LAKE TAHOE COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Regular Meeting	Tuesday, June 14, 2011 Lake Tahoe Community College Room L104 6:00 p.m. Closed Session 6:15 p.m. Open Session

MINUTES

Present:	Molly Blann, Karen Borges, Kerry David, Roberta Mason, Bryan Swartout, Frederick Wenck
Staff:	Julie Booth, Virginia Boyar, Kurt Green, Tom Greene, Diane Lewis, Steve Maradian, Cynthea Preston, Jamie Rhone, Michelle Risdon, Marc Sabella
Guests:	Otto Hsiao, Jacob Hurd, Bryan Swartout
Call to Order	Board President Frederick Wenck called the meeting to order at 6:00 p.m. and announced items to be discussed in Closed Session.
Recess to Closed Session	The meeting recessed to Closed Session at 6:01 p.m.
Recess	Frederick Wenck called a recess at 6:42 p.m.
Reconvene to Open Session	The meeting reconvened to Open Session at 6:45 p.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 Not on the Agenda	Otto Hsiao publicly thanked the Board of Trustees for an amazing year. He welcomed Katie Su Contreras and Jacob Hurd to their new positions on Student Council and thanked Steve Maradian for his help with his college applications.
Administer Oath to Office of New Student Trustee	Board President Frederick Wenck administered the Oath of Office to Katie Su Contreras as the new student Trustee.

ADOPTED MINUTES

Career & Technical Education Department Update

Virginia Boyar updated the Board on instructional equipment purchases and activities funded through VTEA and the Folsom Lake SB70 subgrant award over the past three years and noted that Department of Labor funding was pulled at the last minute for the Career Pathways Innovation Grant with Los Rios District.

Instructional equipment was purchased through the grants and included new firefighter turnouts and an innovative mobile training prop for the Lake Tahoe Basin Fire Academy. A Counselor Workshop was held this spring to provide South Tahoe Middle School, South Lake Tahoe High School, and LTCC Counselors insight to the career and technical education (CTE) programs offered at the college. The group practiced different training drills and listened to students who spoke about their challenges as fire academy cadets and how this program is changing the lives of their families and their futures.

Aaron McVean will be doing a labor market analysis which will aid in developing new CTE programs. Virginia is looking forward to strengthening career pathways and articulation initiatives with STHS and improving Allied Health programs by moving the Dental Assisting program into one clinical room. Funding will support the development a high-level smart classroom that will include interactive white boards and will be used primarily for CTE and Dental Assisting students as well as a training ground for the CTE instructors. Grant funding will also support a bank of laptops or net books to facilitate the learning experience. Other Allied Health program enhancements include the development of a Physical Therapy Aide program in partnership with Barton HealthCare.

The Lake Tahoe Basin Fire Academy will graduate 28 students on June 25. The Academy is part of LTCC's Regionally Accredited Training Program through the California State Fire Marshal's Office and includes the Fire Science degree and certificate. The Fire Academy will kick off its sixth year with the mandatory orientation meeting on August 1 during which a lottery for the available 35 seats will be held.

Virginia publicly thanked Terry Hughes, Leona Allen, and Jamie Rhone for their hard work and efforts and noted that effective July 1st the Internship and Work Experience program will be reporting to the CTE department. *(Attachment A)*

Enrollment Report

Tom Greene noted that there is a significant difference in the enrollment between this summer and last summer. There are ongoing efforts to advertise for the online classes and the current enrollment report reflects these efforts.

The Distance Education Coordinator will be doing an assessments to ensure students are truly prepared for an online learning environment. *(Attachment B)*

Accreditation Self-Study Update

A complete draft of the Self Study is ready and has undergone first readings with the Academic Senate, the Classified Employee Association and the College Council. Feedback from more than 10 different sources has been received and these changes have been noted. The final edits will take place with the tri-chair group and will be ready in Mid-August. The accreditation visit is scheduled for the week of October 24th. *(Attachment C)*

Consent Agenda

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

- Approval of Regular Monthly Payroll for the Month of May, 2011
- Approval of Supplementary Payroll for the Month of May, 2011
- Clearing of Trust Fund "J"– 2010/11
- Approval of Resolution Number 18—2010/11 Intrafund Appropriation Transfer
- Approval of Regular Warrant Batch Numbers 1140, 1141, 1142, 1145, 1146, 1147
- Approval of Financial Aid Warrant Batch Numbers 1143, 1144
- Approval of Personnel Action Number 21—2010/11
- Approval of Declaration of Surplus Property – Computer Equipment
- Approval of Travel for NASA Reduced Gravity Education Flight Program
- Approval of 2011/12 Advisory Committee Appointments
- Approval of Renewal of Nursing Assistant Training Program Letter of Agreement
- Approval of Material and Other Use Fees for Fall 2011

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

Consideration of Approval of Educational Master Plan 2011-17 (First Reading)

Tom Greene presented the first reading of the Educational Master Plan for the 2011-17 academic years. Discussion related to wordsmithing circulated in addition to course completion rates, focus areas, online education and a variety of incremental changes took place. *(Attachment P)*

Consideration of Approval of Fiscal Year 2011/12 TRAN

Lack of motion, no action taken.

There is a projected cash deficit of $1.2 million in fiscal year 2011/12. A TRAN could cost $25-$65k. Other options include borrowing money from other sources, including the capital projects fund and the Foundation or deferring payables during June and borrowing from third parties.

The Board discussed the additional fees associated with the TRAN and the opportunity to borrow funds from a third party was favored. Kerry David expressed interest in waiting to take action in an effort to work with Dr. Murillo upon her arrival to explore other options. *(Attachment Q)*

Consideration of Approval of 2011/12 Tentative Budget (First Reading)

The Board was presented with a first reading of the 2011-12 Tentative Budget. Steve Maradian noted that scenarios one and two have been the primary focus and this document includes a 1.9% growth projection.

The Board discussed funding of the Foundation and it was noted that the funding would end December 31, 2011. *(Attachment R)*

Board Member Reports and Comments

Katie Su Contreras commented on the following items:

- Thanked the Board for a warm welcome and thanked Bryan Swartout for his guidance
- Open mic night has been cancelled due to the *Chicago* performance

Karen Borges commented on the following items:

- Karen welcomed Katie Su Contreras to the Board
- Looks forward to attending the Fire Academy graduation on June 25th

Kerry David commented on the following items:

- Attended the *Chicago* performance and encouraged everyone to attend
- Attended the ESL advisory committee meeting which was well attended

Molly Blann commented on the following items:

- Echoed a warm welcome to Katie Su Contreras

Roberta Mason commented on the following items:

- Echoed a welcome to Katie Su Contreras
- Received a card from Kerry Campbell Price, LTCC's first Community Educator congratulating us on our new president
- Attended the US Forest Service open house welcoming Nancy Gibson as the new Forest Service Supervisor

Dr. Wenck commented on the following items:

- Echoed a warm welcome to Katie Su Contreras and noted the Board looks forward to mentoring her
- The Students from NASA will be leaving tomorrow and wishes them well

Academic Senate Comments

Michelle Risdon commented on the following items:

- Working on updates for minimum qualifications policies and procedures and will then be working with the distance education committee to establish guidelines that will come to the senate
- Voted on the support for the community college engagement survey
- Election results for Senate positions will be announced this Friday
- The second reading of the Self Study is taking place
- Planning a year end evaluation related to enrollment planning and curriculum schedule
- Welcomed Katie Su Contreras to the Board

Classified Staff Organization Comments

Diane Lewis commented on the following items:

- Echoed a warm welcome to Katie Su Contreras to the Board
- The CEA is working on the second reading of the Self Study

Administrator Comments

Cynthea Preston commented on the following items:

- The CERT training was a successful event and the campus is better prepared for emergencies and potential triage needs
- The NASA students will be leaving for Houston in the morning and this has been a wonderful experience and recognized Cathy Cox for her efforts
- Welcomed Katie Su Contreras to the Board

Kurt Green commented on the following items:

- Welcomed Katie Su Contreras to the Board
- Echoed the great turnout of the ESL advisory committee meeting
- Noted Sally Parker commented on the performance *Chicago* as an amazing performance
- The student art show is an amazing project encouraged everyone to view the pieces
- 508 students are currently enrolled in the Intensive Spanish Summer Institute (ISSI) program
- Day of the Young Child will be on campus this Saturday
- Suzanne Roberts is releasing another book this Friday
- The post graduation dinner planning is underway
- Megan Waskiewicz will be the new Community Education Coordinator

Tom Greene commented on the following items:

- Welcomed Katie Su Contreras to the Board

Interim President Report and Comments

Steve Maradian commented on the following items:

- Thanked everyone for their hard work on the Self Study
- Welcomed Katie Su Contreras to the Board

Next Meeting Date

The next regular meeting of the Lake Tahoe Community College District Board of Trustees is scheduled for Tuesday, June 28, 2011 at 6:00 p.m., in room L104 on the College campus.

Adjournment

The meeting adjourned at 8:35 p.m.

Signed by Steve Maradian
Secretary
Board of Trustees
Julie Booth

ADOPTED AND ORDERED INTO THE MINUTES

_____ July 26, 2011

Steve Maradian, Secretary Date

ADOPTED MINUTES