

MINUTES

**LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
BOARD OF SUPERVISORS REGULAR MONTHLY MEETING**

**WEDNESDAY, NOVEMBER 12, 2008  
9:00 a.m.**

**The Louisiana Building  
Baton Rouge Community College  
5310 Florida Blvd., Baton Rouge, Louisiana 70806**

\*\* The Board of Supervisors of the Louisiana Community and Technical College System reserves the right to enter into Executive Session in accordance with R.S. 42.6.

**NOTE:** *A separate Audit Committee meeting was held at 8:00 a.m.*

**A. CALL TO ORDER**

The Louisiana Community and Technical College System Board of Supervisors met in Regular Session, November 12, 2008, at Baton Rouge Community College, Baton Rouge, Louisiana. Board Chair Stephen Smith called the meeting to order at 9:05 a.m.

**B. PLEDGE OF ALLEGIANCE**

The assembly rose for recitation of the Pledge of Allegiance.

**C. SWEARING IN OF NEWLY APPOINTED BOARD MEMBER – MR. ALLEN TERRILL**

[Mr. Terrill was unable to attend the meeting. The swearing in ceremony is re-scheduled for December 10, 2008].

**D. ROLL CALL**

Ms. Bonni Blouin, Coordinator of Board Services, called roll and a quorum was established.

**Members Present**

Edwards Barham  
Helen Bridges Carter  
Julio Castillo  
Thomas Clark  
Keith Gamble  
Kathy Sellers Johnson  
Michael Murphy, *2<sup>nd</sup> Vice Chair*  
Woody Ogé  
Stephen Smith, *Chair*

**Members Absent**

Brett Mellington  
Dan Packer  
Stephen Toups

**Staff Present**

Dr. Joe May  
Dr. Robert Bell  
Bonni Blouin  
Allen Brown  
Jennifer Daly  
Jim Henderson  
John Hough  
Jan Jackson  
Lura Kamiya  
Joe Marin

**Members Present (cont'd.)**

Vincent St. Blanc, III, *1<sup>st</sup> Vice Chair*  
Mike Stone  
Geraldine Taylor  
Taminika Walker

**Staff Present (cont'd.)**

Bill Obier  
Kizzy Payton  
Dr. Jerry Pinsel  
Reba Poulson  
Jimmy Sawtelle  
Greg Speyrer  
Patti Sollie

**E. APPROVAL OF NOVEMBER 12, 2008 AGENDA**

**On motion of Supervisor Carter, seconded by Supervisor Sellers Johnson, the Board voted to approve the November 12, 2008 agenda as presented.**

**F. APPROVAL OF MINUTES OF OCTOBER 8, 2008 MEETING**

**On motion of Supervisor Sellers Johnson, seconded by Supervisor Castillo, the Board voted to approve the minutes of the October 8, 2008 board meeting as presented. The motion carried.**

**G. REPORTS**

1. Chair of the Board Report

Board Chair Stevie Smith presented the Chair of the Board Report. The following topics were discussed:

- Supervisor Mickey Murphy is awaiting the delivery of his first grandchild.
- Recognized and congratulated Board Supervisor Kathy Sellers Johnson for being elected to serve as Secretary/Treasurer to the national board of the Association of Community College Trustees (ACCT). Ms. Sellers Johnson was elected to the position during the annual ACCT Congress held in New York City.

Ms. Sellers Johnson thanked Dr. Myrtle Dorsey, Chancellor, Baton Rouge Community College (BRCC), faculty and staff, for the beautiful flowers present at her station. She stated that Secretary/Treasurer appointment puts her in line to become Chair of the ACCT board in the next three years. She commented that the accomplishment of being the first member of a Louisiana Board of Supervisors to be elected to the national board two years ago was phenomenal and it created an opportunity for the LCTCS to receive national exposure. She added that it is an honor to be appointed to the Secretary/Treasurer position and the appointment will result in greater exposure for the System.

Dr. May commented that he was very pleased to witness the great respect for which the LCTCS is held by the ACCT, particularly because of the contributions and involvement of board member Kathy Sellers Johnson. He noted that Brett Mellington was also able to attend the conference. He added that the role of the ACCT and Ms. Sellers Johnson's involvement is extremely important to the System. He congratulated Ms. Sellers Johnson on her appointment.

Chair Smith commented that there exists a “legacy of leadership” on this board and Ms. Johnson’s appointment is another example of that legacy.

- Press conference held on Tuesday, November 11, 2008, to introduce the LCTCSOnline initiative. LCTCS partnered with AT&T, Pearson Publishing, the Louisiana Board of Regents and the Public Service Commission to roll out a new access portal that will allow students to access courses on-line. He stated that this is a very exciting initiative for LCTCS institutions.

Dr. May commented that this new initiative will assist in overcoming the barriers that currently exist for many students whose zip code determines whether or not they have access to higher education. He expressed his appreciation to the board for their support and to the LCTCS colleges, chancellors, regional directors, faculty and staff for their work in helping to make this possible.

Dr. May noted that initially, the publicity will be kept to a minimum to ensure that all the “kinks” are worked out and everything works well. He noted that the internet will serve as the primary tool in marketing the program. He added that a proposed policy governing LCTCSOnline is on the agenda today for consideration by the board which will allow the System to develop procedures to move forward.

- Participated in Southern Association of Colleges and Schools (SACS) accreditation visits at Baton Rouge Community College (BRCC), and River Parishes Community College (RPCC). Louisiana Delta Community College (LDCC) and Nunez Community College (Nunez) also had visits with SACS teams. Dr. Joe Ben Welch, Chancellor, RPCC, Dr. Myrtle Dorsey, Chancellor, BRCC; and, Dr. Luke Robins, Chancellor LDCC, each shared comments on their recent visits with SACS officials.

Dr. Dorsey reported that BRCC’s SACS reaffirmation with accreditation went very well. She noted that BRCC received candidacy in 2002, full accreditation in 2004 and reaffirmation in 2008. She stated that BRCC received commendations from SACS on customer service and the QEP project. She reported that the campus received minor recommendations from SACS and these should be resolved prior to submission of the final report scheduled in 2 ½ weeks.

Dr. Luke Robins reported that the SACS visit at LDCC was for initial accreditation. He noted that the candidacy visit was conducted last year. He stated that the visit was very positive and resulted in recommendations related to institutional effectiveness, but the team was very complimentary of the progress that the college has made since the candidacy visit and the campus is doing what is needed. He added that the SACS team was very complimentary of LDCC staff and customer service skills. He stated that a response will be provided on the recommendations presented and the college is scheduled to be on the agenda for approval of accreditation in June 2009. Dr. Robins thanked Supervisor Gamble and Barham for spending time with the SACS team during their visit.

Dr. Joe Ben Welch reported on the SACS visit at RPCC. He noted that RPCC has hosted SACS teams three times in five years and completes the process for full reaffirmation process on the initial accreditation. He thanked Supervisor Smith and Toups for their participation in the visit and noted that Dr. May also had an opportunity to interact with members of the team. He stated that RPCC will be on the agenda for approval by SACS in June 2009. He reported that the campus was in full compliance with all standards of the exit meeting and no verbal or written recommendations

were received on the reaffirmation. He added that two minor recommendations were received on how to improve the QEP process, which dealt with improving student information literacy skills.

Supervisor Johnson commented on the importance of SACS knowing the function of the LCTCS board and the fact that the board functions as a board and is not involved in the day-to-day activities and operations of the System colleges. She added that the board should be commended on the fact that the business of the board is run properly.

Chair Smith agreed with Supervisor Johnson's comments and noted that most questions presented by members of the SACS team focus on the operations of the board and how they handle contentious issues. He commented that the accreditation process is a hard process but it ensures a quality product from LCTCS institutions. He congratulated all the campuses on the positive results from their respective SACS visits.

## 2. President's Report

LCTC System President Dr. Joe May presented the President's Report. The following topics were discussed:

- Announced the scheduled retirement of Tom Carleton, Chancellor, Bossier Parish Community College (BPCC). Chancellor Carleton has served BPCC for forty-two (42) years. Dr. May stated that a formal recognition would be made to Chancellor Carleton closer to his scheduled retirement date. Dr. May congratulated and thanked Chancellor Carleton for the great job that he has done at BPCC. Chancellor Carleton received a standing ovation.

Chancellor Carleton thanked the Board and made a few comments. He commented on, “. . . *what a pleasure it has been to serve a great institution like Bossier Parish Community College as chancellor. I feel deeply honored and I know that I am going to miss it . . .*” Chancellor Carleton thanked everyone and expressed his appreciation for their friendship and camaraderie.

Supervisor Edwards Barham commented on Chancellor Carleton's service to BPCC and stated that “. . . *the tremendous growth, Tom, that has taken place under your leadership - both in terms of number of students, diversity of programs, quality of programs, the building of the new campus - there just are so few college presidents that have left that kind of legacy of service . . .you have brought great honor to this board and to this System, and all of us who know you are very proud of that association.*”

- Recognition of Pat Eddy, former Executive Secretary to Dr. Joe May, System President. Dr. May recognized and thanked Pat Eddy for her service to the LCTCS and presented her with an inscribed crystal vase and a Proclamation from Governor Bobby Jindal recognizing her upon her retirement. Dr. May commented that Pat Eddy has served the System Office since 2002, but was part of the System prior to that in her position at BRCC. He stated that the System wanted to recognize Ms. Eddy for “. . . *the great work that she has done and has touched virtually everyone across our System . . . she has been someone that has provided great support, leadership, been a model for others in our State and one of the most supportive people that I have ever encountered . . .*”

Ms. Eddy thanked Dr. May and the Board and stated that, “. . . *her job was more than a job for me. It was a work that I enjoyed, and I got to know so many people and I consider all of you friends. I*

loved what I did and I felt that I was part of an organization that was moving forward, still moving forward at a rapid pace and I just really appreciate the opportunities that I was given in the System.”

- Leadership Development Institute (LDI) class of 2008 was recognized. Participants introduced themselves to the board. Jennifer Daly, Director of Institutional Research, provides leadership for the LDI program. Dr. May thanked Ms. Daly for all her hard work with this very important program. The participants of the 2008 LDI class include: Ms. Ethel Blake, Director, WIA Youth Program & Job Skills Instructor, LTC Region 7; Mr. Kirk Bradley, Division Chair, Math and Sciences, LDCC; Ms. Vernell Briscoe, Coordinator, Slidell/Sidney Collier Campus; Ms. Christina Dooley, Chief Financial Aid Officer, LTC Region 4; Mr. Todd Dozier, Assistant Professor, History, BRCC; Ms. Becky Etzel, Student Affairs Officer, LTC Region 9; Mr. Lum Farr, Assistant Dean, LTC Region 8; Ms. Kim Florich, Business Dept. Head/Instructor, LTC Region 6; Ms. Melba Kennedy, State Coordinator, Secondary to Postsecondary, LCTCS; Ms. Jennifer Kleinpeter, Director of Admissions, RPCC; Ms. Gayle Ladner, Associate Academic Officer, LTC Region 9; Ms. Ginger LeBlanc, Coordinator, Public Relations, LCTCS; Ms. Cindy Maggio, Director, Student Services, LTC Region 7; Mr. Sean Martin, Director, Teacher Education, DCC; Ms. Vicki Morehead, Accounting & Reporting Supervisor, BPCC; Ms. Donnis Poe, Coordinator, College to Career Transition, LTC Region 6; Mr. Doug Postel, Dean, LTC Region 8; Mr. Scott Price, Industrial Maintenance Tech Instructor, LTC Region 7; Ms. Carolyn Randall, Director, Human Resources & Payroll, BRCC; Ms. Martha Sealy, Coordinator, College to Career Transition, LTC Region 2; Mr. Willie Smith, KYTE Program Director, LTC Region 4; and, Ms. Michelle Votaw, Business Dept. Head/Blackboard Administrator, FTCC.
- Jan Jackson, Senior Vice President for Finance and Administration, provided an update on the bond sales for LDCC and Act 391. She stated that the LDCC bonds are scheduled to be priced and sold on Thursday, November 13, 2008 and close on November 20<sup>th</sup>. She noted that Dr. May has worked with the Commissioner of the Division of Administration regarding Act 391 projects. It was necessary to increase the amount of the cooperative endeavor agreement by \$1.9 million to address the increase in the market. Return to Bond Commission for approval of the new amount on November 20<sup>th</sup> and anticipate pricing and selling on December 3<sup>rd</sup> and closing on December 10<sup>th</sup>.

Ms. Jackson stated that testing for the SOWELA bonds will take place at a later date to determine if adjustments are required.

Ms. Jackson stated that an insurer has been obtained for both issues.

- Dr. May reminded Board members of the trip that he and Jim Henderson took to Saudi Arabia for the purpose of meeting with business leaders interested in creating an American style community college. He stated that the System Office had agreed to work with the group on a number of activities. As a result of that initial meeting, Will Wainwright, Regional Director, Region 9, and Greg Garrett, Regional Director, Region 3, traveled to Saudi Arabia to assist in the initial accreditation process for Jeddah Community College.

Mr. Wainwright and Mr. Garrett reported on their trip to Saudi Arabia and their work with the educators at Jeddah Community College (JCC). The purpose of the visit was to assist JCC with

their accreditation process through the Council on Occupational Education (COE). A PowerPoint presentation was provided.

The visit resulted in a candidacy visit for the college and a report was submitted to the Commission and the college was accepted as a candidate. COE allowed the official self study training normally done at the annual meeting to be taken to another country, for the first time.

Mr. Wainwright and Mr. Garrett will serve as the preliminary team and will return to Saudi Arabia in February 2009. An outside team visit will follow. The COE is scheduled to vote on accreditation for JCC in July 2009.

- Dr. May stated that he hoped to make an announcement next month regarding a \$100,000 grant to the LCTCS that will be used to build the foundation for a program that will allow faculty and students to participate in an exchange program with other countries.
- Leah Goss, Executive Director of System Advancement, announced that a gift in the amount of \$40,000 has been given to the Louisiana Technical College (LTC) for the purpose of establishing a scholarship endowment for students studying construction technology programs. She stated that the corpus of the \$40,000 will be invested and the earnings will be used to fund annual scholarships at any campus of the LTC. Donna Mayeaux, President, LCTCS Foundation, Barbara Judd and Reggie Rome, representatives of The Industrial Company were present for the official presentation of the scholarship. Ms. Mayeaux and Ms. Judd provided comments.

## **H. GENERAL ACTION ITEMS\*\***

### **Academic Actions**

**Supervisor Clark presented the Academic Actions agenda items for consideration by the Board.**

1. Policies Governing LCTCS Online

**On motion of Supervisor St. Blanc, seconded by Supervisor Gamble, the Board voted to approve the policies for the delivery of programs and courses to residents of the State of Louisiana through LCTCSOnline. The motion carried.**

### **Finance Actions**

**Supervisor Sellers Johnson presented the Finance Actions agenda items for consideration by the Board.**

2. Contract with Association of Community College Trustees (ACCT)

Supervisor Sellers Johnson recused herself from voting on this agenda item because she is a member of the ACCT board.

**On motion of Supervisor Barham, seconded by Supervisor Clark, the Board voted to approve a professional services contract between Bossier Parish Community College and Association of Community College Trustees (ACCT), effective November 6, 2008 through**

**June 30, 2009. This contract is subject to approval by the Office of Contractual Review. The motion carried.**

3. Incumbent Worker Training Program Contracts:
  - a. James Construction Group, LLC
  - b. Motiva Enterprises, LLC
  - c. Pride Offshore, Inc.

**On motion of Supervisor Smith, seconded by Supervisor Carter, the Board voted to ratify three modifications to existing Incumbent Worker Training Program Contracts:**

- **James Construction Group, LLC/Louisiana Technical College-Delta Ouachita Campus – Contract Amount - \$248,874. Modification to ending date from 1/8/09 to 3/8/09.**
- **Motiva Enterprises LLC/Louisiana Technical College-River Parishes Campus – Contract Amount - \$134,200. Modification to ending date from 10/14/08 to 12/15/08.**
- **Pride Offshore, Inc./Fletcher Technical Community College and Louisiana Technical College-Young Memorial Campus – Contract Amount - \$1,395,988. Modification to ending date from 9/30/08 to 10/30/08.**

**The motion carried.**

#### **Personnel Actions**

**Supervisor Murphy presented the Personnel Actions agenda items for consideration by the Board.**

Supervisor Murphy stated the need to enter into Executive Session for the purpose of discussing the Personnel Actions agenda items H.4. – H.6.

**On motion of Supervisor Sellers Johnson, seconded by Supervisor Smith, the Board entered into Executive Session to discuss agenda items H.4. – H.6.**

The Board entered into Executive Session at 10:23 a.m.

The Full Board reconvened at 11:36 a.m. Chair Smith reported that no decisions were made and no consensus was reached during the Executive Session.

Bonni Blouin called roll and a quorum was re-established.

4. Retirement of Chancellor for Bossier Parish Community College

**On motion of Supervisor Clark, seconded by Supervisor Gamble, the Board voted to approve the retirement of Mr. Tom Carleton as Chancellor of Bossier Parish Community College, effective June 30, 2009. The motion carried.**

5. Appointment of Vice Chancellor for Administration and Finance/Audits at Baton Rouge Community College

**On motion of Supervisor Smith, seconded by Supervisor Sellers Johnson, the Board voted to approve the appointment of Ms. Pamela R. Diez as Vice Chancellor for Administration and**

**Finance/Audits at Baton Rouge Community College, effective November 13, 2008, at an annualized salary of \$115,000. The motion carried.**

6. Appointment of Vice Chancellor for Academic and Student Affairs at SOWELA Technical Community College

**On motion of Supervisor St. Blanc, seconded by Supervisor Sellers Johnson, the Board voted to approve the appointment of Mr. Douglas R. Bateman, II as Vice Chancellor for Academic and Student Affairs at SOWELA Technical Community College, effective January 5, 2009, at an annualized salary of \$95,000. The motion carried.**

## **I. CONSENT AGENDA**

**On motion of Supervisor Sellers Johnson, seconded by Supervisor Castillo, the Board voted to approve the Consent Agenda which consists of agenda items I.1. through I.4.. The motion carried.**

### **Academic, Instruction, Workforce Training and Student Affairs Actions**

1. Bossier Parish Community College  
New Exit Point: Certificate of Technical Studies within Associate of Arts in Theatre (CIP 50.0599)

Approved the proposed Certificate of Technical Studies exit point within the existing Associate of Arts degree in Theatre (CIP 50.0599) as requested by Bossier Parish Community College.

2. Delgado Community College  
Change in Reporting Status for Post-Associate Certificates:  
Diagnostic Medical Sonography (CIP 51.0910)  
Nuclear Medicine Technology (CIP 51.0905)  
Radiation Therapy (CIP 51.0907)

Approved the change in reporting status for the following Technical Diploma programs: Diagnostic Medical Sonography (CIP 51.0910), Nuclear Medicine Technology (CIP 51.0905), and Radiation Therapy (CIP 51.0907), from the designation of Certificate of Technical Studies to the designation of Certificate (Post-Associate).

3. Louisiana Technical Division – Region One and Delgado Community College  
Change in Curriculum Inventory Reporting Status for Technical Diploma: Practical Nursing (CIP 51.1613)

**Approved the change in reporting status for Practical Nursing Technical Diplomas in LTC-Region 1.**

4. Louisiana Technical Division
  - a. Region 3  
Young Memorial Campus:  
Certificate of Technical Studies – Pharmacy Technician (CIP 51.0805)



- b. Region 4
  - Acadian Campus:
    - Certificate of Technical Studies – Pharmacy Technician (CIP 51.0805)
  - Charles B. Coreil Campus:
    - Certificate of Technical Studies – Pharmacy Technician (CIP 51.0805)
  - Teche Area Campus:
    - Associate of Applied Sciences – Accounting Technology (CIP 52.0302) [including the related exit points in the common curriculum]; Associate of Applied Sciences – Office Systems Technology (CIP 52.0401) [including the related exit points in the common curriculum]
- c. Region 6
  - Alexandria, Avoyelles, Huey P. Long, Lamar Salter, Morgan Smith, Oakdale and Shelby Jackson Campus, Rod Brady Extension:
    - Technical Competence Area – Mediation Attendant, Certified (CIP 51.2603)
  - Shelby Jackson Campus: Certificate of Technical Studies – Pharmacy Technician (CIP 51.0805)
- d. Region 7
  - Natchitoches Campus:
    - Certificate of Technical Studies – Pharmacy Technician (CIP 51.0805)
  - Sabine Valley Campus:
    - Certificate of Technical Studies – Pharmacy Technician (CIP 51.0805)
  - Shreveport-Bossier Campus:
    - Technical Diploma - Entertainment Technologies (CIP 50.0502) [including the related exit points in the common curriculum]
    - Certificate of Technical Studies – Medical Office Assistant (CIP 51.0716)
- e. Region 9
  - Ascension Campus:
    - Technical Diploma – Electrical Line Technician (CIP 46.0201) [including related exit points as proposed]

**Approved the list of requested new programs and program expansions with the LTCTCS Career and Technical Division.**

## **J. UPDATES**

Chair Smith urged Board members to review the Updates/Reports provided.

1. Alternative Financing Projects
2. Report on General Personnel Actions for LCTCS Colleges and System Office
3. Status Report on Capital Projects
4. First Quarter Financial Status Report
5. First Quarter Contract Report
6. Report of Breazeale, Sachse, & Wilson for the Quarter Ended September 30, 2008
7. Workforce Development Report

## **K. OTHER BUSINESS**

No other business was presented.

**L. ANNOUNCEMENTS**

No announcements were made.

**M. ADJOURNMENT**

**There being no further business to come before the Board, on motion of Supervisor Carter, seconded by Supervisor Ogé, the meeting adjourned at 11:41 a.m.**