Board of Trustees Meeting
October 19, 2010
Minutes

A. Closed Session

1. Call to Order, Roll Call, Adoption of Agenda, Closed Session

The Board of Trustees of the Marin Community College District met in the SS &B conference room on the Kentfield campus, all members having received notice as prescribed by law. Board President Long called the meeting to order at 5:40 p.m. All publicly elected Trustees were present except Trustee Dolan, who arrived at 5:47 p.m., and Trustee Namnath, who arrived at 5:50 p.m. Al Harrison, Nick Chang, Peggy Isozaki, and Linda Beam were also in attendance.

M/s (Hayashino/Conti) to adopt the agenda. The motion passed by a vote of 5-0.

There was no one present who wished to address the Board on the items listed to be discussed in closed session, and the Board went into closed session at 5:41 p.m.

The closed session recessed at 6:30 p.m.

B. Regular Meeting

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

Board President Long reconvened the meeting of the Board of Trustees of the Marin Community College District in open session at 6:48 p.m. in the Deedy Staff Lounge on the Kentfield campus. All publicly elected Trustees were present and Student Trustee Parker was also in attendance.

M/s (Namnath/Parker) to approve the agenda. The motion passed by a unanimous vote of 7-0 (plus an advisory aye vote by Student Trustee Parker).

Board President Long announced that the meeting was being recorded to facilitate the preparation of minutes.
2. **Report of Closed Session for October 19, 2010**
   Board Clerk Conti reported that no action was taken.

3. **Citizens’ Requests to Address the Board on Non-Agenda Items**
   Marian Mermel asked the Board to be responsible to the community and seniors and to make more free and low fee community ed classes available for those individuals who cannot afford expensive fees. A copy of her statement is attached to the minutes as part of the official record.

4. **Chief Executive Officer’s Report**
   President Harrison called the Board’s attention to his written report in their packets.

   a. **Staff Reports**
      1. **Accreditation Update**
         President Harrison reported that the Accreditation Team will be visiting us October 26 to 28 and that they would like to meet with as many Board members as possible (no more than three at a time). Open forums will be held on each campus to provide opportunities for input. Team members will meet with a number of individuals on the various standards and may visit some classes. An exit interview will be held on Thursday, October 28, at 2:00 p.m.

      2. **Technology Plan**
         President Harrison referred the Board to the copy of our latest Technology Plan in their Board packets. He explained that the Technology Committee is a subcommittee of the Planning and Resource Allocation Committee (PRAC) and that the funding recommendations that came from PRAC are in priority order.

Trustee Dolan left the meeting at 7:10 p.m. in protest over what is going on, commenting that she feels there is a gulf between what is going on with the Board and what is going on with the community and our students. She stated that she has watched the decimation of our horticultural program and football program over the last year, is concerned that the state which only supplies 4% of our budget is not approving our classes, and is very sad about what is happening. She also stated that she doesn’t think the bond money is doing what we set out to do. Trustee Dolan commented that COM was once known as the “Little Berkeley of the West” and she doubts that anyone would say that today about the college. She asked why we have to have more meetings and said she can’t sit through a back-to-back meeting with the same questions coming before the Board.

3. **Integrated Planning Manual**
   Nick Chang, Vice President of Student Services, called the Board’s attention to the
revised Integrated Planning Manual (IPM) in their Board packets. He explained that this document was created 1-1/2 years ago in response to accreditation requirements. On May 4 the Planning and Resource Allocation Committee reviewed the document. Timelines were moved up and a feedback cycle was included.

Trustee Long commented that our Mission Statement on page 6 of this document includes “intellectual and physical development and lifelong learning” and that we need to give this item more support and take it seriously. She noted that we have heard from the community and need to make sure we don’t ignore this population.

President Harrison explained that we have a serious dilemma here with a community services program that according to state regulations ought to be self-sufficient and pay for itself. For the last three years the college has been subsidizing it by over $100,000 per year. The state has rejected our course outlines and the classes we had been offering as non-credit can no longer be offered as non-credit. It is a faculty obligation to revise and submit course outlines and the Academic Senate has a process for course outlines to go through to be submitted for approval. Placing unrestricted general funds into this program is contradictory to the Ed Code and we don’t have money in the program to cover additional low fee classes. Mr. Harrison commented that we don’t know yet if community services classes will be making or losing money in the fall and that staff will be looking to see if we can offer more low fee classes. We are offering the same number of low cost classes in the next schedule as we are offering in the fall.

Trustee Conti requested a follow-up report analyzing suggestions that have been made by emeritus students to find ways to finance more low fee emeritus classes.

4. Update on Track/Athletic Field
President Harrison reported that staff are in the process of obtaining cost information on repair of the track. His intent is to have a full report with options at the November Board Study Session or regular November meeting.

Public Comment:

Jim Myers, a member of Friends of the COM Track, expressed appreciation to the Board for listening to the community at last month’s meeting. He commented that money is always a huge issue, there’s competition out there in track restoration, and skilled volunteer labor is available. He also stated that a private interest should not be able to limit public access.

Mimi Willard of Friends of the COM Track thanked the Board for its
endorsement of a regulation track and commented that the community should be next in line for use of the track after the college. She stated that we should preserve safe community access to the track and suggested that we fund the renovation through Measure C funds supplemented by grants. A copy of her letter is attached to the minutes as part of the official record.

Earl Downing of Friends of COM Track thanked Board members for considering the track as seriously as they are.

Tim O’Rourke of Friends of COM Track submitted a letter (copy attached) on the Branson “agreement to agree” issue. He stated that the Branson agreement either has huge significance or no significance and that there is no in between. He asked the Board to let the public know once a legal opinion has been formed on this.

Shirley Dockstader of Marin Racewalkers urged the Board to renovate the track in a way that will not limit use of the track and encouraged the Board to foster a community of people who are walkers.

Mimi Willard submitted a letter from Attorney Joan Bennett (copy attached) questioning the use of Measure C funds for administrative offices and the childcare center.

5. **Follow-Up Report**

President Harrison reviewed the Follow-Up Report in the Board packets. He noted that bond counsel has informed us that it is permissible to use bond funds for athletic facilities. He also stated that a letter we have received from our attorney regarding the “agreement to agree” with Branson School is privileged and confidential and should be discussed in closed session. To clarify the record Mr. Harrison stated that there has been no recommendation by the administration or the Board about anything about the track except making it usable. Lanes one and two have been blocked off and the outside lanes are open to staff and the community. The outside lane is sufficient for our instructional programs and anyone using the track has to present us with insurance.

5. **Academic Senate Report**

Sara McKinnon, Academic Senate President, commented on several issues that need to be considered when developing our class schedule including student needs, availability of faculty, and a possible compressed calendar. A copy of her statement is attached to the minutes as part of the official record.

6. **Classified Senate Report**

Jon Gudmundsson read Classified Senate Andrea Hunter’s report to the Board, noting that the Classified Senate has been busy amending its Constitution and Bylaws. Senate elections will be
held once the Constitution and Bylaws are ratified in order to incorporate amendments made to the Senate’s election procedures. A copy of Ms. Hunter’s statement is attached to the minutes as part of the official record.

7. **Student Senate and Student Association Report**
   Student Trustee Parker reported that the Student Senate has been discussing WiFi on campus and also resolutions to take to the State Senate General Assembly.

8. **Consent Calendar Items**
   M/s (Treanor/Namnath) to approve all items on the Consent Calendar. The motion passed by a unanimous vote of 6-0 (plus an advisory aye vote by Student Trustee Parker).

   A. **Calendar of Upcoming Meetings**

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

   C. **Approve Classified Employee Changes – Instructional Technology**

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

   E. **Approve Educational Management Personnel Recommendations**
      1. Appointment of Educational Management Personnel

   F. **Approve Academic Personnel Recommendations**
      1. Resignation/Retirement of Academic Personnel

   G. **Budget Transfers – Month of September – FY 2010/11**

   H. **Warrant Approval**

   I. **Declaration of Surplus Property – Miscellaneous Equipment**

   J. **Approve New Credit Courses**

   K. **Approve Credit Course Revisions**

   L. **Approve Credit Course Deletions**

   M. **Modernization (Measure C) - BP3.1 (Keep modernization program on track)**
      1. Ratify/Approve Modernization Contracts, Changes and Amendments ($254,227)
      2. Authorize Procurement of Specialty Equipment
         - New Fine Arts Building Project (306C)
      3. Approve Subcontractor Substitution Requests (mobile storage shelving)
         - Science/Math/Central Plant Complex Increment 2 & 3
         - Site Development & Building Project (305A)
         - Lathrop Construction Associates, Inc. – ($0) (laboratory fume hoods and casework)
4. Reauthorize Staff Approval of Measure C Contract Changes & Amendments

N. Approve Revised Board Policies – BP1.4a *(Review institutional needs and assess institutional effectiveness, using Program Review, Administrative Planning and Assessment, the Strategic Plan and the Educational Master Plan)*
   1. BP 4070 Auditing and Auditing Fees
   2. BP 5052 Open Enrollment

9. Other Action Items
   A. Modernization (Measure C) – BP3.1 *(Keep modernization program on track)*
      1. M/s (Treanor/Conti) to Authorize Bidding Performing Arts Modernization Project *(306A)*. The motion passed by a unanimous vote of 6-0 (plus an advisory aye vote by Student Trustee Parker).

      M/s (Namnath/Treanor) to vote on and approve 9.B., 9C, 9D and 9E all together. The motion passed by a unanimous roll call vote of 6-0 (plus an advisory aye vote by Student Trustee Parker). Trustee Treanor mentioned that these agreements do not have the same indemnifications as in the past.

   B. Approve Extension of Memorandum of Understanding – Marin General Hospital (“MGH”) and the Marin Simulation Center

   C. Approve Extension of Memorandum of Understanding – Novato Community Hospital (“NCH”) and the Marin Simulation Center

   D. Approve Hospital Experience Agreement with Alta Bates Summit Medical Center

   E. Approve Hospital Experience Agreement with Marin General Hospital Corporation

   F. M/s (Treanor/Namnath) to Approve Marin Emergency Radio Authority Appointment Resolution. The motion passed by a unanimous roll call vote of 6-0 (plus an advisory aye vote by Student Trustee Parker).

   G. M/s (Kranenburg/Namnath) to Approve Authorization to Bid for Purchase/Install of High Efficiency Hot Water Heaters – IVC Locker/Shower Building.

      The motion passed by a unanimous vote of 6-0 (plus an advisory aye vote by Student Trustee Parker).

10. Board Policy Review (1st Reading) - BP1.4a *(Review institutional needs and assess institutional effectiveness, using Program Review, Administrative Planning and Assessment, the Strategic Plan and the Educational Master Plan)*

    ● BP 5030 Fees

      Board members were asked to forward any feedback to the Board Policy Subcommittee.

11. Board Reports and/or Requests (15 minutes)
   a. Legislative Report

      None

   b. Committee Chair Reports

   c. Individual Reports and/or Requests

      Board President Long asked Trustee Namnath to read a letter from COM Foundation
President Ann Hill stating that the Foundation Board plans to welcome to new COM President by holding several receptions in his honor (copy of letter attached). Ms. Hill asked if the Board would consider appointing a Trustee to work with the Foundation on coordinating these receptions. Board President Long asked for two volunteers and Trustees Treanor and Hayashino responded. Trustee Long will serve as back up and Cathy Summa-Wolfe, College of Marin’s Director of Communications and Community Relations, will assist with this effort.

Trustee Treanor distributed copies of information on IVC’s program offerings (copy attached) compiled by Cathy Summa-Wolfe in response to a request to include information about our IVC campus in “A Novato Scrapbook,” a 50th anniversary celebration of the City of Novato.

Trustee Treanor distributed copies of two IJ articles on the COM track (copies attached), one by Rob Rogers which was posted on 9/23/10 and printed on 9/24/10 and an editorial dated 10/4/10. To clarify the comments she made at the October 18 Board meeting she apologized for having the wrong article yesterday and stated that she provided these two articles as a learning opportunity to show how a quote can turn into something different and how our words can be misused in the press (saying the Board took action that it didn’t take).

Trustee Treanor reported that nearly $9,000 of the $15,000 needed has been donated for the Harry Moore Memorial Bench which will be installed at the Ribbon Cutting at IVC on December 14.

Trustee Long reported that the late Joan Hopper, who donated funds from her estate to the college, will be recognized at the November meeting and that the Trustee and Executor of her estate will be present.

Trustee Treanor commented that she hopes President Harrison will be recognized and thanked at the November meeting for stepping in at a difficult time.

Board President Long thanked staff for their help with the Presidential search process.

President Harrison introduced Raul Botello, our Interim Chief of Police.

The Board agreed to schedule a Board Study Session on Monday, November 1, at 4:30 p.m.

12. Approval of Minutes
M/s (Hayashino/Conti) to approve the minutes of the September 18 and 21, 2010 Board meetings and a correction to the minutes of the May 18, 2010 Board meeting. The motion
Minutes of September 18, 2010 Board Meeting
Minutes of September 21, 2010 Board Meeting
Correction to Minutes of May 18, 2010

Lindsay Crocker submitted a letter (copy attached) thanking the Board for making this correction.

13. Information Items (see written reports)
   A. Contracts and Agreement for Services Report – September, 2010 – BP1 (Fiscal Accountability)
   B. 9/30/2010 Year to Date Financial Report - BP1 (Fiscal Accountability)
   C. Modernization Update – BP3.1 (Keep modernization program on track)
      1. Director’s Report – BP3.1 (Keep modernization program on track)
      2. Contract Milestones Report through September, 2010 – BP3.1 (Keep modernization program on track)
      3. Schedule – BP3.1 (Keep modernization program on track)
   D. Revised Administrative Procedures
      AP 5030 Fees
   E. Calendar of Special Events
      October 26-28, 2010 Accreditation Visit
      November 18-20, 2010 – CCLC Annual Convention and Partner Conferences, Pasadena Convention Center
      December 14, 2010 – Ribbon Cutting for New Main Building at IVC, Assembly Room 118/116 (time tbd)
      April 29-May 1, 2011 – CCLC Annual Trustees Conference
      Hyatt Regency Monterey
      May 28, 2011 – College of Marin Commencement – 10:00 a.m., Gymnasium

14. Correspondence
15. Board Meeting Evaluation
16. Adjournment

M/s (Treanor/Namnath) to adjourn the meeting. The motion passed by a unanimous vote of 6-0 (plus an advisory aye vote by Student Trustee Parker) and Board President Long adjourned the meeting at 9:20 p.m.