

**MINUTES****LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
BOARD OF SUPERVISORS REGULAR MONTHLY MEETING****WEDNESDAY, JUNE 11, 2003  
9:00 a.m.**Louisiana Technical College – L.E. Fletcher Campus  
Main Building – Testing Area – Rooms 103 & 104  
310 St. Charles Street, Houma, Louisiana 70361-5033**A. CALL TO ORDER**

The Louisiana Community and Technical College System Board of Supervisors met in Regular session, Wednesday, June 11, 2003, in rooms 103 and 104 of the Main Building-Testing Area of the Louisiana Technical College, L.E. Fletcher Campus in Houma, Louisiana. Board Chair Knapp called the meeting to order at 9:04 a.m.

**B. PLEDGE OF ALLEGIANCE**

The assembly rose for recitation of the Pledge of Allegiance.

**C. SWEARING IN OF NEW STUDENT BOARD MEMBERS**

Mr. Leo Hamilton, Counsel for the Board, performed the swearing in of new student Board members, Cedric Washington and Robert Estave.

Chancellor Tommy Carleton provided comments on Cedric Washington who is a student at Bossier Parish Community College. He stated that Cedric Washington, “is an outstanding student, president of the Student Government Association, an athlete and he is generally what this Board and this System is all about building in the State”.

**D. 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  
John E. DeLaney  
Robert Estave  
Carl Franklin  
Kathy Sellers Johnson, *First Vice Chair*  
Ann H. Knapp, *Chair*  
J. Kevin McCotter  
Steven Smith  
Mike Stone  
Nicholas Trist  
Cedric Washington

**Members Absent**

Charles J. Alexander  
Ava Dejoie  
Brett Mellington  
Sean Reilly

**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

**E. APPROVAL OF JUNE 11, 2003 AGENDA**

**On motion of Supervisor Sellers Johnson, seconded by Supervisor Franklin, the Board voted to approve the revised June 11, 2003 Board meeting agenda as presented. The motion carried.**

**F. APPROVAL OF MINUTES OF MAY 14, 2003 MEETING**

Supervisor Sellers Johnson provided a correction to the minutes:

Page nine (9), Academic Actions – Supervisor Christopher provided the Academic Actions for consideration – not Supervisor Sellers Johnson.

**On motion of Supervisor Barham, seconded by Supervisor Stone, the Board voted to approve the Minutes of the May 14, 2003 meeting with corrections as presented. The motion carried.**

Mr. Travis Lavigne, Jr., Assistant Chancellor, District 3, introduced local guests present at the meeting:

Ms. Elizabeth Scerto, Superintendent of Terrebone Parish Schools

Members of the Advisory Committee: Mr. Gerald Collins, Mr. Billie Coyle, Ms. Katherine Daspit, Mr. Ray Gill, Mr. Frank Kidd, Ms. Dottie Landry, Judge Morris Lottinger and Mr. Clifford Smith, Ex-Officio Member.

Mr. Lavigne recognized and thanked new Board member, Mr. Stephen Smith, for his support and assistance. He thanked all the staff at L.E. Fletcher Campus for all of their hard work.

Mr. Lavigne introduced Ms. Patty Grantham, SGA President, who provided an official welcome to the Board.

Chair Knapp thanked Mr. Lavigne for his hospitality and also thanked Mr. & Mrs. Clifford Smith for hosting a delicious seafood dinner for Board members and extended special thanks to Supervisor Smith for coordinating the event.

**PRESENTATION ON FUTURE TRENDS IN COMMUNITY & TECHNICAL COLLEGES –  
*Dr. Mark Milliron, President and CEO, League for Innovation in the Community College***

Dr. Walter Bumphus introduced Dr. Mark Milliron, President and CEO of the League for Innovation in the Community College. Dr. Milliron provided a presentation on the future trends in community and technical colleges. He provided the following trends currently taking place in the community college world and briefly discussed each:

- Learning Swirl
- Partnership Programs
- Funding Agony and Opportunity
- Teaching, Reaching, and Leading Transitions
- High Tech/High Touch Creativity and Connections
- Learning Dialogs and Documentation
- Courageous Catalysts

Dr. Milliron concluded his presentation by making reference to his new book, *From Digital Divide to Digital Democracy*, and provided the website, [www.league.org](http://www.league.org), as a resource for additional information.

## G. REPORTS

### 1. Chair of the Board Report

Chair Ann Knapp began her report by providing her quote of the month, taken from author Mark Twain, "*Do the right thing. It will amaze a few and confound the rest*".

Chair Knapp reported on the following topics:

- Supervisor Sellers Johnson will hold a planning meeting, directly after the Board meeting, to discuss the 2004 American Community College Trustees (ACCT) Conference that will be held in New Orleans. She invited all those interested to attend.
- Chair Knapp referenced the copy of the updated Vision 20/20 Report which was provided to each Board member. She stated that the Vision 20/20 Report is "an economic development roadmap of the Foster administration for our State." She encouraged Board members to review the Vision 20/20 Report to see how the LCTCS plays in this very important strategic vision for our state.
- Chair Knapp congratulated Dr. Bumphus and the Leadership Team for their recent efforts at the Legislature. Ms. Knapp thanked Dr. Bumphus for the diverse, "fruit salad of leadership" that exists with the Leadership Team.
- Chair Knapp reported that Dr. Walter Bumphus' yearly evaluation, at his request, will be held at the same time as the Chancellors which will be held in September. She further stated that letters will be sent out to Board members with an evaluation form to be completed. She added that letters had already been sent out to outside stakeholders for their input. Supervisor McCotter requested a copy of the list of names for the outside stakeholders. Ms. Knapp requested Bonni Benton send this information to Board members.

### 2. President's Report

Dr. Bumphus discussed the following issues:

- Dr. Bumphus introduced Cynthia Toney, Director of Public Information.
- Dr. Bumphus welcomed Dr. Steve Hilterbran, Vice Chancellor of Student Development at Baton Rouge Community College (BRCC). Dr. Myrtle Dorsey, Chancellor, BRCC, introduced Dr. Hilterbran and stated that he comes to BRCC from Oklahoma with sixteen (16) years of experience in student affairs.
- Dr. Bumphus reported that the October, 2003 Board meeting will be held in Monroe, Louisiana and at Lake Charles in June 2004.
- Dr. Bumphus complimented Chancellor Lavigne for the outstanding day experienced yesterday. He stated that Chancellor Lavigne and Supervisor Smith scheduled time for him to speak to the Chamber and then visited the new library in Houma, along with the USDA facility that is being offered as a possible location for this institution. He acknowledged

and congratulated Mr. Lavigne who will become Chancellor Lavigne of the L.E. Fletcher Campus, effective July 1<sup>st</sup>.

- Dr. Bumphus distributed a copy of Volume 2, Issue 7, of Highlights, a document published by the Community College Survey of Student Engagement (CCSSE), for review by the Board.
- Dr. Bumphus made reference to an article published in the USA Today (June 10, 2003), that Supervisor Christopher had brought to his attention, regarding two year schools and the role our colleges play in sending students on to four year schools.

Supervisor McCotter asked for an update on the issue of whether the Houma library would qualify as a library for the combined L.E. Fletcher Community and Technical College. Dr. Bumphus responded that having a sufficient library is one of the requirements of receiving accreditation with the SACS-COC, and he had inquired as to whether the Houma library would meet this requirement. Mr. Lavigne stated that an agreement already exists with the Houma library which allows L.E. Fletcher students to use the facility. He added that SACS requires that a library be located on campus, but it does not have to be as extensive, if supplemented by another source. He stated that they are currently working to fulfill this requirement. Supervisor McCotter suggested that SACS-COC be consulted to determine if this arrangement would adequately fulfill the requirement for a sufficient library. Lengthy discussion ensued.

Supervisor Trist questioned if the LTC Sowela campus would experience the same dilemma on their campus with regards to a sufficient library to meet SACS-COC requirements. Dr. Clarence Hughes responded that SOWELA will experience the same situation. He stated that their students have access to the library at McNeese University.

Chair Knapp suggested presenting a resolution to SACS-COC asking them to review their standards relative to libraries. **Supervisor Christopher presented a motion to develop a resolution to provide to SACS-COC asking them to review their library standards in light of technology improvements and in light of the partnerships that exist between LCTCS institutions and their local libraries and universities. Supervisor Trist seconded the motion. The resolution passed and will be communicated to SACS-COC.**

Dr. Bumphus stated that he and Chair Knapp will follow up on this issue with SACS-COC to determine if the current arrangements will suffice for a learning resource center requirement.

## **H. GENERAL ACTION ITEMS\*\***

Chair Knapp explained the process of presenting the General Action Items to the two new Board members.

Supervisor Barham addressed the Personnel Actions of the General Action items.

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

**On motion of Supervisor Johnson, 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, Bossier Parish Community College, Delgado Community College, Louisiana Delta Community College, Nunez Community College, South Louisiana Community College, Louisiana Technical College and Louisiana Community and Technical College System to include twenty-six (26) retirements or resignations; one (1) leave of absence, seven (7) new positions, forty-eight (48) promotions or changes, four (4) replacements, summer session appointments for Bossier Parish Community College (60) and Delgado Community College (140). The motion carried.**

## **2. Leave Record Establishment and Regulations for All Unclassified, Non-Civil Service Employees Policy**

**On motion of Supervisor Estave, seconded by Supervisor Franklin, the Board voted to approve the revised Leave Record Establishment and Regulations for All Unclassified, Non-Civil Service Employees Policy. The motion carried.**

Supervisor McCotter voiced his concern over the portion of the policy which states the ability to carry over unused leave. He questioned the level of liability to the System for unused leave. Lura Kamiya responded that an employee is entitled to payment for 300 hours of leave when they retire or leave state service. Dr. Bumphus stated that the LCTCS Board does not have the authority to supersede a statute authorized by the state. Lengthy discussion ensued.

Supervisor Stone addressed the Finance Actions of the General Action items.

## **3. Approval to Amend the Legal Services Contract**

Questions were presented regarding the time period stated in the recommendation. It was suggested to include FY 2003-2004 in the recommendation given that FY 2002-2003 is nearly complete. Supervisor Christopher questioned whether it would be more cost effective to hire a full time staff attorney. Lengthy discussion ensued.

**On motion of Supervisor Trist, seconded by Supervisor Sellers Johnson, the Board voted to amend the professional legal services contract with Breazeale, Sachse & Wilson law firm to increase the amount from \$150,000 to an amount up to, but not to exceed, \$250,000 for the current fiscal year, 2002-2003. The motion carried.**

**Supervisor Trist presented an amendment to the motion to include fiscal year 2003-2004. Supervisor Sellers Johnson seconded the motion. The motion carried.**

## **4. Resolution in Support of Academic Excellence Fund for the LCTCS and Other Higher Education Systems**

**On motion of Supervisor Barham, seconded by Supervisor DeLaney, the Board voted to support an Academic Excellence Fee for LCTCS colleges of \$7.50 per credit hour and not to exceed \$90 per student per academic session, effective for the Fall 2003 academic session. The motion carried.**

## 5. Appointment of Standing Audit Committee

**Chair Ann Knapp appointed Supervisor Steve Smith to chair the Audit Committee along with Supervisors Trist, Stone, Chigbu and Dejoie to serve on the Standing Audit Committee.**

Supervisor McCotter addressed the Facilities Actions of the General Action items.

## 6. Nunez Community College Property Acquisition

**On motion of Supervisor Trist, seconded by Supervisor Franklin, the Board voted to authorize the staff and members of Nunez Community College to pursue the acquisition of property adjacent to the campus. The motion carried.**

## 7. LTC Young Memorial Cooperative Endeavor Agreement with City of Morgan City

**On motion of Supervisor Sellers Johnson, seconded by Supervisor Smith, the Board voted to approve a cooperative endeavor agreement between the LTC Young Memorial Campus and the City of Morgan City and authorize the Board Counsel and the LCTCS staff to execute the final agreement. The Office of Contractual Review must approve this agreement. The motion carried.**

## 8. LTC Young Memorial Lease of Property

**On motion of Supervisor Sellers Johnson, seconded by Supervisor Washington, the Board voted to authorize staff and members of the LTC staff to pursue the option to lease available land in Morgan City to provide for the expansion of the campus. The motion carried.**

Supervisor Christopher addressed the Legislative/Planning Actions of the General Action items.

## 9. Update on Legislative Activities

Dr. Angel Royal provided a report on recent legislative issues.

Supervisor Smith requested a copy of the appropriation request relative to L.E. Fletcher. Dr. Bumphus requested that this item be sent to all Board members.

## I. CONSENT AGENDA

Chair Knapp explained the process of presenting the Consent Agenda items to the new student Board members.

**On motion of Supervisor Christopher, seconded by Supervisor Barham, the Board voted to approve the Consent Agenda as presented to include Items J.1. through J.15. The motion carried.**

### 1. Bossier Parish Community College: Recommendation to Award Tenure (9 Faculty Members)

**Approved to award tenure to nine Bossier Parish Community College faculty members: Ty Bryan, Holly French, Mary Hammel, Michele Johnson, Mike Montgomery, Leonard Osborne, Sandy Todaro, Becky Nohse, and Pam Tully.**

**2. Delgado Community College: Recommendation to Award Tenure (5 Faculty Members)**

**Approved to award tenure to five Delgado Community College faculty members: Carleen Boudreaux, Carol Craft, Chris Doyle, Pamela Eugene and Karl Tipton.**

**3. Delgado Community College: Emeritus Professor Title Recommendations for Lenora Lockett and Lawrence Winchester**

**Approved the title of Professor Emeritus of Library Services for Leonora Lockett and Professor Emeritus of the Arts and Technical Programs for Lawrence Winchester, in accordance with Policy #I.1.030, Emeritus Titles, adopted by the LCTCS Board of Supervisors on August 14, 2002.**

**4. Clarification Regarding President's Contract**

**Ratified contractual items related to the President's Compensation, effective July 1, 2002, including: (1) continuation of compensation for Leadership Development Institute in the amount of \$10,500 as approved by the Board in February 2002 as an *annual* amount, and (2) earning and accrual of sick leave is equal to the earning and accrual of annual leave. The Board acknowledges that compensation items mentioned in the President's contract that do not change from the prior year will continue to be in place for the duration of the contractual appointment, but may not be individually highlighted for approval in the meeting minutes.**

**5. FY 03-04 Anticipated Allocation Federal Perkins Funds**

**Provisionally approved the allocation of Perkins funds for FY 03-04.**

**6. Memorandum of Understanding Administration of Carl D. Perkins Secondary Career-Technical Education Programs**

**Approved of the Memorandum of Understanding (MOU) between the LCTCS Board of Supervisors and Board of Elementary and Secondary Education (BESE) for administration of the secondary career-technical portion of the Carl D. Perkins funds. The Board of Elementary and Secondary Education unanimously approved the MOU on May 15, 2003.**

**7. Contract with Quality Resource Associates**

**Approved a contract with Quality Resource Associates for an Employee Satisfaction Survey Management Program in an amount not to exceed \$30,500, effective June 12, 2003.**

**8. Approval of LTC Contract with Noel Levitz, Inc.**

**Approved a contract between the Louisiana Technical College and Noel-Levitz, Inc., in the amount of \$49,900, effective June 11, 2003.**

## 9. Incumbent Worker Training Program Contracts

**Ratified two new Incumbent Worker Training Program contracts that total \$2,256,503 and one modification to an existing contract as presented:**

- Danos & Curole Marine Contractors – LTC-Young Memorial, Nicholls State University, University of Louisiana – Lafayette - Contract Amount \$2,069,545
- Storer Equipment – BPCC – Contract Amount \$186,958
- Monroe Plumbers Consortium – LTC-Delta Ouachita – Modification to Existing Contract - Original Contract Amount \$55,638 – Revised Contract Amount \$48,865

### Academic Actions

## 10. Delgado Community College

- Request to Change Program Title from**  
**Associate of Applied Science in Drafting to**  
**Associate of Applied Science in Computer Aided Design and Drafting**
- Request to Change Program Definition from**  
**Certificate in Machine Tool Technology to**  
**Certificate of Technical Studies in Machine Tool Technology**
- Request to Change Program Definition from**  
**Certificate in Motor Vehicle Technology to**  
**Certificate of Technical Studies in Motor Vehicle Technology**
- Request to Change Degree Designation from**  
**Associate of Science in Hospitality to**  
**Associate of Applied Science in Hospitality**

**Approved the request from Delgado Community College to change the program title, program definition, and degree titles for the following programs:**

- From Associate of Applied Science in Drafting to Associate of Applied Science in Computer Aided Design and Drafting
- From Certificate in Machine Tool Technology to Certificate of Technical Studies in Machine Tool Technology
- From Certificate in Motor Vehicle Technology to Certificate of Technical Studies in Motor Vehicle Technology
- From Associate of Science in Hospitality to Associate of Applied Science in Hospitality

## 11. Delgado Community College

- Request for Approval of New Program Exit Points for the following:**  
**Certificate of Technical Studies in Electrical Technology**  
**Technical Competency Area in Electrical Technology**  
**Certificate of Technical Studies in Medical Coding**  
**Certificate of Technical Studies in Pastry Arts**



**Approved the following new program exit points as requested by Delgado Community College:**

Certificate of Technical Studies in Electrical Technology  
Technical Competency Area in Electrical Technology  
Certificate of Technical Studies in Medical Coding  
Certificate of Technical Studies in Pastry Arts

**12. Louisiana Technical College – Slidell Campus  
New Program Proposal – CTS: Medical Office Assistant**

**Approved the request to offer a CTS in the Medical Office Assistant Program at Louisiana Technical College – Slidell Campus.**

**13. Ratification of FY 2002-2003 Graduates**

**Ratified the LCTCS graduates for FY 2002-2003.**

**Academic Actions - Policies**

**14. Approval of the Awarding of Degrees Posthumously**

**Approved the policy for the Awarding Credentials Posthumously.**

**15. Review and Advisement:  
LCTCS Faculty Representation Process  
Rights, Duties and Responsibilities of the Academic Staff**

For Review and Advisement Only. No action is required.

**16. LCTCS Glossary of Common Definitions**

**Approved the first edition of the *LCTCS Glossary of Common Definitions*.**

**J. UPDATES**

Dr. Bumphus asked that the IT Report be deferred to the July, 2003 meeting. No questions were presented on the reports.

1. Business and Industrial Visit Report
- 2. IT Report – Deferred to the July, 2003 meeting.**
3. Status Report on Capital Projects
4. Alternative Financing Projects
5. Assessment Updates

Supervisor Chigbu voiced his concern regarding the alternative financing projects.

Supervisor McCotter suggested initiating a summit meeting with the other members of the Facilities Committee and external members of the non-profit boards in the community.

## **L. OTHER BUSINESS**

### 1. Nominating Committee Update

Supervisor McCotter, as former Chair of the Board, served as Chair and ruled over the Nominating Committee. Supervisor McCotter extended greetings from Supervisor Charles Alexander and reported that he is back at work at McDonald's. Supervisor McCotter reported that it was a unanimous agreement by the Nominating Committee, which consisted of Supervisors McCotter, Alexander, Christopher and Reilly, to reappoint the existing officers for one more term.

**Supervisor McCotter, on behalf of the Nominating Committee, presented a motion to reappoint the current Chair, Ann Knapp, Kathy Sellers Johnson, First Vice Chair and Brett Mellington, Second Vice Chair for the next year.**

Chair Knapp and Supervisor Sellers Johnson both extended their thanks to the Board for the reappointment.

### 2. Board of Regents' Committee Meeting – Wednesday, June 25, 2003 – 9:00 a.m.

Supervisor DeLaney will represent the LCTCS Board at the Board of Regents' Committee Meetings on Wednesday, June 25, 2003.

## **M. ANNOUNCEMENTS**

Supervisor Trist questioned whether plans were still on for the LCTCS Conference Day. He stated he had received calls from several chancellors stating their concerns regarding the date of the conference day and possible conflicts with registration, and the cost of travel and accommodations for everyone to attend. Dr. Bumphus responded that the Conference Day is still on schedule, but attendance is not mandatory.

Chancellor Lavigne addressed the group and recognized the Louisiana Marine and Petroleum Institute Campus located in Houma which is dedicated to marine and allied health training. Chancellor Lavigne recognized Mr. Luther Fletcher, son of L.E. Fletcher, for his services to the school.

Chair Knapp thanked Chancellor Lavigne once again for his hospitality.

Dr. Bumphus announced that the Leadership Development Institute will have their final meeting tonight.

Supervisor Christopher posed the question of whether the LTC will continue to be allowed to offer the Associate of Applied Technology degree. Dr. Bumphus responded that the AAT degree will continue to be offered through 2005. He continued that this issue is still being discussed with the Board of Regents and offered to address this issue at the July, 2003 Board meeting in the Academic section.

## **N. ADJOURNMENT**

**There being no further business to come before the Board, on motion of Supervisor Trist, seconded by Supervisor Franklin, the meeting adjourned at 11:17 a.m.**