LAKE TAHOE COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

REGULAR MEETING	Tuesday, September 25, 2012 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, Fritz Wenck
Staff:	Julie Booth, Virginia Boyar, Jeff DeFranco, Kurt Green, Tom Greene, Pat Leonard-Heffner, Cheri Jones, Kindred Murillo, Kathy Strain, Tracy Thomas, Treva Thomas
Guests:	Jonathan Moore
Call to Order	Board President Molly Blann 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 6:00 p.m.
Recess	Board President Molly Blann called a recess at 6:15 p.m.
Reconvene to Open Session	The meeting reconvened to Open Session at 6:20 p.m.
Opening Ceremonies	Board President Molly Blann led the Pledge of Allegiance and welcomed guests in the audience.
Enrollment Report	Dr. Tom Greene reviewed the current fall 2012 enrollment report and noted the total number of full-time students enrolled was 848. This is approximately a 13 percent decrease from last fall. Overall enrollment is down 19.85 percent and he noted that staff members are utilizing all of their resources to accommodate evolving technology needs as everyone is operating as high capacity due to the implementation of the new Datatel system. Dr. Kindred Murillo commended the staff for their efforts. *(Attachment A)*

ADOPTED MINUTES

Professional Development Leave Report – Lisa Foley

Lisa Foley, Director of Library and Media Services updated the board on her sabbatical taken in the winter quarter of 2012. The focus of her research was on how libraries can improve student engagement, literacy and the improvement of at risk college students. Lisa reviewed the challenges of documenting student library usage and the positive correlation seen in college retention. Topics such as library anxiety, increasing social media outlets, community outreach, and connecting with at risk students, specifically Spanish speakers are areas she would like to improve. *(Attachment B)*

Facility Master Plan (First Reading)

Jeff DeFranco said his staff is working on the facilities master plan, which is seen as the first step in developing resources. This item will be reviewed in its entirety during the workshop preceding new business.

Consent Agenda

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

- Approval of Contract for Personal Services with Lighthouse Consulting, Inc. for Title III Grant Evaluation
- Approval of Renewal Agreement with Nuventive LLC for Student Learning Outcome Assessment Software
- Approval of Child Development Training Consortium 2012/13 Instructional Agreement with Yosemite Community College District
- Approval of Renewal Agreement for Consultative Technical Assistance and Services with Dowden Associates, Inc. for Title III Strengthening Institutions Grant
- Approval of Regular Warrant Batch Numbers 3018, 3020, 3021 & 3022
- Approval of Financial Aid Warrant Batch Number 3023
- Approval of Personnel Action Number 6—2012/13
  - -Adjunct Instructors for Fall Quarter 2012 and Winter Quarter 2013
  - -Resignations and Retirements
- Approval of Minutes—September 11, 2012 Regular Meeting

(*Attachments C, D, E, F, G, H, I)*

Consideration of Approval of Reorganization of Information Technology Services

Moved Wenck/Seconded David/Passed unanimously to approve the Reorganization of Information Technology Services as presented.

The Technology Master Plan adopted earlier this year outlined a revised staffing structure for the Office of Information Technology Services. This item is an effort to support the planned objectives, while minimizing budget impacts. *(Attachment J)*

Consideration of Approval of Job Description – Director of College Advancement and Community Engagement (Second Reading)	Moved Mason/Seconded Borges/Passed unanimously to approve the Job Description for the Director of College Advancement and Community Engagement as presented. *(Attachment K)*
Consideration of Approval of Adoption of Resolution 6—2012/13 in Support of Measure L: El Dorado County Library Tax	Moved Mason/Seconded Borges/Passed unanimously to adoption of Resolution 6—2012/13 in Support of Measure L: El Dorado County Library Tax as presented. *(Attachment L)*
Consideration of Approval of Accreditation Follow-Up Report (Second Reading)	Moved Borges/Seconded David/Passed unanimously to approve the Accreditation Follow-Up Report (Second Reading) as presented. *(Attachment M)* Dr. Kindred Murillo thanked Dr. Tom Greene for his hard work and efforts during the accreditation process.
Consideration of Approval of Organization and Governance Handbook and LTCC Governance Bylaws (Second Reading)	Moved David/Seconded Borges/Passed unanimously to approve the Organization and Governance Handbook and LTCC Governance Bylaws (Second Reading) as presented. *(Attachment N)*
Consideration of Approval of Revision to Board Policy Manual, Chapter 4, Section 4.23, Academic Senate (Second Reading)	Moved Wenck/Seconded Mason/Passed unanimously to approve Revisions to Board Policy Manual, Chapter 4, Section 4.23, Academic Senate as presented. *(Attachment O)*
Consideration of Approval of Strategic Resources Plan (Second Reading)	Moved David/Seconded Borges/Passed unanimously to approve the Strategic Resources Plan (Second Reading) as presented. *(Attachment P)*
Facilities Workshop	Mr. Richard Treece, planner for AP Architects reviewed capacity load ratio's and chancellor office requirements for assignable areas that effect lecture space, labs, offices, classrooms and other space on campus. Mr. Treece reviewed the formula designated by the Chancellors office and how these requirements are relative to LTCC classrooms. Utilizing the appropriate size classrooms for enrollment is important in increasing room efficiency and is also vital to meeting these capacity requirements. Other corrective measures include a remodel for an efficiency project. This aide in bringing caploads down and balances the types of space which is targeted.

A space inventory plan provides planning and management data about existing physical facilities and the uses and the applications of the space inventory are integral part of the five year construction plan, the campus space inventory plan and are required by the chancellor's office due by Oct. 15th. Mr. Treece passed provided a draft site plan for LTCC and this report will be a valuable tool in planning for the college's future.

The Five Year Construction Plan was submitted in August, 2012 and the Remodel for Efficiency (RFE) proposal includes a detailed project scope and budget for the RFE/Science Modernization project and will identify which projects will be used.

Discussions of classroom space, parking and current enrollment ensued. This item will return to the October board meeting for final approval. *(Attachment Q)*

Board Member Reports and Comments

Student Trustee Alicia Agnew commented on the following items:

- Associated Student Council will be taking action at their next meeting on support for Measure 30
- Students are interested in talking with VP Dr. Tom Greene regarding repeatability regulations

Board Clerk Karen Borges commented on the following items:

- Welcomed back Julie Booth and thanked Maryellen Sanchez for her efforts during Julie's leave

Trustee Kerry David commented on the following items:

- Echoed appreciation for Maryellen

Trustee Fritz Wenck commented on the following items:

- Thanked the Board for their sentiments during his recovery from surgery

Trustee Roberta Mason commented on the following items:

- Enjoyed convocation and thanked the administrators for hosting the annual BBQ
- Attended the Autumn Fest and felt it was a successful turnout; would have liked to seed more outreach; acknowledged Kirsten Lindquist for her efforts in planning the event
- Noted she is happy with the recent budget documents, however, not with the budget

Board President Molly Blann commented on the following items:

- Attended the early session of convocation and felt Dr. Murillo did an amazing job

Academic Senate

Representative Treva Thomas commented on the following items:

- Noted the faculty appreciate the PDL opportunities provided
- Looking forward to the College Learning Council

Classified Staff Organization Comments

Representative Kathy Strain and Pat Leonard-Heffner commented on the following items:

- The CES will go on a hiatus for this academic year and appreciated serving in this role this last year. The CES donated money for the upcoming holiday party and will use the remaining money for a student scholarship fund.

Administrator Comments

Dean Virginia Boyar commented on the following items:

- 30 Cadets started the academy this year
- Acknowledged the Instruction Office for their efforts as they perform complex tasks with consistent interruptions and stay friendly and professional

Dean Tracy Thomas commented on the following items:

- The Welcome Back BBQ/Transfer Day will be held on Oct. 9th and encouraged everyone to attend

Dean Kurt Green commented on the following items:

- The faculty held a BBQ on the first day of fall quarter classes for students
- Artist receptions are being hosted on Sept. 29th and invited everyone to attend

VP-ASSS Tom Greene commented on the following items:

- Welcomed back Julie Booth and echoed appreciation for Maryellen Sanchez
- Strategic Planning session will be held on Friday, Oct. 12th
- Acknowledged Pat Leonard-Heffner and Kathy Strain for their participation and service

VP-AS Jeff DeFranco commented on the following items:

- Echoed appreciation for the CES presidents
- Enjoys the energy of the campus and students

President's Comments

President Kindred Murillo commented on the following items:

- Echoed appreciation for CES leadership and service
- Thanked the Board for approving the new business items and appreciates the confidence they have in the staff, faculty and leadership

Next Meeting Date	The next Regular meeting of the Lake Tahoe Community College District Board of Trustees is scheduled for Tuesday, October 9, 2012 at 6:15 p.m., in room L104 on the College campus.
Adjournment	The meeting adjourned at 8:21 p.m.

Signed by Kindred Murillo
Secretary
Board of Trustees
Julie Booth

ADOPTED AND ORDERED INTO THE MINUTES

_____	October 9, 2012
Kindred Murillo, Secretary	Date