LAKE TAHOE COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

REGULAR MEETING	Tuesday, February 12, 2013 Lake Tahoe Community College Room L104 5:30 p.m. Closed Session 6:15 p.m. Open Session

MINUTES

Present:	Molly Blann, Karen Borges, Kerry David, Roberta Mason, Fritz Wenck
Absent:	Alicia Agnew
Staff:	Julie Booth, Peter Bostic, Jeff DeFranco, Kurt Green, Tom Greene, Cheri Jones, Aaron McVean, Kindred Murillo, Michelle Risdon, Tracy Thomas
Guests:	Jonathan Moore
Call to Order	Board President Karen Borges called the meeting to order at 5:30 p.m. and announced items to be discussed in Closed Session.
Recess to Closed Session	The meeting recessed to Closed Session at 5:30 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	No actions were taken in closed session.
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

Convene to Public Hearing on the California Voting Rights Act and Move from At-large Elections to Trustee Area Elections

The meeting convened to a public hearing at 6:22 p.m. Public hearing on the California Voting Rights Act and Move from At-large Elections to Trustee Area Elections.

There were no public comments on this item.

Reconvene to Regular Meeting

The meeting reconvened to the Regular Meeting at 6:22 p.m.

Professional Development Leave Report

Sara Pierce presented the board with her Spring 2012 Professional Development Leave report on her travel to Chile. Her focus was on the Mapuche people, the largest indigenous group remaining in Chile. Ms. Pierce gained personal knowledge of Chile's people, their history, and culture through interviews, textiles, music, and artifacts. She photographed the geography, the people, and the culture in an effort for her presentation to be used by departmental adjuncts; additionally this presentation will be used in SPA 103 and SPA 110 in the future. Sara learned about common medicinal herbs used by the locals, traditional ceremonial huts and cultural clothing and discussed how the heritage and history from the Mapuche tribes are striving to maintain their survival in a growing modern society.

Sara was able to connect with the Mapuche locals through a student from LTCC's ISSI program who took Sara under her families' wing and assisted in coordinating her journey and educational experience. *(Attachment A)*

Student Learning Outcomes Update

Sara Pierce updated the Board on the progress and direction of Student Learning Outcomes (SLO) and Assessments. Since fall 2009, staff has successfully authenticated and put in place assessment instruments for all courses, programs, support services, certificates and degrees, submitted feedback to faculty on all of their completed assessments, trained faculty on Tracdat (software implemented for data collection), created a user manual and guide for SLO/Assessment processes, created a quarterly assessment schedules, and has been working with adjunct faculty departments to assess SLO. In 2008/09 ten assessments were conducted, in 2011/12, 223 assessments were conducted.

The Annual Program Review Update process has also been updated and modified to incorporate SLO assessment results, while linking data with resource allocation and planning.

Sara reviewed the progress of the SLO committee which meets weekly to review assessment results and addresses changes annually in an effort to engage faculty in these processes at a higher level. A 'Superb Faculty Award' is an incentive that was created for faculty who are going above and beyond. ACCJC responded during their last visit noting the process is authentic and steadily reaching proficiency. *(Attachment B)*

Safety Considerations on Campus – Update

VPAS Jeff DeFranco provided a preliminary update on some of the safety considerations for LTCC. Staff is working to identify some processes and overall safety measures to move forward towards a more secure campus. Mr. DeFranco noted this item has been reviewed through the President's Advisory Committee and will be brought to the Safety Committee in an effort to provide affordable and plausible solutions for LTCC. The focus is to provide up to date security practices in the event of a crisis on campus; these include security cameras, locks for the inside of classroom doors, and updating the phone system for emergency broadcasting opportunities.

Discussions related on how to effectively lock down a campus and how LTCC compares to like sized colleges through the state took place.

LTCC Website

Cheri Jones gave a tour of the new LTCC website that launched January 25, 2013. Ms. Jones encouraged the Board and staff to browse the site and become familiar with the new navigational tools.

Dr. Kindred Murillo acknowledged Cheri Jones for her hard work on the website project and commended her for bringing it to fruition.

Items for Future Board Consideration

Board President Dr. Karen Borges updated the board on the Annual Trustees Conference she recently attended. Dr. Borges identified ways for the Board to improve the agenda and how to include greater participation with student trustees. These ideas will be brought to a future meeting for discussion.

Hearing of the Public on Items On the Agenda

No public comments

Consent Agenda

Consent Agenda items number X.D.1., January 22, 2013 minutes, were removed from the consent agenda and voted on separately.

Consent Agenda items C.1.a.i., Adjunct Faculty for Winter and Spring 2013 and C.1.b.i., Director of Facilities, were removed from the consent agenda.

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

- Approval of Revised Professional Development Program for 2012/13
- Approval of Additional Revisions for the 2013/14 College Catalog
- Approval of Regular Payroll for January, 2013
- Approval of Supplementary Payroll for January, 2013
- Clearing of Trust Fund "November" and "December" 2012/13
- Approval of Resolution Number 12—2012/13, Intrafund Transfers
- Approval of Resolution Number 13—2012/13, Reserve Transfers and Budget Adjustments

- Approval of Regular Warrant Batch Numbers 3065, 3066, 3067, 3068, 3069, 3072, & 3075
- Approval of Financial Aid Warrant Batch Number 3064, 3071 and 3074
- Approval of Agreement for Professional Interpreting Services
- Review and Accept the Quarterly Financial Status Report (CCFS-311Q) and Financial Statements for the Quarter Ended December 31, 2012
- Approval of Personnel Action Number 11—2012/13, (Item X.C.b.ii.) -Acceptance of Resignation, Paul Neves

Moved Mason/Seconded Wenck/Passed unanimously to approve Consent Agenda item Number X.D.1., Minutes—January 22, 2013 as amended. Trustee Mason requested the minutes reflect that there were no public comments given during the public hearings held at that meeting.

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

Consideration of Approval of Community Education Course Curriculum and Associated Fees

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

The board will consider moving this item to the consent agenda moving forward. *(Attachment N)*

Consideration of Approval of Memorandum of Understanding for Development of a Title III Strengthening Institutions Cooperative Proposal

Moved Wenck/Seconded David/Passed unanimously to approve the Memorandum of Understanding for Development of a Title III Strengthening Institutions Cooperative Proposal as presented.

(Attachment O)

Consideration of Approval of Request for Proposal for Release February 13, 2013 for Independent Audit Services for Fiscal Years Ending June 30, 2013, 2014 and 2015

Moved David/Seconded Wenck/Passed unanimously to approve the Request for Proposal for Release February 13, 2013 for Independent Audit Services for Fiscal Years Ending June 30, 2013, 2014 and 2015 as presented.

(Attachment Q)

Consideration of Approval of Resolution Number 14—2012/13, Temporary Appointment of CalPERS Retiree Prior to 180 Day Waiting Period

This item was removed from the agenda.

Revision of Board Policy Manual, Chapter 5, Section 5.05.A., Employment (Second Reading)

Moved Blann /Seconded Wenck/Approved unanimously to revise Board Policy Manual, Chapter 5, Section 5.05.A., Employment (Second Reading) as presented.

(Attachment R)

Board Member Reports and Comments

Trustee Molly Blann commented on the following items:

- Enjoyed the Foundation Board meeting and presentation from Dr. Dianne Van Hook
- Attended the meeting with Assemblyman Bigelow and enjoyed connecting with him and his staff; enjoyed meeting with Senator Ted Gaines and feels the college has good communication with our legislators
- Commended Peter Bostic for the latest edition of the LTCC Times/Board Digest

Trustee Kerry David commented on the following items:

- Echoed appreciation for Dr. Dianne Van Hook's presentation at the last Foundation Board meeting

Trustee Fritz Wenck commented on the following items:

- Enjoyed the Foundation Board meeting
- Enjoyed the legislative meetings with the Senator and the Assemblyman

Board Clerk Roberta Mason commented on the following items:

- Echoed appreciation for the presentation from Dr. Dianne Van Hook
- Enjoyed meeting with the legislators and looks forward to building these relationships
- Attended the Soroptimist meeting; Kerry David's granddaughter and Bob Albrecht 's daughter both received the 'Young Woman of Distinction Award'
- Attended the Blue Grass Concert co-sponsored by the Rotary and LTCC and thought it was a nice event
- Attended the Writers' Series with Tracy Ross and felt her reading resonated with Tahoe's local area

Board President Dr. Karen Borges commented on the following items:

- Echoed appreciation regarding the Foundation Board meeting
- Commended Peter Bostic on the latest edition of the LTCC Times/Board Digest
- Enjoyed spending time with Dr. Dianne Van Hook and her board
- Enjoyed attending a session at the California of Community College's Annual conference hosted by Chancellor Brice Harris

Academic Senate

Representative Michelle Risdon commented on the following items:

- Thanked Sara Pierce for her PDL presentation and thanked the Board for providing this opportunity to the faculty
- The Academic Senate has met twice since the last board meeting. Safety discussions, classroom management, and training for faculty have been recent agenda items. They continue working on distance education and online progress development, while identifying the pulse of the academic senate to ensure effectiveness.
- Attended the Writers' Series and thanked Suzanne Roberts for making these connections, for working with such talented writers and bringing them to LTCC; she thanked the Board for their presence and encouraged everyone to attend future events.

Administrator Comments

CACE Director, Peter Bostic commented on the following items:

- Thanked the board and leadership team for their kind words and looks forward to strengthening communication both internally and externally to promote the wonderful events LTCC hosts
- Echoed appreciation for the presentation from Dr. Dianne Van Hook and looks forward to implementing some changes to increase participation and funding for the LTCC Foundation

Dean Tracy Thomas commented on the following items:

- No Comments

Dean Virginia Boyar commented on the following items:

- Acknowledged two LTCC Fire Academy graduates who have been hired by local fire agencies. Paul Apple, 2006/07 alumni was hired by the Tahoe Douglas Fire Protection District and Trent Renner, 2010/11 alumni was hired by the South Lake Tahoe Fire Department

Dean Kurt Green commented on the following items:

- Acknowledged Jon Kingsbury, Christina Tomolillo, and Scott Lukas for reading through more than 100 applications for the new full time faculty in History
- Commended Sara Pierce for her leadership and dedication to the SLOs project

VPAASS Tom Greene commented on the following items:

- Echoed appreciation to Peter Bostic for his efforts on the digest and for attending so many of the campus events
- Thanked the entire campus for their continued hard work and dedication to the college
- Looks forward to receiving the accreditation report and thanked everyone for their hard work over the last two years

ADOPTED MINUTES

VPAS Jeff DeFranco commented on the following items:

- The fiscal office is working hard to build the budget for the upcoming year
- Staff is working to refine the Facilities Master Plan document
- Working hard to overcome the staffing challenges and looks forward to moving forward
- Acknowledged the M&O staff for their hard work

President's Comments

President Kindred Murillo commented on the following items:

- Looks forward to receiving the accreditation report and will update the college upon receipt
- Tuesday, Feb. 26th, the consolidation to even-year elections will be on the El Dorado County Board of Supervisors meeting agenda for approval
- The next board agenda will include the ARCC report, the college scorecard; Dr. Murillo acknowledged Aaron McVean for his hard work
- Echoed appreciation to Peter Bostic for the LTCC Times-Digest
- Appreciated Cheri Jones for her hard work on the Website and thanked her for her dedication to the project

Next Meeting Date

The next meeting of the Lake Tahoe Community College District Board of Trustees is a Study Session scheduled for Tuesday, February 26, 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

March 12, 2013

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Kindred Murillo, Secretary Date

ADOPTED MINUTES