

LAKE TAHOE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR
MEETING

Tuesday, October 9, 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, Tracy Thomas, Treva Thomas

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 6:24 p.m.

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

Professional Development Leave Report – Bruce Armbrust Bruce Armbrust will present his report at the next regular meeting in November as he is home ill.

ADOPTED MINUTES

**Community Education
Update**

Megan Waskiewicz, Community Education Coordinator, updated the board on the recent development and success of this program which began in July of 2011. During fiscal year 2011/12 the program generated \$58,000 in revenue and \$62,000 in expenditures. The program exceeded the three year expectation of breaking even. The Community Kitchen is one of the most popular courses. Blended courses and partnerships have helped the program grow with success. Incorporating courses for children have also been popular. Fall quarter 2012/13 host 15 courses to date and project a goal of \$160k in revenue. Future courses include workshops for smart phones, online courses and continuing to serve LTCC and the community.

Megan's salary is covered by the program and uses a cost analysis for each course in an effort to competitively offer classes for the local community.
(Attachment A)

**Master List of Active
Contracts**

Jeff DeFranco presented a list of active contracts for the 2011/12 and 2012/13 fiscal years whose terms exceed one year and which are greater than \$3,000. The report highlights three major areas include expense contracts and revenue contracts by responsibility, and partnerships or MOU's the college has with various organizations.

The Business Office will bring annual costs of the active contracts to a future board meeting. Sorting discretionary contracts, annual contracts and maintenance agreements will be a good tool for future budget planning.

Mr. DeFranco noted management has been working to identifying the process that the different groups undergo to provide transparency within the district. It was suggested to consider moving the threshold of board approval seen with contracts at the \$5k range in an effort to facilitate the smaller and usually operational contracts more rapidly.
(Attachment B)

**LTCCD Board of Trustees
2012/13 Goals and
Objectives (First Reading)**

Each year the Board of Trustees adopts goals for the new academic year as a part of board policy and requirements for a self-evaluation. On August 17, 2012 the board held a retreat and discussed potential goals. These goals were created to promote the college's strategic plan.

This item will return to the next regularly scheduled meeting for consideration of approval. *(Attachment C)*

**Items for Future Board
Consideration**

Dr. Kindred Murillo noted a reorganization of the Instruction office; Fiscal Services and Maintenance & Operations departments will be included on the November meeting agenda for a first reading.

Consent Agenda

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

- Approval of Fees for Winter Quarter 2013
- Approval of Regular Warrant Batch Numbers 3024, 3025, 3026, 3029 & 3030
- Approval of Financial Aid Warrant Batch Number 3027 and 3028
- Approval of Regular Payroll for September, 2012
- Approval of Supplementary Payroll for September, 2012
- Approval of Renewal Agreement with Foundation for California Community Colleges for FUSION
- Approval of Agreement with Music Theatre International for Production of "Rent"
- Approval of Academic Personnel Action Number 7—2012/13 -Adjunct Instructors for Fall Quarter 2012 & Winter Quarter 2013
- Approval of Minutes—September 25, 2012 Regular Meeting
- Approval of Revised Minutes—February 8, 2011 Regular Meeting

(Attachments D, E, F, G, H, I, J, K, L)

Consideration of Approval of Community Education Course Curriculum and Associated Fees

Moved Mason/Seconded Borges/Passed unanimously to approve the Community Education Course Curriculum and Associated Fees as amended.

A revised list of courses and fees were distributed to the board to amend the list previously posted in the packet. *(Attachment M, N)*

Consideration of Approval of Facility Master Plan (Second Reading)

Moved Borges/Seconded Wenck/Passed unanimously to approve the Facility Master Plan as amended.

Page 12 of the document reflects minor changes in the description of the facility and a handout to replace this page has been provided. The revised document is posted on the website under the October 9, 2012 packet materials for future reference.

The space inventory submitted included space that is intended for December 13th when they return. *(Attachment O, P)*

**Board Member
Reports and
Comments**

Student Trustee Alicia Agnew commented on the following items:

- Associated Student Council hosted the annual Welcome Back BBQ and helped 13 people register to vote as well as distributing information about Proposition 30

Board Clerk Karen Borges commented on the following items:

- No comments

Trustee Kerry David commented on the following items:

- Thanked Megan Waskiewicz for her presentation
- Thanked Dr. Kindred Murillo for hosting a retirement reception for Cynthea Preston and appreciated Cynthea for her years of dedication and service to the college

Trustee Fritz Wenck commented on the following items:

- Echoed appreciation for the retirement reception for Cynthea Preston

Trustee Roberta Mason commented on the following items:

- Attended the artist receptions and enjoys having these exhibits on campus
- Echoed appreciation for Cynthea Preston and her service to the college
- Attended the theatre production of *Les Miz Saigon*
- Spent time with Dianne Van Hook, College of the Canyons President, noting her experience with four year programs
- Enjoyed hearing about the TRiO program from Tori Kuwahara, Interim Upward Board Coordinator and Eric Cornejo, Educational Talent Search Coordinator

Board President Molly Blann commented on the following items:

- Thanked Kindred Murillo for her letter regarding the strategic planning session

Academic Senate

Representative Treva Thomas commented on the following items:

- Attended the first College Learning Council meeting and looks forward to a consensus training session

**Classified Staff
Organization
Comments**

Representatives commented on the following items:

- No report

**Administrator
Comments**

Dean Virginia Boyar commented on the following items:

- CAO and CES courses presented on repeatability and commended those who are working on these efforts

Dean Tracy Thomas commented on the following items:

- The Welcome Back BBQ/Transfer Day was a success and thanked the student services staff, advisors for their efforts

Dean Kurt Green commented on the following items:

- Working on writing reports for SLO's
- Reported a note from an adjunct faculty member who teach online for the district and enjoyed working for LTCC

VP-AASS Tom Greene commented on the following items:

- Appreciated the artists on display
- Thanked Megan Waskiewicz for her efforts and commended her for breaking even fiscally the first year. He also commended Cynthea Preston for her efforts in developing this program
- Basic Skills, Enrollment Management, and Distance Education staff and faculty are working hard and looks forward to consensus building
- Tuesday, Oct. 23rd a State of the Economic Forum will be held. The location is still to be determined and staff will send out an email with the specifics once received

VP-AS Jeff DeFranco commented on the following items:

- Continues to work with the producers of SnowGlobe and reported that they will make more of an effort to address trash and other issues reported from last year
- The audit committee is working hard to finalize the quarterly report and looks forward to meeting with the board upon completion
- The M&O department is working to finalize miscellaneous tasks on the campus before the winter arrives
- Commended Alicia Agnew and the ASC for engaging with the students on Prop 30

***President's
Comments***

President Kindred Murillo commented on the following items:

- Commended the staff for their efforts in planning the Transfer Day event
- Attended the first IEC meeting and has scheduled consensus training for Oct. 18th
- Commended Jeff DeFranco for his efforts on developing and providing the master contracts list
- Echoed appreciation for the Community Education department and thanked Dr. Tom Greene for his efforts in moving the program forward
- Reminded the college and staff on the 10+1 celebration November 2nd to recognize those who are retiring
- The 50% law and the reorganizational plans will be coming before the board at the November meeting

***Next
Meeting
Date***

The next Regular meeting of the Lake Tahoe Community College District Board of Trustees is scheduled for Tuesday, November 13, 2012 at 6:15 p.m., in room L104 on the College campus.

Adjournment

The meeting adjourned at 7:29 p.m.

Signed by Kindred Murillo
Secretary
Board of Trustees
Julie Booth

ADOPTED AND ORDERED INTO THE MINUTES

Kindred Murillo, Secretary

November 13, 2012

Date

ADOPTED MINUTES