LAKE TAHOE COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

REGULAR MEETING	Tuesday, November 13, 2012 Lake Tahoe Community College Room L104 6:00 p.m. Closed Session 6:15 p.m. Open Session

MINUTES

Present:	Alicia Agnew, Molly Blann, Karen Borges, Kerry David, Roberta Mason, Fritz Wenck
Staff:	Julie Booth, Virginia Boyar, Jeff DeFranco, Kurt Green, Tom Greene, Cheri Jones, Kindred Murillo, Kathy Strain, Tracy Thomas, Treva Thomas, Beachy Orr, Jaime Rhone, Sue Kloss, Bruce Armbrust
Guests:	Jonathan Moore
Call to Order	Board President Molly Blann called the meeting to order at 6:00 p.m. and announced items to be discussed in Closed Session.
Recess to Closed Session	The meeting recessed to Closed Session at 6:00 p.m.
Recess	Board President Molly Blann called a recess at 6:15 p.m.
Reconvene to Open Session	The meeting reconvened to Open Session at 6:20 p.m.
Opening Ceremonies	Board President Molly Blann led the Pledge of Allegiance and welcomed guests in the audience.
Introduction of New Faculty	VPAASS Dr. Tom Greene introduced the new Basic Skills Mathematics Instructor, Wynn Walker, to the Board. Wynn has been working as an adjunct for LTCC and noted she is very excited about being a full time addition to the math department and looks forward to working with students with basic skills.
Special Presentation	Dr. Kindred Murillo and Board President Molly Blann presented Kathy Strain with an award of appreciation for her dedication and continued efforts in keeping LTCCD safe. Dr. Beachy Orr also commended Kathy for her hard work and for her ongoing commitment to the staff, faculty, and students.

ADOPTED MINUTES

Hearing of the Public on Items Not on the Agenda	None
Convene to Public Hearing on the 50% Law	The meeting convened to the public hearing on the 50% law at 6:24 p.m.
Reconvene to Regular Meeting	The meeting reconvened to the regular meeting at 6:27 p.m.
Professional Development Leave Report – Bruce Armbrust	Bruce Armbrust presented the Board with his PDL report which he took during the Winter of 2012 and thanked the Board and Administration for providing this opportunity to the faculty. Bruce created a teaching manual for instructors in an effort to help prepare students for success in subsequent classes. This guide will be given to all MAT 104 instructors to facilitate strong trigonometry skills for students who will be moving onto calculus. *(Attachment A)*
District Initial Proposal - Faculty Association 2012/13	VPAASS Tom Greene presented the administration's "sunshine" list for negotiations with the faculty union for 2012/13. *(Attachment B)*
Update on Fifty Percent Law Application for Exemption	VPAS Jeff DeFranco noted the 50% law requires all community college districts to spend at least half of their current expense of education for salaries of classroom instructors. Staff will bring a CCFS-350C, Supplemental Exemption for 'Serious Hardship' to the December 11, 2012 regular meeting. DeFranco noted staff will continue reviewing salary coding also notes that Community Education is an exclusion from the 50% law calculations. *(Attachment C)*
2012/13 Advisory Committee Meeting Schedule	Each year staff provides the annual advisory committee meeting schedule to determine a Board liaison for each standing committee. The board will resume their commitment to each committee for the upcoming year. *(Attachment D)*
Joint Committee to Review California Voting Rights Act Implications	The Lake Tahoe Unified School District Superintendent Dr. Tarwater and Dr. Murillo have formed a committee to analyze prior year election data and review the feasibility of moving from an at-large election format to area elections pursuant to the California Voting Rights Act (CVRA). Dr. Vicki Barber, county superintendent of schools, said that the LTUSD is vulnerable to a CVRA challenge if at large elections continue. Molly Blann volunteered to serve on this joint committee and will join Roberta Mason and Dr. Murillo. *(Attachment E)*

Establish Board Policy Manual, Chapter 7, Section 7.44, Nepotism

The District has never had a policy defining nepotism and staff recommends the Board set guidelines to provide a clear understanding of this subject. Dr. Murillo noted that this item has been provided to the Institutional Effectiveness Council and the President's Advisory Council for review. This item will be brought back to the Board for approval at the next regular meeting. *(Attachment F)*

Items for Future Board Consideration

President Dr. Kindred Murillo notes the staff will bring a revised Board meeting schedule for review and approval. Staff would like to schedule a study session to be held on Jan. 10, 2012 and hold a regular meeting on January 24, 2013.

Consent Agenda

Consent Agenda items number X.D.1, Approval of Minutes-October 9, 2012 and X.D.2 Approval of Minutes—August 17, 2012 (Special Meeting) were removed from the agenda and postponed until December 11, 2012.

Consent Agenda item number X.B.11.; Approval of Contract for Lease of Snow Removal Equipment was removed from the agenda and voted on separately.

Moved David/Seconded Mason/Passed unanimously to approve the Consent Agenda as presented:

- Approval of Acceptance of Gifts and Donations
- Approval of Regular Payroll for October, 2012
- Approval of Supplementary Payroll for October, 2012
- Clearing of Trust Fund "A"—2012/13
- Approval of Warrant Batch No. 3031, Revolving Cash Fund Reimbursement Report No.1, in the amount of $6,984.91
- Approval of Regular Warrant Batch Numbers 3033, 3034, 3035, 3036, 3038, 3040, 3043, and 3044
- Approval of Financial Aid Warrant Batch Number 3032, 3037, 3041, and 3028
- Approval of Renewal Agreement with Precision Document Imaging for Laserfiche Document Imaging Software
- Approval of Agreement with Sierra Nevada Media Group for Printing of Winter Quarter 2013 Schedule of Classes
- Approval of Contract Extension with Vangent, Inc. for Reporting Requirements of the Taxpayer Relief Act of 1997 (TRA)
- Approval of Contract for Personal Services with Kimberly Dawson for Interpreting Services for Deaf/Hard of Hearing Students
- Approval of Agreement with Lake Valley Fire Protection District (Fire Agency) for Fire Agency's Use of District's Mobile Fire Academy Training Prop

- Approval of Agreement with East Fork Fire and Paramedic Districts (Fire Agency) for Fire Agency's Use of District's Mobile Fire Academy Training Prop
- Review and Accept the Quarterly Financial Status Report (CCFS-311Q) & Financial Statements for the Quarter Ended September 30, 2012
- Approval of Personnel Action No. 8—2012/13
  -Adjunct Instructors for Fall 2012 and Winter 2013
  -Office Assistant, Student Services, Bilingual Spanish (Full Time)
- Approval of Student Expulsion No. 1-20012/13

Moved Borges/Seconded Mason/Passed (Abstention: 1 {David}) to approve Consent Agenda item Number X.B.11., Approval of Contract for Lease of Snow Removal Equipment as presented.

(*Attachments G, H, I, J, K, L, M, O, P, Q, R, S, T, U, V)*

Consideration of Approval of Community Education Course Curriculum and Associated Fees

Moved Borges/Seconded Wenck/Passed unanimously to approve the Community Education Course Curriculum and Associated Fees as presented. *(Attachment W)*

Consideration of Approval of Instruction Office Interim Staffing Reorganization Proposal

Moved Wenck/Seconded David/Passed unanimously to approve the Instruction Office Interim Staffing Reorganization Proposal as presented. *(Attachment X)*

Dr. Tom Greene reviewed the proposed interim staffing reorganization plan within the Instruction Office. These proposals are recommended as reassignments, new positions and one unfilled position will be placed on hold in an effort to reorganize the Instruction Office effectively. Dr. Greene will be identifying tasks and responsibilities that will need to be shifted outside the department in an effort to understand duties that will be moved or re-evaluated for efficiencies; this reorganization of staff will be a work in progress.

Consideration of Approval of Revision to Board Policy Manual, Chapter VII, Sections 7.06 N.1 and 7.06 N.2, Continuing Contracts for Services and Supplies

Moved David/Seconded Mason/Passed unanimously to approve the Revision to *Board Policy Manual*, Chapter VII, Sections 7.06 N.1 and 7.06 N.2, Continuing Contracts for Services and Supplies as presented. *(Attachment Y)*

Administration has determined that in order to facilitate contract processing and increase efficiency, the threshold for contract approval by the Board be increased to five thousand dollars.

Consideration of Approval of Reorganization of Fiscal Services Including the Reclassification of One Accounting Assistant Position to Fiscal Services Technician

Moved Mason/Seconded Borges/Passed unanimously to approve the Reorganization of Fiscal Services Including the Reclassification of One Accounting Assistant Position to Fiscal Services Technician as presented. *(Attachment Z)*

VPAS, Jeff DeFranco presented the reorganization of Fiscal Services. These changes are accounted for in the approved FY 2012/13 budget. The workload from these two positions will be distributed to remaining staff and some processes will be updated to improve efficiency.

Consideration of Approval of Reorganization of Maintenance & Operations Department including New Lead Custodian/Groundskeeper Position and Revised Director of Facilities Job Description and Salary Range

Moved David/Seconded Borges/Passed unanimously to approve the Reorganization of Maintenance & Operations Department including New Lead Custodian/Groundskeeper Position and Revised Director of Facilities Job Description and Salary Range as presented. *(Attachment Z1)*

VPAS, Jeff DeFranco presented the reorganization of the Maintenance & Operations department due to the retirements of two custodians and a Facilities & Maintenance Technician. The workload from these positions will be distributed and many custodial practices have been changed to improve efficiency. Discussions regarding appropriate allocation of staffing and improved processes that have been implemented to increase productivity were reviewed.

Consideration of Approval of Contract with American Council for International Studies (ACIS) for Connect Community Education Trip to Barcelona, Provence and Paris, July 2013

Moved Borges/Seconded Wenck/Passed unanimously to approve the Contract with American Council for International Studies (ACIS) for Connect Community Education Trip to Barcelona, Provence and Paris, July 2013 as presented. *(Attachment Z2)*

Consideration of Approval of a Remodel Construction Project for Room A108; Authorization to Solicit Proposals; and Authorization to Award a Contract for the Remodel Project in an Amount Not to Exceed Fifteen Thousand Dollars ($15,000)

Moved Wenck/Seconded David/Passed unanimously to approve the Remodel Construction Project for Room A108; Authorization to Solicit Proposals; and Authorization to Award a Contract for the Remodel Project in an Amount Not to Exceed Fifteen Thousand Dollars ($15,000) as presented. *(Attachment Z3)*

Consideration to Review and Accept the 2011/12 CCFS-311 Annual Financial and Budget Report	Moved Mason/Seconded David/Passed unanimously to approve the Consideration to Review and Accept the 2011/12 CCFS-311 Annual Financial and Budget Report as presented. *(Attachment Z4)* Discussion related to identifying 50% law projections and developing processes to provide an analysis of where the district stands in compliance was reviewed.
Consideration of Approval of Job Description and Classification – Instructional Program Specialist (TRiO, Upward Bound)	Moved Wenck/Seconded /Passed unanimously to approve the Consideration of Approval of Job Description and Classification – Instructional Program Specialist (TRiO, Upward Bound) as presented. *(Attachment Z5)*
Consideration of Approval of Job Description and Classification – Research Analytics Database Administrator/ Programmer	Moved Mason/Seconded Borges/Passed unanimously to approve the Consideration of Approval of Job Description and Classification – Research Analytics Database Administrator/Programmer as presented. *(Attachment Z6)*
Consideration of Adoption of 2012/13 Board of Trustees Goals (Second Reading)	Moved Borges/Seconded Mason/Passed unanimously to approve the Adoption of 2012/13 Board of Trustees Goals (Second Reading) as presented. *(Attachment Z7)*
Consideration of Scheduling Annual Organization Meeting in Accordance to Education Code Section 72000(c)(2)	Moved Mason/Seconded Wenck/Passed unanimously to approve Scheduling an Annual Organization Meeting in Accordance to Education Code Section 72000(c)(2) as amended. *(Attachment Z8)*
Board Member Reports and Comments	Student Trustee Alicia Agnew commented on the following items: • Associated Student Council is working on a food drive to support the local community Board Clerk Karen Borges commented on the following items: • Enjoyed the retirement party • Enjoyed the poetry reading and commended Suzanne Roberts for her efforts in organizing these events Trustee Kerry David commented on the following items: • Thanked those who planned the retirement party and enjoyed the festivities

Trustee Fritz Wenck commented on the following items:

- Enjoyed the retirement party
- Appreciative that Prop. 30 passed
- Enjoyed the theatre performance
- Attended the criminal justice advisory committee meeting

Trustee Roberta Mason commented on the following items:

- Commended the students for their support on Prop. 30
- Enjoyed the retirement party
- Complimented those who organized the college planning session
- Enjoyed hearing Tom Greene present at the Economic Forum

Board President Molly Blann commented on the following items:

- Echoed appreciation to Tom Greene for his efforts at the Economic Forum

Academic Senate

Representative Jon Kingsbury commented on the following items:

- There are five positions in the Faculty hiring prioritization, the senate will review these positions on Friday and take action on recommending a position to the Board
- Working on identifying how to plan the all faculty flex day
- Faculty have been looking for ways to better embrace the Hispanic population on campus

Classified Staff Organization Comments

Representative:

- No report

Administrator Comments

Dean Virginia Boyar commented on the following items:

- The Tahoe Daily Tribune publicly thanked the administration for the Bread & Broth contribution
- Received an email from the UNR cooperative extension acknowledging several of our students who are now working in their program
- HUERTA will be hosting LTCC as their primary location for their annual meeting
- CTE advisory committees are underway, nearly all public agencies were represented

Dean Tracy Thomas commented on the following items:

- The Ambassador program is growing with nearly 18 students involved to date
- The Passport Hotline will be providing students assistance with registration needs hosted by student ambassadors
- ECE has made great strides to offer a certificate program that can be completed within one year

Dean Kurt Green commented on the following items:

- Commended Wynn Walker as our newest faculty member
- Encouraged everyone to attend the theatre performance

VPAASS Tom Greene commented on the following items:

- Hundreds of pieces of curriculum are coming through the instruction office and commended Terry Livesay for her hard work and dedication in making sure these changes are accurate
- Piloting a wait-listing program in the spring quarter and engaged in discussions related to a multi-term registration period
- Hosted an all-faculty meeting last Friday, working towards scheduling the next academic year in advance
- Enjoyed the retirement party

VPAS Jeff DeFranco commented on the following items:

- Commended Frances Brady for her hard work and dedication for 25 years of service
- Working to improve processes seen with reporting and data collection
- Looks forward to recruiting for the M&O director position

President's Comments

President Kindred Murillo commented on the following items:

- Commended those who worked on the Board packet
- Commended the faculty and deans who are working on repeatability
- Dr. Tom Greene will be acting president for the rest of the week as she leaves for another accreditation visit at El Camino College and the CCLC conference in LA

Next Meeting Date

The next Regular meeting of the Lake Tahoe Community College District Board of Trustees is scheduled for Tuesday, December 11, 2012 at 6:15 p.m., in room L104 on the College campus.

Adjournment

The meeting adjourned at 8:29 p.m.

Signed by Kindred Murillo
Secretary
Board of Trustees
Julie Booth

ADOPTED AND ORDERED INTO THE MINUTES

_____ December 11, 2012

Kindred Murillo, Secretary Date

ADOPTED MINUTES