LAKE TAHOE COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

STUDY SESSION MEETING

Tuesday, February 26, 2013
Lake Tahoe Community College
Room L104
6:00 p.m. Open Session

MINUTES

Present:	Molly Blann, Kerry David, Roberta Mason, Fritz Wenck
Staff:	Julie Booth, Peter Bostic, Virginia Boyar, Dave Burba, Kurt Green, Tom Greene, Cheri Jones, Aaron McVean, Kindred Murillo, Susan Walter
Absent:	Alicia Agnew, Karen Borges
Guests:	None
Call to Order	Board Clerk Roberta Mason called the meeting to order at 6:10 p.m.
Opening Ceremonies	Board Clerk Roberta Mason led the Pledge of Allegiance and welcomed guests in the audience.
Special Presentation	Board Clerk Roberta Mason and Superintendent/President Dr. Kindred Murillo recognized Cheri Jones for her efforts with the technology master plan, her efforts on the website, and for rescuing the website in addition to everything she has done over the last year and a half.
Hearing of the Public on Items Not on the Agenda	None

Study Session

Institutional Effectiveness: LTCC Scorecard and Accountability Reporting for Community Colleges (ARCC)

Aaron McVean reviewed the ARCC report history and noted that as a result of SB 1456 ARCC 2.0 is currently in draft form and will replace the current version. He noted that the LTCC Scorecard, developed in 2012 based on the College's Strategic Plan incorporates the ARCC metrics. The Scorecard contains indicators designed to assess progress toward strategic goals and objectives. There are four strategic issues in the strategic plan:

1. Student Access
2. Learning, Success, and Achievement

ADOPTED MINUTES

3. Community Engagement
4. College Sustainability

Strategic Issue #1
Capture rates from STHS graduates' baseline in 2010/11 was seen at 41.5%. Currently a data sharing agreement is pending with the Lake Tahoe Unified School District (LTUSD) and the 2016/17 target is seen at 50%.

When these goals were established in the strategic planning sessions, the college identified the need to serve Hispanic Students enrolled in LTCC. The baseline in 2010/11 was seen at 17%, 19% in 2011/12, and the target for the 2016/17 academic year will be 25%. It was noted approximately 40% of students enrolled in LTUSD are hispanic.

First time in College Students (FTIC) from 'Fall-to-Spring' persistence rates in 20110/11 were seen at 41%; 2011/12 at 42.2%; and the 2016/17 target will be 70%.

Strategic Issue #2
Student Learning is measured by the CCSSE results administered nationally. This provides the college with benchmarks for active/collaborative student efforts, academic challenges, student/faculty interactions, and support for learners.

Indicators for this strategic issue are identified through student retention with a target of greater than 90% for the 2016/17 year. Overall student persistence is a goal and continuous enrollment from fall to fall is currently at 40%.

Student progression through foundational skills math and English sequences has a target of 60% and is a major focus. Identifying the target for both english and math course sequences and progression rates are goals, targets for the 2016/17 academic years are still to be determined.

Student Success for face to face courses, distance education courses, Career and Technichal Education (CTE) courses and basic skills courses are a focus. Targets for the 2016/17 aim to close the gap between student success in distance education vs. face-to-face courses.

Student Achievement milestones were also identified. The number of AA degrees and CTE certificated awarded were examined Projected targets for the numbers of students who transfer to UC/CSU for 2016/17 are 75 students. Additionally, a memo from Barbara Beano from the Accrediting Commission for Community and Junior Colleges (ACCJC) received in January, identifies that the focus on student achievement and institution "set standards of satisfactory performance" which LTCC has established as part of its scorecard.

Aaron noted the ARCC 2.0 will focus on Student Progress and Attainment Rate (SPAR) cohorts and the first cohort will be from 2006/07.

Strategic Issue #3
Community Engagement is a focus for both the district and the college foundation. Staff is currently evaluating potential performance indicators with our Director of CACE. This presents and opportunity to integrate the goals of the LTCC Foundation with the strategic plan of the college.

Strategic Issue #4
College Sustainability specific to revenue and with the need to recognize the goal to continue to increase alternative funding to move from state funded to state supported. VPAS, Jeff DeFranco will be working with staff to identify savings through sustainability measures in facilities.

Technology issues measured by the age of instructional and operational computers which have been decreased from 4-7 years of age, to less than three years of age for instructional, and just over three years for operational computers.

Continued focus on professional development for both faculty and staff has been identified. Additionally, a new governance structure was set into place and identifying the success of this new structure will also be recognized.

It was noted that the new governance structure at LTCC supports the ongoing focus on the ACCJC accreditation standards through the Institutional Effectiveness Council (IEC), the Budget Council, Technology Council, Facilities Council and the College Learning Council (CLC).

Clerk Roberta Mason thanked Aaron McVean and the college for their hard work and efforts with to ensure assessment of progress toward strategic goals and objectives through the LTCC scorecard.

(Attachment A)

Compensation Survey Report

Dr. Murillo noted this item is based on specific compensation parameters and is not provided as a topic for bargaining. Susan Walter noted the last compensation survey report presented to the Board included salary and health and welfare benefits separately. These reports reflect items as a combined total at median pay, and are compared to like sized institutions.

Susan reviewed the notable changes from last years' report. Several districts have implemented salary reductions, excluding faculty and include College of the Siskiyou, Palo Verde, and the El Dorado County.

Other districts and agencies were able to obtain better benefits and experienced savings from this. When comparing salaries, +/- 5.0% is considered a "at market" by comparison specialists. LTCC's budget for Health and Welfare benefits are trending slightly lower than comparable small or like sized districts.

Classified employees were compared with local agencies and a few director salaries are still below median. Susan noted LTCC is continuing to lose ground on full-time faculty pay. When identifying the overall ranking compared to the other seven like sized community colleges, LTCC is seen at #7, down from #6 last year. Adjunct pay improved from last year and the increased lecture pay rates of 2.75% placed in effect January 2013 will be seen.

Administrator total compensations appear to be at median levels and Director salaries have improved from last year but two positions including the Financial Aid Director remains at 11% below median.

Many caveats to compensation comparisons for classified and confidential staff were highlighted, these include the comparison of title matches, not duties and do not factor internal equity. Susan noted this report is deemed an imperfect measure when evaluating job families.

Confidential salaries appear to be at market with the exception of the Human Resources Technician position which remains at 18% below median. Classified staff overall appears to be closer to median salaries and the total compensation are close to market wages.

Susan noted that LTCC has more employees per FTES than any other small district. This trend creates a larger burden on human resources and payroll and LTCC's number of part-time and hourly staffing is significant. In 2011, 702 employees were reported to the California Controller's office.

Susan identified 100 employees (includes directors, classified, confidential), and 15 part time classified employees currently working for the district. This does not include short-time temporary or adjunct employees.

The board thanked Susan for her presentation and for her hard work in collecting this data.

(Attachment B)

Action Items

Hearing of the Public on Items on the Agenda

None

ADOPTED MINUTES

Consideration of Approval of Agreement with Michael Ward of Highbar Global Consulting for Consensus Training Workshops for Designated Leadership Councils	Moved David/Seconded Blann/Passed unanimously to approve Agreement with Michael Ward of Highbar Global Consulting for Consensus Training Workshops for Designated Leadership Councils as presented. *(Attachment B)* It was noted the last training date and time will be circulated to the board and everyone is welcomed to attend.
Next Meeting Date	The next regular meeting of the Lake Tahoe Community College District Board of Trustees is scheduled for Tuesday, March 12, 2013 at 6:15 p.m., in room L104 on the College campus.
Adjournment	The meeting adjourned at 7:11 p.m.

Signed by Kindred Murillo
Secretary
Board of Trustees
Julie Booth

ADOPTED AND ORDERED INTO THE MINUTES

March 12, 2013

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Kindred Murillo, Secretary Date

ADOPTED MINUTES