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

The Board of Trustees of the Marin Community College District met in Regular Session in the Library of Indian Valley Campus, Novato, California, members having received notice as prescribed by law.

**Call to Order**  
The meeting was called to order by Board President Treanor at 3:45 p.m. She announced that the meeting was being recorded to facilitate the preparation of minutes.

**Roll Call**  
Board Members Present  
Ms. Wanden Treanor, President  
Mr. Phil Kranenburg, Vice President  
Mr. Greg Brockbank, Clerk  
Dr. Carole Hayashino  
Dr. Eva Long  
Mr. Harry Moore  
Ms. Barbara Dolan (arrival time 3:55 p.m.)

Board Members Absent  
Mr. Mario Lopez, Student Trustee

**Adoption of Agenda**  
M/s Brockbank/Hayashino to approve adoption of the agenda as modified.  
Motion passed unanimously by those members present.

**Study Session**  
**Bond Program Planning Imperatives Study Session for College of Marin.**  
The study session was presented by Dr. White. Dr. Beebe introduced special guest, Jose Nunez, Executive Director, Facilities Planning & Operations, San Mateo Community College District. Mr. Nunez shared his considerable experience with large projects and, in particular, with Prop. 39 projects in order to assist the board in understanding what it is facing in accomplishing its project and how he may be able to assist in accomplishing it. Mr. Nunez presented an outline of what he believes is the right way to approach such a project.

Early identification of the following elements is essential: Program Manager/Construction Manager (PM/CM), Bond oversight committee, funding sources, program definition, architectural firm consultants, strategy of bond issuance, cash flow projections, draw schedule, and grant programs. Mr. Nunez said he could not emphasize enough the communication flow in and out of every element of the community. Mr. Nunez offered to anyone interested in learning more about his operation, to go online to www.smccd.net.

Board President Treanor mentioned that she, Dr. White and some of the
board members discussed the COM project earlier with Mr. Nunez and all agreed that it is essential that every board member be ‘on the same page’, as there will be many decisions to be made quickly, assuming that the bond passes. There are also many additional opportunities for other funding sources. By the December board meeting, the board will need to be making some decisions. Board President Treanor and Dr. White thanked Mr. Nunez for sharing his considerable knowledge and direction. Following Q & A by the board, the Study Session closed at 5:10 p.m.

Recess to Closed Session

The Board recessed to Closed Session in the IVC Conference Room at 5:25 p.m. In addition to the board members listed above, the following were also present:

Dr. Frances White, President
Dr. Elise Schneider, Interim Dean of Academic Services
Dr. Michael Beebe, Dean of Financial Services

Visitors Present
Ms. Carol Green
Mr. Armond Phillips
Ms. Pamela Mize
Dr. Richard Gilliland

Reconvene in Open Session

The Board reconvened in Open Session at 6:40 p.m. in the IVC Library. Student Trustee Lopez was present at this time.

2. Approval of Minutes and Report on Closed Session

Approval of Minutes

Trustee Long requested that the minutes of the September 21, 2004 meeting be amended as follows: 1) Under Item 3.d., final paragraph, under upcoming events, the word “bond” be added to the sentence so it reads “3DI is sponsoring a bond fundraiser”, and Item 11.c. be amended to show that Trustee Brockbank (not Trustee Kranenburg) “noted that this action is not a resolution, but rather an amendment to existing Board Bylaws”. M/s Brockbank/Moore to approve the minutes of September 21, 2004, as amended. Motion passed unanimously.

Report on Closed Session

Board Clerk Brockbank reported that no action was taken.

3. Board Reports and/or Requests

Commendation

None.

Resolutions

Legislative Report

Trustee Brockbank commented on the bleak projections for yet another state

**Individual Reports Requests**

Trustee Hayashino introduced Bill Scott of the Sheet Metal Workers Union. Mr. Scott reported that the Sheet Metal Workers Union has endorsed “Yes on C”.

Student Trustee Lopez indicated that he and Trustees Long and Brockbank attended the Marin Democratic Central Committee for the endorsement of Measure C, which was endorsed unanimously.

4. **Chief Executive Officer’s Report**

**AACC Trustees Conference**

Dr. White reported that she and Board President Treanor had recently attended the American Association of Community College Trustees Conference in New Orleans. Both Dr. White and Board President Treanor served on a panel and gained a great deal of insight from the 1500 attendees.

**Multimedia Grant**

Dr. White announced that COM was recently awarded a highly competitive Industry Driven Regional Collaborative grant for approximately $400,000 in fiscal years 04-05 and 05-06 to position the College as a regional leader in digital media education. Eighty eight colleges statewide competed for this funding, and COM was ranked 14th. The grant will be awarded on November 9, 2004.

The grant application had to clearly demonstrate industry support and demand for these educational services in industry. The recent research commissioned by the Board of Supervisors (The Marin Targeted Industry Study) helped clarify the economic development need in this county to better support the digital media industry. In addition, it supported COM as the logical entity to step into a regional leadership role in responding to this community/industry need. COM’s application was developed with tremendous support and partnership from our digital/multimedia, film and art faculty, the Workforce Investment Board, Orion Partners, Marin Economic Commission, the School-to-Career Consortium and the Employment Development Department.

Dr. White acknowledged Lorraine Wilson and Derek Wilson for spearheading the grant’s application.
Transfer Day
Dr. Chris Schultz gave an update on Transfer Day, involving 42 institutions and career programs important in the fall semester, and shared by regional institutions such as Berkeley, SF State, Sonoma State, Dominican, etc.

Upcoming Events
October 14
COM Alumni Association welcomes Dr. White to the community with a reception at the Loch Lomond Yacht Club, San Rafael.

October 19
Trustees Reception in the Art Gallery of COM’s Fine Arts Building.

5. Academic Senate Report.
Dr. Rollison covered several topics, including Administrative Retreat Rights Policy, problems with the Budget Committee processes, SFSU/COM Joint Steering Committee meeting and a discussion MOU and logistics of building this partnership. In addition, ten plus one agreements still need to be worked out. Dr. Rollison reported that the new Governance System is almost ready for the Board. (see report attached).

None.

7. Student Senate and Student Association Report.
Trustee Lopez reported that Student Senate has allotted funding for Measure C printed materials on campus, window plates on cars, material on display, and shared governance review council. The Senate has identified conferences for students to attend, including a national conference in Anaheim.

In Faith Coughlan’s absence, Trustee Lopez also reported on the current activities of the Student Association, 1) offering discount cards from local retailers for students’ use and, 2) staffing the phone banks for “Yes on C”.

None.

9. Citizens Requests to Address the Board on Non-Agenda Items.
Mr. Bill Scott of Sheet Metal Workers Union spoke to the Board about pre-qualification of the bidding process, identifying qualified contractors prior to the start of the project to ensure quality on-time completion.
Ira Lansing spoke to the Board to express his pleasure at witnessing recently the most efficient and effective board meetings at the college during his tenure. Mr. Lansing also spoke to the board on behalf of the United Professors of Marin (UPM) and announced UPM has given its support to Measure C.

Board President Treanor thanked Mr. Lansing for his comments and announced that AFT1610 has also endorsed Measure C.

10. Items for Possible Future Board Action.

Memorandum of Understanding with SFSU.
Dr. Gail Whitaker, Dr. Elise Schneider and Dr. David Rollison spoke to this subject, indicating that the completed draft will be presented to the board for approval at its next meeting.

Conflict of Interest Policy.
We are now in compliance and a draft will be presented to the board for approval at its next meeting.

11. Consent Calendar Items (Roll Call Vote).

M/s Brockbank/Hayashino that the Board approve all items on the Consent Calendar.

a) Academic Personnel Recommendations. None.
b) Classified Personnel Recommendations. Approve the Classified Personnel Recommendations:
   - Permanent Increase/Decrease of Classified Personnel
   - Temporary Increase/Decrease of Classified Personnel
   - Classified Request for Leave of Absence/Uncompensated Leave
c) Budget Transfers.
d) Warrants.
e) Short-Term Hourly Positions.
Motion passed unanimously with a roll call vote.

12. Other Action Items

M/s Kranenburg/Brockbank to approve the Information Technology Plan 2004 - 2007. Motion passed unanimously. The board thanked everyone involved, and special thanks to Dr. Bonnie Borenstein, Derek Wilson and Rainer Wachalovsky.

b. Administrative Retreat Rights Policy.
M/s Moore/Hayashino to approve Administrative Retreat Rights Policy, as amended. Motion passed unanimously with a roll call vote.
c. Amendment to Board Policy 1.5330.
M/s Brockbank/Hayashino to approve amendment to Board Policy 1.5330 regarding 
Recording Board Meetings for Purposes of Preparing Minutes Only. The motion passed 
unanimously.

d. Board Officers Rotation Policy.
Discussion of the proposed language regarding the Board Officers Rotation Policy 
clarified that at the end of the second year, a board member elected for a second 
consecutive term in one office will vacate the office for at least one year. Trustee Lopez 
asked that the minutes reflect he voted ‘yes’ on principle. M/s Moore/Hayashino to 
approve the Board Officers Rotation Policy, as amended. Motion passed unanimously. 
(Copy attached)

e. Marin Brain Injury Network Agreement.
M/s Long/Brockbank to approve the Marin Brain Injury Network Agreement, City of 
Larkspur Zoning Ordinance Resolution. Motion passed unanimously with a roll call vote.

f. Award of Contract – IVC Roof Repair, Miwok Buildings 13, 15, & 16, Indian Valley 
Campus.
M/s Kranenburg/Moore to approve Award of Contract – IVC Roof Repair, Miwok 
Buildings 13, 15, & 16, Indian Valley Campus. Motion passed unanimously.
Trustee Brockbank requested the board be given an itemized list of the roofs which have 
been replaced, as well as how much wiring has been replaced. Dr. Beebe agreed to 
provide this information to the board.

g. Children’s Center Food Program.
M/s Moore/Brockbank to approve Children’s Center Food Program. Motion passed 
unanimously.

13. Information Items
- Quarterly Financials.

14. Correspondence
See Board Packets.

15. Adjournment.
Prior to adjournment, Board President Treanor announced that, effective December 2004, COM 
Police Chief Charles Lacy will be the new President of the Marin County Police Chiefs 
Association. Chief Lacy reported to the board that the Police Chiefs Association has endorsed 
Measure C.
M/s Kranenburg/Dolan to adjourn the meeting. Board President Treanor adjourned the meeting at 8:15 p.m.