

Etudes Board of Directors Meeting Minutes

Date: November 5, 2014

Location: Long Beach, CA

Meeting called to order at 11:17am by Vice-Chair Jon Townsend.

1. Roll Call

Eric Ichon, Chair – late; arrived at 11:19am

Jon Townsend, Vice-Chair – present

Jennifer Azzaro, Secretary – present

Michael Carter – present

Matt Coombs – late; arrived at 12:00pm

Margie White – present

Glenn Golden, Chief Architect – present

Vivie Sinou, Executive Director – present

Guest: Joel Hernandez, CIO/CTO of eLumen – present

2. Reading of the Minutes of the preceding meeting

May 23, 2014 Minutes approved as read.

3. Reports of Committees

Marketing Committee – reported by Margie White

Three marketing videos have been posted to the Etudes Website.

Another video is being planned.

New members were requested for the Marketing Committee.

SWOT Committee – reported by Margie White

Nothing to report.

4. Reports of Officers & Executive Director

4.1. Financial Report – reported by Vivie Sinou

The Board was previously provided with monthly financial reports.

Tax returns have been submitted.

Income has been received except for one school.

Due to an increase in health care premiums, the Executive Director is looking into an alternate provider.

4.2. Etudes Production – reported by Glenn Golden

Production is running smoothly.

4.3. Software Development – reported by Glenn Golden and Vivie Sinou

Etudes is looking to the future and doing work on a new platform / code base that includes more current technology. A possible pilot may take place in Fall 2015.

Development has been done on:

- a control panel for administering assessments
- a new Gradebook tool
- more learning analytics in Activity Meter
- Learning Tool Interoperability (LTI)
- QT12 for test importing

The Board discussed student tracking, analytics and learning outcomes.

4.4. Community Update – reported by Vivie Sinou

Nothing to report.

4.5. Other Operational – reported by Vivie Sinou

Etudes Training is being offered monthly as a result of increased faculty usage. 6 pedagogy courses are offered for free.

The following colleges will have Etudes “train the trainer” certified trainers:

LA Valley College
Hartnell College
El Camino College

5. Old and Unfinished Business

None.

6. New Business

6.1. Officer Elections

The above heading was changed from “Chair/Vice-Chair Elections” to “Officer Elections”.

The Board unanimously approved that all officer positions will remain status quo for another year.

6.2. Review of By-Laws

The Executive Director will send all Board Members “Conflict of Interest” forms to submit.

6.3. OEI / Common CMS for CCC's

The Board discussed the upcoming Online Education Initiative.

A motion was made to not participate in the OEI and inform the users that Etudes is focused on strategic directions that fit its mission. The motion was seconded and voted on with 3 in favor, 3 against.

6.4. Strategic Decisions

6.4.1 eLumen (Joel Hernandez, CIO/CTO of eLumen)

Joel Hernandez, CIO/CTO of eLumen was invited to give a presentation.

6.5. Board Award 2015

The Board discussed potential candidates for the 2015 Board Award.

6.6. Employee Compensation - Bonus

Report out of Executive Session: The Board unanimously approved a Dec 2014 bonus for employees.

The Board asked that the Executive Director remind employees this is a one-time bonus in lieu of a COLA and is subject to change in the future.

6.7. Next Summit Dates and Location

Oct 28-30, 2015 at the Hotel Sofitel, Redwood City, Ca.

7. Adjournments

Meeting adjourned 2:53pm by Chair Eric Ichon.

7.1 Next Meeting Date and Location

Mid-late April 2015, Bay Area.