

MINUTES

**LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM
BOARD OF SUPERVISORS**

The Louisiana Building - Baton Rouge Community College
5310 Florida Blvd., Baton Rouge, Louisiana 70806

**Wednesday, May 14, 2003
9:00 a.m.**

A. CALL TO ORDER

The Louisiana Community and Technical College System Board of Supervisors met in Regular session, Wednesday, May 14, 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 9:08 a.m.

B. PLEDGE OF ALLEGIANCE

The assembly rose for recitation of the Pledge of Allegiance.

C. ROLL CALL

Ms. Bonni Benton, Coordinator of Board Services, called roll and a quorum was established.

Members Present

E. Edwards Barham
Gibson C. Chibgu
Dianne M. Christopher
Ava Dejoie (arrived late)
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*
J. Kevin McCotter
Sean Reilly
Steven Smith
Mike Stone
Nicholas Trist

Members Absent

Charles J. Alexander
Stephen Smith
Mike Stone

Staff Present

Bonni Benton
Angie Bruns
Walter Bumphus
Pat Eddy
Jan Jackson
Margaret Montgomery
Jerry Pinsel
Angel Royal

Guest List

On file in Board Office

D. APPROVAL OF MAY 14, 2003 AGENDA

On motion of Supervisor Johnson, seconded by Supervisor Mellington, the Board voted to approve the May 14, 2003 Board meeting agenda as presented. The motion carried.

E. APPROVAL OF MINUTES OF APRIL 9, 2003 MEETING

On motion of Supervisor Mellington, seconded by Supervisor Johnson, the Board voted to approve the Minutes of the April 9, 2003 meeting as presented. The motion carried.

F. RECOGNITION OF ALL LOUISIANA STATE TEAM AND CORPORATE SPONSORS

Dr. Bumphus thanked everyone who was able to attend the inaugural reception held to recognize the members of the All Louisiana State Team. He expressed special thanks to Senators Dardenne and Theunissen, Andy Kopplin, Chief of Staff, and Rodney Braxton, Assistant Chief of Staff, Office of the Governor, for their participation in the program. He recognized the members of the All Louisiana State Team that were present in the audience and saluted them, on behalf of the Board, for their accomplishments and recognition they received at the reception. Dr. Bumphus added that each member of the team will receive \$1,000 towards their future educational pursuits as a result of contributions from corporate sponsors. He recognized and thanked Mr. Gary Sliger, corporate sponsor. Mr. Sliger is the CEO of the Coca Cola Corporation.

Chair Knapp made the observation that all of the members of the All Louisiana State Team were ladies. She commented, "Go Girls!" Dr. Bumphus followed up by stating that next year the guys will need to recommit and, "Step up".

Chair Knapp thanked Mr. Sliger for his contribution to the outstanding event.

G. PRESENTATION ON NATIONAL LEGISLATIVE ISSUES AND PUBLIC POLICY – *Mr. David Baime, Vice President for Governmental Relations, American Association of Community Colleges*

Dr. Bumphus informed the Board that he, Chair Knapp and Supervisor McCotter had the opportunity to visit with Mr. Baime at the American Association of Community Colleges (AACC) office during a visit to Washington, D.C. in February, 2003. Dr. Bumphus introduced Mr. David Baime, Vice President for Governmental Relations with the AACC and thanked him for traveling to Louisiana to provide the Board with an update on governmental relations. He added that he had had the opportunity to work closely with Mr. Baime during his position as Chair on the AACC Board.

Mr. Baime thanked the Board for the opportunity to address them and informed them that the AACC is a national association representing 1100 institutions and community college presidents across the country, and is recognized as one of the primary higher education associations in Washington, D.C.

Mr. Baime provided a report on national legislative issues and public policy based on three (3) "aурths" – three (3) authorizations that the 108th Congress are involved in and are extremely important to our students: 1) Workforce Investment Act; 2) Carl Perkins Act; and 3) Higher Education Act. He discussed each item and provided positive and negative results for each proposed authorization.

Mr. Baime reported that Congress is also addressing accountability to determine what the institutions are doing with the money that the students are receiving through Federal aid programs.

Discussion and a question/answer session ensued.

H. REPORTS

1. Chair of the Board Report

- Chair Ann Knapp recognized student board members Elizabeth Gallegos and Maria Gaitan, and thanked them, on behalf of the Board, for their service and contributions to the Board. Supervisors Gallegos and Gaitan were presented with a plaque to commemorate their service to the Board. Supervisor Gallegos stated that, “my experience has been an enlightening one. . .it was a privilege and an honor to serve . . .”. Supervisor Gaitan reiterated Supervisor Gallegos’ remarks. Dr. Bumphus thanked the student members for their service.

2. President’s Report

- Dr. Bumphus commented on the parking garage that is currently under construction at Baton Rouge Community College. The garage will hold 917 slots.
- Dr. Bumphus referred to several newspaper articles in *The Advocate* regarding BRCC. One article addressed racial balance – comparing BRCC to LSU and Southern. Dr. Bumphus stated, in his opinion, this reflects how a community/technical college enrollment more accurately reflects the community it serves, better than some of the four (4) year schools. Another article addressed an agreement with BRCC and Southeastern Louisiana University. The third article discussed BRCC and their eligibility to offer financial aid.
- Dr. Bumphus provided copies to Board members of the premiere edition of the Louisiana Graduates *Ready to work!* magazine. He stated that there is an outstanding article regarding the Louisiana Technical College (pg. 32). He commended Dr. Jimmy Clarke for his work on this project.
- Dr. Bumphus commended Ms. Patricia Egers of Delgado Community College, for being featured in the *Community College Times* (pg. 10), for testifying in New Orleans on nursing related issues.
- Dr. Bumphus reported that Dr. Margaret Montgomery-Richard took a group to North Carolina to visit Guilford Technical Community College. He reported that feedback received from participants has been tremendous in terms of the opportunity to learn.
- Dr. Bumphus reported that the search for LTC Chancellor position has been launched. Supervisor Sellers Johnson will chair the committee and the first meeting is scheduled. Committee members include Supervisors Sellers Johnson, Barham, and Dejoie. Dr. Jeff Hockaday will supervise the search. Dr. Bumphus stated that he hopes to recommend a candidate at the July meeting.
- Dr. Bumphus reported that the LCTCS had their meeting before the House Appropriations Committee. He stated that the meeting went well.
- Dr. Bumphus reported that the LCTCS has been approached by Jackson State University in Mississippi regarding a transfer agreement with the System. This came as a direct result of a speech given by Dr. Margaret Montgomery-Richard at the AACC convention. The proposed agreement is better than any agreement offered in the state to date. Jackson State

is offering scholarships and is considering an incentive to waive out of state tuition. LCTCS Chancellors and Assistant Chancellors agreed, during the Leadership Team meeting, to pursue this agreement and it will be introduced at the July meeting for ratification and signing.

- Dr. Bumphus followed up on a request made by Supervisor Mellington to insure that recognition was made to veterans in our policy on leave. Dr. Bumphus stated that this is addressed in our current LCTC System policy on leave which is being presented to the Board today for review and advisement.
- Dr. Bumphus reported that the first System Conference Day will be held on August 18th at the Baton Rouge Marriott. The conference will begin on Sunday afternoon and conclude on Monday. Dr. Bumphus invited all Board members to attend the conference.
- Dr. Bumphus reported on his visit to LTC - Young Memorial Campus. Commissioner Savoie, Dr. Jimmy Clarke, Assistant Chancellor Chris Williams and members of the LCTCS staff accompanied him on the visit. The visit was initiated by the invitation of Greg Garrett and offered the opportunity to visit with Senator Gautreaux, Representatives Smith and Dartez and local mayors. The trip resulted in a better understanding of the needs of the LTC-Young Memorial Campus.
- Dr. Bumphus commented that he was very touched by outpouring of support from senators and others for the program last night for the All Louisiana Academic Team.

3. ACCT Conference in New Orleans in 2004

Supervisor Sellers Johnson, as First Vice Chair, took over as Chair in Ms. Knapp's absence. She made mention to the Board the fact that the LCTCS continues to receive state and national recognition in publications. She referred to the new Jaguar Nation magazine, (pg. 5), published by Southern University, recognizing the articulation agreement between the LCTCS and Southern University. Also noted was the article in the Spring 2003 edition of *Trustees Quarterly* magazine, (pg. 3), where the LCTCS received recognition for the Louisiana governor being honored with a picture of Chair Ann Knapp, Dr. Bumphus and Governor Foster.

Supervisor Sellers Johnson informed the Board that in September 2004, the LCTCS will be hosting the national ACCT Conference in New Orleans. This September the delegation will be traveling to Denver to invite the national association to come to New Orleans. Planning will begin shortly for the event. Supervisor Johnson asked for those interested in volunteering to serve on the planning committee to notify her by the end of the day. She extended an invitation to campus representatives from the community and technical college campuses to attend the conference.

Supervisor Sellers Johnson encouraged Board members to attend the LCTCS Conference Day. Supervisor McCotter asked what funding would be used for Conference Day. Dr. Montgomery-Richard answered that Perkins funds will be used and corporate sponsors are also being considered. Dr. Bumphus stated that the funding has not been determined but would provide this information at the June meeting. He assured the Board that if funding is an issue, the Conference Day would not be held.

Chair Ann Knapp returned to the meeting and explained her absence to the Board. She stated that she had been called away to meet with Senator Theunissen, Chair of the Senate Education Committee, to address an issue that needed immediate attention.

I. GENERAL ACTION ITEMS**

Supervisor Barham presented the Personnel actions of the General Action items.

I.1. General Personnel Actions for LCTCS Colleges and the System Office

On motion of Supervisor Reilly, seconded by Supervisor Trist, the Board voted to ratify the personnel actions presented on Summary and Detail for the LCTCS colleges to include: Baton Rouge Community College, Delgado Community College, Louisiana Delta Community College, Nunez Community College, South Louisiana Community College and Louisiana Technical College to include twenty-one (21) retirements or resignations, three (3) leaves of absence, ten (10) new positions, sixteen (16) promotions or changes, fourteen (14) replacements. The motion carried.

I.2. Appointment of Director of Public Information for LCTCS

On motion of Supervisor Franklin, seconded by Supervisor Dejoie, the Board voted to approve the appointment of Cynthia Toney as LCTCS Director of Public Information at a base salary of \$70,000, effective May 14, 2003. The motion carried.

I.3. Appointment of Vice Chancellor for Student Affairs for Baton Rouge Community College

On motion of Supervisor Christopher, seconded by Supervisor Reilly the Board voted to approve the appointment of Dr. Stephen Hilterbran as Vice Chancellor for Student Affairs for the Baton Rouge Community College at a base salary of \$80,000, effective May 15, 2003. The motion carried.

I.4. Organizational Plan for the LCTCS and LTC

Dr. Bumphus provided a status report and power point presentation on the organizational structure of the LCTCS. A handout was distributed to Board members. A lengthy question and answer session ensued. Dr. Bumphus stated that this is a current snapshot of the LCTCS with an interim status report. He emphasized that if the Board agrees on the district model concept, this model presented will be the one implemented. He added that once the new chancellor for the Louisiana Technical College has been determined, changes to the LTC organization plan may be recommended. Dr. Bumphus also stated the need to focus on the correctional institutions area and to have this responsibility delegated to one individual.

Chair Knapp asked Board members for input on the organizational plan in order to obtain a consensus on the recommendation of the district model for the LTC. Supervisor Christopher stated that she concurred with the recommendation of the district model with the exception of reconsidering the Vice Chancellor positions.

Dr. Bumphus thanked the Board for their support.

Supervisor Barham provided a synopsis of the discussion regarding the organizational plan for the LCTCS and LTC. That being that Dr. Bumphus has presented a report that indicates how the LTC will be managed until a new chancellor has been hired, an overview of where the LTC is headed and a request for Board input.

No action was required.

I.5. Appointment of Chancellor for L. E. Fletcher Technical and Community College

On motion of Supervisor Dejoie, seconded by Supervisor Trist, the Board voted to approve the appointment of Travis LaVigne as the first Chancellor of L.E. Fletcher Technical Community College at an annual salary rate of \$95,000, a housing allowance of \$20,000 and a car allowance of \$5,000, effective July 1, 2003. The motion carried.

I.6. Appointment of Chancellor for Sowela Technical and Community College

On motion of Supervisor Knapp, seconded by Supervisor Trist, the Board voted to approve the appointment of Mr. Stanley Leger as the first Chancellor of Sowela Technical and Community College at an annual salary rate of \$95,000, a housing allowance of \$20,000 and a car allowance of \$5000, effective July 1, 2003. The motion carried.

I.7. Approval of Request for Proposal for Compensation Study

Dr. Bumphus stated that this compensation study will provide a systemwide look at equity of salaries, salary ranges, etc.

On motion of Supervisor Johnson, seconded by Supervisor Mellington, the Board voted to approve the Request for Proposal (RFP) for a system classification and compensation study. The motion carried.

Supervisor McCotter asked if the opportunity exists to compare information received from the study with other states that we are closely aligned with (Virginia, South Carolina, Kentucky), not just the traditional Southern Regional Education Board average. Dr. Bumphus answered affirmatively that this would be incorporated.

Finance Actions

In the absence of Supervisor Reilly, Chair of the Finance Committee, and Supervisor Stone, Vice Chair of the Finance Committee, Supervisor Trist presented the Finance Actions agenda items.

I.8. Software Upgrade for Delgado Community College

Dr. Bumphus stated that he had been informed that there was a slight change to the numbers that were provided to the Board. He asked Ms. Jackson to verify the numbers. Ms. Jackson stated that the number to be approved is \$4 million over a five (5) period as opposed to \$3 million over a five (5) year period.

On motion of Supervisor DeLaney, seconded by Supervisor Gaitan, the Board voted to approve the installation and implementation of SCT Banner at Delgado Community College as requested by Chancellor Kelly. The motion carried.

Lengthy discussion ensued regarding the issue of PeopleSoft and SCT Banner. James Hobbs addressed the Board and provided answers to questions posed.

Chancellors Kelly and Warner answered questions presented by the Board regarding the status of their current computer system. Chair Knapp suggested discussing this issue further during the Friday morning call with Board members.

I.9. Request for Opinion by Board Counsel Regarding GASB Reporting Obligations of 501 (c) (3) Non-profit Corporations for Funding of Campus Facilities

On motion of Supervisor Mellington, seconded by Supervisor Gaitan, the Board voted to direct the System's legal counsel to provide to the President of the LCTCS a legal opinion regarding whether the facilities corporations with whom the Board has entered into Cooperative Endeavor Agreements for construction of campus facilities, at Baton Rouge Community College (BRCC), Bossier Parish Community College (BPCC), and South Louisiana Community College (SLCC), fall within the oversight functions of the Legislative Auditor and should be included, subject to the Governmental Accounting Standards Board (GASB) guidelines, as a component within the financial reporting of the LCTCS. Staff also recommends that legal counsel represent the System's interest in all discussions with the Legislative Auditor related to the maintenance of the obligations assumed by all parties in the various Cooperative Endeavor Agreements. The motion carried.

Facilities Actions

Supervisor McCotter presented the Facilities Action items.

I.10. Resolution Regarding a Supplemental Ground Lease Agreement and Facility Lease Agreement for BPCC

On motion of Supervisor Christopher, seconded by Supervisor Franklin, the Board voted to adopt the resolution to authorize execution of a Supplemental Ground Lease Agreement and a Supplemental Facilities Lease Agreement for the remainder of Bossier Parish Community College construction and to authorize the staff and Board counsel to negotiate and execute the final documents. All documents are available for Board review in final draft form. The motion carried.

I.11. Capital Outlay Requests for Delgado Community College and Sydney Collier Campus Expansion

On motion of Supervisor Dejoie, seconded by Supervisor Chigbu, the Board voted to reaffirm the 2003-2004 capital outlay request in the amount of \$38 million to construct a Comprehensive Allied Healthcare Facility for Delgado Community College as approved by the Board during the August 2002 meeting, and that the Board approve a 2003-2004 request

in the amount of \$13,656,250 to replace the buildings at the LTC Sidney Collier Campus. Amounts required for the first year for planning purposes are \$1.3 million for the Delgado Allied Health Center and \$1.36 million for planning and management of the Sydney Collier project. The motion carried.

Dr. Bumphus informed the Board that this recommendation carries the support of the legislative delegation from the New Orleans area and helps to address some of the nursing and health care issues being experienced in this area.

I.12. Facilities Assessment Schedule Update

Jan Jackson provided a brief update on the Facilities Assessment Schedule. She informed the Board that a RFP had been submitted on April 29th and responses will be received within twenty-one (21) days.

Anthony Brown stated that the RFP was advertised on April 29th. He added that presentations by responders will be held on May 20-21, Notice to Proceed on June 6th and project completion by September 30th.

Supervisor McCotter stated that he would like a significant amount of input to the scheduling on assessment, either prior to the Notice to Proceed or during the presentations. He justified his suggestion by referring to the approval for two technical community college campuses that may have unique needs and may need to be high on the schedule.

Supervisor Chigbu requested a copy of the RFP.

Supervisor McCotter provided an update on the reconstruction/remodeling of Coenen Hall at Delta Community College is on time and on budget. The expectation is that classes will be held in this facility on the University of Louisiana Monroe campus in fall, 2003.

Legislative/Planning Actions

Supervisor Dejoie presented the Legislative/Planning Action agenda items.

I.13. Updates to the LCTCS Strategic Plan for Approval

On motion of Supervisor Christopher, seconded by Supervisor Mellington, the Board voted to approve the Executive Summary of the Louisiana Community and Technical College System's strategic plan along with Performance Indicators. The motion carried.

I.14. Employee Satisfaction Survey Update

This agenda item was originally placed on the April, 2003 meeting agenda but was postponed to the May, 2003 meeting because of Dr. Royal's absence due to illness.

Dr. Angel Royal presented an overview on the proposed Employee Satisfaction Survey. She stated that a possible instrument for the Employee Satisfaction Survey was presented to the Board at the retreat held in January, 2003. She informed that Board that discussions are currently being held with

the Quality Resource Associates company to go through an implementation process that would include a survey design to include the twelve (12) gallop questions, along with other questions posed to the employees to further clarify their needs. She notified the Board that she would be providing a proposal to hold a discovery meeting in June that will determine what issues need to be addressed in the survey. Following the discovery meeting, in July, the design of the survey will be established and data collection will be done in August. Analysis and reporting will be provided to the Board in the first part of September. Dr. Royal stated that Quality Resource Associates will provide the option to provide a web based survey which will enable employees to access the survey and the ability to complete it no matter where they are. She concluded by providing an outline of events that would take place once approval has been obtained to move forward with this project.

Supervisor Christopher asked the cost of this survey. Dr. Royal responded that the cost is estimated to be between \$20,000-\$30,000.

Discussion of this issue ensued. Dr. Bumphus asked for the Board's guidance on this issue on whether or not this is something they would like to pursue.

Supervisor Dejoie stated she had several questions on the Legislative Impact in Postsecondary Education Report provided by Dr. Royal. Dr. Bumphus stated that this report was distributed as an information source to Board members and had intended to address the document during his President's Report. Supervisor Dejoie commented that if anyone has questions regarding this information should contact Dr. Angel Royal.

Academic Actions

Supervisor Christopher presented the Academic Action agenda items.

I.15. Presentation by SLCC on Film & Entertainment Industry/TANF

Dr. Jan Brobst, Chancellor, South Louisiana Community College, and guests Marcus Brown, Wendy Cicciu and Bob Holbrook of Holbrook Multimedia, Inc., addressed the Board and provided the background on the Film & Entertainment Industry program being offered at SLCC. A PowerPoint presentation, along with a short film developed by the students, was also provided.

J. 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 Items J.1. through J.9. The motion carried.

J.1. Leave Record Establishment and Regulations for All Unclassified, Non-Civil Service Employees Policy for Review and Advise ment

Presented for Board Review and Advise ment. No action required.

J.2. TANF Contractual Agreement for Invoicing

Approved the memorandum of agreement between the Louisiana Technical College Shelby Jackson Campus and the Concordia Parish Sheriff's Office regarding the TANF reimbursement of correctional officers' salaries and related benefits for services performed while guarding inmates enrolled in TANF training, in an amount not to exceed \$86,000.

J.3. Incumbent Worker Training Program Contracts

Ratified three (3) modifications to existing Incumbent Worker Training Program contracts as presented:

- NRG Louisiana Generating, LLC - BRCC - Extension from 5/31/03 to 10/31/03
- Proctor and Gamble – LTC Alexandria Campus: Extension from 4/30/03 to 9/30/03
- International Paper-LA Mill – LTC Bastrop/Mansfield/Minden Campuses: Additional funding as number of employees to be trained increased by 228 from 1,381 to 1,609. Contract end date extended from 8/14/04 to 11/8/04.

J.4. Authorization to Return the Coushatta Site of the LTC Mansfield Campus to the Donor

Approved the request to return the Coushatta Site of the LTC Mansfield campus to the donor through declaration of the site as surplus property and authorization of the staff to dispose of the property in accordance with Louisiana Revised Statute 38:2212.1.

J.5. Delgado Community College

Approved the following requests from Delgado Community College:

- Request to Delete Electronics Repair Certificate Program
- Request to Delete Electronics Repair Program Option in the Electronics Servicing Technology Program
- Request to Change Title of Program Option from Computer Repair Certificate Program to Computer and Electronics Service Technology Certificate Program
- Request to Change Program Title and Definition from Associate of Business Studies in Business Studies-Management to Associate of Science in Management
- Request for Addition of New Program Concentration: Small Business Management in the Management Program

J.6. Louisiana Technical College

Approved the following requests from the Louisiana Technical College:

Request to delete the following program curricula:

- Applications Development Specialist
- Assistive Living Technician
- Band and Circular Saw Filing
- Golf Course Technician
- Mental Health Aide
- Television Production
- Web Administrator Specialist

J.7. Nunez Community College – TCA: Machine Tool Technology

Approved the request from Nunez Community College to create a Technical Competency Area (TCA) in Machine Tool Technology Assistant (CIP 48.0503).

J.8. LCTCS Policy for Awarding of Credentials Posthumously for Review and Advisement

Presented for Board Review and Advisement. No action required.

J.9. Common Definitions Draft #4 for Review and Advisement

Presented for Board Review and Advisement. No action required.

Chair Knapp informed the Board that she needed to leave in order to attend a memorial service for former state Senator William Cloud. She asked Supervisor Johnson to take over as Chair in her absence.

K. UPDATES

1. Business and Industrial Visit Report
2. Status Report on Capital Projects
3. Alternative Financing Projects
4. Quarterly Financial Reports
5. Quarterly Report of Contracts

No questions were presented in regards to the updates/reports provided.

L. OTHER BUSINESS

1. Supervisor DeLaney will represent the LCTCS Board at the Board of Regents' Committee Meetings Wednesday, May 21, 2003, at 9:00 am.

M. ANNOUNCEMENTS

Dr. Bumphus expressed his appreciation for the tremendous support shown by Board members for the various commencements being held throughout the System.

Dr. Bumphus announced that an Audit Subcommittee meeting will be held immediately following the conclusion of the Board meeting. Due to the absence of Supervisor Alexander and Supervisor Riley, Chair Sellers Johnson appointed Supervisor DeLaney to serve on the Audit Sub-Committee meeting.

Dr. Bumphus welcomed Bonni Benton, Coordinator of Board Services and Renita Williams, Executive Secretary to Jan Jackson. He informed the Board that Beryl McGhee has accepted another position within the System and expressed his appreciation to Ms. McGhee for her fine work with the LCTCS.

N. ADJOURNMENT

There being no further business to come before the Board, on motion of Supervisor Dejoie, seconded by Supervisor Christopher , the meeting adjourned at 12:56 p.m.

Corrections made 6/11/03.