

LAKE TAHOE COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Regular
Meeting

Tuesday, July 10, 2012
Lake Tahoe Community College
Room L104
5:20 p.m. Closed Session
6:20 p.m. Open Session

MINUTES

Present: Alicia Agnew, Molly Blann, Karen Borges, Kerry David, Roberta Mason, Frederick Wenck

Staff: Jeff DeFranco, Kurt Green, Tom Greene, Cheri Jones, Pat Leonard-Heffner, Aaron McVean, Cynthea Preston, Michelle Risdon, Maryellen Sanchez, Tracy Thomas

Guests: Jonathon Moore

Call to Order Board President Molly Blann called the meeting to order at 5:20 p.m. and announced items to be discussed in Closed Session.

Recess to Closed Session The meeting recessed to Closed Session at 5:20 p.m.

Recess Molly Blann called a recess at 6:20 p.m.

Reconvene to Open Session The meeting reconvened to Open Session at 6:22 p.m.

Opening Ceremonies Board President Molly Blann led the Pledge of Allegiance and welcomed guests in the audience.

Hearing of the Public on Items Not on the Agenda None

Enrollment Report Summer 2012 Tom Greene presented the enrollment report for Summer 2012 which includes numbers for ISSI/Summer 2012 (*Attachment A*).

LTCC Governance Bylaws During this academic year College staff, faculty and administrators

ADOPTED MINUTES

**– College Learning Council
(Greene/Risdon)**

collaboratively developed a revised governance structure based on the feedback garnered from faculty and staff survey data from Fall 2010, and in response to recommendations from the Accreditation Site Visit.

Tom provided a summary of the College Learning Council (CLC) component of the proposed governance structure. Tom stated that one of the main objectives of for creating the CLC was to create a venue where the “right” people were engaged in data-informed dialogue that resulted in improved decision-making in areas specific to teaching, learning and student success. Tom stated that the structure and processes may change over time as the model is tested. Tom briefly discussed the decision-making model adopted in the governance handbook—consensus-based decision-making. Tom discussed the advantages and opportunities associated with such a model, including greater accountability and transparency. The Board questioned whether the college could staff such councils. Tom stated that the CLC will facilitate work that is currently taking place in less integrated committee structures and as a result, can be staffed efficiently. “The Board questioned its involvement and/or relationship to the councils. Tom explained the CLC makes recommendations to the Institutional Effectiveness Council, who in turn makes recommendations to the President. The President, in turn, communicates with the board of trustees. This general flow is very similar to the flow associated with the current governance model does not change the role or relationship between the board and the College. The Board asked that the college make sure this document is proof-read extensively to ensure accuracy and consistency. The Handbook was described as a “living” document that will continually change and update. The Board wants to see leaders with strong consensus building skills. Staff will need training/teaching on consensus skills and collaboration.

Tom Greene and Michelle Risdon reviewed the “College Learning Council” component of the LTCC Governance Bylaws for the Board as discussed at the June 26, 2012 meeting (*Attachment B*).

**Items for Future Board
Consideration**

- iNet Contract (July 24,2012)
- Facilities Master Plan (August 17, 2012 – Retreat)
- Amendment to Resolution Number 19-1980/81, Conflict of Interest, Designated Positions and Category Disclosure

Tom updated the Board briefly on the above items for upcoming meetings.

Consent Agenda

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

- Approval of Regular Warrant Batch Number 2155, 2156, 2157, 2158, 2162 and 2163
- Approval of Warrant Batch Numbers 2159 and 2161, Revolving Cash

ADOPTED MINUTES

Fund, Reimbursement Report Numbers 12 and 13

- Approval of Student Financial Aid Warrant Batch Numbers 2152 and 2160
- Approval of Personnel Action Number 1—2012/13 – Employment of Academic Personnel, Adjunct Instructors for Summer Session 2012, Fall Qtr 2012 and Winter Qtr 2013; Resignations and Retirements
- Approval of Minutes—June 26, 2012 (revised to include Community Education courses and fees)

(Attachments C,D, E, F)

Consideration of Approval of Agreement with OCLC WorldShare for Library Network Support Services (Revised)

Moved Mason/Seconded Borges/Passed unanimously to approve the Agreement with OCLC WorldShare for Library Network Support Services (Revised) as presented.

The College will not be billed for WorldShare services until after service is “live” in June, 2013, with first invoice July, 2013. Year One (2013/14) cost is \$16,825.00, Year Two (2014/15) is \$17,666.00 and Year Three (2015/16) is \$18,550.00. Pricing for Year Four will be the lesser of Year Three plus 10% or the then current list price. Pricing for Year Five will be no greater than a 5% increase over Year Four (*Attachment G*).

Consideration of Adoption of Contract for the California State Preschool Program Resolution No. 1 –2012/13, Agreement for Child Care Development Services

Moved David/Seconded Borges/Passed unanimously to adopt the Contract for the California State Preschool Program Resolution No. 1—2012/13, Agreement for Child Care Development Services as presented.

The District has been notified that the Child Development Center will receive \$20,222 through the California State Preschool Program grant to purchase instructional materials and supplies for the 2012/13 academic year. The CDC has been receiving this grant since it first opened in 1994/95.

In order to have funds released to the college, the attached resolution to enter into this transaction with the California Department of Education must be adopted by the Board of Trustees. Should the Board have any questions, the Vice President, Academic Affairs and Student Services is available to provide additional clarification (*Attachment H*).

Consideration of Adoption of Local Agreement for Child Development Services Contract and Adoption of Resolution No. 2—2012/13, Child Development Contract for Development Services

Moved Mason/Seconded Wenck/Passed unanimously to adopt the Local Agreement for Child Development Services Contract and Resolution No. 2—2012/13, Child Development Contract for Development Services as presented.

The District has been notified that the Child Development Center will receive \$35,746 through the General Child Care and Dependent Program grant to purchase instructional materials and supplies for the 2012/13 academic year.

ADOPTED MINUTES

In order to have the funds released to the college, the attached resolution to enter into this transaction with the California Department of Education must be adopted by the Board of Trustees. Should the Board have any questions, the Vice President, Academic Affairs and Student Services is available to provide additional clarification (*Attachment I*).

***Consideration of Approval
of LTCC Scorecard –
Strategic Plan
Performance Indicators
(Second Reading)
(McVean)***

Moved David/Seconded Wenck/Passed unanimously to approve the LTCC Scorecard – Strategic Plan Performance Indicators as presented.

During this year's Strategic Planning session, an LTCC Scorecard was proposed that contain performance indicators tied to each of the strategic goals and objectives in the Strategic Plan. The scorecard was reviewed at that session and participants were asked to a) verify that the performance indicators were relevant and b) identify targets for each indicator. Based on the feedback from that session, modifications and additions were made to the scorecard and targets were set for the performance indicators. Progress toward achieving these targets will be tracked annually at the strategic planning session as part of the College's commitment to continuous quality improvement and a culture of evidence.

Aaron summarized previous discussions regarding the LTCC Scorecard and answered Board questions regarding performance indicators.

The Scorecard, which is part of the Strategic Plan, was reviewed and presented to the Board at the June 26, 2012 meeting (*Attachment J*).

***Board Member
Reports and
Comments***

Alicia Agnew commented on the following items:

- Will not be present at the July 24, 2012 Board Meeting

Karen Borges commented on the following items:

- Welcomed Jeff DeFranco and Tracy Thomas

Kerry David commented on the following items:

- Welcomed Jeff and Tracy
- 7/14 Taste of Gold Event – tickets are available
- Cynthea Preston has been a rock and her sensitivity has been appreciated – she will be missed

Roberta Mason commented on the following items:

- Welcomed Jeff and Tracy
- There will be a hole on campus when Cynthea retires

Frederick Wenck commented on the following items:

- Welcomed Jeff and Tracy

ADOPTED MINUTES

Molly Blann commented on the following items:

- Welcomed Jeff and Tracy

Academic Senate

Michelle Risdon commented on the following items:

- Welcomed Jeff and Tracy
- Looks forward to working closely with Jeff
- Welcomed Wynn Walker, new hire in the Math Department

***Classified Staff
Organization
Comments***

Pat Leonard-Heffner

- Welcomed Jeff and Tracy
- Going to really miss Cynthea on campus
- Looking forward to the Gala

***Administrator
Comments***

Tracy Thomas Commented on the following items:

- Thank you for the warm welcome

Kurt Green commented on the following items:

- Summer continues to be very busy
- The music at Lakeview has been fantastic and has drawn large crowds - the College has a booth/presence to meet/greet community members/students
- Welcomed Jeff & Tracy

Cynthea Preston commented on the following items:

- Welcomed Jeff and Tracy
- Confident Jeff has a strong team to work with
- Attended Summit to Sand program run by Kathy Strain – this year’s event was the best so far based on surveys
- Welcomed Wynn Walker to the Math Department
- Community Education is off and running
- A new catering class has started at the jail through LTCC Culinary Program – attended the meal and it was unbelievable - both men and women were included in this program for the first time - Cynthea read a letter from one of the participants about the positive impact this program has had on his/her life.

Jeff DeFranco commented on the following items:

- Special thanks to Aaron for helping with the transition
- Everyone has been very welcoming and eager to assist
- Looking into getting this budget in line by September 11, 2012
- Looking forward to the Facilities Master Planning process
- Great to be here

Tom Greene commented on the following items:

- Welcomed Jeff
- Thanked Tracy for stepping up

ADOPTED MINUTES

- Thanked Aaron for high quality work
- Looking forward to the Gala
- Thanked Cynthea, Kurt, Tracy, Virginia and many others working on the budget reductions and for the hard work ahead
- Faculty and staff have been very supportive of prospective changes
- Welcomed Wynn Walker and thanked students who were involved in this hiring process like never before
- About to submit a final of the TRiO Grant this month
- Statewide Student Success Task Force coming up that Tom will be involved in

***President's
Comments***

Kindred Murillo commented on the following items:

- Not present

***Next
Meeting
Date***

The next regular meeting of the Lake Tahoe Community College District Board of Trustees is scheduled for Tuesday, July 24, 2012 at 6:20 p.m., in room L104 on the College campus.

Adjournment

The meeting adjourned at 7:03 p.m.

Signed by Kindred Murillo
Secretary
Board of Trustees
Maryellen Sanchez

ADOPTED AND ORDERED INTO THE MINUTES

Kindred Murillo, Secretary

July 24, 2012
Date

ADOPTED MINUTES