
Etudes Board of Directors Meeting Minutes

Meeting Date: May 11, 2012, 9:00 am – 2:00 pm
Location: Lake Tahoe Community College
Aspen Conference Room L103 (Library Building)

Meeting called to order at 9:22 am

1. Roll Call

John Wagstaff, Chair - present
Diane Rosner, Vice-Chair - present
Eric Ichon - present
Jon Townsend, Acting Secretary - present
Vivie Sinou, Executive Director - present

Guests: none

2. Reading of the Minutes of the preceding meeting

It was moved and seconded to approve the minutes.

The following two items were moved up at the request of the Executive Director.

6.1. Appointment of Replacement Board Secretary

It was moved, seconded and approved that Jon Townsend be appointed Board Secretary.

6.2. Board Membership

It was moved, seconded and approved that Chuck Severance and Todd Finnell be removed from the Etudes Board of Directors.

The Executive Director suggested that a call for nominations be sent out to member colleges to replace at least one of the Board members. She suggested this be sent at the end of August, this allows the Board time to look at nominations and invite the selected person to attend the Long Beach Summit.

Board Members Eric Ichon and Jon Townsend were appointed to an additional 3-year term by unanimous vote.

3. Reports of Committees (if any)

No reports.

4. Reports of Officers & Executive Director

4.1. Financial Report – by Vivie Sinou

Eric Ichon discussed the effects of the financial crisis on the colleges and the possible impact on Etudes member colleges in maintaining their contracts. He suggests the Board have both a plan “A” and plan “B,” based on the outcome of the November election. He suggests that plan “B” include as large a discount for member colleges as possible.

There was extensive discussion of the economic impact of the State budget on the Community Colleges.

One option discussed was the possibility of offering multi-year contracts with a discount.

A fifteen-minute break was called at 10:25 am

Vivie will put out a Letter of Intent to member colleges in January 2013. This will allow Etudes, Inc. to have additional information in setting fees.

Etudes, Inc. is operating at a steady state financially. The reserves remain untouched.

4.2. Etudes Production

Usage is up. The production environment is sufficient. Enforcement of the data retention policy will be implemented fairly soon. Faculty will be given 2 or 3 months’ notice prior to implementation in case they need to save any information.

It was unanimously approved that the contract termination language be increased from 30 to 180 days.

Use of the iPhone app *inTouch* is up. There were 3,838 unique users as of last Tuesday. Development is continuing.

4.3. Software Development

- Vivie reported that both Moodle and Blackboard import have been finished.
- The upload file size limit has been increased.
- *inTouch* will be updated to support push technology to notify students when

grades and comments have been released.

- Implementation of a new editor across all the tools which includes MathML is underway.
- The Chief Architect will begin to work on “search” across the tools once archiving of old sites is released. Search will be for both faculty and students.
- Vivie is working on a new Website for Etudes, Inc. This will be followed by a new look for Etudes itself.

Lunch break taken at 11:20 for 30 minutes.

4.4. Community Update

- Moodle import has been very popular in moving courses to Etudes at a new member college. The faculty love it.
- Several new colleges have expressed interest in an Etudes summer pilot program.
- Planning is progressing nicely for the October Summit.
- The Board Award was discussed. It will be presented at the next Summit.

4.5. Other Operational

Vivie had hoped there would be some extra income to hire an experienced trainer to do some publicity and community support via social media, newsletter, etc. Discussion was held on the importance of this. The Board may decide this is important enough to use part of the reserves to finance a part-time position. Discussion of this topic will continue at a future meeting.

Discussion was held regarding work from home options for Etudes staff. The feeling of the Board is that this is a matter to be decided by the Executive Director.

5. Old and Unfinished Business

None

6. New Business

6.1. Appointment of Replacement Board Secretary

Moved to earlier in the agenda.

6.2. Board Membership

Moved to earlier in the agenda.

6.3. Executive Director & Staff Compensation

This matter was discussed by the Board, and salary compensation was addressed. The Board asked that this item be placed on the agenda yearly at the spring meeting and that discussion of possible holiday bonuses be placed on the agenda at each fall meeting.

6.4. Holiday Schedule: 2012-2013

Vivie distributed the Etudes holiday schedule for 2012-2013. It was moved, seconded and approved to accept this schedule.

7. Adjournments

7.1. Next Meeting: Etudes Summit, Long Beach – 10/18/12

It was moved and seconded to adjourn the meeting at 1:00 pm.