BOARD OF TRUSTEES
REGULAR MEETING AGENDA

FEBRUARY 14, 2006
A. Closed Session – 5:00 p.m. in AS 101 Conference Room

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.

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-Existing Litigation
      Two cases – UPM/Graham Grievance Arbitration
                  CSEA Public Employment Relations Board Unfair Practice Charge

   c) PUBLIC EMPLOYEE DISCIPLINE/DISCUSSION/DISMISSAL/RELEASE/SEPARATION

3. Recess to Open Session (6:15 p.m.)
B. Reconvene to Regular Meeting

1. Call to Order (6:30)
2. Approval of Minutes (6:35 to 6:40)
   - Minutes of January 24, 2006 Special Board Meeting (Retreat)
   - Minutes of January 24, 2006 Board Meeting
   - Report of Closed Session for February 14, 2006

3. Citizens' Requests to Address the Board on Non-Agenda Items (6:40 to 6:50)
4. Board Reports and/or Requests (6:50 to 7:40)
   a. Board Study Session
   b. Commendation Resolutions
      1) Resolution in Support of Black History Month
      2) Resolution in Support of National Engineering Week
   c. Legislative Report
   d. Committee Chair Reports
   e. Individual Reports and/or Requests
   f. CEO Report to Board on WASC Compliance

5. Chief Executive Officer's Report (7:40 to 8:00)
   a. Staff Reports
      1) Budget Update (Al Harrison)
      2) EMP Update (Anita Martinez)
   b. Citizens' Oversight Committee Report

6. Modernization (Capital Improvement Program) Update (8:00 to 8:15)
7. Academic Senate Update (8:15 to 8:20)
8. Classified Senate Update (8:20 to 8:25)
9. Student Senate and Student Association Report (8:25 to 8:30)
10. COM Foundation Report (8:30 to 8:35)

11. Items for Possible Future Board Action (8:35 to 8:45)
    A. Mission Statement Review (March)
    B. MTA Partnership (March)
    C. Labor and Risk Management (Modernization – Measure C) (April)
    D. Program Review Policy
    E. Lease with North American Resources (Taqueria Site) (March)
    F. Budget Calendar 2006/07
    G. 2006/07 Academic Calendar
12. Consent Calendar Items (Roll Call Vote) (8:45 to 8:55)

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, 6:30 p.m.

*March 21, 2006 – Board Retreat – 12:00 p.m. to 5:00 p.m.
  Staff Lounge, Deedy Student Services, Kentfield
*March 21, 2006 – Staff Lounge, Deedy Student Services, Kentfield
April 25, 2006 – Staff Lounge, Deedy Student Services, Kentfield
May 16, 2006 – IVC Building 12, Room 100
June 13, 2006 – Staff Lounge, Deedy Student Services, Kentfield
June 27, 2006 – IVC Building 12, Room 100
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, Room 100
September 19, 2006 – Staff Lounge, Deedy Student Services, Kentfield
October 10, 2006 – IVC, Building 12, Room 100
November 14, 2006 – Staff Lounge, Deedy Student Services, Kentfield
December 12, 2006 – Staff Lounge, Deedy Student Services, 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

*Please note date change!

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. Educational Management Personnel Recommendations: Approve the Educational Management Personnel Recommendations:
   1. Resignation of Educational Management Personnel

D. Warrant Approval

E. Short-Term Hourly Positions

F. Student Fee/Refund Schedule for 2006/07

G. Approve Authorization to Procure ERP System (Modernization – Measure C)
H. Approve Contract Award to FloorTec for Miscellaneous Floor Covering Installations at Kentfield and Indian Valley Campuses (Modernization – Measure C)

13. Other Action Items (8:55 to 9:20)
   The Superintendent/President recommends that the Board of Trustees approve the following Action Items:
   
   A. Approve Asbestos Abatement - Kentfield Campus, PE Complex (Project #308C) and Fine Arts Building (Project #306B)
   
   B. Approve Resolution Authorizing Budget Transfers – FY 2005/06

14. Information Items (9:20 to 9:30)
   
   A. Contracts and Agreement for Services Report
   
15. Correspondence

   Correspondence in Board Packets

16. Board Meeting Evaluation (9:30 to 9:35)

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, January 24, 2006, in POMO 188 at the Indian Valley campus, all members having received notice as prescribed by law. Board President Brockbank called the meeting to order at 8:45 a.m. All members were present except Trustee Dolan, who arrived at 9:05 a.m., and Student Trustee Smith.

Also attending were President Frances White, Al Harrison, Elise Schneider, Andrew Carothers, Linda Beam, David Snyder, Nanda Schorske, Rick Sapanaro, Pamela Mize-Kurzman, Elizabeth Tucker, Jake Skaer, Dave Kirn, Rob Barthelman, José Nuñez, Bernie Blackman, Bud Allen, Anita Martinez, Melody Creel, Sim Van der Ryn, David Gottfried, Lawrence Witter, Patricia Russo, Bob Thompson, Don Flowers, Yulian Ligioso, Cari Pogan, Jennifer Gollan, Sandy Roberts, Ernie Yamane, Ileana Saldivia, Tom Lawrence, Steve Barnes, Amy Skewes-Cox, and Derek Wilson.

M/s (Kranenburg/Treanor) to adopt the agenda. The motion passed unanimously.

Introductions and Opening Remarks

Board President Brockbank stressed the importance of this meeting and thanked everyone who worked on the agenda. President White welcomed the participants, noting that this retreat was designed to provide education and exposure and to lead us to decision making.

Comments from the Public

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

Where We Are Now

Dr. Elise Schneider, Interim Vice President Student Learning, reviewed the definitions of Weekly Student Contact Hours (WSCH), Full Time Equivalent Students (FTES), Full Time Equivalent Faculty (FTEF), and Faculty Load (copy of glossary attached). She noted that COM’s state-calculated faculty load (308) is lower than the state guideline for preferred load (525 WSCH/FTEF). She then introduced Deans David Snyder, Nanda Schorske, and Rick Sapanaro, who discussed Fall 2005 credit classes in their respective divisions with the lowest and highest load as of September 2, 2005, first census day (copy of handout attached).

Operating Budget and Costs of Student Education

Al Harrison, Vice President of College Operations, presented an overview of COM’s demographics, operating budgets, facilities operating costs, and student education costs (copy of presentation attached). He noted that we are probably not spending a high enough percentage of our total budget for maintenance and facilities. We may have too much space for our student population and may have a higher than average cost per student.

Examples of How and Why Programs/Curricula are Created, Deleted

Dr. Elise Schneider reported that we have accomplished a great deal in the last 18 months through the participatory governance process, most notably the development of the Mission Statement, Vision & Values Statement, and Phase II of the Master Plan. Program review will assist us in deciding which programs need to be expanded and which need to be deleted.

Deans Snyder, Schorske and Sapanaro mentioned areas in their divisions where demand could grow: fine arts, ESL, multi-media, the health sciences. Dean Sapanaro shared data on the IVC Math Labs for the year 2004-05 (copy attached), noting that these labs are very expensive to operate and have low retention rates. This spring we have postponed the mechanism of offering math labs and have a classified staff member available to oversee tutorial assistance.

Board members and staff discussed at length the need for rigorous and systematic program review and wise allocation of our resources.

Issues to be Resolved: Direction Needed from Trustees

José Nuñez reported that his team’s efforts are moving on a path parallel to the development of COM’s Educational Master Plan. His team needs more information and direction before they can move forward.

Rob Barthelman reviewed the issues that need to be resolved so that his staff can plan facilities
which are aligned with COM's mission, programs, and educational master plan, including the size of each campus, size of class/labs, niche programs, number of faculty and staff, where classes are taught, number and size of programs, instructional delivery method, hours of college operations, and the future of Bolinas Marine Lab. (Copy of presentation included in attached Board of Trustees Retreat handout).

Facilities Options/Opportunities/Concepts  
(coppy of presentation included in attached Board of Trustees Retreat handout)

David Gottfried made a presentation on opportunities for COM to become a model of sustainability in Marin County, focusing on the areas of built environment, health sciences, technology, and transportation. Possible curriculum and program opportunities for COM in these areas include the following: green organizations, green standards, green certification, Green Life Center, green manufacturing, green building, solar technicians, energy management, bicycle repair.

Sim Van der Ryn, the Director of COM's new Center for Regenerative Design, shared his vision for making COM the first major countywide model of integrated green design and education. He noted that the new Marin Countywide Plan makes sustainable communities the overarching goal. The Center for Regenerative Design will be a resource to various departments on campus and a catalyst for discussion. He hopes to start a public lecture series and facilitate brainstorming sessions.

Review Facilities Master Plan Options and Concepts  
(coppy of presentation included in attached Board of Trustees handout)

Tom Lawrence reviewed facilities assessments for both campuses. Four buildings on the Kentfield campus (Dance/Landscape, Disabled Student Facility, Fine Arts Building, and Maintenance) would withstand a major earthquake. All of the Kentfield property south of the creek is in the 100 year flood plain with the exception of the P.E. Building. All buildings on the IVC campus are life-safe, but the HVAC systems need to be replaced.

Rob Barthelman reviewed common themes that emerged from the Board Retreat on Master Programming held on November 15, 2005 and from department-specific Master Programming meetings held on both campuses. He also shared site opportunity analysis diagrams with the Board.

Board members expressed their appreciation for the impressive information that was presented to them.

Board Discussion/Questions/Direction to Staff

M/s (Treasor/Kranenburg) to direct staff to initiate the appropriate collaborative consultation process that will effectively identify how to implement a rigorous process to ensure that program review can inform decisions as to consolidation, enhancement, reconfiguration (credit to community ed; delete or add sections), shift delivery methods (distance learning), and to actually
phase out programs/courses, and to report back to the Board by the March 2006 meeting. The motion passed unanimously.

M/s (Kranenburg/Teanor) to direct staff to move forward in the following areas:
   1. Identify and prioritize top (10?) academic programs.
   2. Identify and prioritize top (10?) facilities projects.
   3. Size campuses to an 8,000 to 10,000 headcount.
   4. Give programmatic themes to campuses:
      IVC – Health science, math, technology, environment, partnerships, specialized programs, and existing programs
      Kentfield – Liberal arts
   5. Size programs and facilities to meet needs.
   6. Identify and prioritize top (20?) partnerships. Provide status report and action plan for each.
   7. Make recommendations for tear-down of buildings.

Finally, staff should report back to the Board by March at the earliest and April at the latest.

M/s (Moore/Hayashino) to close debate on Trustee Kranenburg’s motion. The motion passed unanimously.

The Trustees voted unanimously in favor of Trustee Kranenburg’s motion above.

Adjournment

M/s (Kranenburg/Teanor) to adjourn the meeting. The motion passed unanimously and Board President Brockbank adjourned the meeting at 3:05 p.m.

The PowerPoint presentation containing most of the information presented at the Retreat is publicly posted on the college’s web site at http://marin.cc.ca.us/MeasureC/bond_general.htm under “Board of Trustees Retreat and Briefing.”
DEFINITIONS/GLOSSARY

Weekly Student Contact Hours (WSCH)—An expression of the number of hours a week that a student spends ("seat time") in the presence of an instructor to receive instruction.

Normally, the number of units of a class (3 hours) would be the same as the WSCH. For an individual student, the calculation is to multiply the length of the class meeting (1 1/2 hours) by the number of class meetings (2) in a week to show the WSCH. The individual student WSCH multiplied by the number of students in the class would indicate the WSCH for the entire class.

The WSCH is used in several ways, including the conversion of a number of part-time students into their equivalent if they were full-time students so a comparison can be made to other schools like UC and CSU who have mostly full-time students. A part-time student may generate a portion or small WSCH; a full-time student would generate 15 WSCH or be in the classroom 15 hours a week.

Full Time Equivalent Students—(FTES)—A way to express the enrollment of the College as if it were composed of students taking a full class load (typically 15 units per semester). By using FTES, the workload is standardized.

A UC campus enrollment typically would be expressed as 26,000 students and this refers to students taking a full class load since virtually none are part time students. A community college enrollment may be 8,160 headcount students (Marin Fall 2004) but because so many are taking less than full time units, the FTES would be only 2,120.45.

The State funding formula for colleges not on basic aid provides a stipend for each FTES generated to calculate the amount of State funding awarded.

For apportionment purposes from the State, a FTES is equivalent to 30 units of work; for capital outlay or some other applications, the FTES is equivalent to 15 units of work per semester (two semesters would then result in 30 units).

The State takes all the individual WSCH for every student in each class and converts this into FTES (see the listing of 71 units that generated FTES as an example). FTES is used only for credit and non-credit classes (not community services).

Full-Time Equivalent Faculty—(FTEF) — A way to express the number of faculty as if each were doing the required work of a full-time position.

COM in Fall 2004 had 123.3 FTEF full-time faculty and 73.3 FTEF in part-time faculty for a total FTEF of 196.6 FTEF. Since many part-time faculty may teach only one class (that could be only one unit or even less), the actual headcount of number of faculty was
much higher. One FTEF normally would teach 15 units of class work per semester to receive compensation for a full-time position.

**Faculty Load** --- Uses WSCH to express the productivity of an instructor in relation to the courses taught. For the College, all WSCH generated by all classes (60,629 for fall 2005) and this number is divided by the number of faculty to produce an actual productivity or Load. The College expresses Load based on the number of instructors assigned to the classroom (163.373) for a calculated load of 371. The State includes other faculty (fall 2004 up to 196.6) so the State calculated Load would be much lower (about 308 or so). The State guideline for preferred Load is 525 WSCH/FTEF.

For an instructor, the individual class WSCH in each class taught by this person would be added to gain the actual load for that person. The average Load per FTEF would be calculated by adding the total WSCH of the College and dividing by the total FTEF.

CCS Group 1/21/06
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### Total Heads unduplicated: 6437

| Total | 16514 | 799  | 20.7 | 66629 | 163,373 |

Notes:

- **REAL** = Real
- **W E** = Western
- **ASTR** = Astronomy
- **A J** = Anthropology
- **ACRT** = Aeronautics
- **COU N** = Computer Science
- **ARCH** = Architecture
- **ECON** = Economics
- **HUM** = Humanities
- **BIOL** = Biology
- **PE** = Physical Education
- **MUS** = Music
- **PSY** = Psychology
- **HIST** = History
- **ART** = Art
- **H ED** = Education
- **SOC** = Sociology
- **AUTO** = Automotive Technology
- **ECE** = Electrical Engineering
- **POL S** = Political Science
- **BUS** = Business
- **MATH** = Mathematics
- **ASL** = American Sign Language
- **FREN** = French
- **PHIL** = Philosophy
- **SPCH** = Speech
- **ETST** = Education Technology
- **ITAL** = Italian
- **JPN** = Japanese
- **SPAN** = Spanish
- **ANTH** = Anthropology
- **MEDA** = Medical Arts
- **BOS** = Biology
- **ENGLISH** = English
- **ENC L** = English
- **PEADP** = Pre-Admission Program
- **STAT** = Statistics
- **COUR** = Course
- **CHEM** = Chemistry
- **DENT** = Dentistry
- **SS SC** = Science
- **COMM** = Communication
- **DANC** = Dance
- **CIS** = Computer Science
- **MACH** = Mechanical Engineering
- **ELND** = Electrical Engineering
- **BEHS** = Biology
- **DRAM** = Drama
- **PHYS** = Physics
- **MMST** = Music
- **JOUn** = Journalism
- **CHIN** = Chinese
- **NE** = Nuclear Engineering
- **ENG** = Engineering
- **ESL** = English
- **GEOG** = Geography
- **EDUC** = Education
- **LIBR** = Library
- **COMP** = Computer Science
- **STSK** = Statistics

The table above represents the enrollment data for various disciplines, including the number of heads, heads, average enrollment, WSCH, FTEF, and LOAD. Each discipline is listed along with its respective head count and average enrollment, providing a comprehensive overview of the academic offerings and student enrollment across different departments.
Demographics

- Kentfield Campus (KTD) - Kentfield
  - Built - 1926
  - Acreage - 87 Acres / 373,806 sf / 18 Buildings
  - Parking - 1,774
- Indian Valley Campus (IVC) - Novato
  - Built - 1975
  - Acreage - 333 Acres / 171,549 sf / 22 Buildings
  - Parking - 900
- District-wide (Fall, Spring & Summer)
  - 6,943 Students
  - 4,483 Student FTES 2004/05 F/Y
  - 287 Faculty and Staff

OPERATING BUDGETS
UNRESTRICTED GENERAL FUNDS

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$38,695,000

FISCAL YEAR 2005/06 BUDGET
Facilities Operating Costs

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General Fund Cost Per Student

- 2005/06 Budget $49.3 million
- 2004/05 Budget $43.5 million
- Increase $ 5.8 Million 13.3%

- FTES 2004/05 4,492.84
  - 4,201.35 FTES CREDIT
  - 291.49 FTES NON-CREDIT

- FTES 2003/04 5,088.89
- Decrease (596 FTES): (11.7%)
BUDGET/ COST INFORMATION

- COST PER FTES 2004/05  $9,687
- COST PER FTES 2005/06  $10,974
  - INCREASE OF  13.3%

- Cost per FTES is based on 2004/05 enrollment and 2005/06 budget.

HIGHER EDUCATION FUNDING PROVISION FOR EACH FTES (estimates)

- UC  2004/05  $19,727 per FTES
- CSU: 2004/05  $10,338 per FTES
- CCC: 2004/05  $4,725 per FTES
- COM  2004/05  $9,687; 05/06  $10,974
CONCLUSIONS

- COM is expending over twice as much per FTES as would be available visa State aid if the College were not on Basic Aid.

- Because of Basic Aid, COM is spending approximately the same amount per FTES as CSU.
### IVC Math Lab Data for Academic Year 2004-2005

#### Fall Term 2004

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
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<tr>
<td>95E</td>
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<td>95G</td>
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<td>95K</td>
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Load = \[ \text{WSCH/FTEF} = \frac{1227}{9} = 136.33 \]

#### Spring Term 2005

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Total TU = **9**

Load = \[ \text{WSCH/FTEF} = \frac{1325}{9} = 146.11 \]

### KTD Spring Term 2005

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Load = \[ \text{WSCH/FTEF} = \frac{8790}{24} = 366.25 \]
Board of Trustees Retreat

Tuesday, January 24, 2006

Introductions / Overview / EMP II Status

Dr. White

Where are we now?

- Current Enrollment
- Number of Programs
- Amount of WSCH
- Total WSCH
- Location of WSCH
- WSCH by Program
Where are we now

- Handouts
  - Definitions Ignorance
  - Fall 2005 Causal Clues on City of Fire Census Day - September 2, 2001

105 programs by level 012006.xls

Demographics

- Kentfield Campus (KTD) - Kentfield
  - Built - 1955
  - Acreage - 95 Acres / 373,000 sf / 16 Buildings
  - Parking - 1,274
- Inland Valley Campus (IVC) - Norco
  - Built - 1996
  - Acreage - 235 Acres / 171,549 sf / 22 Buildings
  - Parking - 100
- Dolanus, Modern Biology Center
  - Partial Modernizations - 1984
  - Acreage - 5 Acres / 4,170 sf / 13 Buildings & a Block
- District-wide (Fall, Spring & Summer)
  - 5,543 Students
  - 6,082 Student FTE's
  - 217 Faculty and Staff

OPERATING BUDGETS
UNRESTRICTED GENERAL FUNDS

$ 38,695,000

FISCAL YEAR 2005/06 BUDGET
FACILITIES OPERATING COSTS

<table>
<thead>
<tr>
<th></th>
<th>TOTAL COST</th>
<th>PER SQ/FOOT</th>
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<tr>
<td>GAS &amp; ELECTRICITY</td>
<td>$1,112,000.00</td>
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<tr>
<td>WATER</td>
<td>$76,600.00</td>
<td>$0.15</td>
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<tr>
<td>SEWER SEWER</td>
<td>$15,000.00</td>
<td>$0.07</td>
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<tr>
<td>PEST CONTROL</td>
<td>$25,800.00</td>
<td>$0.05</td>
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<tr>
<td>STAFF &amp; OTHER COSTS</td>
<td>$2,918,900.00</td>
<td>$4.95</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$3,762,600.00</strong></td>
<td><strong>$7.40</strong></td>
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</table>

General Fund Cost Per Student

- 2005/06 Budget $40.3 million
- 2004/05 Budget $43.5 million
- Increase $ 5.8 Million 13.3%

- FTES 2004/05 4,492.84
  - 4,201.35 FTES CREDIT
  - 291.49 FTES NON-CREDIT
- FTES 2003/04 5,088.89
- Decrease (596 FTES); (11.7%)

BUDGET/ COST INFORMATION

- COST PER FTES 2004/05 $9,687
- COST PER FTES 2005/06 $10,974
  - INCREASE OF 13.3%

- Cost per FTES is based on 2004/05 enrollment and 2005/06 budget.
**HIGHER EDUCATION FUNDING**

**PROVISION FOR EACH FTES (estimates)**

- UC  2004/05  $10,727 per FTES
- CSU: 2004/05  $10,338 per FTES
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---

**CONCLUSIONS**

- COM is expending over twice as much per FTES as would be available via State aid if the College were not on Basic Aid.
- Because of Basic Aid, COM is spending approximately the same amount per FTES as CSU.

---

**Examples of Curricular/Program Creation & Deletion**

- EMP (Schneider)
- Data/Market Analysis/Enrollment Trends (Schneider)
- Benchmarks of program growth/program decline (Wilson)
- Mission driven (Schneider)
- Program Review driven (Wilson)
Issues to Resolve / Direction Needed

- Size of the College of Marin
  - Kentfield Campus
  - Indian Valley Campus
- Size of Classes
  - Lecture
  - Lab
- Number of Faculty and Staff
  - Regular/Non-Tenure
- Where Taught
  - Kentfield Campus
  - Indian Valley Campus
  - Other

Issues to Resolve / Direction Needed (Continued)

- Number and Size of Programs
  - Core
  - Fulfill
  - Other Programs
- Instructional Delivery Method
  - Lecture
  - Lab
  - Distance Learning
  - Other
- Hours of College Operations
  - College's Office Standard
  - 8 AM to 5 PM (5 days/week)
  - Saturday / Weekend Classes

Issues to Resolve / Direction Needed (Continued)

- Future of Bolinas Marine Lab
Board Discussion

Working Lunch

College of Marin
Facilities Options, Opportunities & Concepts
January 24, 2006
Facilities Opportunities

- WIB - March 2005 Data Collection
  - Sector Growth Opportunities
  - Built Environment
  - Health Sciences
  - Technology
  - Transportation
- Vision
  - Integration
  - Sustainability
  - Stewardship
  - Transformation
  - Leadership
  - Regeneration

Sector Planning Template

- Current Practice
- Best Practice Examples
  - Modernization (physical)
  - Other
- Curriculum & Program Opportunities
- Career Path Opportunities
- Strategic Partnerships

Built Environment

- Current
  - Environmental landscape & design
  - Measure C Bond Modernization Program
    - Board's Sustainability Resolution (LEED certification)
    - Environmental Stewardship Implementation Plan
  - CIP Team Guidelines & Implementation Strategies
**Built Environment**

**Best Practice Examples**

- **Mixed-use**
  - Year round/24 hour
  - Retail (edge of campus)
  - Provide key services to meet campus needs
  - Food
  - Campus related services
  - Housing
  - 0 foot print goal
  - Student
  - Faculty
  - Senior
  - Affordable
  - Private (IVC)

- **Community**
  - Community Center
  - Recreational facilities & grounds

- **Academic**
  - Pedagogical
  - Demonstration
  - Inspiration
  - Case study

**Built Environment**

**Best Practice Examples**

- **Energy**
  - Clean generation
  - Carbon neutral
  - 30% goal
  - Active solar, fuel cell, geothermal, passive solar
  - Efficiency & conservation
  - 40% better than Code
  - Load shifting
  - Ice storage

- **Water**
  - 30% reduction from Code
  - Efficiency
  - Capture
  - Onsite treatment

- **Waste**
  - 0 waste goal
  - Recycling
  - Reuse
  - Composting
  - Recycled content products

**Built Environment**

- **Curriculum & Program Opportunities**
  - Center for Regenerative Design
  - Green organizations
  - Green standards
  - Green certificate

- **Career Path Implications**
  - Internships
  - Bay area jobs (green job fair)

- **Strategic Partnerships**
  - UC Berkeley
  - College of Natural Resources
  - Center for the Built Environment
  - Lawrence Berkeley National Lab
  - Rocky Mountain Institute
  - PG&E
  - USGBC Northern CA Chapter
  - Bay area professional firms: AEC/FM
The New Marin Countywide Plan

- Makes sustainable communities the overarching goal

The Regenerated College of Marin

- Can be the first major countywide model of integrated green design and education
Outreach: Stimulate Community Involvement & Expertise

CRD – “The Hub”

CRD Work Plan

- Identify key stakeholders
  - Stakeholder research & data collection
- Facilitate open brainstorming
  - Built environment
  - Health Sciences
  - Technology
  - Transportation
  - Existing Core Controls
- Draft Integrated District Master Plan
  - Educational Master Plan
  - Facilities Master Plan
  - Regenerative Plan
Review Facilities Master Plan Options & Concepts

Shinberg Data collected to date

September 20, 2005
1. Goals and Visioning Workshop

- Kentfield Campus Workshop Common Themes
  - Scene & Program
  - Define Center of 3rd Floor Drama Block, and College Ave, New Synagogue & Drama building
  - Final Focus on College Avenue
  - Maintain academic and visual balance and new scale to the mass campus
  - Study existing campus with new图形
  - Create a stream of campus for existing Music Center or new "Greenhouse Building"
  - Campus activities and programs within campus (new) - Library, Recreation, Student Union, Food court, etc.
  - Develop Future Facilities and space for activities (new) - Living Learning, Green Space, etc.
  - Utilize existing buildings in/around campus
  - Parkland
  - Riverbank

1. Goals and Visioning Workshop

- Kentfield Campus Workshop Unique Themes
  - Scene & Program
  - Study the evolution of campus, community, and campus
  - Housing for Staff and Students (Community, Family and Living)
  - Outdoor classroom, "Great" open spaces
  - "Big scale" public projects in the fall
  - Central Student Services
  - New Learning Resource Center Building
  - Recreational Arts
  - Central Administration buildings
  - Campus Parkinng (uptown) 15
  - Lakeside Campus parking area
  - Sustainability & Technology
  - Campus wide CEEB implementation: Significant building LEED certified
  - Marin

1. Goals and Visioning Workshop

- Kentfield Campus Workshop Unique Themes, cont.
  - Sustainability
  - Great to feature, innovative cases study 9
  - Low maintenance landscaping
  - Focus on water sensing, conservation

MARIN
1. Goals and Visioning Workshop

- Indian Valley Campus Workshop Common Themes

   Space & Program
   - Promote using for research & learning
   - "Educational Park"
   - Social & wellness center
   - Commercial space, office, retail, exhibits
   - Community building, multipurpose, parking located near users community area
   - Housing: North and South
   - Continue strategic planning/development

Sustainability & Technology
- Demolish existing buildings
- Solar, photovoltaic, geothermal, fuel cells, fuel heating

Leadership
- Preserve open space

MARIN

--- Prepared by Paul Chippendale---

2. Goals and Visioning Workshop

- Indian Valley Campus Workshop Unique Themes

   Space & Program
   - Visiting faculty housing, research libraries
   - Car beam/valued center
   - Campus markets
   - Food service
   - Host Demonstration of local housing

Sustainability & Technology
- Compressed air, heat pump
- Use of existing building materials

Landscaping
- Walled
- Water treatment pond

--- Prepared by Paul Chippendale---

MARIN

September 30, 2005
2. Environmental Stewardship Summit

Conservation Themes

Sustainable Sites

- Alternative transportation
- Alternative land use (minimize, maintain, develop)
- Campus streets and parking (planted, landscaped, designed)
- Preserve open space, maintain landscapes and horticulture

Water Efficiency
- Reuse water (collection, recirculation, retention, green roofs)
- Keep water use in check

Material & Resource
- Identify renewable recycled materials (bamboo, cork, etc.)

Energy & Atmosphere
- Energy conservation & energy efficient systems (lighting, etc.)

MARIN

2. Environmental Stewardship Summit

Indoor Environmental Quality

- Good indoor lighting, use of healthy materials

Innovations & Design Process

- Creative and innovative design. Lessons from the building

MARIN

2. Environmental Stewardship Summit

Unique Themes

Sustainable Sites

- Minimize procurement processes for operations, paper, supplies, cleaning products, etc.
- Preserve & restoration
- Protect area boundary. Permanent light poles for parking. Canopy lighting and tree shade near work
- Reusing current (to reduce distance to commute)
- Replanting

Water Efficiency

- No irrigation and low maintenance landscaping

Material & Resource

- Reduce all construction waste
- Electrical/external verification
- Use recycled materials

Energy & Atmosphere

- Renewable energy (100% clean)

Reduced Environmental Quality

- Use of fans, passive ventilation

MARIN
Structural Assessment

- This map represents the findings of building structural assessments as of December 13, 2005.
- Features: Evaluation of existing buildings (ASCE 31).
- Aspects of building performance that are considered include structural, architectural, and environmental factors.
- A Tier 1 evaluation is performed as a part of the screening process to identify buildings with potential seismic deficiencies.
- A Tier 2 evaluation is performed on buildings that address the potential seismic deficiencies identified in Tier 1 screening.
- A Tier 3 evaluation involves detailed and complete analysis of the building. A Tier 3 evaluation was not performed as a part of this assessment.
- Definition of Life Safety: Life Safety is a structural performance level in the post-earthquake damage state in which significant damage to the structure has occurred, but some margin exists against the onset of complete failure.
- Some structural elements and components are severely damaged, but this does not result in large building dynamic hazards, allowing a wide or wide space to remain.
- Additional information on life safety is expected to be provided in the future. However, for economic reasons, it may not be practical to implement structural repairs or install temporary bracing prior to reoccupancy.
2. Master Planning Board of Trustees Retreat

- Indian Valley and Kentfield Master Planning Common Themes

  Student Life
  - Separate student services and student center by providing two independent buildings
  - Centralized student services
  - Well of campus to provide information resource center
  - Flexibility to accommodate small or large venue needs
  - Student Services
  - Student Services can be expanded

  Faculty Life
  - Provide larger meeting rooms with a Promotional Lounge to facilitate faculty meetings
  - Flexibility to accommodate small or large venue needs
  - Office with separate workshops
  - Faculty Lounge

  Facilities
  - Provide a dedicated office space for print center, a place to form teams for a computer or media, and office space
  - Multimedia center
  - Space to display specific changes for interior design

MARIN
Master Programming Common Themes

Classrooms
- Need for larger classrooms and more computer labs - Many are accommodate 20 students but need more
- Storage space to keep materials
- Safety of different sized classrooms
- Standardized classrooms
- Classroom licenses
- Need for 5 or 6
- HVAC units
- Standardization among classrooms, eg. lighting

Testing
- Need for a dedicated testing lab, and to do testing
- Possibly be a testing lab in a separate building
- Testing can be scattered around the campus for convenience
- Outdoor shelters

Community education
- Would like to have that in building

Contact among rooms
- Physical barriers between the classrooms are beneficial

Provide meeting rooms for lectures and student meetings

Master Programming Common Themes

Food services
- Food and coffee bring life and cheer alive to a campus
- Centralized vs. decentralized

Building
- Need for both student and faculty
- Building would need to be open to students

Library
- Needs for a library - A library is not a college without a library
- Need for libraries to be an important resource

Interdepartment liaison
- Site and building
- Marketing of libraries
- Insight on computers

Environmental features
- Environmental features and health features

Safety in public spaces
- Provide meeting and conference rooms
- Need for control of emergency lighting and back-up power

Master Programming Common Themes

Museum and Display Areas
- The Design of the museum and display is critical within any department, for example, zoology and biology
- Should have a place to be displayed, for example, collections
- An area to be used within the community to be found
- The collections and display
- Need for access to the collections

Community garden
- A community that can be used for Environmental education, a student who is a group, or the community to grow organic food

Storage
- Need to provide storage for equipment and material
- Need to have a place to store equipment, not necessarily an office
- Need to have a place to store equipment, not necessarily an office
- Need to have a place to store equipment, not necessarily an office
- Need to have a place to store equipment, not necessarily an office

Master Programming Common Themes

MARIN
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 Student Services Conference Rooms A&B on the Kentfield campus, all members having received notice as prescribed by law. Board President Brockbank called the meeting to order at 4:50 p.m. All Trustees were present. Dr. Frances White, Al Harrison, Dr. Elise Schneider, and Linda Beam were also in attendance.

M/s (Hayashino/Long) to adopt the agenda. 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 6:25 p.m.

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 6:35 p.m. in the Staff Lounge, Deedy Student Services, at the Kentfield campus by Board President Brockbank. He announced that the meeting was being recorded to facilitate the preparation of minutes. Student Trustee Smith was present at this time.

2. Approval of Minutes and Report of Closed Session

Board Clerk Treanor reported that one action was taken in closed session. M/s (Kranenburg/Moore) to extend the Superintendent/President's contract as negotiated. The motion passed unanimously.

M/s (Hayashino/Moore) to approve the minutes of the December 13, 2005 Board meeting. The motion passed unanimously.
3. Citizens' Requests to Address the Board on Non-Agenda Items
John Ortega, representing the Canal Human and Economic Development Association, spoke to the Board about the need for traditional institutions to change and serve the total community. He feels that our college is out of touch with the community living in the Canal Area, many of whom are immigrants, and that we could use the media resources of his non-profit to communicate with these individuals.

4. Board Reports and/or Requests
   a. Board Study Session
      None
   
   b. Commendation Resolutions
      Trustee Moore read the resolution passed by the Marin County Board of Education on January 10, 2006 declaring January, 2006 as School Board Recognition Month. A copy of the resolution is attached to the minutes as part of the official record.
   
   c. Legislative Report
      Trustee Hayashino announced that she would be attending the CCLC Legislative Conference in Sacramento on January 28. Board President Brockbank reported that he attended the Joint Legislative Advisory Committee Education and Lobbying day trip to Sacramento and found it to be a very valuable experience.
   
   d. Committee Chair Reports
      Board President Brockbank distributed the new Board Committee assignments to the Trustees (copy attached).
   
   e. Individual Reports and/or Requests
      Trustee Treanor recognized Interim Vice President Schneider on behalf of the Board for her many accomplishments and expressed appreciation for her can do, positive attitude. Dr. Schneider responded that she had enjoyed working with all of us here and is excited about the future of the College of Marin.
   
   f. CEO Report to Board on WASC Compliance
      President White reported that we expect WASC to send us a status letter on January 31, and that it will probably extend our warning status for up to a year in order for them to evaluate how our new governance system and other changes are working out.

5. Chief Executive Officer's Report
   President White indicated that her written report was in the Board packets. She announced that she would be serving on a panel with Ian Walton of the State Academic Senate at the upcoming CCLC conference in Sacramento. Their discussion will focus on governance and the local intervention process.

   Dr. White thanked Dr. Elise Schneider for serving as Interim Vice President of Student Learning and expressed appreciation for her many accomplishments and outstanding leadership qualities. She introduced Anita Martinez, our new Vice President of Student Learning (effective January 30, 2006).

   Trustee Dolan thanked Dr. Schneider for the legacy she is leaving the college and for the tremendous amount of work she and her team have done during her tenure here.
Dr. Schneider expressed gratitude to Board members and her colleagues for the opportunity to work with them.

a) Staff Reports
None

b) Citizens' Oversight Committee Report
No report.

6. Modernization (Capital Improvement Program) Update
(Copy of report attached).

Dave Kim reported that he and staff from Steinberg Architects attended three FLEX workshops: Experience Engineering presented by faculty and administrators from Ventura Community College, Imagineering: The Perfect Student Services Building sponsored by the College Success Council, and the Educational Master Plan (EMP) update meeting. Rob Barthelman spent an hour at the EMP Update meeting gathering feedback from faculty and staff which proved to be very positive.

José Nuñez showed a picture slide show of damage to the Kentfield campus during the recent flooding. Bob Thompson was commended for turning off the power in the Science Building Thursday night, as this prevented more serious problems from occurring.

Ann Peterson, chair of the Kentfield Planning Advisory Board, stated that there is not much we can do about the flooding here during heavy rains, as flood control through this valley is not very good.

Trustee Long expressed her appreciation to the staff for making it possible for students from the Ross School District to use College of Marin classrooms while flood damage problems were being addressed. She and other Trustees heard many favorable comments about this in the community.

7. Academic Senate Update
David Rollison congratulated the newly-elected Board officers and expressed hope for a new spirit of collegiality at the college this year. He asked that information presented at the Board Retreat earlier in the day be provided to the Academic Senate. He noted that he was surprised to hear that Bud Allen was working on the second draft of the Educational Master Plan, as he understood that the Institutional Planning Committee would be working on this task. Mr. Rollison also commented on the informative presentation by representatives from Ventura College which he attended during flex week. He was particularly impressed by the fact that the group responsible for overseeing bond implementation consisted of actual Ventura College employees who employed a very collaborative approach in the planning and design stages of their Learning Resources Center. A copy of his statement is attached to the minutes as part of the official record.

8. Classified Senate Update
No report.
9. **Student Senate and Student Association Report**
A copy of Giovanna Mazzei’s report is attached to the minutes as part of the official record.

10. **COM Foundation Report**
No report.

11. **Items for Possible Future Board Action**
   a. Budget Update/Presentation (February)
   b. Mission Statement Review (March)
   c. MTA Partnership (February)
   d. Student Fee/Refund Schedule 2006/07 (February)
   e. Prequalification Application and Scoring Criteria for A and B Licensed Contractors (Modernization – Measure C) (March)

12. **Consent Calendar Items (Roll Call Vote)**
    M/s (Long/Treasnor) to approve all items on the Consent Calendar with the exception of 12J and 12K. The motion passed unanimously with a roll call vote.

    **A. Calendar of Upcoming Meetings & Other Special Events**

    **All Regular Board Meetings – 6:30 p.m.**

    February 14, 2006 – IVC Building 12, Room 100
    *March 21, 2006 – Board Retreat – 9:45 a.m. to 2:00 p.m., Marin Community Foundation, Redwood Room, 5 Hamilton Landing, Ste. 200, Novato
    *March 21, 2006 – Staff Lounge, Deedy Student Services, Kentfield
    April 25, 2006 – Staff Lounge, Deedy Student Services, Kentfield
    May 16, 2005 – IVC Building 12, Room 100
    June 13, 2006 – Staff Lounge, Deedy Student Services, Kentfield
    June 27, 2006 – IVC Building 12, Room 100
    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, Room 100
    September 19, 2006 – Staff Lounge, Deedy Student Services, Kentfield
    October 10, 2006 – IVC, Building 12, Room 100
    November 14, 2006 – Staff Lounge, Deedy Student Services, Kentfield
    December 12, 2006 – Staff Lounge, Deedy Student Services, Kentfield

    *Please note date change!*

    January 29-30, 2006 – CCLC Legislative Conference, Sheraton Grand Hotel, Sacramento

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

C. Classified Management Personnel Recommendations. Approve the Classified Management Personnel Recommendations:
1. Appointment of Classified Management Personnel (Director of Communications & Community Relations)
2. Appointment of Interim Classified Management Personnel

D. Warrants

E. Short-Term Hourly Positions

F. Approve District Mileage Reimbursement Rate Effective 1/1/06

G. Approve New Credit Courses

H. Approve Credit Course Deletions

I. Approve Credit Course Revisions

L. Approve Contract Award to Tremco Incorporated for Miscellaneous Roof Repairs at Kentfield and Indian Valley Campuses

The following items from the Consent Calendar, having been pulled from it, were considered separately:

Trustee Kranenburg asked how the individuals who are going on sabbatical leave can integrate what they learn into our curriculum. Dr. White responded that we can have these individuals make presentations about their sabbaticals at Board meetings which include plans to incorporate their newfound knowledge and experiences into the curriculum.

K. Approve Amendment #1 to Agreement with ViaNovus (Modernization – Measure C)
Trustee Dolan questioned the large cost increase to this contract. Al Harrison responded that we have expanded the scope of our training requests.
M/s (Treanor/Hayashino) to Approve Amendment #1 to Agreement with ViaNovus (Modernization – Measure C). The motion passed unanimously.

13. Other Action Items

A. M/s (Hayashino/Moore) to Approve Marin Country Club Agreement Extension – Indian Valley Campus Tennis Courts. The motion passed unanimously.
B. District Financial Audit and Measure C Bond Program Audit for 2004/05
Tina Treis of Perry-Smith reviewed the district and Measure C bond audits, noting that many of last year's recommendations have been addressed. The COM Foundation audit now has to be included in ours due to a change in federal law. Board members were happy to hear that our financial situation has improved and that there were no significant compliance findings this time.

M/s (Kranenburg/Treanor) to acknowledge receipt of the District Financial Audit and Measure C Bond Program Audit for 2004/05. The motion passed unanimously.

C. Approve College of Marin Statement of Vision and Values
Trustee Kranenburg suggested providing a more comprehensive definition of sustainability in the Statement of Vision & Values. Trustees decided that since a process is in place to review the statement on an annual basis, there will be opportunities to make changes if desired in a year.

M/s (Treanor/Long) to Approve College of Marin Statement of Vision and Values. The motion passed unanimously.

D. M/s (Moore/Treanor) to Approve Resolution Authorizing Budget Transfers – FY 2005/06. The motion passed unanimously with a roll call vote.

E. Ratify Extension of Superintendent/President's Contract
This matter was handled in closed session and reported out earlier in the evening.

F. M/s (Treanor/Hayashino) to Approve Resolution Authorizing a Contract – CalPERS Retirement Plan Change for Safety Officers. The motion passed unanimously with a roll call vote.

G. Approve Extension of Agreement from School Services of California, Inc. for Legislative Advocacy Services
Consultant Arnold Bray updated the Board on the Governor's proposed state budget for 2006-07 which contains more than $600 million in new funding for the community college system and a 5.18% COLA. For basic aid districts, the budget funds categorical programs with a 5.18% COLA and 1.74% for growth in categorical programs. $20 million in mandated cost claims for community colleges is included in the budget, and the community colleges' share of Proposition 98 funds is 10.79%. The state budget does not contain any direct threats to basic aid district funding at this time, but close attention must still be paid to this issue.

Mr. Bray also reported that the community college system is supporting AB 58, Assembly Speaker Nuñez' bond proposal to fund capital outlay projects ($1.5 billion over a two-year period for community colleges); the Community College Initiative; and SB 361 (the community college system's new funding formula proposal). The community colleges are opposed to SB 55 which would require local boards to place an item on their agenda at the request of a representative of any community college organization. Mr. Bray stated that the bill is not
needed since local boards already have time on their agendas for the public, including community college employees, to speak before the board in public session.

Board members thanked Mr. Bray for his informative presentation.

M/s (Treanor/Hayashino) to Approve Extension of Agreement from School Services of California, Inc. for Legislative Advocacy Services. The motion passed unanimously.

14. Information Items
   A. Contracts and Agreements for Services Report
   B. 2nd Quarter Financial Status Report and CCFS-311Q for 2005/06
   C. CEQA Review – Notice of Exemption of Tree Removal Project (#317A & 414A)
   D. CEQA Review – Notice of Exemption of Larkspur Annex Demolition Project (#321A)
   E. CEQA Review – Notice of Exemption of Gas Main Replacement Project (#410A)
   F. CEQA Review – Notice of Exemption of Fire Mitigation Project at Indian Valley Campus (#418A)

15. Correspondence
    Correspondence in Board Packets

16. Board Meeting Evaluation

17. Adjournment
    M/s (Hayashino/Treanor) to adjourn the meeting in memory of Bob Thompson’s mother. The motion passed unanimously and Board President Brockbank adjourned the meeting at 8:45 p.m.
WHEREAS, the mission of the public schools is to meet the diverse educational needs of all children and to empower them to become competent, productive contributors to a democratic society and an ever-changing world; and

WHEREAS, local school board members are committed to children and believe that all children can be successful learners; and

WHEREAS, local school board members work closely with parents, education professionals and other community members to create the educational vision the community wants for its students; and

WHEREAS, local school board members are responsible for providing a solid foundation for our school system; and

WHEREAS, local school board members are strong advocates for public education and are responsible for communicating the needs of the school district to the public and the public’s expectations to the district;

NOW, THEREFORE, BE IT RESOLVED, that the Marin County Board of Education does hereby declare its appreciation to the members of all the Marin County school board members and proclaims the month of January 2006, as School Board Recognition Month, and be it further

RESOLVED, that we urge all citizens to join us in recognizing the dedication and hard work of local school board members and in working with them to support an education system that meets the needs of both today's and tomorrow's children.

PASSED AND ADOPTED by the Marin County Board of Education at a regular meeting held on the 10th day of January 2006, by the following vote:

AYES:   Heliman, Mason, Mauzy, Nemzer, Robinson, Warren, Wilson

NOES:   None

ABSENT: None

(SEAL)

TERREL J. MASON, President
Marin County Board of Education

ATTEST:

MARY JANE BURKE, Secretary
Marin County Board of Education and
Marin County Superintendent of Schools
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<th>Committee</th>
<th>Greg Brockbank</th>
<th>Barbara Dotan</th>
<th>Carole Hayashino</th>
<th>Phil Kranenburg</th>
<th>Eva Long</th>
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Capital Improvements Program (CIP) Update
January 24, 2006

I. Communications
   a. Meeting with Ignacio Creek Home Owners Association – 02/23/06
   b. Working to set meeting with the City of Novato, Planning and Public Works
departments.

II. Consultant Selection
   a. PE Complex – KwanHenmi Architecture
      i. Short Form Agreements being negotiated.
   b. Fine Arts – Marcy Wong & Donn Logan Architects
      i. Short Form Agreements being negotiated.

III. Meetings / Presentations
   a. Last Week
      o Master Programming – Student Services 01/17/06
      o WSCH Meeting 01/17/06
      o Flex Week Workshops – Experience Engineering (01/18/06 Morning &
         Afternoon sessions)
      o Meeting with Granton Park neighbor 1/18/06
      o Imagineering, The Perfect Student Svcs Bldg 01/19/06
      o Flex Workshop (EMP Update) 01/20/06
      o Gas Main Replacement Meeting 01/20/06
      o Project Programming – PE 01/20/06

   b. This Week
      o BOT Workshop 01/24/06
      o BOT Meeting 01/24/06
      o Debrief – VBN Architects 01/25/06
      o Bids Due – Asbestos Abatement PE 01/25/06
      o Creek Mgmt Plan Draft Review 01/27/06
      o Systems Subcommittee Meeting 01/27/06

IV. Design Update
   a. Kentfield
      i. Architectural Programming of Fine Arts and PE underway
      ii. Asbestos Abatement PE & Fine Arts Piping Systems

   b. IVC
      i. Wildfire Mitigation – work begins week of 1/23/06

V. Construction Update
   a. Roof Repairs HC and LRC – Additional leaks encountered and completion
delayed by weather
   b. Additional Roof Repairs – The District will use Tremco’s CMAS contract to
perform additional roof repairs. Many new leaks reported with heavy rains.
VI. New Business
   a. BOT Workshop - Facilities Master Planning Study Session – February 14th
   b. BOT Workshop - OCIP & other Workshop – March 14th
   c. Security Standards & Guidelines meetings and interviews have begun.
Happy New Year and congratulations to the newly elected Board officers. I hope this year we will see a new spirit of collegiality at the College.

I have three items tonight:

First, I noted with great interest the agenda for today’s Board Retreat. The discussion, presentations, and focus are of keen interest to the faculty and it’s a shame there was no faculty presence at the retreat. I would like to request formally copies of reports, minutes, and other pertinent information be provided to the Academic Senate so that we may have a sense of your thinking on the important matters addressed on your agenda.

Secondly, a remark on the EMP draft: I was very surprised to hear Bud Allen state, at the flex week EMP update, that he was working on the second “and perhaps final” draft of the emp and that it might be completed in a week or two. This surprised me because, as I understand the process (and I was co-chair of the emp task group), the draft of phase 2 has been turned over to the Institutional Planning Committee which has become the working group (smaller than the taskforce) that will comb through the document for the purposes of revision. The IPC has yet to convene for this semester. More on the process: after the IPC completes revisions, the document will be sent to the constituencies of the college for review and suggestions and then for their seals of approval, and only after that inclusive and exhaustive process, the EMP document will be presented to you for your approval. Obviously this will not happen by next week.

I did note that a focus of today’s Board Retreat was “discussion on how best to use the information from the draft EMP.” The collegial process I just described is the only way a document can be produced that the faculty will be able to endorse, I can assure you.

Finally, a remark on the Modernization project: During flex week, there was a very informative presentation by representatives from Ventura College describing the processes they used the implement facilities bonds on their campus. Interestingly, the group representing Ventura, the group responsible for overseeing bond implementation, consisted of actual Ventura College employees: a History professor, a Dean, and a classified director. These three worked directly with architects, builders, financial people, trustees, administrators, faculty, staff, and students. They spoke with the conviction of experience, with impressive knowledge, and enthusiasm about their capital projects. Rather than using the abstract and breezy language of paid consultants and hired hacks, they expressed themselves in the concrete detail that belongs to speakers who know whereof they speak. Sadly, not too many decision-makers attended this session—one dean was there for most of the time; one dean came in toward the end; Dr Schneider was there; Dave Kirn and Rob Barthleman were there. This session was videotaped and I urge you to take a look at it.

I want to report one part of the presentation tonight. They told a story which, for me, resonated with the force of a parable. Two projects have been completed in their modernization project. The first was a Math/Science complex where they followed a process that did not include meaningful participation from the building’s users. There were meetings with the users but they were cursory and really only paid lip service to the views expressed. The real planning and designing of the building took place elsewhere.
with decision-makers who were not users of the facility. The result was that when the building was completed and the doors opened, rather than excitement about a new state of the art facility, there was grumbling and disappointment and the disheartening discovery that the building’s design specifics did not meet the functional requirements of the users.

The next project was a Learning Resources Center and for this one, they changed the processes of developing it and their approach to it. The three college employees were put in the position of project managers. Faculty, staff, and students were consulted and collaborated on each stage of the plans and designs. In the course of this collegial process, many of the historic antagonisms among the constituencies diminished as they learned how to work together on a common goal and a building that truly reflected the requirements of the uses for which it was designed emerged. Judging from the slides of the interiors and exteriors, it’s a thing of beauty. And even more importantly, those who use it love it. It reflects the mission, vision, and values of Ventura College and, according to the speakers, seems to externalize the espirit that flourished at the college when those who do the work were included fully and meaningfully in the decision making processes, no matter how technical.

Respectfully submitted

David Rollison
Academic Senate President
ASCOM/Student Senate Report

The holiday was much needed by the end of last semester. I am glad to say that I got rest over the break and have renewed and increased my energy for this semester. Student leaders are ready for the new semester and have their projects and events already in the works. ASCOM and the Student Senate have a lot of new and exciting projects that we will be working on this spring.

ASCOM:

- **Pizza Party/Open House:** We will be hosting a Pizza Party this Thursday from 1-2pm in our office, SS241. The party and open house are part of an effort to increase student participation within ASCOM, Student Senate, Inter-Club Council, COM Modernization, and Governance.

- **Student Government Elections:** We are beginning to prepare for spring elections. Both the Student Senate and ASCOM are looking for students to serve next year and are planning to train them throughout the spring semester.

Student Senate:

- **Student Union Design Contest:** The Student Senate is sponsoring a design contest for the new Student Union Building. There will be specific criteria for the design, which will include: level of sustainability, originality of design, feasibility of design, as well as many other factors. The criteria will be approved at next week’s student senate meeting. I will get back to you with more information as it comes along.

- **Student Incentives Analysis:** The Student Senate is looking into offering incentive for students to serve on governance committees.

- **Student Representation Fee:** The Student Senate will be doing an education campaign for the student Representation fee. The Senate would like to inform students about where the fee is allocated and how it is spent. This will lead up to the tentative student representation fee increase coming up for student election this spring.
MARIN COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

RESOLUTION No. 2/14/06 B.4.b(1)
IN SUPPORT OF BLACK HISTORY MONTH

WHEREAS, the month of February is designated as Black History Month;

WHEREAS, the past and continuing and special contributions and achievements of African Americans are acknowledged each year during Black History Month;

WHEREAS, African Americans contributed substantially in the formation of our nation;

WHEREAS, African Americans initiated the pursuit of civil rights in this country and through their blood, sweat and perseverance continue to influence change in our nation;

WHEREAS, the efforts of African Americans have resulted in monumental achievements and gains for all disenfranchised people;

WHEREAS, African Americans significantly contribute to education, politics, business, public service, religion, the sciences and research, culture, and entertainment and these contributions and achievements enhance and strengthen our society;

WHEREAS, discoveries and inventions by African Americans have improved the quality of life in our society;

WHEREAS, College of Marin, in recognition of the significant contributions and achievements of African Americans, diversifies curriculum to include contributions of people of all racial, religious and ethnic groups;

WHEREAS, College of Marin, in appreciation of diversity, provides educational and social events and opportunities for faculty, staff and students to learn about men and women of all racial, religious and ethnic groups;

RESOLVED, that the Board of Trustees of the Marin Community College District joins with faculty, students and staff of College of Marin in observing Black History Month.

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

PASSED AND ADOPTED this 14TH day of February, 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 above stated.

Frances L. White
Secretary to Board of Trustees
MARIN COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

RESOLUTION No. 2/14/06 B.4.b(2)
IN SUPPORT OF NATIONAL ENGINEERING WEEK

WHEREAS, February 19-25, 2006, has been designated National Engineering Week and is recognized by many corporations, professional engineering societies and organizations including:

American Society of Engineering Education (ASEE)
Society of Manufacturing Engineers (SME)
American Society of Mechanical Engineers (ASME)

WHEREAS, engineering is the profession that applies the skills and understanding of the physical, geological, mathematical and biological sciences;

WHEREAS, engineering is the profession that supports the growth, habitation and aesthetic aspirations of society;

WHEREAS, engineering programs at the College of Marin support and maintain college accreditation;

WHEREAS, engineering supports many community-based activities including public works, computer software and graphics, architecture and environmental management.

THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Marin Community College District declares February 19-25, 2006, Engineering Week at College of Marin in recognition of the importance of the engineering program for the students of the College and in recognition of the role of the program in teaching the related course offerings.

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

PASSED AND ADOPTED this 14TH day of February, 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 above stated.

Frances L. White
Secretary to Board of Trustees
President’s Report
Board of Trustees Meeting
February, 2006

Spring 06 Credit Enrollment Data
Spring 06 credit enrollment figures as of first census day (February 4, 2006) have been compiled by the Office of Organizational Development and Planning from the QUE 117, CAM-5, and STUMAST. Compared to Spring 05 first census day:

* Headcount declined 4.7%, or 330 heads, to 6,686
* Weekly student contact hours (WSCH) declined 4.3 percent, or 2,674.4, to 60,093
* Load declined 6.4%, or 25, to 365
* FTE faculty increased 2.1%, or 3,344, to 164,465

Educational Master Planning
The Institutional Planning Committee is now working on a revised draft of the Educational Master Plan. The EMP has come directly to the IPC from the Education Master Plan Task Group Steering Committee and consultant Bud Allen as part of the participatory governance process. The latest version of the EMP is available on the intranet. The IPC welcomes all suggestions and requests they be sent to David Rollison and Anita Martinez by noon on Wednesday, February 15th. The IPC will review the entire document, in particular the goals, at its next meeting on Wednesday, February 15, at 2 p.m. in AC108. The IPC is a participatory governance committee, and its meetings are open to all to attend.

Call for Proposals: Educational Excellence Innovation Fund
Proposals for the Educational Excellence Innovation Fund for Fall, 2006 projects are due April 28 to the President’s Office. Proposal forms will be available from the President’s Office in the next few weeks. The EEIF provides seed money to encourage faculty and staff to dream out loud. Last semester, 9 awards were granted for a total of $159,281.

W. Allen Taylor Featured in San Francisco Chronicle
COM Theatre Arts teacher W. Allen Taylor was recently featured in the San Francisco Chronicle. To celebrate Black History Month, the paper interviewed 20 Bay Area African American artists about their creative processes, influences and goals. Allen’s profile is available at http://sfgate.com/cgi-bin/article.cgi?f=/c/a/2006/02/08/DDG0NH3OBP1.DTL
College of Marin Events and Activities
March, 2006

For more information, please consult the College's online calendar at www.marin.cc.ca.us

Wednesday, March 1, 2006
Deadline for priority financial aid applications for 2005-06

Friday, March 3, 2006
Drama Department presents The Threepenny Opera

Saturday, March 4, 2006
Drama Department presents The Threepenny Opera

Friday, March 10, 2006
Drama Department presents The Threepenny Opera

Saturday, March 11, 2006
Drama Department presents The Threepenny Opera
Drama Department presents auditions for Black Box Festival One-Act plays

Sunday, March 12, 2006
Drama Department presents The Threepenny Opera

Friday, March 17, 2006
Music Department presents New Music 101
Drama Department presents The Threepenny Opera

Saturday, March 18, 2006
Music Department presents New Music 101
Drama Department presents The Threepenny Opera

Sunday, March 19, 2006
Drama Department presents The Threepenny Opera
Music Department presents New Music 101

Friday, March 24, 2006
Drama Department presents A WOL

Friday, March 31, 2006
Drama Department presents Lighten Up John - Instant Theatre!
Dance Department presents Spring Concert
Last day to file application for Spring graduation
COLLEGE OF MARIN MISSION STATEMENT
APPROVED MAY 10, 2005

The College of Marin’s mission is to provide educational opportunities for all students and community members: preparation for transfer to four-year schools and universities, workforce education, basic skills improvement, intellectual and physical development, and cultural enrichment. The College is committed to responding to community needs by offering student-centered programs and services in a supportive, innovative learning environment. The College of Marin pledges educational excellence to all members of our diverse community.

The College of Marin Mission Statement shall be reviewed annually at the March Board of Trustees Meeting and considered for approval by the Board at the April Board of Trustees Meeting.

Dated: December 7, 2005
BOARD AGENDA ITEM

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<td>Superintendent/President</td>
<td>Item &amp; File No. B.12.B</td>
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<td>Reason for Board Consideration:</td>
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<td>Enclosure(s):</td>
<td>Recommendations</td>
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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.

A. Phillips, Y. Brooks, C. Cherin, and K. Krause are on the non-instructional side of the 50% law.

V. Ariano is on the 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

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BACKGROUND INFORMATION:

1. Correction to the January 24, 2006 Board Agenda. Ms. Brooks effective date of hire was changed to January 19, 2006.

*probationary period for Police Officers is one (1) year.
A. 1 APPOINTMENT OF HOURLY PERSONNEL

<table>
<thead>
<tr>
<th>Name</th>
<th>Division/Department</th>
<th>Start Date</th>
<th>Expiration Date</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cherin, Catherine</td>
<td>Workforce Development/Community Partnerships</td>
<td>01/01/2006</td>
<td>03/01/2006</td>
<td>$40.00</td>
</tr>
<tr>
<td>Phillips, Armond</td>
<td>Human Resources</td>
<td>01/01/2006</td>
<td>06/30/2006</td>
<td>$57.27</td>
</tr>
</tbody>
</table>

BACKGROUND INFORMATION

1. Ms. Cherin will serve as a Professional Expert to provide training in Spanish for the Introduction to Foster Parenting classes through the Workforce Development and Community Partnerships program.

2. Mr. Phillips will serve as a Professional Expert in the Human Resources Department; he will be working with the Dean in updating the Board Policies.
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>Krause, Kara</td>
<td>Human Resources</td>
<td>1.0</td>
<td>12</td>
<td>Probation</td>
<td>c.o.b. 01/26/2006</td>
</tr>
</tbody>
</table>

BACKGROUND INFORMATION:


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>Appl. Type</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ariano, Vaughan</td>
<td>Instructional Specialist –</td>
<td>From .40</td>
<td>8.5</td>
<td>Perm.</td>
<td>01/30/2006 – 05/26/2006</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English</td>
<td>To .1867</td>
<td></td>
<td>Temp.</td>
<td></td>
</tr>
</tbody>
</table>

BACKGROUND INFORMATION:

1. Temporary decrease in assignment in order to meet the current needs of the English Department for Spring 2006 semester.
BOARD AGENDA ITEM

To: Board of Trustees  Date: February 14, 2006
From: Superintendent/President  Item & File No. B.12.C
Subject: Educational Management Personnel Recommendations
Reason for Board Consideration:  Enclosure(s):
  APPROVAL  Recommendations

BACKGROUND:

The Educational Management Personnel Recommendations are attached.

A. Resignation of Educational Management Personnel

FISCAL IMPLICATIONS: All recommendations are within budgeted FTE.

RECOMMENDATION:

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

Administrator Initiating Item: Linda Beam, Executive Dean of Human Resources and Labor Relations
### A. RESIGNATION/RETIREMENT OF EDUCATIONAL MANAGEMENT PERSONNEL

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Title/Discipline</th>
<th>FTE</th>
<th>Appt. Type</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cook, Stacey A.</td>
<td>Director of Student Affairs and Health Center</td>
<td>1.0</td>
<td>Permanent</td>
<td>2/22/06</td>
</tr>
</tbody>
</table>

**BACKGROUND INFORMATION:**

1. Dr. Stacey A. Cook has submitted her resignation effective, February 22, 2006.
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 01/04/06 through 01/25/06, warrants 58510-58845 were issued in the total amount of $1,672,924.21.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the payments for goods and services.
DATE: February 14, 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 58510-58845 in the amount of $1,672,924.21 for all funds for the period 01/04/2006 through 01/25/2006 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 $1,363,146.93 of the above amount.

President or Designee

EXPENDITURE SUMMARY
2005/2006
General Fund – All Programs
Period Ending 01/31/06

<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>17,254,622</td>
<td>8,963,300</td>
<td>8,291,322</td>
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</tr>
<tr>
<td>Classified Salaries</td>
<td>10,076,607</td>
<td>5,629,472</td>
<td>4,447,135</td>
<td></td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>9,089,772</td>
<td>4,691,551</td>
<td>4,398,221</td>
<td></td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>1,103,165</td>
<td>136,488</td>
<td>344,959</td>
<td>621,718</td>
</tr>
<tr>
<td>Other Operating Expense*</td>
<td>5,145,850</td>
<td>505,498</td>
<td>2,235,888</td>
<td>2,404,464</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>1,155,863</td>
<td>53,374</td>
<td>275,437</td>
<td>827,052</td>
</tr>
<tr>
<td>Other Outgo**</td>
<td>5,478,672</td>
<td>2,403,925</td>
<td>3,074,747</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>49,304,550</td>
<td>695,360</td>
<td>24,544,532</td>
<td>24,064,658</td>
</tr>
</tbody>
</table>

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

** Includes financial aid awards and interfund transfers.
**BOARD AGENDA ITEM**

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date: February 14, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>Item &amp; File No. B.12.E</td>
</tr>
<tr>
<td>Subject:</td>
<td>Short-Term Hourly Positions</td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td></td>
<td>Enclosure(s):</td>
</tr>
<tr>
<td></td>
<td>APPROVAL</td>
<td>Job Descriptions</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.

House Manager, Stage Manager and Recording Technician in the Music Department are on the non-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 - February 14, 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>Music Dept.</td>
<td>Recording Technician – Assist classified staff with music productions on March 17, 2006; May 5, 6, 7, 13, 18, 20, &amp; 24, 2006; June 22, 23 &amp; 24, 2006.</td>
<td>4</td>
<td>03/17/2006</td>
<td>03/17/2006</td>
<td>$9.75 - $10.75 DOE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>05/05/2006</td>
<td>05/24/2006</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>06/22/2006</td>
<td>06/24/2006</td>
<td></td>
</tr>
<tr>
<td></td>
<td>House Manager – Assist classified staff to: Manage house; open &amp; lock building and theatre; distribute programs; direct ushers; collect cash donations; guard art gallery; coordinate with stage manager and faculty to open house, turn house lights on/off and start performances; clean up house and lobby after performances on March 17, 18, &amp; 19, 2006; May 5, 6, 7, 13, 18, 20 &amp; 24, 2006; June 16, 17, 21, 22, 23 &amp; 24, 2006.</td>
<td>4</td>
<td>03/17/2006</td>
<td>03/19/2006</td>
<td>$9.75 - $10.75 DOE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>05/05/2006</td>
<td>05/24/2006</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>06/22/2006</td>
<td>06/24/2006</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stage Manager – Assist classified staff. Be familiar with musical score so technical cues during rehearsals and performances can be called correctly. Be sure everyone involved with production is in place on time; coordinate with House Manager as to when lights and curtains go up for beginning time of show; help set-up stage re-arrangement or adjustments during concerts and strike at end of performances on May 7, 12, 13, 18, 19, 20 &amp; 24, 2006.</td>
<td>4</td>
<td>05/05/2006</td>
<td>05/24/2006</td>
<td>$9.75 - $10.75 DOE</td>
</tr>
</tbody>
</table>
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees                      Date: February 14, 2006
From: Superintendent/President          Item & File No. B.12.F
Subject: Student Fee/Refund Schedule for 2006/07
Reason for Board Consideration: APPROVAL

BACKGROUND:

The Marin Community College District Board of Trustees reviews and approves the Student Fee/Refund Schedule annually. The recommended changes for the 2006/07 Academic Year are as follows:

Increase in Non-Resident Tuition:

   U.S. Citizen Tuition from $171 to 175 per unit
   Non-U.S. Citizen from $177 to $185 per unit

The fees were increased this year by the 05/06 USCPI factor of 2.6%. Under allowable calculations the District could have charged up to $279 per unit.

This increase in rates has been reviewed with student leadership.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve increasing the Non-Resident student tuition fee to $175 per unit for U.S. Citizens and $185 per unit for Non-U.S. Citizens for the 2006/07 Academic Year.

Administrator Initiating Item

2/3/05 10:47 a.m.

Albert J. Harrison II, Vice President, College Operations
BOARD AGENDA ITEM

To: Board of Trustees

From: Superintendent/President

Subject: Authorization to Procure ERP System

Reason for Board Consideration: APPROVAL

Date: February 14, 2006

Item & File No. B.12.G

BACKGROUND:

In March 2005 the Board of Trustees approved the selection of Strata Information Group (SIG) to assist the College with the procurement of a new administrative information system. Initial meetings were held in May with the Technology Committee and in June with the ERP Steering Committee and the Functional Evaluation teams. Teams worked on developing scripts for their respective areas identifying needs and functions desired in a new system.

A Request for Proposal was developed and sent out in June with responses received from Datatel and Sungard SCT. Staff attended demonstrations by Sungard SCT on September 26 through 30th and by Datatel on October 10 through 14, 2005.

After going through a rigorous process that included negotiating, evaluating, reviewing, discussion and reference checks, staff has selected and made a recommendation to the President. Staff and the ERP Consultant, SIG, will be available to answer questions and describe the process used to award a vendor to purchase an ERP system.

Acquiring an ERP system is a part of our Measure C modernization program and will be funded with Bond funds.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees authorize staff to negotiate a contract with Sungard SCT for the purchase of an ERP system for the College.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations

2/3/06 10:30
MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Date: February 14, 2006

Subject: Contract Award to FloorTec for Miscellaneous Floor Covering Installations at Kentfield and Indian Valley Campuses

Reason for Board Consideration: APPROVAL

Enclosure(s): Floorplans

BACKGROUND:

The Interior Finishes Subcommittee has completed preliminary work in providing the District with options for Interior Floor Finishes Standards. A number of floor material vendors were reviewed by the subcommittee. Vendors that were deemed to have products that best met the criteria set by the subcommittee were asked to donate a sample of their products for “field testing” in the actual service and maintenance conditions they will be used in.

These “mock-ups” must be installed by a qualified installer. FloorTec has worked with the District previously and is an approved California Multiple Award Schedule (CMAS) vendor.

Installations will occur in four locations on the Kentfield and Indian Valley Campuses. Attached is a summary of the four locations and floor plans showing exactly where the products will be installed.

FloorTec’s proposal for “mock-up” floor covering installation is in the amount of $3,295.20 to be paid with bond funds.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the contract with FloorTec for “mock-up” floor covering installation services in the amount of $3,295.20.

Administrator Initiating Item

Albert J. Harrison II, Vice President, College Operations
Floor Product Sample Mock-up Program Card

**Carpet Materials**

<table>
<thead>
<tr>
<th>Location No. 1</th>
<th>Learning Resource Center - East Exit Corridor Room 138, Second Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shaw</td>
<td>24&quot;x24&quot;</td>
</tr>
<tr>
<td>Interface</td>
<td>19.66&quot;x19.66&quot;</td>
</tr>
<tr>
<td>Lee’s</td>
<td>24&quot;x24&quot;</td>
</tr>
</tbody>
</table>

**Location No. 2**

<table>
<thead>
<tr>
<th>Roll Goods</th>
<th>Learning Resource Center - East Side: Main Lobby to East Corridor Intersection, Rooms 19 and 45, First Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shaw</td>
<td>12' roll</td>
</tr>
<tr>
<td>C&amp;A</td>
<td>6' roll</td>
</tr>
<tr>
<td>Lee’s</td>
<td>12' roll</td>
</tr>
</tbody>
</table>

**Resilient Materials**

<table>
<thead>
<tr>
<th>Location No. 3</th>
<th>Fusselman Hall Entry Lobby Room 123</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiles</td>
<td>Forbo Marmoleum 20&quot;x20&quot;</td>
</tr>
<tr>
<td></td>
<td>Tarkett Linoleum 20&quot;x20&quot;</td>
</tr>
<tr>
<td></td>
<td>Nora Rubber 39.66&quot;x39.66&quot;</td>
</tr>
</tbody>
</table>

**Location No. 4**

<table>
<thead>
<tr>
<th>Roll Goods</th>
<th>Fine Arts - West Wing Lobby/Vestibule Room 121</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forbo Marmoleum</td>
<td></td>
</tr>
<tr>
<td>Forbo Vinyl</td>
<td></td>
</tr>
<tr>
<td>Tarkett Linoleum</td>
<td></td>
</tr>
<tr>
<td>Tarkett Vinyl</td>
<td></td>
</tr>
</tbody>
</table>
BACKGROUND:

Based on facility conditions assessments in the Diamond PE Complex and Fine Arts Building, asbestos piping has been discovered that requires abatement and reinstallation in advance of future building modernization.

Bids were received January 27, 2006 at 2:00 p.m. Three bids were submitted with three responsive to the bidding requirements:

- Asbestos Management Group $27,700.00
- Sterling Environmental Corp. $59,400.00
- Bayview Environmental Service $60,460.00

This project will be funded by 2002/03 State Hazardous Substance Grant funds ($25,264) that the District must use by May 15, 2006. State Hazardous Substance grants are funded by the State at 100%. The balance of $2,436 will come from District general funds.

The Design Engineer’s construction budget estimate is $60,000.00. Some design costs may be involved to be covered by Measure C bond funds.

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees award the bid for Asbestos Abatement, Kentfield Campus for the PE Complex (Project # 308C) and Fine Arts Building (Project # 306B) to perform asbestos abatement and reinstallation to the Asbestos Management Group in the amount of $27,700.00.

Administrator Initiating Item:

Albert J. Harrison II, Vice President, College Operations
BOARD AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Date: February 14, 2006
Item & File No. B.13.B

Subject: Resolution Authorizing Budget Transfers – FY 2005/06

Reason for Board Consideration: APPROVAL
Enclosure(s): Resolution & Budget Transfer List

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 transfer numbers 272, 300, 305, 039 -311, 322, 326, 330, 343, 346, 347, 351, 354, 360 totaling $57,731.00, from the Unrestricted Funds. Budget Transfer 357 for $100,000.00 was from the contingency to set-up the new Educational Excellence Innovation Fund (EEIF).

There were three transfers made from the Restricted Funds. The numbers were 313, 350, and 355, totaling $10,571.00.

There were three budget transfers made from the Measure C Building Fund that are not included in the totals because the funds remained within the same object code, but under various projects. These transfers 307, 332, 333, totaled $119,001.50.

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, Interim 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 budget transfer numbers 272, 300, 305, 309-311, 322, 326, 330, 340, 343, 346, 347, 351, 354, 357 and 360 with the following major object code classification adjustments:

<table>
<thead>
<tr>
<th>Object Code</th>
<th>General Fund</th>
<th>Child Care</th>
<th>Special Reserve</th>
<th>Self Insurance</th>
<th>Foundation Trust Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 (Certified Salary)</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000 (Classified Salary)</td>
<td>22,941</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3000 (Employee Benefits)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4000 (Supplies/Eqpt. Repl.)</td>
<td>(6,437)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5000 (Other Operating Exp.)*</td>
<td>134,636</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6000 (Capital Outlay)</td>
<td>(9,558)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7000 (Other Outgo)**</td>
<td>(95,700)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8000 (Income)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9000 (General Ledger)</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

* 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
### UNRESTRICTED

<table>
<thead>
<tr>
<th>BT #</th>
<th>10000</th>
<th>20000</th>
<th>30000</th>
<th>40000</th>
<th>50000</th>
<th>60000</th>
<th>70000</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>272</td>
<td>(200)</td>
<td>200</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>300</td>
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<td>87</td>
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<tr>
<td>305</td>
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<td>309</td>
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<tr>
<td>311</td>
<td>609</td>
<td></td>
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<tr>
<td>322</td>
<td>(300)</td>
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<td></td>
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<td></td>
<td>300</td>
<td></td>
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<td>326</td>
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<td>330</td>
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<td>205</td>
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<td></td>
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<td>(205)</td>
<td></td>
</tr>
<tr>
<td>340</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>343</td>
<td>(7,650)</td>
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<td></td>
<td></td>
<td>1,250</td>
<td>3,400</td>
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<td>346</td>
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<td></td>
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<td></td>
<td>(10,000)</td>
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<tr>
<td>347</td>
<td>(6,000)</td>
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<td>6,000</td>
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<tr>
<td>351</td>
<td>(8,000)</td>
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<td></td>
<td>8,000</td>
<td></td>
</tr>
<tr>
<td>354</td>
<td>(1,000)</td>
<td></td>
<td></td>
<td></td>
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<td>1,000</td>
<td></td>
</tr>
<tr>
<td>357</td>
<td></td>
<td>100,000</td>
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<tr>
<td>360</td>
<td>80</td>
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<td>(80)</td>
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### COMMUNITY ED & SERVICES

- UNRESTRICTED: 0
- RESTRICTED: 0

### TOTAL GENERAL FUND

<table>
<thead>
<tr>
<th></th>
<th>60000</th>
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</thead>
<tbody>
<tr>
<td>0</td>
<td>(22,941)</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>(6,437)</td>
<td>134,636</td>
</tr>
<tr>
<td>0</td>
<td>(9,558)</td>
<td>(95,700)</td>
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</table>

### TOTAL ALL FUND

<table>
<thead>
<tr>
<th></th>
<th>60000</th>
<th>60000</th>
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<tbody>
<tr>
<td>0</td>
<td>(22,941)</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>(6,437)</td>
<td>134,636</td>
</tr>
<tr>
<td>0</td>
<td>(9,558)</td>
<td>(95,700)</td>
</tr>
</tbody>
</table>

### Measure C Funds

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

<table>
<thead>
<tr>
<th>Object Code</th>
<th>60000</th>
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</thead>
<tbody>
<tr>
<td>* 307</td>
<td>(171,50)</td>
<td>171,50</td>
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<tr>
<td>* 332</td>
<td>(94,830)</td>
<td>94,830</td>
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<tr>
<td>* 333</td>
<td>(24,000.00)</td>
<td>24,000.00</td>
</tr>
<tr>
<td>*</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>*</td>
<td>0</td>
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<tr>
<td>*</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>*</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Measure C Building transfers where funds remained within same object code</strong></td>
<td>(119,001.50)</td>
<td>119,001.50</td>
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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>S59780</td>
<td>WorldBuild/David Gottfried</td>
<td>Kentfield/IVC</td>
<td>$50,425.00</td>
</tr>
<tr>
<td></td>
<td>Green Plan Consultant.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S59785</td>
<td>Sim Van der Ryn</td>
<td>Kentfield/IVC</td>
<td>$44,000.00</td>
</tr>
<tr>
<td></td>
<td>Green Plan Consultant.</td>
<td></td>
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</tr>
<tr>
<td>P101171</td>
<td>Marin Floor Covering</td>
<td>Kentfield/IVC</td>
<td>$1,580.00</td>
</tr>
<tr>
<td></td>
<td>Remove moldy water soaked carpet, DH.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101194</td>
<td>Roy C. Phares Enterprises</td>
<td>Kentfield/IVC</td>
<td>$4,800.00</td>
</tr>
<tr>
<td></td>
<td>Remove and replace failed transformer 12KV to 4160.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101195</td>
<td>Roy C. Phares Enterprises</td>
<td>Kentfield/IVC</td>
<td>$3,900.00</td>
</tr>
<tr>
<td></td>
<td>Remove and replace failed transformer 12KV to 4160.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101207</td>
<td>Law Office of Larry Frierson</td>
<td>Kentfield/IVC</td>
<td>$8,450.00</td>
</tr>
<tr>
<td></td>
<td>Legal services.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101212</td>
<td>Aggreko, LLC</td>
<td>Kentfield/IVC</td>
<td>$1,275.00</td>
</tr>
<tr>
<td></td>
<td>Delivery, one week rental, pick-up of 70KV generator.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101216</td>
<td>Marin Floor Covering</td>
<td>Kentfield/IVC</td>
<td>$1,796.00</td>
</tr>
<tr>
<td></td>
<td>Remove, dry and replace carpet and pad in Dickson Hall and Child Care Hall.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101217</td>
<td>Sonoma County Education</td>
<td>Kentfield/IVC</td>
<td>$2,535.00</td>
</tr>
<tr>
<td></td>
<td>Legal Services</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Litigation Services for November 2005.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101220</td>
<td>Poor Ann’s Press</td>
<td>Kentfield/IVC</td>
<td>$5,000.00</td>
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<tr>
<td></td>
<td>Printing Services.</td>
<td></td>
<td></td>
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<tr>
<td>P101222</td>
<td>Poor Ann’s Press</td>
<td>Kentfield/IVC</td>
<td>$5,000.00</td>
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<tr>
<td></td>
<td>Printing Services.</td>
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<td></td>
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<tr>
<td>P101234</td>
<td>Thrifty Rent-A-Car</td>
<td>Kentfield/IVC</td>
<td>$7,105.38</td>
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<tr>
<td></td>
<td>Rental services for 12 passenger Van.</td>
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<tr>
<td>P101240</td>
<td>Clark &amp; Sons Painting &amp; Decorating</td>
<td>Kentfield/IVC</td>
<td>$4,350.00</td>
</tr>
<tr>
<td></td>
<td>Cleaning and painting floor for DH 30. (Flood damage)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P101245</td>
<td>Craig’s List</td>
<td>Kentfield/IVC</td>
<td>$1,000.00</td>
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<tr>
<td></td>
<td>Online job posting services.</td>
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</tr>
<tr>
<td>P101262</td>
<td>Poor Ann’s Press</td>
<td>Kentfield/IVC</td>
<td>$4,000.00</td>
</tr>
<tr>
<td></td>
<td>Printing Services.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agreement Number</td>
<td>Vendor/Description</td>
<td>Location/Dept.</td>
<td>Amount</td>
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<td>------------------</td>
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</tr>
<tr>
<td>P101264</td>
<td>Ad Age Broadcast Network</td>
<td>Kentfield/IVC</td>
<td>$5,512.00</td>
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<tr>
<td></td>
<td>Radio Advertising Spring 2006 semester.</td>
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<tr>
<td>P101274</td>
<td>Cromer Equipment</td>
<td>Kentfield/IVC</td>
<td>$1,600.00</td>
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<tr>
<td></td>
<td>Repair brakes and charge system of Cat. TC60D fork lift.</td>
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<tr>
<td>P101275</td>
<td>Sterling Environmental</td>
<td>Kentfield/IVC</td>
<td>$1,500.00</td>
</tr>
<tr>
<td></td>
<td>Mold remission after roof leak OH 102.</td>
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</table>

**Restricted**

<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Vendor/Description</th>
<th>Location/Dept.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>S59786</td>
<td>Mary Sage</td>
<td>Kentfield/IVC</td>
<td>$10,000.00</td>
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<tr>
<td></td>
<td>Consultation and training for alternate media text production 1-1 to 6-30-2006.</td>
<td></td>
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</tr>
<tr>
<td>S59788</td>
<td>Marin County School to Career Pathways</td>
<td>Kentfield/IVC</td>
<td>$20,000.00</td>
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</tbody>
</table>