

# LAKE TAHOE COMMUNITY COLLEGE DISTRICT

## BOARD OF TRUSTEES

REGULAR  
MEETING

Tuesday, April 9, 2013  
Lake Tahoe Community College  
Room L104  
6:00 p.m. Closed Session  
6:15 p.m. Open Session

## MINUTES

**Present:** Alicia Agnew, Molly Blann, Karen Borges, Kerry David, Roberta Mason

**Absent:** Fritz Wenck

**Staff:** Julie Booth, Peter Bostic, Jeff DeFranco, Kurt Green, Tom Greene, Kindred Murillo, Michelle Risdon, Tracy Thomas, Mark Williams

**Guests:** Mike Bradford, Carol Chaplin, Nancy Kerry, Angela Swanson

***Call to Order*** Board President Karen Borges 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 6:01 p.m.

***Recess*** Board President 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 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

**2013 SnowGlobe Event  
Update**

Superintendent/President Dr. Kindred Murillo asked the Board for questions from the report provided in the packet. Trustee Kerry David inquired about staff costs, snow removal fees including ice melt, and other District costs to understand what was absorbed and what costs were reimbursed.

Board President Dr. Karen Borges asked if any feedback from prospective students has been collected. Dr. Murillo noted the the college has not solicited feedback from students and the Board will hear from a community member who will speak to this item.

Discussion related to the condition of the field and future dates for the event took place. Dr. Murillo noted events this large would require the college to be closed to adequately staff and handle the significant amounts of foot traffic.

Nancy Kerry, representing the City of South Lake Tahoe, addressed the Board and noted the SnowGlobe producer, Chad Donnelly, has requested \$100k each year from the community with a 5-year contract to bring this event back to the South Shore. The total fees anticipated were calculated by adding staff time and contributions of both the City of South Lake Tahoe (CSLT) and Lake Tahoe Community College (LTCC), which are seen at approximately \$150k.

Ms. Kerry noted the producer took great efforts in planning the 2012 event by addressing the issues brought forward from the 2011 event. Nancy spent time with the LTVA and heard from the business community at the last city council meeting and found many businesses are encouraging the city to bring the event back and want to know how to raise the funding needed to sponsor the event.

Long-term damage to the Community Ball Field is a major concern of the CSLT. The field has experienced damage from burns, trash, and set up of the stage. Protecting the field with industrial protective coverage was also discussed. Nancy noted she and the CSLT gives their support for this event and thanked the Board for their time.

Angela Swanson, representing the CSLT, addressed the Board in support of bringing the event back to South Lake Tahoe, and expressed interest in engaging in dialogue between the two agencies.

Mike Bradford, representing the Tahoe Douglas Visitors Authority and owner of Lakeside Inn, thanked the Board for supporting the SnowGlobe event for the past two years. This event has overcome many different obstacles and provides an example to the community that successful events are possible. These events help in transforming an old gaming destination by bring a youthful audience to the South Shore in an effort to transform and revitalize Lake Tahoe into a travel destination.

**ADOPTED MINUTES**

Mr. Bradford encouraged the Board to support this event moving forward. Events of this magnitude bring opportunities for a younger generation and provide exciting options for a declining economy. He also noted Lake Tahoe Visitor Authority (LTVA) addressed the Board in support of bringing back the event as he feels the event is transforming the lake into a community destination location.

Carol Chaplin, representing the LTVA, addressed the Board in support of bringing the SnowGlobe event back to the south shore. Carol provided a parent's perspective and indicated this event provides opportunities for a controlled and safe event for the younger generation who are under 21. The community has been looking to find alternative events to the Stateline New Years' Eve event. Ms. Chaplin has been in contact with Douglas County Police and was informed there were approximately 10 thousand less people impacting the casinos. The synergy from this event has been well received from the business community and the LTVA sent a letter of support for the event to the CSLT. Additionally, the LTVA is offering their support in identifying how to raise the funding needed to move forward. Carol noted the event producer has been working with Heavenly Ski Resort to see if a summer event is possible.

Board President Dr. Karen Borges thanked the community for their comments. Trustees Kerry David, Molly Blann, Roberta Mason and Board President Dr. Karen Borges noted they support future dialogue with the CSLT while addressing district costs; funding from LTCC is to be used to educate students.

Board Clerk Roberta Mason noted the college could use its strategic plan with the opportunity to lead the community with LTCC's mission to educate, leading to a safe and responsible event in our community.

The Board directed staff to work with the event promoters and the CSLT to begin negotiating a multi-year contract that ensures College costs are covered, and provides the College the opportunity to educate "safe and responsible" events.

Dr. Murillo acknowledged Vice President Jeff DeFranco for his efforts and professionalism when working on this project last year. (*Attachment A*)

## **ADOPTED MINUTES**

**Professional Development  
Leave Report**

Dr. Mark Williams updated the Board on his professional development report. Dr. Williams developed and created a Commercial Music Degree, Certificate of Achievement, and corresponding short-term departmental certificate. The short-term certificate provides students with an AVID Pro Tools User Certificate which would be the first level for the recording industry software standard, Pro Tools. Dr. Williams conducted research for commercial music programs in an effort to develop and design LTCC programs. Mark modified all of the Music curriculum needed as electives for the Commercial Music Certificate and degree, created a Music concentration for the new Art New Media Degree, updated all of his PowerPoint presentations for MUS 104B, and served as a Music liaison/consultant for the remodel of F125.

These certificates and degree would continue to provide a pathway for South Tahoe High School (STHS) students; a Pro Tools course will soon be offered in the new high school Digital Media Arts facility.

Two Pro Tools sequences are planned for next year, one beginning in Fall 2013 at STHS, and the other in Winter 2014 at Lake Tahoe Community College. *(Attachment B)*

**Enrollment Report**

VPAS Dr. Tom Greene provided comparison numbers from 2011 and 2012 from the end of the first week of classes. Dr. Greene noted the registration period for Spring 2013 is three weeks longer. A decline of FTES 675 was seen, an 18% decline from Spring 2012.

Discussion related to anomalies, barriers in online registration and class sizes took place. Dr. Greene noted staff has contracted with consultants who are addressing these issues to make the registration system more user friendly and intuitive prior to Summer registration. Improving the system and identifying these barriers that discourage students and community members from registering are a focus. *(Attachment C)*

**Fiscal Year 2013/14  
Budget Development  
Process Update**

VPAS Jeff DeFranco provided a brief update on the budget development progress for the 2013/14 Fiscal Year. Budgets are due from College staff by May 1<sup>st</sup> and each department will be looking to reduce budgets by 3.6% per program. One-time costs, retirement costs, and other known reductions were removed to make a more manageable starting point. A training workshop was organized and all managers and assistants attended to better understand how to begin to strategically bring budgets down.

President's Council will hold a budget planning workshop on April 30<sup>th</sup>.

**Items for Future Board  
Consideration**

None

**ADOPTED MINUTES**

**Hearing of the Public on  
Items On the Agenda** None

**Consent Agenda**

Consent Agenda items number XI.C.1.a.ii., Full Time Tenure Track History and Political Science Instructor was removed from the consent agenda and will return to a future meeting.

Consent Agenda items XI.D.1., Minutes-March 12, 2013 was removed from the consent agenda and voted on separately.

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

- Approval of Community Education Courses and Associated Fees
- Approval of Fees for Summer Session and Intensive Spanish Summer Institute
- Ratification of Regular Payroll for March, 2013
- Ratification of Supplementary Payroll for March, 2013
- Clearing of Trust Fund "January" 2012/13
- Approval of Regular Warrant Batch Numbers 3087, 3088, 3089, 3090, 3091, 3093, 3094 & 3095
- Approval of Financial Aid Warrant Batch Number 3092
- Approval of Declaration of Miscellaneous Surplus Property
- Approval of Declaration of Computer Surplus Property
- Approval of Academic Personnel Action Number 13—2012/13
  - Adjunct Instructors for Spring Quarter 2013
  - Ratification of Interim Director of Facilities, LaMont Schiers

Moved Mason/Seconded Blann/passed with abstention (David) to approve Consent Agenda item Number XI.D.1., Minutes—March 12, 2013 as presented.

*(Attachments D, E, F, G, H, I, J, K, L)*

**Consideration of Approval  
of the El Dorado County  
Office of Education  
Annual Contract for  
Services**

Moved David/Seconded Blann/passed unanimously to approve the El Dorado County Office of Education Annual Contract for Services as presented. (Attachment M)

**Consideration of Approval  
of the Swipe (FeeSavr)  
Agreement for Credit  
Card Processing Analysis**

Moved Mason/Seconded David/passed unanimously to approve the Swipe (FeeSavr) Agreement for Credit Card Processing Analysis as presented. (Attachment N)

**ADOPTED MINUTES**

- Ratification of Agreement with Thomas Haen Company, Inc. for Community Education Office Alterations*** Moved Blann/Seconded Mason/passed unanimously to ratify the Agreement with Thomas Haen Company, Inc. for Community Education Office Alterations as presented. (Attachment O)
- Ratification of Contract for VOIP Consultant, Al Frangione, in the Amount of \$10,000*** Moved Mason/Seconded David/passed unanimously to ratify the Contract for VOIP Consultant, Al Frangione, in the Amount of \$10,000 as presented. (Attachment P)
- Ratification of Agreement with Winters Electric for Telecommunication Cabling Services*** Moved Blann/Seconded David/passed unanimously to ratify the Agreement with Winters Electric for Telecommunication Cabling Services as presented. (Attachment Q)
- Ratification of Selection of Gaynor Telesystems and Request for Proposal (RFP) #12-13-004, Shoretel VOIP Equipment and Implementation Services*** Moved David/Seconded Mason/passed unanimously to ratify the Selection of Gaynor Telesystems and Request for Proposal (RFP) #12-13-004, Shoretel VOIP Equipment and Implementation Services as presented. (Attachment R)
- Consideration of Approval of Agreement for Independent Audit Services for Fiscal Years Ending June 30, 2013, 2014 and 2014*** Moved David/Seconded Blann/passed unanimously to approve the Agreement for Independent Audit Services for Fiscal Years Ending June 30, 2013, 2014 and 2014 as presented. (Attachment S)
- Independent Audit Services will be provided by Vavrinek, Trine, Day and Co. LLC. For fiscal years ending in 2013, 2014, and 2015.
- Consideration of Approval of CalSTRS Reduced Teaching Load for Three Full-Time Faculty*** Moved David/Seconded Mason/passed unanimously to approve the CalSTRS Reduced Teaching Load for Three Full-Time Faculty as presented.
- Board Trustee Dr. Karen Borges asked how the reduced teaching workload impacts the 50% law, the classroom, students and staff during their absence. Dr. Greene noted impacts are seen, however provides a cost saving opportunity to the District. The contract language was reviewed related to eligibility. (Attachment T)
- Consideration of Approval to Establish New Classified Position – Program Technician, Information Technology Services*** Moved Blann/Seconded Mason/passed unanimously to establish a New Classified Position – Program Technician, Information Technology Services as presented. (Attachment U)

## ADOPTED MINUTES

**Consideration of Adoption of Resolution Number 16—2012/13, Support of Senate Bill 329 – Lake Tahoe Basin Residency Exemption**

Moved David/Seconded Mason/passed unanimously to adopt Resolution Number 16—2012/13, Support of Senate Bill 329 – Lake Tahoe Basin Residency Exemption as presented. (Attachment V)

**Board Member Reports and Comments**

Student Trustee Alicia Agnew commented on the following items:

- Thanked the Board for excusing her absences to perform in the recent Duke Theatre performance “Around the World in 80 Days”

Trustee Molly Blann commented on the following items:

- Enjoyed hearing the communities comments on the SnowGlobe
- Looks forward to the development of SB 329 and appreciates the community support
- Attended the Business Advisory committee meeting and enjoyed engaging with the students; thanked Virginia for leading this committee
- Commended Dr. Murillo for her presentation at the Soroptimist meeting in March

Trustee Kerry David commented on the following items:

- Echoed appreciation to Dr. Murillo and Senator Gaines for their hard work on SB 329
- Recognized Dr. Randy Acevedo and his wife for their contributions to the foundation; Randy recently passed away and offered his condolences to his family

Board Clerk Roberta Mason commented on the following items:

- Thanked Dr. Murillo for her presentation to the Soroptimist
- Enjoyed the recent performance in the Duke Theatre
- Attended the DRC Advisory Committee meeting
- Participated in the Drug Store Project on campus and feels this event is an effective way to communicate to our youth

Board President Karen Borges commented on the following items:

- Echoed appreciation for Dr. Murillo’s efforts on SB 329
- Looking forward to attending the CCLC Annual Trustee Conference in May

**Academic Senate**

Representative Michelle Risdon commented on the following items:

- Enjoyed the Duke Theatre performance
- Phyllis Shafer will serve as the VP for the Academic Senate during the Spring term during Treva Thomas’ sabbatical. The Senate will look at creating a faculty retreat to work on distance education.
- Faculty are working on enrollments strategies

**ADOPTED MINUTES**

**Administrator  
Comments**

CACE Director, Peter Bostic commented on the following items:

- The LTCC's Writers' Series celebrates National Poetry Month on April 12<sup>th</sup> at 7:00 p.m. in the Library and encouraged everyone to attend
- Leon Malmed has recently joined the Foundation Board member. Mr. Malmed is a holocaust survivor who will provide a reading on April 26<sup>th</sup> to celebrate National Holocaust Month
- A new scholarship has been established by Jeff Tillman and Karen Hauser on behalf of the Boys and Girls Club and the LTCC Foundation
- May 14<sup>th</sup> the Career and Job Fair will be hosted in the commons

Dean Tracy Thomas commented on the following items:

- No Comment

Dean Virginia Boyar commented on the following items:

- Steve Fernald arranged a chopped competition and commended him for his creativity and innovation
- Hosting the Fire Technology Summit that will include faculty, administrators. This event stimulates the south shore economy each year
- Attended the Kathy Cocking retirement party from Barton Hospital
- Attended the Duke Theatre performance and echoed appreciation for those who participated

Dean Kurt Green commented on the following items:

- Acknowledged Dr. Mark Williams for taking his PDL project to a new level and commended his efforts
- Echoed appreciation for the recent Duke Theatre performance
- Attended a play at South Tahoe High School and looks forward to partnering

VPAASS Tom Greene commented on the following items:

- Echoed appreciation to the faculty for their efforts on distance education
- Thanked the faculty for their creative efforts in building courses to attract enrollments

VPAS Jeff DeFranco commented on the following items:

- Staff is working hard on implementing the new phone system

**ADOPTED MINUTES**

***President's  
Comments***

President Kindred Murillo commented on the following items:

- Thanked the Board and staff for their efforts on SB 329 and for being active with this legislation
- Thanked the deans and faculty to restore FTES
- Acknowledged Ivonne Larson for her invitation to the play at the high school and felt it was well attended; looks forward to continuing to build these partnerships
- Acknowledged Dave Burba, Cheri Jones and Jeff DeFranco for their efforts on implementing the new phone system
- Looking at planning a fiscal stability planning sessions in April or May
- A date for the visioning session date is still underway

***Next  
Meeting  
Date***

The next regular meeting of the Lake Tahoe Community College District Board of Trustees is scheduled for Tuesday, May 14, 2013 at 6:15 p.m., in room L104 on the College campus.

***Adjournment***

The meeting adjourned at 7:40 p.m.

Signed by Kindred Murillo  
Secretary  
Board of Trustees  
Julie Booth

ADOPTED AND ORDERED INTO THE MINUTES

\_\_\_\_\_  
Kindred Murillo, Secretary

\_\_\_\_\_  
May 14, 2013  
Date

**ADOPTED MINUTES**