LAKE TAHOE COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

REGULAR MEETING	Tuesday, March 11, 2014 Lake Tahoe Community College Room L104 5:30 p.m. Closed Session 6:15 p.m. Open Session

MINUTES

Present:	Trustee Molly Blann, Student Trustee Nicholas Behney, Clerk Kerry David, Board President Roberta Mason, Trustee Dr. Fritz Wenck
Absent:	Trustee Dr. Karen Borges
Staff:	Jeff DeFranco, Kurt Green, Dr. Tom Greene, Jackie Lou, Aaron McVean, Dr. Kindred Murillo, Dr. Michelle Risdon, Lisa Shafer
Guests:	Jonathon Moore, Marty Green, Harvey Von Gunderman
Call to Order	Board President Roberta Mason called the meeting to order at 5:30 p.m. and announced items to be discussed in Closed Session.
Hearing of the Public on any Closed Session Agenda Items	None
Recess to Closed Session	The meeting recessed to Closed Session at 5:30 p.m.
Recess	Board President Roberta Mason called a recess at 6:08 p.m.
Reconvene to Open Session	The meeting reconvened to Open Session at 6:15 p.m.
Announcement of Reportable Actions taken by Board of Trustees in Closed Session	Approved early retirement package agreement with Faculty Association.
Opening Ceremonies	Board President Roberta Mason led the Pledge of Allegiance and welcomed guests in the audience.
Hearing of the Public on Items Not on the Agenda	None

ADOPTED MINUTES

Reports:

Professional Development Leave report

Dean Virginia Boyar gave an introduction of Jackie Lou's background prior to her time at LTCC. Ms. Lou presented her Professional Development Leave (PDL) Report taken during the Spring Quarter of 2013. Ms. Lou's project provided her an opportunity to research and study cloud computing applications for the personal computer and business applications for the iPad, and how those might impact curriculum at LTCC. Jackie Lou reviewed a PowerPoint presentation with the Board, designed to highlight all she had learned.

The Board asked several questions regarding Ms. Lou's presentation and noted how helpful her classes are.

Link to Materials

https://www.boarddocs.com/ca/ltcc/Board.nsf/files/9GUN3X5AF181/$file/Professional%20Development%20Leave%20Presentation-Lou.pdf

https://www.boarddocs.com/ca/ltcc/Board.nsf/files/9GUN445AF52B/$file/Professional%20Development%20Leave%20Report-Lou.pdf

Enrollment Report

VPAASS Tom Greene reviewed the Spring enrollment, including a weekly enrollment report provided to the Board at the meeting. Dr. Greene stated this is a relatively early report making comparisons difficult. The upcoming week's enrollment numbers will give a better indication of how we are tracking, in comparison to last year.

SnowGlobe 2013 Update

The City of South Lake Tahoe (City of SLT) recently approved a contract with the producers of SnowGlobe for the joint use recreation field adjacent to Lake Tahoe Community College. LTVA released an informational report on the SnowGlobe event for 2013 which was included in the Board packet. VPAS Jeff DeFranco noted the College has participated for the past three years through facility rentals and a negotiated contract (this item was presented to give the Board and opportunity to discuss the direction they would like staff to pursue). The City of SLT's approval is based on the anticipated approval of the College.

VPAS Jeff DeFranco reported that SnowGlobe went much smoother this year. There were no issues with the deposit, trash pick-up, or opening the College on time.

The Board expressed concern over the impact of SnowGlobe on the field and requested further information on field damage and potential replacement of the field.

The Board discussed their original motivation to participate, including helping the local economy, partnering with the City of SLT, and promoting College awareness.

Student Trustee Behney acknowledged the positive facets of the event, but noted there are negative connotations associated with the event as well.

Link to Materials	https://www.boarddocs.com/ca/ltcc/Board.nsf/files/9GYNYQ590633/$file/SnowGlobe_2013_recap_LTVA.pdf
Items for Future Board Consideration:	
Additional Curriculum Revisions for the 2014/15 College Catalog	As a consequence of the change in timeline for the curriculum approval from March to January, as well as the implementation of the ERP and other system-wide changes in the curriculum approval process, additional curriculum revisions for the 2014/15 College Catalog are forthcoming. VPAASS Tom Greene shared information regarding Chancellor's Office changes that are affecting our Degree's requiring more than 90 units and suggested that we begin looking at curriculum more than once per year. The Board expressed concern regarding additional printing cost associated with changes to curriculum. It was suggested that the printing schedule would not change; changes would be posted electronically and be available to students via the internet.
Budget Assumptions	VPAS Jeff DeFranco discussed the Budget Assumptions and Goals for future Board consideration at the March 25, 2014 Board of Trustees meeting. VPAS DeFranco discussed the budget process as it moves through the governance committees and councils. VPAS DeFranco asked the Board to consider any suggestions for "guiding principles" to take back to the Budget Council for consideration.
2014 Ballot for the California Community College Trustee Election	Each member community college district board of the League shall have one vote for each of the eight vacancies on the CCCT Board. Biographic Sketches and Statements on the candidates were provided to Board for review and future consideration at the April 8, 2014 Board meeting, as all ballots are due by April 25, 2014. The Board discussed analysis of the candidates and will cast their ballot at the April 8, 2014 meeting for the CCCT Board.
Link to Materials	https://www.boarddocs.com/ca/ltcc/Board.nsf/files/9GX9YE795894/$file/CCCT%20Ballot%20Information.pdf
Hearing of the Public on Items On the Agenda	None

Approval of Minutes of January 14, 2014 – Study Session

Moved: **BLANN**/Seconded: **DAVID**

Passed unanimously to approve the minutes of January 14, 2014 as amended (to reflect moved and second on all action items).

Votes	
Molly Blann	Y
Dr. Karen Borges	absent
Kerry David	Y
Roberta Mason	Y
Dr. Fritz Wenck	Y

Link to materials https://www.boarddocs.com/ca/ltcc/Board.nsf/files/9GZ9FE750A45/$file/2014.1.14%20Minutes%20and%20Attachments%20(final).pdf

Consent Agenda

Moved: **DAVID**/Seconded: **WENCK**

Votes	
Molly Blann	Y
Dr. Karen Borges	absent
Kerry David	Y
Roberta Mason	Y
Dr. Fritz Wenck	Y

- Approval of Additional Fees for Spring Quarter 2014
- Ratification of Regular payroll for the Month of February 2014
- Ratification of Supplementary Payrolls for the Month of February 2014
- Ratification of Warrant Batch Number 4098, Revolving Cash Fund Reimbursement Report Number 6, in the amount of $7,975.26

Link to Materials https://www.boarddocs.com/ca/ltcc/Board.nsf/files/9GKAT782C10E/$file/RCF%20Batch%204098.pdf

- Ratification of Regular Warrant batch Numbers 4090, 4091, 4092, 4093, 4094, 4095, 4096, 4099, 4100 and 4101

Link to Materials https://www.boarddocs.com/ca/ltcc/Board.nsf/files/9GH3DG6D0BFD/$file/REG%20WARRANTS%204090%20to%204096%20and%204099%20to%204101.pdf

- Ratification of Student Financial Aid Warrant Batch Number 4097
- Approval of District Bank Accounts and Signatories

Link to Materials https://www.boarddocs.com/ca/ltcc/Board.nsf/files/9GVSZ765F390/$file/District%20Bank%20Account%20Signature%20List%202%202014.pdf

- Approval of Contract for Professional Cleaning Services with Building Services of California, LLC
- Approval of Renewal and Addendum with CampusEAI for Web Content Management
- Approval of Declaration of Miscellaneous Surplus Property
- Approval of Personal Action Number 8 – 2013/14
- Approval of Revised Job Description for Administrative Assistant to the Dean(s)

Link to Materials https://www.boarddocs.com/ca/ltcc/Board.nsf/files/9GWTKT628E9D/$file/Administrative%20Assistant%20to%20the%20Dean%20Job%20Description.pdf

https://www.boarddocs.com/ca/ltcc/Board.nsf/files/9GWTLL629F29/$file/Administrative%20Assistant%20to%20the%20Dean-153.pdf

- Approval of Revised Job Description for the Program Assistant, Educational Talent Search (ETS)

Link to Materials https://www.boarddocs.com/ca/ltcc/Board.nsf/files/9GZ32B69EEA4/$file/Program%20Assistant%20ETS.pdf

https://www.boarddocs.com/ca/ltcc/Board.nsf/files/9GZ32R69F302/$file/Program%20Assistant%2C%20Educational%20Talent%20Search%20(ETS).pdf

- Approval of Amendment to the FTE (Full Time Equivalent) of the Fiscal Services Technician

New Business – Action Items

Consideration of Approval of Admissions and Records Reorganization

Moved: **BLANN**/Seconded: **DAVID**

Passed unanimously to approve the Admissions and Records Reorganization as presented.

Votes	
Molly Blann	Y
Dr. Karen Borges	absent
Kerry David	Y
Roberta Mason	Y
Dr. Fritz Wenck	Y

Consideration of Acceptance of Annual Report of Crime on Campus for Calendar Year 2013

Moved: **DAVID**/Seconded: **BLANN**

Passed unanimously to approve the Annual Report of Crime on Campus for 2013 as presented.

Votes	
Molly Blann	Y
Dr. Karen Borges	absent
Kerry David	Y
Roberta Mason	Y
Dr. Fritz Wenck	Y

Link to Materials https://www.boarddocs.com/ca/ltcc/Board.nsf/files/9GH49H6E2FA7/$file/Annual%20Report%20of%20Crime%20on%20Campus%202013.pdf

Consideration of Approval of Fiscal Year 2014/15 Budget Calendar

Moved: **WENCK**/Seconded: **BLANN**

Passed unanimously to approve the Fiscal Year 2014/15 Budget Calendar as presented.

Votes	
Molly Blann	Y
Dr. Karen Borges	absent
Kerry David	Y
Roberta Mason	Y
Dr. Fritz Wenck	y

Link to Materials https://www.boarddocs.com/ca/ltcc/Board.nsf/files/9GVTXU68EEF5/$file/FY1415%20BUDGET%20CALENDAR.pdf

Consideration of Approval of LTCC-LTUSD Trustee Area Map

Moved: **BLANN**/Seconded: **DAVID**

Passed unanimously to approve the Trustee Area Map as presented.

Votes	
Molly Blann	Y
Dr. Karen Borges	absent
Kerry David	Y
Roberta Mason	Y
Dr. Fritz Wenck	Y

Link to Materials https://www.boarddocs.com/ca/ltcc/Board.nsf/files/9GXF8B072233/$file/LTUSDF.pdf

Consideration of Approval of Human Resources Reorganization

Moved: **WENCK**/Seconded: **BLANN**

Passed unanimously to approve the Human Resources Reorganization as presented.

Votes	
Molly Blann	Y
Dr. Karen Borges	absent
Kerry David	Y
Roberta Mason	Y
Dr. Fritz Wenck	Y

Link to Materials

https://www.boarddocs.com/ca/ltcc/Board.nsf/files/9GYR6E5D36C7/$file/HR%20Generalist-1v.2.pdf

https://www.boarddocs.com/ca/ltcc/Board.nsf/files/9GYR6V5D3A6A/$file/HR%20Technician-4%20v.2.pdf

https://www.boarddocs.com/ca/ltcc/Board.nsf/files/9GYR725D3CBD/$file/HR%20Assistant-1%20v.2.pdf

Announcements & Comments

Student Trustee Nicholas Behney commented on the following items:

- Apologized for his absences and explained that he had underestimated the time Student Senate for California Community Colleges (SSCCC) requires.

Board Member Comments

Trustee Molly Blann commented on the following items:

- Welcome to Lisa Shafer and thank you to Marty Green.
- Impressed by Roberta's interview for Lake Tahoe News.
- Has enjoyed working with the Mission Statement Committee. Looking forward to hearing survey results on the three statement proposals recently sent to college constituents.
- Enjoyed the March 5, 2014 Press Conference and appreciated the positive press coverage of the event.
- Attended Phyllis Shafer's display at the Nevada Museum of Art and offered congratulations to Phyllis Shafer on her success.

Clerk Kerry David commented on the following items:

- Thank you to Nicholas Behney for attending and sharing student perspective.
- Thanked President Mason for her interview with Lake Tahoe News.
- Echoed Trustee Blann's comments on the press conference.
- Recently participated in a faculty evaluation from a student perspective and found it to be a valuable process.

Trustee Fritz Wenck commented on the following items:

- Planning to attend the Winter Theater Production, "Still Life With Iris" on Friday evening.

Board President Roberta Mason commented on the following items:

- Attended Phyllis Shafer's opening talk at Nevada Museum of Art and noted the theater was sold out. Stated the college is grateful for the prestigious recognition of our faculty.
- Echoed Trustee Blanns comments on the press conference.
- Noted that Ron, manager at the Econo Lodge, was very cooperative and helpful in allowing LTCC the use of the Econo-Lodge facilities for the press conference.
- Expressed excitement about 40th Anniversary Events in June and noted people are already asking for details.
- Attended the Soroptimist Scholarship Award dinner and offered congratulations to the student recipients and LTCC adjunct faculty member, Jeanette Shippee, who won the Ruby Award.
- Welcome to Lisa Shafer and thanks to Marty Green.

Trustee Dr. Karen Borges commented on the following items:

- Absent

Academic Senate

Representative Michelle Risdon commented on the following items:

- Working hard on committees and with students.
- The next Academic Senate meeting is on Friday, March 14, 2014.
- Looking forward to 40th Anniversary Celebration in June.
- Commented on the March 5th press conference and noted that more faculty would have attended, but class schedules made it difficult; noted many community members are sharing their memories.

Administrator Comments

Dean Sue (Saia) Gochis commented on the following items:

- Felt it was interesting to hear the history of the institution at the press conference.

Dean Virginia Boyar commented on the following items:

- Leadership sponsored service to Bread and Broth for the fourth time; moving forward, the opportunity to volunteer will be open for department leaders to take their team members; administrators will continue to sponsor the financial component.

Dean Kurt Green commented on the following items:

- "Still Life With Iris" opens on March 16, 2014.
- Congratulated Phyllis Shafer on her great work; noted more than 1000 people attended the event he attended.

VPAASS Tom Greene commented on the following items:

- Adult education grant looks like it is going to go through in collaboration with Alpine County.
- Noted a new theater production partnership with the Tallac Association this summer; offered as a class at LTCC and offers a sharing relationship that is a "win-win" for both groups. More details to come soon. Dave Hamilton will be the director.

VPAS Jeff DeFranco commented on the following items:

- None

President's Comments

President Kindred Murillo commented on the following items:

- Echoed comments made by the Board and Administrators.
- Acknowledged the hard work of the staff that put the 40th Anniversary press conference together: Aaron McVean, Julie Booth, Diane Lewis and Marty Green as support from staff; thanked the Board for attending.
- Continuing to explore the 40th Anniversary book, acknowledging the vision and determination it took to get this campus here. Kim at Bonafide books will be assisting with the project.
- "Off the Wall" Art Auction is on March 29th in the Board Room and Haldan Gallery. This fundraiser is a collaborative effort between the Rotary Club and the LTCC Foundation, as well as Phyllis Shafer. Opening reception will be held on the 24th with wine and cheese. Art will be on display all week long. The hope is that this will become a reoccurring event with proceeds going to the LTCC Foundation and Art Department.

Next Meeting Date

The next meeting of the Lake Tahoe Community College District Board of Trustees is a Study Session scheduled for Tuesday, March 25 2014 at 5:00p.m. (Closed Session) and 6:00p.m. (Open Session), in room L104 on the College campus.

Adjournment

The meeting adjourned at 7:50p.m.

Signed by Kindred Murillo
Secretary
Board of Trustees
Lisa Shafer

ADOPTED AND ORDERED INTO THE MINUTES

_____ _____

Kindred Murillo, Secretary Date

UNADOPTED MINUTES