

**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, February 12, 2003**  
**9:00 a.m.**

**A. CALL TO ORDER**

The Louisiana Community and Technical College System Board of Supervisors met in Regular Session Wednesday, February 12, 2003, in the Louisiana Building, at Baton Rouge Community College, 5310 Florida Blvd., Baton Rouge, LA.

Board Chair Knapp asked that Atty. Leo Hamilton, LCTCS Board Counsel, administer the Oath of Office to Ms. Maria A. Gaitan and Mr. Stephen C. Smith, newly appointed members of the Board. Knapp welcomed them to the Board and asked that they take their respective place as full-fledged voting members of the Board.

Board Chair Knapp called the meeting to order at 9:08 a.m.

**B. PLEDGE OF ALLEGIANCE**

The assembly rose for recitation of the Pledge of Allegiance.

**C. ROLL CALL**

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

**Members Present**

E. Edwards Barham  
Ava Dejoie  
Maria Gaitan  
Kathy Sellers Johnson, *First Vice Chair*  
Ann H. Knapp, *Chair*  
J. Kevin McCotter  
Brett J. Mellington, *Second Vice Chair*  
Sean Reilly  
Stephen Smith  
Mike Stone

**Members Absent**

Charles J. Alexander  
Gibson C. Chigbu  
Dianne M. Christopher  
John E. DeLaney  
Elizabeth Gallegos  
Nicholas Trist

**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 FEBRUARY 12, 2003 AGENDA**

**On motion of Supervisor McCotter, seconded by Supervisor Mellington, the Board voted to approve the February 12, 2003 Board Meeting Agenda as presented. The motion carried.**

**E. APPROVAL OF MINUTES OF DECEMBER 11, 2002 MEETING**

**On motion of Supervisor McCotter, seconded by Supervisor Mellington, the Board voted to approve the Minutes of the December 11, 2003 meeting with noted correction on page 9 of 12 Item K.1. Personnel Actions ~ Part Time and Summer Faculty Pay for Delgado Community College ~ strike 2002 and insert 2003. The motion carried.**

**F. NOMINATION OF DR. LEONARD C. BARNES FOR ACCT REGIONAL AWARD**

Dr. Walter Bumphus, System President, recommended the nomination of Board Member Emeritus Barnes for the Association of Community College Trustees Regional Award. Dr. Bumphus noted that he would be serving as a member of the selection committee.

**On motion of Supervisor Sellers Johnson, seconded by Supervisor Reilly, the Board voted to nominate Board Member Emeritus Dr. Leonard C. Barnes for the ACCT Regional Award. The motion carried.**

Supervisor McCotter presented a special video filmed by KTVS TV in honor of Dr. Barnes, featuring him as one of Shreveport's most successful football coaches. McCotter hoped that this video would give the audience a sense of how loved, honored and respected Dr. Barnes, his substitute Dad, has been in the Northwest Louisiana community and Higher Education in Louisiana.

Dr. Bumphus, Board Chair Knapp, and Supervisor McCotter presented Dr. and Mrs. Barnes with a framed collage of Board member photographs and activities that took place during Barnes' tenure, as a token of thanks and appreciation from the Board and System.

Dr. Bumphus also presented a Resolution to Dr. Barnes on behalf of Governor Murphy J. Foster.

*Dr. Barnes addressed the assembly saying 'President of the Board, members of the Board, ladies and gentlemen, its very rewarding to think that your life has been reflective of positive things that people can see some good in. It's been a great challenge in a Christian country ~ that we all be conscious of our obligations to each other. I'm extremely happy because you saw fit to take my meager efforts and make them grandiose. I was obligated by my teachers, by my principal, by my college coach, and high school coach ~ that man does not owe*

*himself more than he owes others and should always be conscious that he is a social animal and that he has to obligate himself to do as much as he possibly can for anybody he comes in contact with. I've lived by that philosophically. I don't have problems liking everybody. I thank God that I've never seen a person that I've never had any contact with ~ I not liking them. And what you have shown to me has been a reflection of what I believe ought to always exist with humanity. That we ought to always unknowingly but doing the best we can for each other. You make me a very proud person and I thank you for that."*

Supervisor Barham interjected that Dr. Barnes served as one of his mentors in another life while working with the Board of Regents, when Barnes served as Chancellor at Southern University Shreveport. Barham noted that he appreciates the contributions that Dr. Barnes, a good-good citizen, has made while setting a high standard for other members of the Board and hope they can live up to that standard.

Board Chair Knapp also acknowledged the high standard set, noting that it has been a privilege getting to know such impeccable people as Dr. Barnes while performing volunteer work on the Board. Knapp's experience on the Board is so much richer for having known him.

#### **G. BILL AND MELISSA GATES FOUNDATION: MIDDLE COLLEGE INITIATIVES FOR COMMUNITY AND TECHNICAL COLLEGES**

Ms. Sanford made a presentation regarding the Bill and Melissa Gates Foundation: Middle College Initiatives for Community and Technical Colleges, and Gates Foundation priorities.

#### **H. SERVING DISADVANTAGED AND LOW ACHIEVING STUDENTS: A NATIONAL PERSPECTIVE**

Dr. Bumphus introduced Dr. Robert McCabe, former Chancellor of Miami Dade Community College, and author of No One To Waste: A Report to Public Decision Makers and Community College Leaders. Dr. McCabe presented information relative to Serving Disadvantaged and Low Achieving Students: A National Perspective.

#### **I. ETHICS PRESENTATION**

Mr. Allen Brown, LCTCS Director of Internal Audit, presented information relative to Louisiana Ethics Laws, reviewing definitions, rules on gifts, payment from non-public sources, participation in certain transactions, and prohibited contractual arrangements. Handouts were presented to members of the Board, in addition to a PowerPoint presentation.

Board Chair Knapp called for a ten-minute recess at 10:35 a.m.

The meeting reconvened at 10:45 a.m. Supervisor Reilly departed.

## J. REPORTS

### 1. Chair of the Board Report

- Overview was given of participation in Association of Community College Trustees Legislative Summit February 8-11, 2003. Individuals in attendance: Supervisor Sellers Johnson, Dr. Bumphus, Chancellors Brobst and Dorsey, and Board Chair Knapp. Knapp acknowledged Sellers Johnson, ACCT Louisiana State Chair, who commended chair Knapp on phenomenal performance and interaction during the conference.
- Washington Mardi Gras – Supervisor McCotter, Board Chair Knapp, and System President Bumphus attended and utilized every minute possible to network and promote the System.
- Workforce Solutions Summit hosted at Delgado Community College, a collaborative effort between LTC-Sidney Collier, Nunez and Delgado Community Colleges. The System presented the Community College Champion Award to Governor Murphy J. Foster, who visited and also had the opportunity to board the Ship Navigation Simulator at Delgado.
- Again welcomed the new Board Members, Supervisor Gaitan and Supervisor Smith, noting that they will go through Board Member orientation at a later date.
- An overview of the Board Retreat was given, as well as a PowerPoint presentation regarding the Ten Responsibilities of Trustees, as presented by Dr. Jeff Hockaday during the retreat.

### 2. President's Report

- A video was shown featuring Chair Knapp presenting Community College Champion Award to Governor Foster during the Workforce Solutions Summit hosted at Delgado Community College. The video also featured the Governor's address and his commitment to the Community and Technical College System. Thanks were offered to Chancellors Kelly and Warner, Assistant Chancellor Barnes-Teamer, and Carol Gniady, DCC Director of Public Relations, for their leadership in coordinating the Summit.
- System Executive Staff visited the Virginia Community College System Office to learn best practices and hear their priorities. A synopsis of the visit will be included in the Weekend Memo.
- The "All Louisiana Team" will be presented in April during Louisiana Community and Technical College Month. Coca-Cola will serve as a sponsor.

- A State Delegation will visit the Dallas County Community Colleges, under the auspices of the Ford Foundation Grant. The delegation will include representatives from the Governor's Office, PAR, Workforce Commission, Board of Regents, CABL, the LCTCS Board and System.
- Representatives from SACS will visit Baton Rouge Community College to begin their full accreditation process.
- A Daily One-Pager will be implemented, to compliment the Week-End Memo, which will identify activities going on in the System.
- Search process is underway for an LTC District 6 Assistant Chancellor.
- Acknowledged Mark Pellegrin working with the System Office in public relations, preparing for annual report.
- LTC District Model Concept is progressing.
- Tentative Date for the Sunset Hearing – February 25-26, 2003. The System will go before the Joint Committee on Education.

### 3. PeopleSoft Status Report

Mr. Charles Moran of Blackwell Consulting, based in Chicago, IL. stated he is in the process of assessing LCTCS PeopleSoft progress and what is needed to move ahead.

Discussion ensued.

### 4. LTC Racial Composition Report

Report provided for information purposes only. Supervisor Sellers Johnson registered concerns regarding minority contract inclusiveness, noting she would like to see more diversity on all levels throughout the System.

## **K. GENERAL ACTION ITEMS**

### **Personnel Actions**

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

Dr. Bumphus presented the staff recommendation, regarding General Personnel Actions for LCTCS Colleges and the System Office. Supervisor Sellers Johnson had questions on several items.

**On motion of Supervisor Sellers Johnson, seconded by Supervisor Stone, the Board voted to enter into Executive Session at 11:45 a.m. regarding Item K.1. General Personnel Actions for LCTCS Colleges, and the System Office. The motion carried.**

The meeting reconvened at 12:55 p.m. Board Chair Knapp noted that no votes were taken, no motions made and no consensus reached regarding the items discussed.

**On motion of Supervisor Dejoie Guidry, seconded by Supervisor Gaitan, the Board voted to ratify the personnel actions presented on Summary and Detail for the LCTCS colleges and system office to include: Baton Rouge Community College, Bossier Parish Community College, Delgado Community College, Nunez Community College, River Parishes Community College, South Louisiana Community College, Louisiana Technical College and Louisiana Community and Technical College System Office to include thirty-seven (37) retirement or resignations, one (1) leave of absence, forty-five (45) new positions, one hundred eighty-one (181) promotions or changes, and forty-three (43) replacements. The motion carried.**

#### **K.2. Drug Free Workplace Policy for Review and Advisement**

Dr. Bumphus asked that members of the Board review the Drug Free Workplace Policy and forward comments, questions, or concerns for incorporation prior to submittal for final approval of the policy.

#### **K.3. Leave Record Establishment and Regulations for All Unclassified, Non-Civil Service Employees Policy for Review and Advisement**

**On motion of Supervisor McCotter, seconded by Supervisor Dejoie, the Board voted to accept the revised Leave Record Establishment and Regulations for All Unclassified, Non-Civil Service Employees Policy for review and advisement. The motion carried.**

Supervisor McCotter registered concerns regarding the family leave portion of the policy. Extensive discussion ensued.

#### **K.4. Performance Evaluation and Salary Increases Policy (as related to raises while on leave) for Review and Advisement**

**On motion of Supervisor Sellers Johnson, seconded by Supervisor Smith, the Board voted to accept the proposed System Policy on Performance Evaluation and Salary Increases Policy for review and advisement. The motion carried.**

**K.5. Revision to Outside Employment Policy for Review and Advisement**

**On motion of Supervisor McCotter, seconded by Supervisor Sellers Johnson, the Board voted to accept the proposed revision to the System Policy on Outside Employment of LCTCS Employees for review and advisement. The motion carried.**

**Finance Actions**

**K.6. Approval of Allocation of Federal Perkins Carryover Funds to the Sub-Recipients**

**On motion of Supervisor Dejoie, seconded by Supervisor Mellington, the Board voted to approve the allocation of Perkins Basic Grant and Corrections carryover funds to the postsecondary sub-recipients as presented. Approval is also requested for the secondary carryover allocation of Perkins Basic Grant. The motion carried.**

**Facilities Actions**

**K.7. Update on Status of Louisiana Delta Community College Lease**

Supervisor McCotter provided an update regarding the status of the Louisiana Delta Community College lease.

**L. 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 Mellington, seconded by Supervisor Sellers Johnson, the Board voted to approve the Consent Agenda as presented to include Items L.1. through L.7. The motion carried.**

**Finance Actions**

**L.1. Approved a Budget Revision (BA-7) for Baton Rouge Community College increasing BRCC's self-generated budget authority by \$500,000 as allowed by the 1994 Desegregation Settlement Agreement.**

- L.2. Approved a Budget Revision (BA-7) for College Tuition Revenues to increase the self-generated budget authority of both Delgado Community College and Nunez Community College by \$1,955,000 and \$350,000 respectively and the Louisiana Technical College's statutory-dedication budget authority by \$6,650,000 for the current fiscal year (FY 02-03).**

**Academic Actions**

- L.3. Ratified and approved a Memorandum of Understanding between the Louisiana Community and Technical College System and the Louisiana Chemical Association to contribute a percentage of the salary for a statewide Petrochemical (PTEC) coordinator.**

- L.4. Ratified five (5) new Incumbent Worker Training Program contracts that total \$748,590**

- Associate Travel with South Louisiana CC in the amount of \$52,721.
- Global Power Systems Consortium with LTC-L. E. Fletcher in the amount of \$210,518.
- Hutco with LTC-L. E. Fletcher in the amount of \$139,843.
- Multi-Faith Retirement Services with Bossier Parish CC and LTC-Shreveport/Bossier and Mansfield in the amount of \$105,919.
- Standard Enterprises with LTC-Delta Ouachita in the amount of \$239,589.

*And modified one (1) existing contract:*

- Bruce Foods Corporation with South Louisiana CC – revised ending date from January 19, 2003 to May 31, 2003.

- L.5. a. & b. Approved the Request from Bossier Parish Community College to offer new Technical Competency Area (TCAs) in both Pharmacy Technician and Medical Unit Coordinator.**

- L.6. a-c. Approved the following new programs/expansions in the Louisiana Technical College and at the L.E. Fletcher Technical and Community College:**

LTC L.E. Fletcher Campus/L. E. Fletcher Technical and Community College

1. Medical Assisting: CTS Procedural Medical Coding
2. Radiological Technology – AAS

LTC Delta-Ouachita Campus – Aviation

LTC Avoyelles Campus (Avoyelles Correctional Center) – Masonry; TCA Masonry Helper



**L.6.d. Approved the Louisiana Technical College request to Change the name of the Industrial Machine Shop Program to the Machine Tool Technology Program.**

**L.7. LCTCS Common Definitions – Draft #2 – For Review and Advisement**

Presented for information only.

**M. UPDATES**

- M.1. Business and Industrial Visit Report
- M.2. Status Report on Capital Projects
- M.3. Alternative Financing Projects
- M.4. Quarterly Report of Contracts
- M.5. 2<sup>nd</sup> Quarter Financial Status Reports

**N. OTHER BUSINESS**

Board Chair Knapp explained the Board of Regents meeting process to Supervisors Gaitan and Smith.

Knapp announced that she and Supervisors Sellers Johnson and Mellington would attend the upcoming Sunset hearing to be held Wednesday, February 26, 2003, the same day as Regents Committee meetings.

Supervisor Barham volunteered to represent the LCTCS at the Regents' Committee meetings.

**O. ANNOUNCEMENTS**

Dr. Bumphus informed the Board that enrollment for the System is up by about 15% this semester.

**P. ADJOURNMENT**

Month's Quote from an interview by Carl Ewing on Lessons learned in life – a Prime Minister of India who worked closely with Mahatma Gandhi who said, "*the lesson I have learned is make no side trips.*" That means we must stay true to our mission because that's how we effectively can marshal our resources to accomplish our goals. Make no side trips.

**There being no further business to come before the Board, on motion of Supervisor Mellington, the meeting adjourned at 1:37 p.m.**