

LAKE TAHOE COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Special Meeting

Friday, August 19, 2011
Lake Tahoe Community College
Room L104
8:00 a.m. Open Session
11:30 a.m. Closed Session

MINUTES

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

Staff: Julie Booth, Kurt Green, Tom Greene, Aaron McVean, Kindred Murillo, Cynthea Preston, Michelle Risdon, Marc Sabella, Susan Walter

Call to Order Board President Frederick Wenck called the meeting to order at 8:02 a.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 None

Not on the Agenda

Final Budget Dr. Murillo gave an overview of the State Budget Act and the projected impacts the District is anticipating.

The beginning fund balance is nearly \$2.8 million which is \$400k higher than projected earlier. Reserves are at 7% and Dr. Murillo reviewed one-time expenditures which include appropriation funding to IT. Dr. Murillo has identified deficit budgets adopted by the Board and will be working on evaluating these trends.

Marc Sabella reviewed the categorical budgets and noted they have a different end of year deadline; he is processing these currently. It was noted that a column of one-time expenditures was also added to aid in reading the report.

Dr. Murillo will separate unrestricted general funds from categorical funds for clarity in the budget.

ADOPTED MINUTES

***Overview of
Accreditation
Visitation***

Dr. Murillo noted that the team which will be visiting is in place and the team looks forward to speaking with Barbara Beno. She thanked Michelle Risdon, Tom Greene and Aaron McVean their hard work on the self study. A committee is being formed to guide and assist the accreditation site visit team.

***Strategic Plan
2011-17***

Aaron McVean presented the strategic goals and objectives and included examples of activities both planned and underway. Aaron also noted that the strategic plan is one of the processes of the District's master plan. The strategic plan is organized around four issues identified by the master plan: 1. Student Access, 2. Student Learning, Success and Achievement, 3. Community Engagement and 4. College Sustainability. Dr. Greene noted that the Talent Search Program and the Upward Bound Application is designed for underrepresented students (first generation and financially challenged students) while strengthening and aligning the articulation between the high school and the college. The ESL program changes include moving the students on campus from non-credit to credit programs. Upward Bound, which is an extension of the Talent Search Grant, focuses specifically on High School students. The Talent Search will focus on Middle and High School students working on college preparation and transition.

Some of these programs will include a student led Ambassador Program which provides prospective and new students tours. This program will aid in facilitating matriculating students in the right direction and will aid in retention.

The matriculation process will be reviewed to see where it can be improved including assessment of readiness with the Community Education program and online orientations for distance learners.

Early alert has captured students who have high failure rates and the program is very successful.

Dr. Murillo noted that she met with Dr. Tarwater at the LTUSD and looks forward to bridging the gap between the districts. She has accepted a seat on the Chamber of Commerce Board and has been engaging with the City and community of South Lake Tahoe.

***Integrated
Planning***

Aaron McVean presented the Integrated Planning Guide (Guide) to the Board and described the existing planning processes of the Lake Tahoe Community College (College), including the master planning and strategic planning processes, as well as program review. Aaron noted the Guide also established a new Annual Program Review (APR) process that will begin in the fall of 2011, which will provide for more frequent review of program review data.

ADOPTED MINUTES

The APR process will allow departments and programs to establish annual objectives and specify activities that require additional resources. Lists of resources and requests will be prioritized at the department, program, and division levels before being prioritized at the College level with guidance provided by the Strategic Plan. These prioritized requests will then go to College Council for discussion and recommendation to the Superintendent/President. To the extent that funding is available, top priorities will be funded in a systematic and transparent manner.

The Educational Master Plan will drive the facilities, technology, and resource planning for the College. The Facilities Master Plan is an essential document for State Capital Outlay funding and for considering a general obligation bond. The College will take information from the program review processes, the Educational Master Plan, and Strategic Plan to develop a Technology Plan, Facilities Master Plan, and a Resource Plan.

Dr. Murillo notes that College staff issued a Request for Proposals (RFP) for a Technology Plan as well as project management services for Project View. Staff will develop timelines and a process for all three plans.

***Administrative
Organization
Review***

Discussion of the Director of Maintenance and Operations position took place. Dr. Murillo noted that they are reviewing the department structure and may explore the idea of a 'Director of Facilities' position that may open in early December.

***Progress for
Board of
Trustees Goals
for 2009-10
through
2010-11***

Dr. Murillo met with Trustees Borges and Blann to review and identify the progress of the Board's Goals for 2009/10 through 2010/11. She requested the Board review these goals and provide an update on the progress. The final document will be brought to the Board for approval on September 13, 2011.

Kerry David recommended adding the President's review on a quarterly basis rather than an annual event.

***Board of
Trustees Goals
and Objectives
2011-15***

Dr. Murillo reviewed the Board Goals and Objectives which include College, Community and System engagement. These goals will be ongoing and were cross referenced into the goals of the new Strategic Plan. The final Board of Trustees Goals 2011-15 will be brought before the Board for approval on September 13, 2011.

Dr. Murillo will look into partnerships the Board of Trustees could establish to keep a presence in the local community; she will bring a proposal forward to the Board at a future time of possible contacts.

ADOPTED MINUTES

Board of Trustees Budget

The Board of Trustees has had minimal funding for travel and professional development and discussed the idea of reestablishing a professional development fund. It was suggested the Board use a guideline of \$1000 per member.

The Board reviewed the staff time required to prepare food for meetings and noted they would like to keep costs down and continue to have snacks. Dr. Murillo gathered input from the Board and will work with Julie Booth to review food preparation.

Discussion on a General Obligation Bond

Dr. Murillo noted that the infrastructure and facilities of the campus will need attention in the near future, including repairs of roofs, phone systems, and science labs that have become outdated.

Ideas of generating other revenue streams were encouraged but the idea of a general obligation bond is a timing issue. Financing these types of items through different lending options was encouraged and this item will be considered in the future.

2011-12 Board of Trustees Meeting Days, Dates, and Times

The Board would like to bring the schedule to the next meeting for approval; a consistent start time for open session meetings was suggested and would help the college and community plan for meetings.

Discussion of Items for Future Board Consideration

Items to consider at future meetings include long term debt payments and faculty professional development updates.

Recess to Closed Session

The meeting recessed to Closed Session at 11:00 a.m. and announced items to be discussed in Closed Session.

Adjournment

The meeting adjourned at 11:32 a.m.

Next Meeting Date

The next meeting of the Lake Tahoe Community College District Board of Trustees is scheduled for Friday, September 13, at 6:20 p.m., in room L104 on the College campus.

Signed by Kindred Murillo
Secretary
Board of Trustees
Julie Booth

ADOPTED MINUTES

ADOPTED AND ORDERED INTO THE MINUTES

Kindred Murillo, Secretary

October 11, 2011
Date

ADOPTED MINUTES