BOARD OF TRUSTEES
REGULAR MEETING AGENDA

MAY 16, 2006
The Board shall act on posted items and shall not deliberate items that are not on the posted agenda. Persons desiring to address the Board may fill out a card and give it to the Recording Secretary.

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 Pamela Mize-Kurzman at 485-9414. Notification at least 24 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 "B.3" on the agenda. Public comment presentations will be limited to no more than 3 minutes each.

A. Closed Session – 5:00 p.m. in AS101 Conference Room

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

   a) Request for Public Comment on Closed Session Agenda

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

   (a) With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:

       CONFERENCE WITH LABOR NEGOTIATOR
       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)

   (b) Significant exposure to litigation pursuant to subdivisions (b) of Government Code Section 54956.9:

       CONFERENCE WITH LEGAL COUNSEL-Potential & Existing Litigation
       Two cases – Sullivan vs. MCCD
       Graham/UPM vs. MCCD

   (c) With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:

       CONFERENCE WITH NEGOTIATOR, REAL PROPERTY
       Marin School of Arts & Technology
3. Recess to Open Session (6:15 p.m.)

REGULAR MEETING AGENDA
Building 12, Indian Valley Campus – 6:30 p.m.

B. Reconvene to Regular Meeting

1. Call to Order (1 minute)
   Swearing in of Student Trustee (4 minutes)
2. Approval of Minutes (4 minutes)
   - Minutes of April 25, 2006 Special Board Meeting (Retreat)
   - Minutes of April 25, 2006 Board Meeting
   - Report of Closed Session for May 16, 2006
3. Citizens’ Requests to Address the Board on Non-Agenda Items (10 minutes)
4. Board Reports and/or Requests (1 hour and 15 minutes)
   a. Commendation Resolutions
      1) Resolution in Support of Classified School Employees Week
         (May 21-27, 2006)
      2) Resolution Commending the COM Mariners Baseball Team
   b. Legislative Report
   c. Committee Chair Reports
   d. Individual Reports and/or Requests
   e. CEO Report to Board on WASC Compliance
5. Chief Executive Officer’s Report (5 minutes)
   a. Staff Reports (5 minutes)
      1) Enrollment Management Report (A. Martinez, D. Rollison)
6. Academic Senate Report (5 minutes)
7. Classified Senate Report (5 minutes)
8. Student Senate and Student Association Report (5 minutes)
9. COM Foundation Report (5 minutes)
10. Board Study Session
    a) Campus Themes/Programs/Strategic Enrollment Growth (Student
        Learning Team) (30 minutes)
b) Modernization (Capital Improvement Program) Update (10 minutes)

11. Items for Possible Future Board Action (5 minutes)
   a. Program Review Policy Status
   b. Administrator Retreat Rights Policy
   c. Board Policy – Programs for Older Adult Students (Emeritus College) (June)
   d. Board Policy – Sexual and Other Assaults on Campus (June)

12. Consent Calendar Items (Roll Call Vote) (10 minutes)
The Superintendent/President recommends that the Board of Trustees approve the following Consent Calendar Items:

A. Calendar of Upcoming Meetings & Other Special Events

All regular Board meetings are at 6:30 p.m. with Board Retreats (Special Meetings) as noted and other special events:

June 13, 2006 – Board Retreat – noon to 5:00 p.m., Staff Lounge, Deedy Student Services, Kentfield
June 13, 2006 – Regular Board Meeting – 6:30 p.m., Staff Lounge, Deedy Student Services, Kentfield
June 27, 2006 – Regular Board Meeting – 6:30 p.m., IVC Building 12
July 18, 2006 – Board Retreat – 9:45 to 3:00 p.m., Marin Community Foundation, Redwood Room, 5 Hamilton Landing, Ste. 200, Novato
August 29, 2006 – Regular Board Meeting – 6:30 p.m., IVC Building 12
September 19, 2006 – Regular Board Meeting – 6:30 p.m., Staff Lounge, Deedy Student Services, Kentfield
October 10, 2006 – Regular Board Meeting – 6:30 p.m., IVC, Building 12
November 14, 2006 – Regular Board Meeting – 6:30 p.m., Staff Lounge, Deedy Student Services, Kentfield
December 12, 2006 – Regular Board Meeting – 6:30 p.m., Staff Lounge, Deedy Student Services, Kentfield

Special Events

May 12, 2006 – 6:30 p.m., Teacher Appreciation Dinner, Kentfield Cafeteria
May 17, 2006 – 7:00 p.m., Sustainable Community Session, Olney 96
May 19, 2006 – 5:00 p.m., COM Foundation Scholarship Awards Ceremony, Student Services Building, Kentfield
May 25, 2006 – 12:00 to 1:30 p.m., Picnic in the Grove, Redwood Grove, Kentfield
May 25, 2006 – 6:00 p.m. – Pinning Ceremony for Registered Nursing Program
   Fine Arts Theater
May 26, 2006 – 7:00 p.m. – Commencement - Gymnasium
May 31, 2006 – 7:00 p.m. to 8:30 p.m., IVC Community Forum (Building 12)
June 1, 2006 – 7:00 p.m. to 8:30 p.m., Kentfield Community Forum (Olney 96)
June 14, 2006 – 7:00 p.m., IVC Community Forum, IVC Building 12
June 15, 2006 – 7:00 p.m., Kentfield Community Forum, Olney 96
June 22, 2006 – 6:30 p.m. – Dental Assisting Graduation – Student Services Courtyard

B. **Classified Personnel Recommendations.** Approve the Classified Personnel Recommendations:
   1. Appointment of Classified Personnel
   2. Appointment of Hourly Personnel
   3. Resignation/Separation of Classified Personnel
   4. Temporary Increase/Decrease of Classified Personnel

C. **Classified Management Personnel Recommendation.** Approve the Classified Management Personnel Recommendation:
   1. Retirement of Classified Management Personnel

D. **Warrant Approval**

E. **Short-Term Hourly Positions**

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

G. **Reject Claim for Damages – North Marin Water District**

H. **Approve Change Order #4 to Contract with Treemasters Tree and Garden Care for Fire Mitigation Project on IVC Campus (418A) (Modernization – Measure C)**

I. **Approve Contract (Deductive) Amendment #2 – Sandis Humber Jones (Modernization – Measure C)**

J. **Approve Resolution Authorizing Budget Transfers – FY 2005/06**

K. **Approve Contract Amendment #2 for Royston Hanamoto Alley & Abey (Modernization – Measure C)**

13. **Other Action Items (10 minutes)**

   The Superintendent/President recommends the Board of Trustees approve the following Action Items:

   A. **Approve Lease Amendment #4 with Marin School of Arts & Technology (MSAT)**

   B. **Approve Summer Swim Program Indian Valley Campus**

   C. **Approve Health Fee Increase**

   D. **Approve Revised Registration Priority**
E. Approve Resolution to Enter into Transaction with the California Department of Education for the Purpose of Providing Child Care and Development Services and Designation of Personnel to Sign Contract Documents for Fiscal Year 2005/06.

F. Approve Study Abroad Field Course (Biology 139)

G. Acknowledgment of Labor Contract Proposal (Re-opener) from United Professors of Marin/Association of the Federation of Teachers – UPM/AFT Local 1610

H. Acknowledgment of Labor Contract Proposal from Service Employees International Union/Marin Association of Public Employees – SEIU/MAPE Local 949

14. Information Items (5 minutes)
   A. Contracts and Agreement for Services Report
   B. Third Quarter Financial Status Report and CCFS-311Q for 2005/06
   C. District Procedure on Communication with the Public

15. Correspondence
    Correspondence in Board Packets

16. Board Meeting Evaluation (5 minutes)

17. Adjournment
Call to Order, Roll Call and Adoption of Agenda

The Board of Trustees of the Marin Community College District held a special Board meeting (retreat) on Tuesday, April 25, 2006, in the staff lounge of the Deedy Student Services Building at the Kentfield campus, all members having received notice as prescribed by law. Board President Brockbank called the meeting to order at 12:13 p.m. All members were present except Trustee Long, who arrived at 12:16 p.m., Trustee Dolan, who arrived at 12:25 p.m., Trustee Kranenburg, who arrived at 12:35 p.m., and Student Trustee Smith.

M/s (Hayashino/Treanor) to approve the agenda as provided. The motion passed unanimously (4-0).

Comments from the Public

There was no one present who wished to address the Board on the items listed on the agenda.

Introductions and Opening Remarks

President White stated that everyone was looking forward to hearing about the outcomes and results of the discussions and work that have taken place to bring us to the point of developing planning concepts for the Kentfield and IVC campuses.

New Business

Data

Anita Martinez, Vice President of Student Learning, made a presentation entitled “Suggested Areas for Growth” (copy of presentation attached) based on current data. She noted the need for development and implementation of a program review process and improved college capacity to
collect, analyze, and interpret data. She stated that she and her team have been working with three themes in mind: 1) students first, 2) instruction guides construction, and 3) data-driven decisions. Her presentation included information on anticipated instructional space needed for various programs on each campus.

Trustees expressed their appreciation for this report and the fact that we are addressing our challenges and will be obtaining more data to facilitate decision making.

**Master Plan Schemes Presentation**

(Mr. Barthelman’s presentation is available on our website at [www.marin.cc.ca.us](http://www.marin.cc.ca.us) under Measure C/Public Resources/Board Briefings and Presentations).

Rob Barthelman of Steinberg Architects reviewed the master planning process to date, noting that it has been an exciting process with participation by many individuals from the college and the community. His presentation included steps taken to date and a summary of common themes for each campus that emerged at the March 24 and 25 and April 6 and 7 charrettes.

He presented three possible master plan schemes for each campus:
- Kentfield – the Quad, the Creek, and the View
- IVC – Revitalization Park, Center for Sustainability, and COMmunity Park

Board members provided feedback on the various options presented and expressed their thanks to Mr. Barthelman and his staff and to COM’s administrators, staff, and consultants for producing such excellent information and exciting possibilities for the College of Marin.

Additional input will be obtained from the campus community and community at large and one master plan for each campus will be submitted to the Board for consideration and public comment in May, and for approval in June or July.

**Adjournment**

Ms. (Kraenenburg/Torean) to adjourn the meeting. The motion passed unanimously and Board President Brockbank adjourned the meeting at 4:45 p.m.
SUGGESTED AREAS FOR GROWTH

Submitted by
The Office of Student Learning

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The Ideal Process

How we should arrive at these decisions:
- Use data from a variety of sources
- Use Program Review information
- Respond to student needs

Challenges:
- College data is not readily accessible without a large amount of manual labor
- Program Review has not been developed

Opportunities:
- We can and should respond to student needs
The Real Process

What information did we use?
- Growth seen in the various areas
  - Large enrollment in some classes
  - Wait lists
- Student demand/need as identified in
  - Student services
  - Workforce development feedback
- The needs identified for required courses in the Academic Blueprint
  - To complete degree and transfer requirements
  - As identified by counselors
  - As provided by department chairs

The Real Process (continued)

- An analysis of the data we do have
  - Class size
  - Enrollment averages
  - Unduplicated student headcount
  - Number of sections
  - WSCH
  - FTEF
- Observed growth in similar community colleges
The Real Process (continued)

Who is making these recommendations?
- The Vice President of Student Learning
- The Instructional and Student Services Deans
- The Articulation Officer

Who is missing and will be added in the future?

The Ideal, Real Process...

Ongoing and future recommendations will be based on
- A program review process
  - Developed next year
  - Implemented over the next five years
- Improved College capacity to
  - Collect, analyze, and interpret data
  - New tools, such as software programs
  - New analytical tools, such as cluster analysis and Markov analysis
  - Improved sources of data from external sources
The Ideal, Real Process (continued)

➢ Work with the rest of the college community
  o Deans
  o Department Chairs
  o Faculty
  o Research and Planning Office

➢ Student need
  o Information from our students and community
  o Wait lists
  o Blueprint created as a data base
    o Core
    o Additional courses
    o Student queries

Areas Expecting Maximum Growth

• 20% or greater of current WSCH
• Not in priority order
• Types of instructional spaces needed
• Plan specific types of space for some disciplines
Types of Instructional Space
(specific faculty guidance needed)

- General purpose, smart classrooms
  - Math
  - English
  - ESL
- Wet laboratories or combination lecture/wet labs
  - Biology
  - Chemistry
- Other labs or combination lecture/labs
  - Astronomy

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Types of Instructional Space
(specific faculty guidance needed)
(continued)

- Specialized space
  - Nursing and Allied Health (Allied Health could be at IVC)
  - Anthropology (physical anthropology)
- Supplemental support, such as tutorial space
  - Math
  - English
  - ESL
  - Science

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Areas Expecting Substantial Growth

- 10-20% of current WSCH
- Not in priority order
- Types of instructional spaces needed
- Plan specific instructional space for some programs

Types of Instructional Space
(specific faculty guidance needed)

- General purpose, smart classrooms
  - Psychology
  - History
  - Political Science
  - Spanish
  - Speech
  - Business
  - Humanities
  - Philosophy
Types of Instructional Space  
(specific faculty guidance needed)

- Other labs or combination lecture/labs
  - Art
    - Especially for life-long learning at Kentfield
    - Perhaps with additional courses at IVC, if student demand
  - Specialized space
    - Physical Education, especially Adaptive PE
    - Architecture (CAD labs)
    - Construction Management

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Types of Instructional Space  
(specific faculty guidance needed)

- Construction Management
  - Needs access to outside
  - Variable growth and decline
  - Depending on building industry fluctuations
- Supplemental support, such as tutorial space
  - Other general education subjects

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Programs That Need to Grow, But Have Challenges

- Specific types of instructional space
  - Computer Science (needed for articulation)
  - Physics (needed by many science transfer students)
  - Engineering (goes with Computer Science and Architecture)
- General purpose, smart classrooms
  - Asian Languages (Japanese, Chinese – growing interest)

Plan for Strategic Growth in Other Areas

- Areas that will grow because of
  - Community/workforce needs
  - Changing demographics, or
  - Interest in the community
Plan for Strategic Growth in Other Areas

- Specific Areas
  - Environmental Sciences/studies: community/workforce needs
  - Biotechnology and supporting gateway program: community/workforce needs
  - Digital media: community/workforce needs
  - Health and Wellness: interest in the community
  - Older Adults – Noncredit: interest in the community, changing demographics
  - ESL – Noncredit: interest in the community, changing demographics
  - Basic Skills and other preparation for Generation 1.5: changing demographics
  - Partnerships with K-12: to better prepare students for college studies, from K-12 (College begins in Kindergarten)

Other Space Needs

- Assembly space
  - 90-person seating
    - Currently 3 sites at Kentfield – need 5
    - Currently 1 site at IVC – need 2
    - When not needed for community assembly, could be used for large classes
  - 600 person seating
    - For Commencement and theater events
    - For rental to the community
  - 400 person seating
  - 200 person seating
Considerations for IVC

- Allied Health Programs
  - Medical Assisting (getting a lot of pressure to expand this)
  - EMT
  - Dental Assisting
  - Phlebotomy (addition to Med Assist)
  - Expansion of First Aid to support EMT and other First Responders expected to access Sim Lab

Considerations for IVC

- Physical Education (for wellness theme)
- All career programs currently at IVC
- Community Education/Lifelong Learning
- Some wet lab(s) (could be one or two labs, shared by Biology and Chemistry)
- Co-located instruction (classrooms making use of distance education)
- Significant tech lab classroom(s) will be critical to distance education (MMST, if not MMST satellite)
- General classroom space to support a middle college
- Keeping the old library as assembly space for both large and small meetings
- Education and Industry Partnerships
Students First; Data Driven Decisions
The Real, Ideal Process

Ongoing and future recommendations will be based on

- A program review process
  - Developed next year
  - Implemented over the next five years
- Improved College capacity to
  - Collect, analyze, and interpret data
  - New tools, such as software programs
  - New analytical tools, such as cluster analysis and Markov analysis
  - Improved sources of data from external sources

 Students First; Data Driven Decisions The Real, Ideal Process

- Work with the rest of the college community
  - Department Chairs
  - Deans and instructional staff
  - Faculty
  - Research and Planning Office
- Student Need
  - Information from our students and community
  - Wait lists
  - Blueprint created as a database
    - Core
    - Additional courses
    - Student queries
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 Conference Rooms A&B in the Student Services Building on the Kentfield campus, all members having received notice as prescribed by law. Board President Brockbank called the meeting to order at 5:10 p.m. All Trustees were present. Dr. Frances White, Al Harrison, Anita Martinez, Linda Beam, and Larry Frierson were also in attendance.

M/s (Long/Hayashino) to approve the agenda as presented. The motion passed unanimously.

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.

The closed session recessed at 6:40 p.m.

B. Reconvene to Regular Meeting

1. Reconvene in Open Session

The meeting of the Board of Trustees of the Marin Community College District was reconvened in open session at 6:50 p.m. in the Staff Lounge of the Student Services Building at the Kentfield campus by Board President Brockbank. He announced that the meeting was being recorded to facilitate the preparation of minutes. All Trustees were present.

2. Approval of Minutes and Report of Closed Session

Board Clerk Treanor reported that the Board had met in closed session earlier that afternoon on the items listed on the agenda, and that no action was taken.

M/s (Dolan/Treanor) to approve the minutes of the March 21, 2006 Special Board Meeting. The motion passed unanimously. M/s (Moore/Treanor) to approve the minutes of the March 21, 2006 regular Board meeting. Trustee Long asked that the numbering on page 1 under "B" be corrected to read as follows:
1. Reconvene in Open Session
2. Approval of Minutes and Report of Closed Session

The motion passed unanimously.

3. Citizens’ Requests to Address the Board on Non-Agenda Items

Austin Smith stated that it has been a pleasure to serve on the Board of Trustees and that he knows this Board will continue to do excellent things for this district. He then read a letter of resignation (copy attached). Board President Brockbank presented Mr. Smith with a certificate of appreciation for his service as Student Trustee.

Patrick Seidler, representing Transportation Alternatives of Marin, an organization which promotes pedestrian and bicycle transportation in Marin County, asked the Board to consider conducting a Campus Transportation Needs Analysis. He and his organization would like to work with COM to improve pedestrian, cycling, and disabled student access to our campuses and to incorporate this focus on improving access into the expanding county-wide pedestrian infrastructure. He provided the Board with a handout (copy attached).

4. Board Reports and/or Requests
a. Board Study Session

1) Creek Management Plan Presentation
Debra Mathau of Swinerton, Syd Temple of Questa Engineering Corporation, and Jim Grossi of CSW/Stuber-Stroeh Engineering Group, Inc. discussed Ignacio Creek Erosion Mitigation (copy of presentation attached). Issues that need to be addressed include protecting bridge foundations, stopping bank erosion and failures, and controlling storm drainage. They suggest dealing with immediate concerns and developing a proactive long-term strategy. The projected project cost is $1,000,000, which is less than was predicted earlier.

2) Educational Master Plan (EMP)
Vice President Anita Martinez presented the latest version of the Educational Master Plan, noting that it now contains a goals preamble and that changes were made to the Library and Learning Resources section. She noted that the Academic Senate had requested removal of Section 4 and its related appendices. The EMP will be posted on our website. Board members expressed their appreciation to everyone who worked on this document.

3) Enrollment Management Report
Pamela Mize-Kurzman, Dean of Enrollment Services, Development & Special Programs, presented a progress report on short-term enrollment management activities (copy attached). Board members expressed great concern over our declining enrollment and asked for regular progress reports on what we are doing to deal with this problem and turn the enrollment situation around.

b. Commendation Resolutions
Austin Smith was recognized earlier in the evening.
c. Legislative Report
No report.

d. Committee Chair Reports
Trustee Long reported that she and Trustee Treanor serve on the Superintendent/President’s Evaluation Committee. Last year’s evaluation instrument will be used, Dr. White will provide a self-evaluation, and a constituent feedback form will be tried out this year. She noted that the Board is looking forward to obtaining feedback on how the year has gone.

Trustee Kranenburg reported that the Board Policy Committee, consisting of himself and Trustee Moore, had met and will begin the process of reviewing our Board policies and recommending possible updating.

e. Individual Reports and/or Requests
Trustee Dolan reported that she attended COM’s spring dance program and enjoyed it very much. She also attended Earth Day in Marin County on April 22 and encouraged everyone to participate in Coastal Clean Up Day the last Saturday in September.

Trustee Kranenburg reported that he and Trustee Long attended a recent meeting of the Marin County School Boards Association where they heard that K-12 schools are focusing on wellness issues and childhood obesity problems.

Trustee Long expressed her appreciation to José Nuñez, Dave Kim, Rob Barthelman and their staffs and to Dr. White and her staff for all the extra work involved in the development and presentation of the charettes. She announced that she would be making a presentation on Educational Master Plans at the upcoming CCLC Trustees Conference in La Jolla.

Trustee Treanor, a member of the Marin Education Fund (MEF) Board, thanked College of Marin and the College of Marin Foundation for being a co-sponsor of the May 4 MEF anniversary dinner.

f. CEO Report to Board on WASC Compliance
Dr. White reported that the college is taking steps to make sure the community know we are still accredited. A statement that we are fully accredited by WASC will be included in all modernization ads, press releases, Monday briefings, letters to high schools, and college publications. She noted that the Educational Master Plan is the last of the five recommendations we were asked to address. There will be a team visit this November and Dr. White stated that we will have a lot to be proud of. We are looking forward to being removed from warning and increasing our enrollment.

5. Chief Executive Officer’s Report
President White indicated that her written report was in the Board packets. She announced that Yolanda Bellisimo and Carol Adair will be honored as outstanding Marin County teachers at the May 24 Golden Bell Education Evening. Dr. White introduced two new members of the staff: Beth Root, Interim
Director of Childcare Programs, and V-Anne Chernock, Director of Modernization.

a) **Staff Reports**
Al Harrison, Vice President of College Operations, presented information (copy attached) on funding of fiscal year 2005-06 Board priorities and estimated financial impact of enrollment declines. He noted that our enrollment fees are $157,000 less than budgeted and non-resident fees are $180,000 less than budgeted. Our drop in international fees has been greater than expected. Several Trustees expressed interest in making international student recruitment a higher priority. President White stated that we would need funds and have to realign our infrastructure in order to revitalize international student recruitment.

1) **Kentfield Summer Swim Program**
Vice President Harrison reported that we will have a summer swim program at Kentfield from June 19 through August 20.

2) **IVC Summer Swim/Parks & Recreation**
Vice President Harrison reported that we will not be offering a swim program at IVC this summer as we have not heard from the YMCA which has run the program in the past. The Marin YMCA summer camp also will not be held at the IVC campus this year. Several Trustees recalled controversy in the past when IVC’s summer swim program was not offered. Dr. White was asked to look into the possibility of finding funding to hire staff to operate a summer swim program at IVC.

b) **Citizens’ Oversight Committee Report**
1) **COC Annual Report**
Dr. Bill Levinson, chair of College of Marin’s Citizens’ Oversight Committee (COC), reported that the COC has met five times and that the accomplishments of the committee are listed in the annual report included in the Board packets. He stated that the COC members are comfortable that the bond funds are being used properly. Trustees expressed their appreciation to Dr. Levinson and the committee for their thorough work.

6. **Modernization (Capital Improvement Program) Update**
José Nuñez presented the monthly CIP update (copy attached). He noted that his team is proceeding with design documents for the creek mitigation measures outlined earlier. A signage consultant is being brought on board and bids for tree removal and Larkspur Annex demolition are set to go out in May. Two hundred thirty-five surveys were filled out by Furniture Fair participants. Mr. Nuñez hopes to bring a Campus Master Plan to the Board at the June 27 meeting, with final approval in July.

a) **Bolinas Marine Lab Update**
José Nuñez and Dave Kirn showed photos of recent storm damage to the Bolinas property, noting that additional material appears to be poised to dislodge from the slope and add to the existing debris pile. Four feet of material is leaning against the house now from slides in recent months and there is concern that additional material may damage the wall of the house significantly.

b) **Science Faculty Report on the Bolinas Marine Lab**
Dr. Joe Mueller stated that members of COM’s science faculty had come to present compelling evidence that Swinerton has exaggerated claims that the Bolinas Marine Lab is unsafe. Dr. Jamie Deneris stated that in her
professional opinion the hazards presented by mold have been grossly exaggerated. Dr. Patrick Kelly reported that it is a scientific impossibility for traces of formaldehyde to still be present. Dr. Jim Locke reported that the faults Bolinas is on will not generate significant tsunamis because the rocks move from side to side. Dr. Don Foss stated that there is a potential fault outside Bolinas, that no engineer can make the lab seismically safe, and that he is not afraid to teach in the Bolinas Marine Lab. He noted that we live in an earthquake-prone area and that no one knows when the "big one" will come. He also noted that most asbestos in the United States is not a carcinogen and that we need to find out what kind of asbestos we have at the Bolinas lab and to take care of it in an easy and inexpensive way. Joe Mueller requested that reconsideration be given to using the lab, not the house.

Trustees noted that more study needs to be done on the Bolinas Marine Lab issues so that various options can be presented. Board members are very concerned about the Ed Code prohibition against having an educational institution on an active fault. Board President Brockbank thanked the faculty members for their presentations, and promised that they would be responded to.

7. Academic Senate Update
John Sutherland read a statement addressing the cover sheet accompanying the Educational Master Plan which stated that the Academic Senate asked to have Section 4 of the EMP and its related appendices deleted. He explained that there was controversy over one sentence in Section 4 and that the Senate voted to remove Section 4 until a satisfactory agreement could be reached with regard to the language in question. Mr. Sutherland stated that the Senate would continue to work for an agreeable solution for the inclusion of the effectiveness section. A copy of his statement is attached to the minutes as part of the official record.

8. Classified Senate Update
Becky Reetz, Classified Senate President, stated that many of the Classified Senators and staff have concerns about constituent review of the Educational Master Plan. She announced that Nancy Kutcher was recently appointed to the California Community College Classified Senate as a Board member and that COM’s Classified Senate would hold a fundraiser BBQ on May 3rd. A copy of Ms. Reetz’ statement is attached to the minutes as part of the official record.

9. Student Senate and Associated Students Report
Hoa Long-Tam reported that Giovanna Mazzei will serve as the Interim Student Senate President until the new Student Trustee and Senate President are sworn in. He stated that the students were displeased that the Educational Master Plan was not sent through the participatory governance system. Copies of the Student Senate and ASCOM reports are attached to the minutes as part of the official record.

Vice President Martinez stated that she and David Rollison had talked about the concern expressed regarding the need for more constituent participation in the review of the EMP. The document was posted and there was an overreliance that constituents would read the document and provide feedback. She recognizes that a few more steps need to be taken in the future to provide opportunities for constituent feedback.
President White stated that Institutional Planning Committee members need to report back to their constituent groups and ask for feedback.

10. COM Foundation Report
President White reported that David Schwartz had resigned that morning as COM Foundation President and that Frank Parnell is the new president. The COM Foundation Board is excited about a new scholarship program for needy students and is looking for new Board members.

11. Items for Possible Future Board Action (5 minutes)
   a. MTA Partnership
   b. Program Review Policy Status
   c. Health Fee Increase (May)
   d. Revised Registration Priority (May)
   e. Board Policy – Programs for Older Adult Students (Emeritus College) (May)

12. Consent Calendar Items (Roll Call Vote)
M/s (Treasor/Hayashino) to approve all items on the Consent Calendar with the exception of 12.F. The motion passed unanimously with a roll call vote.

A. Calendar of Upcoming Meetings & Other Special Events

All regular Board meetings are at 6:30 p.m. with Board Retreats (Special Meetings) as noted and other special events:

- May 16, 2006 – IVC Building 12
- June 13, 2006 – Board Retreat – noon to 5:00 p.m.
  - Staff Lounge, Deedy Student Services, Kentfield
- June 13, 2006 – Staff Lounge, Deedy Student Services, Kentfield
- June 27, 2006 – IVC Building 12
- July 18, 2006 – Board Retreat – 9:45 to 3:00 p.m., Marin
  - Community Foundation, Redwood Room, 5 Hamilton Landing, Ste. 200, Novato
- August 29, 2006 – IVC Building 12
- September 19, 2006 – Staff Lounge, Deedy Student Services, Kentfield
- October 10, 2006 – IVC, Building 12
- November 14, 2006 – Staff Lounge, Deedy Student Services, Kentfield
- December 12, 2006 – Staff Lounge, Deedy Student Services, Kentfield

Special Events

- May 2, 2006 – 12:00 p.m. to 1:30 p.m., Kentfield Campus Forum (Olney 96)
- May 3, 2006 – 3:00 p.m. to 4:30 p.m., IVC Campus Forum (Building 12)
- May 3, 2006 – 7:00 p.m. to 8:30 p.m., IVC Community Forum (Building 12)
- May 4, 2006 – 7:00 p.m. to 8:30 p.m., Kentfield Community Forum (Olney 96)
- May 5 to 7, 2006 – CCLC Trustees Annual Conference, Hyatt Regency, La Jolla
- May 19, 2006 – College of Marin Foundation’s Annual Scholarship Awards Ceremony – 5:00 p.m., Kentfield Student Services Center
May 25, 2006 – 6:00 p.m. – Pinning Ceremony for Registered Nursing Program - Fine Arts Theater
May 26, 2006 – 7:00 p.m. – Commencement - Gymnasium
May 31, 2006 – 7:00 p.m. to 8:30 p.m., IVC Community Forum (Building 12)
June 1, 2006 – 7:00 p.m. to 8:30 p.m., Kentfield Community Forum (Olney 96)
June 22, 2006 – 6:30 p.m. – Dental Assisting Graduation – Front of Student Services Building

B. **Academic Personnel Recommendations.** Approve the Academic Personnel Recommendations:
   1. Part-Time Temporary Credit Instructors Added and Changed Appointments Spring 2006
      a) Temporary Non-Credit Community Education and Services Instructors for Spring One 2006
      b) Temporary Non-Credit Community Education and Services Instructors for Spring Two 2006

C. **Classified Personnel Recommendations.** Approve the Classified Personnel Recommendations:
   1. Appointment of Classified Personnel
   2. Resignation/Separation of Classified Personnel
   3. Temporary Increase/Decrease of Classified Personnel

D. **Classified Management Personnel Recommendation.** Approve the Classified Management Personnel Recommendation:
   1. Appointment of Classified Management Personnel

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

G. **Warrant Approval**

H. **Short-Term Hourly Positions**

I. **Approve Contract Award to Tremco Incorporated Roof Repair**

J. **Approve Contract Services with PG & E for Electrical Services Upgrade/Installation Project #321A Larkspur Annex Demolition and Site Improvements (Modernization – Measure C)**

K. **Approve Change Order #3 to Contract with Treemasters Tree and Garden Care for Fire Mitigation Project on IVC Campus (418A) (Modernization – Measure C)**

L. **Approve Contract Amendment #1 – Degenkolb Engineers, District Structural Engineering Consultant (Modernization – Measure C)**

M. **Approve Change Order #1 – Western Roofing Service Projects #302A-LRC & 303A-HC; Misc. Roof & Below Grade Waterproofing**
N. Approve Deductive Change Order #1 – Asbestos Management Group Project 308C Abatement of Asbestos Insulation, P.E. Complex

O. Approve Contract Amendment No. 2 – Allana Buick Bers Design Consultant for Roof Repairs and Replacement (Modernization – Measure C)

P. Approve Short Form Contract for CCS Group to Provide Support for Campus Master Plans

F. Approve Community Education Fee Increases 2006-2007
Trustee Long stated that she had asked for a report on the effects of past fee increases on enrollment and had not received that. She expressed concern that some people will not be able to afford classes if fees are increased and said she could not support this action.
M/s (Moore/Hayashino) to Approve Community Education Fee Increases 2006-2007. The motion passed by a vote of 5 to 2 (with Trustees Long and Dolan casting the dissenting votes). Trustee Long indicated that she would be submitting a statement further explaining her vote.

13. Other Action Items

A. M/s (Treanor/Hayashino) to Approve College of Marin Mission Statement. The motion passed unanimously.

B. M/s (Hayashino/Kranenburg) to Approve College of Marin Educational Master Plan.
Trustee Long asked to modify the language of the recommendation to identify the March 21 draft as Phase II since the plan is not yet complete. Other Trustees did not agree to this suggestion but did agree to add the words "as modified" to the recommendation so that it reads as follows: "The Superintendent/President recommends that the Board of Trustees approve the March 21st draft as modified of the Educational Master Plan." The motion passed by a vote of 6 to 1 (with Trustee Long casting the dissenting vote). Trustee Long indicated that she would be submitting a statement further explaining her vote.

C. M/s (Treanor/Kranenburg) to Approve College of Marin Goals. The motion passed unanimously.

D. M/s (Kranenburg/Treanor) to Approve of Citizens’ Oversight Committee Members. The motion passed unanimously.

M/s (Treanor/Kranenburg) to approve items 13.E, F and G: The motion passed unanimously with a roll call vote.

E. Approve Resolution Authorizing Budget Transfers – FY 2005/06

F. Approve Resolution Authorizing the Issuance of a 2006 Tax & Revenue Anticipation Note and Participation in the Community College League
of California Cash Flow Financing Program

G. Approve Resolution for Employer Paid Member Contributions – Cal PERS Retirement Plan Change for Safety Officers; and Resolution to Tax Defer Member Paid Contributions – Cal PERS Retirement Plan Change for Safety Officers

H. Approve Revised Administrator Retreat Rights Policy (Board Policy 50006.2)
   This item was postponed until the next meeting because it is a first reading of the revision.

I. M/s (Treonor/Dolan) to Approve Authorization to Sign on Behalf of Governing Board. The motion passed unanimously.

J. M/s (Treonor/Dolan) to Approve Academic Calendar for 2006-07. The motion passed unanimously.

K. M/s (Dolan/Kranenburg) to Approve Study Abroad Program in Spain. The motion passed unanimously.

L. M/s (Treonor/Hayashino) to Approve Authorization to Negotiate Lease Agreement with Marin School of Arts and Technology (MSAT). The motion passed unanimously.

M. M/s (Treonor/Hayashino) to Approve Additional Scope of Work – Chief Labor Negotiator Designation. The motion passed unanimously.

N. Approve Termination of Student Trustee
   This item is moot because of Austin Smith’s resignation.

14. Information Items
   A. Contracts and Agreement for Services Report

15. Correspondence
   Trustees were asked to review the correspondence in their Board Packets.

16. Board Meeting Evaluation
   Trustees commented that the meeting was too long.

17. Adjournment
   M/s (Hayashino/Treonor) to adjourn the meeting. The motion passed unanimously and Board President Brockbank adjourned the meeting at 11:05 p.m.
Re: Letter of Resignation

To: President Frances White, Marin CCD
    Greg Brockbank, Board of Trustees President
    Wanden Treanor, Trustee
    Eva Long, Trustee
    Phillip Kranenburg, Trustee
    Carole Hayashino, Trustee
    Harry Moore, Trustee
    Barbara Dolan, Trustee

During my three and a half years at College of Marin, I have studied under the administrations of three different college Presidents. For two and a half of those years, I have been an active participant in college governance, representing the students on a number of important committees. During my tenure, I have served for over two years on the College Council and Student Senate, and for various lengths of time on a number of committees, including the Accreditation Self-Study, Curriculum Committee, and the Strategic Planning Task Force, where I worked on the college’s recently adopted Mission, Vision, and Values statements. Participating in college governance has given me the privilege of engaging with this institution’s fine faculty, administrators, and staff outside of the contexts normally available to students. In the course of my service, I was given the extraordinary opportunity to develop my verbal communication, teamwork, persuasive writing, leadership, and legal & educational research skills, not to mention a general systemic fluency in the institution of higher education. Students of all kinds can benefit from the professionalism cultivated by this kind of service-learning, but I would especially recommend it for students pursuing careers in business, education, law, politics, social services, and the non-profit sector.

My tenure at College of Marin happened to straddle a very turbulent time for the institution. There were two changes of administration, an accreditation visit, a facilities bond, collective bargaining negotiations, and a marked increase in institutional self-analysis. The arrival of Dr. White’s administration coincided with a current of change already fomenting independently in various corners of the college’s constituencies. The historical deviation of College of Marin from a programmatically student-centered institution that had occurred over the 1980s & 1990s had much to do with the absence of consistent meaningful student participation in college governance. While there were many periods of heightened student involvement, the achievements made and lessons learned were not necessarily transmitted to future student leaders, causing a lack of continuity and cyclical institutional amnesia. It is heartening that recent institutional evaluations have underscored, and the new administration has prioritized, the importance of returning to catering to the particular needs of community college students, most of which are working people, many with families. Including students in decision-making is critical to the current process of evolution and renewal, and while it must be supported vigorously by the administration, the empowerment of the students must be the task of the students.
themselves. It is critical that students assert their rights within the Title V structure, in a broad-based, consistent, and inclusive fashion, to advocate for themselves so that their needs are heard in perpetuity.

There is currently a proposal on the ballot for the student elections that would increase the voluntary Student Rep Fee donation that credit students pay at the time of registration from $1 to $3. Any student unable to pay the fee could simply opt not to contribute. Following a model developed by the student leadership at City College of San Francisco, part of the Rep fee, which constitutes the Student Senate’s annual budget, could be allocated to paying a modest stipend to students serving on committees, in compensation for lost wages. As there are currently no academic or extracurricular incentives for students to serve on committees, the Student Senate has had a very difficult time filling designated student seats. With a stipend program administered by the Student Senate’s Governance Coordinator, working people seeking to better their lot in life would be able to exercise their statutorily mandated right to have a say in the decision-making processes that affect their education.

It has been an honor to serve my fellow students for these few years, and it is with a heavy heart that I tender my resignation. It has been a privilege to work with the fine members of the Board of Trustees, administration, faculty, and staff. It saddens me to be leaving College of Marin at a point in which I see the clear indications of a nascent institutional renaissance, but it appears my destiny lies elsewhere. College of Marin will always be dear to my heart, and it would not surprise me in least if at some future date I applied here as an adjunct.

Regards,

Austin D. Smith
Dear College of Marin Board of Trustees:

The next few years will be crucial years for the future of College of Marin. The Board of Trustees will be faced with decisions on how to spend Measure C money in ways that will improve campus infrastructure, system efficiency, access to and from the campuses as well as increasing student enrollment. Transportation Alternatives for Marin would like to work closely with the Board of Trustees in the following years to find creative solutions to such issues.

Transportation Alternatives for Marin ("TAM") is a 501(c)(3) non-profit corporation whose mission is to promote pedestrian and bicycle transportation, in the United States and globally, by making Marin County, California the national model for pedestrian and bicycle transportation. TAM also works to demonstrate that investment in integrated bicycle and pedestrian infrastructure, combined with education, is the optimal transportation solution and an integral part of an effective multi-modal transportation system.

Within Bond Measure C, language was drafted specifically related to the need to improve pedestrian, cycling, and disabled student access to the campuses. TAM believes that a focus on improving this access and incorporating it into the expanding county-wide pedestrian infrastructure will improve COM’s student enrollment.

We have enclosed five documents for your consideration:
1. The North-South Greenway Map
2. Cal Park Hill Tunnel Map
3. Rail with Trail Project
4. The Corte Madera Creek Trestle
5. College of Marin’s Proposal to do a Needs Analysis from Alta Planning

We would like the Board of Trustees to consider the Needs Analysis Proposal for COM for future meetings. We look forward to working with you in the future.

Respectfully Submitted,

Patrick M. Seidler
President
Campus Transportation Needs Analysis

The two College of Marin campuses have a rare opportunity to become more integrated into their surrounding communities, maximize the efficiency and accessibility of the two campuses, and become a model of sustainability by conducting a Transportation Needs Analysis. A Campus Transportation Needs Analysis for the two College of Marin campuses (Kentfield and Indian Valley) will (a) help meet objectives identified in the bond measure, provide critical information needed to (b) identify and evaluate current transportation modes, origins, barriers, parking demand, adjacent land use and roadways, and automobile trips, and (c) ensure the campuses maximize community access, especially through sustainable modes such as walking and bicycling.

The Campus Transportation Needs Analysis will help campus planners and designers understand future parking needs, measure future traffic impacts, and develop facilities to accommodate both motorized and non-motorized trips. The Plan will also help COM influence roadway and land use decisions and leverage local, state, and federal transportation funding. Results of the Needs Analysis could be used to:

(a) Reconfigure and re-use existing parking lots
(b) Measure traffic impacts from existing and proposed buildings and uses
(c) Identify undeserved areas in the County where access constrains usage of the campus
(d) Identify bicycle and pedestrian improvements
(e) Identify roadway improvements in the surrounding area that support COM objectives

Scope of Work

This outline scope of work shows the proposed steps to be taken as part of the Needs Analysis. It may be modified based on campus input.

Task 1.0 Data Collection

This task includes collecting all available reports, data, maps, and other information, along with interviewing key COM staff. This also includes an inventory and analysis of all existing campus and campus-access route transportation facilities, including bikeways, walkways, roads, and parking lots.

Task 2.0 Campus Input

This task includes forming an Advisory Group to review materials and provide input, along with a stakeholders meeting and public workshops.

Task 3.0 Counts and Surveys

This task includes conducting peak period traffic counts at selected locations on the campus perimeter, parking occupancy counts, and counts of pedestrians and bicyclists. In addition, a survey will be developed and used to ask students, staff, and faculty about their transportation needs, concerns, and patterns. We will conduct random on-campus interviews and possibly distribute the survey through classrooms or COM publications.
Task 4.0  Analyze Data

We will analyze the inventory, published materials, counts, surveys, and other data to determine (a) existing transportation patterns, especially those that indicate capacity shortfalls or surpluses, sub-standard levels of service, barriers that may be impacting modal choices, safety issues, access issues, and other topics.

Task 5.0  Recommendations

This task includes specific physical improvements such as new or reconfigured parking lots, new or enhanced bikeways and walkways, bicycle parking, pedestrian amenities, circulation patterns, both on- and off-campus. Specific programs to encourage students, staff, and faculty to walk, bicycle, or take transit will also be developed, including specific incentive and other measures.

Task 6.0  Implementation

This task includes methods of implementing the recommendations, including preliminary designs, cost estimates, and funding opportunities. A 5, 10, and 20-year financial plan will be developed, along with a detailed phasing and financial strategy.

Cost

The cost to complete this study depends on a variety of factors (such as number of meetings, quality of existing data, etc), but typically runs between $50,000 and $85,000.
THE NORTH-SOUTH GREENWAY

A Class 1 Pedestrian and Bicycle Pathway Separated from Automobiles with access to Transit Centers, Schools and Residential Communities.
Proposed
Linking San Rafael to Sonoma County Rail with Trail
College of Marin
Ignacio Creek Erosion Mitigation

BOT Meeting - April 25, 2006

Questa Engineering Corporation (CEQA Team)
CSW/Stuber-Stroeh Engineering Group, Inc.
Swinerton Management & Consulting Inc.
Why a Creek Management Plan?

- Protect Bridge Foundations
  - Maintain current bridge loading capacity required by Novato Fire Department
  - Address life safety issues at pedestrian bridges

- Stop Bank Erosion and Failures
  - Prevent further extensive land erosion (eg. Library area)

- Control Storm Drainage
  - Failing outfalls
  - Rerouting storm water to reduce peak loads on creek
Storm Drainage Issues

- Extension of storm drainage system adjacent to Miwok Cluster
- Flushing and cleaning of all storm systems
- Repair collapsed/damaged storm drains
- Redirecting flow from small drains
Project Goals

- Assess existing storm drainage infrastructure
- Develop a Management Plan to address existing erosional issues
- Develop long-term management strategy
- Use analysis for future planning efforts
Creek Management

- Factors Evaluated
  - Existing Creek Conditions
  - Hydrology and Hydraulics (flow and speed)
  - Trends of Creek Geomorphic Evolution
  - Impact to Future College Planning
Existing Inventory and Conditions

- Bank Erosion
- Surface Drainage
- Channel Grade Controls
Hydrology and Hydraulics

- Channel water velocity between 5 to 10 ft/s
- Bedload sand and gravel is easily mobilized
- Flood conveyance is adequate, little overbank flooding
Geomorphic Analysis

- Longitudinal profile
- Channel degradation
  - Long-term trends – profile analysis
Stage I
Stable channel
Initial incision
$h < h_{in}$

Stage II
Bed degrading
Banks stable
$h > h_{in}$

Stage III
Bed aggrading
Banks unstable
$h = h_{in}$

Stage IV
Bed aggrading
Banks unstable
$h = h_{in}$

Stage V
Slow aggradation
Banks stable
$h < h_{in}$
Geomorphic Trends & Analysis

- Channel degradation
  - Worst case scenario
Future Management/Planning Actions

- Immediate Concerns
- Ongoing Management Strategy
- Proactive Management Strategy
Immediate Concerns

- High Priority Sites
- Storm drainage amendments/maintenance
Proactive Management Strategy

- Stabilize grade
- Manage woody debris
- Set back buildings where possible
- Reconfigure parking area drainage
  - Reduce inflows (detention)
Ongoing Management Strategy

- Address problems as they occur
- Manage woody debris
- Bank stabilization as needed
Summary

- Proceed with development of design and construction documents
- Proceed with permitting process
- Schedule 18 to 24 months
- Projected project cost 1M
Funding of Fiscal Year 2005-06
Board Priorities

(in thousands)

- From the $1.829 Million Un-Allocated
  - Fair & Equitable Compensation 829
  - Unfunded Liability OPEB 200
  - Departmental Supplies, Equipment 400
  - Educational Master Plan 300
  - Enrollment Management 100

- Regular Budget Development Process
  - Educational Excellence & Innovation Fund 250
  - Board Training 10
Estimated Financial Impact of Enrollment Declines

**Enrollment Statistics** (as of 1st Census) (a)

- **WSCH**
  - Fall 04 to Fall 05  
    - down 7.0%
  - Spring 05 to Spring 06  
    - down 4.3%

- **Headcount**
  - Fall 04 to Fall 05  
    - down 7.3%
  - Spring 05 to Spring 06  
    - down 4.7%

**International/Out of State # of Students** (b)

- Fall 03 – 96 international / 60 out of state
- Fall 04 – 79 international / 52 out of state
- Fall 05 – 47 international / 48 out of state

**Estimated Budget Impact**

- Enrollment Fees  
  - $157,000 less than budgeted
- Non-Resident Fees  
  - $180,000 less than budgeted

**Source:**
(a) Research Office
(b) Office of Admissions & Records - ESTIMATED
Summer Swim Programs

Kentfield Campus

June 19 – August 20, 2006
(Closed on July 4)

Monday through Friday, 1:30 – 5:30 p.m.
Saturday and Sunday, 12 noon – 5:00 p.m.

Admission Prices are:

- Adult $5.00
- Students/Children $4.00
- Seniors (55 and older) $3.00
- Disabled $3.00

Phone Number: (415) 485-9587

Lifeguards on duty. Waiver required for all minors using the pool.

Indian Valley Campus

No Open Swim Program with YMCA

Marin YMCA Summer camp will not be held at the IVC Campus this year.
Short-Term Enrollment Management Activities – Progress Report

The Dean of Enrollment Services, Development and Special Programs will administer a campus climate survey such as the ACT Survey of Student Opinion to 500 students by Fall 05, provided necessary staff, students and funds are available.

Funds were not allocated for the ACT campus climate survey this fiscal year, however, campus climate questions were included in the University Partnership Survey and the Graduate Satisfaction Survey. This activity was shifted to the Vice President of Student Learning in January when the Research Technician was moved from Student Services to Academic Affairs. The activity now resides with the Office of Organizational Development where Research currently resides and the Director will conduct the survey during the Fall 06 semester.

The Dean of Enrollment Services, Development and Special Programs will administer a campus climate survey to faculty and staff.

Funds were not budgeted for the internal campus climate survey. This activity was shifted to the Vice President of Student Learning in January when the Research Technician was moved from Student Services to Academic Affairs. The activity now resides with the Office of Organizational Development where Research currently resides and the Director will conduct the survey during the Fall 06 semester.

The Dean of Enrollment Services, Development and Special Programs will administer and disseminate the results of the COM Graduate Satisfaction Survey to the general campus community.

The Graduate Satisfaction Survey was sent with Spring 05 diplomas/certificates and results were distributed in the Fall. A new survey will be mailed with Spring 06 diplomas/certificates.

The Dean of Enrollment Services, Development and Special Programs will administer a survey to students that stopped attending to collect information about their reason for leaving.

The survey is being mailed to students this month.

The Dean of Enrollment Services, Development and Special Programs, in coordination with the Director of Communications and Community Relations and staff and counselors, will develop recruitment materials for high school students.

The High School Liaison Counselor has identified the materials that have been requested by local high schools. The information has been forwarded to the
Director of Communications and Community Relations. Some materials have been prepared and others will follow.

The Dean of Enrollment Services, Development and Special Programs, in coordination with the Director of Communications and Community Relations and staff, will develop themes for 5-6 banners announcing registration and financial aid services. These colorful bilingual banners and signs will be hung in strategic areas around both campuses.

Banners and notices have been hung in strategic locations around campus.

The Dean of Enrollment Services, Development and Special Programs and the Director of Student Affairs will strengthen programs to target high school juniors and seniors and special population students to encourage enrollment in college courses at COM. Two to three action items from those listed below will be selected by the Vice President of Student Learning in coordination with the task force for short term action, some will take longer.

A. Strengthen outreach and recruitment services. Develop targeted recruitment strategies.

An Outreach and Recruitment Plan has been developed that includes expanded outreach and recruitment activities.

B. Strengthen COM presence at the major high school feeder schools

The Outreach Coordinator met with high school juniors and seniors during College Day. He also targeted ELD students in their classrooms. The High School Liaison Counselor met with both groups and individual students in all Marin County high schools. She presented at junior and senior college nights for both students and parents. She assisted incoming students with the matriculation process and encouraged concurrent enrollment of students while still in high school. She administered the Math and English placement tests on-site at local high schools. COM Counselors also hosted an informational luncheon for Marin high school counselors, which was well attended.

C. Improve first contact experience with non-native English speakers in the feeder community.

The Outreach Coordinator has included, in his targeted recruitment plan, recruitment with organizations that serve the Hispanic population and other non-native speakers. We have hired a bilingual technician in the Office of Admissions and Records and another in the testing office.

D. Increase the visibility of the college programs that cater to under-served sectors of the community.
The Outreach Coordinator has given presentations at the high schools, prepared and disseminated materials to targeted populations and held workshops to under-represented students and parents that address cultural barriers to higher education and higher education access.

E. Increase the visibility of the college in the community through marketing, public service and participation in a variety of organizations including the chambers, rotaries, and other community-based organizations.

The Director of Communications and Community Relations is currently compiling a list of community organization memberships.

F. Seek out specific community partnerships with elementary and middle school districts that feed COM to develop summer programs such as the Jose Valdez Math Institute and the National Youth Sports Program, a federal program.

The Outreach Coordinator is currently working with community based organizations (Marin Education Fund, Making Waves and district affiliated organization School to Career and Even Start).

G. Inventory the COM faculty and staff to identify community partnerships and memberships for recruitment and information dissemination.

The Dean of Workforce Development is currently working on community partnerships.

H. Strengthen the program recruit international students.

Strengthening the international program will require a significant budget for publication advertisements and fair participation. Funds have not been available to support this activity. We have engaged in articulation agreements with English language schools and have 2 commission-paid recruiters.

I. Develop a program to identify examples of student and staff excellence and success.

We have begun highlighting student and staff excellence in our marketing. The new Director of Communications and Community Relations has developed features in the Fall 06 class schedule that highlight a student leader on the cover and more students inside. She is developing plans to feature faculty in the future.

J. Develop discipline and vocational program based recruitment plans.
Discipline and vocational program based recruitment plans have been informally developed. Relevant printed materials, covering disciplines in Workforce Development and ESL, have been disseminated during Outreach activities. More work will continue in this area.

The Director of Communications and Community Relations will coordinate with the Director of Information Technologies to improve the front page of the COM website to improve student access to information about enrolling in courses and other related services.

*Improvements to the website are in-progress and will be complete prior to Fall 06.*

The Director of Informational Technologies will change the college domain to www.marin.edu.

*The domain will be added by the end of April 06.*

The Director of Information Technologies will determine the capability of the college information system to support web tracking and enrollment management software to follow-up on prospective students and to improve communication with them.

*Tracking ability is included in the Banner software the college just purchased. In the interim, our IT Department will be able to track students who apply but do not follow-up and register beginning with the Fall 06 semester.*

The Director of Communication and Community Relations will add a Spanish translation feature to the COM phone system.

*The current telephone software is capable of handling a Spanish feature but a budget is needed to develop the text and record in Spanish. This item will be included in next year's proposed Enrollment Management activities.*

The Dean of Enrollment Services, Development and Special Programs will explore the feasibility of an electronic services lab to assist students during peak registration periods.

*A survey was conducted of other California Community Colleges and the Director of Information Technologies was consulted. The only schools that use a lab for registration have a full-time person in the lab who logs off the computer each time a student registers to avoid another student possibly seeing confidential information. We would need funding for an employee (Approximately $75,000) to proceed with this item.*
The Dean of Enrollment Services, Development and Special Programs will coordinate with the Director of Information Technologies to implement the Chancellor’s Office consortium online application used by 30 other districts.

*CCC-Apply is in process and will be available for Spring 07 registration.*

The Dean of Enrollment Services, Development and Special Programs, in coordination with the Director of Information Technologies, will oversee the implementation of an online student registration system for students by July 05.

*An on-line registration system was made available for students beginning the Fall 05 semester.*

The Dean of Enrollment Services, Development and Special Programs, working with the Academic Standards Committee, will research registration dates and priorities with those of neighboring colleges and work with the Enrollment Management Task Force to adjust dates and priorities as needed.

*A revised registration priority system was recommended by the Academic Standards Committee, approved by the Academic Senate and will be going to the Board for approval in May 06.*

The Vice President of Operations will be asked to determine the timeframe to implement a COM student e-mail system to improve communication with students.

*The college is currently communicating with students who register by e-mail. Our first transfer center e-mail newsletter was sent last month. The student e-mail system is part of the student domain project. Phase one of that project will be implemented this summer, however a complete student e-mail system will likely not be in place until Fall 07.*

The Dean of Enrollment Services, Development and Special Programs will improve information content and location of registration, and other pertinent information in the credit course schedule.

*Some changes have been already been made for Fall 06 and others are planned for future publications.*

The Dean of Enrollment Services, Development and Special Programs will improve information about Financial Aid, BOGG Fee Waivers, Marin Education Fund Scholarships, other scholarships and other federal and state funds to support a college education.

*The Director of Financial Aid clarified and added additional information on financial aid opportunities to the credit class schedule. Information has also been disseminated to students/parents at local high schools.*
The Vice President of Student Learning will work with the deans and department chairs to review and revise the course schedule development dates for fall, spring and summer in the next academic year to enable the college to develop a one-year course schedule.

_A new timeline has been developed to improve the course development process, allowing for schedules to be printed earlier._

The Vice President of Student Learning, in coordination with the Academic Senate, will develop a blueprint for scheduling sequential degree and/or certificate courses.

_The Vice President for Student Learning is working with the Academic Senate and development of the Blueprint is in process._

The Vice President of Student Learning, in coordination with the Director of Communications and Community Relations, will review and revise the processes for schedule development to improve the usability of the published schedule among students from different language backgrounds.

_The Vice President of Student Learning will be meeting with the Director of Communications and Community Relations to identify the languages that should be used, explore the cost, and develop a plan to improve access to information about course and program offerings to students whose primary language is other than English. It is anticipated that these schedule revisions will be in place by the Fall 08 semester._

The Vice President of Student Learning will coordinate changes in the published schedule to highlight short-term, online, evening and IVC classes.

_The new Vice President of Student Learning (appointed 1/30/06) and the new Director of Communications and Community Relations (appointed 3/15/06) have changed the Fall 06 class schedule to highlight IVC classes. To better highlight evening classes, they have changed the type style to bold to enhance the shading that already exists. The IVC flyer will include all distance learning classes and will be mailed to 29,000 businesses and residents in the Novato area. They will continue to work together to further highlight short-term, on-line and evening classes in future class schedules._

The Vice President of Student Learning will work with the deans and department chairs to place start dates of short-term courses into a more standardized scheduling time period.

_Standardized scheduling, along with a revision of the timeline to produce future schedules, is under development. The earliest effective date will be with the Spring 07 class schedule because the current Vice President assumed her duties too late to do otherwise._
The Vice President of Student Learning and the Director of Articulation will disseminate information regarding advancements in the new articulation process.

*Articulation activities are under way and information regarding newly articulated courses has been disseminated to college counselors.*

The Dean of Enrollment Services, Development and Special Programs will improve dissemination of information for concurrent enrollment of high school students.

*Information has been provided to all Marin high school students and all Marin County high school counselors. We have increased from 200 to over 400 the number of concurrently enrolled high school students this academic year.*

The Dean of Enrollment Services, Development and Special Program’s staff will improve the quality and dissemination of information about college academic support services such as matriculation, tutoring, EOPS\CARE, DSPS, Financial Aid, scholarships and counseling.

*Revised and augmented information has been included in the credit class schedule and has also been disseminated at local high schools.*
Marin Community College District
Capital Improvements Program (CIP) Update
for the Board of Trustees

Tuesday, April 25, 2006

Agenda

- Capital Improvement Program (CIP) Update
  o Communications
    - Charettes Attendance
  o Consultant Selection
  o Design Update
  o Construction Update
  o New Business
Communications / Facilities Master Plan

- Charette Reports
  - 4/19/06 (Kentfield Campus focus)
  - 4/20/06 (Indian Valley Campus focus)

- Campus Forums
  - 5/2/06 at KTD Olney Hall, Room 96 - Noon
  - 5/3/06 at IVC Building 12 – 3:00 PM

- Community Forums
  - 5/3/06 at IVC Building 12 – 7:00 PM
  - 5/4/06 at KTD Olney Hall, Room 96 – 7:00 PM
  - 5/31/06 at IVC Building 12 – 7:00 PM
  - 6/1/06 at KTD Olney Hall, Room 96 – 7:00 PM

Charette Attendance

- Friday, March 24, 2006 (100 total attendees)
  - 29 - Faculty
  - 15 - Staff
  - 1 - Board of Trustees Member
  - 11 - Community Members
  - 42 - Students (3 marked also as Community Members)
  - 8 - Administrators
  - 7 - Other (Resources)

- Saturday, March 25, 2006 (32 total attendees)
  - 6 - Faculty
  - 4 - Staff
  - 2 - Board of Trustees Members
  - 2 - Community Members
  - 5 - Students (2 marked also as Community Members)
  - 2 - Administrators
  - 6 - Other (4 Resources, 1 City Council Member, 1 California Native Plant Society)
Charette Attendance

- Thursday, April 6, 2006 (33 total attendees)
  - 4 - Faculty
  - 4 - Staff
  - 1 - Board of Trustees Member
  - 3 - Community Members
  - 4 - Students
  - 5 - Administrators
  - 9 - Other (Resources includes 4 volunteer Architects)
  - 3 - College of Marin Foundation

- Friday, April 7, 2006 (27 total attendees)
  - 4 - Faculty
  - 4 - Staff
  - 2 - Board of Trustees Members
  - 1 - Community Members
  - 4 - Students
  - 4 - Administrators
  - 7 - Other (Resources includes 3 volunteer Architects)
  - 1 - College of Marin Foundation

Charettes Reports Attendance

- Wednesday, April 19, 2006 (51 total attendees)
  - 8 - Faculty
  - 6 - Staff
  - 1 - Board of Trustees Member
  - 9 - Community Members
  - 11 - Students
  - 5 - Administrators
  - 6 - Other (Resources, newspaper reporters, visitors)
  - 3 - College of Marin Foundation

- Thursday, April 20, 2006 (26 total attendees)
  - 3 - Faculty
  - 4 - Staff
  - 0 - Board of Trustees Members
  - 9 - Community Members
  - 2 - Students
  - 4 - Administrators
  - 4 - Other (Resources & visitors)
  - 0 - College of Marin Foundation
Consultant Selection

- Signage Consultant
  - Short Listed recommendations 4/6/06
  - Interviews 5/10/06
  - BOT approval 5/16/06

Design Update

Kentfield

- Tree Removal – bid in May 2006
- Architectural Program of Fine Arts – approx 45% complete
  - Coordination work with faculty continue through end of spring semester and resume in fall.
- Architectural Program of PE Complex – complete
  - Transition with Steinberg Architects & Kwan Henmi to occur late April / early May
- Additional Architectural firms to be selected following approval of Campus Master Plan & project prioritization
Design Update

Indian Valley
- Tree Removal – bid in May 2006
- Gas Main Replacement – bid in May 2006

Construction Update

Kentfield
- Roof Repairs Harlan Center & Learning Resource Center
  - Base contract work complete
  - Change order work underway
Construction Update

Indian Valley
- Fire Mitigation – approx 40% complete
  - Change Order # 3 will add Kentfield Pine Tree removal & removal of fallen oak tree over pathway at IVC.
  - Additional scope of work anticipated due to extremely heavy rains.

Furniture Fairs
- Kentfield – April 18, 19 & 20, 2006
  - 235 Surveys received
    - 97 Students
    - 75 Staff
    - 49 Faculty
    - 12 Other
    - 2 Administrator
- Indian Valley – April 25, 26 & 27, 2006
New Business

- New Director of Modernization to begin mid May
- Comment & Feedback forms from Charette Reports
  - 15 received
- Exteriors & Site Subcommittee – first meeting 5/5/06
- Interior Finishes Subcommittee – next meeting 5/4/06
  - Flooring materials installed over Spring Break (4/10 – 4/14/06)
    - Photos attached
    - "Plaques" to be posted in all areas with new flooring
- Presentation to Kent Woodlands Property Owners Association (KWPOA) – 4/27/06 7 PM
Campus Master Planning
Next Steps

- Exteriors / Aesthetics
- One Master Plan Concept for Each Campus
- Schedule Forward
- Project Priorities

Timeline

- May 2006
  - Road Show Three Concepts – 5/2, 5/3, & 5/4/06
  - BOT One Concept – 5/23/06
  - Road Show One Concept – 5/31/06
- June 2006
  - Road Show One Concept – 6/1/06
  - Campus Master Plans to BOT for approval – 6/27/06
- August 2006
  - Resume California Environmental Quality Act (CEQA) Process
- Fall 2006
  - Program Definition Document Complete
  - Project Priority List
Bolinas Update

February 2006

- Prior to February 22, 2006 some rock, soil and debris has slid down the steep slope and covered the area between the slope and the house with an approximate 2 foot layer of material
April 2006

- Additional material appears to be poised to dislodge from the slope and add more material to the existing debris pile. While the existing material has caused relatively minor damage to the house, additional material may damage the wall of the house significantly.
Spent to Date: $5,898,330

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>277</td>
<td>HV Removal</td>
<td>01/01/2022</td>
<td>01/31/2022</td>
</tr>
<tr>
<td>278</td>
<td>HV Replacement</td>
<td>02/01/2022</td>
<td>02/28/2022</td>
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<tr>
<td>279</td>
<td>HV Repair</td>
<td>03/01/2022</td>
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<td>280</td>
<td>HV Maintenance</td>
<td>04/01/2022</td>
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<td>HV Repair</td>
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<td>HV Maintenance</td>
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<td>288</td>
<td>HV Maintenance</td>
<td>12/01/2022</td>
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*Note: The table above represents the activities and their corresponding dates for the implementation of the program. The spent amount to date is $5,898,330.*
Good evening.

I'd like to address the cover sheet accompanying the Educational Master Plan. It reads:

"The Academic Senate has asked that Section 4 and its related appendices be deleted. The Educational Master Plan will be presented without this section."

I don't know who wrote the statement but I would like to address what I believe are misleading elements within it.

First some background:
The Senate representative to the EMP, Michael Brailoff, wrote the Effectiveness Section in response to WASC language:

WASC Accreditation Standard One states:

"The institution uses analyses of quantitative and qualitative data and analysis in an ongoing and systematic cycle of evaluative, integrated planning, implementation, and reevaluation to verify and improve the effectiveness by which the mission is accomplished."

In Accreditation Standard One (B) this goal is further defined by:

"The institution ... organizes its resources and allocates its resources to effectively support student learning. The institution demonstrates its effectiveness by providing 1) evidence of the achievement of student learning outcomes and 2) evidence of institution and program performance."

Recommendation 3 of the WASC report said that:

"The College should develop a systematic qualitative and quantitative program review process in all sectors of the College."

After many months of work, Michael Brailoff brought his section 4 on Effectiveness to the Academic Senate, and the Senate approved it and the EMP moved forward through the system. Recently, some debate has arisen over this section 4, particularly over one sentence:

"Therefore, the COM Management and the Academic Senate shall jointly create, select and mutually agree upon:"... a list of institutional mission statements and goals.

At a Senate meeting subsequent to the one to which Brailoff brought the original language, because some controversy surrounded the sentence and because an IPC meeting was approaching, the Senate voted to remove Section 4 rather than alter the language until a satisfactory agreement could be reached.
Later, some discussion took place among various constituent groups in regard to this sentence, some alternatives were proposed, and when it came back to the Senate last week, the Senate affirmed its original position: That Section 4 should not go forward until language could be worked out.

I'd like it noted that the Senate has made every effort to make the EMP a document for institutional improvement and accountability in response to WASC's mandate for effectiveness, and it will continue to work for an agreeable solution for the inclusion of the effectiveness section

John Sutherland 4-24
Classified Senate
Board of Trustees Report
April 25th, 2006

Very recently, Vice President Anita Martinez and the Academic Senate President David Rollison came to discuss the Educational Master Plan with the Classified Senate. The Senators appreciated the opportunity to discuss elements of this important document with some of the leaders of the process. These kinds of discussions represent the kind of communication that is essential to an effectively functioning system of shared governance.

However, many of the Classified Senators and staff have expressed their concern regarding the constituent review within the context of the new governance system. We recognize that our governance system is still very new and our experience with this process has illustrated some areas that need further clarification. We will use our experience to give constructive feedback to the Governance Review Council.

The Classified Senate is glad the College is moving forward and we look forward to future discussions and active participation by the staff as the EMP continues to evolve as a living document.

Announcement:
Nancy Kutzer, our former Classified Senate President, was recently appointed to the California Community College Classified Senate as a Board member. The 4CS group will benefit from her extensive experience in the area of shared governance.

The Classified Senate will be holding a fundraiser BBQ on May 3rd between 11:00-1:00pm. Please feel free to stop by and have lunch with us if you happen to be on campus. We are raising funds to further community building activities among the staff and to replenish our emergency fund for staff, the Kelly Litz Fund.
Student Senate Board of Trustee's Report

Student Senate President: Giovanna Mazzei will serve as the Interim Student Senate President until the new Student Trustee and Senate President is sworn into office. If you have any questions feel free to contact Giovanna Mazzei at giovanna.mazzei@marin.cc.ca.us.

State Student Senate Assembly: Pia Oestlien, State Student Senate Representative for College of Marin will represent our institution at the planning assembly in May. Pia will help build the new infrastructure for the California Community College State Student Senate.

Presented by Hoa-Long Tam in lieu of Giovanna Mazzei
Student Senate Board of Trustee's Report

Education Master Plan:

The students along with other constituency groups on campus are displeased that the final draft of the Education Master Plan was not sent through the participatory governance system.

Since this is the guiding document for our institution of higher education and affects all bodies on campus, especially the students, it should have be widely distributed and discussed.

Take into consideration that the students, the reason why we are here, are not fully represented in this document. The Student Senate and it's constituency have concerns about the student's involvement in the planning of their education. The Student Senate feels that all constituent groups should have an equal voice and place in the planning process.

This matter is time sensitive to maintain the College of Marin's accreditation. So in the best interest of this institution, the students are recommending that you approve this Education Master Plan as a working and living document. There is still much to do and the process of revising and implementing the Education Master Plan effectively should be the institution's main task in the next months.

This document should be an active and living document until it guides the College of Marin to strive for greatness and serves the students with the highest caliber of education and services and above. Declining enrollment and less than competitive programs and course offerings is not the fault of Marin County's population demographics. The deficits within this institution lie within the efforts of the College of Marin and the people that work to make it great.

I ask you to think about what you are doing to make this institution great? How can you look outside of yourself and into the students, so that you can serve them to the best of your ability?

Presented by Hoa-Long Tam in lieu of Giovanna Mazzei
ASCORE: Board of Trustees Report

Clothesline Project T-shirt making workshop:
The T-shirt making event was held on Tuesday, March 26th, from 10-1pm, in front the Student Services Building. It was a very successful event, and many people came out to support the cause and to make a T-shirt.

Clothesline Project Display: April 17-19, 2006

The Clothesline Project was displayed outside of the Student Services Building. There was a great response to the display, and many people were informed and educated about the myths and facts surrounding sexual assault.

Take Back the Night March: Wednesday, April 19th 6-9pm

Approximately 40 people showed up for the Take Back the Night March. The event was a success, and helped educate people about sexual assault issues.

ASCORE Director of Technology:

ASCORE has appointed a new Director of Technology, Felix Sargent. Felix is currently working to update the ASCORE and Student Senate web pages. The goal of the updated web pages is to provide accurate, thorough, and timely information to educate students about student participation at the College of Marin

Student Government Elections & Club Fest:

Student Government elections were held this week, Monday-Wednesday. Many Credit and Non-Credit students came out to vote. ASCORE and the Inter-Club Council are also sponsoring Club Fest. Club Fest is being held on Tuesday and Wednesday, 12:00 noon and 2:00 p.m. The first day of the event was a success, and many students came to learn about the various clubs and student organizations on campus.

Presented by Hoa-Long Tam in lieu of Giovanna Mazzei
Marching to raise awareness about sex assault
MARIN COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

RESOLUTION No. 5/16/06 B.4.a(1)
IN SUPPORT OF CLASSIFIED SCHOOL EMPLOYEE WEEK

WHEREAS, classified professionals provide valuable and integral services to the schools and students of the Marin Community College District;

WHEREAS, classified professionals contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, classified professionals serve a vital role in providing for the welfare and safety of Marin Community College District’s students; and

WHEREAS, classified professionals employed by the Marin Community College District strive for excellence in all areas relative to the educational community.

THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Marin Community College District hereby recognizes and wishes to honor the contribution of classified professionals to quality education in the State of California and in the Marin Community College District and declares the week of May 21-27, 2006, as Classified School Employee Week in the Marin Community College District.

RESOLVED, that the resolution be made a part of the official Minutes of the meeting and of the permanent files of the District.

PASSED AND ADOPTED THIS 16th day of May, 2006, by the Board of Trustees of the Marin Community College District of Marin County, California, by the following vote:

AYES:
NOES:
ABSENT:

STATE OF CALIFORNIA )
COUNTY OF MARIN    )

I, Frances L. White, Superintendent/President of the Marin Community College District of Marin County, California, do hereby certify that the Board of Trustees adopted the foregoing resolution at a regular meeting at the time and by the vote stated above.

__________________________
Frances L. White, Ph.D.
Secretary to Board of Trustees
The Marin Community College District commends College of Marin's Mariners Baseball Team for winning the 2006 Bay Valley Conference Championship on Saturday May 7, 2006.

WHEREAS, the College of Marin’s Mariners Baseball Team won the 2006 Bay Valley Conference championship game, defeating Napa when Kenny Simmons stole home in the bottom of the 11th to give the Mariners a 9-8 victory over Napa in the final regular-season game;

WHEREAS, the Board of Trustees of the Marin Community College District wishes to acknowledge its grateful appreciation to the entire Mariners Baseball Team for their outstanding season and professional image in representing the College of Marin in the community and in Regional competitions;

WHEREAS, Steve Berringer, serving as the Mariners Baseball Team Head Coach, with the assistance of Coaches Kevin Wolfe, Jesse Irwin, Ryan Cooney, J.R. Bierly, and with Athletic Trainer Joe Scarcella, provided excellent coaching, leadership and teamwork;

WHEREAS, the Mariners Baseball Team 2005-2006 consisting of Student/Athletes: Chad Heschong, Anthony Fomasi, Dave Campbell, Zac Chamberlin, Brian Gee, John Bonifacini, Kenny Simmons, Kevin Webster, Jon Alia, Sean McIntosh, Nick Nosti-Myers, Cheyne Abbey-Chong, Marcus Merritt, Ben Price, Robert LeBaron, Ian Bridges, Alex Myers, Dominic Gentile, Colin Dietz, Mike Gehringer, Tyler Fayles, Victor Schramm, Scott Wischnack, and Jason Morris finished their season with a 23 - 5 Bay Valley Conference record, a 31 - 11 overall record, and set high standards as both athletes and students throughout the season and semester;

WHEREAS, the College of Marin’s Mariners Baseball Team distinguished itself in 2005-2006 by winning the title of Bay Valley Conference Baseball Champions 2006 and qualifying for State playoffs;

WHEREAS, the College of Marin Mariners Baseball Team qualified for post-season play in 2006 continuing its fine representation on the diamond for the Marin Community College District;

WHEREAS, the College of Marin Mariners Baseball Team played with distinction during the entire season setting an example for the College of Marin community and Student/Athletes that follow in their footsteps;

RESOLVED, that the members of the Board of Trustees of the Marin Community College District express to the members of the College of Marin Mariners Baseball Team, their coaches, the athletic trainer, and Jim Brovelli, the College of Marin’s Athletic Director, their sincere congratulations on an exemplary record and their commitment to high ideals of sportsmanship.
RESOLVED, that this Resolution be made a part of the Minutes of this meeting and that appropriately prepared copies of it be presented to all coaches and team members.

Greg Brockbank, President

Carole Hayashino, Vice President

Wanden Treanor, Clerk

Barbara Dolan, Member

Eva Long, Ph.D., Member

Philip J. Kranenburg, Member

Harry J. Moore, Member

Kelea Sandfort, Student Trustee
First Annual President’s Circle Breakfast A Great Success
On Tuesday, May 2nd, over 150 community members joined me for COM’s First Annual President’s Circle Fundraising Breakfast. Proceeds from the event will benefit the COM Educational Excellence Innovation Fund (EEIF). The donations are still coming in and will be announced soon.

College of Marin gets a new URL: www.marin.edu goes live!
You can now reach COM’s website by pointing your browser to www.marin.edu. Many California community colleges have adopted the abbreviated .edu designation, because it is easier for end users to remember. The www.marin.cc.ca.us will continue to work seamlessly for the next six months. This means that anyone who has bookmarked COM’s website will be able to use either address. After six months, those accessing the site using www.marin.cc.ca.us will receive a notification that they are being redirected to the new address.

KUDOS
Two College of Marin instructors will be honored as “Outstanding Teachers” at the upcoming Marin County Office of Education’s Golden Bell Education Evening on Wednesday, May 24. Congratulations to Communications Instructor Carol Adair and Social Sciences Instructor Yolanda Bellismo for their outstanding contributions to teaching and learning!

Janet Thormann Mackintosh, in the English department, has published an article, "Citizen and Subject: The Ethics of Waiting for the Barbarians" in the Journal for Lacanian Studies, vol. 3, no. 2 (2005). Using psychoanalytic theory, the article analyses J. M. Coetzee’s novel, Waiting for the Barbarians, as a narrative quest to formulate the possibility of a just politics based on an ethics of the speaking subject.

COM librarian, Carl Cox, was elected to the Marin Athletic Foundation Board of Directors. The primary goal of the foundation is to raise funds for Marin County high school interscholastic and intramural sports programs. The Foundation is supported by donations from individuals and businesses throughout Marin County

At their annual Spring Convention, the Commission on Athletics (COA) recognized and honored COM Counselor, Bruce T. Furuya, for his work and support with the California Community College student athlete population.

Upcoming
May 17, 2006, 7:00 p.m. to 9:00 p.m., Sustainable Community - Lecture Series, Olney 96
May 17, 2006 – 7:00 p.m., Drama Dept. presents Unscripted Theatre Company
May 18, 2006 – 7:00 p.m. to 8:00 p.m., Music Dept. presents College Chorus and Chamber Singers, Lefort Recital Hall, Fine Arts Room 72
May 18, 2006 – 8:00 p.m., Music Dept. presents Jazz Ensemble Concert, Fine Arts Theatre
May 19, 2006 - Last Day of Classes Before Final Exams
May 20, 2006 – 8:00 p.m., Music Dept. presents Symphony Orchestra Concert, Fine Arts Theatre
May 20, May 22, May 23, May 24, May 25, and May 26, 2006 - Final Exams
May 24, 2006 – 8:00 p.m., Music Department Presents Symphonic Band Concert, Fine Arts Theatre
May 26, 2006, 7 p.m. – Commencement
May 29, 2006 – Holiday, College Offices closed
June 4, 2006 – Last Day to Pre-Enroll for Summer Classes
June 9, 2006 – Final Grades Available
June 9, 2006 – College Offices are Closed Fridays, June 9 – Aug 4, Web or Touchtone Registration Available
BACKGROUND:

In June 2005, the Board received a list of proposed short-term Enrollment Management Activities for the 05-06 academic year (Attachment A, Enrollment Plan Short Term Action Plan). The Board requested and received a progress report on those activities at their April 2006 meeting (Attachment B, Short-Term Enrollment Management Activities- Progress Report); the responses were provided by the various offices and services with particular responsibilities for each activity. The Enrollment Management Task Force, led by its co-chairs Dean Pamela Mize-Kurzman and Academic Senate President David Rollison, has been meeting and is proposing additional activities for the 06-07 academic year (Attachment C, Proposed Enrollment Management Activities 06/07). Activities that are to be continued or that were not completed in 05-06 have been included in the Proposed Enrollment Management Activities 06/07. This last document needs to be brought to the Institutional Planning Committee for approval of the shared governance elements and then brought forward to the Board; some activities will require additional funding and that is so noted.

The activities described in the Proposed Enrollment Management Activities 06/07 (Attachment C) are recommendations based on a common sense analysis of the many factors affecting community college enrollment in general and College of Marin enrollment in particular. They are the first steps that must be taken to first reverse the ongoing enrollment decline and then begin to build enrollment towards the goals identified by the Board in January 2006. But the members of the Task Force do not claim expertise in the complicated issue of enrollment management and therefore cannot guarantee enrollment growth; either this Task Force or another work group will need to review the proposed activities for effectiveness and modify them as needed. However, with a dedicated, institutional commitment to enrollment management planning and under the coordinated faculty and administrative leadership as noted above, the College will begin to address the enrollment goals set by the Board of Trustees. Regular progress reports will be provided to the Board.

RECOMMENDATION:

For information only.

Administrator Initiating Item:
Anita Martinez, Vice President of Student Learning
COLLEGE OF MARIN

Enrollment Management Short Term Action Plan

PURPOSE

The purpose of this plan is to create a responsive, flexible, educationally sound, research-based approach to enrollment management that will protect the college and its educational programs not only during periods when state and local funding mechanisms and demographic trends are supporting enrollment growth, but also during periods when they are discouraging growth. The plan should help to ensure the following:

- maintenance of the greatest possible student access consistent with educational quality.

- a well-balanced and varied schedule, responsive to the needs of our students and community.

- a comprehensive educational program that is responsive to the needs of our students and community.

- the achievement of enrollment targets in order to obtain the maximum categorical resources available to the college.

BASIC PRINCIPLES

The enrollment management strategies of College of Marin should ensure that the college is as effective as it can possibly be, within the scope of its resources, in meeting the educational needs of this community and serving all of its diverse populations.

The college has a special commitment to the entire K-12 system in this area and to working with schools at all levels to ensure that students are encouraged to pursue post-secondary education and that they are well prepared to succeed when they do so. While the college is committed to meeting its enrollment targets in order to ensure the greatest possible revenue for its programs, it will do so in ways that support student learning and success.

The college will pursue its enrollment management strategies in close cooperation with the faculty to ensure that an appropriate balance is maintained in the curriculum between transfer, vocational, and basic skills programs.

While specific offices on campus have responsibility for administering aspects of enrollment management, in a more fundamental sense, enrollment management is everyone’s responsibility, and both faculty and classified staff play a critical role in every interaction they have with students or the public.

6/8/2005
ACTION PLAN

Under the direction of the Vice President of Student Learning the following short-term actions will be implemented.

Campus Climate
The college will assess the quality of the educational programs and student support services to ensure the development of a positive and friendly environment for students to enjoy.

Recommended short-term actions
- The Dean of Enrollment Services, Development and Special Programs will administer a campus climate survey such as the ACT Survey of Student Opinion to 500 students by fall 2005 provided necessary staff, students, and funds are available.

- The Dean of Enrollment Services, Development and Special Programs will administer a campus climate survey to faculty and staff.

- The Dean of Enrollment Services, Development and Special Programs will administer and disseminate the results of the COM Graduate Satisfaction Survey to the general campus community.

- The Dean of Enrollment Services, Development and Special Programs will administer a survey to students that stopped attending to collect information about their reason for leaving.

Recruitment
The Dean of Enrollment Services, Development and Special Programs will ensure that the appropriate staff conducts its recruitment and outreach efforts effectively and with an efficient use of staff time and institutional resources so as to strengthen relationships with the elementary and secondary schools to increase students' motivation and preparation for college.

Recommended short-term actions
- The Dean of Enrollment Services, Development and Special Programs in coordination with the Director of Communications and Community Relations and staff and counselors will develop recruitment materials for high school students.

- The Dean of Enrollment Services, Development and Special Programs in coordination with the Enrollment Management Task Force will develop themes for 5-6 banners announcing registration and financial aid services. These colorful bilingual banners and signs will be hung in strategic areas around both campuses.
The Dean of Enrollment Services, Development and Special Programs and the Director of Student Affairs will strengthen programs to target high school juniors and seniors and special population students to encourage enrollment in college courses at COM. Two to three action items from those listed below will be selected by the Vice President of Student Learning in coordination with the task force for short term action, some will take longer:

- Strengthen outreach and recruitment services. Develop targeted recruitment strategies.

- Strengthen COM presence at the major high school feeder schools.

- Improve first contact experience with non-native English speakers in the feeder community.

- Increase the visibility of the college programs that cater to under-served sectors of the community.

- Increase the visibility of the college in the community through marketing, public service and participation in a variety of organizations including the chambers, rotaries, and other community based service organizations.

- Seek out specific community partnerships with elementary and middle school districts that feed COM to develop summer programs such as the Jose Valdez Math Institute and the National Youth Sports Program, a federal program.

- Inventory the COM faculty and staff to identify community partnerships and memberships for recruitment and information dissemination.

- Strengthen the program to recruit international students.

- Develop a program to identify examples of student and staff excellence and success.

- Develop discipline- and vocational program-based recruitment plans.

Marketing
The college will revise and improve its marketing strategy based on an ongoing assessment of its effectiveness.

Recommended short-term actions
- The Director of Communications and Community Relations will coordinate with the Director of Information Technologies to improve the front page of the COM website to improve student access to information about enrolling in courses and
other related student services.

- The Director of Information Technologies will determine the capability of the college information system to support web tracking and enrollment management software to follow-up on prospective students and to improve communication with them.

- The Director of Information Technologies will change the college domain to www.marin.edu to increase student access to information about the college.

- The Director of Communications and Community Relations will add a Spanish translation feature to the COM phone system.

**Student Services**
The college will ensure that its matriculation, admissions, registration, and counseling services are designed to make college enrollment and registration easy, supportive, and helpful to students. Particular attention will be focused on students' first contact with the college intake systems.

**Recommended short-term actions**

- The Dean of Enrollment Services, Development and Special Programs will explore the feasibility of an electronic services lab to assist students during peak registration periods.

- The Dean of Enrollment Services, Development and Special Programs will coordinate with the Director of Information Technologies to implement the Chancellor's Office consortium online applications used by 30 other districts.

- The Dean of Enrollment Services, Development and Special Programs in coordination with the Director of Information Technologies will oversee the implementation of on-line student registration for students by July 2005.

- The Dean of Enrollment Services, Development and Special Programs working with the Academic Standards Committee will research registration dates and priorities with those of neighboring colleges and work with the enrollment management task force to adjust dates and priorities as needed.

- The Vice President of Operations will be asked to determine the time frame to implement a COM student email system to improve communications with students.

**Schedule**
The college will regularly and systematically assess the educational needs of students, business and the community in order to design programs, schedules and services responsive to their needs.
Recommended short-term actions

- The Dean of Enrollment Services, Development and Special Programs will improve information content and location of registration, and other pertinent information in the credit course schedule.

- The Dean of Enrollment Services, Development and Special Programs will improve information about financial aid, BOG Fee Waiver, Marin Education Fund Scholarship, other scholarships and other federal and state funds to support a college education.

- The Vice President of Student Learning will work with the deans and department chairs to review and revise the course schedule development dates for fall, spring, and summer of the next academic year to enable the college to develop a one-year course schedule.

- The Vice President of Student Learning in coordination with the Academic Senate will develop a blueprint for scheduling sequential degree and/or certificate courses.

- The Vice President of Student Learning in coordination with the Director of Communications and Community Relations will review and revise the processes for schedule development to improve the usability of the published schedule among students from different language backgrounds.

- The Vice President of Student Learning will coordinate changes in the published schedule to highlight short-term, online, evening and IVC classes in the class schedule.

- The Vice President of Student Learning will work with the deans and department chairs to place start dates of short-term courses into a more standardized scheduling time period.

Relations with Schools
The college will endeavor to develop strong relationships with the elementary and secondary schools to increase students’ motivation and preparation for college.

Recommended short-term actions

- The Vice President of Student Learning and Director of Articulation will disseminate information regarding advancements in the new articulation process.

- The Dean of Enrollment Services, Development and Special Programs will improve the dissemination of information for concurrent enrollment of high school students.
Student Retention
The college will conduct ongoing and systematic research of student success, retention and persistence and develop additional intervention methods to supplement tutoring and the College Success Program and services for targeted groups.

Recommended short-term actions
- The Dean of Enrollment Services, Development and Special Programs’ staff will improve the quality and dissemination of information about college academic support services such as matriculation, tutoring, EOPS and CARE, DSPS, financial aid, scholarships, and counseling.

- The Vice President of Student Learning in conjunction with the Enrollment Management Task Force will oversee process improvements in the areas listed above as they relate to attracting and retaining students.

Enrollment Management Task Force:

Co-Chairs
Francisco Arce
David Rollison

Committee Members
Andrew Carothers
Theo Fung
Mario Lopez
Pamela Mize-Kurzman
Ajoe Ritchie
Elise Schneider
Mauricio Torres-Benavides
Short-Term Enrollment Management Activities – Progress Report

The Dean of Enrollment Services, Development and Special Programs will administer a campus climate survey such as the ACT Survey of Student Opinion to 500 students by Fall 05, provided necessary staff, students and funds are available.

*Funds were not allocated for the ACT campus climate survey this fiscal year, however, campus climate questions were included in the University Partnership Survey and the Graduate Satisfaction Survey. This activity was shifted to the Vice President of Student Learning in January when the Research Technician was moved from Student Services to Academic Affairs. The activity now resides with the Office of Organizational Development where Research currently resides and the Director will conduct the survey during the Fall 06 semester.*

The Dean of Enrollment Services, Development and Special Programs will administer a campus climate survey to faculty and staff.

*Funds were not budgeted for the internal campus climate survey. This activity was shifted to the Vice President of Student Learning in January when the Research Technician was moved from Student Services to Academic Affairs. The activity now resides with the Office of Organizational Development where Research currently resides and the Director will conduct the survey during the Fall 06 semester.*

The Dean of Enrollment Services, Development and Special Programs will administer and disseminate the results of the COM Graduate Satisfaction Survey to the general campus community.

*The Graduate Satisfaction Survey was sent with Spring 05 diplomas/certificates and results were distributed in the Fall. A new survey will be mailed with Spring 06 diplomas/certificates.*

The Dean of Enrollment Services, Development and Special Programs will administer a survey to students that stopped attending to collect information about their reason for leaving.

*The survey is being mailed to students this month.*

The Dean of Enrollment Services, Development and Special Programs, in coordination with the Director of Communications and Community Relations and staff and counselors, will develop recruitment materials for high school students.
The High School Liaison Counselor has identified the materials that have been requested by local high schools. The information has been forwarded to the Director of Communications and Community Relations. Some materials have been prepared and others will follow.

The Dean of Enrollment Services, Development and Special Programs, in coordination with the Director of Communications and Community Relations and staff, will develop themes for 5-6 banners announcing registration and financial aid services. These colorful bilingual banners and signs will be hung in strategic areas around both campuses.

*Banners and notices have been hung in strategic locations around campus.*

The Dean of Enrollment Services, Development and Special Programs and the Director of Student Affairs will strengthen programs to target high school juniors and seniors and special population students to encourage enrollment in college courses at COM. Two to three action items from those listed below will be selected by the Vice President of Student Learning in coordination with the task force for short term action, some will take longer.

A. Strengthen outreach and recruitment services. Develop targeted recruitment strategies.

*An Outreach and Recruitment Plan has been developed that includes expanded outreach and recruitment activities.*

B. Strengthen COM presence at the major high school feeder schools

*The Outreach Coordinator met with high school juniors and seniors during College Day. He also targeted ELD students in their classrooms. The High School Liaison Counselor met with both groups and individual students in all Marin County high schools. She presented at junior and senior college nights for both students and parents. She assisted in coming students with the matriculation process and encouraged concurrent enrollment of students while still in high school. She administered the Math and English placement tests on-site at local high schools. COM Counselors also hosted an informational luncheon for Marin high school counselors, which was well attended.*

C. Improve first contact experience with non-native English speakers in the feeder community.

*The Outreach Coordinator has included, in his targeted recruitment plan, recruitment with organizations that serve the Hispanic population and other non-native speakers. We have hired a bilingual technician in the Office of Admissions and Records and another in the testing office.*
D. Increase the visibility of the college programs that cater to under-served sectors of the community.

_The Outreach Coordinator has given presentations at the high schools, prepared and disseminated materials to targeted populations and held workshops to under-represented students and parents that address cultural barriers to higher education and higher education access._

E. Increase the visibility of the college in the community through marketing, public service and participation in a variety of organizations including the chambers, rotaries, and other community-based organizations.

_The Director of Communications and Community Relations is currently compiling a list of community organization memberships._

F. Seek out specific community partnerships with elementary and middle school districts that feed COM to develop summer programs such as the Jose Valdez Math Institute and the National Youth Sports Program, a federal program

_The Outreach Coordinator is currently working with community based organizations (Marin Education Fund, Making Waves and district affiliated organization School to Career and Even Start)._ 

G. Inventory the COM faculty and staff to identify community partnerships and memberships for recruitment and information dissemination

_The Dean of Workforce Development is currently working on community partnerships._

H. Strengthen the program recruit international students

_Strengthening the international program will require a significant budget for publication advertisements and fair participation. Funds have not been available to support this activity. We have engaged in articulation agreements with English language schools and have 2 commission-paid recruiters._

I. Develop a program to identify examples of student and staff excellence and success

_We have begun highlighting student and staff excellence in our marketing. The new Director of Communications and Community Relations has developed features in the Fall 06 class schedule that highlight a student_
leader on the cover and more students inside. She is developing plans to feature faculty in the future.

J. Develop discipline and vocational program based recruitment plans

Discipline and vocational program based recruitment plans have been informally developed. Relevant printed materials, covering disciplines in Workforce Development and ESL, have been disseminated during Outreach activities. More work will continue in this area.

The Director of Communications and Community Relations will coordinate with the Director of Information Technologies to improve the front page of the COM website to improve student access to information about enrolling in courses and other related services.

Improvements to the website are in-progress and will be complete prior to Fall 06.

The Director of Informational Technologies will change the college domain to www.marin.edu.

The domain will be added by the end of April 06.

The Director of Information Technologies will determine the capability of the college information system to support web tracking and enrollment management software to follow-up on prospective students and to improve communication with them.

Tracking ability is included in the Banner software the college just purchased. In the interim, our IT Department will be able to track students who apply but do not follow-up and register beginning with the Fall 06 semester.

The Director of Communication and Community Relations will add a Spanish translation feature to the COM phone system.

The current telephone software is capable of handling a Spanish feature but a budget is needed to develop the text and record in Spanish. This item will be included in next year's proposed Enrollment Management activities.

The Dean of Enrollment Services, Development and Special Programs will explore the feasibility of an electronic services lab to assist students during peak registration periods.

A survey was conducted of other California Community Colleges and the Director of Information Technologies was consulted. The only schools that use a lab for registration have a full-time person in the lab who logs off the computer each time a student registers to avoid another student possibly seeing confidential
information. We would need funding for an employee (Approximately $75,000) to proceed with this item.

The Dean of Enrollment Services, Development and Special Programs will coordinate with the Director of Information Technologies to implement the Chancellor’s Office consortium online application used by 30 other districts.

**CCC-Apply is in process and will be available for Spring 07 registration.**

The Dean of Enrollment Services, Development and Special Programs, in coordination with the Director of Information Technologies, will oversee the implementation of an online student registration system for students by July 05.

*An on-line registration system was made available for students beginning the Fall 05 semester.*

The Dean of Enrollment Services, Development and Special Programs, working with the Academic Standards Committee, will research registration dates and priorities with those of neighboring colleges and work with the Enrollment Management Task Force to adjust dates and priorities as needed.

*A revised registration priority system was recommended by the Academic Standards Committee, approved by the Academic Senate and will be going to the Board for approval in May 06.*

The Vice President of Operations will be asked to determine the timeframe to implement a COM student e-mail system to improve communication with students.

*The college is currently communicating with students who register by e-mail. Our first transfer center e-mail newsletter was sent last month. The student e-mail system is part of the student domain project. Phase one of that project will be implemented this summer, however a complete student e-mail system will likely not be in place until Fall 07.*

The Dean of Enrollment Services, Development and Special Programs will improve information content and location of registration, and other pertinent information in the credit course schedule.

*Some changes have been already been made for Fall 06 and others are planned for future publications.*

The Dean of Enrollment Services, Development and Special Programs will improve information about Financial Aid, BOGG Fee Waivers, Marin Education Fund Scholarships, other scholarships and other federal and state funds to support a college education.
The Director of Financial Aid clarified and added additional information on financial aid opportunities to the credit class schedule. Information has also been disseminated to students/parents at local high schools.

The Vice President of Student Learning will work with the deans and department chairs to review and revise the course schedule development dates for fall, spring and summer in the next academic year to enable the college to develop a one-year course schedule.

A new timeline has been developed to improve the course development process, allowing for schedules to be printed earlier.

The Vice President of Student Learning, in coordination with the Academic Senate, will develop a blueprint for scheduling sequential degree and/or certificate courses.

The Vice President for Student Learning is working with the Academic Senate and development of the Blueprint is in process.

The Vice President of Student Learning, in coordination with the Director of Communications and Community Relations, will review and revise the processes for schedule development to improve the usability of the published schedule among students from different language backgrounds.

The Vice President of Student Learning will be meeting with the Director of Communications and Community Relations to identify the languages that should be used, explore the cost, and develop a plan to improve access to information about course and program offerings to students whose primary language is other than English. It is anticipated that these schedule revisions will be in place by the Fall 08 semester.

The Vice President of Student Learning will coordinate changes in the published schedule to highlight short-term, online, evening and IVC classes.

The new Vice President of Student Learning (appointed 1/30/06) and the new Director of Communications and Community Relations (appointed 3/15/0606) have changed the Fall 06 class schedule to highlight IVC classes. To better highlight evening classes, they have changed the type style to bold to enhance the shading that already exists. The IVC flyer will include all distance learning classes and will be mailed to 29,000 businesses and residents in the Novato area. They will continue to work together to further highlight short-term, on-line and evening classes in future class schedules.

The Vice President of Student Learning will work with the deans and department chairs to place start dates of short-term courses into a more standardized scheduling time period.

Standardized scheduling, along with a revision of the timeline to produce future schedules, is under development. The earliest effective date will be with the
Spring 07 class schedule because the current Vice President assumed her duties too late to do otherwise.

The Vice President of Student Learning and the Director of Articulation will disseminate information regarding advancements in the new articulation process.

Articulation activities are under way and information regarding newly articulated courses has been disseminated to college counselors.

The Dean of Enrollment Services, Development and Special Programs will improve dissemination of information for concurrent enrollment of high school students.

Information has been provided to all Marin high school students and all Marin County high school counselors. We have increased from 200 to over 400 the number of concurrently enrolled high school students this academic year.

The Dean of Enrollment Services, Development and Special Program’s staff will improve the quality and dissemination of information about college academic support services such as matriculation, tutoring, EOPS\CARE, DSPS, Financial Aid, scholarships and counseling.

Revised and augmented information has been included in the credit class schedule and has also been disseminated at local high schools.
<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>LEAD</th>
<th>COST</th>
<th>GOAL</th>
<th>TIMELINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create larger Marketing/Communication Division (budget three-four times more than present): Comprehensive schedules Updated and user friendly website comparable &amp; competitive with other CC’s Professional brochures updated and marketed Marketing research and audit of current communications and outreach efforts Staff participation in service organizations i.e. chambers, rotaries &amp; other community based organizations.</td>
<td>Director of Communications &amp; Community Relations</td>
<td>$100,000</td>
<td>3B</td>
<td>All items completed by June-07</td>
</tr>
<tr>
<td>Engage in partnerships reflecting community needs.</td>
<td>Dean of Workforce Development, College &amp; Community Partnerships</td>
<td>Staff time</td>
<td>5</td>
<td>Already begun &amp; will continue 06-07 Academic Year</td>
</tr>
<tr>
<td>Underwrite NPR Radio/Television/Comcast Partnership.</td>
<td>Director of Communications &amp; Community Relations &amp; Faculy</td>
<td>Staff time</td>
<td>3A &amp; 3B</td>
<td>June-07</td>
</tr>
<tr>
<td>Support &quot;choke point&quot; courses (i.e., with heavy wait lists) by allocating $ to open new sections.</td>
<td>V.P. of Student Learning</td>
<td>$50,000-$70,000 for 15 units</td>
<td>3A</td>
<td>Begin Fall-07 Biol &amp; Chem, others as needed Spring-07 &amp; Summer-07</td>
</tr>
<tr>
<td>Align Marketing strategies with Outreach events planning to capitalize on events favorable coverage; toward the goal of improving public image.</td>
<td>Director of Communications &amp; Community Relations &amp; Outreach Coordinator</td>
<td>$3,000</td>
<td>3B</td>
<td>June-07</td>
</tr>
<tr>
<td>Determine the capability of the college information system to support web tracking and enrollment management software to follow-up on prospective students &amp; to improve communication with them.</td>
<td>Director of Communications &amp; Community Relations &amp; Director of I.T.</td>
<td>In Banner software</td>
<td>6</td>
<td>Begin with local software July-06 Banner Spring-07</td>
</tr>
<tr>
<td>Identify specific potential student needs/contact management database</td>
<td>Director of I.T.&amp; Outreach Coordinator</td>
<td>In Banner software</td>
<td>6</td>
<td>Banner Spring-07</td>
</tr>
<tr>
<td>Implement the Chancellor’s Office consortium online application used by 30 other districts.</td>
<td>Dean of Enrollment Services, Development &amp; Special Programs, in coordination with the Director of I.T.</td>
<td>Staff time</td>
<td>1</td>
<td>Spring-07</td>
</tr>
<tr>
<td>Establish baseline metrics for yield from new applications for past 5 years.</td>
<td>Director of Communications &amp; Community Relations &amp; Director of Organizational Development &amp; Planning</td>
<td>Banner</td>
<td>3 &amp; 6</td>
<td>Spring-07</td>
</tr>
<tr>
<td>Increase the number of guaranteed transfer agreements with UC and other schools.</td>
<td>Director of Academic Services &amp; Articulation</td>
<td>Staff time</td>
<td>1</td>
<td>June-06</td>
</tr>
<tr>
<td>ACTIVITY</td>
<td>LEAD</td>
<td>COST</td>
<td>GOAL</td>
<td>TIMELINE</td>
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<tr>
<td>Enter student’s e-mail address at time of application to use for communication – staffing implications.</td>
<td>Director of I.T.</td>
<td>Staff time</td>
<td>2</td>
<td>Spring-07</td>
</tr>
<tr>
<td>Change the college domain to <a href="http://www.marin.edu">www.marin.edu</a> to increase student access to information about the college.</td>
<td>Director of I.T.</td>
<td>Staff time</td>
<td>3B</td>
<td>Begin April-06</td>
</tr>
<tr>
<td>Implement a COM student e-mail system to improve communications with students.</td>
<td>Director of I.T.</td>
<td>$7,000</td>
<td>2</td>
<td>Fall-07</td>
</tr>
<tr>
<td>Review and revise the course schedule development dates for fall, spring, and summer for the next academic year to enable the college to develop a one-year course schedule.</td>
<td>V.P. of Student Learning</td>
<td>Staff time</td>
<td>3A</td>
<td>Begin Spring-07 Complete Spring-08</td>
</tr>
<tr>
<td>Refine a blueprint for scheduling sequential degree and/or certificate courses and also day, evening &amp; weekend courses.</td>
<td>V.P. of Student Learning &amp; Academic Senate</td>
<td>Staff time</td>
<td>3A</td>
<td>Fall-07</td>
</tr>
<tr>
<td>Coordinate changes in the published schedule to highlight short-term, on-line, evening &amp; IVC classes.</td>
<td>V.P. of Student Learning in coordination with Director of Communications &amp; Community Relations</td>
<td>Staff time</td>
<td>3B</td>
<td>Begin Summer-06 Complete Fall-07</td>
</tr>
<tr>
<td>Disseminate information regarding advancements in our school's new articulation process.</td>
<td>Director of Academic Services &amp; Articulation</td>
<td>Staff time</td>
<td>1</td>
<td>Completed July-05 Done again July-06</td>
</tr>
<tr>
<td>Administer and disseminate the results of the COM Graduate Satisfaction Survey to the general campus community.</td>
<td>Dean of Enrollment Services, Development &amp; Special Programs</td>
<td>Staff time</td>
<td>6</td>
<td>July-06</td>
</tr>
<tr>
<td>Administer a campus climate survey such as the ACT Survey of Student Opinion to 500 students.</td>
<td>Director of Organizational Development &amp; Planning</td>
<td>$5,000</td>
<td>6</td>
<td>July-06</td>
</tr>
<tr>
<td>Administer a survey to students that stopped attending to collect information about their reason for leaving.</td>
<td>Dean of Enrollment Services, Development &amp; Special Programs</td>
<td>$500</td>
<td>6</td>
<td>April-06</td>
</tr>
<tr>
<td>Develop a comprehensive targeted student recruitment plan, increased presence in high schools- Plan to be developed</td>
<td>Director of Communications &amp; Community Relations &amp; Outreach Coordinator</td>
<td>Staff time</td>
<td>3A</td>
<td>Begun 05-06 Continue 06-07</td>
</tr>
<tr>
<td>Review current registration priority.</td>
<td>Academic Senate</td>
<td>Staff time</td>
<td>1</td>
<td>May-06</td>
</tr>
<tr>
<td>Continue mailing credit class schedule to each Marin household, enhancing it to make a better marketing tool.</td>
<td>Director of Communications &amp; Community Relations</td>
<td>$30,000</td>
<td>3B</td>
<td>Continue 06-07</td>
</tr>
<tr>
<td>ACTIVITY</td>
<td>LEAD</td>
<td>COST</td>
<td>GOAL</td>
<td>TIMELINE</td>
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<tr>
<td>As part of the modernization project make the student center a vibrant place for students to meet and develop connections including wireless technology access, options for both small group study/meeting rooms as well as comfortable and inviting social spaces with coffee, food service and entertainment options.</td>
<td>Student Services Committee</td>
<td>Staff time/Bond dollars</td>
<td>8</td>
<td>Planning deadline December-06</td>
</tr>
<tr>
<td>Maintain state of the art technology in college programs and services-current software, hardware.</td>
<td>Director of I.T.</td>
<td>$500,000</td>
<td>2</td>
<td>Beginning Spring-07</td>
</tr>
<tr>
<td>Place start dates of short-term course into a more standardized scheduling time period.</td>
<td>V.P. of Student Learning, in coordination with Deans and Department Chairs</td>
<td>Staff time</td>
<td>1</td>
<td>Fall-07</td>
</tr>
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</table>

**UNDERSERVED STUDENTS**

**Career Students**

Actively solicit community input regarding workforce development needs including contract education offerings.

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<tr>
<th>LEAD</th>
<th>COST</th>
<th>GOAL</th>
<th>TIMELINE</th>
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</thead>
<tbody>
<tr>
<td>Dean of Workforce Development, College &amp; Community Partnerships</td>
<td>Staff time</td>
<td>5</td>
<td>Begun 05-06 Continue 06-07</td>
</tr>
</tbody>
</table>

**International Students**

Strengthen the program to recruit international students.

<table>
<thead>
<tr>
<th>LEAD</th>
<th>COST</th>
<th>GOAL</th>
<th>TIMELINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Enrollment Services, Development &amp; Special Programs &amp; the Director of Student Affairs</td>
<td>$100,000</td>
<td>8</td>
<td>Market 05-06 Enroll 07-08</td>
</tr>
</tbody>
</table>

**Current Students**

Develop early intervention strategies to assist students resolve issues that may be impeding their academic progress - Plan to be developed.

<table>
<thead>
<tr>
<th>LEAD</th>
<th>COST</th>
<th>GOAL</th>
<th>TIMELINE</th>
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</thead>
<tbody>
<tr>
<td>Dean of Enrollment Svcs, Development &amp; Special Programs</td>
<td>$100,000</td>
<td>2</td>
<td>Spring-07</td>
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</tbody>
</table>

**ESL Students**

Add a Spanish translation feature to the COM phone system.

<table>
<thead>
<tr>
<th>LEAD</th>
<th>COST</th>
<th>GOAL</th>
<th>TIMELINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Communications &amp; Community Relations</td>
<td>$50-$100 per hr</td>
<td>3</td>
<td>Spring-07</td>
</tr>
</tbody>
</table>

Increase Community Education ESL NC or Vessel Offerings

<table>
<thead>
<tr>
<th>LEAD</th>
<th>COST</th>
<th>GOAL</th>
<th>TIMELINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Community Education &amp; Services</td>
<td>$5,000 per class</td>
<td>3</td>
<td>Spring-07</td>
</tr>
</tbody>
</table>

Continue outreach efforts to underserved populations including ESL and basic skills students and offer on-site educational opportunities, non-English orientations for families, financial aid initiatives and transition to College.

<table>
<thead>
<tr>
<th>LEAD</th>
<th>COST</th>
<th>GOAL</th>
<th>TIMELINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Student Affairs, Outreach Coordinator</td>
<td>$1,500 for printed materials</td>
<td>3</td>
<td>June-07</td>
</tr>
<tr>
<td>ACTIVITY</td>
<td>LEAD</td>
<td>COST</td>
<td>GOAL</td>
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</tr>
<tr>
<td>Prepare select publications &amp; website in several languages i.e. Spanish and Vietnamese.</td>
<td>Director of Communications &amp; Community Relations, Translator</td>
<td>$50-$100 per hr</td>
<td>3</td>
</tr>
<tr>
<td>Make bilingual support available at key contact points, OAR, Counseling and Financial Aid.</td>
<td>Dean of Enrollment Svcs, Development &amp; Special Programs</td>
<td>Staff time</td>
<td>3</td>
</tr>
<tr>
<td>Review and revise the processes for schedule development to improve the usability of the published schedule among students from different language backgrounds.</td>
<td>V.P. of Student Learning, in coordination with Director of Communications &amp; Community Relations</td>
<td>Staff time</td>
<td>3</td>
</tr>
<tr>
<td>Establish permanent Enrollment Management Committee</td>
<td>Director of Communications &amp; Community Relations</td>
<td>Staff time</td>
<td>3B</td>
</tr>
<tr>
<td>High School Students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop recruitment materials for high school students.</td>
<td>Counseling Chair &amp; Outreach Coordinator, Director of Communications &amp; Community Relations</td>
<td>$5,000</td>
<td>4</td>
</tr>
<tr>
<td>Consider offering college courses on the high school campus with input from the high school as to what would be relevant for them.</td>
<td>V.P. of Student Learning</td>
<td>$16,200 per course</td>
<td>4</td>
</tr>
<tr>
<td>High School Students (Graduating)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop college faculty/high school faculty department relations: faculty/counselor luncheons.</td>
<td>Academic Deans</td>
<td>$1,500</td>
<td>4</td>
</tr>
<tr>
<td>High School &amp; Working Adults</td>
<td></td>
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</tr>
<tr>
<td>Offer targeted classes in the afternoons and evenings for concurrently enrolled high school students &amp; working adults, using grids in schedule to identify short-term, on-line, evenings &amp; IVC.</td>
<td>Academic Deans</td>
<td>$16,200 per course</td>
<td>4</td>
</tr>
<tr>
<td>Middle School Students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seek out specific community partnerships with elementary and middle school districts that feed COM to develop summer programs such as the Jose Valdez Math Institute and the National Youth Sports Program, a federal program.</td>
<td>The Director of Student Affairs &amp; Outreach Coordinator</td>
<td>$5,000</td>
<td>4</td>
</tr>
<tr>
<td>Skill Acquisition Students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establish active Job-placement/internships with career program</td>
<td>Dean of Workforce Development, College &amp; Community Partnerships &amp; Director of Financial Aid</td>
<td>Staff time</td>
<td>1</td>
</tr>
<tr>
<td>Support Existing Students – Retention</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Encourage faculty to use mid-term grading appropriately to help students know where they stand &amp; make appropriate academic choices.</td>
<td>Academic Senate</td>
<td>$0</td>
<td>2</td>
</tr>
<tr>
<td>ACTIVITY</td>
<td>LEAD</td>
<td>COST</td>
<td>GOAL</td>
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<tr>
<td><strong>Transfer Students</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintain a viable Transfer Curriculum, adjusting it as student demand requires, or as the University of California and the California State University transfer major pre-requisites change.</td>
<td>V.P. of Student Learning</td>
<td>$16,200 per course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Underserved Lifelong Learners</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Encourage Open College classes.</td>
<td>Director of Community Education &amp; Services/Academic Deans</td>
<td>Generates income</td>
<td>4</td>
</tr>
<tr>
<td><strong>Underserved Local High School Students</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Re-hire high school liaison counselors to recruit for COM. Research effectiveness</td>
<td>Dean of Enrollment Services, Development &amp; Special Programs</td>
<td>$10,000</td>
<td>4</td>
</tr>
</tbody>
</table>
GOALS
College of Marin
Approved by the Institutional Planning Committee
3/1/06

1. Enhance and maintain EDUCATIONAL EXCELLENCE in General Education and Transfer offerings by providing high quality instruction, excellent faculty and student support services, rich curricular diversity, well-scheduled offerings, and strong relations with four-year institutions.

2. DEVELOP and MAINTAIN a SUPPORTIVE LEARNING ENVIRONMENT where individuals will be most likely to fulfill their personal and professional goals and expectations.

3. RESPOND TO CHANGING DEMOGRAPHICS and COMMUNITY NEED by incorporating flexibility into scheduling, facilities usage, curriculum development, and faculty assignment (load determination)
   A. improve SCHEDULING: diversity and redundancy in offerings
   B. PROMOTION and MARKETING

4. Encourage broader COMMUNITY INVOLVEMENT in and USE of the COLLEGE by means of curricular offerings in a variety of formats, as in the creation of a community cultural center, in cultivating partnerships with K-12 educators, and by establishing appropriate advisory committees.

5. Identify and address WORKFORCE DEVELOPMENT NEEDS, including
   a. VOCATIONAL TECHNOLOGY PROGRAMS that have ancillary enrollment;
   b. PARTNERSHIPS with 4-year colleges and industries; and
   c. SPECIFIC TRAINING needed by government agencies, industry and business.

6. As a "learning organization," INVESTIGATE our INSTITUTIONAL and INSTRUCTIONAL PERFORMANCE by continually GATHERING and ANALYZING BOTH QUALITATIVE and QUANTITATIVE DATA as appropriate. As part of PROGRAM REVIEW, USE EVIDENCE of EFFECTIVENESS, in an ongoing and systematic cycle of goal-clarification, performance evaluation, and implementation of improved methods, to more fully accomplish our organizational mission.

7. DEVELOP and IMPLEMENT SOUND and COORDINATED PLANNING PROCESSES, utilizing data gathered through Program Review, and other data sources, to support institutional, instructional, and student support service goals, and to promote achievement of student learning outcomes.

8. CREATE a PHYSICAL ENVIRONMENT that is inviting to students, generates pride in the community, adheres to green principles, and supports the College's Mission, Goals and Initiatives."
The Emeritus College has requested that the Board of Trustees revise or update its policy on Programs for Older Adults. The current and proposed policies are attached for your review.

**RECOMMENDATION:**

No action is required at this time (Board Policy 3.0030).
2nd Reading

MARIN COMMUNITY COLLEGE DISTRICT

BOARD POLICY

PROGRAMS FOR OLDER ADULT STUDENTS (EMERITUS COLLEGE)

3.0030

NEW:
The Associated Students of Emeritus College (ASEC) is designed to serve the unique needs of older adults who are dedicated to the principle of quality of life, lifelong learning and personal growth. ASEC is an integral part of the College of Marin.

Basic to ASEC is the concept of democratic decision making and planning using the talents and judgment of its members to enrich their own lives and to contribute to the community.

ASEC is organized so that its members may learn and develop through study, clubs and auxiliary activities. Members may enroll in college credit and non-credit classes and participate in the identification and planning of courses, forums, concerts, and lectures for older adult students.

OLD:
Emeritus College is a unique program offered as an integral part of the District’s Community Education and Services program. Designed to serve the needs of men and women who are not in, or preparing for, retirement, it is dedicated to the principle of lifelong learning and the creative use of leisure time.

To achieve this goal, Emeritus College students shall participate in the identification and development of courses, forums, concerts, lectures and other activities of interest to older adult students.

Adopted: Board of Trustees
October 28, 1984

Revised: Board of Trustees
January 15, 1985
BACKGROUND:

On February 22, 2005, AB 1088 added a requirement to Education Code Section 67385.7 which requires California Community Colleges to develop and implement policies and procedures to ensure, to the fullest extent possible, that students, faculty, and staff who are the victims of sexual assault receive treatment and information. In addition colleges are required to provide, as part of established on-campus orientations, educational and preventative information about sexual violence and to post sexual violence prevention and education information on the campus internet website. The attached policy is the first step in meeting this state-mandated requirement.

RECOMMENDATION:
For information only.

Administrator Initiating Item:
Arnulfo Cedillo, Director of Student Affairs & Health Center (Interim)
MARIN COMMUNITY COLLEGE DISTRICT

DRAFT BOARD POLICY

SEXUAL AND OTHER ASSAULTS ON CAMPUS (EC 67385; the Jeanne Clery Disclosure of Campus, Security Policy and Campus Criminal Statistics Act; 34 C.F.R. § 668.46(b)(11))

Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student or member of the public, that occurs on District property, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The Superintendent/President shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law.

The procedures shall meet the criteria contained in EC 67385, 67385.7 and 34 C.F.R. § 668.46.
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date: May 16, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No. B.12.B</td>
</tr>
</tbody>
</table>
| Subject:       | Classified Personnel
Recommendations            |                             |
| Reason for Board Consideration: | Enclosure(s):               |
|                | APPROVAL                    | Recommendations              |

BACKGROUND:

The following actions are included in the Classified Personnel Recommendations:

A. Appointment of Classified Personnel
   A.1 Appointment of Hourly Personnel
B. Resignation/Separation of Classified Personnel
C. Temporary Increase/Decrease of Classified Personnel

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

E. Gammill, J. Pinckney, E. Ebert, J. Bowsher, K. Gallagher, J. Muilenburg, B. Shoefsky, R. Smith, and R. Southard are on the instructional side of the 50% law.

L. Hyland, P. Staton, and T. Gollliday 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.

Administrator Initiating Item: Linda Beam, Executive Dean of Human Relations & Labor Relations
### 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>*Brady, Kathleen</td>
<td>Accountant</td>
<td>1.0</td>
<td>12</td>
<td>04/10/2006</td>
</tr>
<tr>
<td>2.</td>
<td>*Fragata, Marilou</td>
<td>Accounts Payable Technician</td>
<td>1.0</td>
<td>12</td>
<td>03/23/2006</td>
</tr>
<tr>
<td>3.</td>
<td>*Kaehler, Maryann</td>
<td>Systems Support Administrator</td>
<td>1.0</td>
<td>12</td>
<td>03/13/2006</td>
</tr>
<tr>
<td>4.</td>
<td>*Kuromiya, James</td>
<td>Human Resources Technician</td>
<td>1.0</td>
<td>12</td>
<td>03/20/2006</td>
</tr>
<tr>
<td>5.</td>
<td>*Sedie, Theo</td>
<td>**Accounts Payable Technician</td>
<td>1.0</td>
<td>12</td>
<td>03/27/2006</td>
</tr>
<tr>
<td>6.</td>
<td>*Seguel, Hector</td>
<td>Senior Creative Designer</td>
<td>1.0</td>
<td>12</td>
<td>04/10/2006</td>
</tr>
<tr>
<td>7.</td>
<td>*Stange, Dodd</td>
<td>Maintenance Mechanic</td>
<td>1.0</td>
<td>12</td>
<td>04/03/2006</td>
</tr>
<tr>
<td>8.</td>
<td>*Tellez, Elizabeth</td>
<td>Office Technician</td>
<td>1.0</td>
<td>12</td>
<td>03/27/2006</td>
</tr>
</tbody>
</table>

**BACKGROUND INFORMATION:**

1. Ms. Brady has accepted the 1.0FTE/12MPY position of Accountant in the Fiscal Services Department.
2. Ms. Fragata has accepted the 1.0FTE/12MPY position of Accounts Payable Technician in the Fiscal Services Department.
3. Ms. Kaehler has accepted the 1.0FTE/12MPY position of Systems Support Administrator in the Information and Technology Department.
4. Mr. Kuromiya has accepted the 1.0FTE/12MPY position of Human Resources Technician in the Human Resources Department.
5. Ms. Sedie has accepted the 1.0FTE/12MPY position of Accounts Payable Technician in the Fiscal Services Department.
6. Mr. Seguel has accepted the 1.0FTE/12MPY position of Senior Creative Designer in the Communications and Community Relations Department.
7. Mr. Stange has accepted the 1.0FTE/12MPY position of Maintenance Mechanic in the Maintenance & Operations Department.
A. APPOINTMENT OF CLASSIFIED PERSONNEL

8. Ms. Tellez has accepted the 1.0FTE/12MPY position of Office Technician in the Office of Admissions and Records.

9. Ms. Weldie has accepted the 1.0FTE/12MPY position of Accountant in the Fiscal Services Department.

* Employees are in probationary status for six-months.

** These are temporary positions paid for out of Measure – C Bond Funds for the duration of the Modernization Project.
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>1. Gammill, Elwanda</td>
<td>Health Sciences/Nursing</td>
<td>06/1/2006</td>
<td>06/30/2006</td>
<td>$50.00</td>
</tr>
<tr>
<td>2. Pinckney, Joanna</td>
<td>Music Dept</td>
<td>01/23/2006</td>
<td>05/20/2006</td>
<td>Lump Sum $300.00</td>
</tr>
<tr>
<td>3. Staton, Patty</td>
<td>Independent Living Program</td>
<td>04/01/2006</td>
<td>06/30/2006</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

BACKGROUND INFORMATION

1. Ms. Gammill will continue to assist the Nursing Program as a Professional Expert with Curriculum Review through June 30, 2006.

2. Ms. Pinckney will serve as a Professional Expert to assist the Music Department as an orchestra coach for the string sections of the Community Orchestra for the Spring 2006 semester.

3. Ms. Staton will serve as a Professional Expert to assist the Independent Living Program as a Coordinator for the program which is categorically funded effective April 1, 2006 through June 30, 2006.

** Human Resources did not receive necessary paperwork from department until after individual/s worked. These hourly employees need to be paid for work that has already been completed.
### B. RESIGNATION/SEPARATION 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>Ebert, Eric</td>
<td>Lab Technician- Fine Arts</td>
<td>1.0</td>
<td>12</td>
<td>Retirement</td>
<td>c.o.b. 06/30/2006</td>
</tr>
</tbody>
</table>

**BACKGROUND INFORMATION:**

1. Mr. Ebert has submitted his letter of resignation for retirement purposes effective close of business June 30, 2006.
### C. TEMPORARY INCREASE/DECREASE/PROMOTION IN ASSIGNMENT/SALARY FOR CLASSIFIED PERSONNEL

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Position</th>
<th>FTE</th>
<th>MPY</th>
<th>Apprt. Type</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bowsher, James</td>
<td>Instructional Specialist – English</td>
<td>.40</td>
<td>8.5</td>
<td>Perm. Temp.</td>
<td>06/19/06 - 07/29/06</td>
</tr>
<tr>
<td>2.</td>
<td>Gallagher, Kaitlyn</td>
<td>Instructional Specialist – English</td>
<td>.47</td>
<td>8.5</td>
<td>Perm. Temp.</td>
<td>06/19/06 - 07/29/06</td>
</tr>
<tr>
<td>3.</td>
<td>Golliday, Tina</td>
<td>Staff Secretary – Math/Science Staff Secretary - Nursing</td>
<td>From .68</td>
<td>12</td>
<td>Perm. Temp.</td>
<td>03/20/06 - 06/30/06</td>
</tr>
<tr>
<td>4.</td>
<td>Hyland, Linda</td>
<td>Office Technician – Children’s Center Office Technician – A &amp; R</td>
<td>From .66</td>
<td>10.5</td>
<td>Perm. Temp.</td>
<td>05/01/06 - 05/31/06</td>
</tr>
<tr>
<td>5.</td>
<td>Muilenburg, Jo</td>
<td>Instructional Specialist – English</td>
<td>1.0</td>
<td>8.5</td>
<td>Perm. Temp.</td>
<td>06/19/06 - 07/29/06</td>
</tr>
<tr>
<td>6.</td>
<td>Shoefsky, Beth</td>
<td>Instructional Specialist – English</td>
<td>.30</td>
<td>8.5</td>
<td>Perm. Temp.</td>
<td>06/19/06 - 07/29/06</td>
</tr>
<tr>
<td>7.</td>
<td>Smith, Rion</td>
<td>Instructional Specialist – English</td>
<td>.37</td>
<td>8.5</td>
<td>Perm. Temp.</td>
<td>06/19/06 - 07/29/06</td>
</tr>
<tr>
<td>8.</td>
<td>Southard, Rowena</td>
<td>Instructional Specialist – English</td>
<td>.50</td>
<td>8.5</td>
<td>Perm. Temp.</td>
<td>06/19/06 - 07/29/06</td>
</tr>
</tbody>
</table>

**BACKGROUND INFORMATION:**

1. Temporary increase in assignment to work during off-duty period to accommodate Reader support to the English Department during the summer session.

2. Temporary increase in assignment to work during off-duty period to accommodate Reader support to the English Department during the summer session.

3. Temporary increase in assignment to assist the Nursing Department process applications for the Registered Nursing Program.

4. Temporary increase in assignment to assist the Office of Admissions and Records.

5 - 8 Temporary increase in assignment to work during off-duty period to accommodate Reader support to the English Department during the summer session.

*May 16, 2006 Board Item*
BOARD AGENDA ITEM

To: Board of Trustees  Date: May 16, 2006
From: Superintendent/President  Item & File No. B.12.C
Subject: Classified Management Personnel Recommendation
Reason for Board Consideration: APPROVAL
Enclosure(s): Recommendations

BACKGROUND:

The following appointments are included in the Classified Management Personnel Recommendations:

A. Retirement of Classified Management Personnel

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

Sandra Roberts is on the non-instructional side of the 50% law.

RECOMMENDATION:

The Superintendent/President recommend that the Board of Trustees approve the Classified Management Personnel Recommendation.

Administrator Initiating Item: Linda Beam, Executive Dean of Human Resources & Labor Relations
## A. RETIREMENT OF CLASSIFIED MANAGEMENT PERSONNEL

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Title/Discipline</th>
<th>FTE</th>
<th>MPY</th>
<th>Appt. Type</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Roberts, Sandra</td>
<td>Director of Community Education and Services</td>
<td>1.0</td>
<td>12</td>
<td>Retirement</td>
<td>c.o.b. 07/31/2006</td>
</tr>
</tbody>
</table>

**BACKGROUND INFORMATION:**

1. Ms. Roberts has submitted her letter of resignation for retirement purposes effective close of business July 31, 2006.
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>May 16, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No.</td>
<td>B.12.D</td>
</tr>
<tr>
<td>Subject:</td>
<td></td>
<td></td>
<td>Warrant Approval</td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td>APPROVAL</td>
<td>Enclosure(s):</td>
<td>Warrant Listing</td>
</tr>
</tbody>
</table>

**BACKGROUND:**

Attached is the 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 **04/05/06 through 04/26/06**, warrants **60203-60694** were issued in the total amount of **$2,594,681.02**.

**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: May 16, 2006

TO: Members of the Board of Trustees

SUBJECT: Payment for Goods and/or Services
Per Board Bylaw 1.5310, Section b-7, it is recommended that warrants 60203-60694 in the amount of $2,594,681.02 for all funds for the period 04/05/2006 through 04/26/2006 be approved for payment. Copies of invoices for 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 and claims. The General Fund expenditures represent $1,008,244.07 of the above amount.

President or Designee

EXPENDITURE SUMMARY
2005/2006
General Fund – All Programs
Period Ending 03/31/06

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
<th>Encumbered</th>
<th>Expended</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated Salaries</td>
<td>17,395,806</td>
<td>14,455,636</td>
<td>2,940,170</td>
<td></td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>9,963,836</td>
<td>8,114,737</td>
<td>1,849,099</td>
<td></td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>9,104,967</td>
<td>7,195,417</td>
<td>1,909,550</td>
<td></td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>1,126,656</td>
<td>234,331</td>
<td>493,674</td>
<td>398,651</td>
</tr>
<tr>
<td>Other Operating Expense*</td>
<td>5,491,477</td>
<td>451,937</td>
<td>3,671,293</td>
<td>1,368,247</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>1,319,583</td>
<td>247,515</td>
<td>446,871</td>
<td>625,197</td>
</tr>
</tbody>
</table>

| Other Outgo**      | 4,902,223    | 647        | 3,150,625 | 1,750,951 |
| Total              | 49,304,548   | 934,430    | 37,528,253| 10,841,865|

* Includes utilities, consultants, travel, legal services, maintenance contracts, etc.

** Includes financial aid awards and interfund transfers.
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>May 16, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No.</td>
<td>B.12.E</td>
</tr>
<tr>
<td>Subject:</td>
<td>Short-Term Hourly Positions</td>
<td>Enclosure(s):</td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td>APPROVAL</td>
<td>Job Descriptions</td>
<td></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 attached job descriptions are submitted for approval:

   Short-Term Hourly Positions.

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

Lab Tech. and Technical Aide are on the non-instructional side of the 50% law.

Field Trip Driver, Lab Assistant, Office Aide IV, Readers, Dept. Aide IV and Math Lab Tutors are on the instructional side of the 50% law.

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
## A. SHORT TERM HOURLY POSITIONS – MAY 16, 2006

<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>*Art</td>
<td>Dept. Aide IV – Reception/Security for Art Gallery. Peer Counselor for Art/Art History Students, Assists Instructor in the Gallery with Gallery Design &amp; Management class, assists with receptions and hangs shows under Director’s supervision.</td>
<td>1</td>
<td>05/01/2006</td>
<td>05/19/2006</td>
<td>$10.75</td>
</tr>
<tr>
<td>Biology/Geology</td>
<td><strong>Field Trip Driver</strong> – Drive insured rental vehicles on designated field trip excursions. 2 drivers: Alaska 247B, 3 drivers: Great Basin 247B.</td>
<td>Alaska: 2</td>
<td>05/31/06</td>
<td>06/16/06</td>
<td>$150 per driver</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Great Basin: 3</td>
<td>06/01/06</td>
<td>06/14/06</td>
<td>$150 per driver</td>
</tr>
<tr>
<td>Biology/Geology</td>
<td><strong>Lab Assistant</strong> - Assist with the set-up of the labs and their various functions including inventory assistance.</td>
<td>4</td>
<td>06/19/2006</td>
<td>07/29/2006</td>
<td>$ 7.75</td>
</tr>
<tr>
<td>Business &amp; Information Systems</td>
<td><strong>Office Aide IV</strong> – Assist students in the CIS computer lab with assignments at nights and on Saturdays at KTD and IVC.</td>
<td>4</td>
<td>06/19/2006</td>
<td>06/30/2006</td>
<td>$10.75</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>07/01/2006</td>
<td>07/29/2006</td>
<td>$10.75</td>
</tr>
<tr>
<td>Court Reporting</td>
<td><strong>Readers</strong> – Readers for Court Reporting classes. Different levels and speeds require a separate reader for each level.</td>
<td>5</td>
<td>07/01/2006</td>
<td>12/15/2006</td>
<td>$7.75</td>
</tr>
</tbody>
</table>

May 16, 2006 Board Item
<table>
<thead>
<tr>
<th>Environmental Landscaping</th>
<th><strong>Lab Tech</strong> - Care of plants, watering, maintenance for ELND greenhouse, lathe house, gardens, orchards and facilities related to the ELND program.</th>
<th>1</th>
<th>07/01/2006</th>
<th>12/30/06</th>
<th>$14.14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td><strong>Math Lab Tutor:</strong> Tutor math lab students.</td>
<td>2</td>
<td>06/19/2006</td>
<td>07/29/2006</td>
<td>$9.75</td>
</tr>
<tr>
<td>*Reprographics</td>
<td><strong>Technical Aide I:</strong> To assist classified staff with duties including binding, finishing, folding, and cutting in reprographics.</td>
<td>1</td>
<td>05/01/2006</td>
<td>06/30/2006</td>
<td>$7.75</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 necessary paperwork from the department until after individual/s worked. These hourly employees need to be paid for work that has already been completed.
MARIN COMMUNITY COLLEGE DISTRICT  
Kentfield, CA 94904

BOARD AGENDA ITEM

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>May 16, 2006</td>
</tr>
<tr>
<td>Subject:</td>
<td>Declaration of Surplus Property – Miscellaneous Equipment</td>
<td>Item &amp; File No. B.12.F</td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td></td>
<td>Enclosure(s):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>List of Equipment</td>
</tr>
</tbody>
</table>

APPROVAL

BACKGROUND:

In accordance with Board Policy 6.0008, periodically 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 $2,500 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 $2,500.00. 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 vote to declare the items described on the attachment(s) surplus and that no single item or item lot is valued at $2,500.00 or more, and further authorize the District to dispose of the equipment, pursuant to Education Code Section 81452(c), as the District sees fit.

Administrator Initiating Item

Albert J. Harrison II, Vice President of College Operations
## Listing of Surplus Property
### Board Meeting on March 21, 2006

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description of Equipment</th>
<th>Identifying #s</th>
<th>Condition of Equipment</th>
<th>Plan to Replace?</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Moto Lift Forklift Military Surplus</td>
<td>None</td>
<td>30 – 40 yrs. Not OSHA Compliant</td>
<td>Yes</td>
<td>Possible sell</td>
</tr>
</tbody>
</table>
BACKGROUND:

The District has received a Claim for Damages from the North Marin Water District. The District’s insurance administrator, Keenan & Associates, has recommended that the District reject the claim.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees reject the claim made by North Marin Water District and refer the claim for handling to the District’s insurance administrator.

Administrator Initiating Item

Albert J. Harrison, Vice President, College Operations

5/2/06
**BOARD AGENDA ITEM**

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
<th>May 16, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No. B.12.H</td>
<td></td>
</tr>
<tr>
<td>Subject:</td>
<td>Change Order #4 to Contract with Treemasters Tree and Garden Care for Fire Mitigation Project on IVC Campus (418A)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td>APPROVAL</td>
<td>Enclosure(s): CO#4</td>
<td></td>
</tr>
</tbody>
</table>

**BACKGROUND:**

The Fire Mitigation project addresses fire life-safety risk issues at the Indian Valley Campus. One of the overall goals of the project is to provide clear access for fire department response teams on existing unpaved fire roads. This recommendation includes the change order as indicated below:

**Change Order #4 – Life Safety Issues, Increase in Contract Scope:**
This change order represents and amends the contract to include the following work items: 1. removal of fallen Coast Live Oak on north side of campus main entry along Ignacio Boulevard due to recent winter storm activity; 2. Removal of dead tree between parking lot number 2 and Ignacio Boulevard due to fire hazard concerns.

This work is not in the current contract scope.

The approved contract amendment value will be paid from Measure C bond funds designated for construction costs.

**RECOMMENDATION:**

The Superintendent/President recommends that the Board of Trustees approve:

Change Order #4, in the amount of $2,280.00 for the contract with Treemasters, Tree and Garden Care for the IVC Fire Mitigation Project (418A) increasing the contract with Treemasters to $582,948.00.

**Administrator Initiating Item**

Albert J. Harrison II, Vice President, College Operations
SWINERTON MANAGEMENT AND CONSULTING, INC.

PROJECT: Fire Mitigation Project
PROJECT No. 418A
CONTRACTOR: Treemasters Tree and Garden Care
OWNER: Marin Community College District
LANDSCAPE ARCHITECT: Royston Hanamoto Abey & Alley

To (Contractor): Treemasters Tree and Garden Care

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

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The scope of the work includes removal of fallen Coast Live Oak on north side of campus main entry along Ignacio Boulevard due to recent winter storm activity; Removal of dead tree between parking lot number 2 and Ignacio Boulevard due to fire hazard concerns. This work is not in the current contract scope.</td>
</tr>
</tbody>
</table>

$2,280.00

End of Items

TOTAL: $2,280.00

NOTE: Unless otherwise noted in the specific item description above, the costs detailed in this Change Order represent the total cost of the work; complete supply and installation of materials and equipment; Contractor's fees, profit, and overhead; administration; general conditions; all other indirect costs; and associated additional bond and insurance premiums.

<table>
<thead>
<tr>
<th>AGREEMENT</th>
<th>CONTRACT VALUE ADJUSTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>When this Change Order is signed by all parties, it constitutes their agreement:</td>
<td></td>
</tr>
<tr>
<td>A. That the Contract Price / Time is adjusted as shown and that no further adjustment by reason of the change(s) provided herein shall be made; and</td>
<td></td>
</tr>
<tr>
<td>B. That all the Terms and Conditions of the Contract, except as modified by this and any previous changes, shall remain in full force and effect and apply to the work so changed.</td>
<td></td>
</tr>
</tbody>
</table>

| Original Contract Price: | $504,842.00 |
| Net Change By Previously Authorized Change Orders: | $75,826.00 |
| Contract Price Prior To This Change Order: | $580,668.00 |
| Contract Price Will Be: | $582,948.00 |
| Increased: | |
| Decreased: | |
| Unchanged: | |
| New Contract Price Including This Change Order: | $582,948.00 |

<table>
<thead>
<tr>
<th>TIME ADJUSTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Time Will Be:</td>
</tr>
<tr>
<td>Increased:</td>
</tr>
<tr>
<td>Decreased:</td>
</tr>
<tr>
<td>Unchanged:</td>
</tr>
<tr>
<td>By the Change Order:</td>
</tr>
<tr>
<td>Zero (0) Days</td>
</tr>
</tbody>
</table>

Date of Substantial Completion As Of The Date Of This Change Order: 7/1/2009

---

**ISSUED BY CONSTRUCTION MANAGER**

Swinerton Management & Consulting

By: Debra Rocha-Mathis, Construction Manager

Date: 

**AGREED BY CONTRACTOR**

Treemasters Tree and Garden Care

By: Todd Jacobs, Owner

Date: 

**RECOMMENDED BY PROGRAM MANAGER**

Swinerton Management & Consulting

By: Dave Kern, Program Manager

Date: 

**RECOMMENDED BY OWNER**

Marin Community College District

By: Bob Thompson, Director of Maintenance & Operations

Date: 

**APPROVED BY**

Marin Community College District

By: Jose Nadeau, Director of Modernization

Date: 

**AUTHORIZED BY OWNER**

Marin Community College District

Authorized By: Al Hurton

IP College Operations

Date: 

Distribution: Owner Consultant Construction Manager Contractor C. O. File Other
### BOARD AGENDA ITEM

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
<th>May 16, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No.</td>
<td>B.12.1</td>
</tr>
<tr>
<td>Subject:</td>
<td>Contract (Deductive) Amendment #2 for Sandis Humber Jones</td>
<td>Reason for Board Consideration:</td>
<td>Enclosure(s): Contract Amendments #1 &amp; 2</td>
</tr>
</tbody>
</table>

**APPROVAL**

### BACKGROUND:

Original Contract - remove the following task items:
- Resolution of 28'x13.5' inconsistency between topo and boundary on the easterly edge;
- Aerial Photo - confirm survey points and digitally adjust the photo to correct the scale and more accurately delineate the boundary;
- Meeting time for the above activities

Due to the scope of the reduction of the above items the proposed contract reduction is for a total amount of ($4,070.00).

### RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the contract amendment in a negative amount of ($4,070.00) to Sandis Humber Jones. The funds released by this action will be reconveyed to Measure C bond’s construction cost category.

**Administrator Initiating Item**  Albert J. Harrison II, Vice President, College Operations
PROFESSIONAL SERVICES AGREEMENT

CONSULTANT: Sandis Humber Jones Civil Engineers Surveyors Planners
1700 Broadway, Suite 300
Oakland, CA 94612
Tel: 510.873.8866 Fax: 510.873.8868

I. SCOPE OF THE SERVICES

Amendment #1 to Contract # 59399:

Remove the following services:
2. Utility Base Mapping at the Larkspur Annex area.

II. COMPENSATION FOR SERVICES

Consultant’s total compensation for Services performed under this Agreement shall be a credit in the amount of ($5,500).

Amendment #1 (Deductive): ($ 5,500)

III. SCHEDULE OF PERFORMANCE

Not applicable.

IV. TERMS AND CONDITIONS

(1) Consultant shall perform the Services in accordance with the terms and conditions of this Agreement, INCLUDING THE GENERAL TERMS AND CONDITIONS ATTACHED HERETO AND INCORPORATED HEREIN BY THIS REFERENCE.

(2) Agreement number must appear on all invoices and correspondence. Send invoices in duplicate to Accounts Payable, Marin Community College District, 1800 Ignacio Blvd., Building 9, Room 100, Novato, CA, CA 94949 immediately upon performance.

(3) Changes made to printed Terms and Conditions on this Agreement are null and void unless approved in writing by the District.

(4) Consultant must comply with Appendix A.

(5) Consultant has read, negotiated (if desired) and expressly accepts all terms incorporated herein, including Section 5 relating to indemnity and liability.

(6) This instrument is void to the extent it requires payment by the District of more than $142,865 plus pre-approved expenses (Original Contract= $148,365).

CONSULTANT

Date Jeffrey M. Setera, P.E.
Vice President

MAGRIM COMMUNITY COLLEGE DISTRICT

Date Al Harrison
Vice President
GENERAL TERMS AND CONDITIONS

1. **Agreement Force and Effect.** District is not responsible for services rendered without the authority of an Agreement on this form. This Agreement shall supercede and control over all inconsistent provisions in any proposal. The provisions of this Agreement (which may include attachments) constitute the entire agreement between the Consultant and District regarding the work and services described herein. No representation, term or covenant not expressly specified in this Agreement shall, whether oral or written, be a part of this agreement. No modification of this Agreement shall be effective unless it is in writing. This Agreement shall supersede all other prior purchase Agreements and agreements between Consultant and District with respect to the work and services described herein. This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved by fully authorized representatives of District and Consultant. The headings in this Agreement are for convenience only and do not affect the construction of this Agreement.

2. **Performance of Services/No Assignment.** Time is of the essence in the performance of the Services. Consultant represents that it is skilled in the professional discipline necessary to perform the services ("Services") under this Agreement. Consultant will perform its Services in a skillful manner, comply fully with criteria established by District, and with applicable laws, codes, and all applicable professional standards of care, including by not limited to, the California Education Code and Title 24. Consultant shall not contract any portion of the Services or otherwise assign this Agreement without prior written approval of District. (Consultant shall remain responsible for compliance with all terms of this Agreement, regardless of the terms of any such assignment.) Consultant's authorized representative is the individual signing this Agreement unless Consultant otherwise informs District in writing. The granting of any payment, and any inspections, reviews, approvals or oral statements by any District representative, or certification by any governmental entity, shall in no way limit Consultant's obligations under this Agreement.

3. **Records and Payment Requests.** Consultant shall submit all billings with all necessary invoices or other appropriate evidence of performance. District shall have the right to audit the Consultant's work records. Consultant shall make available to District, its authorized agents, officers, or employees, any and all ledgers, books of accounts, invoices, vouchers, cancelled checks, and other records or documents evidencing or relating to the expenditures and disbursement charged to District, for examination. Consultant shall furnish to District, its authorized agents, officers, or employees, such other evidence or information as District may require with regard to any such expenditure or disbursement charged by Consultant. Consultant shall maintain all documents and records prepared by or furnished to Consultant during the course of performing the services for at least three (3) years following completion of the Services, except that all such items pertaining to hazardous materials shall be maintained for at least thirty (30) years. Such records include, but are not limited to, correspondence, internal memoranda, calculations, books and accounts, accounting records documenting its work under its Agreement, and invoices, payrolls, records and all other data related to matters covered by this Agreement. With a minimum of 72 hours notice and during normal business hours, Consultant shall permit District to audit, examine and make copies at District’s expense, excerpts and transcripts from such records. The State of California or any federal agency having an interest in the subject of Agreement shall have the same rights conferred to District by this section. Such rights shall be specifically enforceable.

4. **Independent Contractor.** Consultant is an independent Contractor and does not act as District’s agent in any capacity, whatsoever. Consultant is not entitled to any benefits that District provides to District employees, including, without limitation, worker’s compensation benefits or payments, pension benefits, health benefits or insurance benefits. Terms within this Agreement regarding direction apply to and concern the result of the Consultant’s provision of Services not the means, methods, or scheduling of the Consultant’s work. Consultant shall be solely responsible for the means, methods, techniques, sequences and procedures with respect to its provision of Services under this Agreement. Consultant shall pay all payroll taxes imposed by any governmental entity and will pay all other taxes not specifically identified in this Agreement as District’s responsibility.

5. **Indemnity/Liability.** To the extent of its proportionate fault, Consultant shall defend, indemnify and save the District, and all of its officers, directors, representatives, agents and employees (together "Indemnitees"), from and against any and all claims and liability of any type resulting directly or indirectly from Consultant’s negligent performance of this Agreement. Consultant shall also defend, indemnify and save harmless, to the extent of its proportionate fault, the Indemnitees, from and against all claims, suits, actions, liability, damages, expense or costs of every nature and description to which the Indemnitees may be subject or put by reason of bodily injury to or death of any person or damage to any property, which directly or indirectly arises out of the Consultant’s performance of this Agreement, Consultant’s provision of Services, or Consultant’s activities related thereto. Defense counsel retained under this section shall be subject to the Indemnitees’s reasonable approval. Notwithstanding any provision of this Agreement, the Indemnitees shall not be liable, in contract or tort, for any special, consequential, indirect or incidental damages arising out of or in connection with this Agreement or the Services. The Indemnitees’s rights and remedies, whether under this Contract or other applicable law, shall be cumulative and not subject to limitation.
6. **Conflict of Interest.** Consultant represents and warrants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of work and services required under this Agreement. Without limitation, Consultant represents to and agrees with District that Consultant has no present, and will have no future conflict of interest between providing District services hereunder and any interest Consultant may presently have, or will have in the future, with respect to any other person or entity (including but not limited to any federal or state wildlife, environmental or regulatory agency) which has any interest adverse or potentially adverse to District, as determined in the reasonable judgment of District.

7. **Confidentiality.** Any information, whether proprietary or not, made known to or discovered by Consultant during the performance of or in connection with this Agreement for District, will be kept confidential and not be disclosed to any other person, except as necessary to provide services under this agreement or as required by law. Consultant will immediately notify District in writing if it is requested to disclose any information made known to or discovered by during the performance of or in connection with this Agreement. These conflict of interest and confidentiality provisions and limitations shall remain fully effective indefinitely after termination of services to District hereunder.

8. **Ownership of Results.** Consistent with Education Code Section 17316, any interest (including copyright interests) of Consultant or its contractors or subconsultants (together, "Subconsultants") in studies, reports, memoranda, computational sheets, drawings, plans or any other documents (including electronic media) prepared by Consultant or its Subconsultants in connection with the Services, shall become the property of District. To the extent permitted by Title 17 of the United States Code, work product produced under this Agreement shall be deemed works for hire and all copyrights in such works shall be the property of District. In the event that it is ever determined that any works created by Consultant or its Subconsultants under this Agreement are not works for hire under U.S. law, Consultant hereby assigns to District all copyrights to such works. With District's prior written approval, Consultant may retain and use copies of such works for reference and as documentation of experience and capabilities. Consultant shall, however, retain the copyright in its standard details, and grants District an unlimited license to use such details for the purposes stated herein. Should the District desire to reuse the Documents specified above and not use the services of the Consultant, then the District agrees to require the new consultant to assume any and all obligations for the reuse of the documents and process the same through the Division of the State Architect as the project Architect, and the District releases Consultant and its Subconsultants from liability associated with the reuse of the documents.

9. **Non-Discrimination Policy.** Consultant shall not discriminate against any employee or applicant for employment, nor against any Subconsultant or applicant for a subcontract, because of race, color, religious creed, age, sex, actual or perceived sexual orientation, national origin, disability as defined by the ADA or veteran's status. To the extent applicable, Consultant shall comply with all federal, state and local laws (including, without limitation, all County and District ordinances, rules and regulations) regarding non-discrimination, equal employment opportunity, affirmative action and occupational-safety-health concerns, shall comply with all applicable rules and regulations thereunder, and shall comply with same as each may be amended from time to time. Consultant shall provide all information reasonably requested by District to verify compliance with such matters. Consultant stipulates, acknowledges and agrees that District has the right to monitor Consultant's compliance with all applicable non-discrimination requirements, and may impose sanctions upon a finding of a willful, knowing or bad faith noncompliance or submission of information known or suspected to be false or misleading.

10. **Termination and Suspension.** District may direct Consultant to terminate, suspend, delay or interrupt Services, in whole or in part, for such periods of time as District may determine in its sole discretion. District may issue such directives without cause. District will issue such directives in writing, and compensate Consultant for its costs expended up to the termination plus reasonable profit thereon only in the event District terminates this Agreement for District's convenience. Consultant may recover no other cost, damage, or expense. Suspension of Services shall be treated as an excusable delay. If services are resumed, District and Consultant shall mutually agree on additional costs to resume services, agree on a revised schedule for performance of services, and agree on any revisions to targeted construction cost budgets. District may terminate performance of the Services under this Agreement in whole, or from time to time in part, for default, should Consultant commit a material breach of the Agreement, or part thereof, and not cure such breach within ten (10) calendar days of the date of District's written notice to Consultant demanding such cure. In the event District terminates the Agreement for default, Consultant shall be liable to District for all loss, cost, expense, damage and liability resulting from such breach and termination. Consultant shall continue its work throughout the course of any dispute, and Consultant's failure to continue work during a dispute shall be a material breach of this Agreement. Either party's waiver of any breach, or the omission or failure of either party, at any time, to enforce any right reserved to it, or to require strict performance of any provision of this Agreement, shall not be a waiver of any other right to which any party is entitled, and shall not in any way affect, limit, modify or waive that party's right thereafter to enforce or compel strict compliance with every provision hereof.
11. **Execution; Venue; Limitations.** This Agreement shall be deemed to have been executed in the City of Novato, Marin County, California. Enforcement of this Agreement shall be governed by the laws of the State of California, excluding its conflict of laws rules. The exclusive venue for all litigation arising from or relating to this Agreement shall be in Marin County, California. Except as expressly provided in this Agreement, nothing in this Agreement shall operate to confer rights or benefits on persons or entities not party to this Agreement. As between the parties to this Agreement, any applicable statute of limitations for any act or failure to act shall commence to run on the date of District’s issuance of the final Certificate for Payment, or termination of this Agreement, whichever is earlier, except for latent defects, for which the statute of limitation shall begin running upon discovery of the defect and its cause.

12. **District Responsibilities.** The District shall furnish the required information and services and shall render approvals and decisions expeditiously for the orderly progress of the consultant’s work. The District shall not significantly increase the budget allocated for the cost of the work without agreement of the consultant.
Appendix A to Professional Services Agreement

INSURANCE

This is an Appendix attached to, and made a part of and incorporated by reference with the Agreement dated 5-11-05 between the Marin Community College District (the "District"), and Sandis Humber Jones ("Consultant") providing for professional services.

1. Consultant's Duty to Show Proof of Insurance. Prior to the execution of this Agreement, Consultant shall furnish to District Certificate of Insurance showing satisfactory proof that Consultant has taken out for the entire period required by this Agreement, as further described below, the following insurance, in a form satisfactory to District and with an insurance carrier satisfactory to District, authorized to do business in California and rated by A. M. Best & Company A or better, financial category size IX or better, which will protect those described below from claims described below which arise or are alleged to have arisen out of or result from the acts or omissions of Consultant for which Consultant may be legally liable, whether performed by Consultant, or by those employed directly or indirectly by it, or by anyone for whose acts Consultant may be liable:

1.1 Commercial General Liability Insurance

Commercial general liability insurance, written on an "occurrence" basis, which shall provide coverage for bodily injury, death and property damage resulting from operations, products liability, liability for slander, false arrest and invasion of privacy arising out of professional services rendered hereunder, blanket contractual liability, broad form endorsement, products and completed operations, personal and advertising liability, with per location limits of not less than $2,000,000 annual general aggregate and $1,000,000 each occurrence.

1.2 Business Automobile Liability Insurance

Business automobile liability insurance with limits not less than $1,000,000 each occurrence including coverage for owned, non-owned and hired vehicles.

1.3 Workers' Compensation Insurance

Workers' Compensation Employers' Liability limits required by the laws of the State of California. Consultant's Worker's Compensation Insurance policy shall contain a Waiver of Subrogation. In the event Consultant is self-insured, it shall furnish Certificate of Permission to Self-Insure signed by Department of Industrial Relations Administration of Self-Insurance, State of California.

1.4 Professional Liability Insurance

Professional Liability Insurance, either (a) specific to this Project only, with limits not less than $1,000,000 each claim, or (b) limits of not less than $1,000,000 each claim and $2,000,000 aggregate, all with respect to negligent acts, errors or omissions in connection with services to be provided under this Agreement, with no exclusion for claims of one insured against another insured and with tail coverage for a period of five (5) years after the completion of the Services.
2. Insurance terms and conditions:

2.1 Status of MARIN COMMUNITY COLLEGE DISTRICT as Additional Insured.

On Consultant’s Commercial General Liability policy, the MARIN COMMUNITY COLLEGE DISTRICT, and its Trustees, officers, officials, representatives, employees, Consultant, and agents, shall be named as additional insured, but only with respect to liability arising out of the activities of the named insured, and there shall be a waiver of subrogation as to each named and additional insured.

2.2 The policies shall apply separately to each insured against whom claim is made or suit is brought except with respect to the limits of the company’s liability.

2.3 Certificates of Insurance shall include the following statement: “Written notice of cancellation, non-renewal or of any material change in policy shall be mailed to District thirty (30) days in advance of the effective date thereof.”

2.4 Consultant's insurance shall be primary insurance and no other insurance or self-insured retention carried or held by any named or additional insured other than that amount Consultant shall be called upon to contribute to a loss covered by insurance for the named insured.

2.5 Nothing herein contained shall be construed as limiting in any way the extent to which Consultant or any of its employees may be held responsible for payment of damages resulting from their operations.

2.6 If Consultant fails to maintain any required insurance, District may obtain such insurance, and deduct and retain amount of premium from any sums due Consultant under this Agreement.

END OF APPENDIX A
PROFESSIONAL SERVICES AGREEMENT

CONSULTANT: Sandis Humber Jones Civil Engineers Surveyors Planners
1700 Broadway, Suite 300
Oakland, CA 94612
Tel: 510.873.8866  Fax: 510.873.8868

I. SCOPE OF THE SERVICES

Amendment #2 to Contract # 59399:

Remove the following services for the Indian Valley Campus:
1. Resolve 28' x 13.5' inconsistency between topo and boundary on the easterly edge ($1,080.00)
2. Aerial Photo - confirm survey points and digitally adjust the photo to correct the scale and more accurately delineate the boundary ($2,590.00)
3. Meeting time for the above activities ($400.00)

II. COMPENSATION FOR SERVICES

Consultant’s total compensation for Services performed under this Agreement shall be a credit in the amount of ($4,070.00).

Amendment #2 (Deductive): ($ 4,070.00)

III. SCHEDULE OF PERFORMANCE

Not applicable.

IV. TERMS AND CONDITIONS

(1) Consultant shall perform the Services in accordance with the terms and conditions of this Agreement, INCLUDING THE GENERAL TERMS AND CONDITIONS ATTACHED HERETO AND INCORPORATED HEREIN BY THIS REFERENCE.

(2) Agreement number must appear on all invoices and correspondence. Send invoices in duplicate to Accounts Payable, Marin Community College District, 1800 Ignacio Blvd., Building 9, Room 100, Novato, CA 94949 immediately upon performance.

(3) Changes made to printed Terms and Conditions on this Agreement are null and void unless approved in writing by the District.

(4) Consultant must comply with Appendix A.

(5) Consultant has read, negotiated (if desired) and expressly accepts all terms incorporated herein, including Section 5 relating to indemnity and liability.

(6) This instrument is void to the extent it requires payment by the District of more than $138,795 plus pre-approved expenses (Original Contract = $148,365).

CONSULTANT

Date: Jeffrey M. Setten, P.E.
Vice President

MARIN COMMUNITY COLLEGE DISTRICT

Date: Al Harrison
Vice President
GENERAL TERMS AND CONDITIONS

1. Agreement Force and Effect. District is not responsible for services rendered without the authority of an Agreement on this form. This Agreement shall supersede and control over all inconsistent provisions in any proposal. The provisions of this Agreement (which may include attachments) constitute the entire agreement between the Consultant and District regarding the work and services described herein. No representation, term or covenant not expressly specified in this Agreement shall, whether oral or written, be a part of this Agreement. No modification of this Agreement shall be effective unless it is in writing. This Agreement shall supersede all other prior purchase Agreements and agreements between Consultant and District with respect to the work and services described herein. This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved by fully authorized representatives of District and Consultant. The headings in this Agreement are for convenience only and do not affect the construction of this Agreement.

2. Performance of Services/No Assignment. Time is of the essence in the performance of the Services. Consultant represents that it is skilled in the professional discipline necessary to perform the services (“Services”) under this Agreement. Consultant will perform its Services in a skillful manner, comply fully with criteria established by District, and with applicable laws, codes, and all applicable professional standards of care, including by not limited to, the California Education Code and Title 24. Consultant shall not contract any portion of the Services or otherwise assign this Agreement without prior written approval of District. (Consultant shall remain responsible for compliance with all terms of this Agreement, regardless of the terms of any such assignment.) Consultant’s authorized representative is the individual signing this Agreement unless Consultant otherwise informs District in writing. The granting of any payment, and any inspections, reviews, approvals or oral statements by any District representative, or certification by any governmental entity, shall in no way limit Consultant’s obligations under this Agreement.

3. Records and Payment Requests. Consultant shall submit all billings with all necessary invoices or other appropriate evidence of performance. District shall have the right to audit the Consultant’s work records. Consultant shall make available to District, its authorized agents, officers, or employees, any and all ledgers, books of accounts, invoices, vouchers, cancelled checks, and other records or documents evidencing or relating to the expenditures and disbursement charged to District, for examination. Consultant shall furnish to District, its authorized agents, officers, or employees, such other evidence or information as District may require with regard to any such expenditure or disbursement charged by Consultant. Consultant shall maintain all documents and records prepared by or furnished to Consultant during the course of performing the services for at least three (3) years following completion of the Services, except that all such items pertaining to hazardous materials shall be maintained for at least thirty (30) years. Such records include, but are not limited to, correspondence, internal memorandums, calculations, books and accounts, accounting records documenting its work under its Agreement, and invoices, payrolls, records and all other data related to matters covered by this Agreement. With a minimum of 72 hours notice and during normal business hours, Consultant shall permit District to audit, examine and make copies at District’s expense, excerpts and transcripts from such records. The State of California or any federal agency having an interest in the subject of Agreement shall have the same rights conferred to District by this section. Such rights shall be specifically enforceable.

4. Independent Contractor. Consultant is an independent Contractor and does not act as District’s agent in any capacity, whatsoever. Consultant is not entitled to any benefits that District provides to District employees, including, without limitation, worker’s compensation benefits or payments, pension benefits, health benefits or insurance benefits. Terms within this Agreement regarding direction apply to and concern the result of the Consultant’s provision of Services not the means, methods, or scheduling of the Consultant’s work. Consultant shall be solely responsible for the means, methods, techniques, sequences and procedures with respect to its provision of Services under this Agreement. Consultant shall pay all payroll taxes imposed by any governmental entity and will pay all other taxes not specifically identified in this Agreement as District’s responsibility.

5. Indemnity/Liability. To the extent of its proportionate fault, Consultant shall defend, indemnify and save the District, and all of its officers, directors, representatives, agents and employees (together “Indemnitees”), from and against any and all claims and liability of any type resulting directly or indirectly from Consultant’s negligent performance of this Agreement. Consultant shall defend, indemnify and save harmless, to the extent of its proportionate fault, the Indemnitees, from and against all claims, suits, actions, liability, damages, expense or costs of every nature and description to which the Indemnitees may be subject or put by reason of bodily injury to or death of any person or damage to any property, which directly or indirectly arises out of the Consultant’s performance of this Agreement, Consultant’s provision of Services, or Consultant’s activities related thereto. Defense counsel retained under this section shall be subject to the Indemnitees’s reasonable approval. Notwithstanding any provision of this Agreement, the Indemnitees shall not be liable, in contract or tort, for any special, consequential, indirect or incidental damages arising out of or in connection with this Agreement or the Services. The Indemnitees’s rights and remedies, whether under this Contract or other applicable law, shall be cumulative and not subject to limitation.
6. Conflict of Interest. Consultant represents and warrants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of work and services required under this Agreement. Without limitation, Consultant represents to and agrees with District that Consultant has no present, and will have no future conflict of interest between providing District services hereunder and any interest Consultant may presently have, or will have in the future, with respect to any other person or entity (including but not limited to any federal or state wildlife, environmental or regulatory agency) which has any interest adverse or potentially adverse to District, as determined in the reasonable judgment of District.

7. Confidentiality. Any information, whether proprietary or not, made known to or discovered by Consultant during the performance of or in connection with this Agreement for District, will be kept confidential and not be disclosed to any other person, except as necessary to provide services under this agreement or as required by law. Consultant will immediately notify District in writing if it is requested to disclose any information made known to or discovered by during the performance of or in connection with this Agreement. These conflict of interest and confidentiality provisions and limitations shall remain fully effective indefinitely after termination of services to District hereunder.

8. Ownership of Results. Consistent with Education Code Section 17216, any interest (including copyright interests) of Consultant or its contractors or subconsultants (together, "Subconsultants"), in studies, reports, memoranda, computational sheets, drawings, plans or any other documents (including electronic media) prepared by Consultant or its Subconsultants in connection with the Services, shall become the property of District. To the extent permitted by Title 17 of the United States Code, work product produced under this Agreement shall be deemed works for hire and all copyrights in such works shall be the property of District. In the event that it is ever determined that any works created by Consultant or its Subconsultants under this Agreement are not works for hire under U.S. law, Consultant hereby assigns to District all copyrights to such works. With District's prior written approval, Consultant may retain and use copies of such works for reference and as documentation of experience and capabilities. Consultant shall, however, retain the copyright in its standard details, and grants District an unlimited license to use such details for the purposes stated herein. Should the District desire to reuse the Documents specified above and not use the services of the Consultant, then the District agrees to require the new consultant to assume any and all obligations for the reuse of the documents and process the same through the Division of the State Architect as the project Architect, and the District releases Consultant and its Subconsultants from liability associated with the reuse of the documents.

9. Non-Discrimination Policy. Consultant shall not discriminate against any employee or applicant for employment, nor against any Subconsultant or applicant for a subcontract, because of race, color, religious creed, age, sex, actual or perceived sexual orientation, national origin, disability as defined by the ADA or veteran's status. To the extent applicable, Consultant shall comply with all federal, state and local laws (including, without limitation, all County and District ordinances, rules and regulations) regarding non-discrimination, equal employment opportunity, affirmative action and occupational-safety-health concerns, shall comply with all applicable rules and regulations thereunder, and shall comply with same as each may be amended from time to time. Consultant shall provide all information reasonably requested by District to verify compliance with such matters. Consultant stipulates, acknowledges and agrees that District has the right to monitor Consultant's compliance with all applicable non-discrimination requirements, and may impose sanctions upon a finding of a willful, knowing or bad faith noncompliance or submission of information known or suspected to be false or misleading.

10. Termination and Suspension. District may direct Consultant to terminate, suspend, delay or interrupt Services, in whole or in part, for such periods of time as District may determine in its sole discretion. District may issue such directives without cause. District will issue such directives in writing, and compensate Consultant for its costs expended up to the termination plus reasonable profit thereon only in the event District terminates this Agreement for District's convenience. Consultant may recover no other cost, damage, or expense. Suspension of Services shall be treated as an excusable delay. If services are resumed, District and Consultant shall mutually agree on additional costs to resume services, agree on a revised schedule for performance of services, and agree on any revisions to targeted construction cost budgets. District may terminate performance of the Services under this Agreement in whole, or from time to time in part, for default, should Consultant commit a material breach of the Agreement, or part thereof, and not cure such breach within ten (10) calendar days of the date of District's written notice to Consultant demanding such cure. In the event District terminates the Agreement for default, Consultant shall be liable to District for all loss, cost, expense, damage and liability resulting from such breach and termination. Consultant shall continue its work throughout the course of any dispute, and Consultant's failure to continue work during a dispute shall be a material breach of this Agreement. Either party's waiver of any breach, or the omission or failure of either party, at any time, to enforce any right reserved to it, or to require strict performance of any provision of this Agreement, shall not be a waiver of any other right to which any party is entitled, and shall not in any way affect, limit, modify or waive that party's right thereafter to enforce or compel strict compliance with every provision hereof.
11. **Execution; Venue; Limitations.** This Agreement shall be deemed to have been executed in the City of Novato, Marin County, California. Enforcement of this Agreement shall be governed by the laws of the State of California, excluding its conflict of laws rules. The exclusive venue for all litigation arising from or relating to this Agreement shall be in Marin County, California. Except as expressly provided in this Agreement, nothing in this Agreement shall operate to confer rights or benefits on persons or entities not party to this Agreement. As between the parties to this Agreement, any applicable statute of limitations for any act or failure to act shall commence to run on the date of District's issuance of the final Certificate for Payment; or termination of this Agreement, whichever is earlier, except for latent defects, for which the statute of limitation shall begin running upon discovery of the defect and its cause.

12. **District Responsibilities.** The District shall furnish the required information and services and shall render approvals and decisions expeditiously for the orderly progress of the consultant's work. The District shall not significantly increase the budget allocated for the cost of the work without agreement of the consultant.
Appendix A to Professional Services Agreement

INSURANCE

This is an Appendix attached to, and made a part of, and incorporated by reference with the Agreement dated 5-11-05 between the Marin Community College District (the “District”), and Sandis Humber Jones (“Consultant”) providing for professional services.

1. Consultant’s Duty to Show Proof of Insurance. Prior to the execution of this Agreement, Consultant shall furnish to District Certificates of Insurance showing satisfactory proof that Consultant has taken out for the entire period required by this Agreement, as further described below, the following insurance, in a form satisfactory to District and with an insurance carrier satisfactory to District, authorized to do business in California and rated by A. M. Best & Company A or better, financial category size IX or better, which will protect those described below from claims described below which arise or are alleged to have arisen out of or result from the acts or omissions of Consultant for which Consultant may be legally liable, whether performed by Consultant, or by those employed directly or indirectly by it, or by anyone for whose acts Consultant may be liable:

1.1 Commercial General Liability Insurance

Commercial general liability insurance, written on an “occurrence” basis, which shall provide coverage for bodily injury, death and property damage resulting from operations, products liability, liability for slander, false arrest and invasion of privacy arising out of professional services rendered hereunder, blanket contractual liability, broad form endorsement, products and completed operations, personal and advertising liability, with per location limits of not less than $2,000,000 annual general aggregate and $1,000,000 each occurrence.

1.2 Business Automobile Liability Insurance

Business automobile liability insurance with limits not less than $1,000,000 each occurrence including coverage for owned, non-owned and hired vehicles.

1.3 Workers’ Compensation Insurance

Workers’ Compensation Employers’ Liability limits required by the laws of the State of California. Consultant’s Worker’s Compensation Insurance policy shall contain a Waiver of Subrogation. In the event Consultant is self-insured, it shall furnish Certificate of Permission to Self-Insure signed by Department of Industrial Relations Administration of Self-insurance, State of California.

1.4 Professional Liability Insurance

Professional Liability Insurance, either (a) specific to this Project only, with limits not less than $1,000,000 each claim, or (b) limits of not less than $1,000,000 each claim and $2,000,000 aggregate, all with respect to negligent acts, errors or omissions in connection with services to be provided under this Agreement, with no exclusion for claims of one insured against another insured and with tail coverage for a period of five (5) years after the completion of the Services.
2. Insurance terms and conditions:

2.1 Status of MARIN COMMUNITY COLLEGE DISTRICT as Additional Insured.

On Consultant’s Commercial General Liability policy, the MARIN COMMUNITY COLLEGE DISTRICT, and its Trustees, officers, officials, representatives, employees, Consultant, and agents, shall be named as additional insured, but only with respect to liability arising out of the activities of the named insured, and there shall be a waiver of subrogation as to each named and additional insured.

2.2 The policies shall apply separately to each insured against whom claim is made or suit is brought except with respect to the limits of the company’s liability.

2.3 Certificates of Insurance shall include the following statement: “Written notice of cancellation, non-renewal or of any material change in policy shall be mailed to District thirty (30) days in advance of the effective date thereof.”

2.4 Consultant’s insurance shall be primary insurance and no other insurance or self-insured retention carried or held by any named or additional insured other than that amount Consultant shall be called upon to contribute to a loss covered by insurance for the named insured.

2.5 Nothing herein contained shall be construed as limiting in any way the extent to which Consultant or any of its employees may be held responsible for payment of damages resulting from their operations.

2.6 If Consultant fails to maintain any required insurance, District may obtain such insurance, and deduct and retain amount of premium from any sums due Consultant under this Agreement.

END OF APPENDIX A
**BOARD AGENDA ITEM**

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<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
<th>May 16, 2006</th>
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<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No.</td>
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<td>Subject:</td>
<td>Resolution Authorizing Budget Transfers – FY 2005/06</td>
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<td>Reason for Board Consideration:</td>
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<td>Enclosure(s):</td>
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<td>APPROVAL</td>
<td>Resolution &amp; Budget Transfer List</td>
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**BACKGROUND:**

In accordance with Title 5 California Code of Regulations, Section 58199 on budget transfers, attached for review are budget transfers between major object codes. Details of transfer request documents are available in Fiscal Services for review.

The accompanying transfer resolution includes seventy-six budget transfers between April 1 and April 30, 2006, totaling $180,779 from the Unrestricted Funds. Budget Transfer 571 in the amount of $3,000 from the Unrestricted Reserve contingency account was carried over from 2004/05 IR&D award for Soil Microorganism Diversity on the Big Island of Hawaii to be used in 2005/06.

There were thirty-six budget transfers made from the Restricted Funds between April 1 and April 30, 2006 totaling $84,222. Budget Transfers 570, 642, 659 and 730 for $42,125.00 from the Restricted Reserve contingency account were allocated for MMST grant adjustment, VTEA augmentation, supplies, agreements and equipment.

There were two transfers made from the Child Care Funds. The budget numbers were 606 and 607 for a total of $2,500.00.

**RECOMMENDATION:**
The Superintendent/President recommends that the Board of Trustees approve the Resolution Authorizing Budget Transfers – FY 2005/06.

---

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
WHEREAS, the Board of Trustees of the Marin Community College District is required by Education Code Section 85200 and Board Bylaws 1.5301 to approve budget transfers between major object code classifications;

NOW, THEREFORE, BE IT RESOLVED that the Board of the Marin Community College District approve the one hundred and nineteen budget transfers between April 1 and April 30, 2006, with the following major object code classification adjustments:

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<th>Object Code</th>
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<th>Child Care</th>
<th>Special Reserve</th>
<th>Self Insurance</th>
<th>Foundation Trust Fund</th>
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<td>3000 (Employee Benefits)</td>
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<td>6000 (Capital Outlay)</td>
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<td>7000 (Other Outgo)**</td>
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<td>8000 (Income)</td>
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<td>9000 (General Ledger)</td>
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* Includes utilities, consultants, travel, legal services, maintenance contracts etc.

** Includes contingency reserves, financial aid awards, and inter-fund transfers.

BE IT FINALLY RESOLVED that this Resolution be made part of the Official Minutes of this meeting and of the permanent files of this District.

PASSED AND ADOPTED THIS __________ day of __________________, 2006, by the Board of Trustees of the Marin Community College District of Marin County, California, by the following vote:

AYES

NOES

ABSENT

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

______________________________
Secretary to the Board of Trustees
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**REstricted FUND**

| 557   | (950) | 950    | 0      | 950    |        |        |        |        |
| 558   | 100   | (100)  | 0      | 100    |        |        |        |        |
| 563   | 23,584| (23,584)| 0    | 23,584 |        |        |        |        |
| 570   | (1,006)| 1,000  | 0      | 1,000  |        |        |        | Work study |
| 579   | (417) | 417    | 0      | 417    |        |        |        |        |
| 588   | (500) | 500    | 0      | 500    |        |        |        |        |
| 609   | (2,500)| 2,500  | 0      | 2,500  |        |        |        |        |
| 611   | 1,240 | (1,240)| 0      | 1,240  |        |        |        |        |
| 612   | 1,650 | (1,650)| 0      | 1,650  |        |        |        |        |
| 614   | (1,609)| 1,609  | 0      | 1,609  |        |        |        |        |
| 617   | 14,128| (14,128)| 0   | 14,128 |        |        |        |        |
| 618   | 1,000 | (1,000)| 0      | 1,000  |        |        |        |        |
| 620   | 1,352 | (1,352)| 0      | 1,352  |        |        |        |        |
| 622   | 1,823 | (1,823)| 0      | 1,823  |        |        |        |        |
| 623   | 1,402 | (1,402)| 0      | 1,402  |        |        |        |        |
| 634   | (16,086)| 16,086| 0      | 16,086 |        |        |        |        |
| 637   | 313   | (313)  | 0      | 313    |        |        |        |        |
| 638   | 616   | (616)  | 0      | 616    |        |        |        |        |
| 639   | 52    | (52)   | 0      | 52     |        |        |        |        |
| 640   | (649) | 649    | 0      | 649    |        |        |        |        |
| 642   | 2,100 | 4,430  | 4,024  | (10,554)| 0      | 10,554 | IntEquipComit |
| 651   | (791) | 791    | 0      | 791    |        |        |        |        |
| 652   | 115   | (116)  | 0      | 116    |        |        |        |        |
| 653   | 200   | (200)  | 0      | 200    |        |        |        |        |
| 654   | 261   | (261)  | 0      | 261    |        |        |        |        |
| 659   | 2,262 | 617    | (2,879)| 0      | 2,879  |        |        |        |
| 668   | (1,300)| 1,300  | 0      | 1,300  |        |        |        |        |
| 683   | (1,341)| 1,341  | 0      | 1,341  |        |        |        |        |
| 688   | (1,230)| 1,230  | 0      | 1,230  |        |        |        |        |
| 695   | (1,300)| 1,300  | 0      | 1,300  |        |        |        |        |
| 708   | 200   | (200)  | 0      | 200    |        |        |        |        |
| 715   | 258   | (258)  | 0      | 258    |        |        |        |        |
| 716   | 436   | (436)  | 0      | 436    |        |        |        |        |
| 717   | 200   | (200)  | 0      | 200    |        |        |        |        |
| 718   | 590   | (590)  | 0      | 590    |        |        |        |        |
| 730   |        |        |        | 29,692 | (29,692)| 0      | 29,692 | MMST Grant |
| 737   | (298) | 298    | 0      | 298    |        |        |        |        |
| 764   | (600) | 600    | 0      | 600    |        |        |        |        |
| 770   | (760) | 760    | 0      | 760    |        |        |        |        |
| 771   | (2,370)| 2,370  | 0      | 2,370  |        |        |        |        |
|       |       |        |        | 2,370  | 126,347| (42,125)| 84,222 |        |

**TOTAL GENERAL FUND**

(14917) | (25500) | 617 | (34177) | (23543) | 142646 | (45125) | 0 | 493,905 |

**CHILD CARE FUND**

(0) | (0) | (0) | (0) | (0) | (0) | (0) | (0) | (0) |

**TOTAL ALL FUND**

(17,417) | (25,500) | 617 | (31,677) | (23,543) | 142,646 | (45,125) | 0 | 496,405 |

**Measure C Funds**

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

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Total Measure C Building transfers were funds remained within same object code 83,251.00 (83,251.00)
BOARD AGENDA ITEM

To: Board of Trustees

From: Superintendent/President

Date: May 16, 2006

Item & File No. B.12.K

Subject: Contract Amendment # 2 for Royston Hanamoto Alley & Abey

Reason for Board Consideration: APPROVAL

Enclosure(s): Contract Amendment #2

BACKGROUND:

The Board of Trustees approved Royston Hanamoto Alley & Abey as the District Landscape Architect on June 14, 2005 with a contract for $451,875 approved on October 11, 2005. On December 13, 2005, the Board approved Amendment 1 for $36,605 to include Urban Forestry Inspection Services for the implementation phase of the IVC Fire Mitigation Project and for the Tree Removal project implementation phase at both campuses. This Amendment also included Management and Tree Protection plans for tree removal and protection in construction zones and zone access areas on the Kentfield Campus.

Urban Forestry inspection services are required for the implementation phase of the Indian Valley Campus Fire Mitigation project; specifically the Montura Fire Road fire apparatus zone required by Novato FD. This area is now included in the construction contract (ref. CO#2 for Treemasters, approved BOT March 21, 2006).

Amendment #2, attached, covers additional landscape task scope items associated with additional faculty landscape campus tours; additional landscape and bio-science faculty coordination and review meetings; additional staff site meetings and project scope requests; additional campus forums and presentations. The scope of this work also includes on-site coordination services for the new Gas Main pipe in sensitive landscape areas, species diversity planting plans coordination meetings, and on-site work tasks in support of the Ignacio Creek Erosion Mitigation project.

The work also includes additional graphic maps in support of the CEQA team for the District Assessment Reports. This task is complete.

Contract Amendment #2 for $76,790 increases the contract agreement with Royston Hanamoto Alley & Abey to $565,270 (Modernization – Measure C).

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the attached contract amendment #2 for $76,790 to the Contract with Royston Hanamoto Alley & Abey for Landscape and Urban Forestry Professional Services.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
AMENDMENT 2

To the Professional Services Agreement between the MARIN COMMUNITY COLLEGE DISTRICT and Royston Hanamoto Alley & Abey

May 16, 2006

AMENDMENT 2 TO APPENDIX A – SCOPE OF SERVICES

This is an AMENDMENT attached to, and made a part of, Appendix A – Scope of Services of the Professional Services Agreement (Agreement) dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and Royston Hanamoto Alley & Abey (Consultant).

1. Additional Services

Task List:
1. Landscape Assessment Report
   a. Additional site visits
   b. Additional drawing preparation
2. Ignacio Creek Mitigation Plan
   a. Work Tasks related to developing tree species diversity in the riparian zone in support of Creek Erosion Mitigation project
3. Fire Mitigation Plan
   a. Additional meetings and project coordination
4. Tree Removal Plan
   a. Additional special assessment reports and investigations
   b. Additional campus walks with faculty
   c. Kentfield demolition impact and tree survival & restructuring prescription
   d. Additional demolition and construction oversight
5. Gas Main Replacement Project
   a. Site work and coordination of new gas pipe trench line location with respect to existing specimen trees
6. Diamond PE Complex Renovation
   a. Landscape and arborist oversight and coordination

END OF AMENDMENT 2 TO APPENDIX A
AMENDMENT 2 to Appendix B – Payments to Consultant

This is an AMENDMENT attached to, and made a part of, Appendix B – Payments to Consultant of the Professional Services Agreement (Agreement) dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and Royston Hanamoto Alley & Abey (Consultant).

1. Amount of Compensation for Services to Consultant

1.1 The Task List for Work as described in AMENDMENT 1 to Appendix A shall be as follows:
   1.1.1 Landscape Assessment Report $13,640
   1.1.2 Ignacio Creek Erosion Mitigation Plan $27,280
   1.1.3 Fire Mitigation Plan $25,170
   1.1.4 Tree Removal Plan $7,925
   1.1.5 Gas Main Replacement Project $435
   1.1.6 Diamond PE Complex Renovation $2,340

1.2 The specific Guaranteed Maximum Price (“GMP”) for work authorized under AMENDMENT 2 to Appendix A – Scope of Services shall not exceed $76,790.00. Payments made for services authorized under AMENDMENT 1 to Appendix A shall be considered to be part of the GMP agreed to in Appendix B – Payments to Consultant.

END OF AMENDMENT 2 TO APPENDIX B
AMENDMENT 2 to Appendix C – Milestone Schedule

This is an AMENDMENT attached to, and made a part of, Appendix C – Milestone Schedule of the Professional Services Agreement (Agreement) dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and Royston Hanamoto Alley & Abey (Consultant).

The following table is a list of activities to be performed by Consultant, District and other parties with regard to work authorized under AMENDMENT 2 to Appendix A – Scope of Services under this Agreement, for which specific time deadlines for performance shall be set as follows:

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END OF AMENDMENT 2 TO APPENDIX C
AMENDMENT 2 to Appendix D – Deliverables

This is an AMENDMENT attached to, and made a part of, Appendix D – Deliverables of the Professional Services Agreement (Agreement) dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and Royston Hanamoto Alley & Abey (Consultant).

Deliverables for Work Authorized under AMENDMENT 2 to Appendix A – Scope of Work

The deliverables required include without limitation the following items in electronic format:

1. Landscape Assessment Report
   1.1 Additional assessment graphic map production
   1.2 Additional assessment report detail in the following areas: tree locations and health; landscape facilities and open space frameworks; circulation, access and parking and irrigation systems

2. Ignacio Creek Mitigation Plan
   2.1 Documentation of biologist and arborist creek-walk survey; meeting notes and distribution per base contract stipulations; preparation of planting species diversity plan in the existing riparian zone; 5 site specific drawings for creek renewal planting areas.

3. Fire Mitigation Plan
   3.1 Urban Forestry Inspection Reports

4. Tree Removal Project (IVC and Kentfield campuses)
   4.1 Additional special assessment reports and investigations
   4.2 Kentfield demolition impact and tree survival & restructuring prescriptions
   4.3 Reports and coordination notes for demolition and construction oversight

5. Gas Main Replacement Project
   5.1 New gas line layout, inspection; photography and note transcription

6. Diamond PE Complex Renovation
   6.1 Reports and coordination notes for landscape and arborist oversight

END OF AMENDMENT 2 TO APPENDIX D
AMENDMENT 2 TO APPENDIX E – INSURANCE

This is an AMENDMENT attached to, and made a part of, Appendix E – Insurance of the Professional Services Agreement (Agreement) dated August 31, 2005 between the MARIN COMMUNITY COLLEGE DISTRICT (District) and Royston Hanamoto Alley & Abey (Consultant).

“No Changes”

END OF AMENDMENT 2 TO APPENDIX E

IN WITNESS WHEREOF, the parties hereto have executed this AMENDMENT 2 to the Professional Services Agreement dated May 16, 2006 between the MARIN COMMUNITY COLLEGE DISTRICT and ________________________.

MARIN COMMUNITY COLLEGE DISTRICT

By ________________________________ Date ________________

Al Harrison
Vice President College Operations

Royston Hanamoto Alley & Abey

By ________________________________ Date ________________

_____________________________ Its ________________
MARIN COMMUNITY COLLEGE DISTRICT  
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees  
From: Superintendent/President  

Subject: Lease Amendment #4 with Marin School of Arts and Technology  

Reason for Board Consideration: APPROVAL

BACKGROUND

At the April 25, 2006 Board meeting the Board of Trustees authorized staff to negotiate a one-year renewal lease with Envision Schools Inc., on behalf of the Marin School of Arts and Technology (MSAT). Staff members have successfully negotiated a renewal lease under the following conditions:

➢ Lease term extended for a one-year period from July 1, 2006 through June 30, 2007.

➢ MSAT will no longer lease Miwok 226 and 238, approximately 2,163 square feet.

➢ MSAT will pay a monthly rent of $18,333.33 per month totaling $220,000 per year. This reduction from $245,000 per year is a result of the reduced space and represents a rate of $.95 per square foot.

➢ All other terms and conditions remain the same.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees authorize staff to enter into agreement with Envision Schools Inc. on behalf of the Marin School of Arts and Technology per the terms described above.

Administrator Initiating Item  
Albert J. Harrison II, Interim 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>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>May 16, 2006</td>
</tr>
<tr>
<td>Subject:</td>
<td>Summer Swim Program Indian Valley Campus</td>
<td>Item &amp; File No. B.13.B</td>
</tr>
</tbody>
</table>

**Reason for Board Consideration:**  
APPROVAL

**Enclosure(s):**

**BACKGROUND:**
Over the last several years, the Marin YMCA has rented facilities, including the swimming pool, at the Indian Valley campus for their summer camps and swim programs. In addition to using the pool for their own programs, they offered open swim to the public. The YMCA is not using our facilities this year, and therefore, no public swim program is in place for the Indian Valley Campus. Administration was tasked with investigating the possibility of running a program this summer. Staff members worked with the Director of Physical Education, Jim Brovelli, Instructor Warren Lager, and Pool Supervisor, Tom Evers, to come up with the following option:

The program would run from June 19 through August 10, 2006 (8 weeks), Monday through Thursday from 12 noon to 3:00 p.m. The fee for use would be $5.00 per day. Tom Evers is willing to supervise an open public swim program for the College. The College would waive Mr. Evers’ pool use fee for his SwimAmerica program as compensation for supervising the summer swim program (approximately $330 per week, or $2,640). Hourly lifeguards and pool attendants would be hired by the College.

**Financial Implications:**

- **Estimated Income** assuming 30 users per day $4,800

- **Estimated Expense:**
  - 3 to 4 Lifeguards/Attendants ($13/hour) $4,992
  - Startup Equipment/Supplies $2,793
  - (i.e. First Aid Supplies, children’s life vests, rescue tubes, EZ Ladder)

There should be minimal impact on utilities since the pool will be in use for other activities as well as the summer swim program. There may be additional chemical/supply as well as custodial costs to run the pool due to the additional activity depending on the success of the program.
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To:      Board of Trustees                      Date: May 16, 2006
From:    Superintendent/President               Item & File No.  B.13.C
Subject: Health Fee Increase

Reason for Board Consideration:
  Approval

Enclosure(s):

BACKGROUND:

Education Code section 76355 authorizes a community college to charge a fee for health supervision and health services. The governing board of a college may increase the Health Fee by the same percentage increase as the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever the calculation produces an increase of $1 above the existing fee, the fee may be increased by $1. All College of Marin credit students are charged a Health Fee at the time of registration. The current Health Fee is $14 for Fall and Spring and $11 for the Summer. On March 17, 2006, the California Community Colleges Chancellor’s Office advised us that calculations by the Financial, Economic and Demographic Unit of the Department of Finance justified an increase of $1 in the Health Fee currently charged by the College of Marin. This item was reviewed by student associations and the Student Senate.

BUDGETARY IMPLICATIONS:

Increasing the Health Fee by $1 will provide approximately $15,000 each year. This money can only be used to offset the costs of our Health Center. Since the Summer 2006 Schedule is already at the printers, it will be most cost effective to implement the increased fee for Fall 2006.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve an increase of $1 in the Health Fee currently charged by the College of Marin.

Administrator Initiating Item:
Pamela J. Mize-Kurzman, Dean of Enrollment Services, Develop & Special Programs
BACKGROUND:

College of Marin’s registration priority was reviewed by the Academic Standards Committee. Changes were recommended and approved by the Academic Senate. The recommended new priority conforms with code and is consistent with other California Community Colleges.

The recommended order of priority for registration shall be as follows:

1A. All continuing EOPS and DSPS students
1B. All continuing students who have completed 45-100 units in the district
2. All continuing students who have completed 30-44.5 units in the district; high school students who were graduated within the past year
3. All continuing students who have completed 15-29.5 units in the district
4. All continuing students who have completed 0-14.5 or more than 100 units in the district
5. All other new and returning students in the order in which applications are accepted
6. All new and returning Marin County concurrently enrolled high school students and home school students age 15 and older may register on the second day of new student registration
7. Students whose Petitions to Repeat have been approved must wait until the week before the semester/session begins.
8. All new and returning Marin County Home School students under age 15 and elementary and middle school students must wait until the first week of the semester/session to register.

This item was reviewed by student associations and the Student Senate.

BUDGETARY IMPLICATIONS:
There are no budgetary implications to this change.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the recommended order of priority for registration.

Administrator Initiating Item:
Pamela J. Mize-Kurzman, Dean of Enrollment Services, Development & Special Programs
<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
<th>May 16, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No. B.13.E</td>
<td></td>
</tr>
<tr>
<td>Subject:</td>
<td>Authorization to Enter into an Agreement with the California Department of Education for the Purpose of Providing Child Care and Development Services and Designation of Personnel to Sign Contract Documents for Fiscal Year 2005/2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td></td>
<td>Enclosure(s):</td>
<td></td>
</tr>
</tbody>
</table>

**APPROVAL**

**BACKGROUND:**

This is the local agreement for Child Development Services and authorization to designate the Dean of Enrollment Services, Development and Special Services, the Director of Student Affairs, and the Director of the Child Care Program as authorized to sign contract documents for the fiscal year 2005/2006.

**RECOMMENDATION:**

The Superintendent/President recommends that the Board of Trustees adopt the attached Resolution.
RESOLUTION  5/16/06 B.13.E

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2005/06.

RESOLUTION

BE IT RESOLVED that the Governing Board of Marin Community College District

authorizes entering into local agreement number/s 21 1376-2A and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pamela Mize-Kurzman</td>
<td>Dean of Enrollment Services</td>
<td></td>
</tr>
<tr>
<td>Elizabeth Root</td>
<td>Director of Childcare Program</td>
<td>Elizabeth Root</td>
</tr>
<tr>
<td>Arnulfo Cedillo</td>
<td>Director of Student Services</td>
<td></td>
</tr>
</tbody>
</table>

PASSED AND ADOPTED THIS _____ day of _______________ 2005/06, by the Governing Board of Marin Community College District of Marin County, California.

I, ________________, Clerk of the Governing Board of Marin Community College District, of Marin County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a _______________ meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature)  (Date)
To: Board of Trustees  
From: Superintendent/President Dr. Frances White  
Date: May 16, 2006  
Item & File No. B.13.F

Subject: Travel by COM Summer Class Bio139H  
Reason for Board Consideration: Approval for Study Abroad Field Course

Enclosure(s): BIO 139 course outline 
letter of support from Walter Turner

BACKGROUND:

The College of Marin is noted for the field course opportunities it offers to students, primarily through science classes. Our students enjoy better transfer opportunities because transfer colleges and universities, recognizing the added dimension College of Marin students bring with them because of this unique learning experience, actively seek them out.

Biology 139, *The Ecology of Tropical African Ecosystems*, was approved by the College of Marin Curriculum Committee in Fall, 2005, to be offered during Summer Session, 2006. (Please see attached Curriculum Committee course outline). The field course is one in a complementary set of courses that have the potential to greatly enhance College of Marin's status in the area of international education. With this course and the others in progress, COM will be offering a multidisciplinary, multi-continental program that few other colleges can match. (Please see attached letter from chair of Social Sciences Department).

Biology 139 is distinguished among field courses because it is also a study abroad opportunity. Its instructor Dr. Oscar Wambugh, who in addition to having taught at the College of Marin for many years, is a native of the host country and has worked with local personnel in the area of study for the course.

Logistics for the course are being handled by a well-known safari company, Eastern & Southern Safaris, Ltd (http://www.essafari.co.ke/), with years of experience in leading trips for people of many nations. They provide not only in-country transportation, but also all other equipment other than personal items. Insurance for the course is available through AIG Kenya (formerly Alico) which they call "Inbound cover" and includes coverage for the following: cancellation, evacuation, and medical and personal accident.

Air Travel is being handled by Ms. Suman Malhotra from the local company Trips & Travel, which specializes in flights between the San Francisco Bay Area and East Africa (suman@tripsandtravel.com) (408-737-7000 ext.233).

Dates for the trip are Sunday, June 11, 2006, to Sunday, June 25, 2006.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve travel plans for the course Biology 139 for Summer Session, 2006.

Administrator Initiating Item  
Anita Martinez, Vice President of Student Learning
Course Outline for Biology 139

THE ECOLOGY OF TROPICAL AFRICAN ECOSYSTEMS

39. Catalog Description: (Please list course number, title, student units, any prerequisites, corequisites, advisories or other limitations on enrollment, lecture and lab hours, the times course may be taken for credit if more than one, or if course is offered in a distance learning format. Limit to eight sentences. Thank you.) XXX. The Ecology of Tropical African Ecosystems. (3) (No prerequisite. 16 hrs lecture and thirteen, 8-hr field days.)

This course is designed for both science and nonscience majors interested in understanding the variety and composition of tropical African ecosystems with emphasis on biological diversity. Special emphasis will be placed on biodiversity conservation initiatives and challenges encountered by both African governments and non-government organizations (NGOs). Topics will include: historical perspectives on wildlife conservation in Africa, an overview & identification of wildlife resources in Africa, habitat variety, research and conservation initiatives by both government and NGOs, challenges in biodiversity conservation and training of wildlife resource managers in Africa.

40. Schedule Description: (Please limit to one or two sentences. Thank you.)

By experiencing first-hand the majesty of African ecosystems, students will gain an appreciation of the incredibly high biodiversity, its distribution, on-going research, and some of the challenges encountered by wildlife managers in biodiversity conservation. The diverse strategies used by governments and NGOs to protect special focus, highly visible wildlife like African elephant and black rhino will be of particular interest. This course will provide a good introduction not only to the unique natural resources to be found on the African continent but also to the creative strategies natural resource managers use to conserve them. It is an excellent course for those students wishing to pursue careers in natural resource management, ecology, environmental science, natural history and landscape management.

41. Expected Outcomes for Students Upon completion of course, students will be able to:

(Example: Upon completion of course, students will be able to compare and contrast the works of other artists as well as their own in historical, social, and cultural contexts with particular attention paid to the expression of ideas in the artistic medium.)

Upon completion of this course, students will be able to:
Understand the history of conservation in Africa and its influence on today’s conservation initiatives and challenges; understand the different African ecosystems and how they affect wildlife species types and abundance; be able to identify African wildlife species particularly the
large mammals; experience wildlife conservation challenges (such as: resource use conflicts, poaching, ecological monitoring, environmental degradation, lack of trained personnel); and lastly, experience first-hand special wildlife operations (for example: wildlife censuses, wildlife capture and transport, and poacher tracking). A visit to local institutions that train resource managers will allow students the opportunity to experience and interact with their African colleagues in a classroom/laboratory setting.

42. Methods of Instruction (Explain what methods will be used to teach this course.)
Field lectures, tours and hands-on participatory activities including experimentation

43. Course Content
List the major topics in a representative sequence from the beginning of the course to the end. You may identify a schedule of topics, or you may indicate a representative emphasis on the course material. The catalog description and course content delineate the information to be covered by all instructors teaching this course. Differences in sequence, emphasis, and approach constitute a legitimate exercise of academic freedom. Instructors teaching the same course multiple times are not required to place the same emphasis, etc. on the course each time
(Please use outline format when possible.)

<table>
<thead>
<tr>
<th>Topic</th>
<th>Classroom Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIELD-TRIP PLANNED ACTIVITIES</strong></td>
<td></td>
</tr>
<tr>
<td>1. Overview &amp; Identification of Wildlife Resources in Africa</td>
<td></td>
</tr>
<tr>
<td>2. Exploration of Habitat Variety – Forests, Savannas, Woodlands, Semi-arid/Arid Areas, Marine and Freshwater Environments</td>
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</tr>
<tr>
<td>3. Conservation Initiatives &amp; Research – Role of Kenya Wildlife Service &amp; Non-Profit Organizations like WWF, WCI, AWF, EAWS, etc.</td>
<td>- Focus on Special Conservation Initiatives (like Black Rhino &amp; African Elephant Focus Projects)</td>
</tr>
<tr>
<td>4. Historical Perspectives on Conservation in Africa</td>
<td></td>
</tr>
</tbody>
</table>
b. Poaching  
c. Lack of Resources & qualified Personnel  
d. Natural Extinctions  
e. Ecological Monitoring  
f. Environmental Degradation |
| 6. Academic Training of Wildlife Resource Managers – Visit to Local Institutions | |
44. Critical Thinking (Give several examples of how critical thinking processes or activities occur in this course.)

1. Students will account for the existence of specific wildlife species based on climatic, vegetational and topographical features in Africa.
2. Students will explain how the history of conservation in African ecosystems correlates with current conservation initiatives and why this history presents unique conservation challenges.
3. Students will be able to analyze how increasing human population numbers and natural resource needs affect biological conservation.
4. Students will be able to appreciate and analyze the critical roles played by non-governmental organizations in biological conservation in Africa.
5. Students will recognize how lack of skilled manpower and other resources hampers conservation initiatives in Africa.

45. Assignments and Methods of Evaluation
Daily field reviews & assessments on an individual basis
Successful completion of special field participatory activities like wildlife censuses, poacher tracking, wildlife identification, animal capture, etc.
Final Report - Class PowerPoint presentation on a selected topic dealing with field experiences

46. Sample Out-of-Class Assignments
Not Applicable

47. Representative Texts and/or Assigned Reading (Include title, author, publisher, and publication date for textbooks.)

National Audubon Society Field Guide to African Wildlife

Conservation in Africa: people, policies and practice

Voices from Africa: Local perspectives on conservation

Conservation Corporation Africa www.wildwatch.com

48. Special Student Materials
Field Maps
Board of Trustees

Re: Kenya Summer Course

My name is Walter Turner and I am the current chair of the Social Sciences Department at the College of Marin. I also serve as the President of the Board of Directors of Global Exchange, an international organization that has managed travel and study abroad programs for more than 15 years. Our organizations takes approximately 2000 people or more per year to countries throughout the world; Tanzania, South Africa, Cuba, Haiti, Venezuela, Vietnam, China, Iraq, Ireland, Costa Rica, Bolivia, Mexico, Indonesia, and many others.

I am writing in support of the Summer 2006 course in the East African country of Kenya that is being proposed by the Life and Earth Sciences Department. The summer course will offer an excellent opportunity to students that will attend and towards the support of the College of Marin in building an international curriculum. The Social Sciences Department is currently working with faculty and staff to bring an international focus to our curriculum. Kathryn Freschi of the Languages Department will be working to develop a study abroad language component for the Summer 2006. The summer course in Kenya will compliment a number of efforts that are underway on the College of Marin campus. Through my experiences with Global Exchange, that exposure to international travel and study abroad projects is essential to providing students with genuine global experiences. I am hopeful that the Kenya project is the first of many that the College can support for the students and the campus community. I look forward to College of Marin establishing itself as a focal point for Global Studies, Study Abroad, and International Business.

Please give the summer course in Kenya your total support. Thank you

Walter Turner,
Chair, Social Sciences Department
College of Marin
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date: May 16, 2006</th>
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</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No. B.13.G</td>
</tr>
<tr>
<td>Subject:</td>
<td>Acknowledgement of Labor Contract Proposal (Re-opener) from United Professors of Marin/Association of the Federation of Teachers – UPM/AFT Local 1610</td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INFORMATION/ACKNOWLEDGEMENT</td>
<td></td>
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</tbody>
</table>

BACKGROUND:

As part of a three-year settlement, the UPM/AFT Collective Bargaining Agreement was ratified for 2004/2005, 2005/2006, and 2006/2007. The agreement included the re-opener statement, “For the third year of the contract, prior to July 1, 2006, the District or UPM may notify the other of the intent to re-open negotiations for evaluating recommendations from the Department Chair Study Committee (Article 1.3.2) and the Upgrading Committee (Article 16), and one other opener of the Agreement.”

UPM has submitted a demand to re-open negotiations on Article 4, Fringe Benefits, for the 2006/2007 contact year.

Government Code Section 346 and Board Policy 5.0031 provide that proposals which relate to matters within the scope of representation shall be presented at a public meeting and, thereafter, shall be public record. A public hearing on the proposal shall be held at the next regularly scheduled Board meeting.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees acknowledge receipt of the labor contract re-opener from UPM/AFT, Local 1610.

Administrator Initiating Item: Linda Beam, Executive Dean, Human Resources and Labor Relations
Date: April 16, 2006
To: Linda Beam
From: Paul Christensen
Subject: Reopeners

As provided for in Article 23 of the 2004-2007 CBA, UPM demands to reopen negotiations on Article 4, Fringe Benefits, for the 2006-2007 contract year. Please sunshine our demand for consideration by the public at the next Board of Trustees meeting.

Ps. please confirm receipt of this demand.
BOARD AGENDA ITEM

To: Board of Trustees 
From: Superintendent/President 
Subject: Acknowledgement of Labor Contract Proposal from Service Employees International Union/Marin Association of Public Employees – SEIU/MAPE Local 949 
Date: May 16, 2006 
Item & File No. B.13.H

Reason for Board Consideration: Enclosure(s):

INFORMATION/ACKNOWLEDGEMENT

BACKGROUND:


Government Code Section 346 and Board Policy 5.0031 provide that proposals which relate to matters within the scope of representation shall be presented at a public meeting and, thereafter, shall be public record. A public hearing on the proposal shall be held at the next regularly scheduled Board meeting.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees acknowledge receipt of the labor contract proposal from SEIU/MAPE, Local 949, for a successor agreement.

Administrator Initiating Item: Linda Bean, Executive Dean, Human Resources and Labor Relations
March 24, 2006

Hand Delivered

Dr. Frances White
President
College of Marin
835 College Avenue
Kentfield, CA 94904

Re: Notification that Union Will Negotiate New Agreement

Dear Frances:

The Union is hereby notifying the College of Marin that we intend to negotiate for a new agreement and Memorandum of Understanding.

I will be the primary staff contact person. I will forward a standard information request to you soon to commence our preparation for negotiations. I will also contact you when we are ready to plan dates for negotiations. Please feel free to contact me if you have any questions.

Sincerely,

Jim Firth
Union Representative
SEIU 949

cc: Stewards
**MARIN COMMUNITY COLLEGE DISTRICT**
Kentfield, CA 94904

**BOARD AGENDA ITEM**

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<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No.</td>
<td>B.14.A</td>
</tr>
<tr>
<td>Subject:</td>
<td>Contracts and Agreement for Services Report—April 2006</td>
<td>Enclosure(s):</td>
<td>Attachment</td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td>INFORMATION</td>
<td></td>
<td></td>
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</tbody>
</table>

**BACKGROUND:**

In accordance with Board Policy 6.0017 on External Consultants and Evaluators, attached for your information is a listing of all External Consultants and External Evaluators 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, Interim Vice President, College Operations
<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Vendor/Description</th>
<th>Location/Dept.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>S59857</td>
<td>Da Vinci Fusion</td>
<td>Dance Department</td>
<td>$1,200.00</td>
</tr>
<tr>
<td></td>
<td>Lighting Effects for Concert, Spring 06.</td>
<td></td>
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<tr>
<td>S59862</td>
<td>Education to Go</td>
<td>Community Education</td>
<td>$1,400.00</td>
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<tr>
<td></td>
<td>Online classes for April 2006.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S59864</td>
<td>TRS, INC./Terry Rowen</td>
<td>Community Education</td>
<td>$1,351.00</td>
</tr>
<tr>
<td></td>
<td>Lecture for CES classes 8342, 8343 and 8344, Medical Insurance Billing I and II and Medical Billing from home.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S59869</td>
<td>Robert Dvorak</td>
<td>Community Education</td>
<td>$1,072.00</td>
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<td></td>
<td>Lecture for drawing class CES 8271 Spring 2006.</td>
<td></td>
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<tr>
<td>P101868</td>
<td>Perry-Smith LLP</td>
<td>Districtwide</td>
<td>$17,000.00</td>
</tr>
<tr>
<td>P101870</td>
<td>Law Office of Larry Frierson</td>
<td>Districtwide</td>
<td>$11,400.00</td>
</tr>
<tr>
<td></td>
<td>Legal Services for March 6, 24 and 29.</td>
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<tr>
<td>P101885</td>
<td>Ad Age Broadcast Network</td>
<td>Marketing</td>
<td>$20,265.00</td>
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<td></td>
<td>Radio advertising Spring 2006.</td>
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</tr>
<tr>
<td>P101939</td>
<td>Cromer Equipment</td>
<td>Maintenance</td>
<td>$1,150.00</td>
</tr>
<tr>
<td></td>
<td>OSHA Certified forklift Ops training for 10 people.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101943</td>
<td>Perfect Timing</td>
<td>Fiscal Services</td>
<td>$5,000.00</td>
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<tr>
<td></td>
<td>Payroll assistant in Fiscal Services.</td>
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<td></td>
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<tr>
<td>P101956</td>
<td>US Postmaster (NeoPost)</td>
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<tr>
<td></td>
<td>Mailing services.</td>
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<tr>
<td>P101957</td>
<td>US Postal Service</td>
<td>Reprographics /Mail</td>
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<tr>
<td></td>
<td>Mailing services.</td>
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<tr>
<td>P101958</td>
<td>Ikon Office Solutions</td>
<td>Reprographics /Mail</td>
<td>$2,000.00</td>
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<tr>
<td></td>
<td>Copier maintenance and service agreement.</td>
<td></td>
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<tr>
<td>P101959</td>
<td>Xerox Administration</td>
<td>Reprographics /Mail</td>
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<td>Copier maintenance and service.</td>
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<td>P102023</td>
<td>Photo Waste Recycling</td>
<td>Police</td>
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<td></td>
<td>Hazardous waste removal.</td>
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<td>P102112</td>
<td>Marin Sanitary Service</td>
<td>Maintenance</td>
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<td>Debris Box Service @ Kentfield.</td>
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<td>Vendor/Description</td>
<td>Location/Dept.</td>
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<td>P102134</td>
<td>Discovery Office Systems</td>
<td>President's Office</td>
<td>$1,951.52</td>
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<td>Maintenance agreement for Mita copier</td>
<td></td>
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<tr>
<td></td>
<td>base, includes toner.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P102143</td>
<td>Hunter Service</td>
<td>Library</td>
<td>$1,042.48</td>
</tr>
<tr>
<td></td>
<td>Replacement of batteries for library.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P102210</td>
<td>W. K. McLellan Company</td>
<td>Maintenance</td>
<td>$2,537.51</td>
</tr>
<tr>
<td></td>
<td>Repair various potholes in driveway</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>around Art Building.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P102234</td>
<td>Job Elephant.com, Inc.</td>
<td>Human Resources</td>
<td>$10,000.00</td>
</tr>
<tr>
<td></td>
<td>Various job postings and services.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P102267</td>
<td>W. K. McLellan Company</td>
<td>Maintenance</td>
<td>$4,500.00</td>
</tr>
<tr>
<td></td>
<td>Repair various potholes in driveways</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>and various other areas.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P102277</td>
<td>Comcast</td>
<td>Police</td>
<td>$4,500.00</td>
</tr>
<tr>
<td></td>
<td>Installation services.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P102285</td>
<td>Fire Master</td>
<td>Maintenance</td>
<td>$2,000.00</td>
</tr>
<tr>
<td></td>
<td>Yearly Fire Extinguisher Service at IVC.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101985</td>
<td>US Postal Service</td>
<td>Reprographics/Mail</td>
<td>$3,000.00</td>
</tr>
<tr>
<td></td>
<td>Mailing services.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Restricted
# BOARD AGENDA ITEM

**To:** Board of Trustees  
**Date:** May 16, 2006  
**From:** Superintendent/President  
**Item & File No.** B.14.B  
**Subject:** Third Quarter Financial Status Report and CCFS-311 Q for 2005/06  

**Reason for Board Consideration:**  
**Enclosure(s):** CCFS-311Q

## INFORMATION

**BACKGROUND:**

The CCFS-311Q report is attached for review. Staff is available to answer any questions.

---

Administrator Initiating Item  
Albert J. Harrison II, Vice President, College Operations
I. Historical and Current Perspectives of General Fund (Unrestricted and Restricted):

<table>
<thead>
<tr>
<th>Annual</th>
<th>As of June 30 for fiscal year (FY) specified.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY02-03</td>
</tr>
<tr>
<td>General Fund Revenues (Objects 8100, 8600, and 8800)</td>
<td>40,532,208</td>
</tr>
<tr>
<td>Other Financing Sources (Objects 8900)</td>
<td>250</td>
</tr>
<tr>
<td>General Fund Expenditures (Objects 1000-6000)</td>
<td>38,850,048</td>
</tr>
<tr>
<td>Other Outgo (Objects 7100, 7300, 7400, 7500, and 7600)</td>
<td>3,053,485</td>
</tr>
<tr>
<td>Reserve for contingency</td>
<td>Unrestricted</td>
</tr>
<tr>
<td>Reserve for contingency Total</td>
<td>0</td>
</tr>
<tr>
<td>General Fund Ending Balance</td>
<td>Unrestricted</td>
</tr>
<tr>
<td>General Fund Ending Balance Total</td>
<td>1,487,835</td>
</tr>
<tr>
<td>Prior-Year Adjustments</td>
<td>0</td>
</tr>
<tr>
<td>Attendance FTES</td>
<td>6,329</td>
</tr>
<tr>
<td>Quarter</td>
<td>For the same quarter to each fiscal year (FY) specified</td>
</tr>
<tr>
<td>FY02-03</td>
<td>FY03-04</td>
</tr>
<tr>
<td>General Fund Cash Balance (Excluding investments)</td>
<td>5,198,564</td>
</tr>
</tbody>
</table>

II. General Fund (Unrestricted and Restricted) Year-To-Date Revenues and Expenditures:

<table>
<thead>
<tr>
<th>Total Budget (Annual)</th>
<th>Actual (Year-to-Date)</th>
<th>Percentage %</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund Revenues (Objects 8100, 8600, and 8800)</td>
<td>49,296,550</td>
<td>29,230,530</td>
</tr>
<tr>
<td>Other Financing Source (Objects 8900)</td>
<td>8,000</td>
<td>0</td>
</tr>
<tr>
<td>General Fund Expenditures (Objects 1000-6000)</td>
<td>43,651,973</td>
<td>30,256,492</td>
</tr>
<tr>
<td>Other Outgo (Objects 7100, 7300, 7400, 7500, and 7600)</td>
<td>3,449,846</td>
<td>3,151,584</td>
</tr>
</tbody>
</table>

III. Has the district settled any employee contracts during this quarter? Yes ☐ No ☐ If yes, complete the following: (If multi-year settlement, provide information for all years covered)

<table>
<thead>
<tr>
<th>Salaries</th>
<th>Contract Period Settled</th>
<th>Management</th>
<th>Academic (Certificated)</th>
<th>Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Specify)</td>
<td>Total Salary</td>
<td>Cost-Increase %*</td>
<td>Total Salary</td>
</tr>
<tr>
<td>Year 1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Year 2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Year 3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

* As specified in collective bargaining agreement.

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Contract Period Settled</th>
<th>Management Total</th>
<th>Academic Total</th>
<th>Classified Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Year 2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

http://misweb.cccco.edu/311q/prod_2003/certifyview.cfm

5/5/2006
Year 3

Include a statement regarding the source of revenues to pay salary and benefit increases, e.g., from the district's reserves, from cost-of-living, etc.

IV. Did the district have significant events for the quarter? (Include incurring of long-term debt, settlement of audit citations or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANs), issuance of COPs, etc.)

Yes ☐ No ☐

If yes, list events and their financial ramifications. (Include additional pages of explanation if needed.)

V. Does the district have significant fiscal problems that must be addressed this year? Yes ☐ No ☐

Next year? Yes ☐ No ☐

If yes, what are the problems and what actions will be taken?

(Include additional pages of explanation if needed.)

CERTIFICATION

To the best of my knowledge, the data contained in this report are correct.

To the best of my knowledge, the data contained in this report are correct. I further certify that this report be presented at the governing board meeting(s) below, afforded the opportunity to be discussed entered into the minutes of meeting.

Chief Business Officer 5/8/06

District Chief Business Officer Date District Superintendent Date

Quarter Ended: (Q3) March 31, 2006 Governing Board Meeting Date 5/16/06

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actual</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>$3,434,428.00</td>
<td>$1,636,534.58</td>
<td>47.65%</td>
</tr>
<tr>
<td>State</td>
<td>6,513,028.00</td>
<td>4,683,505.17</td>
<td>71.91%</td>
</tr>
<tr>
<td>Local</td>
<td>39,349,094.00</td>
<td>22,910,589.83</td>
<td>58.22%</td>
</tr>
<tr>
<td>Interfund Transfers In</td>
<td>8,090.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>49,304,550.00</td>
<td>29,230,629.56</td>
<td>59.29%</td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificated Salaries</td>
<td>17,287,700.00</td>
<td>12,939,330.94</td>
<td>74.85%</td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>10,176,345.00</td>
<td>7,233,288.07</td>
<td>71.07%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>9,104,420.00</td>
<td>6,040,528.08</td>
<td>66.35%</td>
</tr>
<tr>
<td>Books Supplies &amp; Equip Rental</td>
<td>1,133,468.00</td>
<td>424,168.14</td>
<td>37.42%</td>
</tr>
<tr>
<td>Other Operating Expense and Services</td>
<td>4,640,315.00</td>
<td>3,212,123.62</td>
<td>69.22%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>1,103,954.00</td>
<td>407,955.36</td>
<td>36.87%</td>
</tr>
<tr>
<td>Other Outgo</td>
<td>5,856,348.00</td>
<td>3,151,594.04</td>
<td>53.62%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>49,304,550.00</td>
<td>33,408,186.45</td>
<td>67.76%</td>
</tr>
<tr>
<td>Revenues</td>
<td>Budget</td>
<td>Actual</td>
<td>% of Budget</td>
</tr>
<tr>
<td>------------------</td>
<td>--------</td>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>Federal</td>
<td>$300.00</td>
<td>$341.00</td>
<td>113.67%</td>
</tr>
<tr>
<td>State</td>
<td>2,505,740.00</td>
<td>1,826,658.73</td>
<td>70.11%</td>
</tr>
<tr>
<td>Local</td>
<td>36,024,584.00</td>
<td>29,569,464.38</td>
<td>58.21%</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>38,630,524.00</td>
<td>22,796,766.11</td>
<td>59.01%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Budget</th>
<th>Actual</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated Salaries</td>
<td>15,681,426.00</td>
<td>11,600,322.70</td>
<td>73.97%</td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>8,389,580.00</td>
<td>6,029,781.70</td>
<td>71.87%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>8,236,492.00</td>
<td>5,335,639.03</td>
<td>64.76%</td>
</tr>
<tr>
<td>Books Supplies &amp; Equip Rental</td>
<td>570,667.00</td>
<td>252,250.33</td>
<td>44.20%</td>
</tr>
<tr>
<td>Other Operating Expense and Services</td>
<td>3,602,713.00</td>
<td>2,571,146.55</td>
<td>79.68%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>165,000.00</td>
<td>116,760.26</td>
<td>70.76%</td>
</tr>
<tr>
<td>Other Outgo</td>
<td>2,048,559.00</td>
<td>109,503.11</td>
<td>5.35%</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>39,694,437.00</td>
<td>28,315,803.68</td>
<td>68.01%</td>
</tr>
</tbody>
</table>

Catalog ID: Summary by Objct
<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actual</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local</td>
<td>$1,376,700.00</td>
<td>$873,439.41</td>
<td>63.44%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>1,376,700.00</td>
<td>873,439.41</td>
<td>63.44%</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificated Salaries</td>
<td>497,668.00</td>
<td>286,697.02</td>
<td>57.81%</td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>330,228.00</td>
<td>266,690.79</td>
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<tr>
<td>Employee Benefits</td>
<td>174,293.00</td>
<td>138,681.15</td>
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<td>Books Supplies &amp; Equip Rental</td>
<td>99,900.00</td>
<td>47,816.62</td>
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<tr>
<td>Other Operating Expense and Services</td>
<td>197,300.00</td>
<td>100,645.01</td>
<td>51.01%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>13,500.00</td>
<td>12,884.36</td>
<td>95.44%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>1,312,887.00</td>
<td>853,713.95</td>
<td>65.03%</td>
</tr>
<tr>
<td></td>
<td>Budget</td>
<td>Actual</td>
<td>% of Budget</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------</td>
<td>----------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>$3,434,128.00</td>
<td>$1,636,193.58</td>
<td>47.65%</td>
</tr>
<tr>
<td>State</td>
<td>3,907,289.00</td>
<td>2,856,545.44</td>
<td>73.11%</td>
</tr>
<tr>
<td>Local</td>
<td>1,947,910.00</td>
<td>1,097,686.04</td>
<td>54.81%</td>
</tr>
<tr>
<td><strong>Interfund Transfers In</strong></td>
<td>8,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$9,297,226.00</td>
<td>$5,560,425.06</td>
<td>59.81%</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certified Salaries</td>
<td>1,108,606.00</td>
<td>1,052,311.22</td>
<td>94.92%</td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>1,458,539.00</td>
<td>938,515.56</td>
<td>64.21%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>693,636.00</td>
<td>586,005.90</td>
<td>81.60%</td>
</tr>
<tr>
<td>Books Supplies &amp; Equip Rental</td>
<td>462,501.00</td>
<td>124,102.19</td>
<td>26.81%</td>
</tr>
<tr>
<td>Other Operating Expense and Services</td>
<td>840,302.00</td>
<td>240,332.26</td>
<td>28.60%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>925,454.00</td>
<td>277,410.74</td>
<td>29.98%</td>
</tr>
<tr>
<td><strong>Other Outgo</strong></td>
<td>3,897,788.00</td>
<td>3,042,193.93</td>
<td>79.83%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$9,297,226.00</td>
<td>$6,238,868.82</td>
<td>67.10%</td>
</tr>
</tbody>
</table>
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>May 16, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No. B.14.C</td>
<td></td>
</tr>
<tr>
<td>Subject:</td>
<td>District Procedure on Communication with the Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td></td>
<td>Enclosure(s):</td>
<td></td>
</tr>
</tbody>
</table>

**INFORMATION ONLY**

**BACKGROUND:**

At the request of the Board Officers, District Procedure (7.0051) on Communication with the Public has been changed to eliminate the sentence “Board members may contact the College President” under Section 2: News Releases and Public Service Announcements.

**RECOMMENDATION:**

For information only. No action required.

Administrator Initiating Item  Dr. Frances L. White, Superintendent/President
MARIN COMMUNITY COLLEGE DISTRICT

DISTRICT PROCEDURE

COMMUNICATION WITH THE PUBLIC

7.0051 DP.1 Publications and Promotion Procedures

In accordance with the Board policy on communication with the public, the following procedure will apply.

1. Advertising

Except for classified advertising, all requests for paid advertising must be approved by a budget unit manager. The request should be submitted on a "Request for Promotion" form; forms are available in the Reprographics Department. The requester needs to include a draft of the copy and, if desired, a suggested layout. The budget unit manager will forward the request to the Director of Communications and Community Relations. Suggested graphics or photographs may accompany the request. Insofar as possible, all print advertising will present a consistent image in terms of logo, type face, and theme, with individualized content. Requests and final copy for print advertising must be received at least one week in advance of delivery date. If photographic services are desired, two weeks is needed.

All radio or television advertising will present a consistent image in terms of theme and signature.

2. News Releases and Public Service Announcements

When College employees and Board members are contacted directly by news media, and they are able to respond to the request for information in a manner which will inform the public of some aspect of the College's programs and services, they are encouraged to respond with information. Immediately upon doing so, they should contact the Director of Communications and Community Relations so that background information can be provided to media, if needed. Board members may contact the College President.

Contacts initiated by College employees with news media regarding Board actions, personnel, or politically or legally sensitive issues, should be made through the President's Office.

Requests for news releases or public service announcements should be made on a "Request for Promotion" form (available in the Reprographics Department). Contacts with news media regarding the programs and services of College of Marin should be coordinated
through the Director of Communications and Community Relations. Coordinated contacts are encouraged because they result in better and wider coverage for the College's programs and services. Copy for news releases should be submitted on a disk or emailed at least three weeks in advance of an event. Copy for public service announcements should be submitted one month in advance of the event.

If photographic services are desired, two weeks lead time is needed.

Calendar Listings. Requests for calendar listings on the web site should be made on a "Request for Promotion" form or emailed. For Bay Area calendar listings, copy should be forwarded to the Director of Communications and Community Relations one month in advance.

Critical Reviews. Requests for critical reviewers are handled by the Performing Arts Department.

Feature Stories. Employees who know of an unusual student, event, or employee accomplishment should inform the Director of Communications and Community Relations so that they can attempt to enlist the interest of appropriate media in developing a feature story. Employee accomplishments can be sent to the Director of Communications and Community Relations for inclusion in promotional materials and "This Month at COM."

3. Publications

When College employees are in need of printed pieces for communicating with the public, they should complete a "Request for Publication and/or Graphic Services" form, seek the approval of the appropriate budget unit manager (usually a department chair or a Dean), and forward the request to the Director of Communications and Community Relations. Forms are available in the Reprographics Department.

When funds are not budgeted in the Director of Communications and Community Relations budget, the budget unit manager will need to provide the budget code information on the form.

Rough copy, typed and double-spaced, and suggested layout (graphics or photographs) are the responsibility of the requester. The Director of Communications and Community Relations will be responsible for ensuring that the format of the piece conforms with College standards regarding logo, type face, and theme, with individualized content. When editing is desirable in order to meet those standards, the Director of Communications and Community Relations will work with the requester to ensure that the intent of the message is clear.

Brochures, Flyers, Posters, Programs, Direct-Mail Pieces. Requester should complete a "Request for Publication and/or Graphic Services" form and provide copy on disk to the Director of Communications and Community Relations at least one month in advance of delivery date.
Catalog. The Director of Communications and Community Relations is responsible for coordinating the development of copy for the catalog with all college offices: Student Learning, College Operations, Organizational Development and Planning, and Human Resources and Labor Relations. The content of the copy is the responsibility of each office; the format is the responsibility of the Director of Communications and Community Relations.

The Credit Schedule. The Director of Communications and Community Relations is responsible for coordinating the production of The Credit Schedule with Academic Affairs and Student Services.

The Community Education and Services Schedule is coordinated by the Office of Community Education and Services. These publications are to be mailed to every household in Marin County.

4. Photography and Graphic Services (Reprographics)

Requests for photography and graphic services for use in promotion and publications should be made to the Director of Communications and Community Relations. In most cases, this will involve completing a "Request for Publication and/or Graphic Services" form. After the form has been submitted, requesters may make an appointment with the Graphic Artist, if desired, through Reprographics.

5. Rough Copy

Origination of copy for all promotion and publications is the responsibility of the person requesting advertising, news releases, public service announcements, publications, and other materials. It should be on a disk or emailed.

6. Final Approval

Final approval (including proofreading) of camera-ready copy for all promotion and publications is the responsibility of the person requesting the product. No material will be issued or printed without the approval of the person responsible for the area of the content, or his or her designee. In some cases, this may mean a delay in delivery. It is the responsibility of the person making the request to allow adequate lead time for the approval process to take place.

7. Forms and Other Routine Printed Materials (Reprographics)

Requests for forms and other routine printed materials should be made directly to Reprographics.

Business Cards. The College prints one style of business card for College of Marin.
responsibility of the person making the request to allow adequate lead time for the approval process to take place.

7. **Forms and Other Routine Printed Materials (Reprographics)**

Requests for forms and other routine printed materials should be made directly to Reprographics.

**Business Cards.** The College prints one style of business card for College of Marin.

**Stationery.** The College prints one style of stationery for College of Marin.

**Forms and Memoranda.** The College prints one general style of memo forms. Departmental forms for financial aid, admissions and records, student activities, fiscal services, etc. are designed by the department needing the form.

8. **Use of College or District Name**

The operational name of the Marin Community College District is "College of Marin". The two campuses are referred to as "Kentfield Campus" and "Indian Valley Campus". In all newly printed material, except for contracts and other legal documents and notices, and except when preceded by the phrase "Board of Trustees," "College of Marin" will be used when referring to all programs and services of the District. When appropriate, "Kentfield Campus" and "Indian Valley Campus" also will be used.

**Approved:** Superintendent/President
August 5, 1985

**Revised:** Superintendent/President
April 10, 1991

**Revised:** Superintendent/President
December 13, 2005

**Revised:** Superintendent/President
May 16, 2006