#### LAKE TAHOE COMMUNITY COLLEGE DISTRICT

#### **BOARD OF TRUSTEES**

Regular Tuesday, May 24, 2011

Meeting Lake Tahoe Community College

Room L104

6:00 p.m. Closed Session 7:00 p.m. Open Session

**MINUTES** 

Present: Molly Blann, Karen Borges, Kerry David, Roberta Mason, Bryan Swartout, Frederick

Wenck

Staff: Julie Booth, Gayle Bradshaw, Frances Brady, Tom Greene, Melonie Guttry, Cheri

Jones, Sandi Jorgensen, Diane Lewis, Steve Maradian, Danny Masellones, Reyna

Reger, Michelle Risdon, Lori Thorne, Marc Sabella,

Guests: Jacob Hurd, Katie Su Contreras, Jonathan Moore, Kindred Murillo

Call to Order Board President Frederick Wenck 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 6:01 p.m.

**Recess** Frederick Wenck called a recess at 7:10 p.m.

Reconvene to Open

Session

The meeting reconvened to Open Session at 7:14 p.m.

Opening Ceremonies

Board President Frederick Wenck led the Pledge of Allegiance to the Flag and

welcomed guests in the audience.

Hearing of the Public on Items

Not on the Agenda None

## Lake Tahoe Community College Foundation Update

Melonie Guttry reviewed the 2010 Annual Report and highlighted projects and accomplishments from 2010. Melonie noted the contributions and scholarships for local graduates and discussed ways to give to the foundation through donations and volunteering. The foundation raised more than \$284,128 in 2010. The foundation worked with the Future Business Leaders of Tahoe club on campus to connect to the students, and supported to the book lending program. The Ledbetter Terrace is available for rental on weekends from May through October and can accommodate up to 150 people.

Melonie reminded the Board and audience to attend the annual "Rhythms & Wine & Microbrew Too!" on Saturday, July 9, from 6:00 – 9:00 p.m.

(Attachment A)

# Financial Statements for the Quarter ended March 31, 2011

Reserves in good condition and auditors are expected next week. Steve Maradian expects a good audit.

# 2011-12 Initial Operating Budget

Dr. Maradian and Marc Sabella presented the summary of the General Fund Budget, version 7.0. It was noted that the 7% "Rainy Day" and other reserves were also included in the budget. The tentative budget, once recommended by College Council will be presented at the June 28<sup>th</sup> Board meeting. There is 1.9% growth fuding included in the tentative budget. Steve Maradian and Marc Sabella both commended the staff for working hard on the budget.

Policies for Credit, Experiential Learning, Transfer of Credits, and Distance Education Steve Maradian noted that policies are being created to fulfill federal regulations. The first draft of this document was reviewed at College Council meeting. The Board noted that they would like to review these policies at the June 14<sup>th</sup> meeting.

#### **Consent Agenda**

Agenda Item Number 6.b.1, 10 and 11 was removed from the Consent Agenda and will be voted on separately under New Business. Item

Moved David/Seconded Blann/Passed unanimously to approve the Consent Agenda as amended:

- Clearing of Trust Fund "I" 2010/11
- Approval of Resolution Number 17—2010/11
- Approval of Warrant Batch Number 1139, Revolving Cash Fund Reimbursement Report Number 9, in the Amount of \$6,074.60
- Approval of Regular Warrant Batch Numbers 1130, 1131, 1132, 1133, 1136, 1137
- Approval of Financial Aid Warrant Batch Numbers 1134, 1135
- Approval of Personnel Action Number 20—2010/11
  - -Employment of adjunct instructors for Spring Quarter & Summer Session 2011
- Approval of Reduced Teaching Load for Full-Time Faculty Member
- Approval of Declaration of Surplus Property
- Approval of Renewal of Lake Tahoe Basin Fire Academy Memorandum of Understanding

(Attachments B, C, D, E, F, G, H, I, J)

Approval of
Employment
Agreement for
Superintendent/
President

Moved Mason/Seconded David/Passed unanimously to Approval of the Employment Agreement for the Superintendent/President as presented.

Dr. Murillo expressed her thanks and appreciation for this opportunity. She is looking forward to being on campus and working with the campus and community.

(Attachment K)

Approval of
Interim
Assignment and
Additional
Compensation for
Director, Fiscal
Services

Moved Mason/Seconded Borges/Passed unanimously to approve the interim assignment and additional compensation for the Director of Fiscal Services as presented.

(Attachment L)

Approval of Interim

Moved Mason/Seconded Blann/Passed unanimously to approve the interim assignment and additional compensation for the Administrative Assistant to the

Assignment and **Additional** 

Vice President, Business Services as presented.

**Compensation for Administrative** Assistant, Vice

(Attachment M)

President, Business Services

Consideration of Approval of

Agenda item was moved to a future meeting.

Recruitment of Vice President, **Business Services** 

Consideration of Agenda item was moved to a future meeting.

Approval of Recruitment of Director, Maintenance & **Operations** 

## Board Member Reports and Comments

Bryan Swartout commented on the following items:

- The Associated Student Council election results reflect that Jacob Hurd is the new President and Katie Su Contreras will be the Student Trustee for the 2011/12 academic year
- ASC will host the Dodge ball Tournament on Thursday. A Poker Tournament in the Student Center will be hosted on June 3<sup>rd</sup> and June 4<sup>th</sup> is the faculty/staff vs. student softball game
- Thanked the Board for his experience as a student trustee and expressed his appreciation for everyone who has taken a part in his life changing experience. He also thanked the students for their level of involvement.
- Thanked Dr. Kindred Murillo and welcomed her to LTCC

#### Karen Borges commented on the following items:

- Wished Bryan well and welcomed Katie Su to the Board.
- Expressed excitement for Dr. Kindred Murillo and looks forward to her arrival
- Attended the Student Art show and noted that the students are very talented

#### Kerry David commented on the following items:

- Thanked Dr. Murillo for choosing LTCC, and looks forward to her leadership on campus
- Thanked Bryan for his level of involvement and for keeping the Board informed of all of the activities ASC have planned

#### Molly Blann commented on the following items:

- Thanked Kindred for coming to the meeting and looks forward to her arrival
- Echoed appreciation to Bryan for his hard work as a Board member
- Thanked everyone who participated in the Presidential search and for all of the hard work that everyone contributed

#### Roberta Mason commented on the following items:

- Welcomed Kindred to LTCC and noted that the campus' excitement of her arrival speaks for itself
- Thanked those who have helped in the Presidential Search

#### Dr. Wenck commented on the following items:

 Echoed appreciation to Kindred for choosing LTCC and for attending the meeting

# Academic Senate Comments

Michelle Risdon commented on the following items:

- Thanked Bryan for his efforts on the board and wished him well, congratulated Katie Su and Jacob in their new positions
- Welcomed Kindred to LTCC and looks forward to working with her. Michelle speaks for the faculty in expressing excitement working together
- The next senate meeting is June 3<sup>rd</sup> and they are working on getting the self study through the shared governance process
- Thanked the search committee and Board for their work on the Presidential search committee

# Classified Staff Organization Comments

Diane Lewis commented on the following items:

- Diane welcomed Kindred to campus on behalf of the entire classified staff and looks forward to working with her
- Thanked Marc for his help with the budget

### Administrator Comments

Tom Greene commented on the following items:

- June 10, 11, 16-18<sup>th</sup> "Chicago "will be playing in the Duke Theater
- Thanked Bryan for his hard work on Student Council and for ensuring that the students voice was present in the Board room
- Looks forward to working with Kindred and welcomed her to LTCC
- The student art show was a huge success and thanked the art department for all of their hard work
- The accreditation process is moving forward and the tri-chairs are reviewing each standard, page by page. This groups hopes to have a first draft ready by next week. This document will proceed through the appropriate councils. Following the final formatting and accuracy checks the document will be brought before the board in the summer for approval to submit the document by August 4<sup>th</sup>.

# Business Office Comments

Marc Sabella commented on the following items:

- Noted the cash flow levels are higher than expected and deferrals will continue until a state budget is signed
- The county is still considering allowing the district to go into a cash deficit
  position, and the projected deficit in the next fiscal year could reach between 1
  and 2 million dollars for 4 months.

# Interim President Report and Comments

Steve Maradian commented on the following items:

- Thanked Bryan for all of the insights he brings to the campus and noted how engaged the student council is and appreciates his efforts
- Congratulated Kindred Murillo for her Presidency and supports her during this transition and noted how talented the administrative staff is
- The art department did an amazing job and commended the students
- Welcomed Katie Su to the Board and looks forward to working with her
- ISSI registration is open and looks forward to the program
- State revenue is underway and everyone is moving forward cautiously and optimistically
- Tom Finn will return in June as Interim Director of M&O and thanked Craig Grasteit for his efforts during the absence of a director
- Congressman Eliot Engel from New York will be the guest speaker for graduation

## Next Meeting Date

The next regular meeting of the Lake Tahoe Community College District Board of Trustees is scheduled for Tuesday, June 14, at 6:00 p.m., in room L104 on the College campus.

#### **Adjournment**

The meeting adjourned at 8:16 p.m.

Signed by Steve Maradian Secretary

Board of Trustees

Julie Booth

ADOPTED AND ORDERED INTO THE MINUTES

	June 28, 2011
Steve Maradian, Secretary	Date