

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA**

CHANGE THE PERIOD

Fiscal Year: 2015-2016

District: (330) MARIN

Quarter Ended: (Q3) Mar 31, 2016

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2012-13	Actual 2013-14	Actual 2014-15	Projected 2015-2016
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	46,367,612	48,131,391	51,923,899	56,844,307
A.2	Other Financing Sources (Object 8900)	0	735,039	459,489	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	46,367,612	48,866,430	52,383,388	56,844,307
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	46,552,368	45,949,961	48,787,639	56,210,205
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,027,386	1,505,849	1,651,641	2,335,616
B.3	Total Unrestricted Expenditures (B.1 + B.2)	47,579,754	47,455,810	50,439,280	58,545,821
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-1,212,142	1,410,620	1,944,108	-1,701,514
D.	Fund Balance, Beginning	5,141,775	3,929,633	4,796,123	6,740,231
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	5,141,775	3,929,633	4,796,123	6,740,231
E.	Fund Balance, Ending (C. + D.2)	3,929,633	4,796,123	6,740,231	5,038,717
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	8.3%	10.1%	13.4%	8.6%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	4,696	4,363	3,831	3,647
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III. Total General Fund Cash Balance (Unrestricted and Restricted)	As of the specified quarter ended for each fiscal year			
	2012-13	2013-14	2014-15	2015-2016

H.1	Cash, excluding borrowed funds		1,621,867	2,496,418	5,459,066
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	1,461,599	1,621,867	2,496,418	5,459,066

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	56,844,307	56,844,307	33,576,877	59.1%
I.2	Other Financing Sources (Object 8900)	0	0	1,109	
I.3	Total Unrestricted Revenue (I.1 + I.2)	56,844,307	56,844,307	33,577,986	59.1%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	56,210,205	56,210,205	38,743,945	68.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,335,616	2,335,616	554,605	23.7%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	58,545,821	58,545,821	39,298,550	67.1%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-1,701,514	-1,701,514	-5,720,564	
L.	Adjusted Fund Balance, Beginning	6,740,231	6,740,231	6,740,231	
L.1	Fund Balance, Ending (C. + L.2)	5,038,717	5,038,717	1,019,667	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	8.6%	8.6%		

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	% *	Permanent		Temporary		Total Cost Increase	% *
			Total Cost Increase	% *	Total Cost Increase	% *		
a. SALARIES:								
Year 1:								
Year 2:								

	Year 3:							
b. BENEFITS:								
	Year 1:							
	Year 2:							
	Year 3:							

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **YES**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

On March 16, 2016, the District refunded existing General Obligation bonds by issuing \$40,845,000 in new General Obligation bonds. This transaction resulted in \$2,109,198 net premium revenue and transaction costs of \$352,533 for underwriter's discount and other costs of issuance. The refinancing will save our taxpayers approximately \$4,292,000 over the life of the bonds.

VII. Does the district have significant fiscal problems that must be addressed? **NO**

This year? **NO**
Next year? **NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA

CHANGE THE PERIOD 
 Fiscal Year: 2015-2016

District: (330) MARIN

Quarter Ended: (Q3) Mar 31, 2016

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

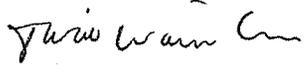
CBO Name: Greg Nelson

CBO Phone: 415-884-3100

CBO Signature: 

Date Signed: 4/27/16

Chief Executive Officer Name: David Wain Coon

CEO Signature: 

Date Signed: 4-29-16

Electronic Cert Date: 04/27/2016

District Contact Person

Name: Peggy Isozaki

Title: Director, Fiscal Services

Telephone: 415-884-3160

Fax: 415-883-3261

E-Mail: misozaki@marin.edu

California Community Colleges, Chancellor's Office
 Fiscal Services Unit
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 Sacramento, California 95811

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concerns raised by Trustees at the last board meeting. A copy of the proposed procedure is attached to the agenda and defines three reserves the College would maintain, the purpose of each reserve and how they might be funded. Transfers from reserves would require Board action. Vice President Nelson commented that he is trying make sure the procedure that is easy to follow, pliable and does not have to be changed every year.

There was discussion about one-time funds, the importance of informing the community about on-going liabilities, the importance of annual and quarterly reviews to track progress and stay on target, increasing reserve levels when possible to plan for the future, paying attention to the tradeoffs when excess funds go to reserve, and the difficulty of staying current with fluctuating projections and assumptions.

This procedure will be put into the procedure template and go through the governance system before it comes back to the Board for review and before it becomes practice.

Discussion, Information: 2. Tentative Budget 2016-17

Vice President Nelson reported that the tentative budget has historically been a rolled budget of the current fiscal year categories and did not really reflect the needs from a financial standpoint. This year, the tentative budget includes information derived from meetings with the governance committees which will results in less work over the summer to get to the adopted budget. The strategic plan has been added to show how the budget ties to those initiatives. Vice President Nelson reviewed budget highlights from the State budget including potential legislative changes related to Community Supported (Basic Aid) district funding. Vice President Nelson also reviewed the budget assumptions and highlights, commenting that there a small structural deficit which will probably be closer to zero by the end of the fiscal year and that the College has done a good job over the last few years maintaining reserve levels. Any significant changes will be reflected in the adoption budget. Vice President Nelson reviewed the changes to the budget document, noting the addition of information about PRAC, Mission, Vision and Values, Strategic Plan and charts for clarification.

There were questions and discussion about property tax reductions, use of Prop 30 funds, OPEB/Self Insurance funds, redevelopment funds, Measure C redemption fund, the community services budget, increased legal fees, utility costs, child development fund budget, mandated costs, COM Foundation scholarship pass through account for scholarships, pension liabilities and categorical funding. Vice President Nelson expressed his appreciation to the governance committees, Vice President Eldridge, Sara McKinnon and other faculty and staff for their work.

H. Consent Calendar Items - Consideration and Action (ROLL CALL VOTE)

Action (Consent): 1. Approve Consent Calendar Items - Consideration and Action (ROLL CALL VOTE)

Resolution: The Superintendent/President recommends the Board of Trustees approved the listed consent calendar items.

The Superintendent/President recommends the Board of Trustees approved the listed consent calendar items.

Motion by Eva Long, second by Phil Kranenburg.

Procedural: 4. Public Comment (3 minutes per speaker)

Jon Gudmundsson spoke of his concerns that the College did not fly the California State flag on each campus as per Board Policy.

Wanden Treanor was recognized for her 20 years of service on the Board of Trustees and presented with a plaque and flowers. The Board also recognized the recent marriage of Trustee Treanor and Judge Faye D'Opal with a gift.

E. Senate and Student Reports

Report: 1. Academic Senate Report

Sara McKinnon also recognized Trustee Treanor's years of service on behalf of the faculty and all she has done for the college over those years. She also congratulated Patrick on the launch of the new website this afternoon.

She thanked Jonathan Eldridge, Diane Traversi and student services for implementing many of the recommended changes from the Educational Advisory Board.

Report: 2. Classified Senate Report

A written report is attached to the agenda.

Report: 3. Student Association Report

Darlene Baten reported on Student Success held this past weekend where students for student tours and placement testing. Darlene attended the student trustee workshop this past weekend.

F. Chief Executive Officer Report

Discussion, Information: 1. Foundation Advisory Committees Report

President Coon introduced the chairs of the two Foundation Advisory Committees, Roger Smith of the finance committee and Pam Cook of the program committee, to provide their quarterly reports. Mr. Smith noted that there are 5 very well qualified professionals on the finance committee who come from very different aspects of the industry and provide a wide variety of opinions. In just 3 meetings they have come very close to developing an investment policy that is succinct and appropriate for the size of the investment portfolio. Ms. Cook reported that there are 6 individuals on the program committee with knowledge about the College of Marin and philanthropy, and include individuals that work with non-profits and donors to the College of Marin. The committee goal is to see that donations are made to the College and to ensure that the funds are being used as intended by the donors. They are committed to finding a way to make this work better than it did in the past and are getting great support from the College. They have also had 3 meetings and are schedule to meet with the finance committee in September. They have a lot of interest in donor intent and funding-raising and ideas for the College. Trustee Conti commented that she was very impressed with the work being done by both committees.

Discussion, Presentation: 2. 2016-2017 Adoption Budget

Vice President Nelson updated the Board on the changes that occurred in Adoption Budget since his presentation of the Tentative Budget in June. He reminded Trustees that the tentative budget is about 80% of the planning process from the past fiscal year, with the goal to have the bulk of the work done in the Tentative Budget, and incorporate changes occurring over the summer into the Adoption Budget.

The budget document has been enhanced with visual aids, fast facts, and a dictionary of accounting terms. Vice President Nelson commented on the increased reserve level and noted that historical reserve information is now included in the budget document. Expenses are below revenue this year resulting in about \$205,000 surplus over what was projected for the year. Revenue assumptions for this fiscal year are based on secured property taxes, Marin transit fees, maintaining Instructional units to 4800, one-time block grant funds, a small COLA for categorical funds and no election costs. Our Basic Aid status yields about \$27.7, up from \$19.9 from three years ago and is a direct correlation to the housing prices in this area. No OPEB pay go this year, which is significant. OBEP will pay us to pay for those costs rather than coming from the general fund. A section to reflect the new bond measure has been added to the budget as a place holder for when the first bond sales closes. At that time, Board will have to readopt the budget to address the value of the first bond sale and reflect it in the budget. The reserve level is maintained at 8% based on the Board policy passed at the last Board meeting and the process for growing the reserve will be defined in an administrative procedure which will be going through the governance process. A copy of the presentation is attached to the meeting agenda. There was discussion about STRS/PERS implications, PERS vs. PEPRAs costs, Branson income, cell phone towers (roof top units), and student demographics.

G. Consent Calendar Items - Consideration and Action (ROLL CALL VOTE)

Action (Consent): 1. Approve Consent Calendar Items - Consideration and Action (ROLL CALL VOTE)

Resolution: The Superintendent/President recommends the Board of Trustees approve the listed consent calendar items by roll call vote.

The Superintendent/President recommends the Board of Trustees approve the listed consent calendar items by roll call vote.

Motion by Wanden Treanor, second by Diana Conti.

Final Resolution: Motion Carries

Aye: Stephanie O'Brien, Eva Long, Brady Bevis, Diana Conti, Stuart Tanenberg, Wanden Treanor.

Action (Consent): 2. Classified Personnel Recommendations

Resolution: The Superintendent/President recommends that the Board of Trustees approve the Classified Personnel Recommendations effective August 16, 2016.

The Superintendent/President recommends the Board of Trustees approve the listed consent calendar items by roll call vote.

Motion by Wanden Treanor, second by Diana Conti.

Final Resolution: Motion Carries

Aye: Stephanie O'Brien, Eva Long, Brady Bevis, Diana Conti, Stuart Tanenberg, Wanden Treanor

Action (Consent): 3. Classified CSEA Position Recommendations

Resolution: The Superintendent/President recommends that the Board of Trustees approve the following action effective August 16, 2016, approve new job descriptions Enrollment Services I & II Community Education and revised CSEA Salary Schedule.



Agenda Item Details

Meeting	Jul 19, 2016 - Regular Board Meeting
Category	G. Consent Calendar Items - Consideration and Action (ROLL CALL VOTE)
Subject	12. Warrant Approval for Month of June 2016
Type	Action (Consent)
Recommended Action	The Superintendent/President recommends that the Board of Trustees approve the payments for goods and services.

Attached are the numbers and amounts of warrants prepared for purchase orders already issued, purchase orders previously approved for purchases over \$15,000 for labor or \$50,000 for materials, supplies and direct charges. Warrant registers are available in Fiscal Services for review.

For the period 06/01/2016 through 06/30/2016, warrants 178768-179251 were issued for the total amount of \$3,683,889. Payroll warrants 10028907-10029136 and payroll automated clearing house warrants 50042075-50042557 totaled \$1,851,208 for the month.

Total amount of warrants for the month were \$5,535,097.

[WarrantSummary 16 06 June.pdf \(191 KB\)](#)

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Motion & Voting

The Superintendent/President recommends the Board of Trustees approve the listed consent calendar items by roll call vote, with the removal of items 3 and 4 for discussion.

Motion by Wanden Treanor, second by Stuart Tanenberg.

Final Resolution: Motion Carries

Aye: Eva Long, Phil Kranenburg, Brady Bevis, Diana Conti, Stuart Tanenberg, Wanden Treanor

DATE: July 19, 2016
TO: Members of the Board of Trustees
SUBJECT: Payment for Goods and/or Services ratified

Per Board Bylaw 1.5310, Section i-7, it is recommended that **warrants 178768-179251** in the amount of **\$3,683,889** for the period **06/01/2016 through 06/30/2016** be approved for payment. For the period **06/01/2016 through 06/30/2016**, payroll warrants **10028907–10029136** were issued and payroll clearing house warrants **50042075-50042557** for a combined payroll total of **\$1,851,208**.

Copies of invoices and 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, claims and payroll. Total warrants for the month were **\$5,535,097**.

 President or Designee

Payment for Goods and Services Summary
 General Fund – All Programs
 June 2016

Warrant total distributed by fund and expense category as follows:

General Fund Breakdown:

<u>Unrestricted Fund</u>	Amounts	<u>Restricted Fund</u>	Amounts
Supplies	\$ 84,173	Supplies	\$ 62,687
Operating Expenditures	472,934	Operating Expenditures	113,212
Capital Expenditures	101,225	Capital Expenditures	25,618
Student Refunds	14,369	Student Aid	17,305
	<u> </u>		<u> </u>
Total	<u>\$ 672,701</u>	Total	<u>\$ 218,822</u>

Total of all Funds

Unrestricted Fund	\$ 672,701
Restricted Fund	218,822
Total General Fund	<u>\$ 891,523</u>
Child Development Fund	3,236
Investment Trust Fund	51,966
Self-Insurance Fund	55,335
Measure C Bond Fund	315,736
Subtotal Others Funds	<u>\$ 426,273</u>
Payroll and Benefits	<u>4,217,301</u>
Total Payments	<u>\$ 5,535,097</u>



Agenda Item Details

Meeting	Jul 19, 2016 - Regular Board Meeting
Category	G. Consent Calendar Items - Consideration and Action (ROLL CALL VOTE)
Subject	11. Budget Transfers for Month of June 2016
Type	Action (Consent)
Recommended Action	The Superintendent/President recommends that the Board of Trustees approve the Budget Transfers.

The accompanying information includes 21 budget transfers totaling \$63,182 in the Unrestricted Fund.

There were 23 budget transfers totaling \$93,539 in the Restricted Fund.

Net effect of transfers for the month.

Object Code	General Fund	Child Development	Investment Trust Fund	Measure C Bond
1000 (Certificated Salary)	(14,500)			
2000 (Classified Salary)	(1,400)			
3000 (Employee Benefits)	(6,000)			
4000 (Supplies)	(11,835)			
5000 (Other Operating Exp)*	30,549			
6000 (Capital Outlay)	3186			
7000 (Other Outgo)**	-			

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

**Includes contingency reserves and inter-fund transfers.

[BT Worksheet 16 06 Jun.pdf \(216 KB\)](#)

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been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Motion & Voting

The Superintendent/President recommends the Board of Trustees approve the listed consent calendar items by roll call vote, with the removal of items 3 and 4 for discussion.

Motion by Wanden Treanor, second by Stuart Tanenberg.

Final Resolution: Motion Carries

Aye: Eva Long, Phil Kranenburg, Brady Bevis, Diana Conti, Stuart Tanenberg, Wanden Treanor

June 2016		BUDGET TRANSFERS							TOTAL		
BT #		10000	20000	30000	40000	50000	60000	70000		OTHER	
UNRESTRICTED											
1	20672			\$	(1,636)	\$	1,636			0.00	1,636.00
2	20673					\$	27,841	(27,841)		0.00	27,841.00
3	20681			\$	600	\$	(600)			0.00	600.00
4	20720					\$	(279)	279		0.00	279.13
5	20723			\$	438	\$	(438)			0.00	438.39
6	20725			\$	(1,158)	\$	1,158			0.00	1,158.00
7	20729			\$	(250)	\$	250			0.00	250.00
8	20729			\$	(825)	\$	825			0.00	825.00
9	20739			\$	(2,450)			2,450		0.00	2,450.00
10	20745			\$	(150)	\$	150			0.00	150.00
11	20816			\$	190	\$	(190)			0.00	190.00
12	20817			\$	220	\$	(220)			0.00	220.00
13	20837			\$	(2,000)	\$	2,000			0.00	2,000.00
14	20893				(3,100)		3,100			0.00	3,100.00
15	20909						(17,000)	17,000		0.00	17,000.00
16	20910						(2,000)	2,000		0.00	2,000.00
17	20915			\$	37			(37)		0.00	37.45
18	20916			\$	(810)	\$	810			0.00	810.00
19	20918			\$	365	\$	(365)			0.00	364.58
20	20919			\$	(1,099)			1,099		0.00	1,099.00
21	20970					\$	734	(734)		0.00	733.91
22										0.00	0.00
Total Unrestricted					(11,628)		17,412	(5,784)			63,182
RESTRICTED FUND											
1	20716			\$	(1,100)	\$	1,100			0.00	1,100.00
2	20717		\$	(6,000)		\$	6,000			0.00	6,000.00
3	20721			\$	(600)	\$	600			0.00	600.00
4	20734			\$	(3,400)	\$	3,400			0.00	3,400.00
5	20736			\$	(3,653)	\$	3,653			0.00	3,653.00
6	20759			\$	780	\$	(780)			0.00	780.00
7	20780					\$	5,000	(5,000)		0.00	5,000.00
8	20787			\$	(4,967)	\$	(6,700)	11,667		0.00	11,667.00
9	20806		\$	(12,000)		\$	12,000			0.00	12,000.00
10	20818		\$	12,000		\$	(12,000)			0.00	12,000.00
11	20840			\$	508	\$	(508)			0.00	507.84
12	20848			\$	(2,900)	\$	2,900			0.00	2,900.00
13	20862			\$	8,000	\$	(8,000)			0.00	8,000.00
14	20875	\$	(14,500)		12,500	\$	2,000			0.00	14,500.00
15	20894		\$	1,100		\$	(1,100)			0.00	1,100.00

	BT #	10000	20000	30000	40000	50000	60000	70000	OTHER	TOTAL
16	20895	\$	(2,500)		\$	2,500			0.00	2,500.00
17	20913			\$	(390)	\$	390		0.00	390.00
18	20922				\$	(280)	\$	280	0.00	280.00
19	20929			\$	(2,800)	\$	2,800		0.00	2,800.00
20	20933			\$	(1,500)	\$	1,500		0.00	1,500.00
21	20936			\$	838	\$	(838)		0.00	838.00
22	20940				\$	(1,600)	\$	1,600	0.00	1,600.00
23	20945			\$	(423)	\$	423		0.00	423.00
24									0.00	0.00
Total Restricted		(14,500)	(1,400)	(6,000)	(207)	13,137	8,970	-	-	93,539
TOTAL GENERAL FUND		(14,500)	(1,400)	(6,000)	(11,835)	30,549	3,186	-	-	156,721
<u>CHILD DEVELOPMENT FUND</u>										
1									0.00	0.00
2									0.00	0.00
3									0.00	0.00
TOTAL CHILD DEVELOPMENT FUND		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<u>MEASURE C BOND FUND</u>										
1									0.00	0.00
2									0.00	0.00
TOTAL MEASURE C FUND		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
TOTAL ALL FUNDS		\$ (14,500)	\$ (1,400)	\$ (6,000)	\$ (11,835)	\$ 30,549	\$ 3,186	\$ -	\$ -	\$ 156,721



Agenda Item Details

Meeting	Jul 19, 2016 - Regular Board Meeting
Category	G. Consent Calendar Items - Consideration and Action (ROLL CALL VOTE)
Subject	10. Contracts and Agreements for Services for the Month of June 2016
Type	Action (Consent)
Recommended Action	The Superintendent/President recommends that the Board of Trustees approve the Contracts and Agreements.

Education Code 81655 stipulates that no contract is an enforceable obligation of the District until it has been approved by the Board of Trustees. Board Policy 6100 established the authority of certain administrators to approve contracts under the bid limit prior to formal Board approval.

This consent item presents for Board approval: all purchase orders for this period, which includes purchase orders for administratively approved contracts, as well as additional contracts, although not executed by way of purchase order, are deemed appropriate to be added by the Purchasing Department.

[POs_2016_06_June.pdf \(178 KB\)](#)

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Motion & Voting

The Superintendent/President recommends the Board of Trustees approve the listed consent calendar items by roll call vote, with the removal of items 3 and 4 for discussion.

Motion by Wanden Treanor, second by Stuart Tanenberg.

Final Resolution: Motion Carries

Aye: Eva Long, Phil Kranenburg, Brady Bevis, Diana Conti, Stuart Tanenberg, Wanden Treanor

Purchase Orders, Contracts and Agreement for Services for June 2016
MONTHLY REVIEW

Date	Document	Description	Amount
13-Jun-16	P0225725	Acquia Inc	17,743.78
29-Jun-16	P0225810	AEDIS Inc	4,000.00
1-Jun-16	P0225646	Amazon.Com Inc	143.63
8-Jun-16	P0225667	Amazon.Com Inc	601.55
1-Jun-16	P0225671	Amazon.Com Inc	108.29
1-Jun-16	P0225672	Amazon.Com Inc	116.54
1-Jun-16	P0225676	Amazon.Com Inc	14.13
1-Jun-16	P0225679	Amazon.Com Inc	110.83
1-Jun-16	P0225680	Amazon.Com Inc	114.17
1-Jun-16	P0225681	Amazon.Com Inc	117.55
1-Jun-16	P0225682	Amazon.Com Inc	83.88
1-Jun-16	P0225683	Amazon.Com Inc	79.62
23-Jun-16	P0225767	Amazon.Com Inc	29.42
1-Jun-16	P0225686	American Asphalt Repair & Resurfacing	149,961.00
1-Jun-16	P0225653	American Dental Association	17.20
28-Jun-16	P0225808	American Express	80.67
2-Jun-16	P0225699	Arenas, Tara Kristina	610.00
30-Jun-16	P0225841	Arenas, Tara Kristina	7,500.00
23-Jun-16	P0225775	Association of Cal Community College	950.00
14-Jun-16	P0225737	Ayati, MD, Mehrdad	1,000.00
30-Jun-16	P0225837	Balach, Cathy	6,500.00
30-Jun-16	P0225838	Balach, Cathy	6,500.00
23-Jun-16	P0225777	Barley, Susannah	300.00
23-Jun-16	P0225768	BatteriesPlus+	6,912.21
23-Jun-16	P0225769	BatteriesPlus+	441.38
23-Jun-16	P0225785	Beattie, Kyle J.	400.00
13-Jun-16	P0225724	Best Buy	1,193.48
1-Jun-16	P0225658	Big 4 Party Rentals, Inc.	610.42
1-Jun-16	P0225546	Blick Art Materials	110.00
1-Jun-16	P0225655	Blick Art Materials	248.00
20-Jun-16	P0225752	Buck's Saw Service	100.00
14-Jun-16	P0225728	Cal Com College Baseball Coaches Association	379.75
2-Jun-16	P0225692	California Newsreel	108.50
1-Jun-16	P0225688	CampusEAI	40,337.00
9-Jun-16	P0225721	Capture Technologies, Inc	824.99

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7-Jun-16	P0225140	CDI Computer Dealers, Inc	3,581.41
22-Jun-16	P0225765	CDI Computer Dealers, Inc	17,961.13
1-Jun-16	P0225673	CDWG Inc	466.08
2-Jun-16	P0225689	CDWG Inc	949.30
6-Jun-16	P0225703	CDWG Inc	900.58
9-Jun-16	P0225722	CDWG Inc	441.92
9-Jun-16	P0225722	CDWG Inc	80.90
2-Jun-16	P0225690	Charles M Slater Associates	24,750.00
1-Jun-16	P0225648	Chevron and Texaco Business Card	242.87
7-Jun-16	P0225715	Citrix Systems Inc	2,955.00
1-Jun-16	P0225661	Claypeople	875.00
6-Jun-16	P0225704	Cloverleaf	1,781.32
13-Jun-16	P0225723	Cloverleaf	369.21
29-Jun-16	P0225815	Community College League Of California	255.00
27-Jun-16	P0225113	Complete Welders Supply	30.00
7-Jun-16	P0225709	Complete Welders Supply	2,039.06
20-Jun-16	P0225753	Controlco	780.00
7-Jun-16	P0225710	Costco Wholesale	39.33
7-Jun-16	P0225712	Costco Wholesale	265.05
1-Jun-16	P0225684	DataSafe	251.00
1-Jun-16	P0225656	Debbie Wong-Stompanato	577.70
21-Jun-16	P0225761	Dell Marketing, LP	1,184.55
1-Jun-16	P0225644	Delta Publishing Company	277.34
1-Jun-16	P0225651	Digital Art Supplies	560.00
23-Jun-16	P0225783	Dodge, George Adams.	240.00
21-Jun-16	P0225762	Dollar Thrifty Automotive Group, Inc	22.25
28-Jun-16	P0225795	Dunaway Auto Parts	4,429.77
16-Jun-16	P0225750	Duo Security Inc	7,810.00
27-Jun-16	P0225793	Easy Permit Postage	5,200.00
23-Jun-16	P0225784	Eckert, Sophie	400.00
21-Jun-16	P0225764	ECS Imaging, Inc	5,051.00
28-Jun-16	P0225796	Educational Credit Management Corp	1,128.00
28-Jun-16	P0225797	Educational Credit Management Corp	1,200.00
28-Jun-16	P0225799	Ellucian Company LP	1,760.00
1-Jun-16	P0225677	Ercolini, Elizabeth	2,500.00

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1-Jun-16	P0225674	ESRI Inc	325.51
3-Jun-16	P0225701	Evisions, Inc	2,240.75
7-Jun-16	P0225711	Fast Signs	2,304.10
1-Jun-16	P0225659	FHEG College Of Marin Bookstore	61.01
2-Jun-16	P0225696	Fisher Scientific Inc	2,300.00
3-Jun-16	P0225687	Follett Higher Education Group, Inc	1,510.95
28-Jun-16	P0225801	Follett Higher Education Group, Inc	317.63
28-Jun-16	P0225802	Follett Higher Education Group, Inc	6,524.76
28-Jun-16	P0225803	Follett Higher Education Group, Inc	15,000.00
28-Jun-16	P0225806	Follett Higher Education Group, Inc	708.29
28-Jun-16	P0225807	Follett Higher Education Group, Inc	100.00
14-Jun-16	P0225735	Fresh & Natural Food Service Group	487.92
28-Jun-16	P0225800	Fresh & Natural Food Service Group	4,500.00
14-Jun-16	P0225731	Gandy, Chris	50.00
28-Jun-16	P0225804	Gatto Grande, LLP	4,261.83
29-Jun-16	P0225817	Gatto Grande, LLP	10,885.50
20-Jun-16	P0225759	Geary Pacific Supply	115.41
7-Jun-16	P0225719	Geriatric Concierge Center	1,000.00
23-Jun-16	P0225789	Gorchov, Andrei P.	300.00
20-Jun-16	P0225751	Harry L Murphy Inc	64,240.00
16-Jun-16	P0225745	Hart, Eric J.	550.00
30-Jun-16	P0225591	Henry Schein Inc	571.58
20-Jun-16	P0225758	Hertz Equipment Rental	1,364.68
28-Jun-16	P0225798	Higher One	5,000.00
20-Jun-16	P0225757	Hillyard Industries	507.84
29-Jun-16	P0225812	Hillyard Industries	138.42
1-Jun-16	P0225657	Inwald, DO, Barbara	500.00
1-Jun-16	P0225678	Ipswitch, Inc	345.00
27-Jun-16	P0225791	Jacksons Hardware	148.93
29-Jun-16	P0225818	Jacksons Hardware	793.85
16-Jun-16	P0225620	JH Technologies, Inc	4,999.00
1-Jun-16	P0225669	Joe Lunardi Electric, Inc	7,700.00
23-Jun-16	P0225782	Jon K Takata	3,500.00
20-Jun-16	P0225755	Katz, Dr. Lilian	1,500.00
16-Jun-16	P0225574	Kelly Moving	600.00

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6-Jun-16	P0225705	Kilgore International, Inc	683.92
20-Jun-16	P0225756	Knorr Systems, Inc	1,248.00
29-Jun-16	P0225814	Knorr Systems, Inc	1,628.58
1-Jun-16	P0225665	Konica Minolta Business Solutions	1,000.00
1-Jun-16	P0225666	Konica Minolta Business Solutions	2,200.00
16-Jun-16	P0225749	Konica Minolta Business Solutions	4,300.00
23-Jun-16	P0225786	KWMR	390.00
14-Jun-16	P0225733	Laura, Gandy	50.00
1-Jun-16	P0225654	Marin Brain Injury Network	1,000.00
23-Jun-16	P0225780	Marin Independent Journal	1,530.00
23-Jun-16	P0225779	Marin Scope	1,466.25
14-Jun-16	P0225732	Mays, Zeta	50.00
7-Jun-16	P0225718	McCarthy, Marie	600.00
2-Jun-16	P0225694	Modern Biology, Inc	750.00
7-Jun-16	P0225708	Monahan, Charles M.	2,000.00
7-Jun-16	P0225708	Monahan, Charles M.	5,000.00
1-Jun-16	P0225649	Moore Medical Corp	11,410.20
1-Jun-16	P0225652	Moore Medical Corp	2,123.40
29-Jun-16	P0225811	Mountain Mike Pizza	173.71
23-Jun-16	P0225790	Munson, Elroy S.	100.00
1-Jun-16	P0225650	Napa Solano Yolo Marin County Public	1,012.00
7-Jun-16	P0225717	Nature of Interpreting	13,910.00
27-Jun-16	P0225794	Nature of Interpreting	350.00
14-Jun-16	P0225726	Nor Cal Swim Shop	470.70
1-Jun-16	P0225660	Office Depot	126.98
1-Jun-16	P0225662	Office Depot	180.10
1-Jun-16	P0225663	Office Depot	533.11
1-Jun-16	P0225664	Office Depot	473.83
1-Jun-16	P0225675	Office Depot	73.18
2-Jun-16	P0225691	Office Depot	247.80
2-Jun-16	P0225698	Office Depot	936.00
14-Jun-16	P0225730	Office Depot	116.02
14-Jun-16	P0225738	Office Depot	58.70
14-Jun-16	P0225738	Office Depot	29.38
15-Jun-16	P0225742	Office Depot	217.62

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Date	Document	Description	Amount
15-Jun-16	P0225743	Office Depot	217.62
15-Jun-16	P0225744	Office Depot	88.35
20-Jun-16	P0225760	Office Depot	501.44
23-Jun-16	P0225771	Office Depot	651.10
23-Jun-16	P0225773	Office Depot	121.63
28-Jun-16	P0225805	Office Depot	650.98
29-Jun-16	P0225816	Office Depot	501.05
23-Jun-16	P0225788	Orlinsky, Michael	800.00
16-Jun-16	P0225746	Pacific Sun	368.40
16-Jun-16	P0225747	Pacific Sun	368.40
14-Jun-16	P0225729	Patterson Medical Supply	142.37
1-Jun-16	P0225645	Pearson Education	67.50
7-Jun-16	P0225706	Philip M. Lau	698.43
23-Jun-16	P0225770	Phoenix Restorations	21,750.00
27-Jun-16	P0225792	Pitney Bowes Global Financial Service	7,538.48
6-Jun-16	P0225702	Pocket Nurse Enterprises, Inc	49.95
15-Jun-16	P0225741	Praxair Distribution	404.00
14-Jun-16	P0225727	PrestoSports Inc	1,500.00
8-Jun-16	P0225720	Qualtrics	500.00
23-Jun-16	P0225772	Realtime Learning Systems, LLC	6,272.00
23-Jun-16	P0225776	Richard Stein	19,502.39
15-Jun-16	P0225740	Rio Grande	800.43
23-Jun-16	P0225778	Rosenquist, Taryn	200.00
21-Jun-16	P0225763	Royal Performance Group	15,039.95
7-Jun-16	P0225714	Sabido, Thomas Leon.	50.00
23-Jun-16	P0225781	San Francisco Chronicle	1,560.00
14-Jun-16	P0225739	SecureAll Corporation	2,560.00
16-Jun-16	P0225748	Shelley, Fayd-Mahmud M.	180.00
29-Jun-16	P0225813	SimplexGrinnell	4,030.21
14-Jun-16	P0225734	Sobel, Molly	50.00
1-Jun-16	P0225668	Staples	130.80
1-Jun-16	P0225670	Staples	454.22
1-Jun-16	P0225685	Staples	1,000.00
2-Jun-16	P0225700	Staples	896.97
23-Jun-16	P0225774	Staples	1,087.50

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28-Jun-16	P0225809	Stenograph, LLC	1,195.16
7-Jun-16	P0225716	Sterling Adaptives, LLC	1,360.80
7-Jun-16	P0225713	Stitham, Scott O.	50.00
2-Jun-16	P0225693	T&B Sports	1,524.21
7-Jun-16	P0225707	T&B Sports	219.00
29-Jun-16	P0225611	University Of California San Francisco	2,800.00
2-Jun-16	P0225697	USI, Inc	250.00
14-Jun-16	P0225736	Van Bebber Bros., Inc	2,397.72
3-Jun-16	P0225633	VWR Scientific	800.00
23-Jun-16	P0225787	Wallace, Rick J.	800.00
2-Jun-16	P0225695	Wards Natural Science Establishment	2,400.00
1-Jun-16	P0225647	Wegner, Charles D.	50.00
20-Jun-16	P0225754	Will Fahy	3,360.00

Organizational and Regular Board Meeting (Tuesday, December 8, 2015)

Generated by Kathy Joyner on Monday, December 21, 2015

Members present

Stephanie O'Brien, Eva Long, Phil Kranenburg, Diana Conti, Stuart Tanenberg, Wanden Treanor

Meeting called to order at 2:02 PM

A. Open Meeting, 2:00 p.m., Academic Center 229

1. Call to Order, Roll Call

The meeting was called to order at 2:02 p.m. in the Academic Center, Room 229 on the Kentfield Campus. Trustees Conti, Tanenberg, O'Brien, Treanor were present. Trustees Kranenburg and Long arrived at 2:10 p.m. Trustee Bevis was absent.

2. Adopt Agendas for Study Session, Closed Session, and Organizational Meeting

Adopt study session, closed session and organizational meeting agendas as presented.

Motion by Stephanie O'Brien, second by Stuart Tanenberg.

Final Resolution: Motion Carries

Aye: Stephanie O'Brien, Diana Conti, Stuart Tanenberg, Wanden Treanor

Not Present at Vote: Eva Long, Phil Kranenburg

3. Public Comment (3 minutes per speaker)

There was no public comment.

B. Study Session, Academic Center 229

1. Annual Audit

Tina Treis from Crowe Horwath LLP gave an overview of the District's annual audit for 2014/15, reviewing the impact to the District's financial statements as a result of new accounting procedures related to pension reporting requirements for GASB 68 and GASB 71. As of April, 2015, the OPEB Trust Fund was funded at approximately 75.8 percent and a new actuarial study will be completed in 2016/17 to determine the liability as of June 30, 2017. There were no corrected misstatements and two uncorrected misstatements that were determined to be immaterial by management; reduction in the District's net pension liability due to an incorrect calculation percentage used by the CalPERS actuary and an accrual for exposure for student financial aid costs as a result of a Department of Education exam. A summary of the auditor results is shown on page 75 of the audit report. The audit and auditor letter are posted with the agenda. There was discussion about where the advancement funds and the COM Foundation funds were accounted for. The Advancement funds are addressed in our balance sheet and the COM Foundation Funds are not. The COM Foundation funds will be shown as a separate item in our financial statements, once the funds have been moved to the District, at which time there will be a catch up audit of the COM Foundation Funds. Trustees were pleased with the results of the audit and thanked staff and the auditors for their work.

2. Bond Feasibility Study Results and Next Steps