LAKE TAHOE COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Regular Meeting	Tuesday, June 26, 2012 Lake Tahoe Community College Room L104 5:00 p.m. Closed Session 6:20 p.m. Open Session

MINUTES

Present:	Alicia Agnew, Molly Blann, Karen Borges, Kerry David, Roberta Mason, Frederick Wenck
Staff:	Julie Cathie, Kurt Green, Norine Hegy, Cheri Jones, Aaron McVean, Kindred Murillo, Cynthea Preston, Michelle Risdon, Maryellen Sanchez
Guests:	Jonathan Moore
Call to Order	Board President Molly Blann 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 5:00 p.m.
Recess	Molly Blann called a recess at 6:30 p.m.
Reconvene to Open Session	The meeting reconvened to Open Session at 6:37 p.m.
Opening Ceremonies	Board President Molly Blann 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 Summer 2012	Cynthea Preston presented the enrollment report for Summer 2012 in Dr. Greene's absence. Foot Hill DeAnza also offered a jump start session which may have had an impact on LTCC Summer enrollment. The Admissions & Records, Student Services and Instruction office assistants worked hard to contact students today regarding cancelled summer courses. Hope to have issues worked out for Fall registration.

ADOPTED MINUTES

Accreditation Follow-Up Report (First Reading)

First read has occurred with Academic Senate.

Discussion regarding ACCJC reaffirming the accreditation of LTCC in a letter dated Feb. 3, 2012. ACCJC listed a series of recommendations that the College is required to address. ACCJC requires the College to submit a Follow-Up Report describing and providing evidence that clearly demonstrates the College has addressed these recommendations by Oct. 15, 2012.

The College has drafted an initial response. The Accreditation Response Steering Committee requests the Board consider this report as a first reading. Academic Senate and College Council have reviewed this document as a first reading and will have the opportunity to accept it at their next regularly scheduled meetings. The final report and second reading for the Board will occur at a future meeting in early Fall 2012 *(Attachment A).*

Questions asked regarding certain dates in the document. Corrections noted and review process discussed. First draft form – input from campus is welcome. This item will return to the Board at the last meeting in September for final review – deadline October 2012.

Organization & Governance Handbook & LTCC Governance Bylaws (First Reading)

Constituency groups of LTCC developed a revised governance structure based on the feedback of faculty and staff in Fall 2010, and an assessment done by the College Planning Council in 2011. The new structure includes new institutional planning and budget development processes which fall under the provisions of AB 1725 – academic and professional matters to "consult collegially."

Kindred discussed the process of development involved in compiling the governance handbook. The group developed an organizational flow chart for a learning council, budget council, technology and facilities council. Example: 10+3 matters go directly up to the Academic Senate; financial recommendations would flow to a budget council. Hope to create a council that is strategic and does not deal with detailed budget issues, etc. The councils were run this past year in ad hoc form and people participated. Time to look to the future and see where LTCC is headed. The technology committee recommended several sub-committees. Multiple committees came together to create the overall governance handbook. Participation has been great and is expected to continue. A major change in governance is the move from voting to consensus building which is built on trust.

Board asked for clarification of the difference between the President's Advisory Council (PAC) and the President's Council (PC). Kindred clarified the members. PAC would review and ask advice from all managers in operational issues whereas PC reviews/seeks advice through the Administrative team only.

Kindred suggested that at future meetings individual councils should be reviewed one by one for a better understanding of the overall document. The College Learning Council will be review at the July 10th meeting.

Organization and Governance Handbook and Bylaws reviewed. This item will return to the Board at a later date for consideration of approval. Issues related to the academic and professional matters will be discussed at the Board Retreat in August *(Attachment B & C).*

Strategic Resources Plan (First Reading)

This LTCC Strategic Resources Plan (SRP) 2011-2017 describes ten goals designed to address the *four strategic issues* identified in the *2011-17 Educational Master Plan*—Student Access; Student Learning, Success & Achievement; Community Engagement; and College Sustainability. These four *strategic issues* provide the framework for the goals and objectives in the strategic plan, and thereby, become the means by which the College aligns its master and strategic planning processes and resources.

The College is finalizing the Technology Master Plan, Facilities Master Plan and Strategic Resource Plan (SRP) in response to accreditation recommendations. The SRP includes a purpose; the LTCC Scorecard; considerations and regulations; fiscal standards; historical trends; and a human resources plan.

Kindred reviewed the SRP section by section to provide an overview of the plan.

As part of the overall master planning process the Strategic Resource Plan will return to the Board Retreat August 17th for consideration of approval in the Fall *(Attachment D)*.

LTCC Scorecard – Strategic Plan Performance Indicators (First Reading)

Aaron discussed and reviewed the LTCC Scorecard document. This is the beginning of the tracking process. The Board asked about goals to capture Hispanic students from STHS. Aaron explained there are more detailed breakouts not included in this presentation document. The Board questioned the numbers under student retention which Aaron clarified. The College has the option to add to or remove indicators. The Board asked how this compares to the State's Scorecard. LTCC included indicators recommended by the State Scorecard it was modeled after.

During this year's Strategic Planning session, an LTCC Scorecard was proposed that contain performance indicators tied to each of the strategic goals and objectives in the Strategic Plan. The scorecard was reviewed at that session and participants were asked to a) verify that the performance indicators were relevant and b) identify targets for each indicator. Based on the feedback from that session, modifications and additions were made to the scorecard and targets were set of the performance indicators.

Progress toward achieving these targets will be tracked annually at the strategic planning session as part of the College's commitment to continuous quality improvement and a culture of evidence.

The Scorecard, which is part of the Strategic Plan, will return to the Board of Trustees at the next regular meeting for approval *(Attachment E).*

Consent Agenda

Moved David/Seconded Mason/Passed unanimously to approve the Consent Agenda as presented:

- Adoption of Resolution Number 25—2011/12 Intrafund Appropriation Transfers, Reserve Transfers, and Budget Revisions
- Approval of Warrant Batch Number 2150, Revolving Cash Fund Reimbursement Report Number 11
- Approval of Regular Warrant Batch Numbers 2151, 2153,2154
- Approval of Certification of Signatures
- Approval of District Bank Accounts and Signatories
- Approval of Renewal of District Property and Liability Insurance Program for Fiscal Year 2012/13
- Adoption of Resolution Number 26—2011/12 for Authorizing End-of-Year Transfers
- Approval of Personnel Action Number 21—2011/12 – Employment of Academic Personnel, Adjunct Instructors for Summer Session 2012, Fall Qtr 2012; Full-time Mathematics Instructor; Resignations and Retirements; Employment Agreements for Administrators
- Approval of Agreement with Etudes, Inc. for Hosting Services for Online Teaching Software Applications
- Approval of Minutes—June 12, 2012

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

Consideration of Approval of Community Education Course Curriculum and Associated Fees

Moved Mason/Seconded Borges/Passed unanimously to approve the Community Education Course Curriculum and Associated Fees as presented.

Title 5, Section 55002 outlines the standards and criteria for Community Education courses and includes the requirement that the Board of Trustees approve all such course offerings. The following course(s) are being submitted for approval: CED3007A-Z1, Barton University's Train for an Event Challenge/$488 per participant; CED9002A-01, Lead Renovation, Repair and Painting Training/$50; and CED9002B-01, Lead Paint Abatement Supervisor & Monitoring/$100. The associated fees are listed individually with each course curriculum proposal.

Consideration of Approval of Agreement with OCLC WorldShare for Library Network Support Services

Moved Mason/Seconded Borges/Passed unanimously to approve the Agreement with OCLC WorldShare for Library Network Support Services as presented.

Kindred answered Board questions regarding "live" next year, implementation, cost and signing a contract one year in advance.

OCLC WorldShare Management Service will provide unlimited cataloging, interlibrary loans, access, search and web exposure of the library's holdings, printed and electronic acquisitions, circulation and delivery, discovery and mobile interface. OCLC WorldShare will provide all collection management needs for circulation, patron management, acquisitions inventory, vendor management and reporting. The College will not be billed for WorldShare services until service is "live" in June, 2013, with first invoice expected July, 2013.

Consideration of Approval of Agreement with B2B Technologies for Professional Technical Consulting Services

Moved David/Seconded Mason/Passed unanimously to approve the Agreement with B2B Technologies for Professional Technical Consulting Services as presented.

B2B will provide consulting services related to Live@edu email including Student Global Address List Entry configuration and development of PowerShell scripts student accounts including planning, design, training, implementation and documentation.

Consideration of Approval of Agreement with Judy Breza for Professional Consulting Services

Moved Mason/Seconded Wenck/Passed unanimously to approve the Extension of the Agreement with Judy Breza for Professional Consulting Services as amended at this meeting.

Jeff DeFranco will arrive on Friday June 29th. Kindred felt it would be beneficial to have Judy here to get Jeff up to speed on issues Judy is well versed in. The contract is not to exceed $10,000 from original contract start date of 3/1 – 11/30/12 (extended). Amend contract to "extend to November 30 and not exceed $10,000."

Ms. Breza will provide the District with professional consulting services pertaining to fiscal and budget matters, processes and functions.

Consideration of Approval of the Fiscal Year 2012/13 Tentative Budget

Moved David/Seconded Borges/Passed unanimously to approve the Fiscal Year 2012/13 Tentative Budget as presented.

Aaron updated the Board on a series of changes to the State's tentative budget and how they affect LTCC. Growth money will only be there if the tax initiative passes.

The preliminary budget for fiscal year 2012/13 was presented on June 12, 2012 and has returned for consideration of approval.
Contained in this document are:

1. Budget assumptions used during the 2012/13 budget development process
2. Overall budget summary
3. Budget by object code & comparison
4. Budget by program code & comparison
5. Budget summary for all other funds

(Attachment T).

Consideration of Approval of Technology Master Plan 2012/17

Moved David/Seconded Borges/Passed unanimously to approve the Technology Master Plan 2012/17 as presented.

Kindred discussed the college's goal to upgrade technology in order to keep up with our students and be a market leader.

Cheri provided a presentation of the Technology Master Plan 2012/17 for the Board. An overview of the Planning Process, Key Findings, Vision for the Future (and accomplishing this vision), Recommendations, Staffing Structure (including an Administrative Operational Support side and a Desktop Support Media and Instructional Support side), Governance Structure, Completed to Date, Requirements to Move Forward, The Next Few Months and Acknowledgements to the Technology Master Planning Committee was presented. Cheri called for any questions.

The Board asked about security for the Mobile Lab (laptop cart). Cheri indicated the cart would be delivered by computer services, accepted by the instructor, and picked up/returned by computer services staff to ensure accurate count of laptops prior to, during and after class.

(Attachment U)

Consideration of Approval of Technology Job Descriptions

Moved Mason/Seconded Wenck/Passed unanimously to approve the Technology Job Descriptions as presented.

Kindred clarified the college is currently asking only for approval of the Job Descriptions as presented and not currently seeking approval for recruitment of these positions. The recruitment will come before the Board for approval.

Molly and Kindred thanked Cheri for her efforts and commitment.

(Attachment V).

Consideration of Approval of Amended Memorandum of Understanding (MOU) between CEU & CES

Moved Mason/Seconded Borges/Passed unanimously to approve Amended MOU between CEU & CES as presented.

(Attachment W).

Consideration of Setting Special Meeting on August 17, 2012

Moved Wenck/Seconded David/Passed unanimously to approve Setting Special Meeting on August 17, 2012 as presented.

The President's office will begin drafting an agenda as soon as possible. Michelle Risdon and Alicia Agnew inquired regarding their attendance and are welcome to attend. Plan to begin around 8:00 A.M. and likely to be an all day retreat.

Board of Trustees Regular meeting August 14, 2012 has been cancelled in lieu of the Board Retreat scheduled August 17, 2012.

Board Member Reports and Comments

Alicia Agnew commented on the following items:

- Thanked the Board for all the warm welcomes at the June 12th meeting
- Very excited about being the new Student Trustee and looks forward to working with the Board

Karen Borges commented on the following items:

- Welcomed Alicia and Maryellen
- Congratulations and Kudos to all involved in Graduation

Kerry David commented on the following items:

- Welcomed Alicia
- Echoed appreciation of Graduation and the Taste of Gold preview that followed
- Congratulation to Jan Smith, Distinguished Faculty Award recipient

Roberta Mason commented on the following items:

- Echoed welcome to Alicia
- Attended all Culinary luncheons and enjoyed them immensely
- Attended Demo Garden Committee meeting
- Attended the play and had fun
- Awards Ceremony was very nice and wonderful to see so many awards go out – Thanked the Foundation
- Thanked Aaron for his efforts as Interim VP
- Thanked Cheri and the Technology Master Plan Committee for the amount of work they put in

Frederick Wenck commented on the following items:

- Welcome Alicia
- Enjoyed the play, Award Ceremony and Graduation

Molly Blann commented on the following items:

- Enjoyed Graduation and congratulated Dr. Murillo on her first Graduation
- Thanked all the staff who put in a tremendous effort
- Appreciated the Keynote Speaker
- Enjoyed the Taste of Gold preview event after Graduation
- Thanked Cheri for working so hard
- Thanked Michelle for her efforts
- Thanked Aaron for his efforts on the Board

Academic Senate

Michelle Risdon commented on the following items:

- Thanked all those involved in Graduation and thought the event went well
- Grades are due today – officially the last day of the quarter and thanked the Board on behalf of the Senate
- Thanked and recognized the many volunteers who stepped up when needed
- Thanked the Foundation for implementing the Distinguished Faculty Award and hosting the event after Graduation
- Acknowledged Faculty members nominated for the Distinguished Faculty Award: Kathy Cox, Larry Green, Suzanne Roberts, Jan Smith, Phyllis Shafer and Treva Thomas – all are very deserving and Jan was very excited to receive the award

Classified Staff Organization Comments

None

Administrator Comments

Kurt Green commented on the following items:

- The office is very busy with summer session
- Will man the LTCC booth at the Live at Lakeview concert series on Thursday, June 28th

Cynthea Preston commented on the following items:

- Thanked everyone for Graduation
- Staff has been working so hard to facilitate Summer and Jump Start issues
- Appreciated the luncheons from the Culinary Arts program
- The Culinary Arts program had its largest number of graduates to date - a total of eight students earned an AA degrees in 2012
- Steve Fernald commended this year's graduating Culinary class on their successes

Aaron McVean commented on the following items:

- Thanked the Board and Kindred for involving him as the VP of Administrative Services
- Thanked all staff involved with a successful Graduation
- Thanked and congratulated Virginia Boyer for an amazing Fire Academy Graduation ceremony
- The Fire Academy also had its largest graduating class to date

Tom Greene commented on the following items:

- Not present

President's Comments

Kindred Murillo commented on the following items:

- Thanked and acknowledged Aaron for his efforts during a very difficult and uncertain time for the college
- Aaron exceeded all expectations
- Memorable graduation under her belt and enjoyed the event
- Thanks to Maryellen
- Julie welcomed her 3rd son on Sunday 6/24 – Mom and Baby are doing well – plan to send flowers once Julie returns home from the hospital
- Thanked and congratulated Michelle on her Graduation speech which was very appropriate and student focused
- Echoed comments regarding Fire Academy, Graduation, the play, etc.

Next Meeting Date

The next regular meeting of the Lake Tahoe Community College District Board of Trustees is scheduled for Tuesday, July 10, 2012 at 6:20 p.m., in room L104 on the College campus.

Adjournment

The meeting adjourned at 8:26 p.m.

Signed by Kindred Murillo
Secretary
Board of Trustees
Maryellen Sanchez

ADOPTED AND ORDERED INTO THE MINUTES

_____ July 10, 2012
Kindred Murillo, Secretary Date

ADOPTED MINUTES