

LAKE TAHOE COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Board
Retreat

Friday, August 23, 2013
Lake Tahoe Community College
Room L104
8:30 a.m. Open Session
1:30 p.m. Closed Session

MINUTES

Present: Trustee Molly Blann, Board President Dr. Karen Borges, Trustee Kerry David, Clerk Roberta Mason, Trustee Dr. Fritz Wenck

Absent: Student Trustee Nicholas Behney

Staff: Julie Booth, Peter Bostic, Dr. Virginia Boyar, Jeff DeFranco, Dr. Tom Greene, Sue Saia-Gochis, Aaron McVean, Dr. Kindred Murillo, Dr. Michelle Risdon

Guests: Martha Crook, BoardDocs

Call to Order Board President Dr. Karen Borges called the meeting to order at 8:30 a.m.

Opening Ceremonies Board President Dr. Karen Borges led the Pledge of Allegiance and welcomed guests in the audience.

Hearing of the Public on Items Not on the Agenda None

Hearing of the Public on Items On the Agenda None

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

- Approval of Personal Services Contract with Judy Breza
- Approval of Setting Public Hearing on September 10, 2013 for Proposed 2013/14 Final Budget
- Approval of Resignations & Retirements
- Approval of Scheduling a Final Budget Study Session on September 5, 2013

(Attachments A, B, C, D)

ADOPTED MINUTES

Discussion Items

Budget Workshop

On June 25, 2013 the Board approved the District's Fiscal Year (FY) 2013/14 tentative budget. VPAS Jeff DeFranco reviewed revisions of the final budget which included preliminary numbers and an overview of the status of the current budget to this date. Mr. DeFranco reviewed the Unrestricted Fund 11, noting the FY 2013/14 tentative budget outline assumes \$373,345 of deficit spending. The scenario presented requires a reduction of \$28,604 of expenses, and an increase of \$28,604 in revenue or a combination of both prior to the final budget adoption in September. Additionally, a gap of \$110,000 will be added if the Premier Plan of the Health and Welfare benefits is fully funded by the District.

The FY 2013/14 tentative unrestricted budget outlines the deficit spending assuming \$400,000 of reserves and \$566,105 of deficit spending is used. Discussion related to FTES, statewide deficit factors, contingency plans specific to statewide initiatives, and questions about the detailed budget coming before the board in September took place. *(Attachment E, F)*

Student Data and Enrollment Trends

Aaron McVean provided the Board with an overview of important student enrollment and demographic trends for the District. Information on the most recent five academic years was of focus giving special attention to 2012/13, when the College was in stabilization.

In the last five years there have been a number of unique issues, from unfunded growth from the state in 2009/10, to the "jumpstart" program developed to allow flexibility in FTES reporting. This program offered the opportunity to shift FTES "back" into 2010/11, and was utilized again in 2011/12.

Issues impacting 2012/13 include the increase of fees, the loss of the Good Neighbor Policy, and uncertainty of repeatability regulations, registration system challenges, the elimination of strategic marketing efforts, and the decline of permanent residents, among others.

At the same time distance education (DE) has experienced a significant growth since its inception in 2005/06. In 2012/13, DE experienced a reduction in FTES for the first time, but the program still accounted for 20% of total FTES.

Mr. McVean also reviewed departmental trends from 2008/09 to the current fiscal year and enrollment trends focusing on unduplicated headcounts and section reductions. Discussion related to full time student enrollments and first time students to the College took place.

Additional demographic trends included student age groups, where there was an increase in the proportion of students in the 18-24 age group, which are also the majority of the students who are taking Distance Education classes; the largest drop in students are seen in ages 40 or over. A decrease in all age groups has been the overall trend.

Looking at the geographic location of students, the largest decrease in students was seen in those from the Tahoe Basin and data reflects an increase in the percentage of students from California which are outside of the local area. As LTCC continues to move forward towards a destination college, identifying the location trends by STHS graduates vs. students who are attending from the surrounding areas will be a focus. (*Attachment G*)

***Enrollment Restoration,
New Course Offerings,
and Program Innovations***

VPAASS Dr. Tom Greene provided an update the legislative and regulatory restrictions and highlighted the ongoing and various approaches currently underway to restore enrollments and FTES. Unfunded drops, course repeatability restrictions, and the Good Neighbor Policy are of major focus.

Through the implementation of the new ERP, students experienced obstacles in navigating the portal and registration systems and created frustration. Staff has been working with Datatel consultant Larry Vera, to simplify the look and feel of the portal while coordinating the student portal with the new website. Staff has also worked to streamline the application process and repeatability process by reducing lengthy response times so students can register faster.

Student communications and outreach has been a focus while targeting first time and returning student through their new email accounts. Staff is also making personal phone calls to new students to help streamline and facilitate any issues they are having.

Other new advising tools include the "Pathways to Completion" which are available online, in student services, and the CTE offices. This includes academic offerings for entire the academic year with dates and times. Additionally offerings for the second year will assist students in planning out their schedules accordingly. Staff has also developed online course advising sheet that identifies courses from LTCC that transfer to CSU and UC schools and meet IGETC requirements.

New course offerings include leverage of high-demand areas for Fire Academy which include "side car" supplemental classes that will pair with courses the cadets are currently taking. These side car courses are late start classes that will hopefully generate additional FTES while supporting the cadets academically. Additionally, a new variety of special topics courses are being developed to work towards meeting regional demands where courses are most constrained, i.e.: broadcasting and communication offerings.

Course offering innovations and efficiencies include increasing higher maximum and minimum enrollment limits, larger class size capacities, and concurrent course offering strategies with criminal justice and business certificates. These offerings include online options that are appealing to the working professional.

Program innovations also include Instructional Service Agreements (ISA's) with the fire agencies, Cal Fire, and the El Dorado County Sheriff's office, USFS, and the culinary jail program.

***Board of Trustee Goals,
Tasks, and Evaluation
Process***

Board President Dr. Karen Borges and Superintendent/President Dr. Kindred Murillo reviewed many of the changes that have been taking place as they relate specifically to accreditation. The California Community College League (CCLC) has developed templates for board goals, tasks, and evaluations. Trustee Wenck noted he would like to see more specific and detail oriented tasks that are important for the board to accomplish over the course of the year. Transparency and accountability for the Board are objectives that should be addressed. Discussion regarding Board goals and task templates took place. Several Trustees envisioned utilizing this draft as an evaluation tool.

Discussion took place related to Board training, education, and fiscal responsibilities.

Trustee David noted immediate needs include finding ways to address fiscal uncertainties, involvement of the community, addressing bond needs, and goal setting for the future. He would like to communicate the needs of the college with the community and felt this template could provide some guidance for moving forward, and obtaining feedback.

Dr. Murillo noted the goals and tasks drafts are a comprehensive overview provided by the CCLC. The Board agreed that this template would work well in this format to better align to accreditation standards. Areas of focus and discussion included ensuring goals align with accreditation, simplifying the process of the Board evaluations, and implementing surveys and community feedback.

The Board directed staff to work with the current and upcoming Board President and Superintendent/President on identifying a few detailed and a few specific subset goals which are aligned with the Strategic Plan that can be accomplished each fiscal year. Establishing new member orientations and training will also be critical for new Trustees.

Goals the Board would like to accomplish include training in fiscal services, continued outreach and advocacy, increasing the diversity of the college, and an increase in community engagement to support the strategic goals of the Master Plan document.

Staff would like to set a calendar to identify and discuss annual tasks and review evaluation progress. An update to this template will be brought to a future meeting.

Board Policy and Recommendations for Migrating to a New Numbering System

In an effort to remain in compliance with accreditation standards and to provide transparency, staff is reviewing options for implementing and reclassifying policies and administrative procedures. Dr. Kindred Murillo reviewed drafts of board policies (BP) and administrative procedures (regulations) and recommended migrating board policies to a new numbering system over a period of time. The California Community College League provides a policy service for community colleges that have a standardized numbering system for all BP's and regulations. Dr. Murillo reviewed the timeline in revising Board policy and noted these changes would ensure legal accreditation requirements are satisfied.

Discussion regarding public art acceptance, student trustees, agenda formats, and speaking time limits in addition to public participation took place.

The board directed staff to develop a Board policy and administrative procedure on public art acceptance. Additionally, staff will bring the first round of revised BP's and regulations to the October Board meeting for a first reading. The Board also directed staff to move the current board policies and regulations to the recommended CCLC numbering system.

Board 2014 Election

In 2012/13 the Board worked collaboratively with the Lake Tahoe Unified School District (LTUSD) and voted to create trustee districts to promote voting rights for minority groups within the district's boundaries. In November 2014, the Board will have its first election with trustee boundaries and even year elections.

Discussion on timing specific to advertising and communication on these changes, developing a mutual marketing strategy with LTUSD, media for communicating the changes, and message content took place.

BoardDocs Training

Staff members Julie Booth and Lori Thorne welcomed guest Martha Crook, BoardDocs Implementation Specialist to the Board room. Ms. Crook provided the Board with a demonstration on the various features of the software to ensure the Board and administrative team feels confident navigating through future board materials.

Recess to Closed Session

The meeting recessed to Closed Session at 1:40 p.m.

Reconvene to Open Session The meeting reconvened to Open Session at 2:40 p.m.

Announcement of Reportable Actions taken by Board of Trustees in Closed Session None

Next Meeting Date The next meeting of the Lake Tahoe Community College District Board of Trustees is scheduled on Tuesday, September 10, 2013 at 6:15 p.m., in room L104 on the College campus.

Adjournment The meeting adjourned at 2:40 p.m.

Signed by Kindred Murillo
Secretary
Board of Trustees
Julie Booth

ADOPTED AND ORDERED INTO THE MINUTES

Kindred Murillo, Secretary

9/10/2013
Date