

**MINUTES**  
**Board of Supervisors Meeting**  
**Louisiana Community and Technical College System**  
State Office Building ~ Board of Regents' Auditorium ~ 150 Third Street  
Baton Rouge, LA  
Thursday, February 14, 2002  
9:00 a.m.

The Louisiana Community and Technical College System Board of Supervisors met in Regular session Thursday, February 14, 2002, at the State Office Building, Board of Regents' Auditorium. Board Chair McCotter called the meeting to order at 9:22 a.m.

Chairman McCotter expressed Happy Valentine's Day wishes to all ladies in attendance on behalf of all gentlemen in attendance.

**ITEM A. ROLL CALL**

Ms. Pat Eddy, Executive Secretary to the System President, called roll and a quorum was established.

<p><b><u>Members Present</u></b> Charles J. Alexander, <i>First Vice Chair</i> E. Edwards Barham Leonard C. Barnes Dianne M. Christopher Kathy Sellers Johnson J. Kevin McCotter, <i>Chair</i> Tanya Morris, <i>Student Member 9:41</i> Priscilla Sinz, <i>Student Member</i> Mike Stone Nicholas Trist</p>	<p><b><u>Members Absent</u></b> Gibson C. Chigbu John E. DeLaney Ava Dejoie Guidry Ann H. Knapp, <i>Second Vice Chair</i> Brett J. Mellington Sean Reilly</p>	<p><b><u>Staff Present</u></b> Walter Bumphus Pat Eddy Jan Jackson Beryl McGhee Jerry Pinsel Angel Royal</p> <p><b><u>Guest List</u></b> On file in Board Office</p>
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**ITEM B. APPROVAL OF AGENDA**

**On motion of Supervisor Barham, seconded by Supervisor Alexander, the Board voted to approve the February 14, 2002 Board Meeting Agenda. The motion carried.**

**ITEM C. APPROVAL OF MINUTES OF DECEMBER 12, 2001 and JANUARY 9, 2002 MEETINGS**

**On motion of Supervisor Sellers Johnson, seconded by Supervisor Barham, the Board voted to approve the Minutes of the December 12, 2001 and January 9, 2002 meetings, with noted correction on page three of the December 12, 2001 minutes regarding the attendance of Supervisor Sellers Johnson at the meeting with the Governor. The motion carried.**

**ITEM D. RECOGNITION OF NICK TRIST FOR HIS SELECTION FOR THE “COMMUNITY COLLEGE CHAMPION AWARD”**

Chancellor Warner, of Nunez Community College, gave an overview of the Nunez Community College ~ Delgado Community College Economic Workforce Summit partnership. Chancellor Warner acknowledged Supervisor Trist who received one of the inaugural “Community College Champion Awards,” for outstanding service to the Nunez Community College Foundation, for putting together endowed professorships and working as a champion for the community college system.

Chancellor Kelly, of Delgado Community College, indicated that the Nunez/Delgado partnership networked with the Regional Chamber of Commerce, Metrovision and the Louisiana Technical College, in an effort to send a message to the community that all of the institutions in the area want to work together, cooperate and share resources. Chancellor Kelly acknowledged Mr. Ashton Ryan, CEO of First Bank in New Orleans, whose highest priority is to make the community colleges better, as the other recipient of the inaugural “Community College Champion Award.” Chancellor Kelly noted that Delgado is blessed with an extraordinary Foundation Board.

Board Chair McCotter offered thanks to Mr. Ryan and Supervisor Trist on behalf of the Board, for their tireless efforts, contributions and everything they do for the System.

**ITEM E. UPDATE ON POLICY DEVELOPMENT FOR THE SYSTEM**

Dr. Angel Royal, Executive Assistant to the System President, gave a PowerPoint presentation on Policy Development for LCTCS relative to policy tracking. Dr. Royal noted that development of the policy tracking system was in response to the need for the Board and System Chancellors to know which policies have been approved, which policies are in the pipeline, and what policies need to be developed.

**ITEM F. UPDATE BY DR. GLENN SUMNERS, INTERNAL AUDIT CONSULTANT**

Dr. Glenn Sumners, Internal Audit Consultant, gave a brief overview of the Executive Summary rendered regarding the Internal Audit Consultant report and proposed draft of a 200 page “Standard Operating Procedures Manual,” for the LCTCS Internal Audit Department.

Chancellor Kelly spoke regarding his concerns about the plan, and feels that the Chancellors need to be included in the process of developing this plan and should interact with the consultant before the final plan is approved.

Dr. Bumphus asked that the Board allow him 30 days to meet with the chancellors and perhaps the audit sub-committee, to get their input and return to the Board in March or April with a recommendation on an internal audit plan for the System.

**ITEM G. UPDATE BY THE LOUISIANA BOARD OF REGENTS ON NOEL-LEVITZ REPORT**

Dr. E. Joseph Savoie, Louisiana Commissioner of Higher Education, gave an update on the Executive Summary Report of Findings and Recommendations provided by Noel-Levitz, a consulting firm that specializes in all aspects of enrollment management, including staff development, student recruitment, financial aid, student retention, market research and publications, and Web site development.

In response to Supervisor Christopher, Dr. Savoie discussed non-recognition of high school students and prisoners within the funding formula for postsecondary education, as well as, areas of potential growth within the LTC.

Chancellor Roden thanked Commissioner Savoie and Mr. Cecil Picard, Superintendent of Education, for working with the LTC in addressing the funding challenges regarding high school students enrolled in the LTC.

In response to concerns registered by Supervisor Morris, Chancellor Roden stated that he will work with her regarding issues raised about assistance to students in the area of computer, internet and copy machine access.

Chair McCotter and Dr. Bumphus thanked Dr. Savoie for his continued support of the System.

## ITEM H. GENERAL ACTION ITEMS

Happy Valentines Day wishes were extended to all gentlemen in attendance from Supervisor Sellers Johnson on behalf of all the ladies in attendance.

### Personnel Actions

#### **H.1. General Personnel Actions for LCTCS Colleges and System Office**

**On motion of Supervisor Alexander, seconded by Supervisor Sinz, the Board voted to ratify the personnel actions presented for the LCTCS colleges and system office effective 2/14/02, for Baton Rouge Community College, Bossier Parish Community College, Delgado Community College, Delta Community College, Nunez Community College, River Parishes Community College, South Louisiana Community College, Louisiana Technical College and the Louisiana Community and Technical College System office, to include twenty-six (26) retirements/resignations, five (5) leaves of absence, twenty-three (23) new positions, twenty-three (23) promotions/salary increases or changes, and twenty-five (25) replacements. The motion carried.**

Dr. Bumphus noted that all personnel categories have been collapsed into one category. He also noted that the LTC wished to pull two (2) proposed assistant dean positions in the Shreveport/Bossier area for Ms. Patricia Shultz and Ms. Valerie White.

#### **H.2. Update on Chancellor Search for BRCC**

Dr. Bumphus presented information relative to the proposed process to be utilized during the Chancellor Search for BRCC. He outlined the proposed timeline, makeup of the Search Committee, and provided a mock pamphlet delineating the desired criteria.

### Finance Actions

#### **H.3. Revisions to Distribution of Capacity Building Funds for System Colleges**

Dr. Bumphus noted that the Board of Regents did not accept the initial proposal, thereby requiring staff to revise the initial request.

**On motion of Supervisor Sellers Johnson, seconded by Supervisor Trist, the Board voted to approve a revision of the original request for distribution of 1.5 million in growth and capacity building funds to be revised and increased to \$1.8 million. The motion carried.**

**H.4. Distribution of \$500,000 in Technology Funds**

**On motion of Supervisor Trist, seconded by Supervisor Stone, the Board voted to present the allocation of \$500,000 in Governor's Technology Funds to the Board of Regents for approval. The motion carried.**

**H.5. River Parishes Community College Settlement with Book Vendor**

**On motion of Supervisor Christopher, seconded by Supervisor Trist, the Board voted to approve a settlement agreement between River Parishes Community College and Ambassador Book Service, Inc. whereby, upon the payment of \$4,500 by River Parishes Community College (to settle a claim of \$9,200) and upon retrieval of books by Ambassador Book Service, Inc., each party will release the other from all claims; and that Ambassador Book Service, Inc., be removed from all preferred vendor lists of all LCTCS institutions. The motion carried.**

Chancellor Welch addressed the Board regarding non-fulfillment of contractual obligations by Ambassador Book Service, Inc. for the River Parishes Community College start-up library. He noted that they are still negotiating the return of some books, at the expense of Ambassador.

**H.6. Resolution to Governor on Revised Statute**

Ms. Jan Jackson, Vice President for Finance, Administration, MIS and Planning, spoke to the necessity of the resolution.

**On motion of Supervisor Christopher, seconded by Supervisor Sinz, the Board voted to approve the resolution urging and requesting that Governor Foster include legislation amending and reenacting La. R.S. 49:308D(2)(d), related to State Funds and the deposit of funds in the state treasury, to include the monies received by the Board of Supervisors of the Community and Technical College System among the specific exemptions related to higher education institutions. The motion carried.**

**Facilities Actions**

**H.7. Baton Rouge Community College Alternative Financing Plan**

**On motion of Supervisor Barham, seconded by Supervisor Alexander, the Board voted to approve the resolution for planning and construction of additional facilities for the Baton Rouge Community College using alternative financing. The motion carried.**

In response to Supervisor Stone, Ms. Jackson and Board Chair McCotter provided clarification and definitions of alternative financing, capital outlay and bond counsel.

### **Academic Actions**

#### **H.8.a. Approval of LCTCS Academic Policies**

Dr. Bumphus stated that these academic policies carry the support of the chancellors and their chief academic officers.

Supervisor Sellers Johnson noted a typo in the Selective Service and Immunization Documentation Policy (first paragraph, second line, insert “s” at the end of student.

**On motion of Supervisor Christopher, seconded by Supervisor Sinz, the Board voted to adopt the following Academic policies, effective 2/14/02: Academic Renewal, Selective Service and Immunization Documentation; Non-Traditional Credit and Full-time/Part-time Enrollment Classification. The motion carried.**

#### **H.8.b. Student Affairs Policies**

**On amended motion of Supervisor Christopher, seconded by Supervisor Sinz, the Board voted to adopt the Student Organizations Policy, *strike* ~~Students Rights: Human Immunodeficiency Virus~~, Student Conduct and Appeals Policy, and the Hazing Policy *insert* with a provision to include approval by the System President and/or Board Legal Counsel, with the noted correction *insert the word* “violation” after any, before of, in Item D. line two, to read “*report immediately, in writing, any violation of this policy,*” effective 2/14/02. The motion carried.**

Dr. Bumphus recommended that the Students Rights: Human Immunodeficiency Virus policy document be pulled, based on issues and concerns raised by various Board members.

Supervisor Sellers Johnson indicated there was no provision in the Hazing policy for approval by the System President or Board Legal counsel, and noted a correction to Item D. line two of the policy ~ insert the word “violation” after any, before of.

### **ITEM I. CONSENT AGENDA**

The Board of Supervisors had seven days to study each item on the Consent agenda. A certain number of these are routine or self-explanatory items that did not require separate treatment, so, these items were acted upon in one motion and vote.

Supervisor Christopher asked that Item I.7. Audit Reports be removed from Consent Agenda. Supervisor McCotter asked that Item I.3. Professional Legal Services Contract be removed from the Consent Agenda.

**On motion of Supervisor Christopher, seconded by Supervisor Stone, the Board voted to approve the February Consent Agenda, excluding Items I.3 and I.7. The motion carried.**

**Finance Actions**

**I. 1. Budget Revisions (BA-7s) for System Colleges**

**Budget Adjustments for the Board of Supervisors of the Louisiana Community and Technical College System, Baton Rouge Community College, South Louisiana Community College and the Louisiana Technical College.**

**I. 2. Suspension of Energy Surcharge for Nunez Community College**

**Temporary suspension of \$1.00 of the current energy surcharge of \$2.00 per credit hour, for students at Nunez Community College, for the period of time that energy rates remain at or below the current level, effective spring semester 2002.**

**I.4. Strategic Planning Contract for Delgado Community College**

**Request to execute a contract between Delgado Community College and Collegis, Inc. to assist Delgado in development of its institutional strategic plan.**

**I.5. Incumbent Worker Contracts**

**Ratify two new Incumbent Worker Training Program contracts**

- **Keans The Cleaner and Baton Rouge Community College**
- **Goldman Consortium and LTC-Tallulah**

**Ratify modifications to five existing contracts:**

- **Cameco and LTC-Lafourche**
- **Smurfit Stone Container Corp. and LTC-Ruston**
- **Acadian Ambulance Services and LTC-Alexandria/Baton Rouge/  
Hammond/Lafourche/Sowela**
- **Industrial Trinity Consortium and LTC-Sowela**
- **Martin Specialty Coatings and Bossier Parish Community College**

**I.6. Policies (for Review and Advisement)**

- a. **Accounts Receivables Policy**
- b. **Allowance/Write Off Policy**
- c. **Tuition Refund Policy**
- d. **Non-Sufficient Funds (NSF) Policy**

**Facilities Actions**

**I.8. Policies (for Review and Advisement):**

- a. **Naming of LCTCS Facilities**
- b. **Leasing of Immovable Property Policy**
- c. **Use of LCTCS Facilities and Premises Policy**

**Academic Actions**

**I.9.a. Approve certificates to be offered internal to Associate Degree programs currently offered at Delgado Community College, to include:**

- Motor Vehicle Maintenance and Light Repair (TCA)**
- Automotive Gas Metal Arc Welding (TCA)**
- Child Development Associate (TCA)**
- Child Development Renewal (TCA)**

**19.b. Approve certificates to be offered within existing programs at Elaine P. Nunez Community College, to include:**

- Emergency Medical Technician-Basic (TCA)**
- Tack Welding (TCA)**

**I.10. Approve proposed Associate of Arts degree in Early Childhood Education at River Parishes Community College**

**I.11. Elaine P. Nunez Community College Request to relinquish the Certificate in Diesel Mechanics (CDM) from their inventory of programs.**

**I.3. Extension of Contract for Breazeale, Sachse & Wilson**

Discussion ensued relative to concerns registered by Chair McCotter regarding intervals of service and response time from legal counsel, unanticipated increase in legal issues throughout the system, justification for raising the ceiling.



Chair McCotter requested that on each work activity that there be an agreement on the front end regarding a completion date. Mr. Hamilton agreed, to the extent that it could be controlled.

**On amended motion of Supervisor Alexander, seconded by Supervisor Sellers Johnson, the Board voted to amend the professional legal services contract with Breazeale, Sachse & Wilson law firm to extend the ceiling, for the current fiscal year, from \$150,000 to \$250,000. The motion carried.**

Supervisor Trist asked that quarterly updates be provided to the Board regarding legal costs.

### **I.7. Report on LCTCS Audit**

Supervisor Christopher asked that the Board let the public know that LCTCS is attempting to recover \$2,356.00 from former System President, Dr. Wayne Brown, as a result of a Legislative audit finding.

Chair McCotter read the letter addressed to Dr. Brown seeking restitution.

## **ITEM J. REPORTS**

### **1. President's Report**

- Supervisor Sellers Johnson has been appointed to the Council for A Better Louisiana (CABL) Board
- LCTCS Legal Counsel, Atty. Leo Hamilton, has been elected president of the Baton Rouge Bar Association. Attorney Hamilton is the first African American to hold this position
- Inaugural Leadership Development Institute will be held February 20-22, 2002
- Teacher Training Program proposal at the Associate Degree level is forthcoming
- Cuyahoga Community College visit in Cleveland, Ohio will take place Feb 17-18, 2002
- Call to Artists brochure from the Louisiana Division of the Arts, Office of Cultural Development, seeking artists to create three specific artworks for BRCC
- The Budget Request from Dr. Savoie that is being presented to the Legislature
- Chancellor Carleton of Bossier Parish Community College, and Assistant Chancellor McCraney of Louisiana Technical College District #7, are hosting a joint symposium in Shreveport.

Chair McCotter commended Dr. Bumphus for the positive activity being generated throughout the System, especially with the Inaugural Leadership Development Institute.

Discussion ensued regarding LCTCS athletic programs in response to an article in the Advocate regarding initiation of an athletic program at River Parishes Community College.

- 2. Report of Internal Audit Program Consultant**
- 3. Status on Capital Projects**
- 4. Quarterly Reports (financial and contracts)**
- 5. Business and Industry Report**

Chair McCotter asked that Ms. Eddy contact Supervisor DeLaney and ask that he represent LCTCS at the Board of Regents meeting February 27-28, 2002, with Supervisor Reilly as an alternate.

**On motion of Supervisor Morris, seconded by Supervisor Sinz, the meeting adjourned at 12:02 p.m.**