

**Etudes Board of Directors
Meeting Minutes**

Meeting Date: Friday, May 10, 2013

Time: 9:00am – 2:00pm

Location: Lake Tahoe Community College
Aspen Conference Room L102 (Library Building)

Meeting called to order at 9:04am by Vice-Chair Eric Ichon

1. Roll Call

John Wagstaff, Chair – absent
Eric Ichon, Vice-Chair – present
Jon Townsend, Secretary – present
Jennifer Azzaro – present
Matt Coombs – present
Diane Rosner – absent
Margie White – present
Vivie Sinou, Executive Director – present

2. Reading of the Minutes of the preceding meetings

October minutes approved as read.

November minutes approved as amended to clarify *return* as used in item #4. The *return* encompasses both the federal and California 2011 *Exempt Organization Return* for Etudes, Inc.

3. Reports of Committees (if any) - None

4. Reports of Officers & Executive Director

4.1. Financial Report

Etudes is doing very well financially. New equipment has been purchased this year so no funds have been transferred to reserves. Next year there will be additions to the reserves. Etudes, Inc. continues to bring in more money than it burns.

The Enterprise Level cost was lowered this year. As other colleges join at this level, the cost can be lowered even more in future years. No other LMS provider is able to lower costs like this.

4.2. Etudes Production

On the evening of Sunday, April 21st, there were server problems, causing a down time of about 2 hours. Following this some changes were made to the load balancer and servers, but that did not end up solving the problem. After additional system adjustments over the following few weeks, the production environment is stable again. Glenn Golden, Chief Architect, worked closely with the hosting company during this time.

4.3. Software Development

Software goals announced at the Users Summit have changed slightly. Other matters took priority. First was the eCollege import for Hartnell College, and then Moodle import for LA Mission College. Both imports worked flawlessly. The faculty at both institutions are pleased.

In other development, Math ML will be added soon, and Special Access has been streamlined with one location to set parameters. Work will soon begin on InTouch for Android, and Gradebook will probably be replaced within two years, but in the meantime some small adjustments are in the pipeline, the first to be released later this month.

Drag-n-drop (as in Course Map) will be added to Syllabus items and Announcements. Later it will be added to other tools, such as Modules.

Vivie Sinou will schedule Webinars, and next year some site visits, to cover the various upgrades and new features that have been rolled out incrementally.

Discussion was held on options of incorporating publisher premium content with a single sign-on in Etudes. This is currently available in Modules for content from Pearson and McGraw-Hill.

4.4. Community Update

Discussion was held regarding how the import options can be used as future publicity for Etudes. Matt Coombs reported on the ease of transition and the positive reaction among the faculty of Hartnell College.

One additional college is showing interest in joining Etudes at this time.

4.5. Other Operational - none

5. Old and Unfinished Business - none

6. New Business

6.1. Etudes By-Laws Amendments (6.3, 6.4, and 6.5)

Following the requirements of ARTICLE X AMENDMENTS of the Etudes By-Laws, the Board approved the amendments proposed at the October 18, 2012 meeting. These amendments cover section 6.3, 6.4, and 6.5 and they are made a part of this document by reference to the October 18, 2012 minutes.

The Executive Director will update the By-Laws and upon the Board Secretary's signature they will become official. The updated By-Laws will be filed with next year's federal and state *Exempt Organization Return* for Etudes, Inc.

6.2. Summit 2013 Board Award

Discussion was held regarding the selection of a recipient of the annual Board Award. A recipient was selected and agreed to by all present.

In addition to the existing Board Award, the Board discussed and agreed that it may give other awards from time to time.

Discussion was held regarding negotiations with hotels for hosting the Summit. Vivie filled in the Board with her negotiations with several possible venues. This year's Summit will return to the Crowne Plaza Hotel in Burlingame, near the San Francisco Airport.

6.3. LACCD District Single LMS

Eric Ichon reported on discussion held at his district (LACCD), currently split between Moodle and Etudes, on the possibility of moving to a single LMS.

There are 9 LACCD colleges, 7 are already with Etudes, plus ITV. There are entities within the district that are interested in pursuing the options for a single LMS. Extensive discussion was held.

A suggestion was made that there be a Board Committee on marketing. Margie, Eric and Diane will form this committee.

6.4. Centrally-Hosted LMS for CCCs

Discussion was held on what this movement in the state may mean. Matt reported on discussions he was part of at a recent CISOA meeting.

This is an important and expanding area. It will be included on the November agenda, and Matt will keep on top of developments through his contacts.

6.5. MOOCs

The Board welcomed Dr. Kindred Murillo, president of Lake Tahoe Community College, as a guest to participate in this portion of the meeting.

Extensive discussion was held on the possible impact of MOOCs on the community colleges and on education in general. This discussion continued to expand into the future of education in the California Community Colleges.

Matt reported that two MOOCs are being run by faculty from Hartnell College on an experimental basis. They are not being paid for these courses.

If the demand for MOOCs arises in member colleges, it's possible for Etudes to create a special MOOC hosting environment. An Etudes MOOC environment could look the same for both credit and MOOC courses, while being run on different servers.

There are still challenges to overcome at the college level; for example, student registration and the granting of credit. Some expressed the opinion that this will soon be overcome.

A break was taken for lunch at 12:38pm.

The meeting reconvened at 1:13pm.

6.6. Employee Compensation – Salary and Benefits

The Board discusses this agenda item at each spring meeting. There were questions raised regarding possibility of funding salary increases or bonuses. Vivie will prepare a recommendation and the Board will follow up with an email discussion and decision. The Board will independently discuss a possible salary increase or bonus for the Executive Director.

6.7. Holiday Schedule

The holiday schedule for 2013-2014 as proposed by the Executive Director was approved by the Board and will become part of Appendix A of the Etudes Employee Handbook.

7. Adjournments

7.1. Next Meeting Date & Location

Crowne Plaza Hotel, Burlingame – Etudes Summit
Thursday, November 7, 2013
1:00 – 4:30pm

It was moved, seconded and approved to adjourn at 1:16pm.