

LAKE TAHOE COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Regular
Meeting

Tuesday, July 24, 2012
Lake Tahoe Community College
Room L104
5:20 p.m. Closed Session
6:20 p.m. Open Session

MINUTES

Present: Molly Blann, Karen Borges, Kerry David, Roberta Mason, Frederick Wenck

Staff: Jeff DeFranco, Kurt Green, Tom Greene, Cheri Jones, Kindred Murillo, Cynthia Preston, Michelle Risdon, Maryellen Sanchez, Tracy Thomas

Guests: Jonathon Moore

Call to Order Board President Molly Blann called the meeting to order at 5:20 p.m. and announced items to be discussed in Closed Session.

Recess to Closed Session The meeting recessed to Closed Session at 5:20 p.m.

Recess Molly Blann called a recess at 6:15 p.m.

Reconvene to Open Session The meeting reconvened to Open Session at 6:23 p.m.

Opening Ceremonies Board President Molly Blann led the Pledge of Allegiance and welcomed guests in the audience.

Hearing of the Public on Items Not on the Agenda None

LTCC Governance Bylaws – Technology Council (Jones) During this academic year the constituency groups of Lake Tahoe Community College developed a revised governance structure based on the feedback and staff in Fall 2010, and an assessment done by the College Planning Council in 2011. The new structure includes new institutional planning and budget development processes which fall under the provisions of AB 1725 – academic and professional matters to “consult collegially.”

Cheri Jones provided a PowerPoint presentation to the Board outlining/detailing the Technology Council.

ADOPTED MINUTES

Board asked about how Technology Council (TC) and Office of Information & Technology work together. The TC oversees with the Office completing the work in a partnership. The organizational chart was built around governance so the Board does not see College offices listed in the organizational flow chart. Colors boxes indicate councils that work together.

Cheri Jones reviewed the "Technology Council" component of the LTCC Governance Bylaws for the Board as discussed at the June 26, 2012 meeting (*Attachment A.*)

***LTCC Governance Bylaws
– Facilities & Budget
Councils (DeFranco)***

During this academic year the constituency groups of Lake Tahoe Community College developed a revised governance structure based on the feedback and staff in Fall 2010, and an assessment done by the College Planning Council in 2011. The new structure includes new institutional planning and budget development processes which fall under the provisions of AB 1725 – academic and professional matters to "consult collegially."

Kindred gave a brief overview of the involvement of College constituencies that brought these councils together and turned over discussion to Jeff.

Jeff DeFranco provided a PowerPoint presentation to the Board outlining/detailing the Facilities and Budget Councils.

Jeff reviewed the functions, role and membership of the Budget Council. Jeff reviewed the Facilities Council, which closely parallels the Budget Council.

The Board suggested looking closely at the Organizational Chart and ensuring "arrows" going in to and out of each council box as appropriate. The governance committees will need to come together to review/reformat the LTCC Governance Bylaws Handbook. The Board confirmed the College will include the College community who are not designated as members of a council. Clarification of the Organizational Flow Chart commenced regarding dialog between councils.

Jeff DeFranco reviewed the "Facilities Council" and "Budget Council" components of the LTCC Governance Bylaws for the Board as discussed at the June 26, 2012 meeting (*Attachment A.*)

***Items for Future Board
Consideration***

- Facilities Master Plan (August 17, 2012 – Retreat)
- Partnerships (August 17, 2012 – Retreat)

Kindred briefly updated the Board on the above items for future meetings.

ADOPTED MINUTES

Consent Agenda

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

- Approval of Authorization to Offer Out-of-District Courses for 2012/13
- Approval of Agreement with Mary Ann Hamann for Professional Consulting Services
- Approval of Renewal Agreement with Dean Evans & Associates for EMS Software Maintenance and Support
- Approval of Regular Payroll for the Month of June, 2012
- Approval of Supplementary Payroll for the Month of June, 2012
- Approval of Clearing Trust Fund "J" – 2011/12
- Approval of Regular Warrant Batch Numbers 2164, 2166, 2167, 2169, 2170, 3001 and 3002
- Approval of Agreement with Lake Alarms for Security System Monitoring Services
- Approval of Service Contract with Otis Elevator for Elevator Maintenance Service
- Approval of Personnel Action Number 2—2012/13 – Employment of Academic Personnel, Adjunct Instructors for Summer Session 2012, Fall Qtr 2012 and Winter Qtr 2013; Resignations and Retirements
- Approval of Renewal Agreement with XAP Corporation for Operation and Maintenance of District's Online Electronic Admission Application System
- Approval of Renewal Agreement with Chancellor's Office of the California Community Colleges for Student Right-To-Know Reporting Services
- Approval of Amendment to Resolution 19 – 1980/81 Conflict of Interest; Appendix B, Designated Positions and Categories of Disclosure
- Approval of Minutes—July 10, 2012

(Attachments B,C,D, E, F)

Consideration of Approval of Renewal of Maintenance Agreement with Datatel, Inc. for Software Maintenance Services

Moved Mason/Seconded Borges/Passed unanimously to approve the Renewal of Maintenance Agreement with Datatel, Inc. for Software Maintenance services as presented.

Renewal of the annual maintenance agreement with Datatel, Inc. for maintenance of the District's integrated software system. The Board approved the initial contract package to provide a campus enterprise resource planning (ERP) system in January, 2009. The contract included a ten-year maintenance agreement with a maximum annual increase of 4%. In May 2011, the Board approved several supplemental contracts with Datatel for additional software system support services. The current renewal Agreement includes user license fees, Additional Solution Center (\$13,130) enhancement and support services (\$66,978) and Datatel Mobile, Campus Organization and Business Objects (\$20,280) for the 2012/13 fiscal year.

The Board asked for a document listing all annual/renewal contracts over the course of the year.

Consideration of Approval of Community Education Course Curriculum and Associated Fees

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

Title 5, Section 55002 outlines the standards and criteria for Community Education courses and includes the requirement that the Board approve all such course offerings.

Courses presented to the Board are as follows:

CED1007A-01 Mix and Mingle Organic Cooking Workshop - \$48
 CED1006A-01 New Day BLITZ-Healthy Cooking Workshops - \$90
 CED1006B-01 New Day BLITZ-Healthy Cooking Workshops - \$90
 CED3007A-01 Flamenco Dance - \$99
 CED3008A-01 Funky Rhythm Tap - \$99
 CED3009A-01 Latin Dance for Beginners - \$79
 CED3010A-01 Middle Eastern Belly Dance - \$99
 CED3011A-01 Body Sculpting - \$135
 CED3011B-01 SPIN: Core Training - \$135
 CED3011C-01 Interval Training - \$99
 CED3011D-01 Strength and Balance Training \$135
 CED3011E-01/CED3011E-01(different dates) SPIN: New Day Blitz - \$139
 CED3012A-01 Yoga for Beginners - \$135
 CED3012B-01 Yoga II - \$135
 CED3012C-01 Yoga Astanga - \$135/6wk session
 CED5003B-01 Kids Climbing Weekend - \$79
 CED5001B-01 Kids Small Group Piano Beginner - \$160
 CED5001C-01 Kids Small Group Piano Intermediate - \$160
 CED5006A-01 Kids Group Voice Training - \$180
 CED8002A-01 The Bradley Method of Natural Childbirth Education - \$225
 CED7002A-01 Personal History Wksp: Write Your Life! - \$25/day-\$65/series
 CED9005A-01 Pro Tools - \$1,400

Cynthia provided an overview of the courses listed above and called for questions.

Consideration of Approval of Submittal of Five Year Construction Plan, 2014—2018

Moved David/Seconded Borges/Passed unanimously to approve Submittal of Five Year Construction Plan, 2012—2018 as presented.

The State Chancellor's Office requires that each district submit an annual Five Year Construction Plan by July 1. This Year the Chancellor's Office has postponed the due date until August 1. The plan is used for local and statewide planning and is necessary for the District to be considered for any state capital outlay funds.

Jeff briefed the Board on projects/proposals involved with the Five-Year Construction Plan. Initial Project Proposals (IPP's) will be submitted to the Chancellor's Office to apply for State Capital Outlay funding. More information on the proposed projects will be presented to the Board at the Annual Retreat 8/17: Remodel for Efficiency, Fire Safety Training Facility, Wellness Center and Environmental Science Center.

Consideration of Approval of Renewal Agreement with Integral Networks, Inc. for Technology Services

Moved Mason/Seconded Wenck/Passed unanimously to approve Renewal Agreement with Integral Networks, Inc. for Technology Services as presented.

This is a renewal Agreement for outsourced technology services for vCloud Datacenter, iNet Managed Network Platform, Backup and Disaster Recovery and Webserver VM Hosting. Most services are extended from Aug. 1, extended for only six months to allow flexibility in reconfiguring those services as the District's Information Technology staffing structure is reorganized as described in the Technology Master Plan.

Consideration of Approval of Addendum to Agreement with Jenzabar, Inc. for Maintenance and Support Services for the District's Legacy Systems

Moved Wenck/Seconded Mason/Passed unanimously to approve the Addendum to Agreement with Jenzabar, Inc. for Maintenance and Support Services for the District's Legacy Systems as presented.

This Agreement provides maintenance and support services for the District's student billing program, database storage, registration module, user interface, faculty access system and student information system (WebReg.) This is the final maintenance renewal with Jenzabar and services will be cancelled effective September 30, 2012 as Jenzabar products are no longer needed as a result of the Project View implementation.

Cheri Jones was acknowledged for negotiating a prorated cost.

Board Member Reports and Comments

Alicia Agnew commented on the following items:

- Not present

Karen Borges commented on the following items:

- Foundation Taste of Gold was wonderful and well attended

Kerry David commented on the following items:

- Echoed Karen's comments regarding the Taste of Gold
- Thanked Melonie Guttry of an outstanding job

Roberta Mason commented on the following items:

- Echoed enjoyment of Taste of Gold – jail food was outstanding
- Congratulations to Jeff for surviving
- Looking forward to Autumn Fest
- Listened to Jennifer Rosner preach at a local church – daughter of our former Dean Diane Rosner, former student and graduate of LTCC.

ADOPTED MINUTES

Frederick Wenck commented on the following items:

- Echoed enjoyment of Taste of Gold

Molly Blann commented on the following items:

- Echoed enjoyment of Taste of Gold

Academic Senate

Michelle Risdon commented on the following items:

- Tom, Sarah Pierce and Michelle meeting this week to coordinate Convocation

***Classified Staff
Organization
Comments***

No attendance

***Administrator
Comments***

Tracy Thomas Commented on the following items:

- None

Kurt Green commented on the following items:

- Enjoyed being sprayed with Korbel Champagne while Kindred enjoyed receiving the check at the Celebrity Golf Tournament

Cynthea Preston commented on the following items:

- Last Board meeting
- Thank you for so many years of support, professional training, support of Classified Staff and Faculty – it has been a privilege to work with the Board

Jeff DeFranco commented on the following items:

- Things are going forward and the Board will begin to see the work produced in Fiscal Services

Tom Greene commented on the following items:

- Will miss Cynthea and thanked her for her many years of service to the College

***President's
Comments***

Kindred Murillo commented on the following items:

- Welcomed Jeff to the Board
- At least 40 people at Edgewood for the "Hole in One" event
- Taste of Gold – Mike Bradford was truly an honorary host, sponsorships were significant this year thanks to Mike's involvement and the participation of the college's Board, Foundation Board and Administration
- Want to openly thank Bob and Kathy Cliff and Melonie Guttry for their efforts at Taste of Gold
- Cynthea will be missed

ADOPTED MINUTES

- Tom Torlakson, California State Department of Education will attend the opening days of ISSI

Next Meeting Date

The next *Special* meeting of the Lake Tahoe Community College District Board of Trustees is scheduled for Friday, August 17, 2012 at 8:30 a.m., in room L104 on the College campus.

Adjournment

The meeting adjourned at 7:35 p.m.

Signed by Kindred Murillo
Secretary
Board of Trustees
Maryellen Sanchez

ADOPTED AND ORDERED INTO THE MINUTES

Kindred Murillo, Secretary

August 17, 2012
Date