

Board of Supervisors
Louisiana Community and Technical College System
Board of Regents' Auditorium ~ 150 Third Street
Baton Rouge, LA
Wednesday, March 13, 2002
9:00 a.m.

The Louisiana Community and Technical College System Board of Supervisors met in Regular session Wednesday, March 13, 2002, at the State Office Building, Board of Regents' Auditorium. Board Chair McCotter called the meeting to order at 9:15 a.m.

ITEM A. ROLL CALL

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

Members Present

E. Edwards Barham
Leonard C. Barnes
Gibson C. Chigbu
Dianne M. Christopher
Ava Dejoie Guidry
John E. DeLaney
Kathy Sellers Johnson
Ann H. Knapp, *Second Vice Chair*
J. Kevin McCotter, *Chair*
Brett J. Mellington
Tanya Morris, *Student Member*
Sean Reilly
Priscilla Sinz, *Student Member*
Mike Stone
Nicholas Trist

Members Absent

Charles J. Alexander, *First Vice Chair*

Staff Present

Walter Bumphus
Pat Eddy
Jan Jackson
Beryl McGhee
Jerry Pinsel
Angel Royal

Guest List

On file in Board
Office

Board Chair McCotter acknowledged the presence of Supervisor Chigbu and extended sympathy on behalf of everyone present, in the death of his father. He also expressed pleasure at Supervisor Delaney's presence. He recently had bypass surgery.

ITEM B. APPROVAL OF AGENDA

On motion of Supervisor Knapp, seconded by Supervisor Sinz, the Board voted to approve the March 13, 2002 Board Meeting Agenda with the addition of Item K.6. under Reports regarding appointment of an Ad Hoc Committee to manage the BRCC Chancellor search. The motion carried.

ITEM C. APPROVAL OF FEBRUARY 14, 2002 MINUTES

On motion of Supervisor Mellington, seconded by Supervisor Knapp, the Board voted to approve the February 14, 2002 Minutes as presented. The motion carried.

ITEM D. PRESENTATION ON CORPORATE AND WORKFORCE TRAINING AND TECHNICAL PROGRAMS BY MS. SUSAN MUHA AND DR. JERRY SUE THORNTON

Dr. Bumphus noted that the corporate and workforce training and technical programs presentation is the result of a benchmarking trip by a delegation from Louisiana who traveled to Cuyahoga Community College in Cleveland, Ohio.

Dr. Jerry Sue Thornton, President of Cuyahoga Community College, and Ms. Susan Muha, Vice President of Cuyahoga Community College, gave a presentation regarding Corporate and Workforce Training, Technical Programs, Economic Development and the Corporate College concept.

Chair McCotter thanked the presenters and asked that Dr. Bumphus transmit a report to the Office of the Governor regarding what is being done in the System relative to information gained from the Cuyahoga Community College visit.

ITEM E. REPORT ON THE INAUGURAL LCTCS LEADERSHIP INSTITUTE

Dr. Bumphus thanked the Board for their commitment to developing future leaders. He asked that Ms. Iva Bergeron of Delgado Community College, Ms. Reba Poulson of the LCTCS Office-Perkins staff, Ms. Angela Rymer of LTC-Shreveport Campus, and Chancellor Carleton to speak regarding their experience with the Inaugural LCTCS Leadership Development Institute.

Board Chair McCotter asked that each Leadership Development Institute participant stand and be recognized.

Chancellor Carleton stated that the program was outstanding, noting that reports from participants indicated that everything was outstanding and the level of enthusiasm of the thirty-eight participants was “over the top.” The three participants from Bossier Parish Community College stated that the institute helped them realize how all components of the System are connected and the necessity for a seamless working pattern between the community colleges and the technical college.

Chancellor Warner indicated that the participants from Nunez Community College were inspired. He feels that the training of aspiring leaders is much needed in the State of Louisiana. He commended the Board, Dr. Bumphus and Dr. Royal for implementing the Institute.

Dr. Bumphus acknowledged Dr. Royal for an outstanding job regarding the Leadership Institute and the Carl D. Perkins staff for providing the funding. He noted that several institute speakers autographed books that were provided for each member of the Board.

In response to Chair McCotter, Dr. Bumphus stated that as a follow up, each institute participant has been invited to attend an upcoming NISOD or AACC conference, with a one-day follow-up session in June.

ITEM F. UPDATE ON INDUSTRY BASED CERTIFICATION BY MS. CHRIS WEAVER AND MR. CLIF REIS

Ms. Chris Weaver introduced Mr. Clif Reis, Educational Director of the La. Restaurant Association, who gave an overview of the Industry Based Certification program partnership that is an across-the-agency effort. He also spoke about ProStart, the Louisiana Restaurant Association School-to-Career two-year program in high schools. He provided a copy of the Hospitality Business Alliance Post Secondary Passport. The passport lists campuses that have signed articulation agreements, and provide culinary arts programs that offer ProStart certified students credit toward a hospitality or culinary arts degree. Mr. Reis thanked Ms. Kelly-Rhoe Collins and Mr. Jerry Sonnier for assistance with the program.

Ms. Weaver provided a copy of "Introduction to the Use of Skill Standards and Certifications in Workforce Investment Board Programs 2002" that is published by the National Skill Standards Board (NSSB). She indicated that an IT Leaders' Day will be held April 30, 2002 involving Technology councils throughout the State and major employers of IT workers to network and assess their needs regarding training and certification.

ITEM G. UPDATE ON ACCREDITATION FROM BOARD OF REGENTS CONSULTANTS BY DR. CAROLYN HARGRAVE, DR. JIM FIRNBERG AND DR. LAURA LINDSEY

Dr. Carolyn Hargrave, Dr. Jim Firnberg and Dr. Laura Lindsey, Board of Regents Consultants, gave a PowerPoint update on pertinent information regarding SACS Accreditation of LCTCS Emerging Community Colleges, which included the thirteen conditions of eligibility, and issues and concerns of the Accreditation Consulting Team.

Supervisor Dejoie Guidry requested an email, or copy, of the Accreditation PowerPoint presentation. Dr. Firnberg indicated that a copy of the accreditation presentation outline, as well as general questions by the reviewing committee, would be provided to each Board member.

ITEM H. UPDATE ON PEOPLESOFT IMPLEMENTATION BY MR. JAMES HOBBS

Routine status report postponed until the April meeting.

ITEM I. GENERAL ACTION ITEMS**

I.1. Strategic Plan – For Review and Advise ment

Dr. Angel Royal provided an overview of the strategic planning process and presented a draft of the Executive Summary of the Louisiana Community and Technical College System strategic plan for review and advise ment.

Supervisor Knapp asked that Dr. Royal receive and incorporate input from the private sector relative to performance indicators.

On motion of Supervisor Barham, seconded by Supervisor Knapp, the Board voted to adopt the Strategic Plan and Presidential Priorities, as presented. The motion carried.

Supervisor Barham asked that each institution prepare a priority list as to what they can do to make the whole System move forward.

Personnel Actions

I.2. General Personnel Actions for LCTCS Colleges and System Office

On motion of Supervisor Knapp, seconded by Supervisor Sinz, the Board voted to ratify the personnel actions presented for the LCTCS colleges and System office to include Baton Rouge Community College, Bossier Parish Community College, Delgado Community College, Nunez Community College, South Louisiana Community College, Louisiana Technical College and Louisiana Community and Technical College System Office to include twenty-one (21) retirements or resignations, one (1) leave of absence, seven (7) new positions, twelve (12) promotions or changes, ten (10) replacements; and 282 (two hundred eighty-two) revisions to the Schedule of Faculty Pay Increase, as approved by the Board November 14, 2001. The motion carried.

I.3. Appointment of LTC Provost

Supervisor Reilly asked that Chancellor Roden identify direct reports to the LTC Chancellor in relation to the organizational chart. Chancellor Roden stated that the eight LTC Assistant Chancellors are a direct report to him, as well as Vice Chancellor Jay Leuckel, Vice Chancellor George Foster, Vice Chancellor Thelma Jones, and the proposed Provost.

On motion of Supervisor Knapp, seconded by Supervisor Mellington, the Board voted to approve the appointment of Angie J. Bruns, Ph.D., as Provost for the Louisiana Technical College at an annual salary of \$83,000 effective April 15, 2002. The motion carried.

Supervisor Christopher registered opposition to the motion. A roll call vote was taken.

Yeas (12) Barham, Barnes, Chigbu, Dejoie Guidry, DeLaney, Sellers Johnson, Knapp, Mellington, Reilly, Sinz, Stone and Trist

Nays (2) Christopher and Morris

Finance Actions

I.4. Proposed three percent tuition increase for Delgado Community College and Nunez Community College

On motion of Supervisor Knapp, seconded by Supervisor Sellers Johnson, the Board voted to approve a 3% tuition increase for all LCTCS institutions. The motion carried.

Ms. Jan Jackson, Vice President for Finance, Administration and Planning, indicated that the action is subject to approval by the Board of Regents and the Joint Legislative Committee on the Budget.

Supervisor Christopher asked for clarification on standardization of tuition throughout the LTC. Ms. Jackson stated that the System is moving toward standardized tuition for the Louisiana Technical College campuses.

Supervisor Knapp asked that actual fee schedules for all institutions be presented to the Board at the June meeting.

I.5. Tuition Refund Policy for Approval

On motion of Supervisor Knapp, seconded by Supervisor Sellers Johnson, the Board voted to ratify and adopt the Tuition Refund Policy as presented. The motion carried.

I.6. Approval of Resolution to establish the Sean and Jennifer Eplett Reilly Chancellor's Endowed Professorship for Leadership Excellence for Baton Rouge Community College

Noting that this is the first endowed professorship established at Baton Rouge Community College, Dr. Bumphus expressed thanks to Supervisor Reilly for implementing the Sean and Jennifer Eplett Reilly Chancellors' Endowed Professorship for Leadership Excellence.

On motion of Supervisor Christopher, seconded by Supervisor Trist, the Board voted to approve the resolution to establish the Sean and Jennifer Eplett Reilly Chancellor's Endowed Professorship for Leadership Excellence at Baton Rouge Community College. The motion carried.

I.7. Internal Audit Plan

On motion of Supervisor Knapp, seconded by Supervisor Trist, the Board voted to approve the Internal Audit Plan as presented by Dr. Sumners at the February Board meeting. The motion carried.

Supervisor Chigbu asked that information presented at the Board meeting be forwarded to Supervisors who are absent from that particular meeting.

Academic Actions

I.8.a. Bossier Parish Community College

I.8.a.1. New Exit Points for Existing Programs

On motion of Supervisor Christopher, seconded by Supervisor Sinz, the Board voted to recognize sixteen (16) Technical Competency Areas (TCAs) within the existing programs at Bossier Parish Community College: Basic Management (TCA), Bookkeeping (TCA), Broadcasting (TCA), Business Communications (TCA), Computer Animation (TCA), EMT: Basic (TCA), EKG/Telemetry Technician (TCA), Film (TCA), Interpretation (TCA), Laboratory Assistant (TCA), Media for Ministry (TCA), Photography (TCA), Radio (TCA), Software Application (TCA), TV Production (TCA) and Web Design (TCA). The motion carried.

I.8.a.2. Termination of Certificate Program in Medical Assistant (CTS) at Bossier Parish Community College

On motion of Supervisor Sinz, seconded by Supervisor Morris, the Board voted to approve the request to terminate the Certificate Program in Medical Assistant at Bossier Parish Community College. The motion carried.

I.8.b. Delgado Community College

On motion of Supervisor Christopher, seconded by Supervisor Barnes, the Board voted to recognize two Technical Competency Areas (TCAs) as new “exit points” within the existing Associate of Arts In Music program at Delgado Community College: Audio Engineering (TCA) and Music Business (TCA). The motion carried.

I.8.c. Louisiana Technical College

I.8.c.1. Program Location Changes (Individualized Inventory Modifications) and Certain Content Modifications (AAT & Related Diploma Programs Scheduled to Sunset)

On motion of Supervisor Morris, seconded by Supervisor Barnes, the Board voted to approve the Louisiana Technical College's request to (1) relocate certain programs and (2) include certain content modifications to their current inventory of Applied Associate of Technology degrees. The motion carried.

I.8.c.2. Automotive Technology (AAT up to ASE Standards)

On motion of Supervisor Christopher, seconded by Supervisor Sinz, the Board voted to approve the content changes within the Applied Associate of Technology Degree, related diploma and proposed Technical Competency (TCA) exit points as proposed for the Automotive Technology programs offered by the Louisiana Technical College. The motion carried.

I.8.c.3. Board of Regents Degree and Certificate Inventory of Programs: In Toto Substitution for February 2000 Submission

On motion of Supervisor Christopher, seconded by Supervisor Sinz, the Board voted to approve programmatic substitutions, in total, pending approval of the proposed program location and content modifications for the AAT (and related diploma programs) offered by the Louisiana Technical College campuses. The motion carried.

I.8.c.4. New Exit Points for AAT Programs

On motion of Supervisor Christopher, seconded by Supervisor Mellington, the Board voted to approve the Technical Competency Areas (TCAs), Certificates of Technical Studies (CTSs), and Technical Diplomas (TDs) [which have been identified as internal to those Associate of Applied Technology (AAT) degrees and related Diploma programs offered by the Louisiana Technical College, pending approval by the LCTCS Board of Supervisors and Louisiana Board of Regents. The motion carried.

I.8.d. Nunez Community College

I.8.d.1.a. New Exit Points - Emergency Medical Technology (CTS)

On motion of Supervisor Morris, seconded by Supervisor Mellington, the Board voted to approve the new exiting points within the existing programs at Nunez Community College within the Associate of Applied Science in Emergency Medical Technology – Emergency Medical Technology (EMT): Certificate of Technical Studies. The motion carried.

I.8.d.1.b. New Exit Points – Biotechnology Technical Assistant (TCA)

On motion of Supervisor Mellington, seconded by Supervisor Sellers Johnson, the Board voted to approve the request from Nunez Community College to offer a new Technical Competency Area (TCA) within the General Science (Associate of Science in General Studies) for Biotechnology Technical Assistant. The motion carried.

I.8.d.2. Termination of Program - Opticianary (AAS)

On motion of Supervisor Sinz, seconded by Supervisor Morris, the Board voted to terminate the Associate of Applied Science in Opticianry (CIP 511801 – Board of Regents’ Curriculum Inventory) as requested by Elaine P. Nunez Community College. The motion carried.

ITEM J. CONSENT AGENDA

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

On motion of Supervisor Christopher, seconded by Supervisor Mellington, the Board voted to approve the Consent Agenda as presented to include Items J.1.a. through J.10.a. The motion carried.

Personnel Actions

J.1.a. Accepted for review and advisement the System Policy on Equal Opportunity.

J.1.b. Accepted for review and advisement the System Policy on Americans with Disabilities Act: Employees and Students.

J.1.c. Accepted for review and advisement the System Policy on Smoke-

Free Environment.

- J.1.d. Accepted for review and advisement the System Policy on Code of Conduct.**
- J.1.e. Accepted for review and advisement the System Policy on Internal and External Communication.**

Finance Actions

J.2. Policies for Approval

- J.2.a. Ratified and adopted the Accounts Receivable Policy.**
- J.2.b. Ratified and adopted the Allowance/Write Off Policy.**
- J.2.c. Ratified and adopted the Non-Sufficient Funds (NSF) Policy.**
- J.3.a. Accepted, for review and advisement, the reporting policy for the Annual Financial Report.**
- J.4. Approved a contract between the Louisiana Technical College and Dr. Tom Cyrs to provide training on how to organize and present a class through the use of compressed video.**
- J.5. Approved a contract in the amount \$26,000 between the Louisiana Technical College and American Appraisal Associates to inventory current facilities infrastructure and develop valuation data for the required Governmental Accounting Standards Board reporting, effective immediately.**
- J.6. Ratified six (6) new Incumbent Worker Training Program contracts and modified one (1) existing contract, to include:**
 - ◆ Adams Land & Marine, Ltd. with Delgado CC in the amount of \$46,845 for a two-year period**
 - ◆ Cytec Industries with LTC-River Parishes in the amount of \$697,793 for a 2-year period**
 - ◆ Greater Baton Rouge Machinists Consortium with LTC-Baton Rouge & BRCC in the amount of \$111,013 for a two-year period.**
 - ◆ Monroe Plumbers Consortium and LTC-Delta Ouachita in the amount of \$55,638 for a two-year period**
 - ◆ Praeses Corporation with Bossier Parish CC, LSU-Shreveport and Louisiana Tech University-Barksdale in the amount of \$266,414 for a two-year period**
 - ◆ Stine Lumber with LTC-Sowela in the amount of \$564,254 for a two-year period;**

With modification to

- ◆ Candy Fleet Corp with LTC-Young Memorial**

Facilities Actions

- J.7. Authorized the renewal of the current lease in the amount of \$1 per year between the LCTCS and the Franklin Extension Campus/St. Mary Parish School Board effective June 1, 2002.**
- J.8. Authorized the LTC staff and System office staff to negotiate a lease agreement between the Louisiana Technical College and Chenault Airpark Authority.**
- J.9.a. Ratified the System policy regarding Naming of LCTCS Facilities.**
- J.9.b. Approved the System Policy on Lease of Immovable Property.**
- J.9.c. Approved the policy regarding the Use of LCTCS Facilities and Premises.**
- J.10.a. Accepted, for review and advisement, the policy regarding Traffic and Parking Regulations.**

K. REPORTS

K.1. President's Report

- ◆ Applauded the efforts of Chancellor Tom Carleton and Assistant Chancellor Percy McCraney for a very effective business and industry symposium held in the Shreveport-Bossier area.
- ◆ Called attention to an article that appeared in the March 4 issue of The Community College Week, headlined "*Have Women Broken Through or Just Scratched the Surface of the Glass Ceiling.*" The article mentions Interim Chancellor Leana Revell.
- ◆ Chancellor Carleton is featured in the Community College Times.
- ◆ Indicated that the future number of participants selected for the Leadership Development Institute will be reduced to twenty-four or twenty-five individuals.

K.2. Update on Internal Audit Consultant's Meetings with Chancellors

K.3. Status on Capital Projects

K.4. Business and Industry Report

K.5. Equity Conference (Perkins)

LTC Assistant Chancellor Leger gave an update on the John Deere Program at LTC-Sowela at the request of Supervisor Chigbu.

K.6. Appointment of Ad hoc Committee

Chair McCotter announced and thanked the Board members appointed to the Ad Hoc Committee, who will participate with the System President and staff on the Chancellor search for Baton Rouge Community College: Supervisor Kathy Sellers Johnson, Chair; Supervisor Sean Reilly and Supervisor Dianne Christopher.

Chair McCotter thanked Supervisor Christopher for agreeing to serve as the LCTCS representative at the March Board of Regents' meeting.

The Board of Regents Higher Education Summit III will be held May 8-9, 2002. This joint Management Board conference will be held in Baton Rouge.

Board Chair McCotter presented a Proclamation from Governor "M.J." Mike Foster, to Supervisor Leonard C. Barnes in recognition of his 80th birthday on March 26, 2002.

Supervisor Barnes expressed *"thanks to all of you for even thinking that I'm worthy of such."*

Supervisor Sinz announced that she is serving as the LCTCS representative for the Baseball Cap collection for Children with Cancer. She asked the anyone wishing to donate caps contact her or bring their donation to the Board of Regents meeting to be held March 20 and 21. Supervisor Sinz noted that this is a competitive endeavor between the States that will culminate in April.

Chair McCotter noted that the LTC-BR Campus Culinary Arts class prepared a special treat in recognition of Dr. Barnes' birthday.

On motion of Supervisor Sinz, seconded by Supervisor Sellers Johnson, the meeting adjourned at 1:11 p.m.

Prepared by Beryl L. McGhee