LAKE TAHOE COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

REGULAR MEETING	Tuesday, May 14, 2013 Lake Tahoe Community College Room L104 5:00 p.m. Closed Session 6:15 p.m. Open Session

MINUTES

Present:	Alicia Agnew, Karen Borges, Kerry David, Roberta Mason, Fritz Wenck
Absent:	Molly Blann
Staff:	Julie Booth, Peter Bostic, Jeff DeFranco, Kurt Green, Tom Greene, Kindred Murillo, Michelle Risdon, Tracy Thomas
Guests:	None
Call to Order	Board President Dr. Karen Borges called the meeting to order at 5:00 p.m. and announced items to be discussed in Closed Session.
Recess to Closed Session	The meeting recessed to Closed Session at 5:01 p.m.
Recess	Board President Dr. Karen Borges called a recess at 6:15 p.m.
Reconvene to Open Session	The meeting reconvened to Open Session at 6:21 p.m.
Announcement of Reportable Actions taken by Board of Trustees in Closed Session	None
Opening Ceremonies	Board President Dr. Karen Borges led the Pledge of Allegiance and welcomed guests in the audience.
Hearing of the Public on Items Not on the Agenda	None

ADOPTED MINUTES

Fulfilling the Trust Award

Board President Dr. Karen Borges presented Trustee Kerry David with the Community College League of California "Fulfilling the Trust" award, in recognition for his achievement of twenty years of service to the Lake Tahoe Community College District.

Professional Development Leave Report

Mr. Eric Sturgess updated the Board on his professional development leave taken during the Winter 2013 quarter. Mr. Sturgess enrolled in an online macroeconomics course at another institution to gain a new perspective on how to teach this complex curriculum while examining best practices in program management and understanding how to incorporate these practices into the Economics program at LTCC. Mr. Sturgess noted it was eye opening to experience this course through the lens of a student; he looks forward to developing an online Economics 101 course by Winter 2014. Mr. Sturgess noted the technology seen with alerts and notices that came through his cell phone made his student experience a much smoother transition. Mr. Sturgess was able to network with colleagues at Western Nevada College and Las Positas Community College, resulting in enhanced student learning methodologies. Eric is now participating in a NSF grant, and is creating a listserv to collaborate with economic instructors throughout the country. *(Attachment A)*

Revisions to Board Policy Manual Regulation 4.01 A.2., Administrative Hiring Procedures

Dr. Kindred Murillo updated the Board on the recent revisions to *Board Policy Manual* Regulation 4.01 A.2., Administrative Hiring Procedures. Edits have circulated through the President's Advisory Council and the Institutional Effectiveness Council. The last revision to this policy was seen in 1992. Major revisions of the revised governance structure include moving up the confidentiality statement to the beginning of the document, and an orientation for the hiring committee. Also, the revisions remove the Board from interviewing Vice Presidents. *(Attachment B)*

Items for Future Board Consideration

The Facilities Master Plan will be coming before the Board during the study session scheduled on May 28th. Additionally, direction for a general obligation bond, the status of the Student Success Task Force recommendations and a proposal for a soccer program will also be coming forward.

Hearing of the Public on Items On the Agenda

None

Consent Agenda

Consent Agenda item Number XI.D.1., Minutes—April 9, 2013 was removed from the consent agenda and voted on separately.

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

- Approval of Professional Development Leave 2013/14
- Ratification of Regular Payroll for the Month of April, 2013
- Ratification of Supplementary Payrolls for the Month of April, 2013
- Approval of Resolution Number 17—2012/13, Intrabudget Transfers
- Approval of Warrant Batch Number 3097, Revolving Cash Fund
- Reimbursement Report Number 5, in the amount of $8,972.30
- Approval of Regular Warrant Batch Numbers 3098, 3100, 3102, 3103, 3104, 3105, 3107 and 3108
- Approval of Financial Aid Warrant Batch Numbers 3099 & 3106
- Approval of Resolution Number 18—2012/13, Reserve Transfer and Budget Adjustments
- Approval of the U.S. Forest Service (USFS) Lease, Supplemental Lease
- Agreement Number 13 Rental Rate for the Period of June 1, 2013 through May 31, 2014
- Renewal of Agreement with Etudes, Inc. for Hosting Services for Online Teaching Software Applications
- Ratification of Agreement with Barton University for Contract Instruction for Community Education
- Approval of Renewal of Agreement with IBM for Program License and Support
- Approval of Renewal of Agreement with Barton HealthCare System's Skilled Nursing and Rehabilitation Center for Clinical Training
- Review and Receipt of the Quarterly Financial Status Report (CCFS-311Q) and Financial Statements for the Quarter Ended March 31, 2013
- Approval of Academic Personnel Action Number 14—2012/13
  -Adjunct Instructors for Spring Quarter & Summer Session 2013
  -Full-time, Tenure Track History/Political Science Instructor
- Approval of 2012/13 LTCC Faculty Association Contract

Moved David/Seconded Mason/passed with one abstention (Wenck) to approve Consent Agenda item Number XI.D.1., Minutes—April 9, 2013 as presented.

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

Consideration of Approval of 2013/14 Child Development Center Fee/Schedule Structure

Moved Mason/Seconded Wenck/passed unanimously to approve the 2013/14 Child Development Center Fee/Schedule Structure as presented. *(Attachment U)*

Consideration of Approval of Resolution Number 19—2012/13, Creation of Fund 72 "Lake Tahoe Community College District Student Representation Fees Fund"	Moved David/Seconded Mason/passed unanimously to approve Resolution Number 19—2012/13, Creation of Fund 72 "Lake Tahoe Community College District Student Representation Fees Fund" as presented. *(Attachment V)*
Consideration of Approval of Proposition 30 Education Protection Account Guidelines and Spending Plan	Moved Mason/Seconded David/passed unanimously to approve Proposition 30 Education Protection Account Guidelines and Spending Plan as presented. *(Attachment W)*
Consideration of Approval of Agreement with San Bernardino Community College District for EduStream.org	Moved David/Seconded Mason/passed unanimously to approve the Agreement with San Bernardino Community College District for EduStream.org as presented. *(Attachment X)*
Consideration of Approval of MIG Contract for Vision Session Facilitation Services	Moved Mason/Seconded David/passed unanimously to approve the MIG Contract for Vision Session Facilitation Services as presented. *(Attachment Y)*
Consideration of Approval of Memorandum of Understanding (MOU) with Lake Tahoe Unified School District for Data Sharing	Moved Mason/Seconded Wenck/passed unanimously to approve the Memorandum of Understanding (MOU) with Lake Tahoe Unified School District for Data Sharing as presented. *(Attachment Z)*
Consideration of Approval of Employment Agreements for Administrative Deans	Moved David/Seconded Mason/passed unanimously to approve the Employment Agreements for Administrative Deans as presented. *(Attachment Z1)*
Consideration of Approval of Resolution Number 20—2012/13, Classified Employee Appreciation Week	Moved Mason/Seconded Wenck/passed unanimously to approve Resolution Number 20—2012/13, Classified Employee Appreciation Week as presented. *(Attachment Z2)*

Consideration of Approval of Resolution Number 21—2012/13, National Teacher Appreciation Week	Moved David/Seconded Wenck/passed unanimously to approve Resolution Number 21—2012/13, National Teacher Appreciation Week as presented. *(Attachment Z3)*
Consideration of Approval of Child Development Center Infant License Renewal and Update of the Administrative Organization Signatures	Moved Mason/Seconded Wenck/passed unanimously to adopt the Adoption of Child Development Center Infant License Renewal and Update of the Administrative Organization Signatures as presented. *(Attachment Z4)*
Consideration of Adoption of Child Development Center Preschool License Renewal and Update of the Administrative Organization Signatures	Moved Wenck/Seconded David/passed unanimously to adopt the Adoption of Child Development Center Preschool License Renewal and Update of the Administrative Organization Signatures as presented. *(Attachment Z5)*
Consideration of Approval of Integrated Planning Guide 2013	Moved Mason/Seconded David/passed unanimously to approve the Integrated Planning Guide 2013 as presented. *(Attachment Z6)*
Board Member Reports and Comments	Student Trustee Alicia Agnew commented on the following items: • ASC recently attended the SSCCC and felt this conference was an important learning experience for the Council • Elections will begin next week and executive members are running unopposed Trustee Kerry David commented on the following items: • Thanked the community for their support for the soccer program at LTCC • Congratulated Dr. Virginia Boyar and Kurt Green for their contributions to LTCC Trustee Fritz Wenck commented on the following items: • Attended the Holocaust lecture by Foundation Board member Leon Malmed • Attended the community meeting regarding the soccer proposal at LTCC

Board Clerk Roberta Mason commented on the following items:

- Soroptimists will be awarding $3500 in scholarships to LTCC students
- Commended Suzanne Roberts for her book signing at the county library
- Attended the recent art gallery openings
- Attended the second annual AAUW Math and Science Career Day on April 20th and felt the science club hosted a wonderful interactive presentation
- Echoed appreciation to the community for attending the soccer program meeting
- Attended the CCLC annual conference and felt the sessions were educational and informative
- The Demo Garden is underway with many community agencies looking forward to participating and donating
- The Foster Kinship Care Advisory Committee met and noted this program is very worthwhile

Board President Karen Borges commented on the following items:

- Attended the AACC conference in San Francisco and felt this meeting was both educational and informative; sessions related to understanding inclusive initiatives in an effort to become proactive with the Latino community were valuable
- Attended the CCLC annual conference in Truckee and noted the League has identified seven areas of competency related to policy and procedures and encouraged the Board to address these in the upcoming retreat
- Echoed appreciation for Leon Malmed's book reading
- Attended the Poetry reading and felt it was well received
- Echoed appreciation for Kurt Green and Dr. Virginia Boyar in their permanent roles as Deans
- Attended legislation for SB 329 and commended Trustee Mason for her passionate speech on Lake Tahoe's community

Academic Senate

Representative Michelle Risdon commented on the following items:

- Attended the ASCCC meeting and attended sessions related to MOOCS and transfer degree collaborations
- Attended the AACC meeting and enjoyed the sessions
- The LTCC Senate has been working with the enrollment management work team group related to a program vitality assessment. Senate has also been working on online instruction and distance education issues

Administrator Comments

CACE Director Peter Bostic commented on the following items:

- Saturday, May 18th a professional Improv workshop will be taking place during the day and at 7:30 p.m. the 'Random Acts of Improv" group will perform
- Echoed appreciation to the staff for the Leon Malmed event and felt it was well received in the community
- Foundation Board will be meeting Wednesday, May 15th in the Board room
- Thanked Jessica Ledbetter for doubling the Erica Faye Lebetter scholarship donation to $20k

Interim Dean Tracy Thomas commented on the following items:

- Student Services hosted a Career Day on campus today and felt it was well attended
- Senior's Day will be hosted on Tuesday, May 21st and include both STHS and Whittell High school students interested in attending LTCC. Additionally, the clubs will host a Spring Fling Club Carnival following this event at noon.
- Student Ambassadors were excited about their photo on the cover of the Summer schedule and Student Services will be recruiting more students for this program for the Fall

Dean Virginia Boyar commented on the following items:

- Thanked the Enrollment Management team for their efforts
- On May 3rd the Third Annual Fire Technology Summit was held on campus and Fire Chief Terry Hughes was acknowledged for his efforts with the Fire Academy
- The Fire Academy has been running for seven years and we are now seeing LTCC graduates from the program being promoted in the field
- Thanked the Board for their support and approval to move her into a permanent position; thanked Dr. Tom Greene for his support

Dean Kurt Green commented on the following items:

- Presented the Board with the most recent edition of the *Kokanee*
- Acknowledged those who have been working on the curriculum committee for their attention to detail related to repeatability
- Looking forward to working with the new History/Political Science Faculty member, Albert Ponce
- Noted eight new homes for the FKC have opened up and thanked those who have been working with this program
- Friday, May 24th staff will be attending a repeatability training meeting and looks forward to participating; additional workshops focusing on instruction to accelerated students into transfer level English courses will be taking place

VPAASS Dr. Tom Greene commented on the following items:

- The Department of Education has announced they are no longer offering the Cooperative Grant Program
- Echoed appreciation to Tim Johnson for his passion and efforts with the soccer program
- Dr. Larry Green received the MERLOT Award for peer review program
- Acknowledged Steve Richardson for his Distance Education Coordination efforts
- Attended the Improv class and commended Susan Boulanger for her efforts
- The student art show opens this Sunday and encouraged everyone to attend
- Thanked the Board for their support in creating permanent positions for the interim deans and commended both Virginia and Kurt for their hard work

VPAS Jeff DeFranco commented on the following items:

- Staff is working on the Budget/May revise
- Looks forward to the May study session related to the Facilities Draft Master Site Plan and the Obligations Bond
- The Interim M&O Director has taken another full time position and LTCC is now recruiting for this position
- The phone system was replaced and has been well received both on and off campus

President's Comments

President Kindred Murillo commented on the following items:

- Efforts related to SB 329 have changed course and staff will be working with Nevada institutions towards a reciprocal agreement
- Congratulated both Dr. Virginia Boyar and Kurt Green in their permanent roles and thanked them for their hard work

Next Meeting Date

The next meeting of the Lake Tahoe Community College District Board of Trustees is scheduled as a Study Session for Tuesday, May 28, 2013 at 6:15 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

_____ June 11, 2013
Kindred Murillo, Secretary Date

ADOPTED MINUTES