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/Treanor) 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.
BOARD ORGANIZATIONAL MEETING  
6:30 p.m. – Cafeteria 
Student Services Building, Kentfield Campus

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 Bergstom-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.

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**REGULAR MEETING**

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**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 Carroucite, 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 hopes 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 (Treanor/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 (Treanor/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/Treanor) 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 (Treonor/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/Treonor) 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).
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.