

COLLEGE OF

MARIN

**BOARD OF TRUSTEES
REGULAR MEETING AGENDA**

September 16, 2014



**Marin Community College District
Board of Trustees Regular Meeting**

Agenda

September 16, 2014

Indian Valley Campus

Building 5, Room 188

1800 Ignacio Boulevard

Novato, California

<http://www.justin.tv/comtrustees>

The Board shall act on posted items and shall not deliberate items that are not on the posted agenda.

The Board of Trustees may consider the items listed in Section C at any time during the Open Session portion of the meeting unless a specific time is stated on the agenda.

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 Human Resources at 485-9340. Notification at least 48 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 from Recording Secretary. Persons desiring to address the Board on items not on the agenda may speak under item number "C.3.A." on the agenda. Public comment presentations will be limited to no more than 3 minutes each. Persons reading statements aloud or distributing material should give a copy to the Recording Secretary.

Government Code §54957.5 states that public records which relate to any item on the open session agenda for a regular Board meeting should be made available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the Office of the Superintendent/President at 835 College Avenue, Austin Center, Room 146, Kentfield, for the purpose of making those public records available for inspection.

Per Board Policy 2365 the Board meetings of the Marin Community College District may be audio taped and video broadcasted via the internet.

A. Open Session, 5:30 p.m., Building 5, Room 188, Indian Valley Campus, Novato, California

1. Call to Order, Roll Call, Adoption of Closed Session Agenda
2. Public Comment on Closed Session Agenda (3 minutes per speaker)
3. Adjourn to Closed Session

B. Closed Session

1. Call to Order
2. CONFERENCE WITH LABOR NEGOTIATOR(S) (Govt. Code Section 54957.6)
Agency Representatives: Kristina Combs/Greg Nelson
Employee Organizations: United Professors of Marin (UPM/AFT); California School Employees Associations (CSEA), Skilled Employees International Union (SEIU), Management, Supervisory and Confidential employees
3. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (54956.9 (d) (1)
Marin Community College District v. Marcy Wong & Donn Logan Architects, et. al.
Case Number 1401135
Attorney: Glenn Gould, Dannis Woliver Kelley
4. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (54956.9(b))
Potential Cases: 1
Attorney: Glenn Gould, Dannis Woliver Kelley
5. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) and paragraph (1) of subdivision (e) of Section 54956.9
Potential Case: 1
Attorney: Randall Parent, Liebert, Cassidy, Whitmore
6. Adjourn to Regular Meeting Open Session

C. Open Session, 6:30 p.m., Building 5, Room 188, Indian Valley Campus, Novato, California

1. **Call to Order, Roll Call, Adoption of Agenda**
2. **Report from Closed Session**
3. **Public Comment on Open Session Agenda (3 minutes per speaker)**
 - A. Comments regarding items not on the Agenda
 - B. Comments regarding items on the Agenda will be heard immediately before the Board of Trustees' consideration of the item
4. **Board Reports/or Requests**
 - A. Committee Chair Reports
 - B. Governance Calendar Review
 - C. Individual Reports/or Requests

- Recognition of Alumni/Community (Bevis)
 - Other
- 5. Consideration and Approval of Meeting Minutes**
 - A. Minutes of June 24, 2014 Board Self-Evaluation Retreat
 - B. Minutes of August 19, 2014 Board Meeting
 - 6. Chief Executive Officer Report**
 - A. 501(c)3 Application
 - B. Fall Enrollment
 - 7. Study Session**
 - A. Measure C Update
 - B. Indian Valley Campus
 - 8. Academic Senate Report (5 minutes)**
 - 9. Classified Senate Report (5 minutes)**
 - 10. Student Association Report (5 minutes)**
 - 11. Consideration and Action on Consent Calendar Items (ROLL CALL VOTE)**
 - A. Academic Personnel Recommendations
 1. Appointment of Part-Time Temporary Credit and Overload Instructors Fall 2014
 - B. Classified Personnel Recommendations
 1. Appointment of Classified Personnel
 2. Temporary Increase/Decrease in Assignment/Salary for Classified Personnel
 3. Resignation/Termination of Classified Personnel
 4. Permanent Reassignment of Classified Personnel
 - C. Classified Employee Change – Lab Tech Music
 - D. Classified Confidential Position Recommendations
 - E. Classified Management Personnel Recommendations
 1. Appointment of Classified Management Personnel
 2. Change in Salary for Classified Management Personnel
 - F. Classified Management Position Recommendation – Maintenance & Operations
 - G. Educational Management Title Change
 - H. Educational Management Position Recommendations
 1. Stipend for Educational Management Personnel
 2. Change in Salary for Educational Management Personnel
 - I. Budget Transfers August 2014
 - J. Warrants August 2014
 - K. Declaration of Surplus Property – Miscellaneous Equipment

- L. A.S. Degree Revisions
- M. Credit Course Revisions
- N. Credit Course Deletion/Deactivation
- O. Measure C Modernization Contracts, Changes and Amendments (\$171,250.11)
- P. Second Reading and Approval of Board Policies (None)

12. Consideration and Possible Action on:

- A. Resolution #2014-23 Support of Hispanic Heritage (ROLL CALL VOTE)
- B. Agreement for Rental of Office Space to Marin Chinese Cultural Association
- C. Acceptance of Non-Cash Gifts
- D. CTE Employment Outcomes Survey Agreement
- E. NCCPA Partnership Agreement
- F. Authorization to Enter Into Agreement with WageWorks for Compliance with Bay Area Commuter Benefits Program
- G. Contract with Alex Kushner, Contractor, for Kentfield Concrete Stairs and Handrails Project #14-0728
- H. Amendment #1 for Andy's Roofing Company, Additional Scope of Work
- I. Modernization (Measure C)
 - 1. Change Order #8, Wright Contracting Inc., New Academic Center Project (303B)

13. Board Policy/Procedure Review

- 1. BP 2740 Board Education
- 2. BP 2735 Board Member Travel
- 3. AP 2735 Board Member Travel
- 4. BP 2210 Board Officers

14. Board Meeting Evaluation

15. Future Agenda Items

- A. Indian Valley Campus Vision (September 20)
- B. Board Professional Development
- C. Library/MarinNet

16. Information Items (see written reports)

- A. Contracts and Agreement for Services for August 2014
- B. Fourth Quarter Financial Status Report and CCSF-311Q for 2013/14
- C. Modernization Update
 - 1. Director's Report
 - 2. Program Schedule
 - 3. Milestones Report
- D. Administrative Procedures - None

- E. Upcoming Board Meetings
 - September 20, 2014, Board Retreat, Indian Valley Campus
 - October 14, 2014 Board Meeting, Kentfield Campus
 - November 18, 2014 Board Meeting, Kentfield Campus
- F. Calendar of Special Events
 - Annual Retiree Luncheon, September 19, 2014, 11:30 a.m., Staff Lounge
 - Child Study Center Dedication, October 10, 2014, 5 - 7:00 p.m.

17. Correspondence

18. Adjourn Meeting

COLLEGE OF MARIN BOARD OF TRUSTEES GOVERNANCE CALENDAR – Updated 8/12/2014

JOB AREA	JULY 2014	AUGUST 2014	SEPT 2014	OCT 2014	NOV 2014	DECEMBER 2014
Policy (On-going review and approval)		-Approve Board Budget, Goals & Priorities		CEO Salary Survey		Renew CEO Contract
Fiscal (Tent & Adoption Budget, qtr. updates, 3 yrs.)		Approve Adoption Budget				
Facilities (Active projects, Comm. Relations, Qtr. review, M & O)			Indian Valley Campus			
Measure C		Quarterly Report			Quarterly Report	
Student Success (Legislation, Matric., ARCC, enrollment management)			Library/MarinNet	EOPS Month Road to Success 9/3 & 4 ASCOM 40 th Annv. 9/20	Student Success Initiative/ Scorecard Update	
Accreditation (WASC progress reports as needed)		Update	Mid-Term Progress Report	Update	WASC Report Update	Update
Governance (Prof. Dev., Evals., Annual Organization)					Discuss Potential New Board Officers	Organizational Meeting
Planning (EMP, FMP, SMP, TP, DE, M&O Plans)		Strategic Plan				
Community		Fall Convocation Aug 15, 2014	Retiree BBQ 9/19		Retired Faculty/Staff Lunch	College Holiday Party
Board Development		CCLC Student Trustee Workshop Aug -8/9, 2014 San Francisco		ACCT Leadership Congress Oct 22/25, 2014 Chicago	CCLC Annual Convention Nov 20/22, 2014 Rancho Mirage	Board Holiday Party Dec 16, 2014

COLLEGE OF MARIN BOARD OF TRUSTEES GOVERNANCE CALENDAR – Updated 8/12/2014

JOB AREA	JAN 2015	FEB 2015	MARCH 2015	APRIL 2015	MAY 2015	JUNE 2015
Policy (On-going review and approval)				-Board Retreat – Board Goals/Priorities/ Objectives --Review Mission Statement	Ethics Policy	-Admin. Oath to Incoming Student Trustee -Approve Mission Statement
Fiscal (Tent & Adoption Budget, qtr. updates; 3 yrs.)	Mid-Year Budget Report		Selection of Auditor (every 3 years)			-Board Budget Workshop -Approve Tentative Budget
Facilities (Active projects, Comm. Relations, Qtr review, M & O)	Request COC Applications		Citizens' Oversight Annual Report	Citizens' Oversight Committee Appointments		
Measure C		Quarterly Report			Quarterly Report	
Student Success (Legislation, Matric., ARCC, enrollment management)				ARCC/Scorecard Report Dialog & Approval		Student Success Initiative
Accreditation (WASC progress reports as needed)	Update	Update	Update	Update	Update	Update
Governance (Prof. Dev., Evals., Annual Organization)				-CCCT Board Election - Evaluation of Goals/Progress	Complete CEO Evaluation	-Establish Process for CEO Evaluation- (Committee)
Planning (EMP, FMP, SMP, TP, DE, M&O Plans)		Technology Plan Evaluation/Update		-Ed Master Plan, Facilities Plan and Strategic Plan Updates -Receive Recs from PRAC		-M & O Plan -Facilities Plan
Community	Spring Convocation				- Commencement -Golden Bell Awards -COM Nurses Pinning -Faculty/Staff Appreciation -Class. Employee Week	Dental Asst. Graduation
Board Development	CCLC Effective Trustees Wksp. Jan 23-25, 2015 Sacramento	ACCT Legislative Summit - Wash DC Feb 9-12, 2015		Establish process for BOT Self Eval (Committee) -AACC Annual Conf. April _____, 2015 Washington DC -Bay10 Trustee/CEO Dinner April _____, 2015 Ohlone College -Board Retreat April 2015	CCLC Annual Trustee Conference May 1-3, 2015 Monterey	Board Retreat – BOT Self-Evaluation

**Marin Community College District
Board of Trustees Self-Evaluation Retreat Minutes
June 24, 2014**

Attendance: Trustees - Stephanie O'Brien, Eva Long, Phil Kranenburg, Brady Bevis, Stuart Tanenberg, Wanden Treanor, Diana Conti and David Wain Coon, Superintendent/President; facilitated by Cindra Smith.

The self-evaluation session began with identifying some notable highlights of Board service in the past six months, including learning about the college and programs, having a strong leadership team with the President and administrators, the quality and amount of information provided to the Board, graduations and student success stories, continuing to strive and achieve excellence in education, attracting quality employees, and high morale among employees.

“Ground Rules” and Outcomes

Trustees identified the following guidelines to help ensure that the discussion is positive and productive:

- View self as part of a team
- Actively listen for understanding
- Respect different opinions; keep an open mind
- Use “I” messages, avoid blame
- Allow people to speak: No interrupting
- Focus on issues, not personalities

The expected outcomes included: affirm Board strengths, address areas for improvement identified in the self-evaluation (including board role in institutional priorities, board effectiveness, effective board meetings, board professional development, and communication protocols), and identify 2014-2015 Board Priorities

Discussion of Self-Evaluation Responses

Oversight for Planning, Student Success and Institutional Effectiveness, and Board Role in Institutional Priorities

Discussion included appreciation for the outstanding presentations by staff and the excellent information provided to the Board related to institutional planning, effectiveness and student success. The Board expressed confidence in the process and staff work, and wants to strengthen its own capacity and involvement in planning and monitoring.

Ways to enhance Board involvement in planning and monitoring were discussed including: Having time and opportunity for deep exploration of key topics, being involved “up front” in setting policy direction in the strategic plan, developing a monitoring system that enables the Board to track progress on and see the connections among the plans and allocation of resources, and continuing to strengthen Board capacity to set standards for and monitoring student success. The strategic plan will be updated in the coming year, providing an excellent opportunity for Board discussion and involvement.

Strong, Effective Board/CEO Relationship and Delegation Processes

Participants appreciated the open communication from the S/P, noting that it provides a basis for a strong, effective relationship. The periodic (usually weekly) communication from the S/P is

appreciated. The Board contributes to a strong relationship by openly communicating with him as well. President Coon affirmed his desire to meet and communicate with trustees in ways that meet their needs, and welcomes input, ideas, and questions from Board members. In particular members were encouraged to contact him prior to Board meetings with questions on the agenda. Members discussed respect for boundaries to ensure the Superintendent/President is not overwhelmed by trustee requests and contacts.

Fiscal Oversight and Sustainability

Board strengths in this area were noted, including three year projections, policies, and attention to sound fiscal monitoring. Priorities for the coming year include addressing the impact of changes in STRS and PERS contribution levels, and continuing to be aware of implications of Basic Aid.

Responding to College and Community Contact: Communication Protocols

The self-evaluation responses indicated that there may not be a common understanding of the communication protocols between trustees and community members, and trustees and the staff. Discussion included:

- Trustees should listen (with humility) to comments from community and college
- Share communication with S/P, particularly when a complaint or issue
- Clarify that as an individual trustees, one doesn't solve a problem. Refer people to processes and people those who can. Employees will be referred to internal processes, community members as appropriate (trustee will contact President, person may contact president or appropriate college office)
- Be aware of possible liability or over-reaching one's role when responding to communications
- Be informed enough to be an advocate for the college, which depends on getting good information from the college. Don't hesitate to check with the President's Office and/or Board Chair when sharing information or speaking on behalf of the Board to ensure unified voice.
- Be unified in communications with public; uphold the Board/College positions and messages.
- The Board should have a consistent policy or protocol on media contacts. A prior policy was deleted in the comprehensive revision, and therefore, this should be revisited.

Board Meetings and Governance Team

The highlights of the self-evaluation responses included that Board meetings have been more respectful and orderly, and that, with two new Board members, it is an excellent opportunity to affirm a positive culture. Discussion included that the Board should continue to emphasize respect and appreciation of differences, work to balance efficiency and flexibility in board meeting conduct, and foster a sense of relaxation and enjoyment on the Board. In instances of recent problematic exchanges at meetings, Board members have felt they've not been heard, statements are perceived as attacks, and prior decisions of the Board have not been supported. The Board has been working on being honest and forthright in their communication in the diversity of thoughts and opinions. Board members, both new and old are seeking to be open and honest, taking risks in communicating on what is needed for Board direction. Sincere and genuine expression have been evident in the past months related to concerns and needs. New ways of communicating are being established at each meeting, and personal and professional growth in this area are perceived as very positive. The Board will continue to improve and enhance communications and exchanges.

Strategies and approaches to reinforce respectful communication at Board meetings include:

- Focus on values that Board members share in common, including that all Board members support the mission and the College.
- Assume the good faith of all trustees. Don't ascribe motivations to others...allow them to describe their own.
- Ensure people are involved and informed in the work of the Board, honoring differing individual styles
- Take extra care to ensure that each individual has an opportunity to be heard; foster open discussion.
- Strive to actively listen and understand others' points of view
- Support board decisions once they are made. If there is a desire to revisit a decision, follow established procedural rules and Brown Act constraints.
- Uphold practices in body language and speech that exhibit respect and listening.
- Follow the ground rules established at this meeting.
-

2014-2015 Priorities

The Board identified a number of priorities for their role for the coming year; additional review and discussion may be desirable given that there was not time to review this list at the workshop. (Note: The consultant aligned the priorities with the 2012-2015 Strategic Plan categories, and created a category related to effective board functioning.)

Student Access, Learning, and Success

- Continue to strengthen the Board's role in setting standards for and monitoring student success. Specific reports or topics included having a "dashboard" report, noting "milestone" achievements, and addressing partnerships with high schools.
- Distance Education

College Systems

- Monitor progress on all plans through development of a "dashboard" type system. Connect budget and human resource allocations and plans
- Ensure Board is involved early in developing 2015-2018 strategic plan. Particular areas of interest included focuses on student achievement, responding to community needs and demographics, and career-technical education programs.
- Ensure that new employees are supported, and that their skills and passion are acknowledged.
- Address liability for STRS/PERS and impact on current and future budgets.
- Monitor implications for budget of being a Basic Aid district.
- Expect and evaluate plans that address the Indian Valley Campus.

Effective Board Functioning

- Continue to identify and foster Board norms that reflect respect and appreciation for one another, effective communication, and support for Board decisions. Specific tasks included:
 - Complete Profession Development Training program for trustees, including new trustee orientation
 - Balance efficiency, flexibility, and open discussions at Board meetings
 - Adopt policy/protocol related to Board/Media relations
 - Schedule a workshop on legal aspects of trustee-trustee communication, serial meetings.

- Clarify meeting rules for revisiting Board decisions.

Next Steps: Notes from the workshop will be shared with trustees for further action, if any. The proposed priorities will be discussed at a future meeting or workshop. The Board agreed it would be important to include adopted priorities as criteria in the 2015 Board Self-Evaluation.

DRAFT

COLLEGE OF
MARIN

**Marin Community College District
Board of Trustees Regular Meeting**

Minutes

August 19, 2014

A. Open Session

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

The meeting was called to order by Board President O'Brien at 5:35 p.m. in the Staff Lounge of the Student Services building on the Kentfield Campus, all Trustees having received notice as required. Trustees O'Brien, Long, Kranenburg, Bevis, Conti, Tanenberg and Treanor were present. Also present were Superintendent/President Coon, Vice Presidents Eldridge and Nelson and Executive Director Combs. Dr. Coon noted that there are no topics to discuss at closed session and suggested the meeting recess until open session.

2. Public Comment on Closed Session Agenda – No public comment
3. Meeting recessed at 5:37 p.m.

B. Closed Session - There was no closed session

C. Open Session

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

Board President O'Brien called the open session to order at 6:30 p.m. in the Staff Lounge of the Student Services building on the Kentfield Campus, all Trustees having received notice as required. Trustees O'Brien, Long, Kranenburg, Bevis, Conti, Tanenberg and Treanor were present. Also present were Superintendent/President Coon and Vice Presidents Eldridge and Nelson. **M/s (Bevis/Tanenberg) to adopt agenda. Motion carried 7-0 with all Trustees voting aye.**

2. **Report from Closed Session - None**
3. **Public Comment on Open Session Agenda (3 minutes per speaker)**

A. Comments regarding items not on the Agenda

Carol Reyes reported that she had fallen on a wheel stop at the College and had broken her wrist. She noted that she had reported the incident to the College and was assured that the wheel stops would be painted for better visibility. As of yesterday, it had not

been done. Ms. Reyes also commented on the Adaptive PE Program and the need for staff and services. Thirdly, Ms. Reyes was concerned about the college focusing on younger students and moving services for older students out to save money.

- B. Comments regarding items on the Agenda will be heard immediately before the Board of Trustees' consideration of the item.

4. Enrollment Services Report/Tour

Diane Traversi gave a presentation on what has occurred in Enrollment Services over the past six months, noting that all services are now handled together in a one stop model, including admissions, financial aid, scholarships, matriculation etc. The physical space has also been reconfigured, is more welcoming to students and does not require students to bounce from line to line get the services they need. A copy of Ms. Traversi's [presentation](#) is available on the College of Marin webpage. Trustees took a tour of the new enrollment services area at 6:45 p.m. and returned at 6:57 p.m.

5. Board Reports/or Requests

- A. Complete Board Self-Evaluation

Dr. Coon recommended that Trustees review the minutes from the Board retreat and provide recommended changes to him for incorporation. Trustees discussed changes to the minutes, noting that it was important for all Trustees to have the opportunity to give input on the document and to think about plans for moving forward where more work is required. Trustees will provide feedback to President Coon and the minutes will be brought back to the next meeting for final approval.

- B. Committee Chair Reports

Trustee Kranenburg reported that the Investment Committee met with a representative from CalPers on the OPEB Liability fund. The fund has outperformed the 7 - 8 % assumptions at 14%. The committee requested reports on the relative risk/volatility and benchmarks of the fund for Committee review to assure we are comfortable with the risk level, or to determine if changes should be made, based on our liabilities. The Board will be provided with an update after this information is received and reviewed.

- C. Governance Calendar Review

Dr. Coon noted that he will be meeting with the Board Officers to review the long list of items the Board wants to discuss between now and the end of December. There was a suggestion to move the strategic planning discussion up from April to allow appropriate time for review.

- D. Individual Reports/or Requests

Board President O'Brien noted that this section was added to record individual Trustee requests for Board-level discussion on specific topics, which would allow the Board to determine whether there was a need ask for additional information/resources from staff and further discussion.

Trustee Bevis would like to discuss Recognition of Alumni at a future meeting, to consider recognition of not only famous individuals, but others who have done amazing

things after leaving the College of Marin. She requested that people start brainstorming on this idea.

- Trustee Community Involvement (Bevis)
Trustee Bevis noted that she goes to a number of meetings and activities as an ambassador to the College and was hoping Trustees could consider adding a stipend to the Board's budget to help cover some of those expenses. Trustees commented that it was important to follow Education Code and the law for use of public funds, requested additional information about what the activities are and how they relate to the institution, asked for a listing of institutional memberships, suggested that advancement funds might be an option, be mindful of budget concerns, research other institutions and consider further review by the Policy Committee to incorporate into the existing policy. It was noted that Dr. Coon had done an analysis of what other institutions are paid, which he will forward to Trustees. He will also bring back institutional membership information.

Trustee Kranenburg noted the importance of engaging the community and leveraging their talents to help the College in other ways that are none monetary. This will be discussed at a future meeting.

- Other
Request to adjourn meeting in memory of Robin Williams, Donna Bjorn and Len Pullen.

6. Consideration and Approval of Meeting Minutes

- A. Minutes of June 24, 2014 Board Self-Evaluation Retreat – **Postponed**
- B. **M/s (Treanor/Long) to approve minutes of July 29, 2014 Board Meeting. Motion carried 6-0-1 with all Trustees voting aye with the exception of Board President O'Brien who abstained as she was not present.**

7. Chief Executive Officer Report

- A. Dr. Coon issued the Oath of Office to the newly elected Student Trustee Michael Trump.
- B. Retiree Committee
Kristina Combs provided a brief update on the activities of the Retiree Committee over the past few months and introduced committee members, Edna Smith, Kelley Litz, Paulette Foster and Bob Peterson. Mr. Peterson gave a presentation on the committee accomplishments, projects, workshops and a retiree database. A copy of the [presentation](#) is posted to the College of Marin webpage for this meeting.

8. Study Session

- A. **2014/15 Adoption Budget**
Vice President Nelson provided clarification on a recent article in the Marin IJ, explaining that the figures noted in the article represented comparisons of projections to actuals which is not appropriate. He further clarified that \$6 million dollars noted in the article has been accounted for by decisions made in 2013/14 and is not excess money. Vice President Nelson provided an overview of the highlights of the Adoption Budget, noted

the changes from the Tentative Budget, reviewed revenues and expenditures, and noted that projections were right on target. He commented on property tax revenue, the reserve level and the impacts of a variety of fee increase, including health, parking, international student and technology fees. He noted that the STRS and PERS Trust Fund catch ups will have a significant impact on the College and we will need to plan for that. A copy of Mr. Nelson's [presentation](#) is posted on the College of Marin webpage for this meeting. There was significant discussion about reserve levels, the structural deficit, reviewing our mission, the future impact of CalPERS/STRS, other long-term liabilities, the Community Education and Child Development program deficits, advancement funds, and utilities and pest remediation costs. Trustees were very concerned with the structural deficit and reserve level and noted that the budget must be monitored constantly and planned out over several years. There was a request for a breakdown of the changes from the Tentative to the Adoption Budget so the Board could review and be pro-active in helping to inform decisions to help raise the reserve level. There were comments that we will need to make some very difficult choices, with all groups, to figure out what we are going to do as an institution. Vice President Nelson thanked his support staff for the work they do behind the scenes to support him and finalize the budget.

9. Board President O'Brien opened the Public Hearing on 2014/15 Adoption Budget at 8:42 p.m. and asked if there were any public comments. Being no public comment the hearing was closed.

A. M/s (Treanor/Tanenberg) to Approve 2014/15 Adoption Budget. Trustee Kranenburg added that this budget is approved knowing that staff work on appropriate adjustments and creative ideas to start to address the structural deficit. Dr. Coon assured the Board that staff have already started that dialog and the Board will be updated in October.

Motion carried. 7-0 will all Trustees voting aye. Student Trustee Trump cast an advisory aye vote.

10. Academic Senate Report (5 minutes)

Sara McKinnon welcomed Student Trustee Michael Trump and in response to the comment about Retiree ID cards, she noted that faculty do not have ID cards. The Senate will have their first meeting on Thursday. Sara shared a story about one of the students that asked a question at the Huffman/Pelosi Town Hall meeting. She noted that she taught the student's mother in the early 1980's and was present at that student's birth. She was proud of what the mother accomplished on her own, having come to Sara not able to read or write, and proud to be a part of their lives and successes.

11. Classified Senate Report (5 minutes) – No Report

12. Student Association Report (5 minutes)

Student Trustee Trump reported that the Associated Students met at a retreat to discuss what they would like to do this upcoming year. He reported that they hoped to incorporate student meetings with the dance and other activities to encourage club support. He would

also like to have a faculty/student luncheon and is hoping to engage students more and create a greater awareness of what ASCOM does.

13. M/s (Treanor/Long) to approve Consent Calendar Items C.13.A – C.13.O. Motion carried by roll call vote of 7-0, will all Trustees voting aye. Student Trustee Trump cast an advisory aye vote.

- A. Academic Personnel Recommendations
 - 1. Resignation/Retirement of Academic Personnel
 - 2. Appointment of Academic Personnel
- B. Classified Personnel Recommendations
 - 1. Appointment of Classified Personnel
 - 2. Appointment of Hourly Personnel
 - 3. Temporary Increase/Decrease in Assignment/Salary for Classified Personnel
 - 4. Temporary Reassignment of Classified Personnel
 - 5. Resignation/Termination of Classified Personnel
- C. Classified Position Recommendations
- D. Classified Management Position Recommendations
- E. Classified Management Personnel Recommendations
 - 1. Interim Appointment of Classified Management Personnel
- F. Educational Management Recommendations
 - 1. Appointment of Educational Management Personnel
- G. Educational Management Position Recommendation
- H. Educational and Classified Management Salary Schedule
- I. Classified Supervisory Salary Schedule
- J. Short-Term Hourly Positions
- K. Budget Transfers July 2014
- L. Warrants July 2014
- M. Declaration of Surplus Property – Miscellaneous Equipment
- N. Measure C Modernization Contracts, Changes and Amendments (\$195,572.63)
- O. Second Reading and Approval of Board Policies (None)

14. Consideration and Possible Action on:

- A. **Board President Trustee Opened the Public Hearing on the District's proposal to CSEA at 8:52 p.m. and called for public comment. Being none, the hearing was closed at 8:52 p.m.**

- B. **M/s (Treanor/Long) to waive reading of and approve Resolution 2014-21 - Constitution Day. Motion carried 7-0 with all Trustees voting aye by Roll Call Vote. Student Trustee Trump cast an advisory aye vote.**
- C. **M/s (Treanor/Long) to waive reading of Resolution 2014-22 Gann Appropriations. Motion carried 7-0 with all Trustees voting aye. Student Trustee Trump cast an advisory aye vote. M/s (Treanor/Long) to approve Resolution 2014-22 Gann Appropriations. Motion carried 7-0 with all Trustees voting aye by Roll Call Vote. Student Trustee Trump cast an advisory aye vote.**

M/s (Treanor/Long) to combine Items C.14.D – C.14.F. into one item for action. Trustee Treanor had a question about legal review on item C.14.D. requested that cover sheets for agreements reflect legal review and by what firm. **Motion carried 7-0 with all Trustees voting aye. Student Trustee Trump cast an advisory aye vote. M/s (Kranenburg/Conti) to approve Items C.14.D. - C.14.F. Motion carried 7-0 with all Trustees voting aye. Student Trustee Trump cast an advisory aye vote.**

- D. Clinical Agreement with Petaluma Health Clinic
- E. Amendment 1 for Gilbane Corporate for Additional Scope of Work Associated with the Facilities Assessment
- F. Modernization (Measure C)
 - 1. Change Order #7, Wright Contracting Inc., New Academic Center (303B)
 - 2. Contractor Substitution Request, Wright Contracting Inc., New Academic Center (303B)
 - 3. Authorization to Bid/Pre-Approve Contract, New Academic Center – Signage Project (303B)
 - 4. Professional Services Agreement Amendment #5, Jacobs Project Management Co., LRC Seismic Upgrades (302B) and ADA Upgrades, Phase 2 (309A)

15. Board Policy Preliminary Review

Trustees Long and O'Brien reported on the work they have done on the Board Education and Travel policies, noting that have brought forward draft versions for review and discussion. Travel focuses on financial aspect and Board education focuses on professional development. An Administrative Procedure is also proposed for Board Member travel. The committee intends to meet before the next board meeting to bring forward any requested changes or recommendations. Upon agreement by Trustees, the changes and new procedure will need to go through the College Governance approval system. Trustees discussed options for an allocation process, professional development categories and how to allocate funds in a way that allows Trustees to participate in professional development that will help them in their role as a Trustee. Trustees agreed that the proposed BPs and AP were on the right track, and suggested the approval process be implemented twice per year given conference content schedules. The Committee will meet again prior to the next Board meeting.

- 1. BP 2740 Board Education
- 2. BP 2735 Board Member Travel
- 3. AP 2735 Board Member Travel

16. Board Meeting Evaluation

Trustees noted the meeting went well, seemed relaxed, appreciated committee work, appreciated opportunity to be heard, and enjoyed the extra time to share summer experiences. There was a comment that it is the Board's responsibility to focus on the how students are affected by the decisions we make. A banner week at the College of Marin, proud to be part of this organization and excited about the future. Consider Wall of Fame.

17. Future Agenda Items

- A. Board Self Evaluation
- B. Board Professional Development
- C. Indian Valley Campus
- D. Library/MarinNet

18. Information Items (see written reports)

- A. Contracts and Agreement for Services for July 2014
- B. Modernization Update
Trustee request for updates about what is outstanding, close-out information, remediation issues and related implications as we close out. Honest conversation about needs for a future bond. There will be a report on the Bond in September.
 - 1. Director's Report
 - 2. Program Schedule
 - 3. Milestones Report
 - 4. Quarterly Report Q2 2014 (pages missing from the document were handed out to Trustees)
- C. Administrative Procedures - None
- D. Upcoming Board Meetings
 - September 16, 2014 Board Meeting, Indian Valley Campus
 - October 14, 2014 Board Meeting, Kentfield Campus
- E. Calendar of Special Events
 - Labor Day Holiday, September 1, 2014
 - Constitution Day, September 17, 2014
 - Annual Retiree Luncheon, September 19, 2014

19. Correspondence

- 20. M/s (Kranenburg/Tanenber) to adjourn meeting in memory of Robin Williams, Donna Bjorn and Len Pullen. Motion carried 7 -0 will all Trustees voting aye. Student Trustee Trump cast an advisory aye vote.**

Meeting adjourned at 9:31 p.m.

MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees	Date: September 16, 2014
From: Superintendent/President	Item & File No. C.11.A.
Subject: Academic Personnel Appointments	
Reason for Board Consideration: CONSENT APPROVAL	Enclosure(s) Recommendations

BACKGROUND:

1. Appointment of Part-Time Temporary Credit Instructors and Overload Instructors for Fall Semester 2014.

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

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the Academic Personnel Appointments.

Administrator Initiating Item: Kristina Combs, Executive Director of Human Resources and Labor Relations
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1. Appointment of Part-Time Temporary Credit Instructors and Overload Instructors for Fall Semester 2014

LAST	FIRST	FTE	STATUS	TERM DATE	JOB TITLE
Abouaf	Jeffrey	0.553	A	12/31/2014	Temporary Faculty Instrl
Acredolo	Kristin	0.046	A	12/31/2014	Temporary Faculty Instrl
Adams	George	0.2	A	12/31/2014	Temporary Faculty Instrl
Agudelo-Silva	Fernando	0.273	A	12/31/2014	Temporary Faculty Instrl
Allen	Maula	0.017	A	12/31/2014	Temporary Faculty Instrl
Allen	Rebecca	0.28	A	12/31/2014	Temporary Faculty Instrl
Andrews	Nilda	0.267	A	12/31/2014	Temp Faculty Instrl Credit ESL
Anthes	Roberta	0.07	A	12/31/2014	Temporary Faculty Instrl
Ariano	Vaughan	0.21	A	12/31/2014	Temporary Faculty Instrl
Arrick	Janet	0.332	A	12/31/2014	Temporary Faculty Instrl
Aten	Duane	0.4	A	12/31/2014	Temporary Faculty Non-Instrl
Bacigalupi	Lindsay	0.6	A	12/31/2014	Temporary Faculty Instrl
Banos	Robert	0.366	A	12/31/2014	Temporary Faculty Instrl
Barashkov	Andrei	0.067	A	12/31/2014	Temporary Faculty Instrl
Barrall	Mark	0.067	A	12/31/2014	Auto Program Coordinator
Barrall	Mark	0.607	A	12/31/2014	Temporary Faculty Instrl
Barr-Vickers	Claudia	0.54	A	12/31/2014	Temporary Faculty Instrl
Beadle	Carole	0.332	A	12/31/2014	Temporary Faculty Instrl
Behr	Thomas	0.4	A	12/31/2014	Temporary Faculty Instrl
Bellisimo	Yolanda	0.133	A	12/31/2014	SLO Facilitator
Bennett	Linda	0.288	A	12/31/2014	Temporary Faculty Non-Instrl
Berberian	Edward	0.2	A	12/31/2014	Temporary Faculty Instrl
Best	Karen	0.017	A	10/31/2014	Temporary Faculty Instrl
Best	Karen	0.017	A	12/31/2014	Temporary Faculty Instrl
Bigeagle	Norman	0.6	A	12/31/2014	Temporary Faculty Instrl
Blackburn	Brian	0.6	A	12/31/2014	Temporary Faculty Instrl
Boero	Emagene	0.566	A	12/31/2014	Temporary Faculty Instrl
Bonander	Barbara	0.2	A	12/31/2014	College Skills Chair
Bonander	Barbara	0.093	A	12/31/2014	Temporary Faculty Instrl
Borenstein	Bonnie	0.333	A	12/31/2014	Union Distr. Wrkld Committee
Bowsher	James	0.337	A	12/31/2014	Temporary Faculty Instrl
Boyce	Sima	0.498	A	12/31/2014	Temporary Faculty Instrl
Brady	Stephen	0.62	A	12/31/2014	Temporary Faculty Instrl
Britton	Ruth	0.267	A	12/31/2014	Temporary Faculty Instrl
Broderick	Diane	0.6	A	12/31/2014	Temporary Faculty Instrl
Brown	Becky	0.397	A	12/31/2014	Temporary Faculty Instrl
Brown-Carson	Jamelia	0.2	A	12/31/2014	Temporary Faculty Instrl
Bruce	Robert	0.267	A	12/31/2014	Temporary Faculty Instrl
Buckner	Mary	0.41	A	12/31/2014	Temporary Faculty Instrl
Buquen	Kenny	0.467	A	12/31/2014	Temporary Faculty Instrl
Bykle	Tron	0.4	A	12/31/2014	Temporary Faculty Instrl
Cady	Jeffrey	0.627	A	12/31/2014	Temp Faculty Instrl Credit ESL
Cairns	Michael	0.273	A	12/31/2014	Temporary Faculty Instrl
Carlson	Sharon	0.37	A	12/31/2014	Temporary Faculty Instrl CR
Carnahan	Casey	0.194	A	12/31/2014	Temporary Faculty Instrl
Chaille	Michael	0.4	A	12/31/2014	Temporary Faculty Instrl

1. Appointment of Part-Time Temporary Credit Instructors and Overload Instructors for Fall Semester 2014

Chang	Yungching	0.1 A	12/31/2014 Temporary Faculty Instrl
Chinn	Jett	0.532 A	12/31/2014 Temporary Faculty Instrl
Christensen	Tina	0.133 A	12/31/2014 Temporary Faculty Non-Instrl
Christensen	Tina	0.532 A	12/31/2014 Temporary Faculty Instrl
Cohen	Crystal	0.2 A	12/31/2014 Temporary Faculty Instrl
Contini	Victor	0.4 A	12/31/2014 Temporary Faculty Instrl
Cook	Nicole	0.66 A	12/31/2014 Temporary Faculty Instrl
Cottle	Windee	0.033 A	12/31/2014 Temporary Faculty Instrl
Cox	Carl	0.234 A	12/31/2014 Temporary Faculty Non-Instrl
Cruz	William	0.333 A	12/31/2014 Temporary Faculty Instrl
Cullen	Gina	0.2 A	12/31/2014 Dept. Chair Counseling
Cunningham	James	0.332 A	12/31/2014 Temporary Faculty Instrl
D'Agostino	Lisa	0.596 A	12/31/2014 Temporary Faculty Instrl
DeMartini	Terry	0.2 A	12/31/2014 Temporary Faculty Instrl
Deneris	Jamie	0.064 A	12/31/2014 Temporary Faculty Instrl
Dodge	Margaret	0.053 A	12/31/2014 Temporary Faculty Instrl
Doermann	Elisabeth	0.332 A	12/31/2014 Temporary Faculty Instrl
Douglass	Sandra	0.2 A	12/31/2014 Temporary Faculty Instrl
Dowling	R	0.1 A	10/31/2014 Temporary Faculty Instrl
Drisdell	Lucas	0.52 A	12/31/2014 Temporary Faculty Instrl CR
Early	Rinetta	0.1 A	12/31/2014 Temp Fac Non-Instrl Calworks
Early	Rinetta	0.2 A	12/31/2014 Chair of Academic Standards
Edwards	Shaquam	0.06 A	10/31/2014 Temporary Faculty Instrl
Epperson Beyries	Viona	0.4 A	12/31/2014 Temporary Faculty Instrl
Escobar	Caitlin	0.067 A	12/31/2014 Temporary Faculty Non-Instrl
Escobar	Caitlin	0.2 A	12/31/2014 Temporary Faculty Instrl
Esparza	Loretta	0.133 A	12/31/2014 Temporary Faculty Non-Instrl
Essick	Edward	0.247 A	12/31/2014 Temporary Faculty Instrl
Everitt	David	0.065 A	12/31/2014 Temporary Faculty Instrl
Fara	Nick	0.303 A	12/31/2014 Temporary Faculty Instrl
Farriss	Carl	0.166 A	12/31/2014 Temporary Faculty Instrl
Filane	Leonard	0.6 A	12/31/2014 Temporary Faculty Instrl
Finlayson	Luna	1 A	12/31/2014 DSPS Counseling
Finley	Cynthia	0.4 A	12/31/2014 Temporary Faculty Instrl
Fitzpatrick	Mary	0.633 A	12/31/2014 Temp Faculty Instrl Credit ESL
Flandreau	Tara	0.4 A	12/31/2014 Temporary Faculty Instrl
Forsyth	Susan	0.533 A	12/31/2014 Temporary Faculty Instrl
Freedman	Meredith	0.25 A	12/31/2014 Temporary Faculty Instrl
Furuya	Bruce	0.067 A	12/31/2014 Counselor
Gallagher	Kaitlyn	0.14 A	12/31/2014 Temporary Faculty Instrl
Gamal	Arif	0.532 A	12/31/2014 Temporary Faculty Instrl
Gamshad	Mohsen	0.2 A	12/31/2014 Temporary Faculty Instrl
Gearhart	Anne	0.4 A	12/31/2014 Temporary Faculty Instrl
Goldberg	Georgia	0.664 A	12/31/2014 Temporary Faculty Instrl
Golitzin	George	0.333 A	12/31/2014 Temporary Faculty Instrl
Gonzalez	James	0.1 A	12/31/2014 Temporary Faculty Instrl
Goodale	Jayme	0.533 A	12/31/2014 Temporary Faculty Instrl

1. Appointment of Part-Time Temporary Credit Instructors and Overload Instructors for Fall Semester 2014

Goodwin	Ross	0.667 A	12/31/2014 Temporary Faculty Instrl
Graham	Deborah	0.67 A	12/31/2014 UPM Budget Monitor
Graham	Deborah	0.126 A	11/30/2014 Temporary Faculty Instrl
Graham	Thomas	0.55 A	12/31/2014 Temporary Faculty Instrl
Granucci	David	0.433 A	12/31/2014 Temporary Faculty Instrl
Gray	Maria	0.443 A	12/31/2014 Temporary Faculty Instrl
Grist	Gregory	0.566 A	12/31/2014 Temporary Faculty Instrl
Haghighi	Faranak	0.083 A	12/31/2014 Temporary Faculty Instrl
Hagstrom	Earl	0.2 A	12/31/2014 Temporary Faculty Instrl
Haley	Jean	0.4 A	12/31/2014 Temporary Faculty Instrl
Hanna	Virginia	0.331 A	12/31/2014 Temporary Faculty Non-Instrl
Hanna	Virginia	0.069 A	12/31/2014 Counselor
Harms	Sharon	0.2 A	12/31/2014 Temporary Faculty Instrl
Hasmandova	Adela	0.6 A	12/31/2014 Temporary Faculty Instrl
Helmer	James	0.277 A	12/31/2014 Temporary Faculty Instrl
Hemphill	Pamela	0.333 A	12/31/2014 Temporary Faculty Instrl
Hersch	Tonya	0.14 A	12/31/2014 Temporary Faculty Instrl CR
Hinds	John	0.267 A	12/31/2014 Temporary Faculty Instrl
Hirschman -de Blanc	Louise	0.35 A	12/31/2014 L.D. Specialist
Hlavachek	Letta	0.4 A	12/31/2014 Temporary Faculty Instrl
Ho	Andrew	0.433 A	12/31/2014 Temporary Faculty Instrl
Ivry	Jessica	0.2 A	12/31/2014 Temporary Faculty Instrl
Jarrell	Boyd	0.97 A	12/31/2014 Temporary Faculty Instrl
Jessell	Lori	0.067 A	12/31/2014 Temporary Faculty Non-Instrl
Jessell	Lori	0.237 A	12/31/2014 Temporary Faculty Instrl
Jeung	Yeun Soon	0.415 A	12/31/2014 Temporary Faculty Instrl
Johnson	Anthony	0.2 A	12/31/2014 Temporary Faculty Instrl
Johnson	Carol	0.03 A	9/30/2014 Temporary Faculty Instrl
Johnson	Sarah	0.2 A	12/31/2014 Temporary Faculty Instrl
Johnson	Sarah	0.133 A	11/30/2014 Temporary Faculty Instrl
Johnson Rudnick	Wendy	0.2 A	12/31/2014 Temporary Faculty Instrl
Jones	Michieal	0.267 A	12/31/2014 Temporary Faculty Instrl
Keator	Richard	0.137 A	12/31/2014 Temporary Faculty Instrl
Kelly	Alex	0.166 A	12/31/2014 Temporary Faculty Instrl
Kelly	Ingrid	0.28 A	12/31/2014 Temporary Faculty Instrl
Kelly	Patrick	0.33 A	12/31/2014 Temporary Faculty Instrl
Khzaeli Parsa	Poupak	0.4 A	12/31/2014 Temporary Faculty Instrl
Killam	Paul	0.2 A	12/31/2014 Temporary Faculty Instrl
King	Christophe	0.6 A	12/31/2014 Temporary Faculty Instrl
Klinger	Alisa	0.1 A	12/31/2014 OWC Coordinator
Klinger	Alisa	0.187 A	12/31/2014 Temporary Faculty Instrl
Knickerbocker	Katherine	0.067 A	12/31/2014 Temporary Faculty Non-Instrl
Koenig	Karen	0.06 A	12/31/2014 Temporary Faculty Instrl CR
Koffman	Linda	0.603 A	12/31/2014 Temporary Faculty Instrl
Koorhan	Margaret	0.267 A	12/31/2014 Temporary Faculty Instrl
Kosta	Walter	0.2 A	12/31/2014 Temporary Faculty Instrl
Kostyrko	Jacek	0.533 A	12/31/2014 Temporary Faculty Instrl

1. Appointment of Part-Time Temporary Credit Instructors and Overload Instructors for Fall Semester 2014

Krempetz	Ronald	0.1 A	12/31/2014 Temporary Faculty Instrl
Krempetz	Ronald	0.083 A	10/31/2014 Temporary Faculty Instrl
Krempetz	Ronald	0.167 A	12/31/2014 Temporary Faculty Instrl
Labriola	Caterina	0.267 A	12/31/2014 Temporary Faculty Instrl
Lacke	Suzanne	0.596 A	12/31/2014 Temporary Faculty Instrl
Langinger	Jeannie	0.03 A	9/30/2014 Temporary Faculty Instrl
Lefkowitz	Carol	0.596 A	12/31/2014 Temporary Faculty Instrl
Lefkowitz	Saralyn	0.097 A	10/31/2014 Temporary Faculty Instrl
Leighton	Jeannette	0.533 A	12/31/2014 Temporary Faculty Instrl
Lerner-Wright	Anne	0.111 A	12/31/2014 Temporary Faculty Instrl
Li	Christine	0.2 A	12/31/2014 Temporary Faculty Instrl
Lieberman	Linda	0.467 A	12/31/2014 Temporary Faculty Instrl
Limm	Peter	0.133 A	12/31/2014 Temporary Faculty Instrl
Liu	Shuyu	0.533 A	12/31/2014 Temporary Faculty Instrl
Lloyd	Sean	0.4 A	12/31/2014 Temporary Faculty Instrl
Lloyd	Sean	0.033 A	9/30/2014 Temporary Faculty Instrl
Lutz	Arthur	0.167 A	12/31/2014 UPM Press Editor
Lutz	Arthur	0.02 A	12/31/2014 Temporary Faculty Instrl
Mahmoud	Eiman	0.532 A	12/31/2014 Temporary Faculty Instrl
Maoujoudi	Abdelhak	0.4 A	12/31/2014 Temporary Faculty Instrl
Marhenke	Jonathan	0.064 A	12/31/2014 Temporary Faculty Instrl
Marmysz	John	0.2 A	12/31/2014 Temporary Faculty Instrl
Martinez	Danae	0.2 A	12/31/2014 Temporary Faculty Instrl
Martinisi	Michele	0.4 A	12/31/2014 UPM Treas/Union Distr. Comm.
Martinisi	Michele	0.2 A	12/31/2014 Modern Languages Dept Chair
Martinisi	Michele	0.067 A	12/31/2014 Temporary Faculty Instrl
Massion	Cheo	0.057 A	12/31/2014 Temporary Faculty Instrl CR
Mc Enery	Nancy	0.133 A	12/31/2014 Temporary Faculty Non-Instrl
McCoy	Robert	0.2 A	12/31/2014 Temporary Faculty Instrl
McGee	Padraig	0.207 A	12/31/2014 Temporary Faculty Instrl
McKinnon	Sara	0.027 A	12/31/2014 PROGRAM REVIEW FACILITATOR
Mihal	Colleen	0.4 A	12/31/2014 Temporary Faculty Instrl
Miller	Julie	0.407 A	12/31/2014 Temporary Faculty Instrl
Miller	Trine	0.467 A	12/31/2014 Temporary Faculty Instrl
Moreno	Luz	0.067 A	12/31/2014 Temporary Faculty Non-Instrl
Moreno	Luz	0.03 A	12/31/2014 Temporary Faculty Instrl
Morin	Thomas	0.6 A	12/31/2014 Temporary Faculty Instrl
Morse	Lisa	0.02 A	10/31/2014 Temporary Faculty Instrl
Mortimer	Cheryl	0.2 A	12/31/2014 Temporary Faculty Instrl
Muller	Beverly	0.233 A	12/31/2014 Temporary Faculty Instrl
Murray	Heather	0.6 A	12/31/2014 Temporary Faculty Instrl
Mushiana	Swapandee	0.6 A	12/31/2014 Temporary Faculty Instrl
Myers	Nicole	0.133 A	12/31/2014 Temporary Faculty Instrl
Nelson	Clifford	0.667 A	12/31/2014 Temporary Faculty Instrl
Nelson	Lori	0.647 A	12/31/2014 Temporary Faculty Instrl NC
Nelson	Tannea	0.367 A	12/31/2014 Temporary Faculty Instrl
Nicholson	Sachiko	0.533 A	12/31/2014 Temporary Faculty Instrl

1. Appointment of Part-Time Temporary Credit Instructors and Overload Instructors for Fall Semester 2014

Noble	Mary	0.1 A	12/31/2014 Temporary Faculty Instrl
Noble	Mary	0.22 A	12/31/2014 Temporary Faculty Instrl
Noble	Mary	0.067 A	10/31/2014 Temporary Faculty Instrl
Noble Brown	Linda	0.42 A	12/31/2014 Temporary Faculty Instrl
Opong Mensah	Kofi	0.433 A	12/31/2014 Temporary Faculty Instrl
Ordin	Laurie	0.4 A	12/31/2014 UPM President
Ordin	Laurie	0.267 A	12/31/2014 Coordinator Math Department
Ordin	Laurie	0.15 A	12/31/2014 Temp Faculty Instrl
Ortiz	Yvonne	0.547 A	12/31/2014 Temporary Faculty Instrl
Ostojic-Portello	Radica	0.533 A	12/31/2014 Temporary Faculty Instrl
Ovetz	Robert	0.4 A	12/31/2014 Temporary Faculty Instrl
Pacula	Norman	0.2 A	12/31/2014 BIS Department Chair
Pagani	Rossana	0.267 A	12/31/2014 Temporary Faculty Instrl
Palmer	Ronald	0.2 A	12/31/2014 Career Education Dept Chair
Palmer	Ronald	0.067 A	12/31/2014 Coord. Auto Collision Repair T
Palmer	Ronald	0.413 A	12/31/2014 Temporary Faculty Instrl
Park	Jessica	0.2 A	12/31/2014 Behavioral Science Dept. Chair
Pasquel	Alicia	0.14 A	12/31/2014 Temporary Faculty Non-Instrl
Pasquel	Alicia	0.067 A	12/31/2014 Academic Senate VP
Passer	Joyce	0.097 A	9/30/2014 Temporary Faculty Instrl
Patel	Beth	0.2 A	12/31/2014 Temporary Faculty Non-Instrl
Patel	Beth	0.013 A	12/31/2014 Temporary Faculty Instrl
Patlolla	Sandhyarar	0.2 A	12/31/2014 Temporary Faculty Instrl
Paules	Marian	0.66 A	12/31/2014 Temporary Faculty Instrl
Perrone	Kristin	0.067 A	12/31/2014 Temporary Faculty Non-Instrl
Perrone	Kristin	0.067 A	12/31/2014 Temporary Faculty Instrl
Peterson	Stephen	0.62 A	12/31/2014 Temporary Faculty Instrl
Peterson	Ted	0.577 A	12/31/2014 Temporary Faculty Instrl
Petrovsky	John	0.267 A	12/31/2014 Temporary Faculty Instrl
Polen	Patricia	0.2 A	12/31/2014 Temporary Faculty Instrl
Polen	Patricia	0.083 A	10/31/2014 Temporary Faculty Instrl
Poluha	Lauren	0.2 A	12/31/2014 Temporary Faculty Instrl
Pomajulca	Cesar	0.153 A	12/31/2014 Temporary Faculty Instrl
Powers	April	0.4 A	12/31/2014 Temporary Faculty Instrl
Prince	Kuniko	0.533 A	12/31/2014 Temporary Faculty Instrl
Proctor	Robert	0.2 A	12/31/2014 Temporary Faculty Instrl
Psomas	Nikolas	0.267 A	12/31/2014 Temporary Faculty Instrl
Purcell	Shawn	0.2 A	12/31/2014 Temporary Faculty Instrl
Quick	Dayna	0.067 A	12/31/2014 Temporary Faculty Instrl
Quinn	Brian	0.2 A	12/31/2014 Temporary Faculty Instrl
Rahman	Susan	0.11 A	12/31/2014 Temporary Faculty Instrl
Rapko	John	0.4 A	12/31/2014 Temporary Faculty Instrl
Ravani	Ronald	0.2 A	12/31/2014 Temporary Faculty Instrl
Reetz	Becky	0.2 A	12/31/2014 CalWorks Dir Duties
Reetz	Becky	0.133 A	12/31/2014 Temporary Faculty Instrl
Ridley	Diane	0.23 A	9/30/2014 Temporary Faculty Instrl
Rilla	Paul	0.277 A	12/31/2014 Temporary Faculty Instrl

1. Appointment of Part-Time Temporary Credit Instructors and Overload Instructors for Fall Semester 2014

Ritchie	Alan	0.113 A	12/31/2014 Temporary Faculty Instrl
Rivera	Roberto	0.2 A	12/31/2014 Temporary Faculty Instrl
Robertson	Noel	0.047 A	12/31/2014 Temporary Faculty Instrl CR
Robertson	Noel	0.6 A	12/31/2014 Temporary Faculty Instrl
Rocky	Alice	0.4 A	12/31/2014 Temporary Faculty Instrl
Roderick	Irina	0.2 A	12/31/2014 Math Dept. Chair
Roderick	Irina	0.467 A	12/31/2014 Temporary Faculty Instrl
Rollins	Corina	0.4 A	12/31/2014 Temporary Faculty Instrl
Rugani	Kelli	0.415 A	10/31/2014 Temporary Faculty Instrl
Russakovskii	Yevgeniy	0.333 A	12/31/2014 Temporary Faculty Instrl
Rusting	John	0.4 A	12/31/2014 Temporary Faculty Instrl
Saldana	Tristan	0.333 A	12/31/2014 Temporary Faculty Instrl
Saldana	Tristan	0.2 A	12/31/2014 Temporary Faculty Instrl
Sanko	Nadia	0.067 A	12/31/2014 Temporary Faculty Instrl
Scarcella	Joseph	0.2 A	12/31/2014 Temporary Faculty Instrl
Schoon	Keith	0.086 A	12/31/2014 Counselor
Schultz	Chris	0.4 A	12/31/2014 Counseling Hours
Scofield	Alan	0.277 A	12/31/2014 Temporary Faculty Instrl
Scofield	Alan	0.126 A	11/30/2014 Temporary Faculty Instrl
Scott	John	0.664 A	12/31/2014 Temporary Faculty Instrl
Scranton	Diana	0.177 A	12/31/2014 Temporary Faculty Instrl
Serafin	Scott	0.2 A	12/31/2014 Physical Sciences Dept Chair
Serafin	Scott	0.064 A	12/31/2014 Temporary Faculty Instrl
Shaw	Brianna	0.166 A	12/31/2014 Temporary Faculty Instrl
Sheofsky	Elizabeth	0.093 A	12/31/2014 Temporary Faculty Instrl
Sirianni	Patricia	0.533 A	12/31/2014 Temporary Faculty Instrl
Sklove	Brett	0.199 A	12/31/2014 Counseling Hours
Smith	Paul	0.28 A	11/30/2014 Temporary Faculty Instrl
Smith	Victor	0.498 A	12/31/2014 Temporary Faculty Instrl
Smyth	Kathleen	0.2 A	12/31/2014 Distance Ed Coordinator
Smyth	Kathleen	0.574 A	12/31/2014 Temporary Faculty Instrl
Soluri	Kathaeryne	0.566 A	12/31/2014 Temporary Faculty Instrl
Squeri Jr	Richard	0.083 A	10/31/2014 Temporary Faculty Instrl
Stahl-Ricco	Gina	0.4 A	12/31/2014 Temporary Faculty Instrl
Steinberg	Carla	0.467 A	12/31/2014 Temporary Faculty Instrl
Suarez	Juan	0.133 A	12/31/2014 Temporary Faculty Instrl
Subramanian	N	0.665 A	12/31/2014 Temporary Faculty Instrl
Sukoski	Martha	0.2 A	12/31/2014 Temp Faculty Instrl NCELS
Sutherland	John	0.4 A	12/31/2014 UPM Chief Negot/Grievance Off
Sutherland	John	0.1 A	12/31/2014 English/Humanities Dept Chair
Sutherland	John	0.007 A	12/31/2014 English Writing Lab Coord
Tanner Mack	Sandra	0.277 A	12/31/2014 Temporary Faculty Instrl
Tanner Mack	Sandra	0.126 A	11/30/2014 Temporary Faculty Instrl
Taylor	Laurie	0.566 A	12/31/2014 Temporary Faculty Instrl
Tenison-Scott	Joetta	0.4 A	12/31/2014 Temporary Faculty Instrl
Testa	Dana	0.267 A	12/31/2014 Temporary Faculty Instrl
Thompson	Rose	0.1 A	12/31/2014 Temporary Faculty Non-Instrl

1. Appointment of Part-Time Temporary Credit Instructors and Overload Instructors for Fall Semester 2014

Thompson	Rose	0.006 A	8/31/2014 Cal Works
Tirado	Patricia	0.2 A	12/31/2014 Temporary Faculty Instrl
Turner	Walter	0.2 A	12/31/2014 Social Science Dept Chair
Tyree	Juanita	0.533 A	12/31/2014 Temporary Faculty Instrl
Vartanian	Sharon	0.54 A	12/31/2014 Temporary Faculty Instrl
Vartanian	Sharon	0.033 A	10/31/2014 Temporary Faculty Instrl
Vartanian	Sharon	0.067 A	12/31/2014 Temporary Faculty Instrl
Vaughan-Shannon	Michelle	0.4 A	12/31/2014 Temporary Faculty Instrl
Wadenius	Adam	0.2 A	12/31/2014 Temporary Faculty Instrl
Waldman	Leslie	0.532 A	12/31/2014 Temporary Faculty Instrl
Wang	Andrea	0.067 A	12/31/2014 Math DT Coordinator
Wang	Andrea	0.633 A	12/31/2014 Temporary Faculty Instrl
Webster	Rachael	0.064 A	12/31/2014 Temporary Faculty Instrl
Wenck-Reilly	Brennan	0.166 A	12/31/2014 Temporary Faculty Instrl
Werlin	Rebecca	0.2 A	12/31/2014 Temporary Faculty Instrl
Werlin	Rebecca	0.2 A	12/31/2014 Temporary Faculty Instrl
West	Walter	0.214 A	12/31/2014 Temporary Faculty Non-Instrl
West	Walter	0.664 A	12/31/2014 Temporary Faculty Instrl
Whitescarver	Sheila	0.647 A	12/31/2014 Temporary Faculty Instrl
Widenhofer	Allan	0.4 A	12/31/2014 Temporary Faculty Instrl
Wilgis	Marlene	0.377 A	9/1/2014 Temporary Faculty Instrl
Willet	Nancy	0.4 A	12/31/2014 Temporary Faculty Instrl
Williams	Jeannine	0.532 A	12/31/2014 Temp. Faculty Instructor
Willits	Ronald	0.407 A	12/31/2014 Temporary Faculty Instrl
Willits	Ronald	0.067 A	10/31/2014 Temporary Faculty Instrl
Wilson	Brian	0.2 A	12/31/2014 Temporary Faculty Instrl
Wilson	Derek	0.107 A	12/31/2014 Temporary Faculty Instrl
Wood	Robyn	0.264 A	12/31/2014 Temporary Faculty Instrl
Wood	Scott	0.577 A	12/31/2014 Temporary Faculty Instrl
Woodlief	Blaze	0.093 A	12/31/2014 Temporary Faculty Instrl
Young	Maria	0.45 A	12/31/2014 Temporary Faculty Instrl
Ziedrich	Cheryl	0.618 A	12/31/2014 Temporary Faculty Instrl

**MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904**

BOARD AGENDA ITEM

To:	Board of Trustees	Date: September 16, 2014
From:	Superintendent/President	Item & File No. C.11.B.
Subject:	Classified Personnel Recommendations	
Reason for Board Consideration:	CONSENT APPROVAL	Enclosure(s): Recommendations

BACKGROUND:

The following actions are included in the Classified Personnel Recommendations:

1. Appointment of Classified Personnel
2. Temporary Increase/Decrease in Assignment/Salary for Classified Personnel
3. Resignation/Termination of Classified Personnel
4. Permanent Reassignment of Classified Personnel

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

K. Arima, M. Fragata, A. Haber, J. Stroud, C. Lavi, K. Gisle, R. Jacques, B. Haggitt and L. Lee are on the non-instructional side of the 50% law.

RECOMMENDATION:

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

Administrator Initiating Item: Kristina Combs, Executive Director of Human Resources & Labor Relations
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1. APPOINTMENT OF CLASSIFIED PERSONNEL

<u>Item No.</u>	<u>Name</u>	<u>Division/Department</u>	<u>FTE</u>	<u>MPY</u>	<u>Effective Date</u>
1.	Fragata, Marilou	Staff Accountant	1.0	12	09/17/2014
2.	Brianna Haggitt	Accountant	1.0	12	09/29/2014

BACKGROUND INFORMATION:

1. Ms. Fragata has accepted the position of Staff Accountant effective September 17, 2014.
2. Ms. Haggitt has accepted the Supervisory position of Accountant effective September 29, 2014.

2. TEMPORARY INCREASE/DECREASE IN ASSIGNMENT/ SALARY FOR CLASSIFIED PERSONNEL

	<u>Name</u>	<u>Position</u>	<u>FTE</u>	<u>MPY</u>	<u>Appt. Type</u>	<u>Effective Date</u>
1.	Haber, Andy	Telecommunications & Electronic Specialist	From .80 To 1.0	12	Temp.	09/01/2014 – 08/31/2015
2.	Lee, Leslie	Human Resources Technician	From .53 To 1.0	12	Temp.	10/01/2014 – 10/31/2014

BACKGROUND INFORMATION:

1. Mr. Haber will continue to be compensated an additional \$1,000.00 per month in agreement with the classified association CSEA to complete project based assignments within the scope of Modernization through August 31, 2015.
2. Ms. Lee will continue her temporary increase in assignment to meet the increased workload of the Human Resources Office effective October 1, 2014 through October 31, 2014.

3. RESIGNATION/TERMINATION OF CLASSIFIED PERSONNEL

<u>Item No.</u>	<u>Name</u>	<u>Position</u>	<u>FTE</u>	<u>MPY</u>	<u>Type</u>	<u>Effective Date</u>
1.	Stroud, JoAnne	Bookstore Operations Asst.	1.0	12	Retirement	06/30/2015
2.	Arima, Kathy	Bookstore Clerk	1.0	12	Retirement	12/30/2014

BACKGROUND INFORMATION:

1. Ms. Stroud has submitted her letter of resignation for retirement purposes effective close of business June 30, 2015.
2. Ms. Arima has submitted her letter of resignation for retirement purposes effective close of business December 30, 2014.

4. PERMANENT REASSIGNMENT OF CLASSIFIED PERSONNEL

	<u>Name</u>	<u>Position</u>	<u>FTE</u>	<u>MPY</u>	<u>Effective Date</u>
1.	Lavi, Cynthia	Office Technician – A&R Office Technician – CES	1.0	12	08/01/2014
2.	Jacques, Rose	From: Administrative Assistant To: Administrative Assistant to Dean/Dir. (Cabinet Level)	1.0	12	08/01/2014

BACKGROUND INFORMATION:

1. Ms. Lavi was permanently reassigned from Office Technician in Admissions and Records to Office Technician in Community Education and Life Long Learning effective August 1, 2014.
2. Ms. Jacques was permanently reassigned on August 1, 2014, from an Administrative Assistant in the Allied Health Department to the Student Services area reporting directly to the Dean of Student Services. Her classification will be upgraded as stated above effective August 1, 2014.

**MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904**

BOARD AGENDA ITEM

To: Board of Trustees	Date: September 16, 2014
From: Superintendent/President	Item & File No. C.11.C.
Subject: Classified Employee Change – Lab Technician - Music	
Reason for Board Consideration: CONSENT APPROVAL	Enclosure(s): CSEA Salary Schedule

BACKGROUND:

Pursuant to Article 14, Section 6 of the CSEA CBA the District and CSEA created a joint Reclassification Committee to review all fully completed requests for unit members for reclassification submitted by February 1, 2013. Pursuant to contract language any reclassification recommendation during any fiscal year has a July 1 effective date.

With the implementation of the CSEA Equity Study effective March 1, 2014, the Range for this classification was increased as stated below. As a result, the committee is in agreement to finalize the reclassification request retroactive to July 1, 2013, and compensate the incumbent (Michael Irvine) from July 2013 through February 2014.

Laboratory Technician - Range 115 (\$3,638.38 - \$4,423.25) held by Michael Irvine.

BUDGET IMPLICATIONS: The estimated cost of the reclassification from July 2013 through February 2014 is approximately \$1,988.48 the recommendation is on the non-instructional side of the 50% law.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the following action effective July 1, 2013 and approve the revised CSEA Salary Schedule.

Administrator Initiating Item: Kristina Combs, Executive Director of Human Relations & Labor Relations
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**MARIN COMMUNITY COLLEGE DISTRICT
CALIFORNIA SCHOOLS EMPLOYEES ASSOCIATION SALARY SCHEDULE (CSEA)**

SALARY SCHEDULE EFF 7/1/14 1% Increase - Rev Eff 9/1/14
REVISED 9/9/14
BOARD APPROVED TBA

TITLE	RANGE	1	2	3	4	5
Accompanist	109	\$19.48 \$3,165.50	\$20.45 \$3,323.13	\$21.47 \$3,488.88	\$22.54 \$3,662.75	\$23.67 \$3,846.38
Accounting Technician	115	\$22.59 \$3,670.88	\$23.72 \$3,854.50	\$24.91 \$4,047.88	\$26.16 \$4,251.00	\$27.47 \$4,463.88
Accounts Payable Specialist	111	\$20.47 \$3,326.38	\$21.49 \$3,492.13	\$22.56 \$3,666.00	\$23.69 \$3,849.63	\$24.87 \$4,041.38
Admin. Asst to the Dean/Dir. (Cabinet Level)	117	\$23.73 \$3,856.13	\$24.92 \$4,049.50	\$26.17 \$4,252.63	\$27.48 \$4,465.50	\$28.85 \$4,688.13
Administrative Assistant	114	\$22.04 \$3,581.50	\$23.14 \$3,760.25	\$24.30 \$3,948.75	\$25.52 \$4,147.00	\$26.80 \$4,355.00
Administrative Systems Analyst	137	\$38.89 \$6,319.63	\$40.83 \$6,634.88	\$42.87 \$6,966.38	\$45.01 \$7,314.13	\$47.26 \$7,679.75
Admissions & Records Academic Evaluator	118	\$24.32 \$3,952.00	\$25.54 \$4,150.25	\$26.82 \$4,358.25	\$28.16 \$4,576.00	\$29.57 \$4,805.13
Assistive Technology Specialist	122	\$26.84 \$4,361.50	\$28.18 \$4,579.25	\$29.59 \$4,808.38	\$31.07 \$5,048.88	\$32.62 \$5,300.75
Articulation Specialist	112	\$20.98 \$3,409.25	\$22.03 \$3,579.88	\$23.13 \$3,758.63	\$24.29 \$3,947.13	\$25.50 \$4,143.75
Bookstore Clerk	106	\$18.09 \$2,939.63	\$18.99 \$3,085.88	\$19.94 \$3,240.25	\$20.94 \$3,402.75	\$21.99 \$3,573.38
Bookstore Operations Assistant	107	\$18.54 \$3,012.75	\$19.47 \$3,163.88	\$20.44 \$3,321.50	\$21.46 \$3,487.25	\$22.53 \$3,661.13
Box Office Cashier	104	\$17.22 \$2,798.25	\$18.08 \$2,938.00	\$18.98 \$3,084.25	\$19.93 \$3,238.63	\$20.93 \$3,401.13
Buyer	123	\$27.51 \$4,470.38	\$28.89 \$4,694.63	\$30.33 \$4,928.63	\$31.85 \$5,175.63	\$33.44 \$5,434.00
Community Ed. & Svcs. Program Spec.	121	\$26.19 \$4,255.88	\$27.50 \$4,468.75	\$28.88 \$4,693.00	\$30.32 \$4,927.00	\$31.84 \$5,174.00
Computer Access Specialist	126	\$29.63 \$4,814.88	\$31.11 \$5,055.38	\$32.67 \$5,308.88	\$34.30 \$5,573.75	\$36.02 \$5,853.25
Curriculum & Articulation Specialist	122	\$26.84 \$4,361.50	\$28.18 \$4,579.25	\$29.59 \$4,808.38	\$31.07 \$5,048.88	\$32.62 \$5,300.75
Instructional Support Specialist	115	\$22.59 \$3,670.88	\$23.72 \$3,854.50	\$24.91 \$4,047.88	\$26.16 \$4,251.00	\$27.47 \$4,463.88
Database Administrator	137	\$38.89 \$6,319.63	\$40.83 \$6,634.88	\$42.87 \$6,966.38	\$45.01 \$7,314.13	\$47.26 \$7,679.75
Designer/Stage Technician	115	\$22.59 \$3,670.88	\$23.72 \$3,854.50	\$24.91 \$4,047.88	\$26.16 \$4,251.00	\$27.47 \$4,463.88
DSPS E-Text Assistant	109	\$19.48 \$3,165.50	\$20.45 \$3,323.13	\$21.47 \$3,488.88	\$22.54 \$3,662.75	\$23.67 \$3,846.38
DSPS Program Technician	109	\$19.48 \$3,165.50	\$20.45 \$3,323.13	\$21.47 \$3,488.88	\$22.54 \$3,662.75	\$23.67 \$3,846.38
DSPS Specialist	116	\$23.15 \$3,761.88	\$24.31 \$3,950.38	\$25.53 \$4,148.63	\$26.81 \$4,356.63	\$28.15 \$4,574.38
DSPS Support Services Technician	112	\$20.98 \$3,409.25	\$22.03 \$3,579.88	\$23.13 \$3,758.63	\$24.29 \$3,947.13	\$25.50 \$4,143.75
Enrollment Services Associate I	115	\$22.59 \$3,670.88	\$23.72 \$3,854.50	\$24.91 \$4,047.88	\$26.16 \$4,251.00	\$27.47 \$4,463.88
Enrollment Services Associate II	119	\$24.93 \$4,051.13	\$26.18 \$4,254.25	\$27.49 \$4,467.13	\$28.86 \$4,689.75	\$30.30 \$4,923.75
Enrollment Services Associate III	123	\$27.51 \$4,470.38	\$28.89 \$4,694.63	\$30.33 \$4,928.63	\$31.85 \$5,175.63	\$33.44 \$5,434.00
EOPS Specialist	112	\$20.98 \$3,409.25	\$22.03 \$3,579.88	\$23.13 \$3,758.63	\$24.29 \$3,947.13	\$25.50 \$4,143.75
EOPS/CALWORKS Specialist	112	\$20.98 \$3,409.25	\$22.03 \$3,579.88	\$23.13 \$3,758.63	\$24.29 \$3,947.13	\$25.50 \$4,143.75
Facilities Analyst	122	\$26.84 \$4,361.50	\$28.18 \$4,579.25	\$29.59 \$4,808.38	\$31.07 \$5,048.88	\$32.62 \$5,300.75
Graphic Artist/Instr. Material Specialist	112	\$20.98 \$3,378.38	\$22.03 \$3,547.38	\$23.13 \$3,724.50	\$24.29 \$3,911.38	\$25.50 \$4,106.38
Graphics Design Specialist	118	\$24.32 \$3,952.00	\$25.54 \$4,150.25	\$26.82 \$4,358.25	\$28.16 \$4,576.00	\$29.57 \$4,805.13
Health Services and Safety Crdr.	112	\$20.98 \$3,409.25	\$22.03 \$3,579.88	\$23.13 \$3,758.63	\$24.29 \$3,947.13	\$25.50 \$4,143.75
Health Services Assistant	107	\$18.54 \$3,012.75	\$19.47 \$3,163.88	\$20.44 \$3,321.50	\$21.46 \$3,487.25	\$22.53 \$3,661.13
HSPS Assistant	106	\$18.09 \$2,939.63	\$18.99 \$3,085.88	\$19.94 \$3,240.25	\$20.94 \$3,402.75	\$21.99 \$3,573.38
Human Resources Technician	118	\$24.32 \$3,952.00	\$25.54 \$4,150.25	\$26.82 \$4,358.25	\$28.16 \$4,576.00	\$29.57 \$4,805.13
Instructional Assistant Class Series	107	\$18.54 \$3,012.75	\$19.47 \$3,163.88	\$20.44 \$3,321.50	\$21.46 \$3,487.25	\$22.53 \$3,661.13

Longevity increments are computed at the step and salary range to which an employee is assigned as follows:	
Service Years	% of Current Salary
8	4.50%
10	7.50%
13	12.50%
16	17.50%
20	19.50%

**MARIN COMMUNITY COLLEGE DISTRICT
CALIFORNIA SCHOOLS EMPLOYEES ASSOCIATION SALARY SCHEDULE (CSEA)**

SALARY SCHEDULE EFF 7/1/14 1% Increase - Rev Eff 9/1/14
REVISED 9/9/14
BOARD APPROVED TBA

Instructional Specialist - BIS	115	\$22.59 \$3,670.88	\$23.72 \$3,854.50	\$24.91 \$4,047.88	\$26.16 \$4,251.00	\$27.47 \$4,463.88
Instructional Specialist - Court Reporting	115	\$22.59 \$3,670.88	\$23.72 \$3,854.50	\$24.91 \$4,047.88	\$26.16 \$4,251.00	\$27.47 \$4,463.88
Instructional Specialist - DSPS	115	\$22.59 \$3,670.88	\$23.72 \$3,854.50	\$24.91 \$4,047.88	\$26.16 \$4,251.00	\$27.47 \$4,463.88
Instructional Specialist - English	115	\$22.59 \$3,670.88	\$23.72 \$3,854.50	\$24.91 \$4,047.88	\$26.16 \$4,251.00	\$27.47 \$4,463.88
Instructional Specialist - Library/Learning Resources	115	\$22.59 \$3,670.88	\$23.72 \$3,854.50	\$24.91 \$4,047.88	\$26.16 \$4,251.00	\$27.47 \$4,463.88
Instructional Specialist - Mathematics	115	\$22.59 \$3,670.88	\$23.72 \$3,854.50	\$24.91 \$4,047.88	\$26.16 \$4,251.00	\$27.47 \$4,463.88
Instructional Specialist - Modern Languages	110	\$19.97 \$3,245.13	\$20.97 \$3,407.63	\$22.02 \$3,578.25	\$23.12 \$3,757.00	\$24.28 \$3,945.50
Instructional Specialist - Testing/Dist. Ed.	110	\$19.97 \$3,245.13	\$20.97 \$3,407.63	\$22.02 \$3,578.25	\$23.12 \$3,757.00	\$24.28 \$3,945.50
Instructional Technologist - Distance Ed.	125	\$28.91 \$4,697.88	\$30.36 \$4,933.50	\$31.88 \$5,180.50	\$33.47 \$5,438.88	\$35.14 \$5,710.25
Instructional Technology Analyst	126	\$29.63 \$4,814.88	\$31.11 \$5,055.38	\$32.67 \$5,308.88	\$34.30 \$5,573.75	\$36.02 \$5,853.25
Job Placement Technician	113	\$21.50 \$3,493.75	\$22.58 \$3,669.25	\$23.71 \$3,852.88	\$24.90 \$4,046.25	\$26.15 \$4,249.38
Laboratory Technician Class Series	115	\$22.59 \$3,670.88	\$23.72 \$3,854.50	\$24.91 \$4,047.88	\$26.16 \$4,251.00	\$27.47 \$4,463.88
Laboratory Technician - Communication and Media Services	115	\$22.59 \$3,670.88	\$23.72 \$3,854.50	\$24.91 \$4,047.88	\$26.16 \$4,251.00	\$27.47 \$4,463.88
Laboratory Technician - Museum	112	\$20.98 \$3,409.25	\$22.03 \$3,579.88	\$23.13 \$3,758.63	\$24.29 \$3,947.13	\$25.50 \$4,143.75
Laboratory Technician - Music	115	\$22.59 \$3,670.88	\$23.72 \$3,854.50	\$24.91 \$4,047.88	\$26.16 \$4,251.00	\$27.47 \$4,463.88
Learning Resources Assistant	106	\$18.09 \$2,939.63	\$18.99 \$3,085.88	\$19.94 \$3,240.25	\$20.94 \$3,402.75	\$21.99 \$3,573.38
Learning Resources Technician	109	\$19.48 \$3,165.50	\$20.45 \$3,323.13	\$21.47 \$3,488.88	\$22.54 \$3,662.75	\$23.67 \$3,846.38
Library Technical Assistant	110	\$19.97 \$3,245.13	\$20.97 \$3,407.63	\$22.02 \$3,578.25	\$23.12 \$3,757.00	\$24.28 \$3,945.50
Library Technical Specialist	112	\$20.98 \$3,409.25	\$22.03 \$3,579.88	\$23.13 \$3,758.63	\$24.29 \$3,947.13	\$25.50 \$4,143.75
Media Center Assistant	106	\$18.09 \$2,939.63	\$18.99 \$3,085.88	\$19.94 \$3,240.25	\$20.94 \$3,402.75	\$21.99 \$3,573.38
Media Center Specialist	112	\$20.98 \$3,409.25	\$22.03 \$3,579.88	\$23.13 \$3,758.63	\$24.29 \$3,947.13	\$25.50 \$4,143.75
Media Production Technician	111	\$20.47 \$3,326.38	\$21.49 \$3,492.13	\$22.56 \$3,666.00	\$23.69 \$3,849.63	\$24.87 \$4,041.38
Media Services Coordinator	113	\$21.50 \$3,493.75	\$22.58 \$3,669.25	\$23.71 \$3,852.88	\$24.90 \$4,046.25	\$26.15 \$4,249.38
Microcomputer Coordinator	115	\$22.59 \$3,670.88	\$23.72 \$3,854.50	\$24.91 \$4,047.88	\$26.16 \$4,251.00	\$27.47 \$4,463.88
Office Technician I	105	\$17.65 \$2,868.13	\$18.53 \$3,011.13	\$19.46 \$3,162.25	\$20.43 \$3,319.88	\$21.45 \$3,485.63
Office Technician II*	106	\$18.09 \$2,939.63	\$18.99 \$3,085.88	\$19.94 \$3,240.25	\$20.94 \$3,402.75	\$21.99 \$3,573.38
Payroll/Benefits Specialist	118	\$24.32 \$3,952.00	\$25.54 \$4,150.25	\$26.82 \$4,358.25	\$28.16 \$4,576.00	\$29.57 \$4,805.13
Print Production Specialist	114	\$22.04 \$3,581.50	\$23.14 \$3,760.25	\$24.30 \$3,948.75	\$25.52 \$4,147.00	\$26.80 \$4,355.00
Production Technician	109	\$19.48 \$3,165.50	\$20.45 \$3,323.13	\$21.47 \$3,488.88	\$22.54 \$3,662.75	\$23.67 \$3,846.38
Reprographics Mail/Clerk	105	\$17.65 \$2,868.13	\$18.53 \$3,011.13	\$19.46 \$3,162.25	\$20.43 \$3,319.88	\$21.45 \$3,485.63
Research Analyst	124	\$28.20 \$4,582.50	\$29.61 \$4,811.63	\$31.09 \$5,052.13	\$32.64 \$5,304.00	\$34.27 \$5,568.88
Senior Creative Designer	128	\$31.13 \$5,058.63	\$32.69 \$5,312.13	\$34.32 \$5,577.00	\$36.04 \$5,856.50	\$37.84 \$6,149.00
Staff Accountant	125	\$28.91 \$4,697.88	\$30.36 \$4,933.50	\$31.88 \$5,180.50	\$33.47 \$5,438.88	\$35.14 \$5,710.25
Staff Development Program Administrator	126	\$29.63 \$4,814.88	\$31.11 \$5,055.38	\$32.67 \$5,308.88	\$34.30 \$5,573.75	\$36.02 \$5,853.25
System Administrator	133	\$35.23 \$5,724.88	\$36.99 \$6,010.88	\$38.84 \$6,311.50	\$40.78 \$6,626.75	\$42.82 \$6,958.25
System Support Administrator	126	\$29.63 \$4,814.88	\$31.11 \$5,055.38	\$32.67 \$5,308.88	\$34.30 \$5,573.75	\$36.02 \$5,853.25
System Support Technician	124	\$28.20 \$4,582.50	\$29.61 \$4,811.63	\$31.09 \$5,052.13	\$32.64 \$5,304.00	\$34.27 \$5,568.88
Technology Operations Support Spec.	128	\$31.13 \$5,058.63	\$32.69 \$5,312.13	\$34.32 \$5,577.00	\$36.04 \$5,856.50	\$37.84 \$6,149.00

Longevity increments are computed at the step and salary range to which an employee is assigned as follows:	
Service Years	% of Current Salary
8	4.50%
10	7.50%
13	12.50%
16	17.50%
20	19.50%

**MARIN COMMUNITY COLLEGE DISTRICT
CALIFORNIA SCHOOLS EMPLOYEES ASSOCIATION SALARY SCHEDULE (CSEA)**

SALARY SCHEDULE EFF 7/1/14 1% Increase - Rev Eff 9/1/14
REVISED 9/9/14
BOARD APPROVED TBA

Telecommunications & Elec. Specialist	119	\$24.93 \$4,051.13	\$26.18 \$4,254.25	\$27.49 \$4,467.13	\$28.86 \$4,689.75	\$30.30 \$4,923.75
Testing Center Coordinator	122	\$26.84 \$4,361.50	\$28.18 \$4,579.25	\$29.59 \$4,808.38	\$31.07 \$5,048.88	\$32.62 \$5,300.75
Testing Technician	106	\$18.09 \$2,939.63	\$18.99 \$3,085.88	\$19.94 \$3,240.25	\$20.94 \$3,402.75	\$21.99 \$3,573.38
Theatre Manager	109	\$19.48 \$3,165.50	\$20.45 \$3,323.13	\$21.47 \$3,488.88	\$22.54 \$3,662.75	\$23.67 \$3,846.38
Transfer and Career Center Tech.	111	\$20.47 \$3,326.38	\$21.49 \$3,492.13	\$22.56 \$3,666.00	\$23.69 \$3,849.63	\$24.87 \$4,041.38
Tutoring Center Coordinator	112	\$20.98 \$3,409.25	\$22.03 \$3,579.88	\$23.13 \$3,758.63	\$24.29 \$3,947.13	\$25.50 \$4,143.75
Video Communications Specialist	123	\$27.51 \$4,470.38	\$28.89 \$4,694.63	\$30.33 \$4,928.63	\$31.85 \$5,175.63	\$33.44 \$5,434.00
Visual Communications Designer /Publisher	128	\$31.13 \$5,058.63	\$32.69 \$5,312.13	\$34.32 \$5,577.00	\$36.04 \$5,856.50	\$37.84 \$6,149.00
Work Force Program Specialist	112	\$20.98 \$3,409.25	\$22.03 \$3,579.88	\$23.13 \$3,758.63	\$24.29 \$3,947.13	\$25.50 \$4,143.75

Longevity increments are computed at the step and salary range to which an employee is assigned as follows:	
Service Years	% of Current Salary
8	4.50%
10	7.50%
13	12.50%
16	17.50%
20	19.50%

1. On recommendation of the supervisor, an employee shall advance one (1) step within his/her salary range effective as follows:

a) Employees shall be eligible for a step increase on their anniversary date for Steps 1-5. Their anniversary date is on the first day of the month following twelve (12) months of service in the position and this day and month, yearly thereafter. Employees who have breaks in service have reconstructed anniversary dates.

2. Longevity pay shall be granted monthly to all eligible employees, on the following basis:

a) Those employees who achieve eligibility for an increment, as designated below, are given their increment on their original anniversary date based on the date of hire in the first CSEA position held at the college. In case of promotion, if the employee is on a longevity step, employee retains the longevity increment and eligibility for their next longevity increments based on the years of creditable services listed below.

- 1) A first increment for eight (8) years of creditable service.
- 2) A second increment for ten (10) years of creditable service.
- 3) A third increment for thirteen (13) years of creditable service.
- 4) A fourth increment for sixteen (16) years of creditable service.
- 5) A fifth increment for twenty (20) years of creditable service, effective July 1, 1998.

*Salary pursuant to TA dated 7/18/2012; Board Approved 12/11/12

*Job Placement Technician reclassified to 113 effective 7/1/13

* Lab Technician - Music reclassified to 115 effective 7/1/13

**MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904**

BOARD AGENDA ITEM

To:	Board of Trustees	Date: September 16, 2014
From:	Superintendent/President	Item & File No. C.11.D.
Subject:	Classified Confidential Position Recommendations	
Reason for Board Consideration:	CONSENT APPROVAL	Enclosure(s): Job Descriptions & Salary Schedule

BACKGROUND:

In response to recruitment/retention concerns, in October 2013 the District initiated a classification study using the Bay10 community colleges as comparator institutions along with the 2012 ACCCA Salary Survey of administrative/clerical positions reporting to the President/Superintendent, Vice President, Assistant Vice President Level. The outcome of the study was the establishment of an Executive Assistant I and II classification series, attached.

BUDGET IMPLICATIONS: The estimated cost of this action is approximately \$4,577.28 for fiscal year 2014/2015 on the non-instructional side of the 50% law.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the following actions as stated below; approve new Job Descriptions, Confidential Salary Schedule and amend Classified Staffing Plan accordingly.

Effective September 17, 2014:

1. Change the title and salary range for the Administrative Assistant to the President Range 700 (\$4291.63 - \$6,261.13) to Executive Assistant I - *Range 715 (\$4,584.13 – \$6,686.88)*, and recruit for the existing vacant 1.0 FTE position in the President's Office.
2. Effective September 17, 2014, place incumbent Carol Scialli, Administrative Assistant to the Assistant Vice President, into the new classification Executive Assistant I.
3. Create a classification series and salary range for an Executive Assistant II – *Range 730 (\$5,265.00 – \$7,681.38)*

Administrator Initiating Item: Kristina Combs, Executive Director of Human Resources and Labor Relations
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COLLEGE OF MARIN JOB DESCRIPTION

EXECUTIVE ASSISTANT I (Confidential)

Purpose Statement: (Duties, General Description)

In this position, the incumbent performs complex administrative work that requires a high level of confidentiality, discretion and judgment supporting the Superintendent/President, Vice Presidents, and Assistant Vice Presidents in communicating information and responding to inquiries on behalf of the college administrators, district staff, and the college, and/or provides general support to the Executive Assistant II. The incumbent serves as the College and department representative for all requests for information, serves as a resource for information relating to Board Policies, Administrative Procedures, departmental guidelines, Education Code, and other rules and regulations that govern community college districts. Incumbent utilizes independent judgment, knowledge and interpretation capabilities.

Essential Functions:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

Performs a variety of complex support services to the manager of the department. Maintains strict confidence and discretion in written and verbal communications. Directs and assists other personnel as may be required for the purpose or supporting them in the completion of their work activities to assure smooth and efficient office operations.

Provides administrative research and support for the department pertaining to collective bargaining.

Serves as the day-to-day representative of the office, evaluating situations (e.g. involving staff, students, the public etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.

Composes, drafts and edits pertinent documents and correspondence; compiles reports and information for presentation; research and analysis, for the purpose of documenting activities, providing written reference and/or conveying information.

May communicate verbally and in writing on behalf of the Superintendent/President, Vice President or Assistant Vice President across all levels of the organization as well as with outside business associates and vendors.

Researches and prepares monthly board agenda items for submission to the Executive Assistant II, in the office of the Superintendent/President.

Monitors assigned district activities and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.

Serves as a liaison to committees and/or organizations for the purpose of conveying and/or gathering information required for district operations.

Manages or participates in management of department budget, utilizing the district online budget tool.

Manages electronic calendar for scheduling activities and meetings.

Assigns and monitors division support staff in: the coordination of the evaluation process for all division employees; leave administration; hourly hires; and facilitation of hiring committee work.

Coordinates a variety of activities (e.g. event planning, meetings, workshops, travel/accommodations, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.

Serves as staff resource at meetings as required for the purpose of providing coordination, materials, support and/or minutes i.e. governance committees, department chairs, etc.

Maintains documents, office files and records for the purpose of providing up-to-date reference and audit trail for compliance.

Utilizing district software program, maintains, edits, updates division website, and is responsible for updating committee websites.

Other functions may include:

Assist with application and related procedures and processes for special events and activities on behalf of the district or for public/private requests for use of college facilities, coordination of use of facilities and processes including billing as appropriate.

Coordinate public relations including press releases and community liaison activities of Superintendent/President.

Serve as public information representative for the District.

Coordinate and provides support with public events calendar.

Support and assist in risk management/compliance including assistance with contract and form development. This may include working with insurance administrator and/or legal counsel to assure minimization of risk to the District.

Serve as primary contact for claims and lawsuits, working closely with insurance administrator and/or legal services. Prepares claim rejection notices for the Board; assists in handling small claims with guidance from insurance administrator. Responsible for completing annual risk management questionnaire and compilation of information provided by departments for reporting purposes.

Assist in coordination of participatory governance system.

Knowledge, Skills and Abilities: (Desirable Attributes & Skills)

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: community college operations and philosophy, concepts of grammar and punctuation.

SKILLS are required to perform single technical tasks with an occasional need to upgrade skills due to changing job conditions. Good interpersonal communications and public contact skills are required. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; performing standard bookkeeping procedures; planning and managing projects; preparing and maintaining accurate records. Use of new or additional equipment brought about by new technology shall be incorporated consistent with the level of responsibility and complexity of this job. Utilizing district software program, maintains, edits, updates division website, and is responsible for updating committee websites.

ABILITY is required to schedule a significant number of activities; routinely gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups using effective interpersonal communication; work with data of varied types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant and sustained interruptions; working with detailed information/data. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds, disabilities and learning styles of community college students and staff.

Working Environment:

Office environment with the usual and customary methods of performing the job's functions.

Physical Demands:

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard
- Seeing to read a variety of materials, continuously
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others

Minimum Qualifications/Position Requirements (Education & Experience):

Bachelor's Degree from an accredited institution with study in job related area OR equivalent. (Experience in lieu of education on a year for year basis)

Desirable Qualifications:

Experience in higher education, California community college, public and private sector, colleges and universities.

Previous experience working at an executive level.

Certificates & Licenses:

Clearances: Criminal Justice/Fingerprint & TB Clearance

FLSA Status: Exempt

Date: September 16, 2014

Bargaining Unit: Confidential

Salary Range: 715

COLLEGE OF MARIN JOB DESCRIPTION

EXECUTIVE ASSISTANT II **Superintendent/President** **(Confidential)**

Purpose Statement: (Duties, General Description)

Reporting directly to the Superintendent/President, this position is responsible for providing a variety of complex administrative, technical, clerical and other confidential department support and public information services. The position also provides primary staff support for the Board of Trustees, as assigned by the Superintendent/President. Public contact may include in-person, telephone, electronic, written and other communication with managers, the Board of Trustees, faculty and classified staff, elected officials, students, employee group representatives, other educational institutions, government agencies, legal counsel, business and community representatives, and the general public. The position serves as the liaison for staff and the outside community in all communication with the Superintendent/President and the Board of Trustees. There is a high level of tact, confidentiality, independent judgment, creativity and an extensive use of discretion required to analyze and respond to situations and issues directed to the Office of the Superintendent/President and the Board of Trustees. This position must be able to research available data, appropriate resources, and interpret policies, procedures and regulations in response to inquiries or requests made to this office. This position attends all Board Meetings, Special Meetings and Retreats for the purpose of recording minutes, including evenings and weekends as required.

Essential Functions:

To perform this job successfully, an individual must be able to perform each essential function of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position. The following is characteristic of the essential functions that can be assigned to this classification.

Provide highly confidential administrative support to the Superintendent/President and Board of Trustees. Prepare correspondence on a variety of matters, including those of a confidential nature; review, revise, edit, format and proofread a variety of materials. Provide administrative support to the Superintendent/President on a variety of projects as assigned. Keep informed of sensitive, important or special interest issues of significance to the Superintendent/President, the Board of Trustees, the College and community. Exercise independent judgment concerning matters requiring the attention of the Superintendent/President or the Board of Trustees. Work independently and anticipate and resolve conflicts as appropriate.

Plan, direct, supervise and coordinate the work associated with the Board of Trustees agendas and specialized sessions. In addition, the incumbent provides overall daily administrative support to the Superintendent/President in his role as Secretary to the Board of Trustees.

Respond to communications from administrators, staff, faculty, Board of Trustees, the community, other educational institutions, governmental agencies, professional organizations, legal counsel, etc.; maintain calendar, coordinate and schedule individual and group meetings, Board meetings, special events and activities, both on and off-campus; make reservations and travel arrangements; arrange for food and catering services for events; reserve facilities, media services and conference meeting needs; review and update webpages; respond to correspondence; take and record minutes at Board and other meetings as required; update memberships, directory information and related materials received from outside organizations.

COLLEGE OF MARIN

JOB DESCRIPTION

Greet visitors; screen and respond to all requests for appointments, services, and information; attempt to resolve complaints/problems and/or refer to the appropriate department; keep Superintendent/ President apprised of requests, responses, follow-ups and results. A high degree of initiative, independent judgment, tact, and discretion in dealing with elected officials, representatives of other public and private organizations, and college staff at all levels and the public is required to be successful in this position.

Plan, coordinate and implement logistics for all Board of Trustees meetings, special meetings and retreats including coordinating facility reservations, room set-up, media services, food service, conference or phone needs; coordinate preparation of agenda, Board packet materials and presentation materials with the Superintendent/President and appropriate management personnel; compile, proof and edit Board packet materials; post agendas; assist in ensuring compliance with Brown Act; distribute agenda and Board packets; post electronic materials to web page; take and prepare meeting minutes; follow-up on approved action items; update web page with revisions, modifications, deletions made to Board materials.

Oversee budgets for Office of Superintendent/President and Board of Trustees; process electronic requisitions; purchase orders and budget transfers; keep Superintendent/President apprised of budget throughout the year.

Provide Board Policy/Administrative Procedure information as requested to the College community, Trustees, elected officials; employee group representatives; students; other educational institutions; businesses and community organizations; government agencies; legal counsel; and the general public. Update policies and administrative procedures in accordance with legal mandates and changes in law, following Governance approval processes. Keep Board Policy and Administrative Procedure website current. Inform College community of changes in policy/procedures.

Plan, organize and maintain confidential electronic and manual files and documentation for the Office of the Superintendent/President including correspondence, requests for public information, policies, procedures, meetings, contracts, special activities, collective bargaining; proposals, planning documents, agreements; reports; historical data; fiscal and budgetary records; legal activity; outreach and public relations matters.

Plan, organize and maintain official records of the Board of Trustees including historical and official records, agendas, minutes, Board packets, resolutions, election information, Form 700's, voting regulations, Board Policies and Procedures, legal opinions, required training, etc.

Use a variety of computer software and internet resources to research, compose, compile and prepare reports, correspondence, memoranda, historical information, narratives, charts, graphs, spreadsheets and other information. Maintain and update webpages. Use presentation software to support public speaking activities.

Serve as office manager; schedule and coordinate work of clerical and other staff for office support services and special projects as assigned.

Perform other related duties as assigned.

Knowledge, Skills and Abilities: (Desirable Attributes & Skills)

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: codes, regulations & laws related to the job functions and concepts of grammar, punctuation and Business English.

SKILLS are required to perform multiple technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; preparing and maintaining complex and confidential records; and

COLLEGE OF MARIN

JOB DESCRIPTION

utilizing pertinent software applications. Use of new or additional equipment brought about by new technology shall be incorporated consistent with the level of responsibility and complexity of this job.

ABILITY is required to schedule a number of activities; routinely gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with persons of varied backgrounds; establishing and maintaining effective working relationships; maintaining confidentiality; providing direction and leadership; setting priorities; working with detailed information; and working with frequent interruptions. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds, disabilities and learning styles of community college students and staff.

Working Environment:

- Office environment
- Constant interruptions

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Reaching overhead, above the shoulders and horizontally.

Minimum Qualifications/Position Requirements (Education & Experience):

Any combination of education and experience that would demonstrate possession of the knowledge and skills listed, and five (5) years of substantial and increasingly responsible administrative experience which includes at least two (2) years providing management level support.

Desirable Qualifications:

Experience in public sector or dealing with governmental, community and business representatives is desirable.

Certificates & Licenses:

Clearances: Criminal Justice/Fingerprint Clearance & TB Clearance

FLSA Status: Exempt

Date: September 16, 2014

Bargaining Unit: Confidential

Salary Range: 730

MARIN COMMUNITY COLLEGE DISTRICT

SALARY SCHEDULE AND CONDITIONS OF WORK FOR CONFIDENTIAL EMPLOYEES

Title	Range	Longevity Increments									
		Step A	Step B	Step C	Step D	Step E	W	X	Y	Z	Z+
Admin Assistant to the Vice President	700	\$ 4,291.63	\$ 4,506.13	\$ 4,732.00	\$ 4,969.25	\$ 5,217.88	\$ 5,479.50	\$ 5,635.50	\$ 5,895.50	\$ 6,157.13	\$ 6,261.13
		\$ 26.41	\$ 27.73	\$ 29.12	\$ 30.58	\$ 32.11	\$ 33.72	\$ 34.68	\$ 36.28	\$ 37.89	\$ 38.53
Executive Assistant I	715	\$ 4,584.13	\$ 4,813.25	\$ 5,053.75	\$ 5,307.25	\$ 5,572.13	\$ 5,850.00	\$ 6,017.38	\$ 6,296.88	\$ 6,574.75	\$ 6,686.88
		\$ 28.21	\$ 29.62	\$ 31.10	\$ 32.66	\$ 34.29	\$ 36.00	\$ 37.03	\$ 38.75	\$ 40.46	\$ 41.15
Executive Assistant	725	\$ 5,161.00	\$ 5,419.38	\$ 5,690.75	\$ 5,975.13	\$ 6,274.13	\$ 6,587.75	\$ 6,776.25	\$ 7,089.88	\$ 7,403.50	\$ 7,528.63
		\$ 31.76	\$ 33.35	\$ 35.02	\$ 36.77	\$ 38.61	\$ 40.54	\$ 41.70	\$ 43.63	\$ 45.56	\$ 46.33
Executive Assistant II	730	\$ 5,265.00	\$ 5,528.25	\$ 5,804.50	\$ 6,095.38	\$ 6,400.88	\$ 6,721.00	\$ 6,912.75	\$ 7,232.88	\$ 7,553.00	\$ 7,681.38
		\$ 32.40	\$ 34.02	\$ 35.72	\$ 37.51	\$ 39.39	\$ 41.36	\$ 42.54	\$ 44.51	\$ 46.48	\$ 47.27
Senior Human Resources Analyst	750	\$ 5,539.63	\$ 5,815.88	\$ 6,106.75	\$ 6,412.25	\$ 6,732.38	\$ 7,068.75	\$ 7,270.25	\$ 7,608.25	\$ 7,944.63	\$ 8,079.50
		\$ 34.09	\$ 35.79	\$ 37.58	\$ 39.46	\$ 41.43	\$ 43.50	\$ 44.74	\$ 46.82	\$ 48.89	\$ 49.72
Human Resources Operations Supervisor	750	\$ 5,539.63	\$ 5,815.88	\$ 6,106.75	\$ 6,412.25	\$ 6,732.38	\$ 7,068.75	\$ 7,270.25	\$ 7,608.25	\$ 7,944.63	\$ 8,079.50
		\$ 34.09	\$ 35.79	\$ 37.58	\$ 39.46	\$ 41.43	\$ 43.50	\$ 44.74	\$ 46.82	\$ 48.89	\$ 49.72

CONDITIONS

- All classes listed have a 37.5-hour work week.
- Steps are granted for satisfactory performance annually on July 1 of the new fiscal year for employees hired prior to January 1982. For employees hired or promoted after Jan. 1982, steps are granted on the first day of the month immediately following the anniversary date of hire or promotion.
- Longevity steps W, X, Y, Z and Z+ are granted after 7, 10, 13, 16, and 20 years of permanent District service. Longevity steps are awarded on July 1 for employees hired prior to January 1982. For employees hired after January 1982, longevity steps are granted on the first of the month following the anniversary date.
- Vacation is earned at the rate of 12 days per year during the first 3 years of service. After completion of 3 years of service, confidential employees earn 17 days per year. After 10 years of service, confidential employees earn 22 days per year. Vacation shall be pro-rated for employees working less than full-time. Confidential employees may carry-over 10 days of vacation if they have 1-10 years of service, and 15 days with 11 or more years of service.
- The District provides medical (maximum District contribution is Kaiser Family through June 30, 2012), dental, vision, long-term disability, and life insurance for all confidential employees. The District also pays both the District and employee share of PERS contributions.
- Medical Benefit Waiver. Confidential employees may voluntarily waive District medical benefits if he/she can provide documentation of comparable coverage under
- Sick leave is earned at the rate of 12 days per year for confidential employees, pro-rated for less-than-full-time employees. Up to 7 days of sick leave may be used for personal necessity leave in any fiscal year.
- Confidential employees shall observe the holidays designated for the Classified bargaining units.

9. In the event of layoff, confidential employees shall receive forty-five (45) days advance notice.

10. Exceptions to this salary schedule are permissible upon the recommendation of the Superintendent/President and approval of the Board of Trustees.

11. Retirement Benefit Program

I. Eligibility - A confidential employee who is fifty (50) years of age or older and who desires to apply for the Retirement Benefit Program must be eligible and apply for service retirement under PERS.

II. Benefits - For employees hired prior to 10/14/86 and who have at least ten (10) years of full-time service, the District will provide paid medical and dental coverage with benefits equal to those in effect at the time of retirement to the retiree and one dependent until the retiree attains age seventy (70) or the retiree's death, whichever is sooner. The District will provide the retiree and one dependent medical and dental coverage in each fiscal year following retirement as provided to current supervisory employees; if the District no longer provides a specific type of health or dental plan as provided at the time of retirement (i.e., Non Kaiser, Kaiser, Delta Dental), the retiree may select a plan as made available each fiscal year to current supervisory employees of this group. The retiree may change carriers during the annual open period. The rates paid by the District for the retiree and one dependent shall be the rates paid for current confidential employees; the retiree and dependent shall be responsible for paying any future increases that are charged to supervisory employees of this group. The employee shall be required to file for any other State or Federal government-sponsored programs for which he/she may be eligible as an offset to the District obligation for the health benefit. For employees hired after 10/14/86, the District does not provide post-retirement benefits.

III. Employment of Retirees - The District may offer employment to retirees subject to the restrictions of PERS & STRS regarding time to be worked or maximum salary; District and retiree will mutually agree on need/time/salary.

IV. Program Participation - A confidential employee who is interested in participating in the program shall notify the District thirty (30) days prior to such participation.

**MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904**

BOARD AGENDA ITEM

To: Board of Trustees	Date: September 16, 2014
From: Superintendent/President	Item & File No. C.11.E.
Subject: Classified Management Personnel Recommendations	
Reason for Board Consideration: CONSENT APPROVAL	Enclosure(s): Recommendation

BACKGROUND:

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

1. Appointment of Classified Management Personnel
2. Change in Salary for Classified Management Personnel

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

H. Rank, E. Sillcocks, K. Combs and P. Isozaki are on the non-instructional side of the 50% law.

RECOMMENDATION:

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

Administrator Initiating Item: Kristina Combs, Executive Director of Human Resources and Labor Relations
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1. APPOINTMENT OF CLASSIFIED MANAGEMENT PERSONNEL

<u>No.</u>	<u>Name</u>	<u>Title</u>	<u>FTE</u>	<u>MPY</u>	<u>Effective Date</u>
1.	Rank, Heidi	Assistant Director of Facilities Planning, Maintenance and Operations	1.0	12	09/17/2014
2.	Sillcocks, Emily	Interim Assistant Dean of Enrollment Services & Student Financial Aid	1.0	12	09/08/2014 – 06/30/2015 (or until the permanent position is filled).

BACKGROUND INFORMATION:

1. Ms. Rank has accepted the Assistant Director of Facilities Planning, Maintenance and Operations effective September 17, 2014.
2. The District agrees to employ Ms. Emily Sillcocks as the Interim Assistant Dean of Enrollment Services/Student Financial Aid under the terms and conditions set forth in the Professional Services Contract dated August 19, 2014.

2. Change in Salary of Classified Management Personnel

<u>Item No.</u>	<u>Name</u>	<u>Title/Discipline</u>	<u>FTE</u>	<u>Salary</u>	<u>Effective Date</u>
1.	Combs, Kristina	Executive Director of Human Resources and Labor Relations	1.0	\$146,824	09/01/14
2.	Isozaki, Peggy	Director Fiscal Services	1.0	\$123,255	09/01/14

BACKGROUND INFORMATION:

1. Ms. Combs has moved to the new Management Salary Schedule, effective September 1, 2014. She will be placed at Range 6.1. Step 4 to reflect assignment of new job responsibilities for the development of the Equity, Diversity and Inclusion program for the College of Marin.
2. Ms. Isozaki has moved to the new Management Salary Schedule, effective September 1, 2014. She will be placed at Range 4.1, Step 3.

**Marin Community College District
MANAGEMENT SALARY SCHEDULE**

I. SALARY SCHEDULE

RANGE	STEP INCREMENTS							
	1	2	3	4	5	6	7	8
1	\$ 69,303.00	\$ 71,383.00	\$ 73,524.00	\$ 75,730.00	\$ 78,001.00	\$ 80,341.00	\$ 82,751.00	\$ 85,234.00
	\$ 5,775.26	\$ 5,948.57	\$ 6,126.99	\$ 6,310.81	\$ 6,500.11	\$ 6,695.12	\$ 6,895.95	\$ 7,102.83
1.1	\$ 78,001.00	\$ 80,692.00	\$ 83,475.00	\$ 86,355.00	\$ 89,334.00	\$ 92,415.00	\$ 95,603.00	\$ 98,901.00
	\$ 6,500.11	\$ 6,724.33	\$ 6,956.28	\$ 7,196.24	\$ 7,444.48	\$ 7,701.27	\$ 7,966.93	\$ 8,241.75
2	\$ 76,341.00	\$ 78,632.00	\$ 80,991.00	\$ 83,421.00	\$ 85,924.00	\$ 88,501.00	\$ 91,157.00	\$ 93,892.00
	\$ 6,361.74	\$ 6,552.63	\$ 6,749.24	\$ 6,951.75	\$ 7,160.31	\$ 7,375.10	\$ 7,596.38	\$ 7,824.30
2.1	\$ 85,924.00	\$ 88,888.00	\$ 91,954.00	\$ 95,127.00	\$ 98,408.00	\$ 101,803.00	\$ 105,315.00	\$ 108,948.00
	\$ 7,160.31	\$ 7,407.34	\$ 7,662.87	\$ 7,927.24	\$ 8,200.70	\$ 8,483.58	\$ 8,776.23	\$ 9,078.97
3	\$ 81,031.00	\$ 83,462.00	\$ 85,966.00	\$ 88,545.00	\$ 91,201.00	\$ 93,937.00	\$ 96,755.00	\$ 99,658.00
	\$ 6,752.61	\$ 6,955.19	\$ 7,163.85	\$ 7,378.73	\$ 7,600.08	\$ 7,828.09	\$ 8,062.91	\$ 8,304.81
3.1	\$ 105,848.00	\$ 109,499.00	\$ 113,277.00	\$ 117,184.00	\$ 121,226.00	\$ 125,408.00	\$ 129,733.00	\$ 134,209.00
	\$ 8,820.67	\$ 9,124.93	\$ 9,439.71	\$ 9,765.35	\$ 10,102.19	\$ 10,450.64	\$ 10,811.12	\$ 11,184.07
4	\$ 89,243.00	\$ 91,920.00	\$ 94,677.00	\$ 97,518.00	\$ 100,443.00	\$ 103,456.00	\$ 106,560.00	\$ 109,757.00
	\$ 7,436.88	\$ 7,660.01	\$ 7,889.79	\$ 8,126.46	\$ 8,370.29	\$ 8,621.36	\$ 8,880.00	\$ 9,146.39
4.1	\$ 115,172.00	\$ 119,146.00	\$ 123,255.00	\$ 127,507.00	\$ 131,906.00	\$ 136,456.00	\$ 141,163.00	\$ 146,032.00
	\$ 9,597.69	\$ 9,928.81	\$ 10,271.28	\$ 10,625.62	\$ 10,992.17	\$ 11,371.34	\$ 11,763.55	\$ 12,169.32
5	\$ 95,106.00	\$ 97,959.00	\$ 100,898.00	\$ 103,925.00	\$ 107,043.00	\$ 110,254.00	\$ 113,561.00	\$ 116,968.00
	\$ 7,925.47	\$ 8,163.24	\$ 8,408.17	\$ 8,660.42	\$ 8,920.24	\$ 9,187.80	\$ 9,463.45	\$ 9,747.34
5.1	\$ 120,891.00	\$ 125,061.00	\$ 129,375.00	\$ 133,838.00	\$ 138,455.00	\$ 143,231.00	\$ 148,172.00	\$ 153,284.00
	\$ 10,074.25	\$ 10,421.77	\$ 10,781.25	\$ 11,153.18	\$ 11,537.90	\$ 11,935.93	\$ 12,347.67	\$ 12,773.64
6	\$ 101,689.00	\$ 104,739.00	\$ 107,881.00	\$ 111,117.00	\$ 114,451.00	\$ 117,885.00	\$ 121,422.00	\$ 125,065.00
	\$ 8,474.07	\$ 8,728.35	\$ 9,000.09	\$ 9,259.76	\$ 9,537.60	\$ 9,823.77	\$ 10,118.51	\$ 10,422.11
6.1	\$ 132,621.00	\$ 137,195.00	\$ 141,928.00	\$ 146,824.00	\$ 151,889.00	\$ 157,129.00	\$ 162,548.00	\$ 168,156.00
	\$ 11,051.76	\$ 11,432.95	\$ 11,827.35	\$ 12,235.31	\$ 12,657.40	\$ 13,094.06	\$ 13,545.70	\$ 14,012.99
7	\$ 110,933.00	\$ 114,261.00	\$ 117,689.00	\$ 121,220.00	\$ 124,857.00	\$ 128,603.00	\$ 132,462.00	\$ 136,436.00
	\$ 9,244.45	\$ 9,521.67	\$ 9,807.43	\$ 10,101.69	\$ 10,404.77	\$ 10,716.94	\$ 11,038.46	\$ 11,369.65
7.1	\$ 143,169.00	\$ 148,179.00	\$ 153,365.00	\$ 158,734.00	\$ 164,290.00	\$ 170,040.00	\$ 175,990.00	\$ 182,150.00
	\$ 11,930.71	\$ 12,348.26	\$ 12,780.46	\$ 13,227.80	\$ 13,690.80	\$ 14,169.96	\$ 14,665.87	\$ 15,179.21

II. DEFINITIONS AND CONDITIONS OF COMPENSATION

A. The term “management” shall include all certificated/educational administrators and classified administrators in a supervisory management position who are employed by the MCCD Board of Trustees as defined in Government Code Sections 3540 et seq. and California Education Code 72411 et seq., Board and Administrative Policies.

Certificated/educational administrators are managers with direct responsibility for formulating and supervising instructional and student services policy, programs and operations. Classified administrators are managers with responsibility for formulating and/or administering non-academic policy, programs and operations.

B. Certificated/educational administrators and classified administrators shall be compensated as provided by the appointment or contract of employment.

C. Initial placement on the management salary schedule upon appointment will be at Step 1. The President/Superintendent has authority to place a manager on the salary schedule above Step 1 based on the incumbent’s prior work experience.

- D. Step advancement on the management salary schedule is not automatic and is based on serving a minimum of one year in the position, merit as determined by the annual employee evaluation, and upon recommendation of the President/Superintendent.
- E. Management personnel will receive a one-time \$1,000 bonus for receiving an earned doctorate from an accredited institution while employed by the District.
- F. Certificated/educational administrators and classified administrators shall be entitled to health and welfare benefits made available to other employees by action of the Board of Trustees, and as provided by law, Board and administrative policy.
- G. Management personnel accrue twenty-two (22) days of vacation per year exclusive of holidays and one day of sick leave per month. Management personnel may use seven (7) days of sick leave in any fiscal year for Personal Necessity leave. Management personnel are entitled to other leaves (i.e., FMLA) as provided by law, Board and Administrative Policies. Management personnel shall observe the holidays specified in the academic calendar.

III. PLACEMENT OF MANAGEMENT POSITIONS ON THE MANAGEMENT SALARY SCHEDULE

LEVEL	POSITIONS DESIGNATED TO LEVELS
7.1	Vice President Student Learning Vice President Student Services Vice President Finance & College Operations
6.1	Assistant Vice President for Instructional Support Executive Dean of Indian Valley Campus, Workforce and Economic Development Executive Director – Human Resources and Labor Relations
6	Chief Information Officer/Director of Information Technology Director of Modernization
5.1	Director of Planning Research and Institutional Effectiveness Dean of Arts & Humanities
5	Dean of Enrollment Services Dean of Math and Sciences Dean of Health Sciences Director of Nursing Dean of Student Success
4.1	Assistant Dean of Enrollment Services/Student Financial Assistance Director of Fiscal Services
4	Director of Facilities Planning, Maintenance and Operations Director of Financial Aid and Career Services Director of Library Services
3.1	Director of Student Accessibility Services Assistant Director of Facilities Planning, Maintenance & Operations Director of Child Development & Early Childhood Education Programs
3	Director of Kinesiology and Athletics Director of Student Affairs and Health Center Director of Community Education, Lifelong Learning and International Education
2.1	Director of College Services
2	Chief of Police/Director of Safety
1	Director of Academic Services and Articulation

**MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904**

BOARD AGENDA ITEM

To:	Board of Trustees	Date: September 16, 2014
From:	Superintendent/President	Item & File No. C.11.F.
Subject:	Classified Management Position Recommendation – Maintenance & Operations	
Reason for Board Consideration:	Enclosure(s): Job description and Salary Schedule	
	CONSENT APPROVAL	

BACKGROUND:

The Assistant Director for Maintenance & Operations is the second position in charge under the Director. The Assistant Director position is currently being held by an incumbent in an interim appointment. The incumbent in the interim Assistant Director position was the finalist for the permanent vacancy (recruitment). The President recommends placement based on the new management salary schedule adopted by the Board of Trustees in August of 2014, based off incumbents prior work experience.

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

RECOMMENDATION: The Superintendent/President recommends that the Board of Trustees approve the revised job description and revised Management Salary Schedule effective September 16, 2014.

From: *Assistant Director of Facilities Planning, Maintenance and Operations –
Management Level – 3 (\$81,031.00 – \$99,658.00)*

To: *Assistant Director of Facilities Planning, Maintenance and Operations –
Management Level – 3.1 (\$105,848 – 134,209.00)*

Administrator Initiating Item: Kristina Combs, Executive Director of Human Resources & Labor Relations
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COLLEGE OF MARIN JOB DESCRIPTION

ASSISTANT DIRECTOR OF FACILITIES PLANNING, MAINTENANCE AND OPERATIONS (Classified Management)

Purpose Statement: (Duties, General Description)

Reporting to the Director of Facilities Planning, Maintenance & Operations, the Assistant Director of Facilities Planning, Maintenance and Operations plans, organizes and directs operations and employees in the areas of maintenance, grounds and operations activities for the district. The incumbent will act in the absence of the Director of Facilities Planning, Maintenance and Operations.

Diversity Statement:

College of Marin strives to embrace diversity in all forms; it strives to be an inclusive community that fosters an open, enlightened and productive environment and demonstrates sensitivity to and respect for a diverse population.

Essential Functions:

Plan, organize and provide daily supervision of a variety of programs, projects and activities related to maintenance, custodial, grounds, facilities planning, enhancements, warehouse and mail services, safety and health hazards.

Assist in the development of plans, specifications, bid documents and related materials; evaluate bids and recommend award of contracts for capital outlay projects, equipment and major repairs.

Assist in the preparation and development of budgets for maintenance, custodial, grounds, warehouse, deferred maintenance and one-time funded projects; review and approve maintenance and operations requisitions within budgetary limitations.

Provide technical expertise, information and assistance regarding assigned functions; supervise skilled workers in the performance of new construction, major repairs and alternations of District facilities.

Assist in the development of plans and specifications for work to be completed; review cost estimates submitted by outside contractors; recommend or determine equipment and materials to be purchased.

Communicate with other administrators, vendors, State and government agencies and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.

Inspect buildings, equipment and grounds for fire, safety and health hazards; recommend or require proper elimination of hazards; inspect buildings relative to energy usage and savings; evaluate and recommend cost-saving methods.

Supervise and evaluate the performance of assigned staff in accordance with District guidelines, personnel policy and procedures and collective bargaining contracts; participate in screening committee meetings and other committees as necessary; plan, coordinate and arrange for appropriate training of staff.

Utilize Maintenance Management Software (i.e., School Dude) to plan and implement a systematic program of preventive maintenance; establish priorities for maintenance and special projects; develop procedures to assure that routine and emergency maintenance needs are resolved.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to facilities and other assigned functions.

Assure compliance with laws, codes, regulations, and health and safety precautions related to maintenance and operations activities.

COLLEGE OF MARIN

JOB DESCRIPTION

Consult with engineers on heating, mechanical and electrical requirements of new and renovated buildings; maintain utility and energy management systems.

Maintain inventory records of fixed assets; prepare documentation, evaluate and recommend disposition of surplus property.

Plan, coordinate and direct administrative functions such as key control, telephone usage and equipment, and hazardous materials management.

Attend, conduct and participate in meetings, seminars, committees and conferences.

Perform other related duties as assigned.

Knowledge, Skills and Abilities: (Desirable Attributes & Skills)

KNOWLEDGE is required to: perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and solve practical problems. Planning, organization and direction of a maintenance and operations department. Budget preparation and control. Modern practices, procedures and equipment used in building, grounds and equipment maintenance and repair. HVAC systems and primary and secondary power distribution systems. Building and Fire Codes. Modern office practices, procedures and equipment. Principles and practices of administration, supervision and training. Cost analysis techniques. Applicable laws, codes, regulations, policies and procedures. Contract preparation and administration. Modern management theory and practice in higher education and unionized environments.

SKILLS are required to: perform multiple technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in the computer labs and classrooms; preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications. Use of new or additional equipment or software brought about by new technology shall be incorporated consistent with the level of responsibility and complexity of this job.

ABILITY to: effectively communicate verbally and in writing with District employees, building occupants, contractors, and property management personnel. Provide technical expertise regarding maintenance and operations activities and functions and supervise skilled trades' personnel in the performance of their duties. Formulate and develop cost-saving plans for assigned areas of responsibility. Prepare and maintain budget, financial and statistical records. Train, supervise and evaluate personnel. Ability to develop and maintain positive and constructive working relationships with subordinates, peers, and customers internal/external to the college. Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others. Analyze situations accurately, problem solve and adopt an effective course of action. Meet schedules and time lines. Work independently with little direction. Plan and organize work. Direct the maintenance of a variety of records and files related to facilities and other assigned functions. Support District Diversity goals and activities to foster an inclusive environment and demonstrate sensitivity to and respect for a diverse population.

Minimum Qualifications/Position Requirements (Education & Experience):

- A Bachelor's degree or an equivalent combination of education and experience.
- Five years' experience in the maintenance and operations of a facility and journey-level experience in at least one of the building trades.
- Five years of increasingly responsible management/supervisory experience in the area of maintenance, operations, and facilities.
- Minimum of three years journey-level experience in the operation, repair and maintenance of facilities equipment with a thorough understanding of electrical, mechanical and hydraulic systems, emergency generation and distribution and life safety systems.
- Computer literacy in Window's based software environment.
- Willingness to obtain required certifications for facilities and grounds activities.

COLLEGE OF MARIN

JOB DESCRIPTION

- Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Other Requirements:

Incumbent must be available for, and respond to, call-ins during off hours and weekends as requested.

Certificates & Licenses:

- A valid California driver's license.
- The incumbent will be required to satisfactorily complete and obtain appropriate certifications and or licenses i.e. (Cal OSHA certificates, Hazmat, IPM, Qualified Applicator, Back-Flow Preventer, etc.) in areas as required within two years after start of employment.

Clearances: Criminal Justice/Fingerprint clearance; Tuberculin (TB) clearance; and clear DMV record.

FLSA Status: Exempt

Classification Category:

The Assistant Director of Facilities Planning, Maintenance and Operations is a classified administrative position, in compliance with all applicable sections of the California Education Code.

Salary Range: Management Level 3.1

Date: September 16, 2014

Effective 9/1/14
 Revision Effective 9/8/14
 Approved by Board TBD

**Marin Community College District
 MANAGEMENT SALARY SCHEDULE**

I. SALARY SCHEDULE

RANGE	STEP INCREMENTS							
	1	2	3	4	5	6	7	8
1	\$ 69,303.00	\$ 71,383.00	\$ 73,524.00	\$ 75,730.00	\$ 78,001.00	\$ 80,341.00	\$ 82,751.00	\$ 85,234.00
	\$ 5,775.26	\$ 5,948.57	\$ 6,126.99	\$ 6,310.81	\$ 6,500.11	\$ 6,695.12	\$ 6,895.95	\$ 7,102.83
1.1	\$ 78,001.00	\$ 80,692.00	\$ 83,475.00	\$ 86,355.00	\$ 89,334.00	\$ 92,415.00	\$ 95,603.00	\$ 98,901.00
	\$ 6,500.11	\$ 6,724.33	\$ 6,956.28	\$ 7,196.24	\$ 7,444.48	\$ 7,701.27	\$ 7,966.93	\$ 8,241.75
2	\$ 76,341.00	\$ 78,632.00	\$ 80,991.00	\$ 83,421.00	\$ 85,924.00	\$ 88,501.00	\$ 91,157.00	\$ 93,892.00
	\$ 6,361.74	\$ 6,552.63	\$ 6,749.24	\$ 6,951.75	\$ 7,160.31	\$ 7,375.10	\$ 7,596.38	\$ 7,824.30
2.1	\$ 85,924.00	\$ 88,888.00	\$ 91,954.00	\$ 95,127.00	\$ 98,408.00	\$ 101,803.00	\$ 105,315.00	\$ 108,948.00
	\$ 7,160.31	\$ 7,407.34	\$ 7,662.87	\$ 7,927.24	\$ 8,200.70	\$ 8,483.58	\$ 8,776.23	\$ 9,078.97
3	\$ 81,031.00	\$ 83,462.00	\$ 85,966.00	\$ 88,545.00	\$ 91,201.00	\$ 93,937.00	\$ 96,755.00	\$ 99,658.00
	\$ 6,752.61	\$ 6,955.19	\$ 7,163.85	\$ 7,378.73	\$ 7,600.08	\$ 7,828.09	\$ 8,062.91	\$ 8,304.81
3.1	\$ 105,848.00	\$ 109,499.00	\$ 113,277.00	\$ 117,184.00	\$ 121,226.00	\$ 125,408.00	\$ 129,733.00	\$ 134,209.00
	\$ 8,820.67	\$ 9,124.93	\$ 9,439.71	\$ 9,765.35	\$ 10,102.19	\$ 10,450.64	\$ 10,811.12	\$ 11,184.07
4	\$ 89,243.00	\$ 91,920.00	\$ 94,677.00	\$ 97,518.00	\$ 100,443.00	\$ 103,456.00	\$ 106,560.00	\$ 109,757.00
	\$ 7,436.88	\$ 7,660.01	\$ 7,889.79	\$ 8,126.46	\$ 8,370.29	\$ 8,621.36	\$ 8,880.00	\$ 9,146.39
4.1	\$ 115,172.00	\$ 119,146.00	\$ 123,255.00	\$ 127,507.00	\$ 131,906.00	\$ 136,456.00	\$ 141,163.00	\$ 146,032.00
	\$ 9,597.69	\$ 9,928.81	\$ 10,271.28	\$ 10,625.62	\$ 10,992.17	\$ 11,371.34	\$ 11,763.55	\$ 12,169.32
5	\$ 95,106.00	\$ 97,959.00	\$ 100,898.00	\$ 103,925.00	\$ 107,043.00	\$ 110,254.00	\$ 113,561.00	\$ 116,968.00
	\$ 7,925.47	\$ 8,163.24	\$ 8,408.17	\$ 8,660.42	\$ 8,920.24	\$ 9,187.80	\$ 9,463.45	\$ 9,747.34
5.1	\$ 120,891.00	\$ 125,061.00	\$ 129,375.00	\$ 133,838.00	\$ 138,455.00	\$ 143,231.00	\$ 148,172.00	\$ 153,284.00
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	\$ 11,930.71	\$ 12,348.26	\$ 12,780.46	\$ 13,227.80	\$ 13,690.80	\$ 14,169.96	\$ 14,665.87	\$ 15,179.21

II. DEFINITIONS AND CONDITIONS OF COMPENSATION

A. The term “management” shall include all certificated/educational administrators and classified administrators in a supervisory management position who are employed by the MCCD Board of Trustees as defined in Government Code Sections 3540 et seq. and California Education Code 72411 et seq., Board and Administrative Policies.

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B. Certificated/educational administrators and classified administrators shall be compensated as provided by the appointment or contract of employment.

C. Initial placement on the management salary schedule upon appointment will be at Step 1. The President/Superintendent has authority to place a manager on the salary schedule above Step 1 based on the incumbent’s prior work experience.

- D. Step advancement on the management salary schedule is not automatic and is based on serving a minimum of one year in the position, merit as determined by the annual employee evaluation, and upon recommendation of the President/Superintendent.
- E. Management personnel will receive a one-time \$1,000 bonus for receiving an earned doctorate from an accredited institution while employed by the District.
- F. Certificated/educational administrators and classified administrators shall be entitled to health and welfare benefits made available to other employees by action of the Board of Trustees, and as provided by law, Board and administrative policy.
- G. Management personnel accrue twenty-two (22) days of vacation per year exclusive of holidays and one day of sick leave per month. Management personnel may use seven (7) days of sick leave in any fiscal year for Personal Necessity leave. Management personnel are entitled to other leaves (i.e., FMLA) as provided by law, Board and Administrative Policies. Management personnel shall observe the holidays specified in the academic calendar.

III. PLACEMENT OF MANAGEMENT POSITIONS ON THE MANAGEMENT SALARY SCHEDULE

LEVEL	POSITIONS DESIGNATED TO LEVELS
7.1	Vice President Student Learning Vice President Student Services Vice President Finance & College Operations
6.1	Assistant Vice President for Instructional Support Executive Dean of Indian Valley Campus, Workforce and Economic Development Executive Director – Human Resources and Labor Relations
6	Chief Information Officer/Director of Information Technology Director of Modernization
5.1	Director of Planning Research and Institutional Effectiveness Dean of Arts & Humanities
5	Dean of Enrollment Services Dean of Math and Sciences Dean of Health Sciences Director of Nursing Dean of Student Success
4.1	Assistant Dean of Enrollment Services/Student Financial Assistance Director of Fiscal Services
4	Director of Facilities Planning, Maintenance and Operations Director of Financial Aid and Career Services Director of Library Services
3.1	Director of Student Accessibility Services Assistant Director of Facilities Planning, Maintenance & Operations Director of Child Development & Early Childhood Education Programs
3	Director of Kinesiology and Athletics Director of Student Affairs and Health Center Director of Community Education, Lifelong Learning and International Education
2.1	Director of College Services
2	Chief of Police/Director of Safety
1	Director of Academic Services and Articulation

MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees	Date: September 16, 2014
From: Superintendent/President	Item & File No. C.11.G.
Subject: Educational Management Title Change	
Reason for Board Consideration: CONSENT APPROVAL	Enclosure(s) Management Salary Schedule and job description

BACKGROUND:

1. Change in title from Director of Child Development Program to Director of Child Development and Early Childhood Education Programs.

FISCAL IMPLICATIONS: All recommendations are within budgeted FTE.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the Educational Management Personnel Recommendations revised Management Salary Schedule and job description effective September 1, 2104.

Administrator Initiating Item: Kristina Combs, Executive Director of Human Resources and Labor Relations
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**DIRECTOR OF CHILD DEVELOPMENT & EARLY CHILDHOOD
EDUCATION PROGRAMS**

Educational Management Range 3.1 – 12 Month Position

POSITION DEFINITION

Under the direction of the Dean of Enrollment Services, organizes, coordinates and oversees overall daily operations of the Child Care Programs at College of Marin; coordinates communication with District departments and personnel, faculty, parents and students; trains and supervises personnel.

EXAMPLES OF DUTIES

Policy Development, Administration and Interpretation Recommends and implements policies and procedures; assures compliance with State and federal laws including Title V, XII, and health, safety and educational code requirements.

Program Development, Administration and Evaluation Organizes, coordinates and oversees the daily operations and activities of the Children's Centers; develops and implements a detailed program plan including the design and implementation of learning environments for infant/toddler and pre-school age children including cognitive development, creative expression, physical development, social and emotional development activities and multi-cultural experiences. Conducts regular parent meeting and meets with individual parents as necessary to assure a positive environment for each child; develops and implements parent education programs. Compiles information and prepares various reports related to the Centers' operations, such as fiscal, attendance and nutritional program reports. Coordinates communication and activities with other District departments and personnel, Children Center staff, student assistants, teachers, parents, students, the Early Childhood Education Program Coordinator, Early Childhood Education faculty and various outside agencies to facilitate and improve the Children's Centers operations. Supervises the maintenance of a variety of records and files including parent eligibility files, student files describing the growth, attendance and special needs of children; attendance records and employee files. Develops various informational materials, such as the parent handbook, brochures, flyers, and applications. Develops annual and long-term plans in conjunction with budget development and program management. Oversees the operation of the State Food Program, Cal WORKS Child Care funding and Child Development grants. Represents the Children's Centers and the college at local, regional and statewide meetings. Provides instruction to children in classrooms as needed.

Resource Development and Administration Performs grant writing, prepares and submits applications and proposals for funding and responsible for the implementation of the grants.

Other Administrative Duties Trains and supervises personnel as assigned; participate in the selection, evaluation and training of personnel. Provides a regular and ongoing staff development and in-service training program for Children's Center personnel. Performs related duties as assigned.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

A Bachelor's Degree from an accredited college or university with major course work in Early Childhood Education or a related field and two years' experience supervising and teaching infant/toddler/pre-school children. Capacity to teach in community college Early Child Education programs. Supervisory Permit – Child Development Center or equivalent. Grant writing skills. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, ethnic backgrounds and learning styles of community college students and staff.

DESIRABLE KNOWLEDGE AND ABILITIES

Knowledge of Child Psychology and Development, the organization and coordination of childcare services at a community college. Knowledge of the principles and practices of early childhood education and development including the health and nutritional needs of young children. Knowledge of applicable laws, rules and regulations including health and safety regulations. Knowledge of principles and practices of supervision and training, and instructional methods, programs, philosophies and theories. The ability to communicate well, both orally and in writing including the correct English usage, grammar, spelling, punctuation and vocabulary. Interpersonal skills using tact, patience and courtesy.

Board approved: Sept. 16, 2014

**Marin Community College District
MANAGEMENT SALARY SCHEDULE**

I. SALARY SCHEDULE

RANGE	STEP INCREMENTS							
	1	2	3	4	5	6	7	8
1	\$ 69,303.00	\$ 71,383.00	\$ 73,524.00	\$ 75,730.00	\$ 78,001.00	\$ 80,341.00	\$ 82,751.00	\$ 85,234.00
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	\$ 6,752.61	\$ 6,955.19	\$ 7,163.85	\$ 7,378.73	\$ 7,600.08	\$ 7,828.09	\$ 8,062.91	\$ 8,304.81
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	\$ 7,436.88	\$ 7,660.01	\$ 7,889.79	\$ 8,126.46	\$ 8,370.29	\$ 8,621.36	\$ 8,880.00	\$ 9,146.39
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	\$ 9,597.69	\$ 9,928.81	\$ 10,271.28	\$ 10,625.62	\$ 10,992.17	\$ 11,371.34	\$ 11,763.55	\$ 12,169.32
5	\$ 95,106.00	\$ 97,959.00	\$ 100,898.00	\$ 103,925.00	\$ 107,043.00	\$ 110,254.00	\$ 113,561.00	\$ 116,968.00
	\$ 7,925.47	\$ 8,163.24	\$ 8,408.17	\$ 8,660.42	\$ 8,920.24	\$ 9,187.80	\$ 9,463.45	\$ 9,747.34
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	\$ 10,074.25	\$ 10,421.77	\$ 10,781.25	\$ 11,153.18	\$ 11,537.90	\$ 11,935.93	\$ 12,347.67	\$ 12,773.64
6	\$ 101,689.00	\$ 104,739.00	\$ 107,881.00	\$ 111,117.00	\$ 114,451.00	\$ 117,885.00	\$ 121,422.00	\$ 125,065.00
	\$ 8,474.07	\$ 8,728.35	\$ 9,000.09	\$ 9,259.76	\$ 9,537.60	\$ 9,823.77	\$ 10,118.51	\$ 10,422.11
6.1	\$ 132,621.00	\$ 137,195.00	\$ 141,928.00	\$ 146,824.00	\$ 151,889.00	\$ 157,129.00	\$ 162,548.00	\$ 168,156.00
	\$ 11,051.76	\$ 11,432.95	\$ 11,827.35	\$ 12,235.31	\$ 12,657.40	\$ 13,094.06	\$ 13,545.70	\$ 14,012.99
7	\$ 110,933.00	\$ 114,261.00	\$ 117,689.00	\$ 121,220.00	\$ 124,857.00	\$ 128,603.00	\$ 132,462.00	\$ 136,436.00
	\$ 9,244.45	\$ 9,521.67	\$ 9,807.43	\$ 10,101.69	\$ 10,404.77	\$ 10,716.94	\$ 11,038.46	\$ 11,369.65
7.1	\$ 143,169.00	\$ 148,179.00	\$ 153,365.00	\$ 158,734.00	\$ 164,290.00	\$ 170,040.00	\$ 175,990.00	\$ 182,150.00
	\$ 11,930.71	\$ 12,348.26	\$ 12,780.46	\$ 13,227.80	\$ 13,690.80	\$ 14,169.96	\$ 14,665.87	\$ 15,179.21

II. DEFINITIONS AND CONDITIONS OF COMPENSATION

A. The term “management” shall include all certificated/educational administrators and classified administrators in a supervisory management position who are employed by the MCCD Board of Trustees as defined in Government Code Sections 3540 et seq. and California Education Code 72411 et seq., Board and Administrative Policies.

Certificated/educational administrators are managers with direct responsibility for formulating and supervising instructional and student services policy, programs and operations. Classified administrators are managers with responsibility for formulating and/or administering non-academic policy, programs and operations.

B. Certificated/educational administrators and classified administrators shall be compensated as provided by the appointment or contract of employment.

C. Initial placement on the management salary schedule upon appointment will be at Step 1. The President/Superintendent has authority to place a manager on the salary schedule above Step 1 based on the incumbent’s prior work experience.

- D. Step advancement on the management salary schedule is not automatic and is based on serving a minimum of one year in the position, merit as determined by the annual employee evaluation, and upon recommendation of the President/Superintendent.
- E. Management personnel will receive a one-time \$1,000 bonus for receiving an earned doctorate from an accredited institution while employed by the District.
- F. Certificated/educational administrators and classified administrators shall be entitled to health and welfare benefits made available to other employees by action of the Board of Trustees, and as provided by law, Board and administrative policy.
- G. Management personnel accrue twenty-two (22) days of vacation per year exclusive of holidays and one day of sick leave per month. Management personnel may use seven (7) days of sick leave in any fiscal year for Personal Necessity leave. Management personnel are entitled to other leaves (i.e., FMLA) as provided by law, Board and Administrative Policies. Management personnel shall observe the holidays specified in the academic calendar.

III. PLACEMENT OF MANAGEMENT POSITIONS ON THE MANAGEMENT SALARY SCHEDULE

LEVEL	POSITIONS DESIGNATED TO LEVELS
7.1	Vice President Student Learning Vice President Student Services Vice President Finance & College Operations
6.1	Assistant Vice President for Instructional Support Executive Dean of Indian Valley Campus, Workforce and Economic Development Executive Director – Human Resources and Labor Relations
6	Chief Information Officer/Director of Information Technology Director of Modernization
5.1	Director of Planning Research and Institutional Effectiveness Dean of Arts & Humanities
5	Dean of Enrollment Services Dean of Math and Sciences Dean of Health Sciences Director of Nursing Dean of Student Success
4.1	Assistant Dean of Enrollment Services/Student Financial Assistance Director of Fiscal Services
4	Director of Facilities Planning, Maintenance and Operations Director of Financial Aid and Career Services Director of Library Services
3.1	Director of Student Accessibility Services Assistant Director of Facilities Planning, Maintenance & Operations Director of Child Development & Early Childhood Education Programs
3	Director of Kinesiology and Athletics Director of Student Affairs and Health Center Director of Community Education, Lifelong Learning and International Education
2.1	Director of College Services
2	Chief of Police/Director of Safety
1	Director of Academic Services and Articulation

MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees	Date: September 16, 2014
From: Superintendent/President	Item & File No. C.11.H.
Subject: Educational Management Personnel Recommendations	
Reason for Board Consideration: CONSENT APPROVAL	Enclosure(s) Management Salary Schedule

BACKGROUND:

1. Stipend for Educational Management Personnel
2. Change in Salary for 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 and the revised Management Salary Schedule effective September 1, 2104.

Administrator Initiating Item: Kristina Combs, Executive Director of Human Resources and Labor Relations
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1. Stipend for Educational Management Personnel

<u>Item No.</u>	<u>Name</u>	<u>Title/Discipline</u>	<u>FTE</u>	<u>Appt. Type</u>	<u>Effective Date</u>
1.	Markovich, Matthew	Director of Kinesiology and Athletics	1.0	Educational Administrator	7/1/14-6/30/15
2.	Traversi, Diane	Dean of Enrollment Services	1.0	Educational Administrator	7/1/14-12/31/14

BACKGROUND INFORMATION:

1. Director of Kinesiology and Athletics, Matthew Markovich will receive a Stipend in the amount of \$996.58 per month for Coordination of Student Conduct & Student Grievance process, as well as Coordination of Early Alert and Intervention System implementation, effective 7/1/14-6/30/15. (Correction to July 29th 2014 Board Item)
2. Director of Enrollment Services will receive a Stipend in the amount of \$833.33 per month to develop, convene, and lead the Banner User Group (BUG), the College's formal Administrative Steering Committee, effective 7/1/14-12/31/14.

2. Change in Salary of Educational Management Personnel

<u>Item No.</u>	<u>Name</u>	<u>Title/Discipline</u>	<u>FTE</u>	<u>Salary</u>	<u>Effective Date</u>
1.	Schorske, Nanda	Executive Dean IVC Campus, and Workforce & Economic Development	1.0	\$137,195	09/01/14
2.	Beardsley, Lyda	Director Child Development & Early Childhood Education Programs	1.0	\$105,848	09/01/14
3.	Snyder, David	Dean of Arts and Humanities	1.0	\$129,375	09/01/14

BACKGROUND INFORMATION:

1. Ms. Nanda Schorske has moved to the new Management Salary Schedule, effective September 1, 2014. She will be placed at Range 6.1, Step 2.
2. Ms. Beardsley has moved to the new Management Salary Schedule, effective September 1, 2014. She will be placed at Range 3.1, Step 1.
3. Mr. Snyder has moved to the new Management Salary Schedule, effective September 1, 2014. He will be placed at Range 5.1, Step 3.

**Marin Community College District
MANAGEMENT SALARY SCHEDULE**

I. SALARY SCHEDULE

RANGE	STEP INCREMENTS							
	1	2	3	4	5	6	7	8
1	\$ 69,303.00	\$ 71,383.00	\$ 73,524.00	\$ 75,730.00	\$ 78,001.00	\$ 80,341.00	\$ 82,751.00	\$ 85,234.00
	\$ 5,775.26	\$ 5,948.57	\$ 6,126.99	\$ 6,310.81	\$ 6,500.11	\$ 6,695.12	\$ 6,895.95	\$ 7,102.83
1.1	\$ 78,001.00	\$ 80,692.00	\$ 83,475.00	\$ 86,355.00	\$ 89,334.00	\$ 92,415.00	\$ 95,603.00	\$ 98,901.00
	\$ 6,500.11	\$ 6,724.33	\$ 6,956.28	\$ 7,196.24	\$ 7,444.48	\$ 7,701.27	\$ 7,966.93	\$ 8,241.75
2	\$ 76,341.00	\$ 78,632.00	\$ 80,991.00	\$ 83,421.00	\$ 85,924.00	\$ 88,501.00	\$ 91,157.00	\$ 93,892.00
	\$ 6,361.74	\$ 6,552.63	\$ 6,749.24	\$ 6,951.75	\$ 7,160.31	\$ 7,375.10	\$ 7,596.38	\$ 7,824.30
2.1	\$ 85,924.00	\$ 88,888.00	\$ 91,954.00	\$ 95,127.00	\$ 98,408.00	\$ 101,803.00	\$ 105,315.00	\$ 108,948.00
	\$ 7,160.31	\$ 7,407.34	\$ 7,662.87	\$ 7,927.24	\$ 8,200.70	\$ 8,483.58	\$ 8,776.23	\$ 9,078.97
3	\$ 81,031.00	\$ 83,462.00	\$ 85,966.00	\$ 88,545.00	\$ 91,201.00	\$ 93,937.00	\$ 96,755.00	\$ 99,658.00
	\$ 6,752.61	\$ 6,955.19	\$ 7,163.85	\$ 7,378.73	\$ 7,600.08	\$ 7,828.09	\$ 8,062.91	\$ 8,304.81
3.1	\$ 105,848.00	\$ 109,499.00	\$ 113,277.00	\$ 117,184.00	\$ 121,226.00	\$ 125,408.00	\$ 129,733.00	\$ 134,209.00
	\$ 8,820.67	\$ 9,124.93	\$ 9,439.71	\$ 9,765.35	\$ 10,102.19	\$ 10,450.64	\$ 10,811.12	\$ 11,184.07
4	\$ 89,243.00	\$ 91,920.00	\$ 94,677.00	\$ 97,518.00	\$ 100,443.00	\$ 103,456.00	\$ 106,560.00	\$ 109,757.00
	\$ 7,436.88	\$ 7,660.01	\$ 7,889.79	\$ 8,126.46	\$ 8,370.29	\$ 8,621.36	\$ 8,880.00	\$ 9,146.39
4.1	\$ 115,172.00	\$ 119,146.00	\$ 123,255.00	\$ 127,507.00	\$ 131,906.00	\$ 136,456.00	\$ 141,163.00	\$ 146,032.00
	\$ 9,597.69	\$ 9,928.81	\$ 10,271.28	\$ 10,625.62	\$ 10,992.17	\$ 11,371.34	\$ 11,763.55	\$ 12,169.32
5	\$ 95,106.00	\$ 97,959.00	\$ 100,898.00	\$ 103,925.00	\$ 107,043.00	\$ 110,254.00	\$ 113,561.00	\$ 116,968.00
	\$ 7,925.47	\$ 8,163.24	\$ 8,408.17	\$ 8,660.42	\$ 8,920.24	\$ 9,187.80	\$ 9,463.45	\$ 9,747.34
5.1	\$ 120,891.00	\$ 125,061.00	\$ 129,375.00	\$ 133,838.00	\$ 138,455.00	\$ 143,231.00	\$ 148,172.00	\$ 153,284.00
	\$ 10,074.25	\$ 10,421.77	\$ 10,781.25	\$ 11,153.18	\$ 11,537.90	\$ 11,935.93	\$ 12,347.67	\$ 12,773.64
6	\$ 101,689.00	\$ 104,739.00	\$ 107,881.00	\$ 111,117.00	\$ 114,451.00	\$ 117,885.00	\$ 121,422.00	\$ 125,065.00
	\$ 8,474.07	\$ 8,728.35	\$ 9,000.09	\$ 9,259.76	\$ 9,537.60	\$ 9,823.77	\$ 10,118.51	\$ 10,422.11
6.1	\$ 132,621.00	\$ 137,195.00	\$ 141,928.00	\$ 146,824.00	\$ 151,889.00	\$ 157,129.00	\$ 162,548.00	\$ 168,156.00
	\$ 11,051.76	\$ 11,432.95	\$ 11,827.35	\$ 12,235.31	\$ 12,657.40	\$ 13,094.06	\$ 13,545.70	\$ 14,012.99
7	\$ 110,933.00	\$ 114,261.00	\$ 117,689.00	\$ 121,220.00	\$ 124,857.00	\$ 128,603.00	\$ 132,462.00	\$ 136,436.00
	\$ 9,244.45	\$ 9,521.67	\$ 9,807.43	\$ 10,101.69	\$ 10,404.77	\$ 10,716.94	\$ 11,038.46	\$ 11,369.65
7.1	\$ 143,169.00	\$ 148,179.00	\$ 153,365.00	\$ 158,734.00	\$ 164,290.00	\$ 170,040.00	\$ 175,990.00	\$ 182,150.00
	\$ 11,930.71	\$ 12,348.26	\$ 12,780.46	\$ 13,227.80	\$ 13,690.80	\$ 14,169.96	\$ 14,665.87	\$ 15,179.21

II. DEFINITIONS AND CONDITIONS OF COMPENSATION

A. The term “management” shall include all certificated/educational administrators and classified administrators in a supervisory management position who are employed by the MCCD Board of Trustees as defined in Government Code Sections 3540 et seq. and California Education Code 72411 et seq., Board and Administrative Policies.

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B. Certificated/educational administrators and classified administrators shall be compensated as provided by the appointment or contract of employment.

C. Initial placement on the management salary schedule upon appointment will be at Step 1. The President/Superintendent has authority to place a manager on the salary schedule above Step 1 based on the incumbent’s prior work experience.

- D. Step advancement on the management salary schedule is not automatic and is based on serving a minimum of one year in the position, merit as determined by the annual employee evaluation, and upon recommendation of the President/Superintendent.
- E. Management personnel will receive a one-time \$1,000 bonus for receiving an earned doctorate from an accredited institution while employed by the District.
- F. Certificated/educational administrators and classified administrators shall be entitled to health and welfare benefits made available to other employees by action of the Board of Trustees, and as provided by law, Board and administrative policy.
- G. Management personnel accrue twenty-two (22) days of vacation per year exclusive of holidays and one day of sick leave per month. Management personnel may use seven (7) days of sick leave in any fiscal year for Personal Necessity leave. Management personnel are entitled to other leaves (i.e., FMLA) as provided by law, Board and Administrative Policies. Management personnel shall observe the holidays specified in the academic calendar.

III. PLACEMENT OF MANAGEMENT POSITIONS ON THE MANAGEMENT SALARY SCHEDULE

LEVEL	POSITIONS DESIGNATED TO LEVELS
7.1	Vice President Student Learning Vice President Student Services Vice President Finance & College Operations
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6	Chief Information Officer/Director of Information Technology Director of Modernization
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5	Dean of Enrollment Services Dean of Math and Sciences Dean of Health Sciences Director of Nursing Dean of Student Success
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4	Director of Facilities Planning, Maintenance and Operations Director of Financial Aid and Career Services Director of Library Services
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3	Director of Kinesiology and Athletics Director of Student Affairs and Health Center Director of Community Education, Lifelong Learning and International Education
2.1	Director of College Services
2	Chief of Police/Director of Safety
1	Director of Academic Services and Articulation

MARIN COMMUNITY COLLEGE DISTRICT

Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees	Date: September 16, 2014
From: Superintendent/President	Item & File No. C.11.I.
Subject: Budget Transfers for Month of August 2014	
Reason for Board Consideration: CONSENT APPROVAL	Enclosure(s):

BACKGROUND:

The accompanying information includes thirty-two budget transfers totaling \$129,353 in the Unrestricted Fund.

There were nine budget transfers totaling \$88,465 in the Restricted Fund.

There were four budget transfers in the Capital Outlay Fund for \$21,700.

There was one budget transfer from Measure C Bond Fund Contingency for \$200,000 for construction of the Academic Center.

Net effect of transfers for the month.

Object Code	General Fund	Capital Outlay	Investment Trust Fund	Measure C Bond
1000 (Certificated Salary)	-			
2000 (Classified Salary)	15,352			
3000 (Employee Benefits)	-			
4000 (Supplies)	(144,825)			
5000 (Other Operating Exp.)*	42,527	(21,700)		
6000 (Capital Outlay)	86,946	21,700		200,000
7600 (Student Aid)	-			
7000 (Other Outgo)**	-			(200,000)

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

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

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the Budget Transfers.

Administrator Initiating Item

Greg Nelson, Vice President of Finance and College Operations

July 2014		BUDGET TRANSFERS									
BT #		10000	20000	30000	40000	50000	60000	76000	70000	OTHER	TOTAL
UNRESTRICTED											
1	16215				\$ 1,075	\$ (1,075)				0.00	1,074.82
2	16221				\$ (204)	\$ 204				0.00	204.00
3	16224				\$ (1,200)	\$ 1,200				0.00	1,200.00
4	16244				\$ (1,000)	\$ 1,000				0.00	1,000.00
5	16253				\$ (2,880)	\$ 2,880				0.00	2,880.00
6	16254	\$ 6,000			\$ (6,000)					0.00	6,000.00
7	16255				\$ (2,042)	\$ 2,042				0.00	2,041.78
8	16256				\$ (1,818)	\$ 1,818				0.00	1,818.18
9	16257				\$ (2,725)	\$ 2,725				0.00	2,725.00
10	16258	\$ 2,552			\$ (2,552)					0.00	2,552.00
11	16259				\$ (1,000)	\$ 1,000				0.00	1,000.00
12	16261				\$ 3,441	\$ (3,441)				0.00	3,441.38
13	16263					\$ 6,850	\$ (6,850)			0.00	6,850.00
14	16265				\$ (529)	\$ 529				0.00	529.43
15	16268				\$ 5,000	\$ (5,000)				0.00	5,000.00
16	16269	\$ 1,000			\$ (1,000)					0.00	1,000.00
17	16270	\$ 500			\$ (500)					0.00	500.00
18	16283	\$ 4,500				\$ (4,500)				0.00	4,500.00
19	16286				\$ (25)	\$ 25				0.00	25.00
20	16287				\$ (20,800)	\$ 20,800				0.00	20,800.00
21	16288	\$ 800			\$ (800)					0.00	800.00
22	16289				\$ (275)	\$ 275				0.00	275.00
23	16290				\$ (10,300)	\$ 10,300				0.00	10,300.00
24	16291				\$ (595)	\$ 595				0.00	595.00
25	16293				\$ (12,245)	\$ 12,245				0.00	12,245.30
26	16323				\$ (475)	\$ 475				0.00	474.64
27	16331					\$ (19,780)	\$ 19,780			0.00	19,780.00
28	16341				\$ (3,360)	\$ 3,360				0.00	3,360.00
29	16342					\$ (6,600)	\$ 6,600			0.00	6,600.00
30	16343				\$ (8,000)	\$ 8,000				0.00	8,000.00
31	16337				\$ (101)	\$ 101				0.00	101.00
32	16339				\$ (1,680)	\$ 1,680				0.00	1,680.00
33										0.00	0.00
Total Unrestricted		\$ -	\$ 15,352	\$ -	\$ (72,590)	\$ 40,137	\$ 17,101	\$ -	\$ -	\$ -	\$ 129,353

RESTRICTED FUND

1	16249				7,000	(7,000)				0.00	7,000.00
2	16251				\$ (650)	\$ 650				0.00	650.00
3	16252				\$ (1,025)	\$ 1,025				0.00	1,025.00
4	16262				\$ 1,900	\$ (1,900)				0.00	1,900.00
5	16271				\$ (600)	\$ 600				0.00	600.00
6	16274				\$ (74,460)	\$ 74,460				0.00	74,460.00
7	16317				\$ 1,739	\$ (1,739)				0.00	1,739.00
8	16318				\$ 976	\$ (976)				0.00	976.00

BT #	10000	20000	30000	40000	50000	60000	76000	70000	OTHER	TOTAL
9	16336			\$ (115)	\$ 115				0.00	115.00
10									0.00	0.00
Total Restricted	\$ -	\$ -	\$ -	\$ (72,235)	\$ 2,390	\$ 69,845	\$ -	\$ -	\$ -	\$ 88,465
TOTAL GENERAL FUND	\$ -	\$ 15,352	\$ -	\$ (144,825)	\$ 42,527	\$ 86,946	\$ -	\$ -	\$ -	\$ 217,818
<u>Child Care Fund</u>										
1									0.00	0.00
TOTAL CHILD CARE FUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Capital Outlay Fund</u>										
1	16326			\$ (1,800)	\$ 1,800				0.00	1,800.00
2	16327			(19,900)	19,900				0.00	19,900.00
3	16328			(24,541)	24,541				0.00	24,541.00
4	16329			(36,465)	36,465				0.00	36,465.00
5									0.00	0.00
TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ (21,700)	\$ 21,700	\$ -	\$ -	\$ -	\$ -	\$ 21,700
<u>Investment Trust Fund</u>										
1									0.00	0.00
TOTAL INVESTMENT TRU	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Measure C</u>										
1	16204				\$ 200,000		\$ (200,000)		0.00	200,000.00
TOTAL MEASURE C FUND	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ (200,000)	\$ -	\$ -	\$ -	\$ 200,000
1									0.00	0.00
TOTAL ALL FUNDS	\$ -	\$ 15,352	\$ -	\$ (144,825)	\$ 20,827	\$ 308,646	\$ (200,000)	\$ -	\$ -	\$ 439,518

MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees	Date: September 16, 2014
From: Superintendent/President	Item & File No. C.11.J.
Subject: Warrant Approval for Month of August 2014	
Reason for Board Consideration: CONSENT APPROVAL	Enclosure(s): Warrant Listing

BACKGROUND:

Attached are the numbers and 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 **08/01/2014 through 08/31/2014**, warrants **168299 - 168660** were issued in the total amount of **\$2,391,143**.

Payroll warrants **10022317 – 10022610** and payroll automated clearing house warrants **50030696 - 50031186** totaled **\$1,899,407** for the month.

Total amount of warrants for the month were **\$4,290,550**.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the payments for goods and services.

Administrator Initiating Item	Greg Nelson, Vice President of Finance and College Operations
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DATE: September 16, 2014
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 168299-168660** in the amount of **\$2,391,143** for the period **08/01/2014 through 08/31/2014** be approved for payment. For the period **08/01/2014 through 08/31/2014**, payroll warrants **10022317-10022610** were issued and payroll clearing house warrants **50030696-50031186** for a combined payroll total of **\$1,899,407**. 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 **\$4,290,550**.

 President or Designee

Payment for Goods and Services Summary
 General Fund – All Programs
 August 2014

Warrant totals distributed by fund and expense category as follows:

General Fund Breakdown:

<u>Unrestricted Fund</u>	<u>Amounts</u>	<u>Restricted Fund</u>	<u>Amounts</u>
Supplies	\$ 56,836	Supplies	\$ 12,667
Operating Expenses	408,936	Operating Expense	24,578
Debt Retirement	24,353		
Capital Expenditures	25,020		
Student Refunds	11,935		
Total	<u>\$ 527,080</u>	Total	<u>\$ 37,245</u>

Totals of all Funds:

<u>Fund</u>	<u>Amounts</u>
Unrestricted Fund	\$ 527,080
Restricted Fund	37,245
Total General Fund	<u>\$ 564,325</u>
Child Development Fund	\$ 268
Investment Trust Fund	\$ 41,894
Self Insurance Fund	\$ 50,432
Capital Outlay Fund	\$ 86,925
Bond Redemption Fund	\$ 1,815
Measure C Bond Fund	\$ 491,397
Subtotal Other Funds	<u>\$ 672,731</u>
Payroll and Benefits	3,053,494
Total Payments	<u>\$ 4,290,550</u>

MARIN COMMUNITY COLLEGE DISTRICT

Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees	Date: September 16, 2014
From: Superintendent/President	Item & File No. C.11.K.
Subject: Declaration of Surplus Property – Miscellaneous Equipment	
Reason for Board Consideration: Consent Approval	Enclosure(s): List of Equipment

BACKGROUND:

In accordance with Board Policy, the District will submit to the Board a list of equipment to declare surplus. The items listed on the attachment(s) have been determined to have no further value to the District. Some of the items have been replaced and are no longer used. Some items are simply old and repair and/or maintenance is not cost effective. Items that have no value will be disposed of. The District may be able to sell some of the equipment. No one item or item lot is valued at \$5,000 or more.

In accordance with Board Policy and Education Code Section 81452(a), a unanimous vote is required declaring the value of any one item or item lot to be less than \$5,000. Upon a unanimous vote, the items may then be disposed of pursuant to the provisions of Education Code Section 81452(c).

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees declare the items described on the attached surplus and that no single item or item lot is valued at \$5,000 or more and further authorize the District to dispose of the equipment, pursuant to Education Code Section 81452(c), as the District feels is appropriate.

Administrator Initiating Item

Greg Nelson, Vice President of Finance and College Operations

Campus	Location	Department	Quantity	Description	Inventory#	Age	Condition	Recommendation
KTD	LRC	Library	83	Magazine holders (plastic)	Various	10+ Years	Fair	Salvage
KTD	LRC	Library	6	Wooden book display stands	2962, 2964, 2965, 2975	10+ Years	Fair	Salvage
KTD	LRC	Library	4	Wooden atlas case stands	2910, 2912, 2913	10+ years	Fair	Greg Nelson mentioned he might want these
KTD	LRC	Library	11	Various chairs	various	10+ years	Poor	Dispose
KTD	LRC	Library	5	Stools	various	10+ Years	Poor	Dispose
KTD	LRC	Library	1	Large wooden computer carrel set	no label	10+ Years	Fair	Salvage
KTD	LRC	Library	3	Large flat glass display cases	001043, 01044, 001045	10+ years	Fair	Salvage
KTD	LRC	Library	5,500	Outdated Books (encyclopedias, directories, etc.)	Various	20+ years	Fair	Send to Better World Books for re-sell, donation, or recycling
KTD	LRC	Library	2	Wooden counter table	2904, 2902	10+ years	Fair	Salvage
KTD	LRC	Library	1	Wooden display table	No label	10+ years	Fair	Salvage
KTD	LRC	Library	3	Large wooden rectangular table	no label	10+ years	Fair	Heidi Rank may want these
KTD	LRC	Library	3	Medium wooden square table	no label	10+ years	Fair	Salvage
KTD	LRC	Library	1	Medium fold-up rectangular table	no label	10+ years	Fair	Salvage
KTD	LRC	Library	1	Small wooden rectangular table	no label	10+ years	Fair	Salvage
KTD	LRC	Library	2	Wooden book carts	3117, no label	10+ years	Fair	Salvage
KTD	LRC	Library	1	Metal typewriter stand	3123	10+ years	Fair	Salvage
KTD	LRC	Library	4	Wooden podiums	2893, 2894, 2819, no label	10+ years	Fair	Media Services wants these
	LRC	Library	1	printer	2787	10+ years	Poor	Dispose
KTD	LRC	Library	1	typewriter	2219	10+ years	Poor	Dispose
KTD	LRC	Library	1	computer processing unit	9558	10+ years	Poor	Dispose
KTD	LRC	Library	1	computer monitor	60902	10+ years	Fair	Salvage

MARIN COMMUNITY COLLEGE DISTRICT

Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees	Date: September 16, 2014
From: Superintendent/President	Item & File No. C.11.L.
Subject: A.S. Degree Revisions	
Reason for Board Consideration: CONSENT APPROVAL	Enclosure(s):

BACKGROUND:

The following revisions to the A.S. Degree are recommended by the appropriate academic departments, the Curriculum Committee, and the Assistant Vice President for Instructional Support:

A.S. Degree Revision: (Effective date: Fall 2015)

Associate in Science: Biology

- Revise course list to include delete Biology 115 and 116 and add Biology 112ABC

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the proposed revisions to the A.S. Degree.

Administrator Initiating Item:

Cari Torres, Assistant Vice President for Instructional Support

MARIN COMMUNITY COLLEGE DISTRICT

Kentfield, CA 94904

BOARD AGENDA ITEM

To:	Board of Trustees	Date:	September 16, 2014
From:	Superintendent/President	Item & File No.	C.11.M.
Subject:	Credit Course Revisions		
Reason for Board Consideration:	CONSENT APPROVAL	Enclosure(s):	

BACKGROUND:

Revised courses are developed by faculty at the discipline level. Revisions are proposed by departments to the Curriculum Committee, a standing committee of the Academic Senate. Courses are reviewed and approved according to Board Policy 2.0001 and 2.0001 DP.1.

The following course revisions are recommended by appropriate academic departments, the Curriculum Committee, and the Interim Vice President of Student Learning.

Abbreviations used: CC = course content; DESC = course description; MOE = methods of evaluation; MOI = methods of instruction; SLO = student learning outcomes; CT = critical thinking; T/R = texts/assigned reading; P/NP = pass/no pass; TU = teaching units.

*All revisions are **effective Fall 2015.***

AJ 110

Introduction to Administration of Justice

Revise T/R.

ART 213

Internship for Art Careers

Revise CC, DESC, MOE, SLO, MOI, CT, and T/R.

BIOL 112A

Majors' Biology: Animals, Protozoa, Evolution and Classification

Revise DESC and T/R. Change prerequisite from none to Biology 110 and 110L. Change advisory from BIOL 110 and 110L to none.

BIOL 112B

Majors' Biology: Plants, Algae, Fungi and Ecology

Revise DESC and T/R. Change course title from Biology for Biology Majors' II to Majors' Biology: Plants, Algae, Fungi and Ecology. Change prerequisite from none to Biology 110 and 110L. Change advisory from BIOL 110 and 110L to none.

BIOL 112C

Majors' Biology: Molecules, Cells, Prokaryotes and Genetics

Revise DESC and T/R. Change course title from Biology for Biology Majors' III to Majors' Biology: Molecules, Cells, Prokaryotes and Genetics. Change prerequisite from CHEM 131, Math 103 or 103AB or 103XY to Biology 110 and 110L, CHEM 131, Math 103 or 103AB or 103XY. Change advisory from BIOL 110 and 110L to none.

DRAM 151

Introduction to Set Design

Revise CC, DESC, MOE, SLO, CT, and T/R.

ENGL 151

Reading and Composition (1B)

Revise CC, DESC, MOE, MOI, SLO, CT, and T/R.

ENGL 222

Survey of English Literature I

Revise CC, DESC, MOE, MOI, SLO, and CT.

MATH 122

Calculus II with Applications

Revise DESC.

MATH 124

Analytic Geometry and Calculus II

Revise SLO and T/R.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the proposed credit course revisions.

Administrator Initiating Item: Cari Torres, Assistant Vice President for Instructional Support

MARIN COMMUNITY COLLEGE DISTRICT

Kentfield, CA 94904

BOARD AGENDA ITEM

To:	Board of Trustees	Date: September 16, 2014
From:	Superintendent/President	Item & File No. C.11.N.
Subject:	Credit Courses Deletion/Deactivation	
Reason for Board Consideration:	Enclosure(s): CONSENT APPROVAL	

BACKGROUND:

Credit courses are recommended for deletion or deactivation status by faculty at the discipline level. These deletions/deactivations are proposed by the academic departments to the Curriculum Committee, a standing committee of the Academic Senate. Deletions/deactivations are reviewed and approved according to Board policy 2.0001 and 2.000 DP.1.

The following courses are recommended for deletion/deactivation by the Curriculum Committee from the College of Marin curriculum. These courses have not been taught for a period of time or have been replaced by other courses more relevant to student needs.

Effective Fall 2015:

CREDIT COURSE DEACTIVATION

- ART 214 Interior Design III

CREDIT COURSE DELETION

- MUS 187 Chamber Orchestra

RECOMMENDATION:

The Superintendent/President recommends the Board of Trustees approved the recommended Credit Course Deletion and Deactivation effective Fall 2015.

Administrator Initiating Item:

Cari Torres, Assistant Vice President for Instructional Support

MARIN COMMUNITY COLLEGE DISTRICT

Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees	Date: September 16, 2014
From: Superintendent/President	Item & File No. C.11.O.
Subject: Measure C Contracts	
Reason for Board Consideration: CONSENT APPROVAL	Enclosure(s): none

BACKGROUND:

New contracts, amendments and change orders to Measure C bond modernization program contracts are listed below for Board approval or ratification. Full copies of the contract documents are available for review in the Jacobs office.

Contract Description	Firm Name	Project	Original \$	No. of Changes	This Change	Total Changes	Total Contract to Date	Contingency
Construction Contracts – Ratification								
	Matrix HG, Inc.	New Academic Center (303B)	\$65,233.00					
	Al Heffley,	ADA Upgrades (309A)	\$3,270.00					
Construction Change Orders - Approval								
	RE West Builders	ADA Upgrades (309A)	\$1,279,717.00	2	\$32,471.11	\$92,312.59	\$1,372,029.59	7%
Professional Services Amendments - Ratification								
	HKIT	Health Services Portables	\$419,650.00	7	(\$8,499.00)	\$82,934.00	\$502,584.00	
	Inspection Services, Inc	ADA Upgrades (309A)	\$1,098.00	3	\$23,308.00	\$313,480.00	\$314,578.00	
	Kate Keating Associates	District Signage Consultant (812A)	\$123,670.00	11	\$15,000.00	\$418,526.25	\$542,196.25	
	GeoTech Utility	New Academic Center (303B)	\$15,000.00	25	\$5,000.00	\$73,552.50	\$88,552.50	
	CSW	District Civil Engineer (803A); New Academic Center (303B)	\$4,600.00	3	\$5,492.00	\$9,781.00	\$14,381.00	
Professional Services Agreement - Ratification								
	STV/VBN	ADA Barrier Removal Projects IVC Campus (808A)	\$29,975.00					

Note: Urban Forestry Amendment 7 ratified at 8/19/2014 BOT funding changed from 317A to 807A.

FISCAL IMPACT:

These contract changes will be paid from Measure C bond funds.

RECOMMENDATION:

The Superintendent/President recommends that the Board approve or ratify the above-listed change orders and amendments.

Administrator Initiating Item Laura McCarty Director of Modernization	Administrator Approving Item David Wain Coon, Ed. D. Superintendent/President
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MARIN COMMUNITY COLLEGE DISTRICT
RESOLUTION # 2014 - 23
IN SUPPORT OF HISPANIC HERITAGE MONTH

WHEREAS, National Hispanic Heritage Month is traditionally observed from September 15 to October 15 of each year, and;

WHEREAS, Hispanic Heritage Month evolved from a "National Hispanic Heritage Week" Resolution of the U.S. Senate and House of Representatives approved on September 17, 1968, and;

WHEREAS, on September 15, 2009, the President of the United States of America expanded the one-week observance of Hispanic culture and contributions in America to one month, and;

WHEREAS, in recognition of the expanding prominence of the Hispanic contributions to American history, values, and culture, and;

WHEREAS, in recognition of the millions of Hispanic men and women who have migrated to the United States from Mexico, Puerto Rico, Cuba, and other Latin American countries in search of peace, freedom, educational opportunities, and a better future;

NOW, THEREFORE, BE IT RESOLVED, that the members of the Board of Trustees of the Marin Community College District hereby endorse Hispanic Heritage Month.

PASSED AND ADOPTED THIS 16th day of September, 2014, by the Board of Trustees of the Marin Community College District, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

I, David Wain Coon, Superintendent/President of the Marin Community College District and Secretary to the Board of Trustees 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.

Dr. David Wain Coon
Secretary to the Board

MARIN COMMUNITY COLLEGE DISTRICT

Kentfield, CA 94904

BOARD AGENDA ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President	Item & File No.	C.12.B.
Subject:	Agreement for Rental of Office Space, Indian Valley Campus Marin Chinese Cultural Association (MCCA)		
Reason for Board Consideration:	APPROVAL	Enclosure(s):	Agreement

BACKGROUND:

The purpose of this Agreement is to provide office space for Marin Chinese Cultural Association (MCCA). MCCA is a non-profit 501(c) 3, non-sectarian, and non-political organization. The Purpose of MCCA is to promote the understanding, appreciation and preservation of all aspects of Chinese culture, including the language, history, customs, music, art, and cuisine of the Chinese and Chinese-American people. They are in need of approximately 300 square feet of office space to support their cultural activities and operations. The rent is \$242.00 per month (\$2,178.00 for nine months).

The attached agreement begins the use through June 30, 2015 with an option to extend the agreement as requested by MCCA.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees authorize staff to enter into the attached agreement with Marin Chinese Cultural Association to use facilities for promoting the understanding, appreciation and preservation of all aspects of Chinese culture, including the language, history, customs, music, art, and cuisine of the Chinese and Chinese-American people.

Administrator Initiating Item:

Nanda Schorske, Executive Dean, Indian Valley Campus and Workforce Education & Economic Development

**AGREEMENT FOR RENTAL OF OFFICE SPACE FOR THE
MARIN CHINESE CULTURAL ASSOCIATION**

This agreement is between the Marin Community College District, hereinafter referred to as “District,” and the Marin Chinese Cultural Association, thereinafter referred to as “MCCA.”

The purpose of this Agreement is to provide office space for MCCA. The Purpose of MCCA is to promote the understanding, appreciation and preservation of all aspects of Chinese culture, including the language, history, customs, music, art, and cuisine of the Chinese and Chinese-American people.

1. This Agreement commences on October 1, 2014 and terminates on June 30, 2015.
2. District agrees to rent to MCCA one (1) office space and conference room space located at the Indian Valley Campus, 1800 Ignacio Boulevard, Novato, California. The room designations are Miwok Bldg. 16 room 204 and 217.
3. MCCA has exclusive use of office space (Bldg. 16 room 204) during the rental period.
4. MCCA will be allowed to use the shared conference room (Bldg. 16 room 217) for one (1) hour a week at no additional charge. Any additional hours will be charged based on the standard non-profit rate approved by District. The current non-profit rate is \$26/hr. Additional times may be scheduled by contacting the Facilities Use Office (485-9311).
5. District will provide light, heat, and use of restroom facilities.
6. MCCA is required to adhere to all District parking rules and regulations. MCCA may purchase up to five (5) annual staff parking permits for staff working on site. Daily parking permits are also available for purchase on an as-needed basis.
7. MCCA may request keys for up to five (5) staff for accessing the designated building and facilities.
8. MCCA may provide its own independent telephone and internet services as desired. Telephone and internet services may be contracted separated with District.
9. MCCA is responsible for keeping the office space and shared conference space in a neat and clean order.
10. MCCA is responsible directly or indirectly for supervision of its officers, agents, or employees in, on, or about the leased premises, including compliance with all District policies and procedures where applicable.
11. MCCA agrees to be responsible for repair or replace any District property damaged or destroyed as a result of MCCA’s use.
12. MCCA agrees to pay a monthly rent of Two Hundred and Forty Two Dollars (\$242.00) per month due on or before the fifteenth (15th) day of the month of occupancy, or paid in full for nine (9) months at a cost of Two Thousand One Hundred and Seventy-eight Dollars (\$2,178.00).

COLLEGE OF
MARIN

13. MCCA shall obtain and keep in force during this agreement, for the protection of the District and MCCA, comprehensive general bodily injury and property damage liability insurance in the combined single limit of not less than \$1,000,000, including, but not limited to personal injury liability, broad form property damage liability, blanket contractual liability and projects liability, covering only the operations and activities of MCCA under this agreement, and shall deliver a certificate evidencing such policy or policies to the District upon the execution of this agreement by both parties. The insurance policy or policies shall contain a covenant by the issuing company that they shall not be cancelled unless a thirty (30) day written notice of cancellation is given to the District. The policy or policies shall further contain an endorsement naming Marin Community College District as an additional insured as respects the activities of this Agreement.
14. Except as otherwise provided, District and MCCA shall defend, indemnify and hold each other harmless from and against all claims, liability, loss and expense including reasonable costs, collection expenses and attorney fees incurred, which arise by reason of the acts or omissions of the indemnifying party, its agent or employees in the performance of its obligations under this agreement.
15. Amendments to this Agreement may be made at any time with ninety (90) days advance written notice and mutual agreement of both parties.
16. If MCCA wishes to extend this agreement, MCCA shall provide written notice to District of desire to extend no later than Friday, April 3, 2015.
17. This Agreement may be terminated by either party at any time with ninety (90) days advance written notice. The Agreement may be terminated sooner than ninety (90) days by mutual agreement of both parties.

BY:

Denise Wear
Co-President
Marin Chinese Cultural Association

Date

Greg Nelson
Vice President of Finance & College Operations
Marin Community College District

Date

September 5, 2014

MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees	Date: September 16, 2014
From: Superintendent/President	Item & File No. C.12.C.
Subject: Acceptance of Non-Cash Gifts	
Reason for Board Consideration: APPROVAL	Enclosure(s):

BACKGROUND:

In accordance with Board Policy 3820, the Board of Trustees shall consider all gifts, donations, and bequests made to the District.

<u>Donor</u>	<u>Gift</u>	<u>Receiving Department</u>	<u>Value</u>
Paul C. and Olive J. Hantzsche 2002 Trust	Welding materials	Welding Department	\$500
Kristi Kuhn	New Apple iPad	Performing Arts Department, Theatre Technicians	\$495
Kristi Kuhn	New Denon DN-500 CD/iPod player with pitch control	Performing Arts Department	\$572.30

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve acceptance of the above noted gifts for the benefit of students.

Administrator Initiating Item

David Wain Coon, Ed.D., Superintendent/President

MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees	Date: September 16, 2014
From: Superintendent/President	Item & File No. C.12.D.
Subject: CTE Employment Outcomes Survey Agreement	
Reason for Board Consideration: <p style="text-align: center;">ACTION ITEM</p>	Enclosure(s): Marin MOU SRJC Student Outcomes Survey Agreement

BACKGROUND:

This Agreement, herein referred to as “Agreement,” is entered into by Marin Community College District (herein “the Institution”) and the Research and Planning Group for California Community Colleges (herein “the RP Group”). This agreement has been reviewed and approved for submission to the board by district's legal counsel, Randy Parent.

The CTE Employment Outcomes Survey will gather information on employment outcomes for students participating in CTE programs at California community colleges, including whether students became employed within their field of study, if their community college coursework positively affected their earning potential and how CTE programs can be improved.

Participating institutions will provide the RP Group with student contact information that will be used to request their participation in an email, US mail and/or telephone survey, based on a list of student IDs (not social security numbers) provided by the California Community College Chancellor’s Office. The RP Group will provide institutions that participate in this survey with a summary report of its results, its data set and a report on aggregated results for all participating institutions.

In the pilot project, students from 15 California Community Colleges who earned a certificate of 6 or more units or a vocational degree. The survey administered first by e-mail, then to non-responders by US mail, and then to non-responders by telephone, addressed student perceptions of their CTE program, employment outcomes, and how their coursework and training relate to their current career. The first year pilot yielded a response rate of 34%.

This project, designed by researchers on staff to community colleges, collects data otherwise unavailable that provides information that demonstrates CTE program effectiveness.

CTE programs are required to provide reliable, objective data to demonstrate program effectiveness. It is anticipated that this data will support program improvement and program funding applications.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the attached agreement.

Administrator Initiating Item Nanda Schorske, Executive Dean Indian Valley Campus and Workforce Development & Economic Development
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AGREEMENT
CTE Employment Outcomes Survey
The Sonoma County Junior College District
And College of Marin

This Agreement, herein referred to as “Agreement,” is entered into by College of Marin (herein “the Institution”) and the Sonoma County Junior College District (herein “the SCJCD”), doing business as “Santa Rosa Junior College”.

The CTE Employment Outcomes Survey will gather information on employment outcomes for students participating in CTE programs at California community colleges, including whether students became employed within their field of study, if their community college coursework positively affected their earning potential and how CTE programs can be improved.

Participating institutions will provide the SCJCD with student contact information that will be used to request their participation in an email, US mail and/or telephone survey, based on a list of student identification numbers provided by the California Community College Chancellor’s Office. The SCJCD will provide institutions that participate in this survey with a summary report of its results, its data set and a report on aggregated results for all participating institutions.

THEREFORE, the Institution agrees to the following terms of this Agreement:

1. Data Sharing

The Institution gives the SCJCD permission to access student data reflective of the study cohort from the California Community College Chancellor’s Office management information system (COMIS) to include unique student identifiers listed in COMIS data element SB00 (college ID’s and/or SSNs).

2. Designated Contact Person

Please provide information on the Institution’s designated primary project contact person for survey implementation:

Name: Nanda Schorske,
Job Title: Executive Dean, IVC and Workforce & Economic Development
Institution: College of Marin
Phone: 415/883-2211 ext. 8506
Email: nanda.schorske@marin.edu

The SCJCD’s designated contact person for implementation questions about the survey is:
KC Greaney, Ph.D.
Director of Institutional Research
SCJCD – Petaluma Campus
680 Sonoma Mountain Parkway
Petaluma, CA 94952
kgreaney@santarosa.edu

3. Responsibilities

The Institution's Responsibilities

- a. The Institution will designate a specific local contact person for the project entered on page 1 of the Agreement. Official correspondence (including the secure transmission of data) from the SCJCD will be directed to the designated primary local project contact, who can then forward as appropriate.
- b. The Institution will determine which tools should be used to conduct the survey, specifically whether US mail, telephone or both will augment an email survey, marked on page 4 of the Agreement (see Appendix A for information on number of students to be surveyed, likely response rates and costs).
- c. The Institution will indicate its wishes to have its data uploaded to CalPASS+ into the CTE Launchboard and into a password-protected on-line tool which will allow the Institution to access and drill down into its own data.
- d. The Institution will indicate its willingness to allow its data to be shared for statewide and/or regional research purposes in a manner that does not identify the Institution.
- e. The Institution will provide the SCJCD with student contact information, to the extent available to Institution, to be used by SCJCD to request their participation in an email, US mail and/or telephone survey, including:
 - full first name
 - full last name
 - address
 - city
 - state
 - ZIP
 - e-mail 1
 - e-mail 2
 - phone 1
 - phone 2
- f. If US mail surveys are selected, the Institution will provide a high resolution electronic copy of its logo to be printed onto envelopes. If the logo is not provided by January 15, 2015, envelopes will be printed with the Institution's name and address only.

SCJCD Responsibilities

- a. The SCJCD will provide the Institution with a list of unique student identification numbers (COMIS data element SB00) reflective of the study cohort (see Appendix B), which Institution will use to provide the contact information specified in Institution's Responsibilities, paragraph c, above.
- b. The SCJCD will contract with a mailing center and a call center to administer the US mail and telephone surveys.
- c. The SCJCD will provide the Institution with an individualized report regarding student responses.
- d. The SCJCD will provide the Institution with the data set for its students' responses.
- e. The SCJCD will provide the Institution with a summary report that analyzes aggregated data from all of the institutions participating in the survey.
- f. The SCJCD will provide CalPASS+ with survey data sets provided the Institution indicates it wishes this to happen.

4. Confidentiality

To ensure confidentiality, all information identifiable to an individual student will only be used for this study and will not be associated with individual responses in reports. The statewide aggregate report will not specify individual college or district results. All information identifiable to individual students will be transferred using secure methods and will be destroyed once the reports are complete.

If the Institution agrees to allow their data set to be included in statewide and/or regionally aggregated data, for statewide and/or regional research purposes, no student or college/district identifying data will be included.

5. Timeline

This study will span the 2014-2015 academic year and will conclude by September 1, 2015.

- By September 1 2014: The Institution will receive an Agreement from the SCJCD
- By October 15 2014: The Institution will submit a signed Agreement to the SCJCD
- By December 15 2014: The SCJCD will send the unique student identifiers (COMIS data element SB00) for the survey cohort.
- By January 10 2015: The Institution will provide student contact information and, if selecting US mail surveys, a high resolution electronic copy of its logo
- By end of February 2015: Survey will be administered electronically
- By middle of April 2015: Survey will be administered by US mail
- By end of May 2015: Survey will be administered via telephone
- By middle of June 2015: The SCJCD will provide an individualized report and a data set of student responses to the Institution
- By end of July 2015: The SCJCD will provide statewide summary report to all participating institutions

6. Options

Does the Institution agree to allow the SCJCD to forward its survey data set to Cal-PASS+ so that limited data outcomes can be included in the CTE Launchboard, and so that the entire data set can be made available (password protected) to the Institution in a web-based tool, allowing the Institution to drill down into their own data?

Yes

No

Does the Institution agree to allow its de-identified data set to be included in statewide and/or regional research, in a manner that does not identify the Institution?

Yes

No

7. Fees

The cohort size for College of Marin is estimated to be 501-750. In exchange for services provided under this Agreement, the Institution shall pay the SCJCD (please select the appropriate option):

- Option 1: email and US mail survey, \$2113
- Option 2: email and telephone, \$3500
- Option 3: email, US mail and telephone survey, \$5306

8. Payments

The SCJCD shall submit invoices to the Institution with an itemized statement that details the nature of the work performed as follows (please select the appropriate option):

Option 1:

The SCJCD will invoice the Institution for the corresponding amount:

- i. Beginning of term of Agreement—50% of total fee
- ii. May 1st 2015 —50% of total fee

Option 2:

The SCJCD will invoice the Institution the entire fee at the beginning of the term of Agreement, or by the following date (please specify: _____).

For both payment options:

- a. The Institution shall make payment within forty-five days of the date of the invoice.
- b. The SCJCD reserves the right to cease all work under this Agreement when a delinquent payment status exists. Delinquent status is defined as any account that is more than sixty days past due.
- c. For billing or payment questions, please contact Debbie Weatherly at (707)527-4505 or dweatherly@santarosa.edu

9. Term of This Agreement

This Agreement shall be in effect for districts in the academic year 2014-2015 and ending September 1, 2015. Any participant(s) listed as a party to this Agreement may terminate its participation by delivering written notice of its intent to terminate said participation to Doug Roberts, the SCJCD Vice President, Business Services. However, termination by any participant(s) listed as a party will have no force or effect on the rights and responsibilities as to the remaining participants.

10. Indemnification

The Institution shall indemnify, defend and hold harmless SCJCD, its Board of Trustees, officers, agents, and employees from and against any claim, liability, loss, injury, damages and expenses including, without limitation, attorneys' fees and costs, arising out of or related to SCJCD's performance of this Agreement, except for liability resulting from the negligent or willful or misconduct of SCJCD, its Board of Trustees, officers, agents, or employees. The Institution shall obtain SCJCD's prior approval of any settlement.

SCJCD shall indemnify, defend and hold harmless Institution, its Board of Trustees, officers, agents, and employees from and against any claim, liability, loss, injury, damages and expenses including, without limitation, attorneys' fees and costs, arising out of or related to the Institution's performance of this Agreement, except for liability resulting from the negligent or willful or misconduct of Institution, its Board of Trustees, officers, agents, or employees. SCJCD shall obtain Institution's prior approval of any settlement.

11. Delivery of Notices

All notices or communications permitted or required under this Agreement shall be given to the respective parties through the designated representatives set forth below:

SCJCD:

Doug Roberts

Vice President, Business Services
Sonoma County Junior College District
Santa Rosa Campus
1501 Mendocino Avenue
Santa Rosa, CA 95401

707- 527-4421

droberts@santarosa.edu

The Institution:

Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written below.

SCJCD

By:

Print Name: Doug Roberts

Title: Vice President, Business Services

Date:

The Institution:

By: _____

Print Name: _____

Title: _____

Date: _____

Institution: _____

APPENDIX A: SURVEY OPTIONS

2014/15 California Community College CTE Employment Outcomes Survey Costs

	Approx. Response Rate	Cohort Size (to include CTE Completers and Skills Builders (9+ CTE units) who stopped enrolling)										
		Up to 250	251-500	501-750	751-1000	1001-1500	1501-2000	2001-2500	2501-3000	3001-3500	3501-4000	4001 +
E + US Mail only	10-15%	\$1,038	\$1,575	\$2,113	\$2,650	\$3,725	\$4,800	\$5,875	\$6,950	\$8,025	\$9,100	\$10,175
E + Phone only	15-25%	\$1,500	\$2,500	\$3,500	\$4,500	\$6,500	\$8,500	\$10,500	\$12,500	\$14,500	\$16,500	\$18,500
E + US Mail + Phone	20-35%	\$2,142	\$3,724	\$5,306	\$6,888	\$10,052	\$13,216	\$16,380	\$19,544	\$22,708	\$25,872	\$29,036

Cost Assumptions:

\$500 per college base cost for survey administration

\$0.50 per e-mail survey

\$1.65 per US mail survey

\$3.50 per phone survey

12% overhead

APPENDIX B: COHORT DEFINITIONS

For the 2014-15 survey, the cohort of students will include those who in the 2012-2013 academic year:

1. **Completers:** Have received a vocational/CTE award that is Chancellor's Office approved and enroll in 0-5 units each semester the next year (not enrolled or only minimally enrolled).
2. **Terminal Certificates:** Received a vocational/CTE award of at least 6 units that is not Chancellor's Office approved (such as certificates with less than 12 units) and are not enrolled the following year.
3. **Skills Builders:** Have completed 9 units that are SAM coded A-D, with at least one course SAM coded A-C (within the prior 3 years), have not received a vocational/CTE award of 6 or more units, and are not enrolled the following year.

MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees	Date: September 16, 2014
From: Superintendent/President	Item & File No. C.12.E.
Subject: NCCPA Partnership Agreement	
Reason for Board Consideration: ACTION ITEM	
Enclosure(s): NCCPA Financial MOU	

BACKGROUND:

THIS FINANCIAL MEMORANDUM OF UNDERSTANDING AGREEMENT (“Agreement”) includes Community Colleges, County Offices of Education, and Workforce Investment Boards of the Counties of Sonoma, Marin, Solano, Napa, Mendocino and Lake Counties, detailed in the attached agreement, collectively as a whole be referred to as the “Partners.” This agreement has been reviewed and approved for submission to the board by district's legal counsel, Randy Parent.

THE PURPOSE of this Agreement is to set forth the terms under which the Partners will work together to administer and operate the Northern California Career Pathways Alliance (“NCCPA”) as a regional consortium to distribute and utilize the funding provided by the California Career Pathways Trust Grant – AB86 (“Grant”)

It is expected that the partners will (1) establish or strengthen existing regional relationships and partnerships; (2) develop and integrate standards-based academics with a career-relevant, sequenced curriculum following industry-themed pathways aligned with emerging economic sectors or high-wage, high-skilled, high-growth jobs; (3) provide articulated pathways to postsecondary education aligned with regional economies; and (4) leverage and build upon existing structures and resources, matching resources, in-kind contributions, and California Community Colleges (CCC) and Economic and Workforce Development (EWD) sector strategies.

THE FOCUS of the work of this alliance will be to develop, strengthen and promote career technical education that provides a seamless pathway from K-12 to the Community College, and employment in high-wage, high-skilled, high-growth careers. This economic development education initiative has received very strong support from regional industry partners such as the the membership of the North Bay Leadership Council that includes major Marin County business leaders and employers.

The board approved the non-financial Partnership Agreement at the board meeting in April, 2014. That Partnership agreement is included in this financial agreement. This financial agreement addresses the distribution and utilization of the funding provided by the California Career Pathways Trust Grant NCCPA allocated to the Marin Community College District for \$504,502 over a three year period.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the attached agreement.

Administrator Initiating Item

Nanda Schorske, Executive Dean, Indian Valley Campus and Workforce Development & Economic Development

**Northern California Career Pathways Alliance
Financial Memorandum of Understanding**

A. This Financial Memorandum Of Understanding (“MOU”) is between the Sonoma County Office of Education (“SCOE”), Marin County Office of Education, Mendocino County Office of Education, Lake County Office of Education, Solano County Office of Education, Napa County Office of Education, collectively referred to as the “Secondary Partners”; Mendocino-Lake Community College District, Marin Community College District, Yuba Community College District, Napa Valley Community College District, Sonoma County Community College District, Solano County Community College District, collectively referred to as the “Postsecondary Partners”; Sonoma County Workforce Investment Board, Marin County Workforce Investment Board, Mendocino County Workforce Investment Board, Napa/Lake County Workforce Investment Board, Solano County Workforce Investment Board, collectively referred to as the “Workforce Investment Board Partners”, which shall collectively as a whole be referred to as the “Partners.”

B. THE PURPOSE of this financial MOU is to set forth the terms under which the Partners will work together as the regional consortium Northern California Career Pathways Alliance (“NCCPA”) to distribute and utilize the funding provided by the California Career Pathways Trust Grant – AB 86 (“Grant”).

C. The NCCPA is composed of the local educational agencies, community college districts, and business partners listed above described in the NCCPA Partnership Agreement (“Agreement”) entered into by the Partners on or about March 7, 2014 in anticipation of the receipt of the funds from the Grant, and as further set forth in the attached final Agreement as **Exhibit A**.

NOW, THEREFORE, in consideration of mutual covenants and promises set forth herein and for such other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Partners hereto agree as follows:

1. SCOE has acted as the lead agency and fiscal agent for the NCCPA under the Agreement and has been successful in obtaining funding from the Grant on behalf of the NCCPA. This MOU is intended to set forth the terms under which SCOE will pass through the funds that will be distributed under the Grant.
2. Each Partner will hire staff and prepare an annual budget for activities it intends to undertake using the Grant funds. Once a Partner’s annual budget has been submitted and approved by the NCCPA Partnership Board or its designee, the funds earmarked for that Partner will be passed through by SCOE according to each partner’s annual budget.
3. Each Partner will annually prepare a report detailing how the Grant funds have been expended, and setting forth any unexpended Grant funds. A draft budget setting forth the anticipated funds to be distributed to each of the Partners is attached as **Exhibit B**.

4. The NCCPA Review Committee, the NCCPA Career Pathways Trust Grant Director, and Sonoma County Office of Education's Business Official [will track any unspent Grant funds from each year of the Grant, and will determine how such unexpended funds will be used. The decision of the Committee shall be final. Organizational and Governance Structure is attached as **Exhibit C**.
5. The Partners anticipate that in order to establish the programs to be funded under the grant, the expenditures and activities during the first year of the five-year Grant will differ from each of the remaining years. The parties further acknowledge that under the terms of the Grant, there is an initial survey report due to the State of California in September, 2015 and in May of each Grant year thereafter. Each Partner will provide the report described in the preceding paragraph to the Review Committee between April 1 and April 30 of 2015 and by May 1 of each year of the Grant thereafter so that the annual reports can be submitted timely in compliance with the terms of the Grant.
6. The Partners further anticipate that other funding will be available regionally to accomplish the purposes of the Grant. The NCCPA Board will meet quarterly, or as it, in the discretion of its members, determine is necessary, to review the availability of such other funding, the steps that SCOE has taken to obtain such funding, and how to distribute such additional funding as may be obtained during the term of the Grant.
7. SCOE will prepare the September, 2015 report and the annual report due each May thereafter to comply with the reporting requirements of the Grant.
8. Once the annual budget is adopted in final form, it will be substituted for Exhibit B to this MOU, and will become a part hereof. Each Partner may change the allocation of funds within their budget as long as a new budget is submitted within 30 days to the CTE Grant Director and the Sonoma County Office of Education Business Office. Each Partner will adhere to its terms, particularly Column D setting forth the terms of the Grant. Each Partner acknowledges that failure to do so will jeopardize that Partner's future funding under the Grant, in that any changes to the line items once a budget has been adopted, particularly failure to spend the funds in the categories authorized, must be justified to the State. The Executive Committee will give a warning to any Partner that fails to comply with this paragraph of this MOU, and more than one such warning shall be grounds to thereafter discontinue further distribution of Grant funds to such Partner.
9. Except as they may be inconsistent with the terms of this MOU, all terms of the March, 2014 Agreement attached as Exhibit A, including but not limited to the Responsibilities of the Partners, Notice, Dispute Resolution, Hold Harmless, and Non-Discrimination terms shall remain in effect, and shall remain binding on the Partners throughout the term of the Grant and of this MOU.

10. This MOU shall take effect upon the date that the last of the Partners shall have executed it and provided executed copies to all other Partners. This MOU may be executed in counterparts, and each signed counterpart shall constitute an original.

Steven Herrington, Ph.D.,
Sonoma County Superintendent of Schools

SONOMA COUNTY OFFICE OF EDUCATION

[Name & Position] Date

MENDOCINO COUNTY OFFICE OF EDUCATION

[Name & Position] Date

LAKE COUNTY OFFICE OF EDUCATION

[Name & Position] Date

SOLANO COUNTY OFFICE OF EDUCATION

[Name & Position] Date

NAPA COUNTY OFFICE OF EDUCATION

[Name & Position] Date

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

[Name & Position] Date

MARIN COMMUNITY COLLEGE DISTRICT

Dr. David Wain Coon, Superintendent/President
Date

YUBA COMMUNITY COLLEGE DISTRICT

[Name & Position] Date

SOLANO COMMUNITY COLLEGE DISTRICT

[Name & Position] Date

NAPA VALLEY COMMUNITY COLLEGE DISTRICT

[Name & Position] Date

SONOMA COUNTY COMMUNITY COLLEGE DISTRICT

[Name & Position] Date

SONOMA COUNTY WORKFORCE INVESTMENT BOARD

[Name & Position] Date

MENDOCINO COUNTY WORKFORCE INVESTMENT BOARD

[Name & Position] Date

NAPA/ LAKE COUNTY WORKFORCE INVESTMENT BOARD

[Name & Position] Date

SOLANO COUNTY WORKFORCE INVESTMENT BOARD

MARIN COUNTY WORKFORCE INVESTMENT BOARD

[Name & Position]

Date

Exhibit A (March, 2014 Partnership Agreement)

Northern California Career Pathways Alliance Partnership Agreement

THIS PARTNERSHIP AGREEMENT (“Agreement”) is between the Sonoma County Office of Education (“SCOE”), Marin County Office of Education, Mendocino Office of Education, Lake County Office of Education, Solano County Office of Education, Napa County Office of Education, collectively referred to as the “Secondary Partners”; Mendocino-Lake Community College District, Marin Community College District, Napa Valley Community College District, Sonoma County Community College District, Solano County Community College District, collectively referred to as the “Postsecondary Partners”; Sonoma County Workforce Investment Board, Marin County Workforce Investment Board, Mendocino County Workforce Investment Board, Napa/Lake County Workforce Investment Board, Solano County Workforce Investment Board, collectively referred to as the “Workforce Investment Board Partners”, which shall collectively as a whole be referred to as the “Partners.”

THE PURPOSE of this non-financial Agreement is to set forth the terms under which the Partners will work together to administer and operate the Northern California Career Pathways Alliance (“NCCPA”) as a regional consortium under the California Career Pathways Trust Grant – AB 86 (“Grant”).

The NCCPA will be comprised of the local educational agencies, community college districts, and business partners, listed above, with the intent of providing an integrated, community-sustained, K-16 career pathways system, as further described in the attached Grant application.

SCOE will act as the lead agency and fiscal agent for the NCCPA and will apply for the Grant on behalf of the NCCPA.

NOW, THEREFORE, in consideration of mutual covenants and promises set forth herein and for such other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Partners hereto agree as follows:

- A. **Term.** This Agreement shall become effective upon the last dated signature hereto and shall remain in force until all Grant obligations have been satisfactorily met or the Partners enter into a subsequent MOU, as set forth in Section F below, which supersedes this Agreement.

- B. **SCOE Responsibilities.** SCOE, as lead agency and fiscal agent, shall ensure compliance with the following requirements:
 - 1. Prepare and submit all necessary plans, applications and fiscal reports to the California Department of Education, as required under the Grant;
 - 2. Receive and administer the Grant in accordance with all Grant requirements;
 - 3. Ensure that all Partners provide the required services under this Agreement; and
 - 4. Oversee and administer all services provided under the Grant pursuant to this Agreement.

C. **Secondary Partner Responsibilities.** Each NCCPA Secondary Partner, including SCOE, shall individually ensure compliance with the following requirements:

1. Commit to fully implementing the NCCPA;
2. Develop a strong collaboration, through formal agreements, with postsecondary, business, and other community partners;
3. Develop a formal decision-making structure, including identifying key leaders from each sector;
4. Recruit a student cohort broadly representative of the overall school population, including students with special needs for enrollment in the career pathway;
5. Identify potential school leaders who have demonstrated the ability to drive student outcomes; can provide the leadership skills essential for NCCPA success; and can integrate high school, college, and work-based learning experiences;
6. Provide dedicated staff to work in the NCCPA who have the authority to coordinate with the NCCPA Postsecondary Partners on the Partner's behalf;
7. Work with higher education, workforce development entities, and industry partners to develop seamless transitions for students into postsecondary education, employment, and/or training;
8. Work with the Partners to establish opportunities for all students to accelerate into community college courses while still in high school;
9. Work with the Partners to establish opportunities for all students to participate in appropriately sequenced work-place experiences to make informed choices among postsecondary options;
10. Work with the Partners to establish opportunities for all students to develop personal dispositions such as time management, collaboration, problem-solving, leadership, study skills, communication, and analytical skills, which are required for success in the workplace;
11. Provide relevant and ongoing professional development for administrators, and all participating teachers/instructors, including support and frequent opportunities for reflection and collaboration during the school year;
12. Maximize available funding streams, in addition to the Grant, to support the needs of participating students within the career pathway;
13. Identify a representative to participate in the statewide Grant Network meetings, and become a member of the virtual learning community to share expertise and experiences on the development of career pathways programs, as well as pertinent resources, tools, and strategies;
14. Collect, analyze, and submit data to a data collection repository administered by an entity designated by the California Department of Education; and
15. Any other tasks agreed upon between the NCCPA partners.

D. **Postsecondary Partner Responsibilities.** Each NCCPA Postsecondary Partner shall individually ensure compliance with the following requirements:

1. Develop a strong collaboration, through formal agreements, with secondary, business, and other community partners;

2. Identify appropriate credit-bearing college courses and dual enrollment courses in a career pathway to prepare students to enter postsecondary without need for remediation;
3. Collaborate with NCCPA Secondary Partners to align instruction for college and high school courses, ensuring the appropriate level of rigor, leveraging dual enrollment, and credit recognition;
4. Collaborate with high school faculty to ensure that course content will prepare students for college level work;
5. Negotiate agreements with participating secondary agencies to support dual enrollment and early admission to aligned pathway programs;
6. Collaborate with the NCCPA Business Partners to align college coursework with relevant technical skills and workplace competencies, as defined by industry;
7. Maintain student advisory resources and credit transfer policies that protect the pathway to degree completion for participating students;
8. Commit to maximize available funding streams, in addition to the Grant, to support the needs of participating students;
9. Designate a point-person to work with NCCPA who has the authority to coordinate with the NCCPA Secondary Partners;
10. Leverage, connect and build upon existing investments in education and workforce development; and
11. Any other tasks agreed upon in advance between the NCCPA partners.

E. **Workforce Investment Board Partner Responsibilities.** Each NCCPA Workforce Investment Board Partner agree to collaborate with secondary, postsecondary and other community partners to:

1. Align workforce development, education, and employer needs for greater impact on economic vitality, job creation, and career and training opportunities in their perspective counties.
2. Identify training and educational barriers that hinder job creation; identify skill gaps that contribute to the lack of local business competitiveness; encouraging business partners to help lead demand-driven sector strategies through joint planning, competency and curriculum development; and determining appropriate lengths of training.
3. Assist with creation and sustainment of industry input mechanisms to advise and collaborate with education, training and workforce development partners while representing the workforce needs and interests of the key industry sectors in their respective counties.
4. Assist in the identification of courses, certificate and degree programs needed to meet industry workforce needs focused on a) basic employability skills and b) job specific skills for key industry sectors in that county.
Include NCCPA Partners in industry career promotional and recruitment events in their county and region.

F. **Memorandum of Understanding.** If the NCCPA is awarded the Grant, the Partners shall enter into a Memorandum of Understanding setting forth the terms and conditions regarding NCCPA's administration, operation, and

funding, including but not limited to the distribution of funds among the Partners in alignment with the five year Grant Budget.

- G. **Hold Harmless.** To the fullest extent permitted by law, each party shall defend, indemnify, and hold the other party, its Governing Board, officers, agents, volunteers and employees harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, or claims for injury or damages are caused by or result from the willful or intentional misconduct or negligent acts or omissions of the indemnified party, its officers, employees, volunteers, or agents.
- H. **No Employment Rights.** Each party's agents, servants, volunteers, students and employees shall be under the exclusive management control of that party and shall not be agents, servants, volunteers, students or employees of the other party for any purposes whatsoever. No relationship of employer and employee is created by this Agreement.
- I. **Non-Discrimination.** Each party and its employees shall not discriminate because of sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability against any person by refusing to furnish such persons any service or privilege offered by the Partners under this MOU.
- J. **Assignment.** This Agreement or any interest herein shall not be assignable by the Partners or by operation of law without the prior written consent of the other party. Any attempt to so assign without first obtaining such written consent shall be null and void. In the event such written consent should be given by the other party, said consent shall not constitute a waiver of this provision, which shall remain in effect with respect to any and all subsequent attempts to assign.
- K. **Dispute Resolution.** In case of any disputes among themselves, the Partners are obliged to work towards an amicable settlement. Disputes will be referred to the appointed NCCPA member for resolution. If efforts to achieve an amicable settlement should fail, the Partners are obliged to seek an out-of-court non-binding arbitration procedure.
- L. **Notice.** As used in this Agreement, notice includes but is not limited to the communication of notice, request, demand, approval, statement, report, acceptance, consent, waiver and appointment. All notices must be in writing. Notice is considered given either (a) when delivered in person to the recipient named as below, or (b) when emailed and then deposited in the United States mail in a sealed envelope or container, postage and postal charges prepaid, addressed by name and address to the party or person intended as follows:

Notice to Sonoma COE: Director of Career Development &
Workforce Preparation Services
5340 Skylane Blvd.
Santa Rosa, CA 95403
sjackson@scoe.org

Notice to Mendocino COE: CTE Director
2240 Old River Road
Ukiah, CA 95482-6156
daseltyne@mcoe.us

Notice to Marin COE: ROP Coordinator
1111 Las Gallinas Avenue
P O Box 4925
San Rafael, CA 94913-4925
dzaich@marin.k12.ca.us

Notice to Lake COE: Senior Director, Human Resources &
Designated Services
1152 South Main Street
Lakeport, CA 95453
bfalkenberg@lakecoe.org

Notice to Solano COE: Human Resources/Workforce Development &
Public Information
5100 Business Center Drive
Fairfield, CA 94534-1658
jharden@solanocoe.net

Notice to Napa COE: Director of College & Career Readiness
2121 Imola Avenue
Napa, CA 9559-3625
tholloway@napacoe.org

Notice to Mendocino-Lake Community College District:
Dr. Susan Goff, CTE Dean
1000 Hensley Creek Road
Ukiah, CA 95482
sgoff@mendocino.edu

Notice to Marin Community College District:
Nanda Schorske, Executive Dean Indian Valley Campus
Workforce & Economic Development
1800 Ignacio Blvd.
Novato, CA 94949
Nanda.schorske@marin.edu

Notice to Napa Valley Community College District:

Beth Pratt, Associate Dean
Economic & Workforce Development Grants & Programs
2277 Napa-Vallejo Hwy
Napa, CA 94559
EPratt@napavalley.edu

Notice to Sonoma County Community College District:

Jerald Miller
Dean, Career & Technical Education & Economic Develop.
1501 Mendocino Avenue
Santa Rosa, CA 95401
jmiller@santarosa.edu

Notice to Solano County Community College District:

Jowel Laguerre, Superintendent/President
4000 Suisun Valley Road
Fairfield, CA 94534
President@solano.edu

Notice to Sonoma County Workforce Investment Board:

Sherry Alderman, Director
2227 Capricorn Way, Suite 100
Santa Rosa, CA 95407
salderma@schsd.org

Notice to Mendocino County Workforce Investment Board:

Dottie Deerwester, Chairperson
631 S. Orchard Ave
Ukiah, CA 95482
www.mendowib.org

Notice to Marin County Workforce Investment Board:

Racy Ming, Director
120 N. Redwood Drive
San Rafael, CA 94903
rming@marincounty.org

Notice to Napa/Lake County Workforce Investment Board:

Bruce Wilson, Director
650 Imperial Way, Suite 101
Napa, CA 94559
Bruce.Wilson@countyofnapa.org

[Name & Position] Date

SOLANO COUNTY OFFICE OF EDUCATION

[Name & Position] Date

NAPA COUNTY OFFICE OF EDUCATION

[Name & Position] Date

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

[Name & Position] Date

MARIN COMMUNITY COLLEGE DISTRICT

Dr. David Wain Coon, Superintendent/President
Date

YUBA COMMUNITY COLLEGE DISTRICT

[Name & Position] Date

SOLANO COMMUNITY COLLEGE DISTRICT

[Name & Position] Date

NAPA VALLEY COMMUNITY COLLEGE DISTRICT

[Name & Position] Date

SONOMA COUNTY COMMUNITY COLLEGE DISTRICT

[Name & Position]

Date

SONOMA COUNTY WORKFORCE INVESTMENT BOARD

[Name & Position]

Date

MENDOCINO COUNTY WORKFORCE INVESTMENT BOARD

[Name & Position]

Date

NAPA/ LAKE COUNTY WORKFORCE INVESTMENT BOARD

[Name & Position]

Date

SOLANO COUNTY WORKFORCE INVESTMENT BOARD

Exhibit B (Partner Budget)

Exhibit C (Organizational and Governance Structure)

Northern California Career Pathways Alliance Organizational & Governance Structure

Governing Body	Members	Roles & Responsibilities	Meeting Schedule
NCCPA Partnership Board	<p>COE Leads; CC CTE Deans; WIB Directors 3-5 Key Industry Partners</p> <p>Members must represent Alliance Partner institutions and have some decision making authority with their institution</p> <p>Members must be as described without alternates. Substitution on an exception basis will be allowed, however alternates will not have voting rights.</p>	<ol style="list-style-type: none"> 1. Define the Vision and Mission for the Alliance 2. Provide financial oversight on behalf of the Alliance <ol style="list-style-type: none"> a. Approve Funding allocations to Alliance partner institutions with confirmation from the Sonoma County Office of Education as the Grant Recipient. 3. Recommend Policies to further CTE in the Region 4. Provide Oversight regarding CCPT Grant <ol style="list-style-type: none"> a. Approve Grant Reporting b. Provide Direction to Grant Director 5. Establish and approve Alliance Annual Calendar and events 6. Establish Accountability System for the Alliance 7. Secure additional and ongoing funding 	<p>Meet once a month for first year beginning in July 2014.</p> <p>Meet Quarterly beginning in July 2015.</p> <p>One meeting can be coordinated with the Annual Education and Economic Development Summit.</p>
NCCPA Executive Committee	<p>Determined by Partnership Board and may include: 3 COE Leads; 2 CC CTE Deans; 1 WIB Director; 1 Industry Partner.</p>	<ol style="list-style-type: none"> 1. Address Alliance operational issues with Grant Director 2. Set NCCPA Partnership Board Agendas 3. Review funding and accountability issues for the Alliance Partnership Board. 4. Assist Grant Director in working with Alliance Partnership Board 	<p>Meet monthly with Grant Director and/or as needed.</p>
NCCPA Advisory Committee	<p>Alliance Partner Institutions; School Districts; Economic Development Organizations; Intermediary Organizations; Consultants; Industry Partners</p>	<ol style="list-style-type: none"> 1. Annually Receive Report on Alliance Outcomes (Annual Report) 2. Provide feedback on progress of Alliance 3. Provide input on operational issues and concerns 4. Provide input on economic development issues 5. Other? 	<p>Meet Annually at Education and Economic Development Summit</p>
AD Hoc Committees	<p>Established and formed as needed by the NCCPA Partnership Board (Possible standing committees: Conference Planning; other?)</p>	<p>Established at the formation of the Ad Hoc Committee</p>	<p>TBD</p>

Notes:

- The Alliance Partnership Board and Executive Committee will be staffed by the Grant Director and the Grant Clerical Support.
- County Office of Education Leads will be responsible for coordinating the Alliance's activities, finances and outcomes in their county. They will work closely with Community College CTE Deans and WIB Directors to coordinate Alliance activities, finances and outcomes in their respective counties. Mendocino and Lake Counties will work closely together to coordinate activities, finances and outcomes in their counties.
- The Sonoma County Office of Education will distribute grant funds and coordinate grant reporting and accountability with the NCCPA Partnership Board and the Grant Director.
- This governance structure is subject to the standard/ongoing Sonoma County Office of Education financial controls.
- The Grant Director will be supervised by the Sonoma County Office of Education's Deputy Superintendent in charge of the Instructional Division.

MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees	Date: September 16, 2014
From: Superintendent/President	Item & File No. C.12.F.
Subject: Authorization to Enter into an Agreement with WageWorks for Compliance with the Bay Area Commuter Benefits Program.	
Reason for Board Consideration: APPROVAL	Enclosure(s):

BACKGROUND:

In September 2012 Governor Brown signed Senate Bill 1339 (Yee) into law; thus authorizing the Bay Area Air Quality Management District (Air District) and Metropolitan Transportation Commission (MTC) to adopt and implement a regional ordinance, known as the Bay Area Commuter Benefits Program. The program requires employers with 50 or more full-time employees in the Bay Area to select one of the following four commuter benefit options to offer to their employees:

- Option 1: Pre-Tax Benefit - Allow employees to exclude up to \$130 of their transit or vanpooling expenses each month from taxable income.
- Option 2: Employer-Provided Subsidy - Provide a subsidy to reduce or cover employees' monthly transit or vanpool costs, up to \$75 per month.
- Option 3: Employer-Provided Transit - Provide a free or low-cost transit service for employees, such as a bus, shuttle or vanpool service.
- Option 4: Alternative Commuter Benefit - Provide an alternative commuter benefit that is as effective in reducing single-occupancy commute trips as Options 1, 2 or 3.

It has been determined by staff that Option 1: Pre-Tax Benefit allowing employees to exclude up to \$130 of their transit or vanpooling expenses each month from taxable income is the best fit for the District. Further, staff recommend that the benefit be administered through WageWorks, the same company that administered the District's other pre-tax benefits. Staff seek approval to enter into an agreement with WageWorks prior to the September 30, 2014 deadline to enroll in the program. The agreement will be brought to the Board of Trustees for ratification at the October 2014 meeting.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees authorize staff to enter into an agreement with WageWorks to administer Option 1 of the Bay Area Commuter Benefits Program.

Administrator Initiating Item

Greg Nelson, Vice President of Finance and College Operations

MARIN COMMUNITY COLLEGE DISTRICT

Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees	Date: September 16, 2014
From: Superintendent/President	Item & File No. C.12.G.
Subject: Approve Contract for Kentfield Concrete Stairs and Handrails Project #14-0728	
Reason for Board Consideration: APPROVAL	Enclosure(s):

BACKGROUND:

Administrative Procedure 6345, Contracts – Professional Services, states that any service costing more than \$15,000 requires the solicitation of formal bids. The District advertised and requested bids for the Kentfield Concrete Stairs and Handrails Project #14-0728.

The District had five contractors walk the project and received two proposals as listed below:

Tamco Construction, Inc.	No Bid
Alex Kushner, Contractor	\$19,500.00
John Pope Construction	\$22,400.00
Raesfeld Construction	No Bid
Full Coverage Company	No Bid

All bids have been reviewed and staff recommends using Alex Kushner, Contractor, to construct the Kentfield Concrete Stairs and Handrails Project #14-0728.

RECOMMENDATION:

The President/Superintendent recommends the Board of Trustees authorize approval of a contract with Alex Kushner, Contractor, for the Kentfield Concrete Stairs and Handrails Project #14-0728.

Administrator Initiating Item

Greg Nelson, Vice President of Finance and College Operations

MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees	Date: September 16, 2014
From: Superintendent/President	Item & File No. C.12.H.
Subject: Approve Amendment 1 for Andy's Roofing Company for Additional Scope of Work	
Reason for Board Consideration: Action	Enclosure(s): Additional Cost Reference Sheets 3234AC1, 3234AC2, and 3234AC

BACKGROUND:

At their June 17, 2014 meeting the Marin Community College District Board of Trustees took action to award Andy's Roofing Company, Inc. RFP 14-0430 "IVC Pool Shower Roofing Project." As arraignments were being made with the contractor for work to begin, it became evident that the District omitted items relating to the replacement of the current gutter system and materials for attaching new gutters to the roof.

Staff now request that Trustees approve Amendment 1 to provide the following services:

1. Purchase and Install Gutter (\$9,958.00)
2. Purchase and Install Roof to Wall Flashing (\$2,955.00)
3. Purchase and Install Rake Metal (\$1,979.00)

FISCAL ANALYSIS:

Original Contract Amount	\$189,700.00
Amendment 1	<u>\$14,892.00</u>
Total Contract Amount	\$204,592

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the attached Amendment 1 to the Andy's Roofing Company, Inc. agreement.

Administrator Initiating Item

Greg Nelson, Vice President of Finance and College Operations



Andy's Roofing Company Inc.

"A Professional Roofing Service Since 1957"

September 5, 2014

Matthew Smyth
College of Marin
835 College Avenue
Kentfield, CA 94904
415/457-8811
415/453-3248 fax

RE: Indian Valley Campus Pool/Shower Roofing – Project #14-0430
Novato

Subject: Additional Cost Ref. 3234AC1
Install gutter per new detail provided in 9/3/14 email.

Dear Sir:

We have prepared pricing for the above-mentioned item requested.

The additional cost for this work would be \$9,958.00.

This change will add (3) contract days to this project.

We have enclosed our cost breakdown sheet for your review.

This work is currently on hold pending your approval. Please forward your written approval right away.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jonathan W. Engquist', is written over a blue circular stamp or mark.

Jonathan W. Engquist
Project Manager

enc

Install gutter per new detail provided in 9/3/14 email.		3234AC1	
Cost Proposal Breakdown			hours
ACTUAL COSTS	1. Straight Time Wages - Labor	\$5,830.67	71
	2. Overtime Wages - Labor	\$0.00	0
	3. Double Time Wages-Labor	\$0.00	0
	3. Str. Time Wages/Salaries - Supv. Pers.	\$0.00	
	4. O.T. Wages/Salaries - Supv. Pers.	\$0.00	
	5. Fringe Benefits & Payroll Taxes	\$0.00	
	6. Materials	\$1,458.00	
	7. Sales Taxes	\$134.87	
	8. Rental Charges		
	9. Insurance	\$0.00	
	10. Royalties		
	11. Permits		
	12. Equipment	\$386.49	
	13. Cost of Extra Work (1-13)	\$7,810.02	
	14. Mark-up	\$1,952.51	
	15. Bonds	\$195.25	
16. Total Change	\$9,957.78		

Material Breakdown

420 Gutter	\$1.50	\$630.00
120 Straps	\$0.96	\$115.20
22 endcaps	\$9.60	\$211.20
11 outlets	\$9.60	\$105.60
30 solder bars	\$10.80	\$324.00
400 rivets	\$0.18	\$72.00
	\$0.00	\$0.00
		\$1,458.00

Equipment Breakdown

14.2 3/4 ton truck	\$16.95	\$240.69
1 freight	\$145.80	\$145.80
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
		\$386.49



Andy's Roofing Company Inc.

"A Professional Roofing Service Since 1957"

September 5, 2014

Matthew Smyth
College of Marin
835 College Avenue
Kentfield, CA 94904
415/457-8811
415/453-3248 fax

RE: Indian Valley Campus Pool/Shower Roofing – Project #14-0430
Novato

Subject: Additional Cost Ref. 3234AC2
Install Roof to Wall flashing per new detail provided in 9/3/14 email. Includes r&r of existing siding as needed.

Dear Sir:

We have prepared pricing for the above-mentioned item requested.

The additional cost for this work would be \$2,955.00.

This change will add (2) contract days to this project.

We have enclosed our cost breakdown sheet for your review.

This work is currently on hold pending your approval. Please forward your written approval right away.

Sincerely,

Jonathan W. Engquist
Project Manager

enc

Install Roof to Wall flashing per new detail provided in 9/3/14 email. Includes r&r of existing siding as needed.		3234AC2	
Cost Proposal Breakdown			hours
ACTUAL COSTS	1. Straight Time Wages - Labor	\$2,135.17	26
	2. Overtime Wages - Labor	\$0.00	0
	3. Double Time Wages-Labor	\$0.00	0
	3. Str. Time Wages/Salaries - Supv. Pers.	\$0.00	
	4. O.T. Wages/Salaries - Supv. Pers.	\$0.00	
	5. Fringe Benefits & Payroll Taxes	\$0.00	
	6. Materials	\$79.20	
	7. Sales Taxes	\$7.33	
	8. Rental Charges		
	9. Insurance	\$0.00	
	10. Royalties		
	11. Permits		
	12. Equipment	\$96.06	
	13. Cost of Extra Work (1-13)	\$2,317.76	
	14. Mark-up	\$579.44	
	15. Bonds	\$57.94	
16. Total Change	\$2,955.14		

Material Breakdown

110 Roof to wall flashing	\$0.54	\$59.40
110 Fasteners	\$0.18	\$19.80
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
		\$79.20

Equipment Breakdown

5.2 3/4 ton truck	\$16.95	\$88.14
1 freight	\$7.92	\$7.92
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
		\$96.06



Andy's Roofing Company Inc.

"A Professional Roofing Service Since 1957"

September 5, 2014

Matthew Smyth
College of Marin
835 College Avenue
Kentfield, CA 94904
415/457-8811
415/453-3248 fax

RE: Indian Valley Campus Pool/Shower Roofing – Project #14-0430
Novato

Subject: Additional Cost Ref. 3234AC3
Install Rake metal per new detail provided in 9/3/14 email.

Dear Sir:

We have prepared pricing for the above-mentioned item requested.

The additional cost for this work would be \$1,979.00.

This change will add (2) contract days to this project.

We have enclosed our cost breakdown sheet for your review.

This work is currently on hold pending your approval. Please forward your written approval right away.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jonathan W. Engquist', with a large, stylized flourish at the end.

Jonathan W. Engquist
Project Manager

enc

Install Rake metal per new detail provided in 9/3/14 email.		3234AC3	
Cost Proposal Breakdown			hours
ACTUAL COSTS	1. Straight Time Wages - Labor	\$1,313.95	16
	2. Overtime Wages - Labor	\$0.00	0
	3. Double Time Wages-Labor	\$0.00	0
	3. Str. Time Wages/Salaries - Supv. Pers.	\$0.00	
	4. O.T. Wages/Salaries - Supv. Pers.	\$0.00	
	5. Fringe Benefits & Payroll Taxes	\$0.00	
	6. Materials	\$154.08	
	7. Sales Taxes	\$14.25	
	8. Rental Charges		
	9. Insurance	\$0.00	
	10. Royalties		
	11. Permits		
	12. Equipment	\$69.65	
	13. Cost of Extra Work (1-13)	\$1,551.93	
	14. Mark-up	\$387.98	
	15. Bonds	\$38.80	
16. Total Change	\$1,978.72		

Material Breakdown

120 Rake metal flashing	\$0.54	\$64.80
120 Cleat	\$0.56	\$67.68
120 Fasteners	\$0.18	\$21.60
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
		\$154.08

Equipment Breakdown

3.2 3/4 ton truck	\$16.95	\$54.24
1 freight	\$15.41	\$15.41
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00

MARIN COMMUNITY COLLEGE DISTRICT

Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees	Date: September 16, 2014
From: Superintendent/President	Item & File No. C.12.I.1.
Subject: New Academic Center Project (303B) Wright Contracting Inc. – Change Order 8	
Reason for Board Consideration: ACTION APPROVAL	Enclosure(s): Change Order 8

BACKGROUND:

On August 19, 2013 the Board awarded a contract to Wright Contracting, Inc. for the New Academic Center (303B). Change Order includes two PCO requests over the \$50,000 threshold and requires Board action approval. The requests are:

PCO 11.2 for \$72,013 for the redesign of the shoring and footings to avoid conflicts with memorial oak tree root system. This PCO includes a schedule extension of 13 calendar days, revising the final completion date from 02/11/15 to 02/24/15. This represents a Design Clarification.

PCO 90 for \$54,545 to add curb and gutter along College Ave and Sir Francis Drake Blvd. per County of Marin direction. This represents a code clarification.

The balance of PCOs in Change Order 8 includes two (2) PCOs for Design Coordination, one (1) PCO for code compliance issue and one (1) PCO for unforeseen conditions.

Total Compensation	\$166,529
Total Time Extension	13 calendar days

FISCAL IMPACT:

The total amount of this contract to date is as follows and will be paid from Measure C bond funds:

Original Contract Amount: \$18,995,000.00	New Academic Center (303B)
\$269,241.00	Change Order 1 (1.47% of original contract value)
\$101,428.00	Change Order 2 (1.95% of original contract value)
\$ 44,849.00	Change Order 3 (2.18% of original contract value)
\$ 170,443.00	Change Order 4 (3.08% of original contract value)
\$ 34,742.00	Change Order 5 (3.26% of original contract value)
\$65,812.00	Change Order 6 (3.61% of original contract value)
\$76,745.00	Change Order 7 (4.02% of original contract value)
\$166,529.00	Change Order 8 (4.89 % of original contract value)

Total Contract Amount \$19,924,789.00 Change Orders to date equal 4.89%.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve Change Order 8 to Wright Contracting in the amount of **\$ 166,529** for the work for the New Academic Center Project (303B).

Administrator Initiating Item Laura McCarty Director of Modernization	Administrator Approving Item David Wain Coon, Ed. D. Superintendent/President
--	--

PROJECT: New Academic Center
PROJECT No. 303B
CONTRACTOR: Wright Contracting
OWNER: Marin Community College District
ARCHITECT TLCD

EFFECTIVE ONLY WHEN SIGNED BY OWNER

CHANGE ORDER: 8
DATE: 9/16/2014
DSA FILE #: 21-C1
APPLICATION #: 01-112613

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

PCO	Description	
11.2	Redesign shoring materials, enlarge footings added pile around existing memorial oak - Design Clarification	\$72,013
69	Added Store Front Steel at expansion joint - Design Clarification	\$8,053
90	Added Curb & gutter at College Ave & Sir Frances Drake Blvd per County of Marin - Code Requirement	\$54,545
95	Extended Geothermal open trench to locate and tie in two 8" HEPE pipes - unforeseen condition	\$30,562
103	Revised Site lighting in Stair well #3 to avoid structural steel Design Clarification	\$1,356
	End of Items	TOTAL: \$166,529

represent the total cost of the work, complete supply and installation of materials and equipment, Contractor's premiums.

AGREEMENT	CONTRACT VALUE ADJUSTMENT	
<p>When this Change Order is signed by all parties, it constitutes their agreement:</p> <p>A. That the Contract Price / Time is adjusted as shown and that no further adjustment by reason of the change(s) provided herein shall be made; and</p> <p>* A.1 However, Contractor reserves it's rights with respect to the "NEW CONTRACT PRICE INCLUDING THIS CHANGE ORDER". This Reservation only applies to the disputed back charge in the amount of \$12,580 in Change Order 6.2, and does not apply to any of the scopes of work described in this Change Order 7.</p> <p>B. That all the Terms and Conditions of the Contract, except as modified by this and any previous changes, shall remain in full force and effect and apply to the work so changed.</p>	Original Contract Price:	\$18,995,000.00
	Net Change By Previously Authorized Change Order:	\$763,260.00
	Contract Price Prior To This Change Order:	\$19,758,260.00
	Contract Price Will Be: <input checked="" type="checkbox"/> Increased: <input type="checkbox"/> Decreased: <input type="checkbox"/> Unchanged: By this Change Order:	\$166,529.00
	New Contract Price Including This Change Order:	*\$19,924,789.00
	TIME ADJUSTMENT	
	Contract Time Will Be: <input checked="" type="checkbox"/> Increased: <input type="checkbox"/> Decreased: <input type="checkbox"/> Unchanged: By this Change Order:	13 days
	Date of Contract Completion As Of The Date Of This Change Order:	2/24/2015

AGREED BY CONTRACTOR	APPROVED BY ARCHITECT/ENGINEER
Wright Contracting	TLCD Architects
By: <u>Cory McCormick, Project Manager</u>	By: <u>Steve Nuich, Project Architect</u>
Date: _____	Date: _____
ISSUED BY PROJECT MANAGER	RECOMMENDED BY PROGRAM MANAGER
Jacobs Project Management Co.	Jacobs Project Management Co.
By: <u>Bernard Rottner, Project Manager</u>	By: <u>Debra Mathau, Program Manager</u>
Date: _____	Date: _____
APPROVED BY OWNER	AUTHORIZED BY OWNER
Marin Community College District	Marin Community College District
By: <u>Laura McCarty, Director of Modernization</u>	By: <u>Greg Nelson, VP of College Operations</u>
Date: _____	Date: _____

Distribution: Owner Consultant Construction Manager Contractor C. O. File Other

Board of Trustees

Board Policy Committee Recommendations 6/17/2014

Board Policy Committee Recommendations 8/6/2014

BP 2740 BOARD EDUCATION**Reference:**

ACCJC Accreditation Standard IV.B.1.f

The Board of Trustees is committed to participation in its ongoing collaborative and comprehensive professional development and training as a Board and to an education program that provides opportunities for all Trustees including an orientation and mentor opportunities for new Board members.

To that end, the Board of Trustees will engage in study sessions, provide access to reading materials, and support conference attendance, training, and other activities that foster Board member education.

Professional development will be broken into three (3) categories:

Category 1: Includes mandatory training requirements, such as Sexual Harassment, Brown Act, Ethics, Board Orientation for New trustees, etc.

Category 2: Includes best practices for board effectiveness, such as state budget seminars, participating in and completing the Effective Trustee Program through CCLC, tracking new legislation directly affecting COM, accreditation issues and changes, and so on.

Category 3: Includes additional professional enrichment such as K-12 issues, fund development, Private/Public partnerships, giving presentations at trustee conferences, etc.

Report on Conference Participation

Trustees are expected to present a written report on conference participation at a Board of Trustees meeting within sixty (60) days following conference attendance. The Board Chair is expected to prepare a summary report of Trustee Professional Development to be presented at a meeting of the Board of Trustees.

Date Adopted: March 16, 2010

Board Policy Committee Proposed Revisions: June 2014

Board Policy Committee Proposed Revisions: August 6 2014

Board of Trustees
Board Policy Committee Recommended Revisions 8/6/2014

BP 2735 BOARD MEMBER TRAVEL, CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT EXPENSES**References:**

Education Code Section 72423 and 87032

Members of the Board of Trustees may have travel ~~and/or~~ conference and/or professional development expenses paid when ~~they travel as~~ representatives ~~of the Board of and or~~ performing services directed by the Board. The Board is expected to travel in the most economically prudent manner possible.

Board of Trustee Travel Allocation

District paid travel shall be limited to the amount adopted in the Annual Budget, ~~divided equally among members of the Board of Trustees~~. Any request for reimbursement for travel, in state or out of state, that exceeds the approved annual individual allocation must be reviewed and approved by the full Board of Trustees at a regular meeting, provided there is available funding.

Newly elected Trustees in their first year of service are expected to participate in the Community College League of California's (CCLC) Effective Trustee Workshop. The cost of the Effective Trustee Workshop will be borne by the District. *(NOTE: There is a question whether this cost is to come out of the annual Board Travel Budget of in addition to that budget)*

Approval for Travel

~~Each fall, the Board will review the known schedule of conferences and trainings to determine individual Trustee interest.~~

~~Out of state travel is approved in advance by a majority of the Board at a meeting of the Board of Trustees.~~

Reimbursement for Travel

~~Reimbursements for Trustee travel shall only be made if their travel is approved as outlined in the section above. Reimbursement for Trustee travel expenses shall follow the District administrative procedures. (See BP/AP 7400 titled Travel)~~

(NOTE: The above two sections were moved to the new AP 2735)

~~Any unexpended travel funds remaining in the Board of Trustees' budget at the end of the fiscal year will be returned to the General Fund. Board Members shall not donate, transfer, or share any portion of any Trustee's annual travel allocation with any other Trustee.~~

Report on Conference Participation

~~Trustees are expected to provide a report on conference participation at a meeting of the Board of Trustees, within 60 days following conference attendance.~~

(NOTE: The above section was moved to the new AP 2735)

Also See AP 2735 titled Board Member Travel, Conference Attendance and Professional Development Expenses

Date Adopted: March 16, 2010

(Replaces current College of Marin Policy 1.2061)

Date Revised: February 26, 2013

Board of Trustees
Proposed AP 8/6/2013

AP 2735 **BOARD MEMBER TRAVEL, CONFERENCE AND PROFESSIONAL DEVELOPMENT EXPENSES**

Reference:

Education Code Section 72423

Approval for Travel

Each fall, the Board will review the known schedule of conference and trainings to determine individual Trustee interest. (NOTE: language moved from BP 2735)

Out of State Travel ~~must be~~ approved in advance by a majority of the Board at a meeting of the Board of Trustees. (Note: language moved from BP 2735)

Reimbursement for Travel

Reimbursement for Trustee travel shall only be made if their travel is approved as outlined in the section above. Reimbursement for Trustee travel expenses shall follow the District administrative procedures (See BP/AP 7400 titled Travel)

(Add language criteria, limits, expectations???)

Expectations for board member travel and conference attendance?????

Criteria and limits on travel and conference attendance????

Date Approved:

New Administrative Procedure

NOTE: *The language in red is from CCLC. The language in purple is proposed by the Board Policy Committee. Green added by K Joyner.*

Board of Trustees

BP 2210 OFFICERS

Reference:

Education Code Section 72000

The President of the Board as a regular member shall participate in the discussion of issues during the meeting as well as in voting. In addition, the President's duties shall include:

- a) To preside at all meetings and decide questions of order.
- b) To appoint Trustees to and designate chairpersons of all committees. Board Committees, and make all other appropriate trustee assignments.
- c) To execute all contracts and official documents approved by the Board and requiring the President's signature.
- d) To represent the Board at official functions when necessary; to serve as spokesperson for the Board regarding a Board action taken; to keep the Board promptly informed of these occasions.
- e) To set the Board agenda.
- f) To call special meetings of the Board as required.
- g) To serve as an ex officio member of the Board of Directors of the College of Marin Foundation.
- h) To perform other duties formally assigned by the Board, or by statute.

The Vice President's duties shall include:

- a) To perform all duties of the President of the Board in the absence or disability of the President.
- b) To discharge such other functions as the President of the Board may from time to time request.

The Clerk's duties shall include:

- a) To perform all duties of the President of the Board in the absence or disability of the President and Vice President of the Board.
- b) To perform any other duty assigned by the President of the Board, or required by law.

The District Superintendent shall serve as Secretary to the Board and, as such, shall have the following obligations:

- a) To be responsible for such public notices as may be required by statutes, Bylaws, resolutions and policies of the Board.

- b) To be responsible for recording, preparing, and maintaining the approved Official Minutes of all regular and special meetings of the Board, and properly transmitting them to the Board.
- c) To retain and properly file all official records and documents of the Board.
- d) To conduct the official correspondence on behalf of the Board as requested and issue all Board orders.
- e) To be responsible for providing members promptly with copies of correspondence prepared in the name of the Board or Board President, as well as copies of all reports, communications, etc., developed and transmitted to members of the community.
- f) To perform such other duties as may be required by law or delegated from time to time by the Board. ~~E.C. 81655~~

Also see BP 2305 titled Annual Organizational Meeting and BP 2430 titled Delegation of Authority to the Superintendent/President

Date Adopted: April 21, 2009
(Replaces College of Marin Policies 1.3031, 1.3032,
1.3033, and 1.3035)

MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees	Date: September 16, 2014
From: Superintendent/President	Item & File No. C.16.A
Subject: Contracts and Agreement for Services for Month of August 2014	
Reason for Board Consideration: INFORMATION	Enclosure(s): Attachment

BACKGROUND:

Attached for your information is a listing of all External Consultants and Contractors with whom we entered into a contract in excess of \$1,000 with a description of services provided.

Administrator Initiating Item

Greg Nelson, Vice President of Finance and College Operations

September 16, 2014

Contracts and Agreement for Services for August 2014

OVER \$1,000.00

MONTHLY REVIEW

<u>Agreement Number</u>	<u>Vendor/Description</u>	<u>Department</u>	<u>Amount</u>
GENERAL FUND			
<u>Unrestricted</u>			
P0221166	Michael Amsler Photography service for the College.	Community Relations	\$ 2,000.00
P0221172	DataSafe Off-site storage services for Human Resources.	Human Resources	\$ 1,200.00
P0221173	Board Of Governors Subscription services for the 2014-2015 Students Right To Know reporting.	Institutional Planning	\$ 3,800.00
P0221180	Fairfax Police Department Dispatching services for Campus Police in 2014-2015.	Police	\$ 23,000.00
P0221181	Marin Emergency Radio Authority Marin Emergency Radio Authority membership services for the Campus Police in 2014-2015.	Police	\$ 6,172.00
P0221187	Sun Ridge Systems, Inc. Annual maintenance and support services for the Campus Police RIMS Law Enforcement Records Management for 2014-2015.	Police	\$ 2,889.00
P0221189	Lexipol, LLC. Policy Manual annual maintenance and support services for the Campus Police in 2014-2015.	Police	\$ 1,950.00
P0221194	Roger Slifer Mailing services for the College in 2014-2015.	Logistics	\$ 3,000.00
P0221195	Nature Of Interpreting Interpreting services for the ASL classes, Fall 2014.	Human Resources	\$ 2,880.00
P0221201	KONE, Inc. Quarterly elevator maintenance services for Building 27-IVC, Student Services, Learning Center, Fusselman Hall and the Fine Arts buildings at Kentfield for 2014-2015.	Maintenance	\$ 3,576.12
P0221208	Forest Investment Group, Inc. Mailing services for the College in 2014-2015.	Logistics	\$ 3,000.00
P0221209	Mercer Consumer Proliability Malpractice insurances services for the College in 2014-2015.	District Wide	\$ 4,400.00

September 16, 2014

Contracts and Agreement for Services for August 2014

OVER \$1,000.00

MONTHLY REVIEW

<u>Agreement Number</u>	<u>Vendor/Description</u>	<u>Department</u>	<u>Amount</u>
P0221210	Computerland of Silicon Valley Maintenance and support services for Avid Pro Tools and Avid iLok Smart Key for the College in 2014-2015.	Information Technology	\$ 4,486.48
P0221216	Xerox Corporation Leasing services for Mail Room Xerox copier.	Logistics	\$ 2,000.00
P0221218	Enviro Safetech Training services for ventilation and protection monitoring systems.	Maintenance	\$ 1,000.00
P0221226	Pitney Bowes Global Financial Services LLC. Quarterly leasing services for DP50S and DI950 folder inserter plus folding equipment for the College in 2014-2015.	Logistics	\$ 21,719.64
P0221227	Enrico Dell'Osso Jr. Repair services of two grand and one upright Performing Arts' pianos.	Performing Arts	\$ 5,425.00
P0221230	Bay Alarm Company Monitoring services for Building 10-IVC, Human Resources, Science, Math and Nursing Building and Fine Arts Gallery.	Maintenance	\$ 1,286.15
P0221231	Nelson Staffing Solutions Temporary moving services for the College.	District Wide	\$ 4,000.00
P0221232	Knock'em Out Pest Control Pest control services for Fusselman Hall basement, including the ventilation ducts and vents.	Maintenance	\$ 1,200.00
P0221238	American Storage Storage container rental services for Performing and Fine Arts departments.	Maintenance	\$ 1,020.00
P0221245	Tennant Company Storage and repair services for custodial equipment.	Maintenance	\$ 1,000.00
P0221250	Computerland of Silicon Valley Cloud software support and maintenance services for the College.	Information Technology	\$ 3,485.00
P0221255	American Sentry Systems, Inc. Annual alarm monitoring services for 2014-2015.	Maintenance	\$ 2,244.00
P0221273	Easy Permit Postage Mailing services for Community Education schedule of classes for Fall 2014, Winter, Spring and Summer 2015.	Community Education	\$ 30,000.00

September 16, 2014

Contracts and Agreement for Services for August 2014

OVER \$1,000.00

MONTHLY REVIEW

<u>Agreement Number</u>	<u>Vendor/Description</u>	<u>Department</u>	<u>Amount</u>
P0221274	Signature Offset Printing services for Community Education schedule of classes for Fall 2014, Winter, Spring and Summer 2015.	Community Education	\$ 48,950.00
P0221276	Pacific Telemanagement Services Required payphone services for College pay phones on Kentfield and Indian Valley Campuses for 2014-2015.	Maintenance	\$ 5,436.00
P0221282	Barracuda Barracuda spam and virus software support services for the College in 2014-2015.	Information Technology	\$ 1,148.00
P0221285	Aramark Uniform Service Uniform cleaning services for the Maintenance staff in 2014-2015.	Maintenance	\$ 20,800.00
P0221287	North State Environmental Hazard material removal and disposal services for the College in 2014-2015.	Maintenance	\$ 10,300.00
P0221288	Environmental Resource Group Well destruction work plan, removal and disposal services in the maintenance yard area.	Maintenance	\$ 12,245.30
P0221290	California Volleyball Collegiate Official Assoc. Officiating services for 7 Girls Volleyball matches in 2014-2015.	Physical Education	\$ 1,678.00
P0221291	West Coast Intercollegiate Soccer Officials Assoc. Officiating services for 12 Men's Soccer games in 2014-2015.	Physical Education	\$ 3,996.00
P0221292	West Coast Intercollegiate Soccer Officials Assoc. Officiating services for 9 Women's Soccer games in 2014-2015.	Physical Education	\$ 2,997.00
P0221307	Bruce MacCarthy Backflow testing and repair services for College in 2014-2015.	Grounds	\$ 4,010.68
P0221308	Tom Evers Aquatic program director services for July 2014.	Indian Valley Pool	\$ 2,500.00
P0221324	Gale Group, Inc.-Cengage Learning Gale virtual reference library for the College.	Library	\$ 2,500.00
P0221340	Novato Chamber of Commerce Membership services for College in 2014-2015.	District Wide	\$ 1,565.00

September 16, 2014

Contracts and Agreement for Services for August 2014
 OVER \$1,000.00
MONTHLY REVIEW

<u>Agreement Number</u>	<u>Vendor/Description</u>	<u>Department</u>	<u>Amount</u>
P0221343	American Association of Community Colleges Membership services for College in 2014-2015.	District Wide	\$ 6,694.00
P0221348	Liebert Cassidy Whitmore Legal services for the College.	District Wide	\$ 7,192.00
P0221349	Liebert Cassidy Whitmore Legal services for the College July 2014 to December 2014.	District Wide	\$ 50,000.00
P0221350	Marin County Office OF Education Legislative bill back for 2014.	District Wide	\$ 3,601.45
P0221351	Hardison, Komatsu, Ivelich & Tucker Architects Professional services for the Fusselman Hall restoration.	District Wide	\$ 14,000.00
<u>Restricted</u>			
P0221190	Barbara Inwald, DO Health examination services for the Health Center in 2014-2015.	Health Center	\$ 9,300.00
P0221191	Barbara Inwald, DO Health examination services for the Health Center in 2014-2015.	Health Center	\$ 3,900.00
P0221206	Sandy Wallenstein Development services of the work based learning for the CTE students, Constant Contact database development, industry contact mailings, table events and website review in 2014-2015.	Career Education	\$ 8,600.00
P0221221	Hayley Leventhal Project research, analysis, support and final report for COMPASS program.	Student Services	\$ 1,818.18
P0221237	Hewlett-Packard Leasing services for the College in 2013-2014.	College Wide	\$ 13,045.36
P0221314	Tamalpais High School District Partner operational services for AB86 Grant for elementary and secondary basic skills programs.	Workforce Development	\$ 4,390.00
P0221316	Barbara Sabido Foster and Kinship Care Educational services for the program in 2014-2015.	Foster and Kinship Care	\$ 4,800.00
P0221317	Jolie Clark Foster and Kinship Care Educational services for the program in 2014-2015.	Foster and Kinship Care	\$ 6,000.00

September 16, 2014

Contracts and Agreement for Services for August 2014

OVER \$1,000.00

MONTHLY REVIEW

<u>Agreement Number</u>	<u>Vendor/Description</u>	<u>Department</u>	<u>Amount</u>
P0221337	Marin Bocce Federation Rental services for the Bocce Tournament.	Advancement	\$ 1,025.00

MEASURE C FUND

P0221242	Mcgraw-Hill Construction Regional Publications Required advertising services for the Science, Math and Nursing building acid waste BMS connections and geothermal field upgrades.	Measure C Bond	\$ 2,151.45
P0221333	Blackboard, Inc. Emergency connection and notification services with students and staff for the College.	Measure C Bond	\$ 7,200.00

MARIN COMMUNITY COLLEGE DISTRICT
Kentfield, CA 94904

BOARD AGENDA ITEM

To: Board of Trustees	Date: August 19, 2014
From: Superintendent/President	Item & File No. C.16.B.
Subject: Fourth Quarter Financial Status Report and CCFS-311 Q for 2013/14	
Reason for Board Consideration: INFORMATION	Enclosure(s): CCFS-311Q

BACKGROUND:

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

Administrator Initiating Item

Greg Nelson, Vice President of Finance and College Operations

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD
Fiscal Year: 2013-2014
Quarter Ended: (Q4) Jun 30, 2014

District: (330) MARIN

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

Gregory W. Nelson

415-884-3100

CBO Signature:

G. Nelson
8/12/14

Date Signed:

Chief Executive Officer Name:

David Wain Coon

CEO Signature:

David Wain Coon
8-12-14

Date Signed:

Electronic Cert Date: 08/12/2014

District Contact Person

Name: Peggy Isozaki

Title: Director, Fiscal Services

Telephone: 415-884-3160

Fax: 415-883-3261

E-Mail: peggy.isozaiki@marin.edu

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4554
Sacramento, California 95814-6511

Send questions to:
Christine Atalig (916)327-5772 atalig@cccco.edu or Tracy Britten (916)323-6899 tbritten@cccco.edu
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**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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

CHANGE THE PERIOD ▼
Fiscal Year: 2013-2014

Quarter Ended: (Q4) Jun 30, 2014

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2010-11	Actual 2011-12	Actual 2012-13	Projected 2013-2014
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	45,310,644	45,562,262	46,367,612	48,131,392
A.2	Other Financing Sources (Object 8900)	235	0	0	291,216
A.3	Total Unrestricted Revenue (A.1 + A.2)	45,310,879	45,562,262	46,367,612	48,422,608
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	43,701,404	45,822,577	46,552,368	45,945,447
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	560,652	807,979	1,027,386	1,055,437
B.3	Total Unrestricted Expenditures (B.1 + B.2)	44,262,056	46,630,556	47,579,754	47,000,884
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	1,048,823	-1,068,294	-1,212,142	1,421,724
D.	Fund Balance, Beginning	5,161,246	6,210,069	5,141,775	3,929,633
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	5,161,246	6,210,069	5,141,775	3,929,633
E.	Fund Balance, Ending (C. + D.2)	6,210,069	5,141,775	3,929,633	5,351,357
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14%	11%	8.3%	11.4%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	5,390	5,140	4,696	4,363

III. Total General Fund Cash Balance (Unrestricted and Restricted)
 As of the specified quarter ended for each fiscal year

	2010-11	2011-12	2012-13	2013-2014
H.1		12,433,717	9,899,195	9,956,385
H.2		0	0	0
H.3	11,563,198	12,433,717	9,899,195	9,956,385

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)	47,972,760	47,972,760	48,131,392	100.3%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	47,972,760	47,972,760	48,131,392	100.3%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	48,103,598	48,103,598	45,945,447	95.5%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	711,130	711,130	1,055,437	148.4%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	48,814,728	48,814,728	47,000,884	96.3%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-841,968	-841,968	1,130,508	
L	Adjusted Fund Balance, Beginning	3,929,633	3,929,633	3,929,633	
L.1	Fund Balance, Ending (C. + L.2)	3,087,665	3,087,665	5,060,141	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	6.3%	6.3%		

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		Permanent		Academic		Temporary		Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	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.)? **NO**

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

VII. Does the district have significant fiscal problems that must be addressed?

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.)

**Marin Community College District
Measure C Bond Modernization Program**

**Modernization Director's Report to Board of Trustees
September 16, 2014**

BUDGET UPDATE

Bond spending plan:	\$260.3 million (\$249.5 m bond, \$10.8 m interest)
Reserves:	\$3,279,336, of which \$2,800,000 is allocated to IVC
Expended to date:	\$230.6 million (88.6% of bond spending plan)
	<ul style="list-style-type: none">• Assessment \$ 5.5 million• Planning/design \$ 77.0 million• Construction \$ 148.1 million

Summary of modernization items in this agenda:

Consent (all routine items not requiring resolution or discussion): **(\$171,250.11)**

Ratify / Approve Modernization Contracts, Changes and Amendments

- Two (2) new construction contracts for ratification (\$68,503)
- One (1) construction change order (\$32,471.11)
- Five (5) professional service agreement amendments (\$40,301)
- One (1) professional service agreement (\$29,975)

Action (items requiring resolution or discussion): **(\$166,529.00)**

1. **Approve Change Order #8 to Construction Contract.** New Academic Center (303B). Wright Contracting Inc. (\$166,529) and 13 calendar days.
2. **Approve Sole Source for SecureALL keyless wireless entry system** New Academic Center (303B) and ADA upgrades (309A). \$0.

Total of contracts / changes / amendments in this agenda: **(\$337,779.11)**

CURRENT DESIGN

IVC barrier removal and associated projects:

Marin Community College District Measure C Bond Modernization Program

The architects have completed detailed surveying of the barrier removal and associated work at the Pomo cluster, building 17, and the pool building. Information will be presented at this month's study session.

LRC voluntary seismic:

We are working with the Division of State Architect (DSA) on comments and anticipate stamped drawings in October. The project will bid and start construction in the November/December timeframe.

CURRENT CONSTRUCTION

Kentfield ADA projects (FH, SS & LRC):

We are nearing completion of the ramps, restrooms, and other minor accessibility work. This month we present a revised change order No.2. which includes several items which correct problematic pre-existing conditions which conflicted with the work and design coordination items.

Academic Center:

The new Academic Center is progressing well and is roughly 60% complete. Interior walls have been formed and the mechanical, electrical, plumbing & data which go into the walls continues. Roofing is progressing well. Planning of interior furnishings continues.

We present change order change Order No. 8 in the amount of \$166,529 and a 13 calendar day extension as an action item this month. It includes, redesign necessary to retain the Memorial Oak tree and keep it healthy as well as new curb and gutter along College Avenue required by the County of Marin. Change orders are now at 4.89%.

The contractor has submitted additional time extension requests showing completion into April, 2015. We are working with the contractor to mitigate the impact of the delay issues and evaluating justification.

Village Square (formerly Portable Village)

The process to make the Village Square a long term facility including the Police relocation continues. Once the Police have moved (now forecasted for October), TB-1 can be demolished. The final schedule depends on DSA approval. We anticipate this to be September timeframe.

2.1 Schedule		COLLEGE OF MARIN												Design			Construction			Current Expenditures			JACOBS																										
Marin Community College District - College of Marin																																																	
Includes BSP approved on January 21, 2014																																																	
		2005				2006				2007				2008				2009				2010				2011				2012				2013				2014				2015				2016			
		Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4						
																										Current Quarter																							
305A - Science Math Central Plant Complex - see note 1																																																	
Oct 2006 Schedule/Budget		\$4,187,802												\$38,246,478												\$42,434,280																							
Feb 2007 Schedule/Budget		\$6,617,000												\$62,923,000												\$69,540,000																							
Mar 2009 Schedule/Budget		\$6,617,000												\$62,923,000												\$69,540,000																							
Nov 2009 Schedule/Budget		\$6,617,000												\$62,923,000												\$69,540,000																							
Mar 2011 Schedule/Budget		\$6,667,548												\$54,696,050												\$61,363,598																							
Dec 2011 Schedule/Budget		\$7,372,518												\$48,991,080												\$56,363,598																							
May 2013 Schedule/Budget		\$7,428,518												\$48,150,425												\$55,578,943																							
Current Schedule (% of current phase)		100%												100%												NTP Jun 2010; Subst Compl Dec 2012																							
Current expenditures (% of budget)		99%												100%																																			
		\$7,331,436												\$48,145,736																																			
306C New Fine Arts Building - see note 2																																																	
Oct 2006 Schedule/Budget		\$1,732,885												\$15,977,033												\$17,709,918																							
Feb 2007 Schedule/Budget		\$1,849,800												\$17,149,500												\$18,999,300																							
Mar 2009 Schedule/Budget		\$2,047,000												\$16,953,000												\$19,000,000																							
Mar 2011 Schedule/Budget		\$2,149,459												\$17,199,841												\$19,349,300																							
Current Schedule (% of current phase)		100%												100%												NTP Aug 2009; Subst Compl Jan 2011																							
Current expenditures (% of budget)		99%												100%																																			
		\$2,137,000												\$17,138,052																																			
306A Performing Arts Modernization - see note 3																																																	
Oct 2006 Schedule/Budget		\$1,052,468												\$9,720,632												\$10,773,100																							
Feb 2007 Schedule/Budget		\$1,578,000												\$15,622,000												\$17,200,000																							
Mar 2009 Schedule/Budget		\$1,678,000												\$15,522,000												\$17,200,000																							
Mar 2011 Schedule/Budget		\$1,891,978												\$15,308,022												\$17,200,000																							
Current Schedule (% of current phase)		100%												100%												NTP Feb 2011; Subst Compl Dec 2012																							
Current expenditures (% of budget)		98%												99%																																			
		\$1,845,145												\$15,204,946																																			

2.1 Schedule

Marin Community College District - College of Marin

Includes BSP approved on January 21, 2014



- Design
- Construction
- Current Expenditures



	2005		2006			2007			2008			2009			2010			2011			2012			2013			2014			2015			2016			
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
																																Current Quarter				
308B Diamond PE Center Alterations - see note 4																																				
Oct 2006 Schedule/Budget	\$2,100,503						\$19,220,368						\$21,320,871																							
Feb 2007 Schedule/Budget	\$2,149,258						\$20,255,577						\$22,404,835																							
Mar 2009 Schedule/Budget	\$2,149,258						\$20,255,577						\$22,404,835																							
Jan 2010 Schedule/Budget	\$2,612,211						\$18,613,862						\$21,226,073																							
Aug 2012 Schedule/Budget	\$2,600,406						\$18,594,706						\$21,195,112																							
Current Schedule (% of current phase)	100%						100%																													
Current expenditures (% of budget)	100%						100%						NTP Aug 2008; Subst Compl Aug 2009																							
	\$2,600,406						\$18,594,706																													
402A Transportation Technology Complex - see note 5																																				
Oct 2006 Schedule/Budget	\$654,284						\$6,032,520						\$6,686,804																							
Feb 2007 Schedule/Budget	\$1,464,750						\$11,578,076						\$13,042,826																							
Nov 2009 Schedule/Budget	\$1,464,750						\$11,578,076						\$13,042,826																							
Mar 2011 Schedule/Budget	\$1,475,880						\$10,215,841						\$11,691,721																							
Current Schedule (% of current phase)	100%						100%						NTP Oct 2008; Subst Compl Apr 2010																							
Current expenditures (% of budget)	100%						98%																													
	\$1,471,103						\$9,961,683																													
417A Main Building Complex - see note 6																																				
Oct 2006 Schedule/Budget	\$2,119,150						\$19,474,558						\$21,593,708																							
Feb 2007 Schedule/Budget	\$2,410,000						\$19,890,000						\$22,300,000																							
Nov 2009 Schedule/Budget	\$2,410,000						\$19,890,000						\$22,300,000																							
Apr 2010 Schedule/Budget	\$2,410,000						\$19,196,600						\$21,606,600																							
Mar 2011 Schedule/Budget	\$2,108,913						\$18,097,687						\$20,206,600																							
Aug 2012 Schedule/Budget	\$2,077,143						\$18,019,307						\$20,096,450																							
Current Schedule (% of current phase)	100%						100%						NTP Apr 2009; Subst Compl Dec 2010																							
Current expenditures (% of budget)	100%						99.8%																													
	\$2,073,621						\$17,985,054																													

2.1 Schedule																	Design	Construction	Current Expenditures	JACOBS																																
Marin Community College District - College of Marin																	COLLEGE OF MARIN																																			
Includes BSP approved on January 21, 2014																																																				
	2005				2006				2007				2008				2009				2010				2011				2012				2013				2014				2015				2016							
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2				
																				Current Quarter																																
309A ADA Upgrades KTD																																																				
Mar 2011 Schedule/Budget																	\$363,100				\$636,900																				\$1,000,000											
Jan 2014 Schedule/Budget																	\$499,425				\$2,000,575																				\$2,500,000											
Current Schedule (% of current phase)																	95.0%								20.0%																											
Current expenditures (% of budget)																	75%				56.8%																															
																	\$376,956				\$1,136,075																															
302B LRC Voluntary Seismic Upgrade																																																				
Jan 2014 Schedule/Budget																									\$80,000				\$920,000																				\$1,000,000			
Current Schedule (% of current phase)																	90%								0%																											
Current expenditures (% of budget)																	13%				0.0%																															
																	\$10,040				\$0																															
315B New Utility Building																																																				
Jan 2014 Schedule/Budget																									\$27,500				\$572,500																				\$600,000.00			
Current Schedule (% of current phase)																	0%								0%																											
Current expenditures (% of budget)																	0%				0.0%																															
																	\$0				\$0																															
Notes:																																																				
1.) SMCP project (305A) is substantially complete and occupied.																																																				
2.) FA Project (306C) budget increased in June BSP to accommodate additional equipment requests and infrastructure adjustments.																																																				
3.) PA project (306A); is substantially complete and final FF&E is being installed.																																																				
4.) PE project (308B) is complete																																																				
5.) TransTech (402A) is complete																																																				
6.) Main Bldg (417A) is complete																																																				
7.) NAC project (303B) in construction																																																				
8.) Austin Demo project (301B) now includes Portables removal / relocations																																																				
9.) CSC project (303C) is complete.																																																				

**Marin Community College District
Measure C Bond Program - Milestones Report**

Milestones listed include BOT approvals/ratifications through August 19, 2014

Note: The report reflects current work.

B. CSW Stuber-Stroeh (Bioswale / West Campus Bridge / Sitework)

Activity	Milestone Date	Document	Status
Additional Geothermal design, submittal review and construction administration for the New Academic Center project. (303B)	8/31/2014	Amendment 46	In progress
Additional services for updating landmark underground utility mapping; website & mapping maintenance. (303B & 803A)	8/31/2014	Amendment 48	In Progress
Additional services for LRC Seismic Project utility relocation and relocation of Health Services and Restrooms relocation of Portables	8/31/2014	Amendment 49	In Progress

C. ED2 International (Fine Arts Weatherization)

Activity	Milestone Date	Document	Status
Long Form Contract includes: programming phase, schematic design phase, design development phase, construction document phase, bidding, construction & close out; FA Weatherization (306D)	11/15/2011 - 12/31/2013	Long Form Contract	In progress

D. ED2 International (Science / Math / Central Plant)

Activity	Milestone Date	Document	Status
Long Form Contract - Construction Closeout Phase	8/7/2010-12/31/2012	Long Form Contract	In progress

F. HKIT (Hardison, Komatsu, Ivelich & Tucker) (Transportation Technology Center/Child Study Center)

Activity	Milestone Date	Document	Status
Long Form Contract for Child Study Center Project 303C	10/1/2010-11/30/2013	Long Form Contract	In progress
Approval process for retention of Portable Village; PE Complex Portables (850F)	2/1/2014-12/31/2014	Amendment 5	In progress
Health Services Portable (850G)	2/1/2014-12/31/2014	Amendment 5	In progress

G. Kate Keating Associates, Inc. (District Signage Consultant)

Activity	Milestone Date	Document	Status
Design service for Building Mounted Acknowledgement Plaque; Replace IVC to "Library"; Kentfield Campus map-identify construction zones	8/15/2014	Amendment 7	In progress
NAC 303B- Interior & Exterior signage design for the New Academic Center	6/30/2015	Amendment 9	In progress

H. Marcy Wong and Donn Logan (FA / PA Buildings)

Activity	Milestone Date	Document	Status
Performing Arts Long Form Contract- Construction Closeout Phase	5/01/2011 to 12/12/2012	Long Form Contract	In progress

J. Royston Hanamoto Alley & Abey (District Landscape Consultant)

Activity	Milestone Date	Document	Status
Landscape design for new ADA ramp/pathway adjacent to LRC and SS bldgs. NAC site tree removal and replanting site coordination	5/15/2014	Amendment 19	In progress
Update of District Tree Program on KTD campus (807A)	5/15/2014	Amendment 24	In progress

K. TLCD Architecture (New Academic Center)

Activity	Milestone Date	Document	Completed
Long Form Contract includes: programming phase, schematic design phase, design development phase, construction document phase, bidding, construction & close out; NAC Project 303B	9/11/2015	Long Form Contract	In progress
Architectural and Landscape service to develop Great Lawn concepts presented to BOT and refine design in preparation for group meetings; peer review costs for building waterproofing details	6/15/2014	Amendment 4	In progress