

**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, April 9, 2003**  
**9:00 a.m.**

**A. CALL TO ORDER**

The Louisiana Community and Technical College System Board of Supervisors met in Regular session Wednesday, April 9, 2003, in the Louisiana Building, at Baton Rouge Community College, 5310 Florida Blvd., Baton Rouge, LA. Board Chair Knapp called the meeting to order at 9:07 a.m.

**B. PLEDGE OF ALLEGIANCE**

The assembly rose for recitation of the Pledge of Allegiance.

Supervisor Christopher asked that there be a moment of silent prayer for the victims, students, administrators and faculty of the LTC-Natchitoches Campus.

Board Chair Knapp asked that everyone would also remember military personnel deployed to Iraq.

Chair Knapp called upon Mr. Leo Hamilton, LCTCS Board Counsel, to administer the Oath of Office to Mr. Carl Henry Franklin, newly appointed member of the Board, from Shreveport, LA who assumes the position of Supervisor Emeritus Leonard C. Barnes.

Supervisor Franklin, an attorney, noted that he is a graduate of Southern University and A&M College and Southern University Law School. Mr. Franklin noted that he is looking forward to working with the Board and that he is well acquainted with the big shoes he must fill following former Board member Barnes.

**C. ROLL CALL**

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

**Members Present**

E. Edwards Barham  
Dianne M. Christopher  
John E. DeLaney  
Carl H. Franklin  
Maria Gaitan  
Elizabeth Gallegos  
Kathy Sellers Johnson, *First Vice Chair*  
Ann H. Knapp, *Chair*  
Brett J. Mellington, *Second Vice Chair*  
Sean Reilly  
Steven Smith  
Mike Stone  
Nicholas Trist

**Members Absent**

Charles J. Alexander  
J. Kevin McCotter  
Gibson C. Chigbu  
Ava Dejoie

**Staff Present**

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

**Guest List**

On file in Board Office

**D. APPROVAL OF MARCH 12, 2003 AGENDA**

**On motion of Supervisor Mellington, seconded by Supervisor Sellers Johnson, the Board voted to approve the April 9, 2003 Board Meeting Agenda as presented. The motion carried.**

**E. APPROVAL OF MINUTES OF MARCH 12, 2003 MEETING**

**On motion of Supervisor Sellers Johnson, seconded by Supervisor Mellington, the Board voted to approve the Minutes of the March 12, 2003 meeting. The motion carried.**

**F. REPORTS**

**F.1. Chair of the Board Report**

Board Chair Knapp presented her quote for the month, *“If you don’t know where you’re going you may end up somewhere else.”*

Chair Knapp provided an overview of the AACC conference attended by she and System President Bumphus and members of the LCTCS staff.

## F.2. System President's Report

- The ACCT Conference will be held in New Orleans in 2004.
- The AACC Workforce Conference will be held in New Orleans during the month of January 2004
- Receiving great feedback regarding letter written by Supervisor Knapp celebrating LCTCS 4<sup>th</sup> year anniversary and highlighting system accomplishments that has appeared in several publications across the state
- An article appeared in the Community College Week featuring picture of Chancellors Kelly and Warner, Assistant Chancellor Barnes-Teamer, Supervisor Knapp, Governor Foster and the system president
- Baton Rouge Community College and Louisiana Technical College applications for Title III Strengthening Institution grants have been submitted.
- Delgado put forth excellent presentations at the AACC Conference regarding faculty evaluation, the Ship Simulation project and Incumbent Worker Training
- Dr. Montgomery-Richard gave keynote presentation on the Transfer Agreement with Southern University and A&M College
- The final report from the performance auditors has been received.
- LTC Natchitoches campus tragedy with one student wounded and one student fatally wounded. Proud of Dean Hershel Horton and staff in their response to the incident. Thanks to Chancellor Clarke for interaction with the media.
- Ms. Billie Darbonne, Executive Secretary for Finance and Administration, is transitioning to a new position outside the System. Thanks were extended to her for all she has done.
- LTC Chancellor James Clarke presented Mr. Ray Lavergne, Chief Administrative Campus Dean for the Gulf Area Campus, who retired March 2003. Assistant Chancellor Chris Williams presented Mr. Lavergne with a token of appreciation in recognition of 33 years of dedicated service rendered to the LTC and the System.

Mr. Lavergne thanked the Board chair, system president, Board members, fellow campus deans and staff, noting that he loves what he has been doing. *He stated, "I'm out of the System but the System is in me."* The decision to leave the System is hard, however Lavergne will continue to promote vocational and technical education for the rest of his life. Everything revolves around student success and that success should be the focus because if they are successful the System is successful. Mr. Lavergne offered special thanks to Supervisor Mellington for his many visits to the campus and participation in advisory meetings. He thanked Dr. Clarke for his vision and participation in graduation exercises, as well as Assistant Chancellor Chris Williams for his enthusiasm in promoting the District. Lavergne looks forward to supporting and staying in contact with the System

- Message from Dean Hershel Horton – Risk Management has conducted an on-site review of the shooting incident that occurred Monday, April 7, 2003 and will conduct interviews with the instructor and two students who were present. At present they find no need for changes in any campus safety procedures.
- Via Ford Foundation funds, another delegation was sent on a best practices trip, visiting Brookhaven College and Bill J. Priest Institute. Supervisor Barham gave an overview of the trip.

Chair Knapp diverted from the agenda and asked that Supervisor Sellers Johnson speak regarding an article in the Alexandria Town Talk Wednesday, April 2, 2003.

Sellers Johnson noted that the community is very supportive of the appointment of Dr. Leonard Garrett to the position of Assistant Chancellor for District VI.

Supervisor Sellers Johnson also noted that Bossier Parish Community College has entered into a partnership with the Rapides Regional Medical Center in Alexandria to provide a Respiratory Therapists Associate Degree.

Chair Knapp offered compliments to Assistant Chancellor Stanley Leger and noted that Southwest La. had a wonderful front-page article featuring Instrumentation Technology at LTC-Sowela.

## **G. GENERAL ACTION ITEMS\*\***

Supervisor Barham facilitated the Personnel actions portion of the agenda.

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

**On motion of Supervisor Sellers Johnson, seconded by Supervisor Mellington, the Board voted to approve the personnel actions for the LCTCS colleges and system office as presented on Summary and Detail for Baton Rouge Community College, Delgado Community College, Louisiana Delta Community College, Nunez Community College, South Louisiana Community College, and Louisiana Technical College to include: eleven (11) retirements or resignations, one (1) leave of absence, five (5) new positions, fourteen (14) promotions or changes, and thirteen (13) replacements. The motion carried.**

**G.2. Appointment of Vice Chancellor for Student Affairs for Nunez Community College**

Chancellor Warner was asked to bring forward comments regarding the appointment of Ms. Donna Clark as Vice Chancellor for Student Affairs at Nunez Community College. Chancellor Warner noted that she is the former director of student personnel, former dean of student affairs and former registrar. Warner noted that she understands the mission and recommends her appointment.

**On motion of Supervisor Trist, seconded by Supervisor Reilly, the Board voted to approve the appointment of Ms. Donna Clark as Vice Chancellor for Student Affairs at Nunez Community College at a base salary of \$72,966, effective April 28, 2003. The motion carried.**

**G.3. Louisiana Delta Community College Adjunct Faculty Pay Increase**

**On motion of Supervisor Mellington, seconded by Supervisor Christopher, the Board voted to approve Chancellor Kreider's request for increase of adjunct faculty pay from the current \$450 per credit hour to \$500 per credit hour, effective June 2003. The motion carried.**

**G.4. Update on LTC District Model and LTC Personnel**

**On motion of Supervisor of Supervisor Sellers Johnson, seconded by Supervisor Franklin, the Board voted to go into Executive Session at 9:43 a.m. to discuss personnel issues regarding the LTC District Model and LTC Personnel. The motion carried.**

The meeting reconvened at 11:25 a.m. Board Chair Knapp noted that no votes were taken, no consensus reached, and no minutes taken.

System President Bumphus stated that he will come back to the Board with a formal recommendation in May 2003, regarding the structure of the Louisiana Technical College and how that relates to the LCTC System, along with recommendations regarding leadership of the LTC.

**G.5. Contract for Financial Consultant to Assist with Annual Financial Report**

Supervisor Reilly facilitated the Finance action items on the agenda.

**On motion of Supervisor Smith, seconded by Supervisor Sellers Johnson, the Board voted to approve a professional service contract for CPA services related to the preparation of the Louisiana Technical College Annual Financial Report and approval of contracts for the accounting firms of Postlewaite and Netterville, Inc. and Allen, Green and Williamson, LLP, for accounting services related to the preparation consolidation of the Annual Financial Report for the Louisiana Technical College (LTC) in amounts not to exceed \$55,000 each. The motion carried.**

Supervisor Trist noted that he objects to outside auditors being brought in to do reports and hopes this will not become a habit.

**G.6. Louisiana Delta Community College Master Plan**

Supervisor Mellington facilitated the Facilities action items on agenda, in the absence of Supervisors McCotter and Chigbu.

**On motion of Supervisor Barham, seconded by Supervisor Reilly, the Board voted to approve the architectural firm of Robert Coleman and Partners to complete a master plan for the Louisiana Delta Community College. The motion carried.**

**G.7. Assessment Schedule Update**

Information was presented for review. Supervisor Mellington requested, in the absence of Supervisor Chigbu, that a regular monthly report of projects be provided to the Board.

**G.8. Legislative Update**

Supervisor Christopher facilitated the Legislative action items on the agenda. System President Bumphus stated that Dr. Royal, Executive Assistant to the LCTCS President, was admitted to the hospital Monday night for an operation today and wished her well.

In her absence, Mr. Joe Marin, LCTCS Director of Budget and Financial Affairs, provided a legislative update and distributed a "Bill Summary," regarding bills being tracked specific to the LCTCS.

Mr. Marin closed his presentation by reading the last paragraph of a Resolution entered by President Hainkel of the Senate, commemorating Carol Coltharp's experience, life and work in Louisiana, *"Therefore be it resolved that the Legislature of Louisiana hereby recognizes and acknowledges the extraordinary work and the long history of accomplishments and contributions of Carol Coltharp to Louisiana, the postsecondary education system, and to the people of the state and to offer on its own behalf and behalf of the citizens of the state condolences to her family."*

Supervisor Christopher noted that the Board of Regents passed a resolution and has asked all of Higher Education to offer Distance Learning for service men, especially students called into active duty, which was an initiative of Ms. Coltharp for whom the program will be named.

#### **G.9. Strategic Plan for Review and Advise ment**

Information relative to the Strategic Plan was presented for review and advise ment.

Supervisor Mellington asked that a periodic update be provided to the Board relative to progress and indicators.

#### **G.10. Employee Satisfaction Survey Update**

A report was not presented due to the absence of Dr. Royal.

### **H. CONSENT AGENDA**

**On motion of Supervisor Christopher, seconded by Supervisor Mellington, the Board voted to approve the Consent Agenda as presented to include Items H.1 through H.9. The motion carried.**

Chancellor Kelly of Delgado Community College was asked to introduce Mr. Marvin Thames, Jr. who grew up in the presidential home on the Delgado campus that is currently being used as an early childhood laboratory school for approximately sixty-six preschoolers. Chancellor Kelly noted that Mr. Marvin Thames, Sr. served Delgado in the role of CEO for approximately twenty-six years.

Mr. Thames stated that his father served as director of Delgado Trade School. Although he was being groomed to become a consulate in Washington, he chose to move to New Orleans to head up Delgado Trade School. Thames Jr. noted that his father developed the trade school, formerly under the direction of the City of New Orleans, into a community college. Thames stated that his father saw potential as the institution grew, offering a variety of programs including but not limited to aerospace technology, engineering programs, vocational rehabilitation center 1<sup>st</sup> located on a college campus.

Chancellor Kelly stated that Thames Jr.'s mother is still living, and feels this is a great opportunity to recognize the contributions of Marvin Thames, Sr. who served Delgado Community College from 1953 until retirement in 1979.

#### **H.1. Approval of Cash Management and Investment Policy**

**Approved the Cash Management and Investment Policy as amended.**

#### **H.2. Incumbent Worker Training Program Contracts**

**Ratified four (4) new Incumbent Worker Training Program contracts that total \$2,832,299 as presented.**

- Ginger Mae Financial Services with Baton Rouge Community College in the amount of \$227,719**
- Jackson Hewitt Tax Service with LTC-L. E. Fletcher in the amount of \$53,770**
- Northrup Grumman Ship Systems with LTC-West Jefferson, Sidney Collier and Tallulah in the amount of \$2,235,191**
- Porter's of Louisiana with Bossier Parish Community College in the amount of \$315,619**

#### **H.3. Renaming of Building #32 on Delgado Community College Campus**

**Approve the recommendation by Delgado Community College to rename Building #32 as the Marvin E. Thames Presidential Home and Grounds.**

#### **H.4. LCTCS Major Repairs Fund Allocation**

**Approved the allocation of capital outlay funds that were appropriated to the LCTCS for Major Repairs to the respective institutions in the amounts listed. The LCTCS Facilities Committee approved this request during the March 13, 2003 Facilities Committee meeting.**



<b>INSTITUTION</b>	<b>AMOUNT</b>
Delgado Community College	\$100,000
Nunez Community College	\$ 50,000
South Louisiana Community College	\$ 50,000

**H.5. Records Retention and Disposal Policy**

**Approved the policy on Records Retention and Disposal.**

**H.6. Approval of Security Policy**

**Approved the System Information Technology Security Policy.**

**H.7. LTC District 8 – Tallulah Campus Request to Add New TCA Program in Phlebotomy**

**Approved the program expansion in the Louisiana Technical College: LTC Tallulah and the Margaret Surles Campus - Phlebotomy: TCA: Phlebotomy Skills.**

**H.8. Louisiana Delta Community College Request to Offer an Associate of Science in Nursing**

**Approved the request from Louisiana Delta Community College to offer the Associate of Science in Nursing.**

**H.9. Delgado Community College’s Strategic Plan for Approval**

**Approved the college-wide Strategic Plan for Delgado Community College.**

**I. UPDATES**

1. Business and Industrial Visit Report
2. Status Report on Capital Projects
3. Alternative Financing Projects
4. Legal Services Update

**J. OTHER BUSINESS**

1. Supervisor Christopher will represent the LCTCS Board at the Board of Regents' Committee Meetings Wednesday, April 23, 2003 at 9:00 a.m.

**K. ANNOUNCEMENTS**

Board Chair Knapp commended the System on e-news, an excellent beginning for communication to all employees. Knapp encourage everyone to use that vehicle to get information out to employees and educators within the System.

Dr. Bumphus announced that the June Board meeting would be held Wednesday, June 11, 2003 and hosted by Assistant Chancellor Lavigne in Houma, LA.

Supervisor Mellington informed the Board that a meeting has been held with the design build team for South Louisiana Community College. He commended LCTCS Vice President Jan Jackson and staff for outstanding work with the architects. Mellington interjected that alternative financing projects do work based on results of Bossier Parish Community College and South Louisiana Community College progress.

Chair Knapp thanked all Board members present for their participation. Knapp again welcomed newly appointed member Carl Franklin, noting she is excited to have a full complement of members to carry out the business of the Board.

**L. ADJOURNMENT**

**There being no further business to come before the Board, on motion of Supervisor Mellington, seconded by Supervisor Sellers Johnson, the meeting adjourned at 12:03 p.m.**