LAKE TAHOE COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Regular Meeting	Tuesday, September 13, 2011 Lake Tahoe Community College Room L104 5:30 p.m. Closed Session 6:20 p.m. Open Session

MINUTES

Present:	Molly Blann, Karen Borges, Kerry David, Roberta Mason, Katie Su Contreras, Frederick Wenck
Staff:	Julie Booth, Kurt Greene, Tom Greene, Pat Leonard-Heffner, Kindred Murillo, Cynthea Preston, Michelle Risdon, Marc Sabella, Susan Walter
Guests:	Jacob Hurd, Julie Cathie, Norine Hegy, Jonathan Moore, John Upton
Call to Order	Board President Frederick Wenck called the meeting to order at 5:30 p.m. and announced items to be discussed in Closed Session.
Recess to Closed Session	The meeting recessed to Closed Session at 5:31 p.m.
Recess	Frederick Wenck called a recess at 6:20 p.m.
Reconvene to Open Session	The meeting reconvened to Open Session at 6:21 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
Enrollment Report	Fees have increased and a comparison of the fall 2010 vs. 2011 was reviewed. Tom noted the enrollments lost during the last holiday season were due to a power outage. We are at a much higher capacity than we were last year and Financial Aid is up 30% from last year. *(Attachment A)*

ADOPTED MINUTES

Class Schedule Development Changes

Driven by the ERP and technology impacting schedule production, a great deal of effort is being focused on strategically managing enrollments. Tom Greene noted that schedule production is going to summer/fall and winter/spring schedule of classes. Advantages include students who are able to become more proactive with their class schedules and will gain efficiencies. This includes having ample adjunct instructors and multi-term contracts and changes in the curriculum cycle will come before the Board earlier. *(Attachment B)*

Bookstore Update

Dr. Murillo noted the bookstore update will be brought before the Board in an annual report. B&N did meet contract requirements and LTCC received $54,548 for the 2010-11 fiscal years which supplements the College's unrestricted general fund. Kindred noted the faculty is ordering books earlier than their other faculty in the B&N system. *(Attachment C)*

Tutoring & Learning Center Reconfiguration

Tom Greene reviewed the last stages of the Tutoring and Learning Center reconfiguration and noted the shift in offices accommodates the TRIO/SSS program and allow for the ESL classes to transition back to the main campus.

Staff has created two designated classrooms for the ESL program and the TLC is now open to all students; tables and chairs will fill the space and make this area more academically appealing. Tom thanked the M&O staff for being responsive to the needs of the many moves and changes during a busy time. *(Attachment D)*

Discuss Board of Trustees Support for Measure R

Kindred introduced John Upton who addressed the Board regarding support for Measure R. Measure R evolved from meetings, public correspondence and the JPA. Locations that would benefit from this measure include athletic fields on and/or adjacent to LTCC and would include maintenance on the fields in the amount of $50k per year. This measure would allow those who come to the campus on bicycles and paths to arrive safely while keeping events in the community accessible; this measure would provide an overall economic impact. This measure will be brought back to the September 27th meeting for consideration. *(Attachment H)*

Consent Agenda

Moved Blann/Seconded Borges/Passed unanimously to approve the Consent Agenda as presented:

- Approval of Regular Monthly Payroll for the Month of August 2011
- Approval of Regular Warrant Batch Numbers 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2018, 2020, 2021, 2022
- Approval of Financial Aid Warrant Batch Numbers 2019
- Approval of Personnel Action Number 4—2011/12
  -Employment of adjunct instructors for fall quarter 2011
  -Employment of Classified Personnel, Interim Maintenance & Operations Technician, Schedule Production Assistant, Interim Full Time Accounting Assistant
- Acceptance of Gifts and Donations
- Approval of Instructional Services Agreement with Eastern Alpine Fire/Rescue
- Approval of Internship Program Letter of Agreement with Barton HealthCare
- Approval of Return of Claim

(AttachmentsI, J, K, L, M, N, O, P)

Recess to Public Hearing

Frederick Wenck recessed the meeting to a public hearing on the 2011/12 Lake Tahoe Community College budget and appropriations limit at 6:55 p.m.

There were no comments from the public.

Reconvene to Regular Meeting

The meeting reconvened to regular session at 6:56 p.m.

Consideration of Approval of Strategic Plan 2011-17

Moved Mason/Seconded David/Passed unanimously to approve of Strategic Plan 2011-17 as presented. *(Attachment Q)*

Consideration of Approval of Progress for Board of Trustees Goals for 2009-10 through 2010-11

Moved David/Seconded Blann/Passed unanimously to approve the Progress for Board of Trustees Goals for 2009-10 through 2010-11 as presented. *(Attachment R)*

Consideration of Approval of Board of Trustees Goals and Objectives 2011-15

Moved Blann/Seconded Borges/Passed unanimously to approve the Board of Trustees Goals and Objectives 2011-15 as presented. *(Attachment S)*

Consideration of Approval of Board of Trustees 2011-12 Meeting Schedule

Moved David/Seconded Borges/Passed unanimously to approve the Board of Trustees 2011-12 Meeting Schedule as presented.

It was noted that the Board retreat date would be reviewed again in March; this date has been tentative set pending Board availability. *(Attachment T)*

Consideration of Approval of Specifications and Authorization to Solicit Bids for 2011 Chevrolet Cab and Chassis 4x4, C2500 HD or Equivalent

Moved Mason/Seconded Blann/Passed unanimously to approve Specifications and Authorization to Solicit Bids for 2011 Chevrolet Cab and Chassis 4x4, C2500 HD or Equivalent as presented. *(Attachment U)*

Consideration of Approval of Bid Specifications for Custodial Services and Authorization to Solicit Bids

Moved David/Seconded Mason/Passed unanimously to approve Bid Specifications for Custodial Services and Authorization to Solicit Bids as presented. *(Attachment V)*

Consideration of Adoption of 2011-12 Lake Tahoe Community College Final Budget

Moved Blann/Seconded Borges/Passed unanimously to adopt the 2011-12 Lake Tahoe Community College Final Budget as presented.

Dr. Murillo recognized Marc Sabella for his hard work on this item and appreciated his great efforts in helping her analyze the fiscal data. *(Attachment W)*

Consideration of Adoption of Resolution Number 5—2011/12, Determination of 2011/12 Appropriations Limit

Moved Mason/Seconded David/Passed unanimously to adopt Resolution Number 5—2011/12, Determination of 2011/12 Appropriations Limit as presented. *(Attachment X)*

Board Member Reports and Comments

Katie Su Contreras commented on the following items:

- Thanked the Board for sending her to the CCC League Trustee Conference
- Provided the Board with Prop 1481 information that has been circulating throughout the student trustees in California
- Will be going to the SSCCC as a representative for CAST

Karen Borges commented on the following items:

- None

Kerry David commented on the following items:

- Commended Susan Boulanger for the 911 events on Sunday and felt it was well attended
- Commended Kindred Murillo for being involved in the community and for being active in moving the college forward in a positive direction

Molly Blann commented on the following items:

- Looks forward to attending the inauguration on Thursday

Roberta Mason commented on the following items:

- Echoed appreciation for the 911 ceremony
- Encouraged attendance at the Autumn garden on Sunday Sep. 25th
- Attended the Lake Tahoe Collaborative meeting focused on transportation, there was discussion of eliminating tokens and the College route

Dr. Wenck commented on the following items:

- Looks forward to the inauguration

Academic Senate Comments

Michelle Risdon commented on the following items:

- Faculty return to campus tomorrow and everyone is looking forward to the convocation events
- The academic senate hosts the adjunct BBQ in the student center patio
- Senate meetings will be Friday 2-3:30 in room A251

Classified Staff Organization Comments

Pat Leonard-Heffner commented on the following items:

- A&R and Student Services has been very busy over the last few weeks preparing for the first day of school
- Echoed appreciation for the 911 events
- Looks forward to convocation events this week and a new academic year

Administrator Comments

Cynthea Preston commented on the following items:

- Working on creating partnerships with Harrah's on an ESL grant and with Barton to host community kitchen courses
- Working on enrollments by strategically adding sections and labs while working with the faculty to meet the needs of the students

Kurt Green commented on the following items:

- The Welcome Back BBQ is Friday night and nearly 100 people have RSVP'd, everyone is welcome to attend
- Echoed appreciation for the 911 memorial, also thanked Virginia Boyar and the M&O department for their hard work
- Opened 10 sections for the first time of ENG 101 and have nearly 200 students enrolled in this course

Tom Greene commented on the following items:

- Echoed appreciation for the 911 ceremony and to the staff for their efforts
- Called BlueGo regarding the issues surrounding removal of service to the campus
- Thanked Ginger Jansen for her hard work on the Self Study
- Nevada has backed out of the reciprocity agreement and could have deep impacts to our students, further research is being conducted to find out the fine details

Marc Sabella commented on the following items:

- The auditors will be on campus Monday September 26th

President Report and Comments

Kindred Murillo commented on the following items:

- Echoed appreciation for the 911 event and thanked Susan Boulanger for doing this in the community
- The pre-visit with the accrediting chair Bill Farmer will be Sep. 27th; Kindred thanked the Tri-Chair for their efforts
- Thanked everyone on campus and in the community for welcoming her and feels the college is getting a lot of positive exposure as well as listening to everyone on how to bridge the gap with our institution
- Looks forward to the faculties return and the convocation events

Next Meeting Date

The next regular meeting of the Lake Tahoe Community College District Board of Trustees is scheduled for Tuesday, September 27th at 6:20 p.m., in room L104 on the College campus.

Adjournment

The meeting adjourned at 7:55 p.m.

Signed by Kindred Murillo
Secretary
Board of Trustees
Julie Booth

ADOPTED AND ORDERED INTO THE MINUTES

_____ October 11, 2011

Kindred Murillo, Secretary Date

ADOPTED MINUTES