LAKE TAHOE COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

REGULAR MEETING	Tuesday, August 28, 2012 Lake Tahoe Community College Room L104 5:30 p.m. Closed Session 6:20 p.m. Open Session

MINUTES

Present:	Student Trustee Alicia Agnew, Board President Molly Blann, Trustee Karen Borges, Trustee Kerry David, Trustee Roberta Mason, Trustee Frederick Wenck
Staff:	Vice President Jeff DeFranco, Dean Kurt Green, Vice President Tom Greene, Executive Director Cheri Jones, President Kindred Murillo, Academic Senate President Michelle Risdon, Board Secretary Maryellen Sanchez, Dean Tracy Thomas
Guests:	Jonathan Moore
Call to Order	Board President Blann 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 Blann called a recess at 6:18 p.m.
Reconvene to Open Session	The meeting reconvened to Open Session at 6:20 p.m.
Opening Ceremonies	Board President Blann led the Pledge of Allegiance and welcomed guests in the audience.
Hearing of the Public on Items Not on the Agenda	**Public Hearing for Snow Globe** The City of South Lake Tahoe approved the special event permit for the Snow Globe Music Festival. Staff is recommending the Board conduct a public hearing on Snow Globe to allow any community comments or concerns to be heard. The College will be working with a committee that includes the city, chambers, neighbors and LTVA to try to ensure the even meets the priorities and goals of the community. Staff will provide a cost recovery analysis for consideration of the partnership at the September 11, 2012 meeting.

ADOPTED MINUTES

Public Comments:

Lauren Thomaselli, City of SLT – 8/21 City Council direction to move forward. Consideration of event site ended up back at LTCC (orig site.) Guidelines created as a result of Snow Globe. City feels confident in meeting guidelines and mitigating sound issues. Independent sound technician will be hired by the City to manage sound levels. Begin event at 3pm end at 10pm, except on New Year's Eve. City is preparing to meet with partners of Snow Globe to plan/prepare. Promoter wants multi-year contract which the city is considering.

Ken Curtzwiler – verified with Lauren that no music would play during clean time (end of event to 3AM.) Sound/megahertz is main concern (bass sound) which needs to be addressed – not the same as decibels.

Jennifer Buckley – attended 2011 event. Feels it was good for Tahoe and business. Resort town benefits from such an event. Would like to see the community continue to work on improving this event.

Jon Mark – works at Stateline brewery and lived in Tahoe for 3 years. Thought last years event was very positive for attendees and community. No violence experienced. Felt it represented SLT well and as a young person feels the event can work for the community.

Peter Jorgensen – local resident living in Pioneer Village across from the college. Believes 3days/4nights of extremely loud music was very disturbing to his household/neighbors. Turning the stage would simply bounce the music off the mountains. Parking was well managed. The field was covered with plastic confetti well after the event and still noticeable today. Feel another location, away from residential areas, would be better for the community as a whole. Clean up sounds carried well into the evening beyond the ending of the music.

Conclusion of Public Hearing – No action taken tonight. Will return to the next Board meeting.

Reports and First Readings:
Consideration of Review and Receipt of the Quarterly Financial Status Report (CCFS-311Q) & Financial Statements for the Quarter Ended June 30, 2012

California Code of Regulations, Title V, Section 58310, requires the District's Superintendent to report in detail to the Board of Trustees at a regularly scheduled meeting, the District's financial condition and submit reports showing the financial and budgetary conditions of the District at least once every three months. The quarterly reports are also prepared and certified with the Chancellor's Office. Attached is the Quarterly Financial Status Report CCFS-311Q for the quarter ended June 30, 2012 which is submitted to the Chancellor's Office and the internal quarterly financial statements for Board review.

California Code of Regulations, Title V, Section 84040 requires that the District's Board of Trustees periodically assess the fiscal condition of the LTCC District and shall adopt criteria and standards for the periodic assessment of the District. This assessment reviews the unrestricted portion of the District's General Fund and includes a four-year comparison of revenues and expenditures, cash balances, full-time equivalent students and current year budget-to-actual balances.

The CCFS-311Q also reports fiscal events for the current reporting period and projects estimates for future periods. The increase in cash deferrals imposed by the State of California will affect the District operations and the District will continue to closely monitor cash flow levels.

The Vice President of Administrative Services (VPAS) discussed/detailed the attachments to the standard quarterly report. *(Attachment A,B)*

Notification of Public Hearing on the Proposed 2012/13 Final Budget

Pursuant to California Code of Regulations, Title V, Section 58301, the Board of Trustees must annually hold a public hearing for the proposed final budget of each fiscal year on or before the 15th day of September and at least three days after the budget becomes available for public inspection. The public hearing for the proposed 2012/13 final budget will be held Tuesday, September 11, 2012 at 6:20 p.m.

The proposed budget will be available for public inspection beginning Friday, September 7, 2012. The budget must be made available to the public during or before the first week of September. The proposed final budget can be adopted only after the completion of the public hearing.

The VPAS discussed/detailed for the Board.

Report on Proposed Fiscal Year 2012/13 Final Budget

On June 26th, the Board approved the LTCC District's Fiscal Year 2012/13 Tentative Budget. District staff has been working on revising the budget and an update was presented to the Board of Trustees at the Board Retreat August 17, 2012.

Documents included provide an overview of the proposed Fiscal Year 2012/13 Final Budget. Due to the dynamic nature of the budget, the attached documentation is a high-level view of where the budget currently stands, and is subject to additional revision before a more detailed Final Budget is presented to the Board for approval at the September 11, 2012 Board meeting.

The VPAS discussed/detailed the attachments related to the budget. Call for questions. Clarification of ending fund balance (10% BOT contingency.) Next Board packet will include final numbers and greater detail for presentation to the Board.

The President thanked the VPAS, fiscal staff and leadership council for work reflected in the current budget and wants the Board to know how much work has gone into cleaning up the budget. *(Attachment C,D,E,F,G,H)*

Resolution 5-2012/13 in Support of Proposition 30

The Governor's fiscal year 2012/13 budget package is based on projected revenues from **Proposition 30: Temporary Taxes to Fund Education. Guaranteed Local Public Safety Funding** (detailed explanation attached.) The ramifications of Proposition 30 not passing will be significant reductions to K-12 and to community colleges.

The Board of Trustees has requested a resolution in support of Proposition 30 be brought forward for consideration.

The President discussed/detailed for the Board. If the Board is in support, this item will return to the next meeting for approval. Board would like this item brought back to the next meeting. *(Attachment J,K)*

Items for Future Board Consideration

Facilities Master Plan – The President discussed setting up a meeting in September to go over the plan with architects.
Partnerships – LTCC is continuing to develop community partnerships.

Consent Agenda

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

- Approval of Renewal Agreement with South Lake Tahoe Fire Department for Emergency Medical Technician Ambulance Ride-Alongs
- Approval of Renewal Agreement with Lake Valley Fire Protection District for Emergency Medical Technician Ambulance Ride-Alongs
- Approval of Renewal Agreement with Tahoe Douglas Fire Protection District for Emergency Medical Technician Ambulance Ride-Alongs
- Approval of MOU with Eastern Alpine Fire/Rescue for Lake Tahoe Basin Fire Academy Students
- Approval of Regular Payroll for the Month of July, 2012
- Approval of Supplementary Payrolls for the Month of July, 2012
- Approval of Regular Warrant Batch Numbers 2172, 2174, 2176, 3003, 3004, 3005, 3006, 3007 and 3008
- Approval of Student Financial Aid Warrant Batch Numbers 2177, 3011 and 3015
- Approval of Renewal Agreement with ABC Fire and Cylinder Service for Fire Extinguisher Maintenance Services
- Consideration of Approval of Revised Employment Agreement for Director of CTE to Move to Interim Dean of CTE and Instruction

- Consideration of Establishment of a New Interim Classified Position – Lean TRiO/UB Coordinator
- Consideration of Interim Assignment of Program Assistant, TRiO-SSS to Lead TriO/UB Coordinator
- Consideration of Reclassification of ESL/CalWORKS Program Technician to CalWORKS/Financial Aide Program Assistant
- Consideration of Voluntary Furlough for CalWorks/Financial Aid Program Assistant
- Consideration of Approval of Resolution Number 6-2012/13, Public Employee Release
- Approval of Renewal Agreement with Computerland of Silicon Valley for Microsoft Licensing
- Approval of Renewal Agreement with Computerland of Silicon Valley for Adobe Licensing

(*Attachments L,M,N,O)*

Consideration of Continued Delegation of Authority for Approval of SB 1440 Compliant Transfer Degrees

Moved Trustee David/Seconded Trustee Mason/Passed unanimously to Continue Delegation of Authority for Approval of SB 1440 Compliant Transfer Degrees as presented.

At the February 8, 2011 Board of Trustees meeting, the Board delegated authority for approving SB 1440 Compliant Transfer Degrees to the Vice President, Academic Affairs and Student Services in order to significantly shorten the necessary Chancellor's Office approval process and allow LTCC to meet the mandates of SB 1440. The College has four transfer degrees: Administration of Justice, Mathematics, Psychology and Sociology in the 2012/13 catalog and the curriculum committee has approved on additional degree (Business) with plans to approve at least two more before the end of the curriculum cycle for 2013/14.

California Community Colleges Board of Governors has adopted a goal of each college having transfer degrees approved by Fall of 2013 in 80 percent of the majors they offer in which there is Transfer Model Curriculum (TMC) and in 100 percent by Fall 2014. In order to meet this goal, it is recommended the Board of Trustees continue delegating authority to approve these degrees to the Vice President, Academic Affairs and Student Services. As in the past, degrees approved by the VP-AASS will be brought to the Superintendent/President and the Board of Trustees as part of the next curriculum submission.

Consideration of Approval of Extension of Interim Reassignment – Admissions &Records Specialist

Moved Trustee Mason/Seconded Trustee David/Passed unanimously to approve the Extension of Interim Reassignment – Admissions & Records Specialist as presented.

In March 2011, an interim structure was recommended for the Admissions & Records Office in order to backfill employees who had been reassigned to Project View. Two positions in the structure were designated as 12-18 month assignments.

- Dru Cunningham was reassigned on 3/22/11 from Admissions & Records Document Imaging Technician to partially backfill 28 hours of Gayle Bradshaw's full-time position as A&R Specialist. The 18 month period for this interim assignment ends September 21, 2012.
- Cheryl Huestis was hired on April 26, 2011 as an Interim A&R Clerk/Document Imaging Tech to temporarily backfill Dru Cunningham's position (16hrs/wk) and to backfill the remainder of Gayle Bradshaw's position (12hrs/wk.) The 18 month period for this short-term employment ends October 31, 2012. The employee has been notified of the planned end to her temporary assignment.

While the original intent was to end the interim structure after 18 months, the subsequent reassignment of the Director of A&R has created a need for continued backfill. However, the same level of backfill is not possible in light of budget constraints. As Dru Cunningham is serving as the College's sole evaluator which is a critical function, it has been determined that this is the higher priority of the two part-time positions.

Consideration of Adoption of Resolution Number 3-2012/13 to Authorize Creation of Fund 69 "Lake Tahoe Community College District Other Internal Services Fund, Retirees Benefits Fund"

Moved Trustee Mason/Seconded Trustee Wenck/Passed unanimously to adopt Resolution Number 3-2012/13 to Authorize Creation of Fund 69 "LTCC District Other Internal Services Fund, Retirees Benefits Fund" as presented.

On June 12, 2012, the Board approved Resolution Number 23-2012/13, Retirement Incentive Program for Faculty and Administrators and Resolution Number 24-2012/13, CalPERS Golden Handshake Retirement Incentive for Classified Staff, Classified Directors and Confidential Employees. These retirements incentives also include medical insurance coverage benefits for retirees who meet certain age and service criteria per Board Policy Manual sections 4.39 and 5.10 and per Resolution Number 23 which extends the retiree medical benefit for a full five years to those faculty and administrators exceeding the Medicare age of 65 or allows them to take some portion in cash. The District is also currently carrying retiree costs (STRS credits) from previous retirement incentives (2005, 2006 and 2010) as well as retiree medical benefits for previous retirees (last five years) who have qualified under Board Policy Manual sections 4.39 and 5.10.

The California Community College Budget and Accounting Manual authorizes the establishment of Fund 69 "Other Internal Services Fund" which provides for accounting related to revenues and expenditures for retiree benefit funds. The governing board of any community college district may establish a fund to accumulate contributions for employee retirement benefit payments and such moneys shall be accounted for as an "Other Internal Services Fund." The district shall maintain a separate accounting of funds reported a Other Internal Services Fund. The statewide Fiscal Standards Committee reviewed the District's request for the establishment of the fund and confirmed this is an appropriate use of an "Other Internal Services Fund." The establishment of this fund will provide for greater budget transparency and will facilitate tracking and reporting of current and future retiree benefit liabilities.

In order for the District to set up an "Other Internal Services Fund, Retirees Benefits Fund" in the 2012/13 budget and create the various accounts needed for the retirement incentive payments and accounting, the Board must approve a resolution authorizing the fund to be opened. Once the Board approves the fund, District staff will notify El Dorado County Office of Education who will set up the fund in QSS, the count's fiscal software system, and the District can move the beginning balance into the new fund using the regular interfund transfer process and can process retirement payments. *(Attachment P)*

Consideration of Adoption of Resolution Number 4-2012/13 Determination of 2012/13 Appropriations Limit

Moved Trustee Wenck/Seconded Trustee David/Passed unanimously to adopt Resolution Number 4-2012/13 Determination of 2012/13 Appropriations Limit as presented.

Under provisions of State Constitution Article XIII-B Government Code §7908-10, each year the governing board shall by resolution, establish its appropriations limit for the upcoming budgeted fiscal year. This limit is adjusted annually for changes in the price index, population and other factors and is calculated based on FTES calculations for two fiscal years and budgeted revenue information in the upcoming fiscal year. The limit information must be reported to the Chancellor's Office before October 10, 2012 and is included in the annual CCFS-311Q report.

Resolution Number 4-2012/13 establishes LTCC's 2012/13 limit at $27,136,861 (or no change from the previous fiscal year.) *(Attachment Q)*

Board Member Reports and Comments

Student Trustee Agnew commented on the following items:

- Noticed students coming in to register and how busy Student Services and A&R have been.

Trustee Borges commented on the following items:

- Thanked all involved in Board Retreat – felt the breadth and depth left her feeling very optimistic.

Trustee David commented on the following items:

- Echoed Karen regarding Retreat – most functional and informative he's attended.
- CASA hosting an event at Lakeview Commons.

Trustee Wenck commented on the following items:

- Enjoyed the Retreat.

Trustee Mason commented on the following items:

- Best Retreat we've had – really enjoyed it.
- Request regarding El Dorado County Library proposition on the ballet – seeking LTCC Board support. Want to bring to the next Board meeting.

Board President Blann commented on the following items:

- Enjoyed the Retreat – thanked the staff involved in coordinating the event.
- Appreciate all the work on the budget.

Academic Senate

Academic Senate President Risdon commented on the following items:

- Thanked Jeff – clarity the team has provided will be very helpful when the faculty returns. Very impressed with the work Jeff has been doing.
- Last Board meeting until January, 2013. Treva Thomas will be taking her place for 2012/13.
- Thanked the Board for the Retreat.
- Working with Tom on committee assignments and convocation.
- Election held at the end of Spring Quarter.

Classified Staff Organization Comments

Commented on the following items:

- Not present

Administrator Comments

Dean Thomas commented on the following items:

- Registration began yesterday and SS is very busy. Thanks to staff during a hectic time.

Dean Green commented on the following items:

- Thanks to Michelle – you will be missed.
- Busy working on convocation and summer projects.
- Expects an amazing year to come.
- Latino night at Lakeview Commons 8/30/12 – encourages college community to attend. LTCC Latino dancers will perform. LTCC booth will be open.
- Finalized the Retirement party plans. "10+1 Retirements" All retirees and campus employees are invited/encouraged to attend.

Vice President Greene commented on the following items:

- Wished Michelle a wonderful sabbatical.
- Great to see students back on campus preparing for Fall quarter.
- Will have weekly enrollment report beginning in Fall.
- Planning for Convocation – Agenda expected by 8/29/12.
- Update on Tahoe Prosperity Center – CEO hired.

Vice President DeFranco commented on the following items:

- Preparing for 9/11 Board presentation of the Budget.
- Thanked Michelle for her input and willingness to ask the tough questions.

President's Comments

President Murillo commented on the following items:

- Exciting to see students back on campus.
- Michelle has been a tremendous help and will be missed on her sabbatical.
- Asked for Board appreciation of the Leadership Team and all the hard work happening on campus. LTCC employees and faculty really work hard.
- Foundation Board has begun taking steps to dissolve the Foundation.
- John Perry has been moving his collection out of the College. Working on dissolving the Perry Trust Foundation within the next few months.
- Expect a very busy Fall Quarter.
- Reorganization work is proceeding.
- LTCC is moving in a positive direction and taking control of its future.

Next Meeting Date

The next Regular meeting of the Lake Tahoe Community College District Board of Trustees is scheduled for Tuesday, September 11, 2012 at 6:20 p.m., in room L104 on the College campus.

[Type text]

Adjournment The meeting adjourned at 7:57 p.m.

Signed by Kindred Murillo
Secretary
Board of Trustees
Maryellen Sanchez

ADOPTED AND ORDERED INTO THE MINUTES

_____ September 11, 2012
Kindred Murillo, Secretary Date