

## Institutional Effectiveness Council

Thursday, April 10, 2014 1:00-3:00 p.m. Board Room

#### **AGENDA**

#### I. Call to Order

A. College Update

This is an opportunity for Council members and/or administrators to update the Council on changes in issues of importance to the Council since its last meeting. Items requiring discussion must be placed on the agenda prior to the meeting.

#### II. Reports and First Readings

- A. Bond Survey Results (Murillo)
- B. "Open Door" Bond Discussion Meetings (Murillo)
- C. Baccalaureate Degree Steering Committee (Murillo)
- D. Organizational Restructuring (Murillo)
- E. "Vision" Committee (Murillo/Kingsbury)
- F. BP and AP 2410: Board Policies and Administrative Procedures (Murillo)
- G. Associated Student Council (ASC) New Constitution and By-Laws (Wheelen/Agnew)

#### III. Consent Agenda

A. Minutes - March 6, 2014

#### IV. Action Items

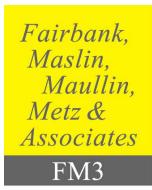
- A. Mission Statement Survey Results (McVean/Kingsbury)
- B. Board Policy and associated Administrative Procedure GPS
  - 1. BP 5055 and AP 5055 Enrollment Priorities
  - 2. BP 5050 and AP 5050 Matriculation

#### V. Standing Reports

- A. Vice President of Academic Affairs and Student Services
- B. Vice President of Administrative Services
- C. Superintendent/President
- D. Review Board of Trustees Agenda
- VI. Next Meeting Date: May 8, 2014 ~ 1:00-3:00p.m., Board Room

#### VII. Adjournment

<u> </u>			
☑ REP	ORTS & FIRST READINGS	□ <u>CONSENT</u>	☐ <u>ACTION ITEMS</u>
EDOM:	IZ:		
FROM:	Kindred Murillo		
SUBJECT:	Bond Survey Results		
proposed a pl containing cos obligation bon modernizing of	of Item: In May 2013, the Lake an of action for ensuring the fists, enrollment management, and (GOB). The GOB will assist classrooms, laboratories and to and remodeling programs local	scal stability of LTCC. new programs and ser in covering the costs echnology; leveraging	This proposal included vices, and a potential general of deferred maintenance; state capital outlay funds for
"Investing in C provide local i Board to revita to conduct a b Three firms re (FM3) were ch checks.	Trustees directed staff to mov Our Future." A major compone nvestment to support the effor alize the college. The College ound measure survey to asses esponded to the RFQ, and Fail mosen to conduct a survey after	ent of this plan is cons rts of the LTCC faculty e issued a Request for ss the community's sup rbank, Maslin, Maullin er reviewing proposals	ideration of a GOB to help of, staff, management and Qualifications (RFQ) for firms oport of local property tax.  If Metz & Associates of and conducting reference
Additional Ba	ckground Information to ass	sist the IEC to under	stand the request:
	Please	e see attached.	
☑ APPROVE	ED for April 10, 2014 meeting		
SIGNED:		DATE	:
IEC Chair		<b>-</b>	
SIGNED: Superintendent	/President	DATE	:



Public Opinion Research & Strategy

TO: Interested Parties

FROM: Fairbank, Maslin, Maullin, Metz & Associates

RE: Summary of Voter Survey Results – Lake Tahoe Community College Bond

DATE: April 4, 2014

From March 20-30, 2014 Fairbank, Maslin, Maullin, Metz & Associates (FM3) completed a telephone survey of 350 South Lake Tahoe voters to assess public attitudes toward Lake Tahoe Community College (LTCC) and a potential bond measure to finance College infrastructure improvements and upgrades. The survey results indicate that the public holds very favorable views of LTCC, and believes a need exists for additional funding. In this context, there is solid consensus that LTCC should make additional investments in facility and technology upgrades to ensure that local students and residents within the community have access to high quality educational opportunities through the College. The survey results show that more than three in five voters (64%) would support a potential bond measure to fund infrastructure improvements and campus and classroom technology upgrades—a support level well above the 55 percent vote threshold required for passage under Proposition 39.

The balance of this memorandum outlines these and other key findings from the survey.

Voters hold highly positive perceptions of the College and the Board of Trustees. Views of LTCC are overwhelmingly positive, with 93 percent of voters indicating that they have a "favorable" view of the College. This includes a full 71 percent who say they have a "very favorable" view. Opinions of the Board of Trustees are also positive, with a majority of constituents (55%) expressing a favorable view. Notably, a substantial proportion (39%) indicated that they were not familiar enough with the Board to offer an opinion.

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<sup>&</sup>lt;sup>1</sup> **Methodology**: From March 20-2014, FM3 completed a survey of 350 registered voters residing within the boundaries of the Lake Tahoe Community College District who are likely to cast ballots in the November 2014 general election. The margin of sampling error for the full sample is +/-5.2%. Some results do not total to 100% because of rounding.

<u>Voters view LTCC</u> as a valued community resource that serves local residents well. There is strong consensus that LTCC plays an important role in providing affordable higher education options and job training for local students and residents pursing a college degree, entering the workforce directly after high school, or training for new professions. Consistent with this finding, fully 90 percent of voters believe the College does a good job of serving the residents in their local area.

The public places a high priority on making campus infrastructure improvements that will enhance the College's ability to prepare students for four-year universities and train for high quality jobs and careers. After being presented with a list of potential community college budget priorities, voters overwhelmingly rated priorities linked to college advancement, career technical education and technological upgrades at the top of the list, including:

- Preparing Lake Tahoe Community College students for four-year colleges (78% "extremely"/"very important")
- Expanding opportunities for students to take university courses at Lake Tahoe Community College (67% "extremely"/"very important")
- Upgrading campus/classroom technology to meet the standards of 21<sup>st</sup> Century computing and instruction (63% "extremely"/"very important")
- Upgrading career/technical job training centers (59% "extremely"/"very important")

In making infrastructure improvement and upgrades, voters place a very high value on ensuring that these improvements are made in such a way as to retain the natural character of the campus and surrounding environment, including protecting scenic views and open space—62 percent identify this as an "extremely" or "very important" priority.

While constituents support additional investments in improving campus facilities and technology, they realize that local schools lack adequate funding, and strong percentages would support a local bond measure to fund repairs, upgrades and improvements. More than two-thirds of respondents (68%) believe that LTCC is in need of at least some additional funding—this figure includes 30 percent of voters who identify the need for additional local community college funding as "great." In keeping with this view, a solid majority (64%) would support a LTCC bond measure that would enable the College to make upgrades to facilities that support the College's commitment to preparing students to obtain a four-year college degree or receive career/workforce training.

Overall, the survey results demonstrate that Lake Tahoe Community College is held in high regard and that the community supports investments that will help the College can continue to offer high quality educational opportunities.

☑ REF	ORTS & FIRST READINGS	□ CONSENT	☐ <u>ACTION ITEMS</u>	
FROM:	Kindred Murillo			
FROIVI.	Kiliulea Mallilo			
SUBJECT:	"Open Door" Bond Discussion	n Meetings		
<b>Description of Item:</b> In an effort to communicate broadly with the campus community, President Kindred Murillo will be available in the month of May for a series of informal discussions on the bond and other issues of importance to campus constituents. These meetings are scheduled during "College Hour", and before and after Academic Senate meetings in order to accommodate the schedules of faculty, staff, and leadership.				
Additional Ba	ackground Information to ass	ist the IEC to unders	stand the request:	
Please see attached.				
✓ APPROV	ED for <u>April 10, 2014</u> meeting			
SIGNED: IEC Chair		DATE	<b>:</b>	
SIGNED:	t/President	DATE	:	

# Do you have questions about the general obligation bond?

Join President Kindred Murillo for one of these informal discussion groups.

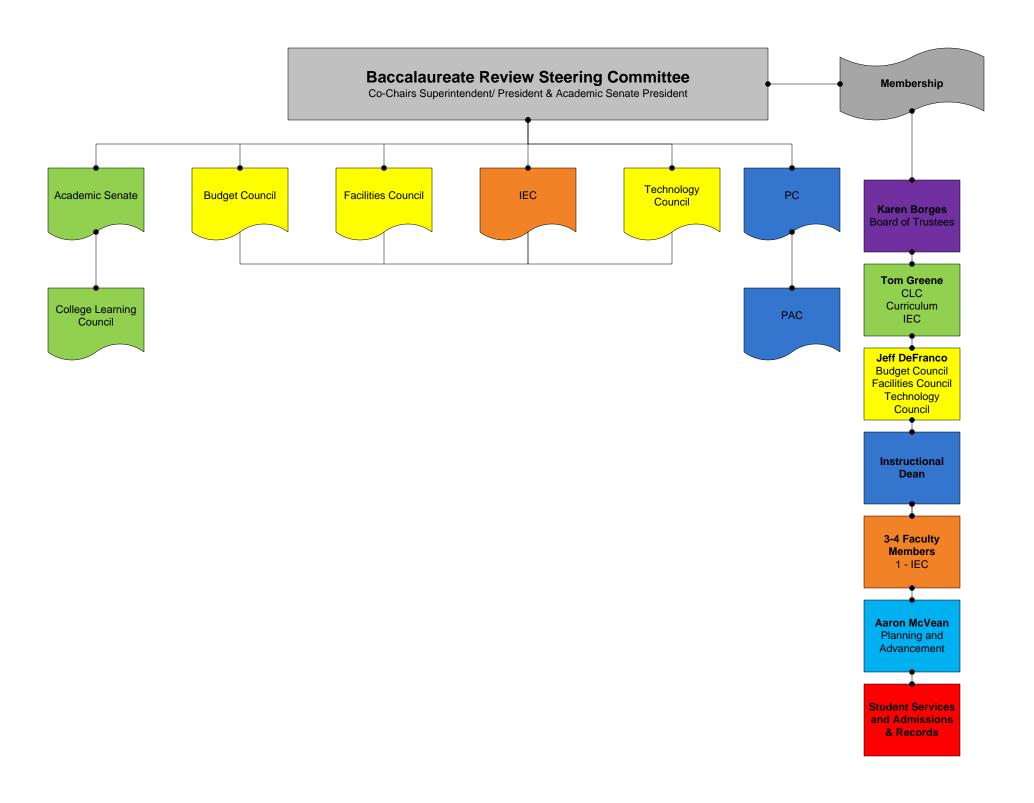
# "Open Door" Bond Discussion

MAY 2 ~ 10:00-11:00 AM MAY 6 ~ 12:00-1:00 PM MAY 13 ~ 12:00-1:00 PM MAY 23 ~ 1:30-2:30 PM MAY 27 ~ 12:00-1:00 PM

MAY 30 ~ 1:30-2:30 PM



☑ <u>REP</u>	ORTS & FIRST READINGS	□ CONSENT	☐ <u>ACTION ITEMS</u>	
FROM:	Kindred Murillo			
SUBJECT:	Baccalaureate Degree Steeri	ng Committee		
<b>Description of Item:</b> SB 850 (BLOCK) Authorizing Pilot Baccalaureate Degree Programs at Community Colleges is scheduled to be heard by the California Senate Education Committee on Wednesday, April 23, 2014. The Lake Tahoe Community College District Board of Trustees approved local Resolution No. 6 in Support of SB 850 at the regular meeting on April 8, 2014. In order to move forward, a Steering Committee comprised of a Board member, faculty, key area staff, and leadership is being formed.				
Additional Ba	ckground Information to ass	sist the IEC to unders	stand the request:	
	Please	see attached.		
☑ APPROV	ED for <u>April 10, 2014</u> meeting	J		
		DATE:		
IEC Chair				
SIGNED: Superintenden	t/President	DATE:		



☑ <u>REF</u>	PORTS & FIRST READINGS	□ CONSENT	☐ <u>ACTION ITEMS</u>
FROM:	Kindred Murillo		
SUBJECT:	Organizational Restructuring		
	of Item: The Superintendent/Pro		anges in work-flow and the
resulting orga	nizational changes that may tak	ke place as a result.	
✓ APPROV	ED for April 10, 2014 meeting	ļ	
SIGNED:		DATE:	
IEC Chair			
SIGNED: Superintender	nt/President	DATE:	

☑ REF	PORTS & FIRST READINGS	□ CONSENT	☐ <u>ACTION ITEMS</u>
FROM:	Kindred Murillo		
SUBJECT:	Vision Committee		
Dogarintian a	of Itams Dr. Jan Kingabury and	Drasidant Kindrad Mu	willo are so obsiring a
<del>-</del>	of Item: Dr. Jon Kingsbury and develop a vision statement for the statement of the statement for the statement of the sta		_
	levelop branding for LTCC. Thi	-	_
community me	embers, one Board of Trustees	member, and campu	s leadership.
☑ APPROV	ED for April 10, 2014 meeting	)	
		DATE	:
IEC Chair			
SIGNED:	nt/President	DATE	:
Superintenden	nt/President		

☑ REF	PORTS & FIRST READINGS	□ CONSENT	☐ <u>ACTION ITEMS</u>		
FROM:	Kindred Murillo				
SUBJECT:	BP and AP 2410 Board Poli	icy and Administrati	ve Procedures (Regulations)		
<b>Description of Item:</b> In an effort to remain in compliance with accreditation standards and to make Board Policy more transparent, staff is reviewing and reclassifying policies and administrative procedures (regulations) as previously planned. The attached BP and AP will be crucial in moving forward.					
Additional Ba	Additional Background Information to assist the IEC to understand the request:				
Please see attached.					
APPROVED for April 10, 2014 meeting					
SIGNED: IEC Chair		DA	ATE:		
SIGNED:	t/President	DA	ATE:		

### **BP 2410 – Board Policy and Administrative Procedure**

Reference: Education Code Section 70902;

ACCJC Accreditation Standard IV.B.1b and e

Administrative Procedure 2410

The Board of Trustees may adopt such policies as are authorized by law or determined by the Board as necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter of jurisdiction.

The policies have been written to be consistent with provisions of law but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended.

Administrative procedures approved by the Superintendent/President, in accordance with Board policies, shall apply to all students and personnel employed by the District, including the Superintendent/President and other District officers and where applicable, to agents and consultants of the District and the Board.

Administrative procedures are to be issued by the Superintendent/President as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Superintendent/President.

The Superintendent/President shall provide each member of the Board with copies of the administrative procedures. The Board of Trustees reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies. Copies of all policies and administrative procedures are readily available on the District's website.

#### AP 2410 - Board Policies and Administrative Procedures

References: Education Code Section 70902

Board Policy 2410

ACCJC Accreditation Standard IV.B.1.b. & e.

The Board of Trustees (Board) shall adopt, revise, and delete all board policies. The Board tasks the Superintendent/President (President) with responsibility for bringing recommendation on policy. Adoption, revision, or deletion may come about as a result of recommendation from the Community College League of California (CCLC); changes in statutes; or upon an internal recommendation.

Board policies and administrative procedures (procedures) will be regularly evaluated by the President, senior management, and the President's Council to ensure compliance with:

- currency and compliance with state and federal laws;
- consistency with the institutional mission statement
- adherence to accreditation standards:
- protection of the College;
- promotion of operational efficiency; and
- currently with institutional and departmental changes in operation.

All board policies and procedures will be evaluated to determine if revisions to existing policies and procedures, or development of new policies and procedures are necessary. The Board has directed the college leadership to move the numbering system as recommended by the CCLC.

All board policies and administrative procedures will be reviewed on a five-year cycle. The order of review (CCLC numbering system) is as follows:

- Year 1 and 2 All policies required to be updated based on statutory changes, and are policies required by accreditation standards.
- Year 2 The CCLC numbering system lays out the chapters as follow:
  - Chapter 1 The District
  - Chapter 2 Board of Trustees
  - Chapter 7 Human Resources portions related to the CEU Collective Bargaining Agreement
- Year 3
  - Chapter 3 General Institutional
  - o Chapter 4 Academic Affairs
  - Chapter 7 Human Resources
- Year 4
  - o Chapter 5 Student Services
  - o Chapter 6 Business and Fiscal Services

Adopted:

Previous Board Policy: Replaces BP 1.13

- Year 5
  - Chapter 7 Human Resources
    - Includes academic, classified, confidential, educational administrators, classified supervisors and managers
    - Includes items that are not part of the bargaining and meet and confer agreements.

Recommendations will be reviewed by the President or designee and routed through the adoption/revision process below. This process includes the opportunity for faculty, staff, and students to provide input on policies and procedures that have an impact on them. The review process is as follows:

- President's Council (PC) PC will review the first draft of the policy and/or procedure and recommend to the Superintendent/President whether the policy should move forward or needs further revisions. If the
- Academic Senate If the policy and/or procedure is designated "10 + 3", it is forwarded
  to the Academic Senate for a first read and approval.
- President's Advisory Council The PAC will review the policy/procedure and make recommendations as required.
- Institutional Effectiveness Council (IEC)— After the first read of the PC and the Academic Senate when required the IEC will review the policy/procedure as a first read, and assess if additional governance councils need further input in to the policy/procedure. These councils include:
  - o The College Learning Council
  - The Budget Council
  - The Facilities Council
  - o The Technology Council
- Board of Trustees Once all appropriate councils have reviewed the policy/procedure it
  will be forwarded to the office of the President for final review (second read and action)
  by the PAC and IEC, before moving to the Board of Trustees for a first read and final
  approval (second read).
- Post Board Policies and Administrative Procedures are approved by the Board, they will be posted to the District's website and a notice sent to all college constituencies and Board members.

### **AGENDA ITEM REQUEST**

☑ <u>REF</u>	ORTS & FIRST READINGS	□ CONSENT	☐ <u>ACTION ITEMS</u>
FROM:	Hannah Whaalan and Aliaia A	anow	
FROIVI.	Hannah Wheelen and Alicia A	gnew	
SUBJECT:	Associated Student Council (A	ASC) Constitution and	By-Laws (first reading)
-	of Item: ASC members Hannah and by-laws for IEC review and fe	•	resent the new club
Additional Ba	ckground Information to assi	st the IEC to unders	stand the request:
	Please	see attached.	
			_
☑ APPROV	ED for April 10, 2014 meeting		
SIGNED:		DATE:	
IEC Chair			
SIGNED:		DATE:	

Superintendent/President

# CONSTITUTION OF THE ASSOCIATED STUDENTS OF LAKE TAHOE COMMUNITY COLLEGE

#### PREAMBLE

We, the students of Lake Tahoe Community College (LTCC), do hereby establish the Associated Students of LTCC (ASLTCC) as authorized in California Education Code 76060, whose primary organizational structure is the Student Senate of LTCC (SSLTCC), which is governed by the Executive Council, this Constitution, and the Bylaws of the ASLTCC as a means to represent all the students of the college. Further the Student Senate of LTCC is recognized as the representative associated student organization by the Board of Trustees of LTCC.

Article I MISSION

It is the mission of the Associated Students of Lake Tahoe Community College to provide the students with a voice in the College's participatory governance process. It is further the mission of the SSLTCC to promote the intellectual, artistic, cultural, and social life of students, and to provide a mechanism for the appropriate allocation of Associated Student Body resources.

Article II BROWN ACT

The SSLTCC is considered a legislative body as defined by California Government Code §§ 54952.(a). Therefore, the SSLTCC abides by the open meeting practices outlines in the Ralph M. Brown Act (Government Code §§ 54950-54962). The SSLTCC endeavors to give all members of the organization and members of the public opportunities to participate in the open meeting practices of the SSLTCC.

Article III

THE ASSOCIATED STUDENTS OF LAKE TAHOE COMMUNITY COLLEGE

Section 1: Membership

Each student enrolled in credit courses at Lake Tahoe Community College shall be a member of the Associated Students of LTCC, and have exclusive privilege to rights and powers outlined in this constitution.

Section 2: Components of the ASLTCC

The ASLTCC shall be represented by two primary organizational structures:

The Student Senate of LTCC (the SSLTCC) which is the primary governing and representative organization of the ASLTCC; the ASLTCC shall be composed of the following members:

B: An executive council consisting of a President, Vice President, Political Affairs Officer, Treasurer, Activities Officer, Public Relations Officer, Secretary, Student Trustee, and Parliamentarian, as well as nine Senators with voting privileges and a number of non-voting representatives to not exceed 10% of the student body.

#### Section 3: Powers of the ASLTCC

A: The Associated Students of LTCC shall retain the "power of initiative." If a verified petition signed by twenty percent (20%) of the ASLTCC is presented to the Student Senate of LTCC, the Senate shall then vote on the proposed legislation within ten (10) school days after receipt of the petition. Should the ASC decline to enact the proposed legislation, it shall be placed on the ballot of a special election called by the president within thirty (30) school days. If a majority of the ballots cast is obtained, the proposed legislation shall be enacted.

B: The Associated Students of LTCC shall retain the "power of referendum" on enacted legislation of the current quarter. If a verified petition signed by twenty percent (20%) of the ASLTCC is presented to the Student Senate of LTCC, the Senate shall then call for a special election within thirty (30) school days. If a majority of the ballots cast is obtained, the enacted legislation shall be repealed.

C: The Associated Students of LTCC shall retain the "power to recall" for any Executive Officer or Representative. If a verified petition signed by twenty percent (20%) of the ASLTCC is presented to the Student Senate of LTCC, the Senate shall then call for a special election within thirty (30) school days. If a majority of the ballots cast is obtained, the officer or representative shall be recalled.

## Article IV PARLIAMENTARY AUTHORITY

A: Meetings of the Student Senate shall use the current edition of Robert's Rules of Order as guidelines for operation in situations where procedure is not iterated in the constitution or bylaws.

B: In the event of any procedure, section, article, policy, or amendment put forth that conflicts with student advocacy or the ability to get work done, the Student Senate may suspend such procedure, section, article, policy, or amendment by  $\frac{2}{3}$  majority vote of all current members of the Student Senate.

#### Article V AMENDMENTS

Section 1: Amendments to this Constitution

A: Proposed amendments to this Constitution, which is the governing document of the Associated Students of Lake Tahoe Community College, shall require a first and second reading and a subsequent two thirds (%) vote of the SSLTCC to be placed on any ballot.

B: Amendments to this Constitution shall require a two-thirds (¾) majority of the total votes cast by the Associated Student Body in a duly authorized election and shall be subject to the approval of the LTCC Board of Trustees.

Section 2: Amendments of the Bylaws

A: Any member of ASLTCC upon sponsorship of a Student Senate member may introduce amendments to the Bylaws by means of resolution. A resolution to amend the Bylaws shall be subject to a minimum of two (2) readings of the Student Senate.

B: A two-thirds (2/3) vote of the Student Senate shall be required to amend the Bylaws. Amendments to the Bylaws that attain a two-thirds (2/3) vote shall become effective immediately unless otherwise noted in the resolution.

#### **BYLAWS**

Article I STUDENT SENATE Section 1: Authority

A: Legislative authority shall be granted to the Student Senate. Legislative authority shall be defined here as the power of a deliberative assembly of student representatives (the Student Senate) to bring a motion or resolution to an official binding status for the Student Senate.

B: Executive authority shall be granted to the President whose responsibility includes the enforcement of Student Senate rules and regulations. Executive authority shall be defined here as the power to: call regular and special meetings of the Student Senate and Executive Council; appoint vacant standing committee and college-wide committee positions; to veto Student Senate action; to dismiss any Standing Committee member.

#### Section 2: Student Senate

A: The Student Senate shall be comprised of up to nine (9) Student Senators and nine (9) Executive Officers. Executive Officers and Student Senators shall have one (1) vote.

B: The Student Senate shall make rules and regulations concerning Associated Students of Lake Tahoe Community College (ASLTCC) and represent the students in the participatory governance process.

#### Section 3: Executive Council

A: The Executive Officers of the Student Senate shall serve as the membership of the Executive Council.

B: The Executive Council shall be responsible for planning, budgeting, implementing, coordinating and evaluating all Student Senate legislation, finance, operations, activities, and communications.

C: Executive Officers shall perform other such tasks as assigned to them by the President, the Student Senate, and ASLTCC Governing Documents.

#### Section 4: President

A: The President shall serve as the Chair of the Student Senate and shall prepare the agenda for meetings at which he/she presides.

B: The President shall represent ASLTCC and the Student Senate at times and places where such representation is required, requested, and agreed upon by the Student Senate.

C: The President shall make appointments to all Standing Committees when necessary, serve as an ex-officio member of all Standing Committees, and be responsible for ensuring the full participation of student senators he/she appoints.

D: The President shall reserve the right to veto Student Senate actions by submitting a written statement of his/her objection to the Secretary by the next regular meeting following the pas-

sage of said legislation. Any proposal vetoed by the President shall become effective after a two-thirds (2/3) vote has been cast by the Student Senate overruling the veto.

E: The President shall prepare a quarterly report on the activities, events, and conferences of ASLTCC to submit to the Student Senate and an informational binder by the end of his/her term for the incoming President.

Section 5: Vice President

A: The Vice President shall serve as the Chair of the Executive Council and shall prepare the agenda for meetings at which he/she presides.

B: The Vice President shall represent the Executive Council at times and places where such representation is required and prepare a quarterly report on all Executive Council activities.

C: The Vice President shall be responsible for the recruitment of candidates to vacant positions on the Executive Council, Student Senate, as well as Standing and College-Wide Committees and providing recommendations to the President and Student Senate.

D: The Vice President shall provide monthly accountability reports of Executive Officers and Student Senators to the Student Senate on matters pertaining to meeting attendance, office and representative hours, college/campus projects, and other responsibilities as outlined in these Bylaws and by Senate action.

E: The Vice President shall serve as an ex-officio member of all standing committees other than the Executive Council.

Section 6: Political Affairs Officer

A: The Political Affairs Officer or his/her designee shall serve as the Chair of the Legislation Committee and shall prepare the agenda for the meetings at which he/she presides.

B: The Political Affairs Officer shall represent the Legislation Committee at times and places where such representation is required and shall prepare and present reports of Legislation Committee activities to the Student Senate.

C: The Political Affairs Officer shall be responsible for researching and providing updates on federal, state, or local legislation that may have a significant impact on students.

D: The Political Affairs Officer shall be responsible for advising the Student Senate on all matters pertaining to legislation.

E: The Political Affairs Officer or his/her designee shall serve as the LTCC delegate for Region II of the SSCCC.

Section 7: Treasurer

A: The Treasurer or his/her designee shall serve as the Chair of the Finance Committee and shall prepare the agenda for all meetings at which he/she presides.

B: The Treasurer shall represent the Finance Committee at times and places where such representation is required, prepare and present reports of Finance Committee activities to the Student Senate.

C: The Treasurer shall provide monthly reports on the status of the ASLTCC Budget and its line items to the Student Senate.

D: The Treasurer shall be responsible for investigating possible opportunities for revenue and savings to the Student Senate.

E: The Treasurer shall be responsible for advising the Student Senate on all matters pertaining to its finances.

Section 8: Activities Officer

A: The Activities Officer or his/her designee shall serve as co-Chair of the Operations Committee and shall prepare the agendas for the meetings at which he/she presides.

B: The Activities Officer shall be required to represent the Operations Committee at times and places where such representation is required.

D: The Activities Officer shall be required to submit budget breakdowns and reports on all Student Senate events.

E: The Activities Officer shall be responsible for advising the Student Senate on all matters pertaining to activities.

Section 9: Public Relations Officer

A: The Public Relations Officer or his/her designee shall serve as co-Chair of the Operations Committee and shall prepare the agenda for meetings at which he/she presides.

B: The Public Relations Officer shall represent the Operations Committee at times and places where such representation is required.

C: The Public Relations Officer shall conduct surveys within the student body for the purpose of providing the Student Senate with direction in its functions.

D: The Public Relations Officer shall provide the local media with press releases and supervise any media that is distributed to the student body by the Student Senate.

E: The Public Relations Officer shall be responsible for advising the Student Senate on all matters pertaining to Public Relations.

F: The Public Relations Officer shall maintain and regularly update the Student Senate web page.

Section 10: Secretary

A: The Secretary or his/her designee shall serve as facilitator of the Inter-Club Presidential Board and shall be responsible for maintaining contact with all Student Presidents and preparing the agenda for meetings at which he/she presides.

B: The Secretary shall take minutes at meetings of the Executive Council and the Student Senate as well as distribute minutes to all appropriate persons.

C: The Secretary shall be responsible for maintaining all documents pertaining to the Student Senate.

D: The Secretary shall assist the President in the execution of his/her duties.

E: The Secretary shall maintain a record of contact information for Executive Officers and Student Senators, office hours, and all property of the Student Senate.

Section 11: Student Trustee

A: In compliance with District Policy No. 2015 & No. 2105-4, one (1) non-voting student representative shall serve on Lake Tahoe Community College Board of Trustees.

B: The Student Trustee shall be entitled to all privileges and rights provided to the Student Trustee by vote of the Board of Trustees in accordance with Board Policy No. 2015, including the review of materials and participating in the questioning of witnesses and the discussion of issues, with some exceptions. These exceptions are: the Student Trustee does not have the right to attend executive sessions of the Board, nor receive materials related thereto.

C: The Student Trustee shall serve a one (1) year term commencing on June 1st and ending on May 31st of the following year.

D:The Student Trustee shall serve as the liaison between the LTCC Board of Trustees and the Student Senate.

E: The Student Trustee shall submit a written report on the activities of the LTCC Board of Trustees to the Student Senate.

Section 12: Parliamentarian

A: The Parliamentarian or his/her designee shall serve as the Chair of the Constitution and Bylaws Committee and shall prepare the agenda for the meetings at which he/she presides.

B: The Parliamentarian shall represent the Constitution and Bylaws Committee at times and places where such representation is required and shall prepare and present reports of Constitution and Bylaws Committee activities to the Student Senate.

C: The Parliamentarian shall be responsible for addressing the Student Senate on all conflicts within the Constitution and Bylaws in regard to current and future changes.

D: The Parliamentarian shall be responsible for thoroughly understanding the Constitution and Bylaws of the Student Senate.

E: The Parliamentarian or his/her designee shall serve as the Chair of the Elections Committee and shall prepare the agenda for meetings at which he/she presides.

F: The Parliamentarian shall be responsible for maintaining a thorough understanding of parliamentary procedure, and shall be the Student Senate's parliamentary reference.

G: The Parliamentarian shall be responsible for maintaining a thorough understanding of the California Ralph M. Brown Act.

Section 13: Orders of Succession

A: Should the President resign or be removed from office, the order of succession is as follows: Vice President, Political Affairs Officer, Treasurer, Activities Officer then Public Relations Officer.

B: Upon the resignation or removal of the President, the next in line in order of succession shall, if the position of President be accepted, assume the position of President. This process will continue until the office of President is filled. Should the position still remain vacant after the conclusion of this process, the Secretary shall serve as Acting President until the Student Senate can elect a President.

Section 14: Vacancies

Excluding the President, vacancies in any Student Senate position shall be filled by considering applicants from the ASLTCC and Student Senate. The Student Senate shall then appoint, through majority vote, a member to fill the available position for the remainder of the unexpired term.

#### Article II PARLIAMENTARIAN PROGRESSION

Section 1: Certification

A: Upon election, the Parliamentarian shall proceed to register with the American Institute of Parliamentarians.

B: The incoming Parliamentarian shall prepare for the American Institute of Parliamentarians Certified Parliamentarian Examination, and apply for examination prior to November.

C: Upon certification the Parliamentarian shall be reimbursed by the Student Senate for the examination fee. Should the Parliamentarian not pass the initial examination, the Student Senate shall reimburse the Parliamentarian for that examination fee. No subsequent failures shall be reimbursed without the approval of the Student Senate.

Section 2: Certified Parliamentarian

A: The Certified Parliamentarian's quarterly stipend shall be increased to the amount of one hundred fifty dollars (\$150.00) upon certification.

B: The Certified Parliamentarian shall assist ASLTCC student organizations with training and reference in parliamentary procedure.

Article III
STUDENT SENATE MEMBERSHIP

Section 1: Student Senate Responsibilities

A: Student Senators shall be responsible for assisting in the planning, budgeting, implementation, and coordination of all ASLTCC legislation, finance, activities, and public relations.

B: Student Senators shall be required to complete an annual project that will benefit the membership of ASLTCC or the surrounding community. A proposal of this project shall be drafted by the Student Senators and presented to the Student Senate for approval no later than the end of the fall quarter.

C: Student Senators shall serve on at least one (1) standing committee.

D: Student Senators shall hold regular meetings with division deans and report back to the Student Senate on activities relating to their respective academic divisions.

E: Executive Officers shall hold two (2) posted office hours per week and Student Senators shall hold one (1) posted office hour per week. Posted office hours are defined as scheduled time spent in the Student Senate office, whereby Student Senate members will be accessible to the students of LTCC.

F: Student Senate members must submit availability schedules to the Vice President during the first Student Senate meeting of each quarter. The Vice President shall create a weekly posted office hour schedule to be approved by majority vote of the Student Senate during the second Student Senate meeting of each quarter.

G: Executive Officers shall hold ten (10) representative hours and Student Senators shall hold four (4) representative hours over each two week period of each quarter. Representative hours are defined as time spent on or off campus doing Student Senate business subject to approval by the Vice President.

H: Executive Officers and Student Senators shall submit a report for each two week period to the Vice President describing when and where office and representative hours were held and what was accomplished.

Section 2: Senate Membership Requirements

A: Student Senate members shall be currently enrolled in a minimum of eight (8) units while maintaining a 2.0 cumulative grade point average.

B: Student Senate members not maintaining eligibility shall be dismissed from office by an Advisor of the Student Senate within two (2) school days.

C: Student Senate members removed from office at any time as a result of impeachment shall be ineligible to hold any office of the Student Senate.

Section 3: Stipend

A: Executive Officers shall be eligible for stipends paid every quarter subject to the approval of the Student Senate. All Executive Officers will receive seventy-five dollars (\$75) unless otherwise noted in this document.

B: Executive Officers or Student Senators who are designated by an Executive Officer to chair his/her standing committee (excluding Elections Committee) outlined in these bylaws are entitled to twenty-five dollars (\$25.00) of the original chair's stipend per quarter.

C: If any Executive Officer fails to chair the standing committee assigned to him/her by these bylaws (excluding Elections Committee) and fails to designate a chair for that committee, any other Executive Officer or Student Senator who then takes upon the responsibility of chairing that committee is entitled to fifty dollars (\$50.00) of the original chair's stipend per quarter.

Article IV ADVISORS

Section 1: Advisors

A: An Advisor of the Student Senate shall attend Student Senate meetings and events.

B: An Advisor of the Student Senate shall conduct quarterly eligibility assessments of all Student Senate members and shall dismiss any individuals found to be ineligible from office within two (2) school days.

C: The Advisor shall notify the President of all Student Senate member vacancies in the Executive Council, Student Senate, and Standing/College-Wide Committees.

Article V MEETINGS

Section 1: Student Senate and Executive Council

A: The Student Senate shall meet weekly during the fall, winter, and spring quarters at a time and place agreed upon and set by the President and approved by a majority of the members of the Student Senate at the first Student Senate meeting of each quarter.

B: The Executive Council shall meet monthly during the fall, winter, and spring quarters at a time and place set by the Vice President and agreed upon by the Executive Council at the first Executive Council meeting of each quarter.

Section 2: Committee Chairs

A: Committee Chairs shall make recommendations to the President for appointments to their respective Committees.

B: Committee Chairs shall be responsible for maintaining all documents related to their respective Committees.

C: Committee Chairs shall represent their respective Committees at times and places where such representation is required.

#### Section 3: Inter-Club Board

A: The Inter-Club Board (ICB) shall consist of the SSLTCC Secretary or his/her designee and the president of each LTCC club or his/her designee. The ICB shall meet at least once quarterly at a time and place agreed upon and set by a majority of the ICB.

B: The ICB will create recommendations for the SSLTCC about allocating the Activity Fee money defined by the Financial Code adopted by the SSLTCC.

#### Section 4: Elections Committee

A: The Elections Committee shall hold and run special and general ASLTCC elections.

B: The Elections Committee for the annual general election shall be assembled no later than March 1st to be chaired by the Parliamentarian or his/her designee.

C: The President shall appoint the membership of the Elections Committee.

D: The Elections Committee shall recommend a schedule of dates, times, and places for elections of the Student Senate for approval no later than four (4) weeks in advance and work with the Operations Committee to publicize all matters pertaining to the election.

E: The Elections Committee shall ensure a nominating period of at least two (2) calendar weeks and shall approve all petitions of candidacy. An official list of candidates shall be completed and publicized at a minimum of two (2) weeks prior to the election.

F: Members of the Elections Committee who are candidates in the election shall not participate directly in any business relating to the planning, implementing, and coordinating of elections.

G: Candidates must meet all policies as outlined in the ASLTCC Election Code and Elections Committee Senate Code.

H: Elections for determining Executive Officers and Student Senators for the following academic year shall be held on a Monday, Tuesday, Wednesday, and Thursday in May at LTCC by May 10th.

#### Section 5: Standing Committees

A: The President shall appoint the membership of each Standing Committee at the first meeting of the Student Senate during the fall quarter. Student Senate members wishing to resign from or join a Standing Committee shall request the President to appoint or remove them.

B: All Standing Committees shall meet at least once monthly at a time and place agreed upon and set by a majority of the members of each Standing Committee at the second Student Senate meeting of each quarter unless a majority of the membership of a Standing Committee determines it has no business to conduct.

C: The President may remove a member of a Standing Committee for failing to uphold his/her responsibilities as a committee member.

Section 6: Special Meetings

Special meetings of the Executive Council, Student Senate, and Standing Committees are public and may be called at any time by the President, Chair of the respective body, or a majority of the membership of the respective body. Special meeting agendas may not be amended.

Section 7: Teleconferencing

The Student Senate shall reserve the right to conduct meetings by teleconference in a process established in accordance with California's Ralph M. Brown Act.

Section 8: Absences

A: Student Senate members shall not incur more than three (3) unexcused absences in the course of one (1) quarter.

B: Excused absences shall be defined as providing notice to the President in the event of an emergency or attendance of a participatory governance meeting.

C: Student Senate members who incur more than three (3) unexcused absences in the course of one (1) quarter will be subject to Student Senate review and may be removed from office upon two-thirds (2/4) vote of the Student Senate.

Article VI STANDING COMMITTEES

Section 1: Standing Committees

A: Standing Committees shall function as advisory bodies to the Student Senate.

B: Standing Committees shall be responsible for submitting written recommendations and activity reports to the Student Senate after each committee meeting.

C: Standing Committees shall perform other such assignments as delegated by the President, the Student Senate, or ASLTCC governing documents.

D: Standing Committees shall make recommendations in regards to that committee's actions for the improvement of the Student Senate.

Section 2: Senate Codes

A: The establishment of Senate Codes is hereby authorized. Senate Codes are defined as functional documents for the operation of Student Senate

Committees.

B: Each Standing Committee shall develop a Senate Code subject to the approval by the Student Senate that shall establish an operational framework for that committee.

C: Each Standing Committee Chair shall maintain the Senate Code of his/her respective Standing Committee.

D: Amendments to Senate Codes shall require approval by majority vote of the Student Senate.

Section 3: Membership

A: The membership of Standing Committees shall be open to the Chair and a maximum of six (6) ASLTCC members, from which the committee's Vice Chair and Secretary shall be elected by a majority vote.

B: Members of Standing Committees shall have one (1) vote on each issue.

Section 4: Legislation Committee

A: The Legislation Committee shall be responsible for monitoring relevant federal, state, and local legislation that may have an effect on students and for making recommendations to the Student Senate regarding appropriate action on said legislation.

B: The Legislation Committee shall be responsible for planning, implementing, coordinating, and evaluating activities that heighten political awareness and promote political activity of the general student body regarding issues that affect the students.

C: The Legislation Committee shall be responsible for drafting all Student Senate resolutions to be submitted to the Student Senate for approval by majority vote.

D: The Legislation Committee shall nominate a delegation to General Assemblies of the SSCCC subject to the approval of the Student Senate.

Section 5: Finance Committee

A: The Finance Committee shall be responsible for maintaining supervision over the Student Senate Budget and its financial affairs as well as to ensure that ASLTCC exercises the maximum legal control of all funds, expenditures, and investments.

B: The Finance Committee shall prepare and submit the annual Student Senate Budget to the Student Senate by the end of May each year.

C: The Finance Committee shall be responsible for the planning, implementation, and evaluation of all fund raising activities, events, investments, and enterprises.

D: The Finance Committee shall be responsible for investigating possible opportunities for revenue and savings to the Student Senate.

Section 6: Operations Committee

A: The Operations Committee shall be responsible for assisting in planning, budgeting, coordinating, implementing, and evaluating social and cultural activities for the entertainment and recreation of the general student body.

B: The Operations Committee shall prepare a quarterly events calendar of the following quarter to be submitted to the Student Senate by the Activities Officer.

C: The Operations Committee shall study and make recommendations for future activities under the purview of the committee for the improvement of said activities.

D: The Operations Committee shall provide written debriefing reports to the Student Senate following events to identify reasons for success or failure and opportunities for improvement.

E: The Operations Committee shall be responsible for the maintenance and improvement of visibility and public relations between ASLTCC, the college, and the community at large.

F: The Operations Committee shall be responsible for assisting in planning, implementing, coordinating, and evaluating publicity efforts for all ASLTCC activities.

G: The Operations Committee shall establish and maintain partnerships throughout the community in order to create and publish an annual ASLTCC Benefits Booklet.

#### Section 7: Constitution and Bylaws Committee

A: The Constitution and Bylaws Committee shall review and make recommendations on amendment proposals to the governing documents of ASLTCC.

B: The Constitution and Bylaws Committee shall hold an annual Student Senate policy training forum to maintain the Student Senate's awareness of its policy and procedures.

C: The Constitution and Bylaws Committee shall maintain the student handbook with relevant and useful information, including the Student Senate governing documents.

Article VII
COLLEGE-WIDE COMMITTEES

#### Section 1: Responsibility and Policy/Procedural Areas

A: In accordance with California law, the President shall make appointments to college-wide and district-wide committees that develop policies and/or procedures that have or will have a significant effect on students.

B: Policy or procedural areas that have or will have a significant effect on students are as follows: grading policies; codes of student conduct; academic disciplinary policies; curriculum development; courses or programs that should be initiated or discontinued; processes for institutional planning and budget development; standards and policies regarding student preparation and success; student services planning and development; student fees within the authority of the district to adopt; and any other district or college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

#### Section 2: Student Representatives

A: Student Representatives on college or district-wide committees shall submit a written report to the Student Senate after each committee meeting regarding that committee's activities during the next Student Senate meeting.

B: Student Representatives on college or district-wide committees are expected to use discretion regarding questions that arise while in committee. If a question requires the official opinion of the Student Senate, Student Representatives shall communicate the matter to the Student Senate to be decided on.

C: The President may remove a member of a college-wide committee for failing to uphold his/her responsibilities as a Student Representative.

Article VIII

FISCAL PROCEDURE

Section 1: Annual Budget

The Student Senate shall maintain a balanced annual budget.

Section 2: Expenditures and Fund Requests

All expenditures shall be granted upon a majority vote of the Student Senate.

Section 3: Reimbursements

Expenses authorized by the Student Senate and incurred by representatives of the Student Senate shall be reimbursed.

Article IX

PARTICIPATORY GOVERNANCE

Section 1: Responsibility

A: The President shall ensure the full participation of the Student Senate in the participatory governance process at LTCC.

B: The President shall consult with the College President or his/her designee on all matters that have affected or will affect ASLTCC.

C: The Student Trustee shall consult with the Board of Trustees or its designee on all matters that have affected or will affect ASLTCC.

D: The President shall appoint ASLTCC members to fill all student positions on college-wide committees, work groups, task forces and/or councils.

E: The President shall ensure the maintenance of all records and papers pertaining to any aspect of the participatory governance process.

Article X
STUDENT SENATE FOR CALIFORNIA COMMUNITY COLLEGES

Section 1: Participation

A: The Political Affairs Officer shall be responsible for the full and active participation of ASLTCC in the Student Senate for California Community Colleges (SSCCC) and Region II of the SSCCC.

Section 2: Region II Delegate

A: The Political Affairs Officer or his/her designee shall serve as the Lake Tahoe Community College Voting Delegate for Region II of the SSCCC.

B: The Region II Delegate shall provide written reports to the Student Senate after each Region II and/or SSCCC meeting.

Section 3: General Assembly

A: According to the SSCCC Constitution, the SSCCC shall meet in a general assembly at least once in the fall and once in the spring. Each community college associated student body organization, pursuant to the Education Code, Section 76060-76067, shall have one voting delegate at a general assembly.

B: The delegation for a general assembly of the SSCCC shall be determined by the Legislation Committee and approved by majority vote of the Student Senate.

C: The Political Affairs Officer or his/her designee shall serve as the voting delegate for ASLTCC at a general assembly of the SSCCC.

D: The voting delegate of ASLTCC at a general assembly shall impartially, respectably, and accurately represent ASLTCC to the best of his/her knowledge in all legislative decisions made at a general assembly of the SSCCC.

Article XI AMENDMENTS

Section 1: Amendment Procedure

A: Any member of ASLTCC upon sponsorship of a Student Senate member may introduce amendments to these Bylaws by means of resolution.

B: A resolution to amend these Bylaws shall be subject to a minimum of two (2) readings of the Student Senate.

C: A two-thirds (2/3) vote of the Student Senate shall be required to amend these Bylaws.

D: Amendments to these Bylaws that attain a two-thirds (2/3) vote shall become effective immediately unless otherwise noted in the resolution.

Article XII

#### DISCIPLINE

#### Section 1: Declaration of Right to Remove

The Student Senate reserves the right to remove from office any Student Senate member for a violation of law or policy set forth by the federal, state, or local government; district policy; college standard of conduct; failure to abide by the Constitution and/or Bylaws of ASLTCC; or breach of a fundamental principle of ethics or competence.

#### Section 2: Procedure

A: A proceeding to remove any Student Senate member must not violate any rule of ASLTCC or any rights that individuals have under law. The steps for removal from office shall be:

- a) CHARGES: A memorandum stating the alleged violations and preliminary proof shall be filed with the Secretary within three (3) school days.
- b) INVESTIGATION: The Secretary shall investigate the alleged violations and report to the Student Senate to determine if there are grounds for removal. Should a majority of the Student Senate determine the presence of grounds for removal, the Executive Secretary shall notify the member in question and set a date for a hearing, no later than fifteen (15) days following the determination of the Student Senate.
- c) RESOLUTION: The Secretary shall report to the Student Senate within seven (7) days of the hearing and recommend exoneration or removal from office. The Student Senate shall have the power to remove the accused from office with a two-thirds (2/3) vote.

B: In the event of the Secretary undergoing the steps for removal from office, the Student Senate shall appoint, by majority vote, another Student Senate member to carry out the procedure described in clause A of this section.

#### LAKE TAHOE COMMUNITY COLLEGE

#### INSTITUTIONAL EFFECTIVENESS COUNCIL

Thursday, March 6, 2014 1:00-3:00 p.m. Board Room

#### **MINUTES**

PRESENT: Dr. Tom Greene, Shelley Hansen, Dr. Jon Kingsbury, Pat Leonard-

Heffner, Diane Lewis, Aaron McVean, Mark Williams

ABSENT: Alicia Agnew, Jeff DeFranco, Tim Johnson, Hannah Wheelen

STAFF: Sue Saia, Lisa Shafer

GUESTS: None

Call to Order Dr. Jon Kingsbury called the meeting to order at 1:12 p.m.

**College Updates** Aaron McVean thanked members for attending the 40<sup>th</sup> Anniversary

press conference on March 5, 2014 at the Econo Lodge. Mr. McVean reported that approximately 50 people were in attendance, including founding President, Dr. Jim Duke, many past faculty, staff and students,

and the current Board of Trustees.

Mr. McVean also reminded the IEC of LTCC's June 7<sup>th</sup> celebration, including the unveiling of the bronze sculpture by David Foster, "Ascending," a formal sit-down dinner, and presentations to

commemorate our 40 year history.

#### Reports

# Mission Statement Subcommittee Update

Dr. Kingsbury and Mr. McVean reviewed the progress of the Mission Statement Subcommittee. At the committee's meeting on February 21, 2014, twenty-one (21) drafts of the new Mission Statement were combined into three final versions that will go before the campus for final input and ranking via survey. The sub-committee will meet again to discuss the results of the survey and prepare to unveil the final draft to IEC at the April 10, 2014 meeting.

Dr. Kingsbury remarked the Mission Statement should be a fluid document that may change over time, and noted the three drafts are very different in look and feel from the current LTCC Mission Statement.

Dean Sue (Saia) Gochis asked if the new statement would be ready for the 2014/15 Catalog, to which to answer was affirmative.

## for Success (GPS) **Policy Proposals**

Guidance and Planning Dean of Student and Academic Support Services, Sue (Saia) Gochis, reviewed the Guidance & Planning for Success (GPS) Policy and Process and requested the Council provide feedback as these new policies are crafted. Dean Gochis reviewed the Student Success and Support Program (SSSP) mandate which requires the changes in policy and procedures formerly covered under "Matriculation". These include:

- **Enrollment Priority Board Policy**
- Possible re-naming of the "Matriculation" Board Policy, as the State is moving away from the usage of this term in referring to the enrollment process (es).

Dean Gochis will continue to fine-tune the new policies and will bring them to the next IEC meeting as an action item.

Review of Revised Job **Description for** Administrative Assistant to the Dean and Program Assistant, Educational Talent Search (ETS)

Dr. Tom Greene reviewed changes to the job descriptions for Administrative Assistant to the Dean(s) and Program Assistant, Educational Talent Search (ETS).

- The Administrative Assistant to the Dean(s) changes include support for two (2) Instructional Deans; the removal of terms like "secretary".
- Program Assistant, Educational talent Search (ETS) changes include a shift from full-time to part-time.

The budget and staffing implications for both positions were discussed.

The Assistant to the Dean(s) job has been budgeted as part of the regular budget process. There are no increases to FTE. This job will become permanent as a result of the HR reorganization (specifically Shelley Hansen's current role) – see below.

Changes to the ETS position were discussed as primarily related to sequestration cuts to the ETS grant. The staffing structure was addressed in order to leverage the greatest amount of funds for program services. Erika Franco (current ETS Program Assistant) is replacing the recently vacated A&R position.

A&R staff changes were also discussed. Dru Cunningham will have a change in her job duties. Temporary staff will also be used for backfill as needed. There will likely be staffing changes to accommodate the JPA and other work load issues moving forward. Details on the staffing implications and resulting FTE will go before the Board of Trustees at the March 11, 2014 meeting.

#### **Good Neighbor Policy**

Note: the order of the agenda was amended. This item was addressed after the staffing items.

#### **HR Reorganization**

Dr. Tom Greene reported that the Administration is currently working on collaborative efforts with the California State Legislature to reinstate the Good Neighbor Policy. Collaboration with Western Nevada College (WNC) and reciprocity efforts are being actively pursued. Mr. McVean noted that work is currently underway to find ways to make the agreement work with as little legislative change as possible. The Nevada Board of Regents is working in the same direction, resulting in energy is on both sides of the boarder.

Dr. Greene discussed the Human Resources reorganization as part of the larger staffing changes (see above). The recommendation is to make Shelley Hansen a permanent part of the HR Department, as the HR Generalist, and moving towards an Interim "Assistant Director" role after this academic year with an opportunity to become permanent the following academic year. This also allows for the permanent hire of the Administrative Assistant to the Dean(s) for the Instruction Office.

In regards to the HR Technician, the change in salary range is still in negotiations as efforts have been underway for years to bring the pay-rate up to the median (based on salary comparisons done by Susan Walter). There is no change in the HR Assistant job (.3 FTE). There are also discussions to have HR fall under Administrative Services in an effort to align HR functions with payroll.

Further discussion regarding staffing changes within the Institution included:

- The shift to permanent for the "Interim Production Specialist." Dr. Greene acknowledged Darci's efforts in this role.
- The Instruction Office changes are FTE neutral. After Ginger and Sandi left, it equates to an Instruction Office FTE reduction.
- The cost savings associated with replacing Alba's position (Student Services, Front Desk – FT) with a part-time temporary position.
- In Student Services, the Administrative Assistant to the Dean is a reflection of reduced duties in comparison to the "Student Services Coordinator."
- Additional savings in Student Services were accomplished when Arturo resigned his position and Tracy Thomas took over coordination of the CalWORKs Program, which requires counseling services and serves fewer than 20 students.

MINUTES - 4 - March 6, 2014

#### **Fiscal Stability Plan**

Dr. Tom Greene introduced the topic and reviewed the presentation (attachment), stressing that this is "Institutional Stability." Dr. Greene discussed recent institutional challenges including the ERP, repeatability changes, reform and accountability efforts at the State level, economic challenges, the cost of higher education, "drop with no record" date changes, the push towards "standardization" within the State (e.g. Transfer Degrees), etc. He then acknowledged that such challenges at a small institution require a lot of energy and time, and it is vitally important to take care of the people and facilities.

Regarding the bond proposal, Dr. Greene then posed the question, "What are people hearing about the bond proposal?"

- The college does not know what to do with our money if we get the bond. By asking for feedback (e.g. "Visioning Meetings" with the wider community) we are inadvertently sending the message that we don't know what we want.
- There is a general sense that the campus is not 100% behind the bond
- Tax payers (employees and people in town) want to know, "Why should I pay more? What's the value for me?" and "What are they going to do with the money? Is the bond to take care of debt they we already have?"
- Generally speaking, the faculty appears to understand the purpose of the bond, but seem unsure of how it will translate to services for students, faculty, and staff.

Dr. Greene asked that we share this perspective: We are asking for an investment in order to create a high-quality learning environment for the community, with facilities and people that contribute to that environment.

This is a quality of life issue for the community, for both the people who live and learn here and the people who work here. LTCC is trying to reinvigorate the economy; we need community support in order to offer opportunities for community members to obtain living-wage jobs, as well as to continue to support the vibrant educational and cultural opportunities the campus offers to the Basin.

#### **Consent Agenda**

Passed unanimously by general consensus to approve the consent agenda as presented.

Minutes – January 23, 2014, Regular Meeting

#### **Action Items**

MINUTES - 5 - March 6, 2014

## Strategic Planning Overview

Mr. Aaron McVean discussed the purpose of the recent Visioning Sessions and efforts to take what we learned from those sessions and align identified areas with specific objectives. Most areas did align; however, there were four gaps identified (attachment).

Mr. McVean suggested that we use the new governance structure to rework/reword strategic objectives in order to incorporate the four identified gaps as follows:

- Gap 1 (Residential Campus and Life) and;
- Gap 2 (Innovation and Quality in Teaching) be addressed in CLC.
- Gap 3 (Sustainable/Green Model Facilities) be addressed by the Facilities Council
- Gap 4 (Resource Development Philanthropic/Entrepreneurial Efforts) be addressed by the Budget Council

Mr. McVean acknowledged that small subcommittees may want to do the work. Once each council makes their recommendations, IEC will discuss and adopt recommendations. From there IEC will make recommendation to the Superintendent/President, who will in turn take recommendations to the Board of Trustees.

Discussion on the "cross-over" between issues and committees ensued as well as discussion on the general oversight of each Council. The desired result will be a change to the language and goals in order to aligning "vision" and strategic goals. It was mentioned that this will be the first time using the new governance structure to change the Strategic Plan.

Passed unanimously, by general consensus, to approve addressing identified "Gaps" through the work of the designated Councils as presented.

#### **Standing Reports**

#### Vice President of Academic Affairs and Student Services

Dr. Greene discussed grant opportunities:

- Currently working on an adult education grant through the Chancellor's Office. This grant would allow for research/assessment of current adult ed programs and needs for the first year, with additional funding for development and implementation in the following years.
- Moving forward with SB 1070, a grant meant to strengthen curricular development and alignment between LTCC and LTUSD and dual enrollment.

A third opportunity requiring collaboration with other institutions, business/industry, and K-12 districts is currently being explored.

Vice President of Administrative Services

N/A

Superintendent/Preside

N/A

**Board of Trustees** 

Agenda

The next Board of Trustees Meeting is March 11, 2014 at 6:15 in the Board Room. The HR Department and A&R Staffing changes are both

on the agenda.

1:00-3:00p.m. in the Board Room.

**Adjournment** Dr. Jon Kingsbury adjourned the meeting at 1:57 p.m.

Attachment:

Lisa Shafer Secretary

APPROVED:

□ <u>REI</u>	PORTS & FIRST READINGS	□ CONSENT	☑ <u>ACTION ITEMS</u>
FROM:	Aaron McVean/Jon Kingsbur	V	
SUBJECT:	Mission Statement Survey Re		
	,		
-	of Item: Mr. Aaron McVean and ment Survey with the IEC.	d Dr. Jon Kingsbury wi	II share the results of the
Does the IEC Statement as	support the findings of the survit stands?	vey and recommend m	noving forward with the
✓ APPRO\	/ED for April 8, 2014 meeting		
SIGNED:		DATE	:
		DATE	:
Superintender	nt/President	DAIL	·

☐ REPORTS & FIRST READINGS		□ CONSENT	☑ <u>ACTION ITEMS</u>		
FROM:	Sue Saia				
SUBJECT:	BP 5055, AP 5055 – Enrollmen Guidance & Planning for Succe				
program, man the March 6, 2	f Item: The IEC reviewed the podated by the state, as part of the 014 meeting. These Board Policy rustees for a first reading at the	Student Support ar	nd Success Program (SSSP) at ive Procedures were taking to		
Does the IEC presented?	support BP/AP 5055 – Enrollme	nt Priorities and BP/	AP 5050 – Matriculation as		
Additional Ba	ckground Information to assis	st the IEC to under	stand the request:		
Please see attached.					
√ APPPOV	ED for <u>April 8, 2014</u> meeting				
	LD for April 6, 2014 Theeting	DATE	i:		
SIGNED: Superintenden	t/President	DATE	i:		

### **BP 5055 - Enrollment Priorities**

Reference: Title 5 Sections 58106, 58108

Associated BP and AP's: BP 5050, AP 5055, AP 5050

All courses of the College shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students who fail to meet properly validated prerequisites and co-requisites, or due to other practical considerations. The College Superintendent/ President, or his or her designee, shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations. The College Catalog shall outline enrollment priority requirements and exemptions.

#### **AP 5055 – Enrollment Priorities**

Reference: Title 5 Sections 58106, 58108; California Code of Regulations, Sections 56206, 66025.8, 69648, and 67311

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites.

Enrollment may be limited due to the following:

- health and safety conditions
- facility limitations
- faculty workload
- availability of qualified instructors
- funding limitations
- regional planning
- legal requirements
- contractual requirements

When enrollment must be limited, priorities for determining who may enroll include:

- limiting enrollment to first come, first served, or other non-evaluative selection techniques;
- in the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified;
- limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.

Enrollment Priorities for Lake Tahoe Community College are outlined below:

- **Group 1a.** Mandated group Foster youth; no limitation based on probation or unit cap. GPS completed and not special admit.
- **Group 1b.** Mandated groups Active duty military, veterans, or students who are receiving services from DSPS, EOPS, or CalWORKS; who are below 150 units at LTCC, full or part-time, and in good academic standing. GPS completed and not special admit.
- **Group 2a.** Continuing special groups TRiO or ASC or Athletics (Athletics for Fall Quarter only) full or part-time students who are below 150 units at LTCC; and are who are in good academic standing. GPS completed and not special admit.

- **Group 2b.** Continuing full-time students who are below 150 LTCC units, GPS completed, in good academic standing, and not special admit.
- **Group 2c.** Continuing part-time students who are below 150 LTCC units, in good academic standing, GPS completed and not special admit.
- **Group 3.** New students. GPS completed, may be full-time or part-time and not special admit.
- Group 4. Former (returning) students, GPS completed, who are below 150 LTCC units and in good academic standing. May be full-time or part-time and not special admit.
- **Group 5.** Exempt students in good academic standing, who are below 150 LTCC units, and who are not special admit.
- Group 6a. Continuing students who have not completed GPS; who are below 150 LTCC units and who are in good academic standing. May be full-time or part-time, and not special admit.
- **Group 6b.** New and former (returning) students who have not completed GPS; who are below 150 LTCC units and who are in good academic standing. May be full-time or part-time, and not special admit.
- **Group 7** Probationary students on academic probation or students over 150 LTCC units. Full or part-time and not special admit.
- Group 8. Non-credit students. Full or part-time and not special admit.
- **Group 9.** Special Admit (current K-12 students taking courses). Full or part-time.

#### **BP 5050 – Matriculation**

Reference: Education Code 78210, et seq.; Title 5, Section 55500

Associated BP and AP's: AP 5050, BP 5055, AP 5050

The College shall provide matriculation (GPS: Guidance and Planning for Success Program) services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of matriculation/ GPS is to bring the student and the college into agreement regarding the student's educational goal through the college's established programs, policies and requirements. The College Superintendent/President, or his or her designee, shall establish procedures to assure implementation of matriculation services that comply with the Title 5 regulations. These procedures are outlined in the College Catalog.

#### AP 5050 – Matriculation

Reference: Education Code 78210, et seq.; Title 5, Section 55500

Associated BP and APs: BP 5050, BP 5055, AP 5055

The Lake Tahoe Community College Student Success and Support Program (SSSP) originated from the directives of the Seymour-Campbell Student Success Act of 2012 (SB1456), which was signed by Governor Brown on September 27, 2012. This bill mandated that colleges provide "a process that brings a college and a student into an agreement for the purpose of achieving the student's educational goals and completing the students' course of study," and requires that all students who are pursuing a degree, certificate or transfer path participate in core educational services provided by the colleges. To fully integrate the SSSP principles and guidelines into Lake Tahoe Community College operations, the college branded the program as **GPS: Guidance and Planning for Success**.

#### **GPS** component mandates

- A. Orientation services
- B. Assessment prior to course registration
- C. Counseling and educational planning
- D. Intervention and follow-up services for students defined as "at-risk"
- E. Additional Academic support services

#### **Exemption Criteria**

Certain students will be defined as "exempt" from having to complete the GPS program. While these students are invited to participate in GPS, they are not mandated to complete the services for priority enrollment and registration purposes. The following student groups have been identified as exempt from GPS:

- a. Special admit students (high school concurrent enrollment)
- b. Students only taking fire in-service training
- Incarcerated students
- Students only taking courses for licensure or certification for employment purposes

#### **Appeal Process**

Students who do not meet exemptions may appeal for individual exemption of GPS services based on additional circumstances. Students who completed services at another college, students who already have a college degree, and students who have taken prerequisite courses may be individually exempted from required services at LTCC. A GPS Program Petition Form is available in Student Services and cases will be reviewed by the Dean of Student and Academic Support Services or designee. Students may appeal the Dean's decision by submitting their petition to the Student Affairs Committee for a final review and decision.