

**MINUTES
Louisiana Community and Technical College System
Board of Supervisors Meeting**

The Louisiana Building ~ Baton Rouge Community College
5310 Florida Blvd., Baton Rouge, LA 70806
Wednesday, November 13, 2002
9:00 a.m.

The Louisiana Community and Technical College System Board of Supervisors met in Regular session Wednesday, November 13, 2002, in the Louisiana Building, at Baton Rouge Community College, 5310 Florida Blvd., Baton Rouge, LA.

Board Chair Knapp called the meeting to order at 9:18 a.m., and asked that the body rise for recitation of the Pledge of Allegiance.

Ms. Beryl L. McGhee, Assistant Secretary to the Board, called roll and a quorum was established.

Members Present

E. Edwards Barham
Dianne M. Christopher
Elizabeth Gallegos
Gregory Hamilton
Kathy Sellers Johnson, *First Vice Chair*
Ann H. Knapp, *Chair*
J. Kevin McCotter
Brett J. Mellington, *Second Vice Chair*
Sean Reilly
Mike Stone
Nicholas Trist

Members Absent

Charles J. Alexander
Leonard C. Barnes
Gibson C. Chigbu
John E. DeLaney
Ava Dejoie Guidry

Staff Present

Walter Bumphus
Pat Eddy
Jan Jackson
Beryl McGhee
Margaret Montgomery-Richard
Jerry Pinsel
Angel Royal

Guest List

On file in Board Office

D. APPROVAL OF NOVEMBER 13, 2002 AGENDA

On motion of Supervisor McCotter, seconded by Supervisor Mellington, the Board voted to approve the November 13, 2002 Board Meeting Agenda as presented. The motion carried.

E. APPROVAL OF MINUTES OF OCTOBER 9, 2002 MEETING

On motion of Supervisor Christopher, seconded by Supervisor Barham, the Board voted to approve the Minutes of the October 9, 2002 meeting with noted corrections. The motion carried.

Supervisor Christopher asked a point of personal privilege and proceeded to read excerpts from an article in the Thursday, November 7, 2002 edition of the Morning Advocate Food Section regarding the “Acadiana Culinary Classic” which focuses on top chefs and restaurants in the state. The article featured Chef John Ezell, a graduate of Bossier Parish Community College and current chef at Baton Rouge Country Club, who won “Best of Show.”

F. BATON ROUGE COMMUNITY COLLEGE PRESENTATION – Dr. Myrtle E. B. Dorsey

Chancellor Dorsey acknowledged Ms. Vallory Hills, BRCC Director of College Relations, and Ms. Charlsa Moore, Administrative Graphics Specialist, with commendations for receiving the Gold Medallion Award for Color Photograph Un-manipulated on behalf of Baton Rouge Community College, at the National Council for Marketing and Public Relations (NCMPR) District II Conference. Ms. Hills will travel to Las Vegas in March 2003 to enter BRCC in competition on the national level.

G. REPORTS

G.1. Chair of the Board Report

- ◆ Chair Knapp invited individuals within the System to email, or snail mail, good news stories that she will spotlight during the Chair of the Board report each month.
- ◆ A significant grant was recently presented through the Department of Economic Development to EADS, an airplane company in the Southwest Louisiana community, which works in partnership with LTC-Sowela campus to provide training.

G. 2. System President’s Report

- ◆ Dr. Bumphus announced he would be teaching a Community College Leadership class at LSU during the spring semester
- ◆ Chancellor Terence Kelly, of Delgado Community College, received the National Council of Marketing and Public Relations Pacesetter of the Year Award for 2002 in District II. He will now compete on the national level.
- ◆ Dr. Bumphus joined with the LTC Assistant Chancellors in Orlando, Florida, for a COE Conference. Assistant Chancellors Leger and Smith serve on the Commission. Four institutions were recognized for twenty-five years of Accreditation: LTC-Florida Parishes, LTC-Huey P. Long, LTC-Sabine Valley, and LTC-Sidney N. Collier campuses
- ◆ Chancellor Tom Carleton, of Bossier Parish Community College, was honored Saturday, November 9 during the “Festival of Stars” gala at the Southwest Theater Association’s annual conference in Oklahoma City, Oklahoma, for outstanding support to the theatrical organization.

G.3. Update on Noel-Levitz® Study

Dr. Bumphus introduced consultants Dr. Paul Elsner, former chancellor of Maricopa Community College, a member of the team that worked in conjunction with Noel-Levitz to do an in-depth study of the Louisiana Technical College; and Dr. Dave Pierce, former president of the American Association of Community Colleges, who currently serves as a professor at the University of Illinois.

Dr. Elsner asked that he be allowed to present the Noel-Levitz update upon the arrival of Dr. Pierce.

G.4. Marketing and External Affairs Update

Ms. Sandra Golden, President of Sandra Golden and Associates, provided an overview and handouts regarding the Public Relations/Marketing/Branding Plan for LCTCS.

G.3. Update on Noel-Levitz® Study Continued

Dr. Bumphus asked that Dr. James Clarke, Board of Regents Associate Commissioner of Planning Research and Performance, and Acting LTC Chancellor, share the Regents' thoughts on the Noel-Levitz® initiative. On completion, Dr. Clarke introduced Dr. Elsner and, Dr. Pierce, who gave an in-depth presentation regarding the Noel-Levitz® Study.

Chair Knapp thanked the presenters for a very comprehensive report.

On motion of Supervisor Barham, seconded by Supervisor Mellington the Board voted to accept the report and instruct the System President to provide an outline on how the recommendations will be implemented. The motion carried.

Supervisor Mellington acknowledged the presence of Ms. Pat Cormier, an Instructor at LTC-Lafayette, and the student government association officers from the Lafayette campus.

Supervisor Christopher asked that she be allowed to recognize Dr. Len Garrett, LTC Assistant Chancellor for the Greater Alexandria District Six, who transitioned from Southeastern, a four-year institution, to BRCC a two-year institution, on to District Six with the Louisiana Technical College.

G.5. Business and Industrial Visitation Report: LTC

Dr. Margaret Montgomery-Richard, LCTCS Senior Vice President for Academic and Student Services, introduced Mr. John Hough, LCTCS Coordinator of Performance Monitoring, and Ms. Jacque Ackel, LCTCS TANF Coordinator.

Mr. Hough provided an overview of the LTC Business and Industrial Visitation report and Workforce Training update, while Ms. Ackel provided a status update of the TANF initiatives. Both individuals provided handouts for members of the Board.

Chair Knapp asked that Mr. Hough and/or Dr. Montgomery-Richard come back the Board with a pie chart indicating dollar amounts that have gone to the various providers, with LTC campuses broken out.

H. GENERAL ACTION ITEMS**

Personnel Actions

H.1. Authorization for Rehearing of Jimmie Meadows vs. Board of Elementary and Secondary Education, et al. Docket No. 415,721, 19th Judicial District Court

Attorney Leo Hamilton, LCTCS Board Counsel, addressed the Board, noting that there is pending litigation regarding Jimmie Meadows vs. Board of Elementary and Secondary Education.

On motion of Supervisor Sellers Johnson, seconded by Supervisor Hamilton, the Board voted to go into Executive session at 11:37 a.m., to discuss Jimmie Meadows vs. Board of Elementary and Secondary Education, et al. Docket No. 415,721, 19th Judicial District Court. The motion carried.

The meeting reconvened at 12:05 p.m. Chair Knapp noted that no motions were made, no consensus reached, no votes and no minutes taken regarding Jimmie Meadows vs. Board of Elementary and Secondary Education, et al. Docket No. 415,721, 19th Judicial District Court.

On motion of Supervisor Barham, seconded by Supervisor Trist, the Board voted to reject the settlement offer and instruct Board Counsel to defend the LCTC Systems interest. The motion carried.

Supervisors present at time of the vote: Barham, Christopher, Gallegos, Hamilton, Sellers Johnson, Knapp, McCotter, Reilly, Stone, and Trist.

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

On motion of Supervisor Sellers Johnson, seconded by Supervisor Trist, the Board voted to ratify the personnel actions as presented on summary and detail for Baton Rouge Community College, Bossier Parish Community College, Delgado Community College, Nunez Community College, Louisiana Technical College, and Louisiana Community and Technical College System Office to include eleven (11) retirements or resignations, two (2) leaves of absence, nineteen (19) new positions, forty-five (45) promotions/or changes, and twenty-four (24) replacements. The motion carried.

H.3. Opportunity for Public Comment Policy for Review and Advisement

On motion of Supervisor Christopher, seconded by Supervisor Sellers Johnson, the Board voted to accept the draft of the “Opportunity for Public Comment Policy” for review and advisement. The motion carried.

H.4. Authorization to issue remaining \$10M in Bonds for Bossier Parish Community College

Facilities Committee Chair McCotter noted that he, Board Officers, Commissioner Savoie and, Dr. Bumphus, met with Mr. Mark Drennen, Division of Administration Commissioner, regarding the status of the three alternatively financed community college projects in the pipeline.

On motion of Supervisor Reilly, seconded by Supervisor Sellers Johnson, the Board voted to authorize Campus Facilities Inc. to issue the remaining \$10 million in bonds for the completion of the new campus for Bossier Parish Community College. This amount has been approved by the Commissioner of Administration, but is subject to approval by the Board of Regents. The motion carried.

Supervisor Mellington was absent during the vote.

H.5. Amendment to Lease at the LTC-Avoyelles Campus, Hessemer Site

On motion of Supervisor Sellers Johnson, seconded by Supervisor Hamilton, the Board voted to approve an amendment to the lease agreement between the LTC Avoyelles campus and the Avoyelles School Board to provide a cancellation clause on behalf of the School Board. The motion carried.

H.6. Transfer of LTC-Huey P. Long Auditorium

Because ambiguity exists regarding the constitutionality of the transfer authorized under the provisions of Act No. 1209 of the 1997 Regular Legislative Session, on motion of Supervisor Sellers Johnson, seconded by Supervisor Mellington, the Board voted to authorize the President of the LCTCS to execute all documents necessary to convey any and all interest that the LCTCS acquired in and to the Winn Parish Forestry Building (referred to as the Huey P. Long Auditorium, at the Winn Parish Fairgrounds), pursuant to Act No. 151 of the First Extraordinary Legislative Session of 1998, to the City of Winnfield; provided that the transfer is approved by the Attorney General of the State of Louisiana. The motion carried.

H.7. Status of Louisiana Delta Community College Lease

Supervisor McCotter recommended that Dr. Bumphus and staff come up with a strategy to explore other options in the Monroe market regarding space for Louisiana Delta Community College.

Supervisor Christopher suggested that a partnership be explored with the University of Louisiana at Monroe regarding use of facilities until a permanent facility is identified.

Supervisor McCotter noted that this as well as other options will be explored, and thanked LDCC Chancellor Kreider for working so diligently throughout the process.

Dr. Bumphus commended Dr. Kreider and LTC Assistant Chancellor Norene Smith on working so diligently together during this period.

H.8. Program Expansion for the Louisiana Technical College

On motion of Supervisor Barham, seconded by Supervisor Sellers Johnson, the Board voted to approve the request from the Louisiana Technical College – Mansfield Campus to offer the CTS in Medical Office Assistant and the TCA in Phlebotomy. The motion carried.

Supervisor Christopher inquired about the mandate that will require Nursing instructors to hold a Masters degree in Nursing, and inquired as to the percentage of System Nursing instructors who currently hold a Masters Degree. She asked that the Board consider utilizing Perkins funds to offer in-service training funds for nursing instructors.

Dr. Montgomery-Richard indicated that funds are available for faculty members to bring credentials up to date.

H.9. Status of PeopleSoft Implementation

Mr. James Hobbs, LCTCS Director of MIS/IT and Technical Academies Coordinator, gave an update on PeopleSoft Implementation, and provided a handout of the presentation.

Supervisor McCotter asked that Mr. Hobbs come back to the Board with a comprehensive, realistic plan on what it would take to get PeopleSoft across the finish line.

ITEM I. CONSENT AGENDA

The Board of Supervisors had approximately seven days to study each item on the Consent agenda. A certain number of these are routine or self-explanatory items that do not appear to 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 Item I.1. through Item I.11. The motion carried.

Supervisor Trist was absent at the time of the vote.

I.1. Authorization for the System President to make technical changes and consolidation of the Internal Audit Staff Job Descriptions.

- I.2. Authorization for the System President to make revisions to personnel evaluation forms, provided that they are reported to the Chair of the Personnel Committee and, that the Board ratify the President's recent changes to Chancellors' evaluation forms made in coordination with the Personnel Committee Chair.**
- I.3. Approval of contract between Delgado Community College and the Tchopshop, LLC in the amount not to exceed \$30,000 for graphic design and related services effective September 5, 2002 through June 30, 2003.**
- I.4. Ratification of four (4) new Incumbent Worker Training Program contracts that total \$2,712,982 as listed, with modification to one existing contract:**
- /// Bollinger Shipyards Consortium with LTC-Lafourche/Sowela/West Jefferson/Young Memorial/L. E. Fletcher/Sidney Collier, in the amount of \$1,893,224**
 - /// Collision Auto Repair Service (CARS) with LTC-Hammond, in the amount of \$304,275**
 - /// Hotard Coaches with Delgado Community College, in the amount of \$323,111**
 - /// Northeast Louisiana Ambulance with LTC-Northeast, in the amount of \$192,372**
- with modification to one existing contract:**
- /// Monsanto Co. with LTC-River Parishes, with a revised ending date of December 31, 2002 from October 31, 2002**
- I.5. Acceptance of receipt and disbursement of the America Career Resource Network (ACRN) grant in the amount of \$283,157. These funds have been awarded to Louisiana by the United States Department of Education under Section 118 of the Carl D. Perkins Vocational and Technical Education Act.**

- I.6. Approval of Interagency Agreement Between the LCTCS and the Workforce Commission to provide a linkage between High School Automotive Service Technology programs in the state and certified automotive programs at various LCTCS campuses.**
- I.7. Authorization for Delgado Community College to renovate a portion of Building One to enhance the facilities in its present Fitness Center at a cost of \$272,400. This project requires approval from the Board of Regents.**
- I.8. Ratification of Alcohol Use Policy at LCTCS institutions.**
- I.9. Authorization for Nunez Community College to name a wing of the building primarily used for Business and Technology as the “Kane Technology Wing.”**
- I.10. Approval of Academic and Student Affairs Policies: •Participatory Curriculum Development •Enrollment Management •Course Enrollment Guidelines •Academic Amnesty •Academic Calendar •Census Date, and •Weapons on Campus.**
- I.11. Approval of restatement of River Parishes Community College mission**
- “River Parishes Community College is an open-admission, two-year, post-secondary public institution serving the river parishes. The College provides curricula up to and including Associate of Arts and Associate of Science degrees for students transferring to other colleges and universities. River Parishes Community College also partners with the communities it serves by providing programs for personal, professional and academic growth.”*
- River Parishes Community College fulfills its mission by offering:*
- A general education core curriculum supporting all College programs
 - Articulation agreements with state colleges and universities
 - College preparatory education for under-prepared students
 - Programs and services to enrich and support student success
 - Learning resources and technologies that support student learning
 - Flexible class and program schedules for on and off-campus students
 - College credit classes for qualified high school students
 - Effective partnerships with business, industry, and community organizations

J. UPDATES

- J.1. Quarterly Report of Contracts
- J.2. Quarterly Financial Reports
- J.3. Capital Projects
- J.4. Alternative Financing Projects
- J.5. LCTCS Capital Outlay Request Status
- J.6. Status of System-wide Assessment

K. ANNOUNCEMENTS

◆ Dr. Walter Bumphus

1. The 2nd class meeting of the Leadership Development Institute starts this evening. In addition to the 2nd class starting, alumni from last year will be in attendance for a joint meeting. Guest speaker will be Dr. Vincent Tinto from the University of Syracuse, foremost authority in the country on student retention. He will also speak at 3:30 in the Board Room of the Louisiana Building.
2. BPCCC held the groundbreaking ceremony Monday, October 28, for their new campus facility, with over eight hundred persons in attendance. Compliments were offered to Supervisor McCotter, Chancellor Carleton, and BPCCC staff.
3. Supervisor Reilly and wife Jennifer have extended an invitation to members of the Board and some staff to a holiday party at their home.
4. Thanks extended to BRCC Chancellor Dorsey, and staff, for continued work relative to the technology and pending completion of the Boardroom.

◆ Supervisor Sellers Johnson

As State Chair of ACCT, Supervisor Sellers Johnson, announced the Early Bird December 20, 2002 registration deadline for the Community College National Legislative Summit to be held in Washington, D.C. She noted that the Summit would take place February 9-11, 2003, and encouraged members of the Board to attend.

L. ADJOURNMENT

There being no further business to come before the Board, on motion of Supervisor Mellington, seconded by Supervisor Trist, the meeting adjourned at 12:54 p.m.

Prepared by Beryl L. McGhee