

# LAKE TAHOE COMMUNITY COLLEGE DISTRICT

## BOARD OF TRUSTEES

Regular  
Meeting

Tuesday, February 8, 2011  
Lake Tahoe Community College  
Room L104  
5:00 p.m. Closed Session  
6:15 p.m. Open Session

## MINUTES

- Present:** Molly Blann, Karen Borges, Kerry David, Roberta Mason, Bryan Swartout, Frederick Wenck
- Staff:** Gayle Bradshaw, Maeko Bradshaw, Frances Brady, Julie Cathie, Dru Cunningham, Erika Franko, Kurt Greene, Tom Greene, Norine Hegy, Cheri Jones, Diane Lewis, Steve Maradian, Peggy Meyer, Sue Niehoff, Cynthea Preston, Michelle Risdon, Mia Smyrski, Lori Thorne
- Guests:** Jacob Hurd, Jonathan Moore, Nancy Zarenda
- Call to Order*** Board President Frederick Wenck called the meeting to order at 5:00 p.m. and announced items to be discussed in Closed Session.
- Dr. Wenck announced that item III.A.2. will be moved to Open Session.
- Recess to Closed Session*** The meeting recessed to Closed Session at 5:01 p.m.
- Recess*** Frederick Wenck called a recess at 6:33 p.m.
- Reconvene to Open Session*** The meeting reconvened to Open Session at 6:40 p.m.
- Opening Ceremonies*** Board President Frederick Wenck led the Pledge of Allegiance to the Flag and welcomed guests in the audience.
- Hearing of the Public on Items Not on the Agenda*** Diane Lewis, Michelle Risdon, and Steve Adams made statements regarding the Resolution by College Council passed at the February 3, 2011 meeting as well as the Resolution passed by CEA (Attachments A, B). Dr. Wenck thanked everyone for their concern and noted a response will be made prior to the next Board meeting.
- ISSI Update*** Sue O'Connor and Maxine Alper were available to present an update on recent ISSI activities for 2011. It was noted that ISSI brings in a lot of people from out of town that stay in motels, hotels, and campgrounds around town. Thanks to staff, faculty and the college for continuing to make ISSI a success.

## ADOPTED MINUTES

**ISSI Update  
continued**

Nancy Zarenda was available to speak to the success of ISSI statewide. Ms. Zarenda thanked Dr. Wenck for introducing her to ISSI in 1999. What happens at ISSI is the well-implemented program she has seen nationwide and it is truly a testament that ISSI is the crown jewel of Spanish education in her opinion. Chancellor Jack Scott and Superintendent Tom Torlakson were invited by ISSI staff to observe the program. Ms. Zarenda also noted that ISSI is a flagship, signature program, with a unique aspect of bringing in community members that may never set foot on campus otherwise. ISSI addresses the LTCC Mission, Vision, and Belief statements and is a living legacy.

**FY 2011/12  
Budget  
Development  
Guidelines**

Steve Maradian reviewed FY 2011/12 budget development guidelines which include three scenarios in order to be prepared for what the governor's budget may bring. Dr. Maradian is convinced that scenario #3 will not happen as no one around the state believes Prop 98 funds will be suspended (this could cost the District \$1.7 million). Vacancies will be examined and evaluated closely to ensure they are critical to maintain the mission of the college. This document will be on the agenda for College Council's meeting next week and will then be brought to the Board for action. The cost of healthcare is still up in the air; while we know it will go up, we are not aware of how much (*Attachment C*).

**Draft of 2009/10  
Faculty Contract**

Tom Greene presented the draft of the 2009/10 Faculty Contract noting this is actually the 2010/11 contract as there was not a completed contract for 2009/10 (*Attachment D*).

**Consent Agenda**

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

- Approval of Minutes—January 11, 2011 Regular Meeting
- Approval of Regular Monthly Payroll for the Month of January 2011
- Approval of Supplementary Payroll for the Month of January 2011
- Clearing of Trust Fund – 2010/11
- Approval of Resolution Number 7—2010/11 Intrafund Appropriation Transfer, Reserve Transfers, and Budget Revision
- Approval of Regular Warrant Batch Numbers 1077, 1079, 1080, 1081, 1084, and 1085
- Approval of Financial Aid Warrant Batch Numbers 1082, 1083, and 1086
- Approval of 2011/12 Academic Calendar and Summer Session 2012 Calendar
- Approval of Additional Fee for Spring 2011
- Renewal of Certified Phlebotomy Technician I Letter of Agreement
- Approval of Personnel Action Number 12—2010/11
  - Employment of adjunct instructors for Spring Quarter 2011
  - Employment of Julie Booth, Administrative Assistant to the S/P
  - Employment of Cindy Hertzog, Administrative Assistant to the Dean of Instruction, One-Year Temporary Assignment
  - Voluntary Reduction in Work Hours of Full-time Classified Employee

(*Attachments E,F,G,H,I,J,K,L,M,N,O*)

**ADOPTED MINUTES**

- Consideration of Adoption of Board Policy Manual, Chapter VI, Student Services, Reg 6.06.F.3** Moved Mason/Seconded David/Passed unanimously to adopt *Board Policy Manual*, Chapter VI, Student Services, Regulation 6.06.F.3 as presented (*Attachment P*).
- Consideration of Delegation of Authority for Approval of SB 1440 Compliant Transfer Degrees** Moved David/Seconded Borges/Passed unanimously to delegate authority for approval of SB 1440 Compliant Transfer Degrees as presented (*Attachment Q*).
- Board Member Reports and Comments** Bryan Swartout commented on the following items:
- ASC has opened up registration for the LTCC Basketball Shoot Out February 25, 26, 2011; Jacob Hurd visited the basketball class tonight and had three teams sign up immediately
  - holding special election this week to finalize changes to bylaws
  - students looking forward to Winter Expo, ASC will be there to help most of the day
- Karen Borges commented on the following items:
- looking forward to the planning session on Friday
  - asked that we change the Audit committee meeting to 8:00 a.m. start
  - listened to podcast of the State of the College Address and was able to move around in the library website and thought it was very well done
- Kerry David commented that he attended the State of the College Address as well; comments made about Datatel Implementation, feeling was that with the new arrangement we would try to get back on track – asked for update from Dr. Maradian who noted the consultant was in last week for three days and the analysis was to stretch out the project, brand it so it is an integral part of the college and get campus buy in and understanding; allow time to test it out to ensure it works. Mr. Vera will be back the first week of March; over next 12 months much will be implemented but gaps need to be filled in. Tom Greene noted over the next 30 days we will do what we can to make this project successful, with adequate resources in place to make sure human resources are not burned out; roles of teams and recommendations that Larry Vera says are essential. Recognized Cheri Jones for her leadership, as well as Julie Cathie for her taking the lead with Financial Aid as this is the first thing that goes out. Dr. Maradian said Mr. Vera noted the excellent staff we have and Dr. Greene apologized to the staff that the college dropped the ball.

## ADOPTED MINUTES

***Board Member  
Reports and  
Comments  
continued***

Molly Blann commented on the following items:

- enjoyed the State of the College Address; good questions; continuing concern for everyone as it will be for a long time
- thanks to everyone working on the Steering Committee and implementation starting to move forward

Roberta Mason commented on the following items:

- attended the ECE Advisory committee meeting and was amazed at the enthusiasm and participation of the people in the community assisting us in meeting their needs
- appreciated the overall presentation of the State of the College Address, hard to look at the whole picture, look at what the future will bring, we can help shape the future, encourages everyone to read the 2020 statement the League developed as it would be helpful to have that in our minds for our planning day

Dr. Wenck commented on the following items:

- None

***Academic Senate  
Comments***

Michelle Risdon commented on the following items:

- faculty are looking at SB 1440 courses we are offering and ensuring they meet requirements
- in the process of interviewing a former student as a possible adjunct faculty member in English, excited to have the opportunity to potentially bring back a student to teach for us

***Classified Staff  
Organization  
Comments***

Diane Lewis commented on the following items:

- thanked the Board for hearing her out at the beginning of the meeting

***Administrator  
Comments***

Cynthea Preston commented on the following items:

- none

Kurt Green commented on an exciting weekend coming up with Susan Boulanger's fundraiser Friday night and the Winter Expo with over 20 different food booths and expects and fun eventful safe day, Saturday beginning around 2:00.

Sue Niehoff commented that people are very, very busy working on their budgets. They were given Dr. Maradian's guidelines as well as general guidelines and Marc Sabella is doing budget workshops to help.

**ADOPTED MINUTES**

**Administrator  
Comments  
continued**

Tom Greene commented on the following items:

- SB 1440 concern about CSUs and where they will come in with this process and what message they will send as that will determine how valuable or invaluable these degrees are
- Strategic Planning session Friday, (handed out Framework for EMP and Fact Book (*Attachment Q, R*) and noted that these should provide some context for the meeting on Friday. Also noted that starting to build the fact book that will be a fluid document as we will keep adding data as we need it. Aaron McVean will be looking at other models to see what may be missing.
- looking at community education and interested in establishing partnerships with other entities within the community being able to meet the needs of those outside of the credit program but also provides a needed revenue stream

**Interim President  
Report  
and Comments**

Steve Maradian commented on the following items:

- wished Bryan Swartout luck with his application to Occidental
- appreciates participation at State of the College Address. We need to plan and think about the future, looking at ways to position this institution to be vibrant in helping the community.
- thanked all the faculty and staff for all the hard work
- Self-Study moving along
- Budget is in fairly good shape and looking at it daily to identify where we will not be spending this year to help with next year
- black and white photos were donated to the Foundation and will be auctioned off to support the Art Department
- Chamber mixer on March 25<sup>th</sup>

Tom Greene noted sketches in the back of the room were done by Scott Valentine's grandfather and are being donated to the Art Department.

**Next  
Meeting  
Date**

The next regular meeting of the Lake Tahoe Community College District Board of Trustees is scheduled for Tuesday, February 22, 2011, at 6:00 p.m., in room L104 on the College campus.

**Adjournment**

The meeting adjourned at 7:58 p.m.

Signed by Kindred Murillo  
Secretary  
Board of Trustees  
Julie Booth

ADOPTED AND ORDERED INTO THE MINUTES

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Kindred Murillo, Secretary

Adopted March 8, 2011  
Amended October 9, 2012  
Date

**ADOPTED MINUTES**