LAKE TAHOE COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

REGULAR MEETING	Tuesday, March 12, 2013 Lake Tahoe Community College Room L104 6:00 p.m. Closed Session 6:15 p.m. Open Session

MINUTES

Present:	Molly Blann, Karen Borges, Roberta Mason, Fritz Wenck
Absent:	Alicia Agnew, Kerry David
Staff:	Julie Booth, Peter Bostic, Jeff DeFranco, Kurt Green, Tom Greene, Shelley Hansen, Jamie Rhone, Lisa Shafer, Lori Thorne
Guests:	None
Call to Order	Board President Karen Borges called the meeting to order at 6:01 p.m. and announced items to be discussed in Closed Session. Closed session agenda item number IV.C, Community College Classified Employee of the Year Award Nomination, was removed from the closed session agenda.
Recess to Closed Session	The meeting recessed to Closed Session at 6:02 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.

ADOPTED MINUTES

Hearing of the Public on Items Not on the Agenda

None

Approval of Agenda

Consent Agenda items number X.D.1., California Community College Classified Employee of the Year Nomination, was moved to the beginning of the agenda. Additionally items X.D.2, February 26, 2013, Study Session Minutes and X.D.3, February 26, 2013 Emergency Meeting Minutes were removed from the consent agenda and voted on separately.

Moved Blann/Seconded Wenck/Passed unanimously to approve the Agenda as amended.

Professional Development Leave Report

Esta Lewin presented the Board with her Professional Development Report on Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) identity related to career choice, development and success. Ms. Lewin chose this project as interest on this topic has been growing across the globe and in our local community at a rapid rate. In the Spring of 2012, Esta completed a course from the City College of San Francisco (CCSF) titled "Introduction to LGBT Studies." During this course she completed a literature review of scholarly articles on the development of careers for sexual minorities. This course covered topics of history, politics, literature/media/arts, film and television specific to LGBTQ studies.

Esta noted students who are developing an understanding of their sexual identity are cautious and often seek occupations/organizations who offer gay-friendly environments. Ms. Lewin reviewed many of the issues students face related to the transition from a supportive campus environment to a potentially heterosexist employer.

Ms. Lewin noted her PDL prepared her to help students overcome negative stereotypes. This assistance can help students consider careers that are LGBTQ affirmative, and understand the advantages and disadvantages of coming out in the workplace. Ideas of providing a 'heterosexism environmental assessment' and training for students to respond to employers interview questions were reviewed. Ideas of improving campus climate include LGBTQ alumni, who could provide mentorship.

With the support of the campus library, LGTBQ resources have been ordered for the career section of the library, and the LTCC Career Center was certified at the bronze lever for 'OUT for Work." This certification provides academic institutions and students with an evaluation of the support available to LGBTQ students facing employment and workplace challenges.

Ms. Lewin noted her professor at CCSF was a key note speaker at 'My Queer Career' which was hosted by the LTCC Friends of Ally Club and the counseling department on March 1, 2013. This free event was held to promote awareness on these important issues. Lisa Shafer noted the Ally Club raised over $450.00 in donations for student scholarships during this event. *(Attachment A)*

Enrollment Report Spring 2013

VPAASS, Dr. Tom Greene reviewed the Spring 2013 enrollment report and noted registration began two weeks earlier than prior Spring terms and no comparison numbers are yet available. 410 full-time students and 634 part-time students were enrolled in the first week, which is approximately a 40% decrease. Dr. Greene noted students now have longer registration periods and this was the first term in which wait lists were provided. *(Attachment B)*

2013 Graduation Speakers Update

CACE Director, Peter Bostic updated the Board on the planning for the 38th Annual Commencement ceremony. This year the event is scheduled for June 28th at 6:00 p.m. The graduation planning committee have received two recommendations for a guest speaker and requested the Board to send any additional nominations forward by March 22nd. This year's theme is still in progress however the concepts of students overcoming adversity and breaking through barriers are of focus.

Fiscal Year 2013/14 Preliminary Budget Outlook

VPAS, Jeff DeFranco presented the preliminary budget assumptions for fiscal year 2013/14. Jeff noted legislative policies developed in Sacramento related to repeatability, and other local barriers such as declining enrollment are challenges faced in 2013/14. In 2011/12, FTES were 1884, this year, FTES have declined to a projected 1550. The State of California is providing the district a one year stabilization to buffer the enrollment and corresponding revenue decline. The budget for 2013/14 will be built on a FTES target of 1750. Mr. DeFranco reviewed available reserves, revenues, expenditures, and fiscal recommendations brought forward from the Budget Council.

The preliminary estimate of the budget realized for next year is approximately a $750,000 gap. Restoring FTES and being fiscally conservative will be a focus over the next two years.

Jeff invited the Board and college to attend the Spring Planning Session scheduled for Wednesday, March 13th at 8:30 a.m. in the Board/Aspen room. Many of these concepts will be reviewed and explored during this meeting.

Items for Future Board Consideration

None

Hearing of the Public on Items On the Agenda

No public comments

Consent Agenda

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

- Acceptance of Gift and Donations from Lake Valley Fire Protection District
- Approval of Community Education Courses and Associated Fees
- Approval of Regular Payroll for the Month of February, 2013
- Approval of Supplementary Payroll for the Month of February, 2013
- Approval of Warrant Batch Numbers 3078 and 3082, Revolving Cash Fund Reimbursement Numbers 3 and 4 in the amount of $8,437.18 and $8,380.84
- Approval of Revised Memorandum of Understanding with Lake Tahoe Unified School District for Upward Bound TRiO Grant
- Approval of Revised Memorandum of Understanding with Lake Tahoe Unified School District for Educational Talent Search TRiO Grant
- Approval of Regular Warrant Batch Numbers 3077, 3079, 3080, 3081, 3083 & 3085
- Approval of Financial Aid Warrant Batch Number 3084
- Approval of Personnel Action Number 12—2012/13
  -Adjunct Instructors for Spring Quarter 2013
  -Re-employment of Academic Personnel
    (a)Mathematics
    (b)Theatre
- Approval of Minutes—February 12, 2013, Regular Meeting

Moved Blann/Seconded Mason/Passed with one abstention {Borges} to approve Consent Agenda item Number X.D.2., Minutes—February 26, 2013, Regular Meeting as presented.

Moved Blann/Seconded Mason/ Passed with one abstention {Borges} to approve Consent Agenda item Number X.D.3., Minutes—February 26, 2013, Emergency Meeting as presented.

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

Consideration of Approval of Additional Revisions to the 2013/14 College Catalog

Moved Wenck/Seconded Mason/Passed unanimously to approve the Additional Revisions to the 2013/14 College Catalog as presented. *(Attachment O)*

Consideration of Approval of Resolution Number 15—2012/13 for Fiscal Year 2012/13 El Dorado County of Education, District Temporary Transfer Resolution	Moved Blann/Seconded Wenck/Passed unanimously to approve Resolution Number 15—2012/13 for Fiscal Year 2012/13 El Dorado County of Education, District Temporary Transfer Resolution as presented. *(Attachment P)*
Consideration of Approval of Agreement with CampusEAI for Conversion to the New Version of the Web Content Management System and One Year of Support Services	Moved Mason/Seconded Blann/Passed unanimously to approve the Agreement with CampusEAI for Conversion to the New Version of the Web Content Management System and One Year of Support Services as presented. *(Attachment Q)*
Consideration of Approval of 2013/14 Budget Assumptions and Goals	Moved Wenck /Seconded Mason/Approved unanimously to approve the 2013/14 Budget Assumptions and Goals as presented. *(Attachment R)*
Consideration of Approval of the District Budget Calendar for Fiscal Year 2013/14	Moved Blann /Seconded Wenck/Approved unanimously to approve the District Budget Calendar for Fiscal Year 2013/14 as presented. *(Attachment S)*
Consideration of Approval of New Grant Funded Classified Position: Program Coordinator/Student Support Specialist TRiO – Upward Bound	Moved Mason/Seconded Wenck/Approved unanimously to approve a New Grant Funded Classified Position: Program Coordinator/Student Support Specialist TRiO – Upward Bound as presented. *(Attachment T)*
Consideration of Approval of Interim Assignment of Custodian to Lead Groundskeeper/ Custodian	Moved Mason /Seconded Blann/Approved unanimously to approve the Interim Assignment of Custodian to Lead Groundskeeper/ Custodian as presented. *(Attachment U)*
Consideration of Approval of California Community College Classified Employee of the Year Nomination	Moved Mason /Seconded Wenck/Approved unanimously to approve the California Community College Classified Employee of the Year Nomination as presented. *(Attachment V)* VPAS, Dr. Tom Greene noted Lisa Shafer has played a huge role in training staff and students on how to use the new Colleague system. She provides exceptional leadership and is responsible for the growth of the Student Ambassador Program. Dr. Greene read aloud comments provided from student Ambassadors. The Board also recognized Lisa Shafer and thanked her for her dedication to the college.

Board Member Reports and Comments

Trustee Molly Blann commented on the following items:

- No comments

Trustee Fritz Wenck commented on the following items:

- CCCT Board Elections are available and he is willing to bring recommendations forward
- Will not be in attendance for the April meeting
- Wondered about the rumors circulating about the SnowGlobe festival; Jeff DeFranco noted Dr. Murillo will bring more information forward as this item develops

Board Clerk Roberta Mason commented on the following items:

- The County Board Supervisors approved the change in elections
- Attended the Gaines/Bigelow coffee meeting and felt the conversations went well
- The South Shore Economy Forum was well attended

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

- Congratulated Dr. Tom Greene for his efforts at the South Shore Economy Forum
- Echoed appreciation for the Gaines/Bigelow coffee meeting
- Looks forward to the spring planning event
- Looks forward to the Sorroptimist speaking engagement with Dr. Murillo

Administrator Comments

CACE Director, Peter Bostic commented on the following items:

- The Theatre department will host "Random Acts of Improv" on March 29
- LTCC will host a table at the upcoming Business Expo
- The Foundation Board is scheduled to meet on March 20
- April is National Poetry Month, Dr. Suzanne Roberts will host three award winning poets on April 12th and encouraged the college to attend

Dean Virginia Boyar commented on the following items:

- Acknowledged two Lake Valley Fire Protection District for their generous donation
- Thanked the Board for supporting Esta in her PDL report
- Congratulated Board President, Karen Borges for her contribution to St. Baldricks

Dean Kurt Green commented on the following items:

- The Theatre department is selling tickets for the upcoming performance "Around the World in 80 Days"
- Staff is working on conducting the History/Political Science interviews, a teaching demonstration will take place with live students for the first time

VPAASS Tom Greene commented on the following items:

- The Community Education program revenues are moving up, approximately a $30k projected revenue from the program this year, he looks forward to providing quarterly reports as the program continues to grow
- Encouraged the college to attend the Spring Planning Session tomorrow at 8:30 a.m.
- SB 329 is moving forward, staff is developing speaking points
- Thanked Board President, Karen Borges for her efforts at the South Shore Economy Forum

VPAS Jeff DeFranco commented on the following items:

- The fiscal staff is working hard to develop the budget
- Network wiring for the phone systems begin on Friday
- FEC repairs are scheduled for the summer session

Next Meeting Date

The next meeting of the Lake Tahoe Community College District Board of Trustees is a Study Session scheduled for Tuesday, April 9, 2013 at 6:15 p.m., in room L104 on the College campus.

Adjournment

The meeting adjourned at 7:39 p.m.

Signed by Kindred Murillo
Secretary
Board of Trustees
Julie Booth

ADOPTED AND ORDERED INTO THE MINUTES

_____	April 9, 2013
Kindred Murillo, Secretary	Date

ADOPTED MINUTES