LAKE TAHOE COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

REGULAR Tuesday, December 11, 2012

MEETING Lake Tahoe Community College

Room L104

6:00 p.m. Closed Session 6:15 p.m. Open Session

MINUTES

Present: Alicia Agnew, Karen Borges, Kerry David, Roberta Mason, Fritz Wenck

Staff: Julie Booth, Virginia Boyar, Jeff DeFranco, Kurt Green, Cheri Jones, Kindred

Murillo, Tracy Thomas, Treva Thomas, Beachy Orr, Jaime Rhone, Sue Kloss,

Bruce Armbrust

Absent: Molly Blann

Guests: Jonathan Moore, Steven Wescoatt

Call to Order Board Trustee Roberta Mason 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 Trustee Roberta Mason called a recess at 6:25 p.m.

Reconvene to Open

Session

The meeting reconvened to Open Session at 6:29 p.m.

Opening Ceremonies Board Trustee Roberta Mason led the Pledge of Allegiance and welcomed

guests in the audience.

Hearing of the Public on Items

Not on the

Agenda

Convene to Annual
Organizational Meeting

The meeting convened to the annual organizational meeting at 6:31

p.m.

None

Election of Officers

Board Trustee Roberta Mason asked for nominations for a Board President for the coming year.

Moved David/Seconded Wenck/Passed unanimously to nominate Karen Borges for President, closed the nominations, and elected Karen Borges President of the Board of Trustees.

Moved David/Seconded Wenck/Passed unanimously to nominate Roberta Mason for Clerk of the Board, closed nominations, and elected Roberta Mason Clerk of the Board of Trustees.

Appointment of Board Representatives & Officers

Board President Karen Borges appointed the following Board representatives and officers:

- Representative to the El Dorado County School Boards Association: Molly Blann
- Representative to the Community College League of California: Karen Borges
- Liaison to the South Lake Tahoe City Council: Molly Blann
- Representative to the South Lake Tahoe Latino Affairs Commission:
 Frederick Wenck
- Two Representatives to the Lake Tahoe Community College Audit Committee: Kerry David and Karen Borges
- Deputy Presiding Officer: Kerry David

Dr. Murillo noted the college has identified a need to host a campus committee in an effort to represent the Hispanic community beginning in the Spring. Dr. Fritz Wenck offered to serve on this committee.

Reconvene to Regular Meeting

The meeting reconvened to the Regular meeting at 6:35 p.m.

ADOPTED MINUTES

Child Development Center Update

Michelle Sower, Director of the Child Development Center (CDC) provided the Board with an update on the progress of the CDC over the last twenty years. Currently 73 children are enrolled in the CDC, 30 children of which belong to LTCC employees and 15 to LTCC students. The CDC is operating at 98% capacity with a wait list that continues to grow each year. There are 22 employees, one half time director, one full time operations assistant, one full time teacher, 6 classified teachers, one classified cook and 13 aids. Care starts as early as 6 weeks and can remain at the center until they are ready for preschool. From July 2012 to November 2012 127k in parent fees; this does not include grant funding which includes a State federal food program, a General Childcare Grant and a State Preschool Grant.

Michelle encouraged the Board, faculty and staff to attend the annual graduation ceremony held each year in June.

Professional Development Leave Report

Michelle Sower presented the board with her PDL report on best practices for teaching an online course. There are ten basic principles on how to provide students with the best possible learning experience enrich the online experience and make it as inviting as a face-to-face course.

- 1. Show up and teach!
- 2. Create a supportive online community
 -Facilitate student interaction and encourage group collaboration
- 3. Set very clear expectations for students as well as yourself
- 4. Use a variety of large group, small group, and individual work experiences
 - -Building options and opportunities for students to work together and individually
- 5. Use both synchronous and asynchronous activities
 -Engaging learners in more collaborative and reflective activities
- 6. Ask for feedback early in the term
 - -Concepts seen in her 'one-minute' paper engaging students in a brief question of what they are liking or disliking about the course
- 7. Prepare discussion posts that invite questions, discussions, reflections, and responses
 - -This provides and open question and answer forum, encourages critical thinking, achieves social interaction and community building while supporting students in their own reflections and inquiries
- 8. Focus on content resources and applications and links to current events and examples that are easily accessed from the learner's computer
- 9. Combine core concept learning with customized and personalized learning
- 10. Plan a good closing and wrap activity for the course

ADOPTED MINUTES

Enrollment Report Winter 2013

The college is down in enrollments between 15 to 21 percent for winter quarter 2013. Tracy Thomas noted enrollment began one week earlier this year and this trending data will be forthcoming. In an effort to assist new and returning students with the changes in the registration process, the Student Ambassador Program has been instrumental in helping students register for classes through Passport.

District and Faculty Initial Proposal 2012/13

Labor law requires that union and management negotiators share, or 'sunshine,' the list of issues that both parties expect to negotiate during upcoming sessions. Dean Kurt Green updated the board on the administration sunshine lists for negotiations with the faculty union for the fiscal year 2012/13.

Revision of Board Policy Manual, Chapter 3, Regulation §3.22.I

Cheri Jones reviewed the changes to Board Regulation §3.22.I as it has been revised to create limited directory information categories. The Family Educational Rights and Privacy Act (FERPA) has been amended to allow educational institutions to establish limited directory information policies in which certain categories of directory information are designated for release only for specific uses or to specific entities.

Revision of Board Policy Manual, Chapter 6, Regulation §6.30 D, Section C

Staff is updating the *Board Policy Manual* to reflect changes to include Contract and Community Education Services per Education Code Sections 78300 and 78021; Regulation §6.30 D, Section C, Contract and Community Education Services has been updated concurrently.

SnowGlobe Update

VPAS Jeff DeFranco updated the Board on the partnership which is being developed to ensure the college's brand will have a presence for the event for new student recruitment and outreach. The college will host two booths to market the campus and target a large audience about the opportunities LTCC provides.

SnowGlobe is scheduled to be held on campus December 29 and 30, 2012 from 3:00 p.m. to 10:00 p.m. and December 31, 2012 from 3:00 p.m. to 12:30 a.m. SnowGlobe will be on campus to set up for the event beginning December 26, 2012 and will be demobilized by January 3, 2013.

Establish Board Policy Manual, Chapter 1, Section 1.16 F (First Reading)

Dr. Murillo noted the first reading of *Board Policy Manual*, Chapter 1, Section 1.16 F, Community Education Service. Offerings and Fees has been written in an effort to update Board Policy to reflect Contract and Community Education; staff has been working to revise and update policy language related to course offerings and related fees. This item will return to the next regular meeting for recommendation. (*Attachment A*)

Establish Board Policy Manual, Chapter 3, Section 3.26 and Corresponding Regulation §3.26 (First Reading) Dr. Murillo reviewed the first reading of *Board Policy Manual*, Chapter 3, Section 3.26 and Corresponding Regulation §3.26, Contract and Community Education Services. Discussion was held related to costs and identifying community needs, and evaluation processes. This item will return to the next regular meeting for recommendation. (*Attachment B*)

ADOPTED MINUTES

Establish Board Policy Manual, Chapter 3, Section 3.01 B.6 (First Reading) Staff is working to update Board policy to reflect Contract and Community Education Services. This item will return to the next regular Board meeting for recommendation. (Attachment C)

Items for Future Board Consideration

Dr. Murillo noted a proposal for Community Services Cross Country Ski Center at the college is forthcoming. This item will go before the President's Advisory Committee in January.

Consent Agenda

Moved Wenck/Seconded Mason/Passed unanimously to approve the Consent Agenda as amended:

- Approval of 2013/14 Academic Calendar
- Approval of Regular Payroll for November, 2012
- Approval of Supplementary Payroll for November, 2012
- Clearing of Trust Fund "AUG"—2012/13
- Approval of Warrant Batch Number 3051, Revolving Cash Fund Reimbursement Number 2, in the amount of \$5,813.70
- Approval of Regular Warrant Batch Numbers 3045, 3046, 3047, 3048, 3049, 3052, & 3053
- Approval of Resolution 7—2012/13, Request for Reserve Transfers and Budget Revisions
- Approval of Resolution 8—2012/13, Request for Intrabudget Transfer
- Approval of Renewal Agreement with XAP Corporation for Services to Facilitate Electronic Transcript Exchange (AB 1056)
- Approval of MOU with Lake Tahoe Unified School District for the Educational Talent Search TRiO Grant
- Approval of MOU with Lake Tahoe Unified School District for Upward Bound TRiO Grant
- Approval of Contract for Personal Services for Graphic Design Services with Margin Partners
- Approval of Amendment to the Agreement with Integral Networks, Inc. for Technology Services
- Approval of Personnel Action Number 9—2012/13
 - -Adjunct Instructors for Winter and Spring quarter 2013
 - -Administrative Assistant V.P. of Administrative Services, Maryellen Sanchez
 - -Director of College Advancement and Community Engagement, Peter Rostic
 - -Instructional Program Specialist TRiO, Upward Bound, David Czarnecki
- Approval of Minutes as amended—November 13, 2012 Regular Meeting
- Approval of Minutes—October 9, 2012 Regular Meeting
- Approval of Minutes—August 17, 2012, Special Meeting

(Attachments D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S)

Consideration of Approval of Proposed Art New Media A.A. Degree and Music A.A. Degree and Certificate Moved David/Seconded Wenck/Passed unanimously to approve the Community Education Course Curriculum and Associated Fees as presented. (Attachment T)

Consideration of
Acceptance of 2011/12
Independent Auditor's
Report
(Steven Wescoatt, Crowe
Horwath LLP)

Moved Wenck/Seconded David/Passed unanimously to accept the 2011/12 Independent Auditor's Report as presented.

Steven Wescoatt, a partner of the firm Crowe Horawth LLP, presented and reviewed the final 2011/12 Independent Auditor's report for the Lake Tahoe Community College District. Overall, it was a very clean audit based on the unqualified opinion. There were no material weaknesses in the financial statements and federal compliance audits. There were several small state compliance issues that should be addressed moving forward which include: Internal Controls – Child Development Center; State Compliance – Salaries of Classroom Instructors (50 % law); State Compliance – Disabled Students Programs and Services; State Compliance – To be arranged hours. (Attachment U)

Consideration of Approval of the Fifty Percent Law: Supplemental Exemption for Serious Hardship (CCFS-350C) Moved David/Seconded Mason/Passed unanimously to approve the Fifty Percent Law: Supplemental Exemption for Serious Hardship (CCFS-350C) as presented.

VPAS Jeff DeFranco noted seven districts are applying for a supplemental exemption. On September 11, 2012, the Board authorized the filing of the application for exemption from the fifty percent due to preliminary analysis which has indicated that the district is not meeting the fifty percent law; this is a requirement to spend half of the current expense of education for salaries on classrooms instructors. Consequently, the CCFS-350 letter to the Chancellor's Office was provided to progress towards compliance in the 2012/13 fiscal year. (Attachment V)

Consideration of Approval of Substitute, Short-term, and Limited-term Contracts for Winter/Spring 2013 Moved Mason/Seconded David/Passed unanimously to approve the Substitute, Short-term, and Limited-term Contracts for Winter/Spring 2013 Fees as presented.

Dr. Murillo noted staff is working to present an annual report of all contracts for the district in an effort to develop consistency seen with salary schedules and length of employment. Trustee Dr. Wenck expressed concern for privacy protection for live models. (Attachment W)

Consideration of Approval of Recruitment for Fulltime, Tenure Track Instructor of History and Political Science Moved Wenck/Seconded Mason/Passed unanimously to approve the Recruitment for Full-time, Tenure Track Instructor of History and Political Science as presented. (Attachment X)

Consideration of Approval of Recruitment for Dean of Student and Academic Support Services Moved David/Seconded Wenck/Passed unanimously to approve the Recruitment for Dean of Student and Academic Support Services as presented. (Attachment Y)

Consideration of Approval to Establish Board Policy Manual, Chapter 7, Section 7.44, Nepotism (Second Reading) Moved Wenck/Seconded Mason/Passed unanimously to Establish *Board Policy Manual*, Chapter 7, Section 7.44, Nepotism as amended.

the same department, division or facility." was revised. (Attachment Z)

Consideration of Approval of Revisions to the Board of Trustees 2012/13
Meeting Schedule

Moved David/Seconded Borges/Passed unanimously to approve the Revisions to the Board of Trustees 2012/13 Meeting Schedule as amended.

Language in the last paragraph was changed from "...to place spouses in the same department, division or facility." to "...to place immediate family in

Dr. Murillo noted June 9, 2013 should reflect June 11, 2013. The Board scheduled the annual board retreat for Friday, August 23, 2013. (Attachment Z1)

Consideration of Approval of Memorandum of Understanding between the Faculty Association and the Lake Tahoe Community College District

Moved Mason/Seconded Wenck/Passed unanimously to approve the Memorandum of Understanding between the Faculty Association and the Lake Tahoe Community College District as presented. (Attachment Z2)

Board Member Reports and Comments

Student Trustee Alicia Agnew commented on the following items:

- Associated Student Council has been raising money to provide larger scholarship awards for the spring; additionally they are raffling SnowGlobe tickets to raise scholarship money.
- Alicia inquired how the college evaluates the GPA requirements for High Honors; Dr. Murillo will follow up with the ASC following some research

Board President Karen Borges commented on the following items:

 Enjoyed the holiday card from the leadership team and acknowledged their efforts with the Bread and Broth

Trustee Kerry David commented on the following items:

- Thanked those who organized the holiday party
- Looks forward to working with Peter Bostic
- Attended the ESL Advisory committee meeting and felt it was well attended

Trustee Fritz Wenck commented on the following items:

No comments

Clerk Roberta Mason commented on the following items:

- Attended the holiday party and appreciated the staff who organized the event
- Attended the Tahoe Choir program and wondered how repeatability may effect this program
- Met with Kerstin Lindquist who organized the Autumn Fest and Jen Kressy from the TRCD; funding is declining and encouraged visiting this information during the next demo garden advisory committee meeting
- Attended a California Voting Rights Act meeting with Molly Blann along with Unified members and guest Angela Swanson, this group will meet again in January.

Academic Senate

Representative Jon Kingsbhury commented on the following items:

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

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:

- Acknowledged and recognized the classified staff for their hard work and dedication during the transition of retired employees
- The Welcome Back BBQ/Transfer Day was a success and thanked the student services staff, advisors for their efforts

Dean Virginia Boyar commented on the following items:

- Welcomed Heather Cade to the Instruction Office
- Acknowledged both the classified staff and faculty for their efforts on repeatability
- Acknowledged Jeanette Shippee for her efforts
- Fire Science Advisory Committee will meet Thursday, expecting up to 25 representatives from agencies around the basin
- Faculty Flex day will be held on Friday, Jan 4th including a special guest speaker Chris Campion from the FBI
- Addiction Studies Program earned accreditation to July 2018 and acknowledged Rich Barna and Jamie Rhone for their hard work

Dean Kurt Green commented on the following items:

- Acknowledged Suzanne Roberts for her book 'Almost Somewhere'
- Attended the ESL Advisory Committee Meeting and noted partnerships are being developed with the local casino's; Maxine Alper is also working towards improving access to introductory level courses

VP-AS Jeff DeFranco commented on the following items:

- Noted staff is working to update and better facilitate budget transfers which come before the President's Council and the President's Advisory Council
- Looks forward to working with the new CACE director, Peter Bostic
- Working on finalizing plans for the SnowGlobe event

President's Comments

President Kindred Murillo commented on the following items:

- Commended Anna Lee for her efforts in organizing a memorial scholarship in memory of Lyra B. Fisher
- Acknowledged Virginia Boyar for her efforts in the Bread and Broth
- Acknowledged the faculty, administration and staff for their hard work and efforts
- Looks forward to working with Peter Bostic
- Working on the CVRA and potential move to trustee area elections, and general even year elections; staff is working with STPUD, LTUSD and the City of South Lake Tahoe

Next Meeting Date	The next Regular meeting of the Lake Tahoe Community College District Board of Trustees is scheduled for Tuesday, January 8, 2012 at 6:15 p.m., in room L104 on the College campus.	
Adjournment	The meeting adjourned at 8:47 p.m.	
	Signed by Kindred Murillo Secretary Board of Trustees Julie Booth	
ADOPTED AND ORDERED II	NTO THE MINUTES	
Vindrad Marrilla Co		January 22, 2013
Kindred Murillo, Secretary		Date