER EXPENSES</td>
<td>6,263,988</td>
<td>2,537,485</td>
<td>40.5%</td>
<td>5,995,676</td>
<td>2,267,973</td>
<td>37.8%</td>
</tr>
<tr>
<td>TOTAL USES</td>
<td>45,833,176</td>
<td>21,667,119</td>
<td>47.3%</td>
<td>43,989,882</td>
<td>21,282,571</td>
<td>48.4%</td>
</tr>
<tr>
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<td>$ 9,879,514</td>
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<td>$ 4,918,310</td>
<td>$ 8,532,448</td>
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</table>

1/17/12
## Statement of Sources of Funds

<table>
<thead>
<tr>
<th></th>
<th>ADOPTION BUDGET 2011-12</th>
<th>12/31/11 YTD ACTUAL 2011-12</th>
<th>12/31/11 % BUDGET 2011-12</th>
<th>ADOPTION BUDGET 2010-11</th>
<th>12/31/10 YTD ACTUAL 2010-11</th>
<th>12/31/10 % BUDGET 2010-11</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROGRAM-BASED FUNDING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STATE SUBVENTIONS</td>
<td>$ 273,494</td>
<td>$ 43,110</td>
<td>15.8%</td>
<td>$ 267,685</td>
<td>$ 43,550</td>
<td>16.3%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>273,494</td>
<td>43,110</td>
<td>15.8%</td>
<td>267,685</td>
<td>43,550</td>
<td>16.3%</td>
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<tr>
<td><strong>PROPERTY TAXES</strong></td>
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</tr>
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<tr>
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<td>38,854,722</td>
<td>21,877,409</td>
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<tr>
<td>ENROLLMENT FEES</td>
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<td>1,750,000</td>
<td>1,465,395</td>
<td>83.7%</td>
</tr>
<tr>
<td><strong>TOTAL PROGRAM-BASED</strong></td>
<td>42,478,548</td>
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<td>55.9%</td>
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</tr>
<tr>
<td><strong>FEDERAL REVENUE</strong></td>
<td></td>
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</tr>
<tr>
<td>STATE REVENUE</td>
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<tr>
<td>PARTNERSHIP FOR EXCELL</td>
<td>576,520</td>
<td>270,964</td>
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<td>1,153,040</td>
<td>541,929</td>
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<tr>
<td>OTHER STATE</td>
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<td>374,088</td>
<td>45.2%</td>
<td>737,056</td>
<td>257,743</td>
<td>35.0%</td>
</tr>
<tr>
<td><strong>TOTAL STATE</strong></td>
<td>1,403,926</td>
<td>645,052</td>
<td>45.9%</td>
<td>1,890,096</td>
<td>799,672</td>
<td>42.3%</td>
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<tr>
<td><strong>LOCAL REVENUE</strong></td>
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</tr>
<tr>
<td>INTEREST</td>
<td>60,000</td>
<td>6,972</td>
<td>11.6%</td>
<td>20,000</td>
<td>80,780</td>
<td>403.9%</td>
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<tr>
<td>NON-RESIDENCE FEES</td>
<td>780,000</td>
<td>753,693</td>
<td>96.6%</td>
<td>740,000</td>
<td>665,893</td>
<td>90.0%</td>
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<td>OTHER STUDENT CHARGES</td>
<td>88,000</td>
<td>38,931</td>
<td>44.2%</td>
<td>80,000</td>
<td>29,855</td>
<td>37.3%</td>
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<tr>
<td>NON-RESIDENCE INSURANCE</td>
<td>45,000</td>
<td>36,781</td>
<td>81.7%</td>
<td>39,500</td>
<td>29,793</td>
<td>75.4%</td>
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<tr>
<td>MISCELLANEOUS</td>
<td>426,810</td>
<td>110,523</td>
<td>25.9%</td>
<td>350,000</td>
<td>106,733</td>
<td>30.5%</td>
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</tr>
</tbody>
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**TOTAL REVENUE**

$ 45,282,534 $ 25,336,564 56.0% $ 43,992,253 $ 24,899,080 56.6%

1/17/12
## Statement of Uses of Funds

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<thead>
<tr>
<th></th>
<th>12/31/11 BUDGET</th>
<th>12/31/11 ACTUAL</th>
<th>12/31/11 %</th>
<th>12/31/10 BUDGET</th>
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<td>1,084,247</td>
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<td>48.4%</td>
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</tbody>
</table>
# Salary Analysis

<table>
<thead>
<tr>
<th></th>
<th>Adoption Budget 2011-12</th>
<th>12/31/11 YTD Actual 2011-12</th>
<th>12/31/11 % Adoption Budget 2011-12</th>
<th>Adoption Budget 2010-11</th>
<th>12/31/10 YTD Actual 2010-11</th>
<th>12/31/10 % Adoption Budget 2010-11</th>
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<tbody>
<tr>
<td><strong>Salaries</strong></td>
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<td>$ 7,826,901</td>
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<td>Instructors-hourly</td>
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<td>Non-instructors-regular</td>
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<td>952,796</td>
<td>472,903</td>
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<tr>
<td>Hourly inst./non inst.</td>
<td>451,406</td>
<td>220,784</td>
<td>48.9%</td>
<td>298,886</td>
<td>248,941</td>
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<td>Overtime</td>
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<td>59,456</td>
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<tr>
<td>Academic</td>
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<td>Administrators</td>
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<td>2,308,403</td>
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<tr>
<td><strong>Total Salaries</strong></td>
<td>$ 28,573,349</td>
<td>$ 14,009,129</td>
<td>49.0%</td>
<td>$ 27,915,823</td>
<td>$ 14,090,020</td>
<td>50.5%</td>
</tr>
</tbody>
</table>
# Benefit Analysis

<table>
<thead>
<tr>
<th></th>
<th>Adoption Budget 2011-12</th>
<th>12/31/11 YTD Actual 2011-12</th>
<th>12/31/11 % Adoption Budget 2011-12</th>
<th>Adoption Budget 2010-11</th>
<th>12/31/10 YTD Actual 2010-11</th>
<th>12/31/10 % Adoption Budget 2010-11</th>
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<tbody>
<tr>
<td><strong>Public Retirement</strong></td>
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</tr>
<tr>
<td>STRS</td>
<td>$1,304,435</td>
<td>$663,774</td>
<td>50.9%</td>
<td>$1,305,839</td>
<td>$661,500</td>
<td>50.7%</td>
</tr>
<tr>
<td>PERS</td>
<td>1,773,291</td>
<td>840,748</td>
<td>47.4%</td>
<td>1,726,690</td>
<td>824,233</td>
<td>47.7%</td>
</tr>
<tr>
<td>FICA</td>
<td>674,784</td>
<td>331,653</td>
<td>49.1%</td>
<td>658,657</td>
<td>328,813</td>
<td>49.9%</td>
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<tr>
<td>MEDICARE</td>
<td>371,740</td>
<td>186,948</td>
<td>50.3%</td>
<td>371,376</td>
<td>185,348</td>
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<tr>
<td>UNEMPLOYMENT</td>
<td>543,313</td>
<td>241,278</td>
<td>44.4%</td>
<td>290,904</td>
<td>120,487</td>
<td>41.4%</td>
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<tr>
<td>WORKERS COMP. INS.</td>
<td>368,595</td>
<td>180,236</td>
<td>48.9%</td>
<td>364,417</td>
<td>183,552</td>
<td>50.4%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>5,036,158</strong></td>
<td><strong>2,444,637</strong></td>
<td><strong>48.5%</strong></td>
<td><strong>4,717,883</strong></td>
<td><strong>2,303,933</strong></td>
<td><strong>48.8%</strong></td>
</tr>
<tr>
<td><strong>Health Protection</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>MEDICAL</td>
<td>5,959,681</td>
<td>2,675,868</td>
<td>44.9%</td>
<td>5,360,500</td>
<td>2,620,645</td>
<td>48.9%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>5,959,681</strong></td>
<td><strong>2,675,868</strong></td>
<td><strong>44.9%</strong></td>
<td><strong>5,360,500</strong></td>
<td><strong>2,620,645</strong></td>
<td><strong>48.9%</strong></td>
</tr>
<tr>
<td><strong>Total Benefits</strong></td>
<td>$10,995,839</td>
<td>$5,120,505</td>
<td>46.6%</td>
<td>$10,078,383</td>
<td>$4,924,578</td>
<td>48.9%</td>
</tr>
</tbody>
</table>

1/17/12
# Fixed Expense Analysis

<table>
<thead>
<tr>
<th></th>
<th>ADOPTION BUDGET 2011-12</th>
<th>12/31/11 YTD ACTUAL 2011-12</th>
<th>12/31/11 % BUDGET 2011-12</th>
<th>ADOPTION BUDGET 2010-11</th>
<th>12/31/10 YTD ACTUAL 2010-11</th>
<th>12/31/10 % BUDGET 2010-11</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIXED EXPENSES</strong></td>
<td></td>
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<tr>
<td><strong>UTILITIES</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Sewer Service</td>
<td>$ 66,155</td>
<td>$ 57,209</td>
<td>86.5%</td>
<td>$ 63,000</td>
<td>$ 45,579</td>
<td>72.3%</td>
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<tr>
<td>Telephone</td>
<td>113,429</td>
<td>42,464</td>
<td>37.4%</td>
<td>125,000</td>
<td>40,120</td>
<td>32.1%</td>
</tr>
<tr>
<td>Water</td>
<td>122,807</td>
<td>63,838</td>
<td>52.0%</td>
<td>120,000</td>
<td>73,942</td>
<td>61.6%</td>
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<tr>
<td>Gas &amp; Electricity</td>
<td>1,515,964</td>
<td>561,832</td>
<td>37.1%</td>
<td>1,189,000</td>
<td>565,249</td>
<td>47.5%</td>
</tr>
<tr>
<td>Pest Control</td>
<td>63,000</td>
<td>30,711</td>
<td>48.7%</td>
<td>60,000</td>
<td>25,138</td>
<td>41.9%</td>
</tr>
<tr>
<td><strong>Total Utilities</strong></td>
<td><strong>1,881,355</strong></td>
<td><strong>756,054</strong></td>
<td><strong>40.2%</strong></td>
<td><strong>1,557,000</strong></td>
<td><strong>750,028</strong></td>
<td><strong>48.2%</strong></td>
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<tr>
<td><strong>INSURANCE</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Insurance</strong></td>
<td><strong>395,000</strong></td>
<td><strong>368,311</strong></td>
<td><strong>93.2%</strong></td>
<td><strong>420,000</strong></td>
<td><strong>187,145</strong></td>
<td><strong>44.6%</strong></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$2,276,355</strong></td>
<td><strong>$1,124,365</strong></td>
<td><strong>49.4%</strong></td>
<td><strong>$1,977,000</strong></td>
<td><strong>$937,173</strong></td>
<td><strong>47.4%</strong></td>
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### Other Operating Expense Analysis

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<tr>
<th>Category</th>
<th>ADOPTION BUDGET 2011-12</th>
<th>12/31/11 YTD ACTUAL 2011-12</th>
<th>12/31/11 % BUDGET 2011-12</th>
<th>ADOPTION BUDGET 2010-11</th>
<th>12/31/10 YTD ACTUAL 2010-11</th>
<th>12/31/10 % BUDGET 2010-11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies &amp; Materials</td>
<td>$575,818</td>
<td>$267,895</td>
<td>46.5%</td>
<td>$602,471</td>
<td>$212,663</td>
<td>35.3%</td>
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<tr>
<td>Personal Svce, Lecture</td>
<td>84,166</td>
<td>33,163</td>
<td>39.4%</td>
<td>55,965</td>
<td>44,606</td>
<td>79.7%</td>
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<tr>
<td>Travel &amp; Conference</td>
<td>134,749</td>
<td>34,584</td>
<td>25.7%</td>
<td>129,970</td>
<td>48,456</td>
<td>37.3%</td>
</tr>
<tr>
<td>Dues &amp; Membership</td>
<td>100,807</td>
<td>66,882</td>
<td>66.3%</td>
<td>93,766</td>
<td>95,633</td>
<td>102.0%</td>
</tr>
<tr>
<td>Legal</td>
<td>200,000</td>
<td>49,844</td>
<td>24.9%</td>
<td>350,000</td>
<td>90,413</td>
<td>25.8%</td>
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<tr>
<td>Audits &amp; Election</td>
<td>364,700</td>
<td>26,700</td>
<td>7.3%</td>
<td>78,800</td>
<td>33,500</td>
<td>42.5%</td>
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<tr>
<td>Contracted Services</td>
<td>1,378,233</td>
<td>405,017</td>
<td>29.4%</td>
<td>1,480,616</td>
<td>374,616</td>
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<tr>
<td>Postage</td>
<td>97,875</td>
<td>249</td>
<td>0.3%</td>
<td>105,350</td>
<td>6,114</td>
<td>5.8%</td>
</tr>
<tr>
<td>Printing &amp; Publication</td>
<td>119,435</td>
<td>44,803</td>
<td>37.5%</td>
<td>157,889</td>
<td>55,747</td>
<td>35.3%</td>
</tr>
<tr>
<td>Rental &amp; Leases</td>
<td>41,378</td>
<td>11,069</td>
<td>25.8%</td>
<td>45,337</td>
<td>10,987</td>
<td>24.2%</td>
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<tr>
<td>Recruitment</td>
<td>174,110</td>
<td>69,191</td>
<td>39.7%</td>
<td>163,357</td>
<td>75,184</td>
<td>46.0%</td>
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<tr>
<td>Other District-Wide Exp.</td>
<td>142,666</td>
<td>36,815</td>
<td>25.8%</td>
<td>124,130</td>
<td>34,291</td>
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<tr>
<td>Miscellaneous</td>
<td>4,513</td>
<td>1,936</td>
<td>42.9%</td>
<td>5,447</td>
<td>2,037</td>
<td>37.4%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$3,418,450</strong></td>
<td><strong>$1,048,148</strong></td>
<td><strong>30.7%</strong></td>
<td><strong>$3,393,098</strong></td>
<td><strong>$1,084,247</strong></td>
<td><strong>32.0%</strong></td>
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1/17/12
## Capital Outlay Analysis

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<tr>
<th></th>
<th>ADOPTION BUDGET 2011-12</th>
<th>12/31/11 YTD ACTUAL 2011-12</th>
<th>12/31/11 %</th>
<th>ADOPTION BUDGET 2010-11</th>
<th>12/31/10 YTD ACTUAL 2010-11</th>
<th>12/31/10 %</th>
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<tr>
<td>LIBRARY BOOKS/PERIODICALS</td>
<td>$51,712</td>
<td>$47,861</td>
<td>92.6%</td>
<td>$37,168</td>
<td>$44,634</td>
<td>120.1%</td>
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<tr>
<td>EQUIPMENT NEW &amp; LEASED</td>
<td>$124,575</td>
<td>$51,361</td>
<td>41.2%</td>
<td>$134,138</td>
<td>$91,695</td>
<td>68.4%</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$176,287</td>
<td>$99,222</td>
<td>56.3%</td>
<td>$171,306</td>
<td>$136,329</td>
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<tr>
<td><strong>OTHER OUTGO</strong></td>
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<tr>
<td>ENERGY LOAN REPAYMENT</td>
<td>$ -</td>
<td>$ -</td>
<td>n/a</td>
<td>$110,375</td>
<td>$110,224</td>
<td>99.9%</td>
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<td>INTERFUND/INTRAFUND TRANSFERS:</td>
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<tr>
<td>CHILD CARE FUND</td>
<td>$191,232</td>
<td>$158,690</td>
<td>83.0%</td>
<td>$148,007</td>
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<tr>
<td>DSPS</td>
<td>$ -</td>
<td>$107,060</td>
<td>n/a</td>
<td>$121,985</td>
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<tr>
<td>RISK MARGIN FUND</td>
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<td>n/a</td>
<td></td>
<td>$n/a</td>
<td>n/a</td>
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<tr>
<td>BFAP/FA</td>
<td>$95,350</td>
<td>n/a</td>
<td></td>
<td>$15,919</td>
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<tr>
<td>PUENTE</td>
<td>$82,562</td>
<td>n/a</td>
<td></td>
<td>$31,847</td>
<td>n/a</td>
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<tr>
<td>MATRICULATION</td>
<td>$22,936</td>
<td>n/a</td>
<td></td>
<td>$25,323</td>
<td>n/a</td>
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<tr>
<td>WORKSTUDY</td>
<td>$ -</td>
<td>n/a</td>
<td></td>
<td>$n/a</td>
<td>n/a</td>
<td></td>
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<tr>
<td>MISCELLANEOUS</td>
<td>$816</td>
<td>n/a</td>
<td></td>
<td>$816</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$392,896</td>
<td>$265,750</td>
<td>67.6%</td>
<td>$454,272</td>
<td>$110,224</td>
<td>24.3%</td>
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</table>

1/17/12
Modernization Director’s Report to Board of Trustees
January 17, 2012

BUDGET UPDATE

Bond spending plan: $260.5 million ($249.5 m bond, $11 m interest)
Reserves: $4,914,931, of which $2,300,000 is allocated to IVC
Expended to date: $164.7 million (63.2% of bond spending plan)
  • Assessment $ 5.5 million
  • Planning/design $ 55.1 million
  • Construction $104.1 million

Summary of modernization items in this agenda:

Notification of PCO items exceeding $50,000
  • None

Consent (all routine items not requiring resolution or discussion): ($39,962.31)
  • One (1) new construction contract for ratification ($6,669)
  • Three (3) construction change orders (<$930.69>)
  • Three (3) professional service agreement amendments ($25,824)
  • One (1) new professional service agreements ($8,400)
  • Approve subcontractor substitution request, Science Math Central Plant Complex (glass and glazing work) ($0)

Action (items requiring resolution or discussion): ($348,276.00)

1. Approve Long Form Professional Services Agreement with Environmental Science Associates
   District CEQA Consultant (810A) services related to the New Academic Center and Child Study Center ($311,676)

2. Authorize Award of Construction Contract
   HVAC Revision Main Building Complex (417A) ($36,600)

Net value of new contracts / changes / amendments in this agenda: ($388,238.31)

CURRENT DESIGN

- KTD New Academic Center
  Following BOT approval of the budget increase last month, we continue to refine cost estimates. This effort will assist in managing the projected cost of various design elements as we move through the next design phase, Design Development.

- KTD Child Study Center
  Bidding has begun for Increment 2, the design assist and build of the modular structure itself. The site work will be bid in a future phase. This phased approach will allow for DSA review while maintaining the anticipated construction start time frame of fall 2012.

CURRENT CONSTRUCTION

- IVC Utilities & MEP supplemental:
  Change Order #1 (no cost, time extension only) is presented this meeting. This time extension allows
for an excusable time adjustment in equipment procurement which should have minimal impact on the completion date of this non-critical work.

- **KTD Performing Arts Building:** Change Order #7 ($<$21,240>) is a deductive change order presented this meeting due to several minor change orders and budget transfers within line items of the project. Change Orders=5.8%.

- **KTD PE Track Renovation:** Change order #2 ($20,309) is presented this meeting. This change is due to added fencing, asphalt, and irrigation.

- **KTD Fine Arts Building:** The kiln and foundry area roof extension project is progressing. The schedule has been extended due to DSA (Division of State Architect) review time. A new installation date is dependent on the DSA approval date.

**OTHER OPEN INITIATIVES**

- **Swing space/relocation:** Phase 1 (the modernization of the existing PA building) is essentially complete which has allowed for the moving of stored items back into the facility. Initially, we will occupy only the spaces needed for the theatrical productions and related courses (costume, make-up, set design). The remaining PA functions will stay in swing space throughout the spring semester to allow adequate time to fine tune the building and move during the summer period. The temporary performance tent and associated trailers were removed over winter break.

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

- **Signage:** Minor signage activities took place this report period.

- **LEED** PA project is still tracking for Silver pending final approval of project documentation. Informational displays are being procured for the Trans Tech and Main Building.

**BOARD FUND-RAISING OPPORTUNITIES**

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

- **PA Performing Arts** Donor opportunities for FF&E are being developed.
## COMPLETED PROJECTS  Budget (approx.)

- KTD College Avenue Utility Conduit Crossing  $68,000
- KTD Dance Relocation  $770,800
- KTD Diamond PE Center  $20,900,000
- KTD Dickson Hall Faculty Relocation  n/a
- KTD DSPS Relocation  $212,000
- KTD Health Services Relocation  $495,000
- KTD Larkspur Annex Restoration  $1,200,000
- KTD Literacy Lab (partially funded by Redevelopment funds)  n/a
- KTD Parking Lot 10 Paving Project  n/a
- KTD Photovoltaic System  $3,700,000
- KTD Pool Repair Project  $425,100
- KTD Portable Village Swing Space  $1,300,000
- KTD West Bridge  $2,000,000
- KTD Hazmat Abatement  n/a
- KTD Science Math Central Plant Complex Increment 1 Site Utilities  7,800,000
- KTD and IVC Geothermal Fields  $9,300,000
- KTD and IVC Greenhouse/Shade Structure Relocation  $359,000
- KTD and IVC Tree Removal  $315,000
- KTD New Fine Arts  $17,721,000
- IVC 12kV Utility Extension  $472,000
- IVC Creek Erosion Mitigation  $788,000
- IVC Fire Mitigation  $785,000
- IVC Gas Main Replacement  $534,000
- IVC Pomo 4 Roof Replacement  $159,000
- IVC Storm Drain Repairs  $349,000
- IVC TransTech Swing Space  $538,000
- IVC Trans. Tech. Complex:  $13,042,826
- KTD SMCP Utility Project:  $5,900,000
- IVC New Main Building  $18,827,000

**Total completed projects to date:**  $107,960,726
<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Date</th>
<th>Document</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Alta Tech Consulting Enterprise (Geothermal / PV &amp; PE / Sitework)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No outstanding items</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Amy Snow-Cox (ER)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>No outstanding items</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. CSW Stuber-Stroebel (Bioswale / West Campus Bridge / Sitework)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create final Record Set documenting all completed utility infrastructure project on Infield Valley Campus, District Civil Engineer Project (393A)</td>
<td>6/20/2011</td>
<td>Amendment 35</td>
<td>In close out</td>
</tr>
<tr>
<td>Site walkengineering recommendations for pavement repair on Ignacio Blvd &amp; the loop through the parking area used by busses during construction/Main Bid Complex (417A)</td>
<td>6/20/2011</td>
<td>Amendment 36</td>
<td></td>
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<tr>
<td>Civil Engineering costs as follows: Tote survey &amp; base map, pavement design &amp; rehab plan, grading &amp; drainage plan, signage &amp; striping plan, SWPPP &amp; Emotion Control Plan, fences, etc - Main Bid Complex (417A)</td>
<td>12/31/2011</td>
<td>Amendment 37</td>
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</tr>
<tr>
<td>D. Degenkolb Engineers (District Structural Engineers)</td>
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</tr>
<tr>
<td>No outstanding items</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. EDI International (Science / Math / Central Plant)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Construction Phase - 24 Months</td>
<td>4/12/2010 - 4/20/2012</td>
<td>Contract</td>
<td>In progress</td>
</tr>
<tr>
<td>Operation/Project Close-out Phase - 12 months</td>
<td>10/30/2012</td>
<td>Contract</td>
<td></td>
</tr>
<tr>
<td>Add services for subconsultant (Daniel Langdon) to prepare opinions of probable construction cost for revisions to existing design; Current South entrance breezeway &amp; adjacent museum (Rm 102) will be replaced by a new biology lab of approx. 1,500 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; EMCP Increments No. 2, 3, Demo &amp; Building Project (355A)</td>
<td>N/A</td>
<td>Amendment 3</td>
<td>In progress</td>
</tr>
<tr>
<td>Feasibility Study for the Fine Arts Weatherization (Project 054A District Architect)</td>
<td>New Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Fugro West, Inc. (District Soils Engineer)</td>
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<td></td>
</tr>
<tr>
<td>No outstanding items</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>G. HKT (Hardison, Konrobat, Ivelich &amp; Tucker) (Transportation Technology Center/Child Study Center)</td>
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<tr>
<td>Operation/Project Close-out Phase - 12 months</td>
<td>8/1/2009 - 8/1/2010</td>
<td>Contract</td>
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<tr>
<td>Programming confirmation &amp; beginning schematic design, Child Study Center at KTD Project 303C</td>
<td>1/31/2011</td>
<td>New SF Contract</td>
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<tr>
<td>Construction Drawings &amp; Specifications - Bid Set Due for the MEP Supplemental Project (05834043/4171407B)</td>
<td>6/17/2011</td>
<td>Amendment 21</td>
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<td>Construction Drawings &amp; Specifications - Bid &amp; GA Services for the MEP Supplemental Project (05834043/4171407B)</td>
<td>6/20/2011 - 10/30/2011</td>
<td>Amendment 21</td>
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<tr>
<td>Continued programming confirmation, continued schematic design and beginning of design development, Child Study Center Project 303C</td>
<td>6/30/2011</td>
<td>SF Amendment 1</td>
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<td>Design &amp; engineering services for DSA required ramp handrail extension; DSA coordination and meetings - Transportation Tech Complex Project 403A</td>
<td>6/30/2011</td>
<td>Amendment 22</td>
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<td>Long Term Contract for Child Study Center Project 303C</td>
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<td>Design &amp; engineering services for the HVAC supplemental upgrade work - Main Bid Complex Project 417A</td>
<td>N/A</td>
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<td>H. Kate Keating Associates, Inc. (District Signage Consultant)</td>
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<td>Main Building Complex Signage (417A)</td>
<td>9/29/2010</td>
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<tr>
<td>Add construction items services related to signage for Science-Math-CF Complex Project 355A</td>
<td>N/A</td>
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I. Kwan Henmi (Diamond PE Center)

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<tbody>
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J. Marcy Wong and Donn Logan (FA / IPA Buildings)

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<td>Construction Phase</td>
<td>5/1/2011 to 8/1/2012</td>
<td>Contract</td>
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<td>Operation/Project Close-out Phase - 12 months</td>
<td>8/1/2012 to 4/1/2013</td>
<td>Contract</td>
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<td>Project Close-out with DSA</td>
<td>8/1/2012 to 4/1/2013</td>
<td>Contract</td>
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<td>Survey specs and prelim project scope guidelines</td>
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<tr>
<td>Feasibility study required by DSA and additional time and materials authorization for additional review to meet DSA requirements for FA Modernization Project 306A</td>
<td>11/1/2011</td>
<td>Amendment 9</td>
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<tr>
<td>Architectural design services as follows: Grade differential, add MDF room, implement revisions at Gallery and revise the cooling tower water treatment (FA Modernization Project 306A)</td>
<td>n/a</td>
<td>Amendment 10</td>
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<td>Operation/Project Close-out Phase - 12 months</td>
<td>Original: 3/1/2010 - 7/31/2010</td>
<td>Contract</td>
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K. Ninio & Moore (District Industrial Hygienist Consultant)

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L. Radkos

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<tr>
<td>FF&amp;E Consultant for the SMCP Complex Project 305A</td>
<td>to follow project 305A schedule</td>
<td>New Contract</td>
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<tr>
<td>FF&amp;E Consultant for the PA Modernization Project 306A</td>
<td>to follow project 306A schedule</td>
<td>New Contract</td>
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<tr>
<td>FF&amp;E Consultant for the Child Study Center Project 302C</td>
<td>to follow project 302C schedule</td>
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M. Royston Hanamoto Alley & Abey (District Landscape Consultant)

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<td>Renfield Campus Construction Phasing Diagrams</td>
<td>Quarterly through 2011</td>
<td>Amendment 3</td>
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<td>LEED Services</td>
<td>8/15/2010 through CA Phase</td>
<td>Amendment 4</td>
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<td>Construction Administration</td>
<td>Part of IVC Main project</td>
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N. Steinberg Architects (District Architect)

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O. TLC Architecture

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<tr>
<td>Programming confirmation &amp; begin schematic design; NAC Project 302B</td>
<td>12/21/2010</td>
<td>Short Form Contract</td>
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<tr>
<td>Add services for continued programming &amp; program validation activities, including user group visits, meeting notes, furniture confirmation, standards review &amp; draft of final report; NAC Project 302B</td>
<td>9/16/2011</td>
<td>SF Amendment 1</td>
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<tr>
<td>Long Form Contract includes: programming phase, schematic design phase, design development phase, construction document phase, bidding, construction &amp; close out; NAC Project 302B</td>
<td>9/1/2015</td>
<td>Long Form Contract</td>
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<tr>
<td>Add services for programming phase; programming verification &amp; appropriation; NAC Project 302B</td>
<td>9/16/2011</td>
<td>LF Amendment 1</td>
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<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>
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P. Transitions (FF & E Consultant)

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Q. VSN Architects (IVC Main Building)

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<td>12/1/2009 - 5/21/2010</td>
<td>Contract</td>
<td>In progress</td>
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<tr>
<td>Structural engineering services for DSA Field Change Directive documents # 2 and # 4; Main Bldg Complex Project 417A</td>
<td>8/30/2011</td>
<td>Amendment 10</td>
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<tr>
<td>Façade Master Plan Phase 1 (Project 800A District Architect)</td>
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<td>New Contract</td>
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### 2.1 Schedule

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

Based on expenditures as of December 28, 2011. Includes latest BSP revisions approved on December 13, 2011.

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

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<tbody>
<tr>
<td>Oct 06 Schedule/Budget</td>
<td>$4,117,002</td>
<td>$36,248,478</td>
<td>$42,434,280</td>
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<tr>
<td>Feb 07 Schedule/Budget</td>
<td>$6,617,000</td>
<td>$62,923,000</td>
<td>$66,540,000</td>
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<tr>
<td>Mar 09 Schedule/Budget</td>
<td>$6,617,000</td>
<td>$62,923,000</td>
<td>$66,540,000</td>
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<tr>
<td>Nov 09 Schedule/Budget</td>
<td>$6,617,000</td>
<td>$62,923,000</td>
<td>$66,540,000</td>
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<tr>
<td>Dec 11 Schedule/Budget</td>
<td>$6,617,000</td>
<td>$62,923,000</td>
<td>$66,540,000</td>
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</tbody>
</table>

Current Schedule (% of current phase)

- Oct 06 Schedule/Budget: 100%
- Feb 07 Schedule/Budget: 80%
- Mar 09 Schedule/Budget: 95%
- Nov 09 Schedule/Budget: 48%
- Dec 11 Schedule/Budget: 100%

Current expenditures (% of budget)

- Oct 06 Schedule/Budget: 63,55,988
- Feb 07 Schedule/Budget: $24,012,014

#### 366C New Fine Arts Building - see note 2

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<tr>
<td>Oct 06 Schedule/Budget</td>
<td>$1,732,885</td>
<td>$1,977,333</td>
<td>$17,798,918</td>
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<tr>
<td>Feb 07 Schedule/Budget</td>
<td>$1,649,800</td>
<td>$17,145,500</td>
<td>$16,899,300</td>
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<td>Mar 09 Schedule/Budget</td>
<td>$2,047,000</td>
<td>$16,953,000</td>
<td>$19,000,000</td>
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<td>Mar 11 Schedule/Budget</td>
<td>$2,021,116</td>
<td>$17,297,154</td>
<td>$19,349,300</td>
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</table>

Current Schedule (% of current phase)

- Oct 06 Schedule/Budget: 100%
- Feb 07 Schedule/Budget: 100%
- Mar 09 Schedule/Budget: 98%

Current expenditures (% of budget)

- Oct 06 Schedule/Budget: $2,042,266
- Feb 07 Schedule/Budget: $16,566,914

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

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<tr>
<td>Oct 06 Schedule/Budget</td>
<td>$1,952,469</td>
<td>$9,720,532</td>
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<td>Feb 07 Schedule/Budget</td>
<td>$1,578,000</td>
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<td>$17,200,000</td>
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<tr>
<td>Mar 09 Schedule/Budget</td>
<td>$1,670,000</td>
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<td>$17,200,000</td>
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<tr>
<td>Mar 11 Schedule/Budget</td>
<td>$1,765,000</td>
<td>$15,447,000</td>
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</table>

Current Schedule (% of current phase)

- Oct 06 Schedule/Budget: 100%
- Feb 07 Schedule/Budget: 53%
- Mar 09 Schedule/Budget: 95%
- Mar 11 Schedule/Budget: 41%

Current expenditures (% of budget)

- Oct 06 Schedule/Budget: $1,868,434
- Feb 07 Schedule/Budget: $6,355,351

Sources: NTP Jun 2010, Subst Compl Aug 2012

Subst Compl Jan 2011

NTP Feb 2011; Subst Compl Aug 2012

Note: Details on these projects can be found in the respective documents.
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<td>Diamond PE Center Alterations - see note 4</td>
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<td>Mar 2009 Schedule/Budget</td>
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<td>Transportation Technology Complex - see note 5</td>
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<td>Main Building Complex - see note 6</td>
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<tr>
<td>Feb 2007 Schedule/Budget</td>
<td>$2,410,000</td>
<td>$19,890,000</td>
<td>$22,300,000</td>
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<td>$2,410,000</td>
<td>$16,880,000</td>
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<td>$2,410,000</td>
<td>$19,116,500</td>
<td>$21,806,500</td>
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<td>$2,108,913</td>
<td>$16,087,887</td>
<td>$20,206,600</td>
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<tr>
<td>Current Schedule (% of current phase)</td>
<td>100%</td>
<td>100%</td>
<td>NTP Apr 2009; Subst Compl Dec 2010</td>
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<tr>
<td>Current expenditures (% of budget)</td>
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### 2.1 Schedule

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

Based on expenditures as of December 28, 2011. Includes latest BSP revisions approved on December 13, 2011.

<table>
<thead>
<tr>
<th>Year</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
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<th>2012</th>
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<th>2014</th>
<th>2015</th>
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<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
<td>Q1</td>
</tr>
</tbody>
</table>

**3036 New Academic Center - see note 7**

| Oct 2006 Schedule/Budget | $4,566,469 | $45,632,629 | $50,597,089 |
| Feb 2007 Schedule/Budget | $1,825,000 | $15,877,000 | $17,500,000 |
| Nov 2009 Schedule/Budget | $1,025,000 | $15,877,000 | $17,500,000 |
| Jan 2010 Schedule/Budget | $3,265,492 | $28,379,869 | $33,632,000 |
| Mar 2011 Schedule/Budget | $2,555,000 | $27,578,200 | $30,132,000 |
| Dec 2011 Schedule/Budget | $2,555,000 | $30,431,354 | $32,965,154 |

**Current Schedule (% of current phase)**

| 30% |

**Current expenditures (% of budget)**

| 0% |

| $757,508 | $28,454 | NTP Jan14; SC Nov14 |

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

| Mar 2011 Schedule/Budget | $149,651,561 | $149,651,561 |
| Current Schedule (% of current phase) | 0% |

**Current expenditures (% of budget)**

| 0% | 0% |

| NTP Jan15; SC Nov15 |

**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. The project is currently on time and on budget; new FF&E consultant hired to confirm final FF&E list with faculty.
3. FA project (306C) is substantially complete; Budget increased in June BSP to accommodate additional equipment requests and infrastructure adjustments; Close-out ongoing
4. PA project (306A) hazardous materials abatement complete, demolition to start August 1; FF&E list being prioritized by College
5. PE project (308B) is complete
6. TeleTech (402A) in field construction issues needing DSA approval, schedule adjusted to current status.
7. Main Bldg (417A) is substantially complete with close out ongoing.
8. NAC project (303B) is in design with anticipated SKA approval in September 2011. Project delayed for architect selection and program approval.
9. LRC project (302B) funding was reallocated to other projects.
10. FH project (304A) funding was reallocated to other projects.
11. Austin Science Alterations (structural) project (301B) initiated on March 15, 2011. The project is not fully funded at this time; schedule anticipated but should be considered a draft.

1/11/2012
**Table:**

<table>
<thead>
<tr>
<th>To</th>
<th>Board of Trustees</th>
<th>Date: January 17, 2012</th>
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</thead>
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<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No. C.14.E</td>
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<tr>
<td>Subject:</td>
<td>Revised Administrative Procedures</td>
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<tr>
<td>Reason for Board Consideration:</td>
<td>Enclosure(s):</td>
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**INFORMATION**

**BACKGROUND:**

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

**ANALYSIS:**

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

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

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

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

Administrative Procedures 4222, 5055, 5070, 5520, 7600 and 7700 are presented herein for information.
FISCAL ANALYSIS:

No fiscal impact for the District.

RECOMMENDATION:

For information only. No action is required.

Administrator Initiating Item   Dr. David Wain Coon, Superintendent/President
AP 4222  BASIC SKILLS COURSEWORK

References:
Title 5 Sections 55035 and 56036

The Marin Community College District offers basic skills courses in English, reading, mathematics, and credit and noncredit English as a Second Language. Basic skills coursework consists of non-degree-applicable remedial or developmental courses.

A student’s need for basic skills coursework shall be determined using appropriate assessment instruments, methods, or procedures.

No student shall receive more than 30 semester units for basic skills coursework.
Per Title 5, the following students are exempted from the limitation on basic skills coursework.
- Students enrolled in one or more courses of English as a Second Language (ESL);
- Students identified by the District as having a learning disability as defined in Title 5 Section 56036

The Board may provide a waiver of the limitation on remedial coursework with respect to any student who shows significant, measurable progress toward the development of skills appropriate to his/her enrollment in degree-applicable credit courses.

A student who exhausts this unit limitation shall be referred to appropriate noncredit basic skills courses.

A student who does not attain full eligibility status for degree-applicable credit courses within the limit described in Title 5 Section 55035 shall, unless provided with a waiver, be restricted to taking only noncredit courses, non-degree-applicable courses which do not involve remediation, and those degree-applicable credit courses which do not have basic skills prerequisites or advisories on recommended preparation.

A student who successfully completes basic skills coursework or who demonstrates skill levels which assure success in college-level courses may proceed with college-level coursework in English, reading, mathematics, and English as a Second Language.

Students enrolled in one or more courses of English as a Second Language and students identified as having a documented learning disability are exempt from the limitations of this procedure.

Students who demonstrate significant, measurable progress toward development of skills appropriate to enrollment in college-level courses may be granted a waiver of the limitations of this procedure.
The District’s catalog shall include a clear statement of the limited applicability of basic skills coursework toward fulfilling degree requirements and any exemptions that may apply to this limitation.

From current College of Marin Procedure 4.0003 DP.10 titled Academic Standards (From Page 11)

Basic Skills Classes Title V, 55756.5
Students are limited to 30 units of remedial Basic Skills classes—course numbered 100 or lower. (There is no 30-unit limit for ESL classes.) Once a student has reached the 30-unit limit, the student can't register for any credit classes at College of Marin. If the student can demonstrate ability to successfully complete college-level work, the student can petition to take further credit classes. Students with documented functional limitations associated with learning-related disabilities, who have shown significant measurable progress toward appropriate skill development in Basic Skills classes, may receive approval for additional enrollments but will be limited to a specific period of time or number of units. Students should contact the Disabled Students Program for more information. If the student can demonstrate ability to successfully complete college-level work, the student can petition to take further credit classes.

Office of Primary Responsibility: Office of Student Learning

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 Procedure 4.0003 DP.10 titled Academic Standards approved on 2/8/05. The language struck through is recommended for deletion. The language in underlined italics was added by the Dean of Enrollment Services on 10-5-10 and by Sara and Susan on 9-19-2011. This procedure was reviewed by the Vice President of Student Learning on September 19, 2011. Approved by Academic Senate 9/29/11. Reviewed by Task Force 12/5/11.

Date Approved:
(Replaces portions of current College of Marin Procedure 4.0003 DP.10)
Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP and AP 4260 titled Prerequisites and Co-requisites)

Enrollment may be limited due to the following:
- health and safety considerations
- facility limitations
- faculty workload
- availability of qualified instructors
- funding limitations
- regional planning
- legal requirements
- contractual requirements
- programs that have special admissions requirements

When enrollment must be limited, priorities for determining who may enroll are:
- first come, first served or other non-evaluative selection techniques;
- in the case of intercollegiate completion, honors courses, or public performance courses, allocating available seats to those students judged most qualified;
- one or more sections to students enrolled as part of a cohort or in learning communities, provided that a reasonable percentage of all sections of the course do not have such restrictions;
- programs that have special admissions requirements;
- per a registration procedure authorized by Title 5 Section 58108;
- by using any selection procedure expressly authorized by statute;
- with respect to students on probation or subject to dismissal, the Board of Trustees may, consistent with the provisions of Title 5 Sections 55031 and 55032, limit enrollment to a total number of units or to selected courses, or require students to follow a prescribed educational plan;
- assessment test for nursing under Title 5 Section 55521(c)

Registration priorities include are based on the following criteria as recommended by the State Chancellor's Office:
Priority #1
- Student participating in the Cal Works Program
- Students participating in the Disabled Student Programs and Services (DSPS)
- Students participating in the Educational Opportunity Programs and Services (EOPS)
- **Students who are currently in foster care or any person who is an emancipated foster youth up to 24 years of age**
- **Students who are veterans of military service, students receiving veterans, educational benefits SB 272 Military/recent veterans**
- Student Athletes

Priority #2
- Continuing students with 3 semesters of academic enrollment
- Noncredit students

Priority #3
- Continuing student with 2 semesters of academic enrollment
- Recent high school graduates

Priority #4
- New and readmitted students
- Continuing student with 1 semester of academic enrollment

Priority #5
- Concurrently enrolled high school and younger students
- New and readmitted students

Priority #6
- Concurrently enrolled high school and younger students

Registration dates and times are posted on the MyCom/student portal.

**Maximum Unit Load**
- Students may not enroll in more than a maximum of 18 units for in the Fall or Spring semesters and 7 units or 2 classes for in the Summer session. Students who wish more units must submit a Petition to Carry Extra Units not later than Friday of the second week of the semester.
- **Students on academic and/or progress probation may enroll in a maximum of 13 units in the Fall or Spring semester, and 4 units for the summer session.**

Classes with Time Conflicts
Students may not register for courses taught at conflicting times.

**Outstanding Fee Title V: 58500-58508**

Students who have outstanding fees at the College will be precluded from registering until all fees are paid. No promissory notes are issued, except students who bring a note from Financial Aid verifying they have applied for aid. These students must pay their fees when their aid arrives.

Office of Primary Responsibility: Office of Admissions and Records

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**Date Approved:** June 22, 2010

*(Replaces College of Marin Procedure 4.0003 DP.1)*

**Date Revised:**

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**NOTE:** This AP is being revised based on recommendation of District legal counsel and to clarify local practice. Language in regular text is from current AP 5055 Enrollment Priorities approved June 22, 2010. Language in *black underlined text* was recommended by School and College Legal Services. *Underlined black italics text* was added during the review process with the Dean of Enrollment Management, Academic Standards Committee and Academic Senate. The language that is struck through is recommended for deletion. Revised AP 5055 was approved by the Academic Senate 12/8/11 and is being forwarded to the Board of Trustees as an Information Item.
BILL NUMBER: AB 194

INTRODUCED BY  Assembly Member Beall

JANUARY 27, 2011

An act to add Section 66025.9 to the Education Code, relating to postsecondary education.

LEGISLATIVE COUNSEL'S DIGEST

AB 194, as introduced, Beall. Public postsecondary education: priority enrollment: foster youth. Existing law requires the California State University and each community college district, and requests the University of California, with respect to each campus in their respective jurisdictions that administers a priority enrollment system, to grant priority for registration for enrollment to any member or former member of the Armed Forces of the United States, as defined, for any academic term attended at one of these institutions within 2 years of leaving active duty.

This bill would require the California State University and each community college district, and requests the University of California, with respect to each campus in their respective jurisdictions that administers a priority enrollment system, to grant priority for registration for enrollment to foster youth or former foster youth, as defined.

By establishing revised requirements relating to student eligibility for priority registration for community college districts, the bill would impose a state-mandated local program. The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to these statutory provisions. Vote: majority. Appropriation: no. Fiscal committee: yes. State-mandated local program: yes.

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 66025.9 is added to the Education Code, to read:

(a) The California State University and each community college district shall, and the University of California is requested to, with respect to each campus in their respective jurisdictions that administers a priority enrollment system, grant priority in that system for registration for enrollment to any foster youth or former foster youth.

(b) For purposes of this section, "foster youth" means any person who is currently in foster care, and "former foster youth" means any person who is an emancipated foster youth who is up to 24 years of age.

SECTION 2. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.
Proposed Marin Community College District Procedure

AP 5070

ATTENDANCE

References:
Education Code Sections 76121 and 84500;
Title 5 Sections 58000 et seq.;
State Chancellor’s Office Student Attendance Accounting Manual;
State Chancellor’s Office Budget and Accounting Manual

Student Attendance Accounting Requirements
The requirements of Title 5 and the State Chancellor’s Office Budget and Accounting Manual regarding attendance accounting shall be followed. Attendance accounting requirements are administered by the appropriate District offices and include the following areas:
- Computation of units of full time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course
- Selection of a single primary term length for credit courses
- Reporting of FTES during the “first period” (between July 1 and December 31) and “second period” (between July 1 and April 15)
- Compliance with census procedures prescribed by the State Chancellor’s Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis
- Preparation of census day procedure tabulations
- Preparation of actual student contact hours of attendance procedure tabulations
- Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations
- Preparation of support documentation regarding all course enrollment, attendance and disenrollment information
- Computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which he/she served
- Maintenance of the colleges in the District for at least 175 days during the fiscal year

Religious Accommodation Regarding Make-up Examinations
Pursuant to Education Code Section 76121, provisions shall be made to accommodate students to reschedule a test or examination on a day that does not violate the student’s religious creed.

- From current College of Marin Policy 4.0008 titled Class Attendance (EC 84500)

Students shall attend regularly. Failure to do so may lead to (a) loss of credit, (b) failing/W grades, or (c) cancellation of course registration.
The Superintendent/President shall ensure that College of Marin complies with State and Federal minimum standards dealing with certifying student attendance.

- From current College of Marin Procedure 4.0003 DP.1 titled Academic Standards

Class Attendance

Regular attendance is necessary for satisfactory progress in college. Failure to attend regularly may result in a failing grade. Students who are late in attending the first class-meeting may lose their place to another student on the waiting list. For any absence, the student must make up all work missed. Such work must be completed to the satisfaction of the instructor. It is the student’s responsibility to check on all assignments. Students may be dropped from classes as a result of excessive absences. Non-attendance does not constitute a drop. Students must submit a drop card for any class they do not wish to continue.

Also see BP/AP 3410 titled Nondiscrimination

Offices of Primary Responsibility: Vice President of Student Learning

Vice President of College Operations

NOTE: The red type signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in black type is current College of Marin Policy 4.0008 titled Class Attendance adopted on 2/24/82 and revised on 2/12/85 and 1/14/92 and Procedure 4.0003 DP.1 titled Academic Standards approved on 2/8/05. The language struck through is recommended for deletion. The language in underlined italics was added on 10-27-11 at a meeting with the Academic Senate President. This procedure was reviewed on September 19, 2011 with the Vice President of Student Learning. Approved by Academic Senate 11/10/11. Reviewed by Task Force 12/1/11.

Date Approved:
(Replaces College of Marin Policy 4.0008 and portions of Procedure 4.0003 DP.1)
AP 5520 STUDENT DISCIPLINE AND DUE PROCESS

References:
Education Code Sections 66017, 66300, 66301, 72122, 76030 - 76037, 76120, and 87708;
Penal Code Sections 415 and 626.4

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Conduct (BP 5500 titled Standards of Conduct) in accordance with students’ rights to due process and free expression as protected by state and federal laws and regulations.

1. DEFINITIONS

Activity -- Any club, organization, or artistic/athletic event, show or performance that the student is not required to attend or participate in as a District class requirement.

Day – Any day on which the District’s Administrative Office is open for business.

Dean – Dean of Student Development and Special Services.

Disciplinary Probation
1) A specified period of conditional enrollment by mutual written agreement signed by the Dean and the student allowing the student to attend classes and/or participate in Activities and during which the student is subject to disciplinary action on terms and conditions specified in the agreement upon any further violation(s) of the Standards of Conduct; or

2) A specified period of conditional re-enrollment, allowing the student to attend classes, with or without permission to participate in Activities, with the Dean’s authorization prior to serving the entire period of a Long-Term Suspension and during which the student is subject to disciplinary action, on terms and conditions determined by the Dean and up to and including reinstatement of the unserved portion of the Long-Term Suspension, upon any further violation(s) of the Standards of Conduct; or

3) A specified period of conditional re-enrollment after suspension or expulsion permitting the student to attend classes, with or without permission to participate in Activities, with the Board of Trustees’ authorization, and during which the student is subject to reinstatement of the unserved portion of the suspension or the expulsion on terms and conditions determined by the Board of Trustees or the Dean upon any further violation(s) of the Standards of Conduct.

District – Marin Community College District.
Expulsion – Permanent exclusion of the student by the Board of Trustees from all courses and Activities when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the student or others. (Education Code Section 76030)

Removal

Administrative Removal–Classes – Exclusion of the student by the Dean from some or all classes for no more than two (2) class meetings.

Administrative Removal–Activities – Exclusion of the student by the Dean from some or all Activities for no more than fifteen (15) days.

Removal From Class – Exclusion of the student by an instructor for the day of the removal and, if directed by the instructor, the next meeting of the instructor’s class. (Education Code Section 76032)

Removal From Class-Related Activities – Exclusion of the student by the Dean or by faculty assigned to supervise a library or learning resources center, instructional laboratory, or study facility for the day of the removal and, if directed by the Dean or faculty, next day of required attendance, no more than two (2) days of required attendance, or if attendance is not required, two (2) days.

Student – Any person who is currently enrolled as a student in a credit or noncredit class or in community services offerings of the District, or who was enrolled at the time of an alleged violation of the Standards of Conduct.

Suspension

Activities Suspension – Exclusion of a student from some or all Activities for a period of sixteen (16) days to one or more terms.

Short-Term Suspension – Exclusion of a student for good cause from some or all classes for a period of no more than ten (10) days of instruction. (Education Code Section 76031(a)) A short-term suspension shall include exclusion from Activities and Class-Related Activities for a concurrent period unless otherwise specified.

Long-Term Suspension – Exclusion of the student for good cause from some or all classes for more than ten (10) days to one or more complete terms. (Education Code Section 76031(a) and (b)) A Long-Term Suspension shall include exclusion from Activities and Class-Related Activities for a concurrent period unless otherwise specified.

Immediate Interim Suspension – Immediate exclusion of a student from classes, Activities, and Class-Related Activities when determined necessary by the Dean to protect lives or property and to ensure the maintenance of order. (Education Code Section 66017)

Withdrawal of Consent to Remain on Campus – Withdrawal of consent by the Superintendent/President, the Vice President for Student Learning, or designee to remain on campus or at a District facility where reasonable cause exists to believe that such person has willfully disrupted the orderly operation of the campus or facility. (Penal Code Section 626.4) Withdrawal of consent shall not preclude disciplinary action for violation(s) of the Standards of Conduct set forth in BP 5500 titled Standards of Conduct based on the same underlying conduct.
Written or Verbal Reprimand – An admonition to the student to cease and desist conduct which violates the Standards of Conduct.

II. VOLUNTARY/ALTERNATIVE RESOLUTION.
When deemed appropriate, the Dean¹ may discuss with a student options for voluntary resolution of discipline issues. Voluntary resolutions may include remedial action or community service; discipline without acknowledging the alleged misconduct; withdrawing from the District; Disciplinary Probation, or other mutually agreeable terms and conditions. [Education Code Section 76031]

III. REPRIMAND, PROBATION AND REMOVAL

A. Written or Verbal Reprimands – Written or verbal reprimands may be issued by the Dean or any District academic employee. Written reprimands may become part of a student’s permanent record at the District’s discretion. A record that a verbal reprimand has been given may become part of a student’s record at the Dean’s discretion but will be removed after a period of one year upon the written request of the student. The student shall have no right to a hearing regarding a written or verbal reprimand. The issuance of any reprimand, verbal or written, shall be promptly reported to the Dean.

B. Disciplinary Probation – Disciplinary probation may be implemented by mutual agreement or with the Dean’s or Board of Trustees’ authorization pursuant to Section II.

C. Removals

1. Class or Class-Related Activities Removals may be implemented if the removing authority determines good cause exists after (a) advising the student of the alleged violations of the Standards of Conduct and the facts upon which the alleged violation(s) are based, and (b) providing the student with an opportunity to respond. Any removal shall be promptly reported to the Dean. If a student who has been removed is a minor, the Dean shall ask the student’s parent/guardian to attend a parent conference regarding the removal as soon as possible. At the instructor’s or parent/guardian’s request, the Dean shall attend the conference. The student shall not be returned to the class or class-related activity during the period of the removal without the concurrence of the removing authority.

2. Administrative Removals from one or more classes and/or activities and/or class-related activities may be implemented by the Dean if the Dean determines good cause exists after (a) advising the student of the alleged violations of the Standards of Conduct, and the facts upon which the alleged violation(s) are based, and (b) providing the student with an opportunity to respond.

3. The student shall have no right to an administrative hearing regarding a removal.

4. After a removal, the Dean may determine it is appropriate to proceed with further disciplinary action, in accordance with these procedures, based on the conduct which led to a removal.

¹ The Superintendent/President or the Dean may at any time designate another District employee or contractor to perform the tasks assigned to the Dean under this procedure.
IV. SUSPENSION, WITHDRAWAL OF CONSENT, AND EXPULSION - ADMINISTRATIVE HEARING

A. Suspensions. Before an Activities Suspension, Short-Term Suspension, Long-Term Suspension, or Expulsion may be imposed, the student shall be given an opportunity for an Administrative Hearing before the Dean.

B. Immediate Interim Suspension. The Superintendent/President or Dean may impose an Immediate Interim Suspension if he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In such event the student shall be afforded a reasonable opportunity for an Administrative Hearing before the Dean within ten (10) days. (EC 66017.)

C. Withdrawal of Consent to Remain on Campus (Penal Code Section 526.4): When there is reasonable cause to believe that a student has willfully disrupted the orderly operation of the campus, the Superintendent/President, Vice President for Student Learning, or designee, may notify the student that consent to remain on campus or other District facility has been withdrawn. If the student is on campus at the time, he or she must promptly leave. In no case shall consent be withdrawn pursuant to Penal Code Section 626.4 for longer than fourteen (14) days. Any student who has been notified that consent to remain on campus or other District facility has been withdrawn shall be given an opportunity for an Administrative Hearing with the Dean to determine whether consent shall be reinstated or further discipline should be imposed. A student who remains or reenters the campus for the sole purpose of attending an Administrative Hearing with the Dean shall not be in violation of Penal Code section 626.4 for the period of the hearing.

D. Administrative Hearing Procedures
   1. Notice of Administrative Hearing – The Dean shall notify the student of the date, time and place of the Administrative Hearing. In case of an Immediate Interim Suspension, the Administrative Hearing shall be scheduled within ten (10) days. Notice shall be given verbally, by telephone or in person, as soon as practicable and, unless the student has already met with the Dean for an administrative hearing, in writing within three (3) days after the Dean is advised of the student’s suspected misconduct. Written notice may be given by U.S. mail and/or by email at the student’s most recent address on file in the District’s Admissions and Records Office. At or before the Administrative Hearing the Dean shall provide the student with verbal and/or written notice of the Standard(s) of Conduct the student is alleged to have violated and the facts upon which the alleged violation(s) are based. The Dean shall provide the student an opportunity to respond orally and/or in writing at the Administrative Hearing. The Dean may conduct an investigation of the allegations as deemed appropriate including additional meeting(s) with the student which shall be considered part of the Administrative Hearing.
   2. Waiver of Hearing – A student who fails to attend an Administrative Hearing without excusable reason shall be deemed to have waived his or her right to an Administrative Hearing. Excusable reason means inability to meet due to student’s hospitalization, incarceration, or other reason beyond the student’s control as determined by the Dean.

E. Activities Suspension/Short-term Suspension – After an Administrative Hearing or waiver of Administrative Hearing, based on reasonable and relevant evidence, the Dean may determine
that good cause exists to impose an Activities Suspension, Short-Term Suspension, a lesser
disciplinary action or an alternative to disciplinary action, or the Dean may decide to dismiss the
matter. The Dean may consider the student’s discipline history when making a determination.
The Dean shall issue and serve a written Notice of Decision specifying the length of any Activities
Suspension, Short-Term Suspension or lesser disciplinary or alternative action, the conduct on
which the determination was based, and the Standard(s) of Conduct violated. The Dean’s
decision shall be final. Alternatively, the Dean may issue and serve a Notice of Dismissal.

F. Immediate Interim Suspension/Withdrawal of Consent – After an Administrative Hearing or
waiver of Administrative Hearing regarding an Immediate Interim Suspension or Withdrawal of
Consent to Remain on Campus, based on reasonable and relevant evidence, if the Dean
determines that good cause exists to impose other disciplinary action, the Dean shall proceed in
accordance with these procedures except that it shall not be necessary to conduct another
Administrative Hearing. If the Dean determines that it is necessary to continue the Immediate
Interim Suspension to protect lives or property and to ensure maintenance of order pending final
determination on disciplinary action, the Dean shall issue a written notice to the student
promptly after the Administrative Hearing or waiver of Administrative Hearing. Alternatively,
the Dean may issue a Notice of Right to Return. Any notice shall be served as provided in Section
IV.H.

G. Long-term Suspension and Expulsion – After an Administrative Hearing or waiver of
Administrative Hearing, based on reasonable and relevant evidence, the Dean may determine
that good cause exists to impose a Long-Term Suspension, Expulsion, or some lesser disciplinary
action or alternative to disciplinary action, or the Dean may decide to dismiss the matter. The
Dean may consider the student’s discipline history when making a determination.
If the determination is to impose disciplinary action other than Long-Term Suspension or
Expulsion, the Dean shall issue a written Notice of Decision or Notice of Dismissal as specified in
Section IV.E., above, and the Dean’s decision shall be final.

If the Dean determines that good cause exists to impose a Long-Term Suspension or Expulsion,
the Dean shall issue a Notice of Recommended Disciplinary Action specifying the length of the
recommended Long-Term Suspension or his/her recommendation for Expulsion, as the case may
be, and advising the student of the right to request an Appeal Hearing. The Notice of
Recommended Disciplinary Action shall include a statement of the facts on which the
determination was based, the Standard(s) of Conduct violated, and either include a copy of these
procedures or inform the student where he/she may obtain a copy.

H. Service of Notices
Except as otherwise specified in these procedures, written notices shall be served by certified
mail at the student’s most recent address on file in the District’s admissions and records office, or
by personal delivery, and shall be deemed served two days after deposit in the mail with postage
prepaid or upon personal delivery.

V. APPEAL HEARING – LONG-TERM SUSPENSION/EXPULSION
A. Request for Appeal Hearing
If the student desires to appeal a Long-Term Suspension or Expulsion Recommendation, the
student shall serve a written Request for Appeal Hearing no later than seven (7) days after
student’s receipt of the Notice of Recommended Disciplinary Action. Service of the notice shall be as specified in Section IV.H.

B. **Waiver of Appeal Hearing**

   If a Request for Appeal Hearing is not received in the Dean’s office by 5:00 p.m. on or before the seventh day, the right to an Appeal Hearing shall be deemed waived, and the Dean shall prepare an Investigation Report and promptly forward it with a copy of the Notice Recommended Disciplinary Action to the Superintendent/President for review pursuant to Section VI, below.

C. **Notice of Appeal Hearing – Statement of Charges**

   If the student serves a timely Request for Appeal Hearing, the Dean shall forward it to the Superintendent/President or designee, who shall notify the student of the date, time and place of the hearing by serving a Notice of Appeal Hearing at least ten (10) days before the hearing date.

   The Notice of Recommended Disciplinary Action shall serve as the Statement of Charges unless it is amended and served on the student at least five (5) calendar days prior to the Appeal Hearing date.

   The Notice of Appeal Hearing and any amendment(s) to the Statement of Charges shall be served as provided in Section IV.H.

D. **Appeal Hearing Date** – The Appeal Hearing shall be held within thirty (30) days after submittal of a timely Request for Appeal Hearing, unless for good cause the Superintendent/President or designee extends the Appeal Hearing date.

E. **Hearing Officer** – The Superintendent/President or designee shall assign the Appeal Hearing to a District administrator or other qualified, non-District employee who shall serve as the Hearing Officer. Prior to the assignment, the Superintendent/President or designee shall first determine to his/her satisfaction that the Hearing Officer does not have any personal knowledge of or involvement in the matter and that the Hearing Officer is able to provide an unbiased review and determination of the matter.

F. **Conduct of Appeal Hearing**

1. The Hearing Officer shall be provided with a copy of the Statement of Charges and any written response submitted by the student.

2. Formal rules of evidence shall not apply, but relevant evidence may be admitted and considered only if it is the kind of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs. A Long-Term Suspension or Expulsion cannot be sustained solely upon hearsay evidence. The Hearing Officer may consider the student’s discipline history when making a determination. The student may submit at the Appeal Hearing a verbal or written statement regarding his/her discipline history but shall not be permitted to call witnesses, introduce documents or give testimony to refute the conduct on which the previous disciplinary action(s) was/were based or the appropriateness of the previous disciplinary action(s).

3. Unless the Hearing Officer determines to proceed otherwise, the District representative and the student shall each be permitted to make an opening statement. Thereafter, the
District representative shall present evidence, followed by the student. The District representative may present rebuttal evidence after the student completes his/her defense. The District representative and the student may be permitted to make a closing statement. Opening and closing statements shall not be treated as evidence.

4. The District representative and the student may call and question witnesses and introduce oral and written evidence relevant to the matter. To avoid duplicative or irrelevant evidence, the Hearing Officer may require a party to state the nature of the proposed testimony or written document as a condition to introducing the testimony or document at the hearing. Witnesses may not be compelled to testify at the hearing.

5. The student may represent himself/herself at the appeal hearing and may be assisted by a person of his/her choice at the student’s sole expense.

6. The District may be represented by the Dean, or designee, either of whom may be assisted by a person of the Dean’s or designee’s choice at the District’s sole expense.

7. During the Appeal Hearing, an assistant to either party may be present and advise the party but shall not participate in the hearing by examining or cross-examining witnesses, submitting or objecting to documents, or otherwise directly addressing other witnesses or the Student Conduct Panel or Hearing Officer, except to state his/her name for purposes of identification.

8. If either party elects to also be represented by an attorney at the Appeal Hearing, the party shall notify the other party in writing at least five (5) days prior to the date of the Appeal Hearing. Notice shall be directed to the student or the Superintendent/President and served personally or by certified mail as provided in Section IV.H.

For purposes of these procedures, the term “represented by an attorney” means any or all of the following will be conducted by a person currently or previously licensed to practice law: examination or cross-examination of witnesses, submitting or objecting to documents, stating objections, making opening or closing statements or otherwise directly addressing witnesses or the Hearing Officer other than to state his/her name for purposes of identification.

9. The Hearing Officer may have an attorney in attendance at the Appeal Hearing to sit in an advisory capacity and provide legal counsel.

10. The hearing shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made in writing and received by the President/Superintendent at least five (5) days prior to the date of the Appeal Hearing. If the presentation of any evidence at a public hearing would conflict with the rights to confidentiality or privacy of any other person, the Appeal Hearing shall proceed in closed session to the extent necessary to preserve those rights.

11. All witnesses (except the student and the Dean, Dean’s designee, or other District representative) shall be excluded from the hearing room prior to testifying and, unless the hearing is public, shall leave the hearing room after completion of their testimony.
12. The District shall record the Appeal Hearing by tape, digital or stenographic recording. No other recording of the hearing shall be made without the express authorization of the Hearing Officer. No witness who refuses to be recorded will be permitted to testify. The recordings shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the recording.

G. Appeal Hearing Decision – Within ten (10) days following the conclusion of the Appeal Hearing, the Hearing Officer shall prepare and send to the Superintendent/President (1) a written advisory decision based upon substantial evidence adduced at the hearing, and (2) a complete copy of the record of the Appeal Hearing. The decision shall include factual findings, conclusions as to whether any specific section(s) of the Standards of Student Conduct was/were violated, and a recommendation for disciplinary action which shall not exceed the disciplinary action specified in the Statement of Charges or Amended Statement of Charges, as the case may be.

The decision shall be based only on the record of the Appeal Hearing, which shall include the Statement of Charges, original or amended, as the case may be, the student’s written response, if any, the oral and documentary evidence adduced at the hearing, the recording made pursuant to Section V.F.12., and District’s official records of the student’s discipline history, if any.

VI. SUPERINTENDENT/PRESIDENT’S REVIEW - Long-Term Suspension and Expulsions

A. Within ten (10) days following the receipt of the Hearing Officer’s advisory decision and record of Appeal Hearing, the Superintendent/President shall determine whether to accept, modify or reject the decision. The Superintendent/President’s decision shall be based solely on the record of the Appeal Hearing. If the Superintendent/President decides to modify or reject the decision, he/she shall prepare a written decision with specific factual findings and conclusions based upon the record of the Appeal Hearing.

B. If the Dean recommended Long-Term Suspension or Expulsion and the student waived his/her right to an Appeal Hearing, the Superintendent/President shall determine whether to accept, modify, or reject the recommendation based on the Dean’s Investigation Report, the Notice of Recommended Disciplinary Action, and the Student’s written response, if any.

C. The decision of the Superintendent/President to impose a Long-Term Suspension or lesser disciplinary action shall be final.

D. If deemed appropriate, the Superintendent/President may state in the Notice of Final Decision that the student is permitted to apply to the Dean for re-enrollment after service of a specified portion of the Long-Term Suspension; however, early re-enrollment shall be under Disciplinary Probation in accordance with terms and conditions determined by the Dean. The student shall meet with the Dean, and if the Dean permits the student to re-enroll early, the Dean shall notify the student in writing of the terms and conditions of the Disciplinary Probation, and the student shall be required to sign and return a copy to the Dean as a condition of re-enrollment. The Superintendent/President’s Notice of Final Decision and the Dean’s notice regarding Disciplinary Probation, if any, shall be served as specified in Section IV.H.
E. If Superintendent/President determines that Expulsion is appropriate, the Superintendent/President's recommendation shall be made in writing to the Board of Trustees and served on the student in accordance with Section IV.H.

VII. BOARD OF TRUSTEES' REVIEW—Expulsions

A. The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion at the next regularly scheduled meeting of the Board occurring at least ten (10) days after receipt of the recommendation or, at the Board of Trustees' option, at a special meeting convened within thirty (30) days after receipt of the recommendation. The student shall be given written notice of the date, time, and place of the meeting at least five (5) calendar days prior to the meeting. Service shall be in accordance with Section IV.H.

B. The Board of Trustees shall review an expulsion recommendation in closed session, unless the student requests that the matter be considered in a public meeting by submitting a written request for open meeting to the Superintendent/President's office at least two (2) days prior to the meeting date. Notwithstanding a student's request for a public meeting, the Board of Trustees shall conduct any discussion and/or review of records in closed session to the extent necessary to preserve the confidentiality or privacy rights of any other person.

C. The Board of Trustees may accept, modify or reject the findings, decisions, and/or recommendation of the Superintendent/President. If the Board of Trustees' decision is to modify or reject the expulsion recommendation after review of the Appeal Hearing record, or Dean's Investigation Report when the student has waived his/her right to an Appeal Hearing, the Board of Trustees shall prepare a written decision which includes the Board's factual findings, the Standards of Conduct violated, conclusions and disciplinary action, if any. The decision of the Board of Trustees shall be based only on the record of the Appeal Hearing or Dean's Investigative Report.

D. The final action of the Board of Trustees shall be taken at a public meeting, and the result of the action shall be a public record of the District. The Notice of Final Decision shall be served upon the student as specified in Section IV.H. The decision of the Board of Trustees shall be final.

E. If the Board of Trustees orders Long-Term Suspension, the Board of Trustees may state in the Notice of Final Decision that the student is permitted to apply to the Dean for re-enrollment under Disciplinary Probation after service of a specified portion of the suspension. The terms and conditions of the Disciplinary Probation shall be as specified by the Board of Trustees, or if not specified, as determined by the Dean. If the Dean permits the student to re-enroll early, the Dean shall notify the student of the terms and conditions of the Disciplinary Probation, and the student shall be required to sign and return a copy to the Dean as a condition of re-enrollment. The Dean's notice regarding Disciplinary Probation, if any, shall be served as specified in Section IV.H.

F. Re-enrollment in the District after expulsion may be authorized only by the Board of Trustees and shall be subject to Disciplinary Probation on terms and conditions determined by the Board of Trustees or its designee.
VIII. **RE-ENROLLMENT INTERVIEW**
Any student who has been suspended or by action of the Board of Trustees been authorized to re-enroll after expulsion shall, prior to re-enrollment, meet with the Dean for a Re-enrollment Interview to review the Standards of Conduct (BP 5500 titled Standards of Conduct), behavioral expectations, and potential consequences of any further misconduct. At the Dean’s discretion, the Re-enrollment Interview may be scheduled to take place at the same time as the meeting regarding Disciplinary Probation pursuant to Sections VI.D. or VII.F.

IX. **ACADEMIC DISHONESTY.**
In addition to disciplinary action in accordance with the procedures set forth above, academic sanctions may be imposed by an instructor in cases of academic dishonesty. Academic sanctions may include, but not be limited to, a written warning; a failing grade on the test, paper or examination; or a lowered course grade.

*Incidents of academic dishonesty and sanctions should be promptly reported in writing to the Dean with a copy to the student. The Dean will determine whether to initiate disciplinary action.*

*The Dean shall maintain a confidential record of students who have been reported for academic dishonesty.*

**From current College of Marin Procedure 4.0022 DP.1 titled Procedures for Student Conduct**

**Student Discipline Procedures**

The purpose of these procedures is to provide a prompt and equitable means to address violations of the Standards of Conduct in accordance with the due process rights guaranteed students by state and federal constitutional protections. These procedures shall be used in a fair and equitable manner, and not for purposes of retaliation. They are not intended to substitute for criminal or civil proceedings that may be separately initiated.

These administrative procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code sections 56301 and 76120, and will not be used to punish protected expression.

**Definitions:**

**District:** Marin Community College District

**Student:** Any person currently enrolled as a student in the credit or adult education program at any location where any program is offered by the District.

**Short-term Suspension:** Exclusion of the student by the Superintendent/President for good cause from one or more classes for a period of up to ten (10) consecutive days of instruction.
Long-term Suspension: Exclusion of the student by the Superintendent/President for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.

Expulsion: Exclusion of the student by the Board of Trustees from all courses offered by the Marin Community College District for one or more terms.

Removal From Class: Exclusion of the student by an instructor for the day of the removal and the next class meeting.

Written or Verbal Reprimand: An admonition to the student to cease and desist from conduct which violates the Standards of Conduct. Written reprimands may become part of a student’s permanent record at the District. A record of the fact that a verbal reprimand has been given may become part of a student’s record at the District for a period of up to one year.

Withdrawal of Consent to Remain on Campus: Withdrawal of consent by the College Chief of Police/designee for any person to remain on campus in accordance with California Penal Code Section 626.4 where the College Chief of Police/designee has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Day: Days during which the District is in session and regular classes are held, excluding Saturdays, Sundays and holidays.

Short-term Suspensions, Long-term Suspensions, and Expulsions: Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

Notice: The Dean of Enrollment Services shall provide the student with written notice of the conduct warranting the discipline. The written notice shall include the following:

1. The specific section(s) of the Standards of Conduct that the student is accused of violating.

2. A short statement of the facts supporting the accusation.

3. The right of the student to meet with the Dean of Enrollment Services and Special Programs to discuss the accusation or to respond in writing.

4. The nature of the discipline that is being considered.

Time Limits: The notice must be provided to the student within thirty (30) days of the date on which the conduct took place; in case of continuous, repeated or ongoing conduct, the notice must be provided within thirty (30) days of the date on which conduct occurred which led to the decision to take disciplinary action.

Meeting: If the student chooses to meet with the Dean of Enrollment Services and Special Programs, the meeting must occur no sooner than five (5) days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation and must be given an opportunity to respond verbally or in writing to the accusation.
Short-term Suspension:
Within seven (7) days after the meeting described above, the Superintendent/President shall, pursuant to a recommendation from the Dean of Enrollment Services and Special Programs, decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the Superintendent/President’s decision shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The Superintendent/President’s decision on a short-term suspension shall be final.

Long-term Suspension:
Within seven (7) days after the meeting described above, the Superintendent/President shall, pursuant to a recommendation from the Dean of Enrollment Services and Special Programs, decide whether to impose a long-term suspension. Written notice of the Superintendent/President’s decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before the Student Conduct Panel before a long-term suspension is imposed, and a copy of these procedures.

Expulsion:
Within seven (7) days after the meeting described above, the Superintendent/President shall, pursuant to a recommendation from the Dean of Enrollment Services and Special Programs, decide whether to recommend expulsion to the Board of Trustees. Written notice of the Superintendent/President’s decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before the Student Conduct Panel before the expulsion is imposed, and a copy of these procedures.

Hearing Procedures:
Request for Hearing: Within seven (7) days after receipt of the Superintendent/President’s decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the Superintendent/President or designee.

Schedule of Hearing: The formal hearing shall be held within thirty (30) days after a formal request for hearing is received.

Student Conduct Panel: The hearing panel for any disciplinary action shall be composed of one administrator appointed by the Superintendent/President, the College Chief of Police or designee (non-voting), one faculty member, and one student. Each academic year, the president of the Academic Senate shall provide a list of at least five (5) faculty members who can be called upon to serve on the Student Conduct Panel. The Student Senate shall provide a list of at least three (3) students each semester who can be called upon to serve on the Student Conduct Panel. No administrator, faculty member, or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

Student Conduct Panel Chair: The Superintendent/President shall appoint one member of the Student Conduct Panel to serve as chair. The decision of the panel chair shall be final on all matters relating to the conduct of the hearing unless there is an opposing vote by the other two voting panel members.

Conduct of the Hearing:
1. The members of the Student Conduct Panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.

2. The facts supporting the accusation shall be presented by the Dean of Enrollment Services and Special Programs or designee, as the District representative.

3. The District representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.


5. Unless the Student Conduct Panel determines to proceed otherwise, the District representative and the student shall each be permitted to make an opening statement. Thereafter, the District representative shall make the first presentation, followed by the student. The District representative may present rebuttal evidence after the student completes his or her evidence.

6. The burden shall be on the District representative to prove, by substantial evidence that the facts alleged are true.

7. The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice. If the student wishes to be represented by an attorney, a notice of such representation must be provided to the Dean of Enrollment Services and Special Programs not less than five (5) days prior to the date of the hearing. If the student is to be represented by an attorney, the District representative may request legal assistance. The Student Conduct Panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

8. Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five (5) days prior to the date of the hearing.

9. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

10. The hearing shall be recorded by the District either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recorder, the Student Conduct Panel chair shall, at the beginning of the hearing, ask that each person providing testimony first state his or her name for the record, and thereafter shall ask each witness to state his or her name for the record. Tape recordings shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.

11. All testimony shall be taken under oath; the oath shall be administered by the Student Conduct Panel chair. Written statements of witnesses under penalty of perjury shall not be used unless
the witness is unavailable to testify. A witness who refuses to be tape-recorded is not unavailable.

12. Within thirty (30) days following the close of the hearing, the Student Conduct Panel shall prepare and send to the Superintendent/President a written decision. The decision shall include factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section(s) of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

Superintendent/President’s Decision:
Long-term suspension: Within thirty (30) days following receipt of the Student Conduct Panel’s recommendation, the Superintendent/President shall render a final written decision. The Superintendent/President may accept, modify or reject the findings, decisions and recommendations of the Student Conduct Panel. If the Superintendent/President modifies or rejects the Student Conduct Panel’s decision, the Superintendent/President shall review the record of the hearing and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Superintendent/President shall be final.

Expulsion: Within thirty (30) days following receipt of the Student Conduct Panel’s recommended decision, the Superintendent/President shall render a written recommended decision to the Board of Trustees. The Superintendent/President may accept, modify or reject the findings, decisions and recommendations of the Student Conduct Panel. If the Superintendent/President modifies or rejects the Student Conduct Panel’s decision, he/she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The Superintendent/President’s decision shall be forwarded to the Board of Trustees.

Board of Trustees Decision:
The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures (Education Code Section 72122).

The student shall be notified in writing, by registered or certified mail or by personal service, at least seven (7) days prior to the meeting, of the date, time, and place of the Board’s meeting.

The student may, within forty-eight (48) hours after receipt of the notice, request that the meeting be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might conflict with the privacy rights of another student in closed session.
The Board may accept, modify or reject the findings, decisions and recommendation of the Superintendent/President and/or the Student Conduct Panel. If the Board modifies or rejects the decision, the Board shall review the record of the hearing before the Student Conduct Panel, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

**Immediate Interim Suspension (Education Code Section 66017):**
The Superintendent/President or designee may order an immediate interim suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, but the suspended student will be afforded a reasonable opportunity for a hearing within ten (10) days. The disciplinary action may include, but is not limited to, suspension or expulsion.

**Removal from Class (Education Code Section 76032):**
An instructor may order a student removed from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Superintendent/President and the Dean of Enrollment Services and Special Programs. The Dean of Enrollment Services and Special Programs shall arrange for a conference between the student and the instructor regarding the removal. If the student removed by an instructor is a minor, the Dean of Enrollment Services and Special Programs shall ask the parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the instructor or the parent or guardian so requests, the Dean of Enrollment Services and Special Programs shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Dean of Enrollment Services and Special Programs from recommending further disciplinary action based on the facts which led to the removal.

**Withdrawal of Consent to Remain on Campus (Penal Code Section 626.4):**
The Dean of Enrollment Services and Special Programs may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the Dean of Enrollment Services and Special Programs, a written report must be promptly made to the Superintendent/President.

In no case shall consent be withdrawn pursuant to Penal Code Section 626.4 for longer than fourteen (14) days from the date upon which consent was initially withdrawn.

The person from whom consent has been withdrawn may submit a written request to the Dean of Enrollment Services and Special Programs for a hearing on the withdrawal within the two-week period. The Dean of Enrollment Services and Special Programs shall grant such a hearing not later than seven (7) days from the date of receipt of the request, and shall immediately mail a written notice of the time, place, and date of such hearing to the student. The hearing will be conducted in accordance with the hearing procedures set forth above.
Any person whose consent to remain on campus has been withdrawn who knowingly re-enters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest (Penal Code Section 626.4).

Time Limits:
Any times specified in these procedures may be shortened or lengthened by mutual concurrence of all parties.

Consequences of Academic Dishonesty:
In addition to the disciplinary procedures set forth above, and depending on the seriousness of the infraction, academic sanctions may be applied by an instructor in cases of academic dishonesty. Academic sanctions may include, but not be limited to: a written warning; a failing grade on the test, paper or examination; a lowered course grade; or an F for the course.

Incidents of academic dishonesty and sanctions should be promptly reported in writing to the Dean of Enrollment Services and Special Programs, with a copy sent to the student accused of academic dishonesty. Within seven (7) days of receipt of the report of academic dishonesty and sanctions, the student may submit a written request to the Dean of Enrollment Services and Special Programs for a hearing before the Student Conduct Panel to appeal the decision. The decision of the Student Conduct Panel shall be final.

The Dean of Enrollment Services and Special Programs shall maintain a confidential record of students who have been reported for academic dishonesty. This record may be used to identify students who have been reported for academic dishonesty more than once.

* From current College of Marin Procedure 4.0003 DP.10 titled Academic Standards (Page 13)

**Forged/Altered College of Marin Transcripts**

"Furnishing false information, forgery, falsification, alteration or misuse of college documents, records, or identification" is a violation of college policy. When it comes to the attention of college personnel that a forged or altered College of Marin transcript has been submitted to a third-party, a hold will be immediately placed on that academic record, if an actual record exists. An attempt will be made to contact, by phone or mail, the individual whose name appears on the forged or altered transcript requiring that individual to meet with the Dean of Enrollment Services/designee within 10 days. If the Dean of Enrollment Services/designee determines, after investigation, that the individual whose name appears on the forged or altered transcript is responsible for preparing/submitting same, the individual will be barred from attending any future credit classes at College of Marin. An appeal of the decision to permanently bar the student from attending any future credit classes may be made in writing to the Academic Standards Committee within 10 days of the decision of the Dean of Enrollment Services. In the event there is no approval or the Academic Standards Committee upholds the determination of the Dean of Enrollment Services, the Academic Standards Committee will then recommend a permanent bar from attending credit classes at the College of Marin to the Board of Trustees. The individual will be notified at the last known address, if available, of the decision to bar attendance.
Further, an annotation will be placed on the student’s actual academic record, if any, stating, “Not to be Released to Student.” In addition, when the individual has actually taken classes at College of Marin, future release of a transcript will be at the sole discretion of the Dean of Enrollment Services. No transcripts will be released directly to the student.

The college reserves the right to take all appropriate legal action.

▽ From current College of Marin Procedure 4.0003 DP.10 titled Academic Standards (Page 26)

Forged Signatures
Students who are determined to have filed an official form with a forged faculty member’s signature will be subject to disciplinary action including but not limited to at least one full regular semester of non-attendance. The college reserves the right to also take appropriate legal action.

NOTE: This procedure is legally required. The information in black type is current College of Marin Procedure 4.0022 DP.1 titled Procedures for Student Conduct approved on 11/18/87 and revised on 5/15/89, 11/28/90, and 6/28/05 and Procedure 4.0003 DP.10 titled Academic Standards approved on 2/8/05. The language struck through is recommended for deletion. The language in underlined italics was provided by School and College Legal Services and reviewed by the Dean of Student Development and Special Services on 10/26/11. Approved by Academic Senate 11/17/11.

Date Approved:
(Replaces part of College of Marin Procedures 4.0003 DP.10 and 4.0022 DP.1)
AP 7600  DISTRICT POLICE

References:
  Education Code Sections 67381, 72330, and 72330.2;
  Government Code Sections 1031 and 3300 et seq.

The Chief Human Resources Officer is delegated the responsibility to establish minimum qualifications of employment for the District Chief of Police including but not limited to the conditions contained in BP 7600 titled District Police.

Every member of the District Police Department must meet the following requirements, including but not limited to:
  • Submission of one copy of his/her fingerprints which shall be forwarded to the Federal Bureau of Investigation and State of California.
  • A determination that the employee is not a person prohibited from employment by a California community college district, and
  • If the employee is required to carry a firearm, is not a person prohibited from possessing a firearm.

The Chief of Police shall issue such other regulations as may be necessary for the administration of the District Police Department:
  • Schedules and shifts
  • Call back procedures
  • Weapons practices, especially drawing weapons
  • Use of vehicles
  • Pursuit practices
  • Discipline procedures
  • Training

The District Police Department shall cooperate with local law enforcement in accordance with an agreement to be entered into in accordance with the requirements of Education Code Section 67381. The agreement shall address, but not be limited to, the following:
  • Operational responsibilities for investigations of the following violent crimes: willful homicide, forcible rape, robbery, aggravated assault
  • Geographical boundaries of the operational responsibilities
  • Mutual aid procedures

Office of Primary Responsibility: College Operations (District Police Department)

Human Resources
NOTE: The underlined regular text signifies legally advised language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in underlined italics was added by the District Police Department and Human Resources. Reviewed and approved by Police Chief Lemay 11/30/11. Reviewed by Task Force 12/5/11.

Date Approved:
(This is a new procedure recommended by the CC League and the League’s legal counsel)
AP 7700  WHISTLEBLOWER PROTECTION

References:
Government Code Section 53296;
Labor Code Sections 1102.5 and 2698 (Private Attorney General Act of 2004)

Individuals are encouraged to report suspected incidents of unlawful activities by District employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, reported such activities and/or assist the District in the investigation will be protected from retaliation.

This procedure sets out the processes for responding to and investigating reports of unlawful activities, as defined in BP 7700 titled Whistleblower Protection, and addressing complaints of retaliation for making such reports.

Filing a Report of Suspected Unlawful Activities
Any person may report allegations of suspected unlawful activities. Knowledge or suspicion of such unlawful activities may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties.

Anonymous reports will be investigated to the extent possible. However, employees are strongly encouraged not to report anonymously because doing so impedes the District's ability to thoroughly investigate the claim and take appropriate remedial measures. As set forth fully below, retaliation against individuals who report suspected unlawful activities will not be tolerated.

Normally, a report by a District employee of allegations of a suspected unlawful activity should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit. However, if the report involves or implicates the direct supervisor or others in the operating unit, the report may be made to any another District official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged unlawful activity on behalf of the District. When the alleged unlawful activity involves the Superintendent/President, the report should be made to the President of the Board of Trustees. When the alleged unlawful activity involves the Board of Trustees or one of its members, the report should be made to the Superintendent/President who will confer with the President of the Board of Trustees and/or legal counsel on how to proceed.

Allegations of suspected unlawful activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally. Such reports should be factual and contain as much specific information as possible. The receiving supervisor or administrator should elicit as much information as possible. If the report is made orally, the receiving supervisor or administrator shall
reduce it to writing and make every attempt to get the reporter to confirm by his or her signature that it is accurate and complete.

Once the receiving supervisor or administrator has received and/or prepared a written report of the alleged unlawful activity, he or she must immediately forward to the Superintendent/President. However, if this process would require submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined, above. The high-level administrator or trustee who receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation, and that the assistance of counsel and/or an outside investigator is secured if deemed necessary.

In the course of investigating allegations of unlawful conduct, all individuals who are contacted and/or interviewed shall be advised of the District’s no-retaliation policy. Each individual shall be: a) warned that retaliation against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination; and b) advised that if he or she experiences retaliation for cooperating in the investigation, then it must be reported immediately.

In the event that an investigation into alleged unlawful activity determines that the allegations are accurate, prompt, and appropriate corrective action shall be taken.

**Protection from Retaliation**

When a person makes a good-faith report of suspected unlawful activities to an appropriate authority, the report is known as a protected disclosure. District employees and applicants for employment who make a protected disclosure are protected from retaliation.

Any employee who believes he or she has been (1) subjected to or affected by retaliatory conduct for reporting suspected unlawful activity, or (2) for refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct). Any supervisory employee who receives such a report or who otherwise is aware of retaliatory conduct, is required to advise the Superintendent/President. The supervisor shall report to the highest level administrator and/or trustee who is not implicated in the reports of unlawful activity and retaliation.

All allegations of retaliation shall be investigated promptly and with discretion, and all information obtained will be handled on a "need to know" basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated.

**Whistleblower Contact Information**

Employees who have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees should contact the State Chancellor’s Office or the Board of Supervisors for the District. Employees can contact the State Personnel Board with complaints of retaliation resulting from whistleblower activities. The State Personnel Board hotline is (916) 653-1403.

**Other Remedies and Appropriate Agencies**
In addition to the internal complaint process set forth above, any employee who has information concerning allegedly unlawful conduct may contact the appropriate government agency.

**NOTE:** The underlined regular text signifies language suggested as good practice by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in underlined italics was recommended by Human Resources. Reviewed and approved by Dean of Human Resources Linda Beam 11/30/11. Reviewed by Task Force 12/5/11.

**Date Approved:**
(This is a new procedure recommended by the CC League and the League’s legal counsel)