

MINUTES

**LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM
BOARD OF SUPERVISORS REGULAR MONTHLY MEETING**

**WEDNESDAY, AUGUST 13, 2003
9:00 a.m.**

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

** The Board of Supervisors of the Louisiana Community and Technical College System reserves the right to enter into Executive Session in accordance with R.S. 42.6.

NOTE: *A meeting of the Audit Committee was held on Wednesday, August 13, 2003, at 8:00 a.m.*

A. CALL TO ORDER

The Louisiana Community and Technical College System Board of Supervisors met in Regular Session, Wednesday, August 13, 2003, in the conference room of The Louisiana Building at Baton Rouge Community College, 5310 Florida Blvd., Baton Rouge, Louisiana. Board Chair Knapp called the meeting to order at 9:02 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
Dianne Christopher
Ava Dejoie
John DeLaney
Carl Franklin
Kathy Sellers Johnson, *First Vice Chair*
Ann H. Knapp, *Chair*
Kevin McCotter
Brett Mellington, *Second Vice Chair*
Sean Reilly
Stephen Smith
Mike Stone
Cedric Washington

Members Absent

Charles J. Alexander
Gibson Chigbu
Nicholas Trist

Staff Present

Bonni Benton
Angie Bruns
Walter Bumphus
Pat Eddy
Jan Jackson
April Magee
Margaret Montgomery Richard

Guest List

On file in Board Office

D. APPROVAL OF JULY 9, 2003 AGENDA

On motion of Supervisor Sellers Johnson, seconded by Supervisor Mellington, the Board voted to approve the revised August 13, 2003 Board agenda. The motion carried.

E. APPROVAL OF MINUTES OF JULY 9, 2003 MEETING

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

F. LEADERSHIP DEVELOPMENT INSTITUTE PRESENTATION

Raymonda Dennis, Delgado Community College; William Wainwright, Louisiana Technical College – Hammond Area Campus; and Jimmy Sawtelle, Louisiana Technical College, District IV, recent graduates of the Leadership Development Institute, addressed the Board and shared their experiences and their gratitude to members of the Board and Dr. Bumphus for the opportunities that their involvement in the Leadership Development Institute (LDI) has afforded them.

G. RECOGNITION OF CABL AND PAR

Dr. Bumphus and Chair Knapp recognized and thanked Mr. Barry Erwin and Ms. Stephanie Desselle of A Council for A Better Louisiana (CABL) for their support of the LCTCS. Mr. Erwin and Ms. Deselle were presented a plaque as a token of appreciation. Dr. Bumphus noted that he and several Board members are alumni of Leadership Louisiana and further noted that Supervisor Sellers Johnson is a board member of CABL.

Mr. Erwin and Ms. Deselle addressed the Board members and thanked them for the recognition.

Dr. Bumphus and Chair Knapp recognized the Public Affairs and Research Council (PAR) and presented a plaque to Jim Brandt for his support and advocacy of the LCTCS. Mr. Ty Kellar received the plaque on behalf of Jim Brandt. Ms. Knapp, who serves on the Board for PAR, commended PAR on receiving national recognition at the Governmental Research Association conference.

Mr. Kellar addressed the Board and thanked them for the recognition.

H. REPORTS

1. Chair of the Board Report

Chair Knapp presented the Chair of the Board Report. She addressed the following issues:

- Dr. Bumphus has put together a gubernatorial forum to be held during the LCTCS Conference Day at 8:00 a.m.-9:00 a.m., Monday, August 18th. She encouraged all Board members to participate in Conference Day.
- Dr. Bumphus and Ms. Knapp visited with the Editorial Board of the *The Advocate*. Attendees to the meeting included Linda Lightfoot, Carl Redmond and Ms. Keller. Publications were presented to The Advocate staff that included the LCTCS Annual Report, the LDI Report, the LCTCS Fact Sheet and the new brochure, Six Myths.

- Chair Knapp reported that Supervisor Bob Estave, student Board member, has resigned. Dr. Royal will work with Dr. Montgomery-Richard to conduct the process required to elect a new student Board member.
- Chair Knapp concluded her report with the following “Pearls of Wisdom”:
*“My wish for you is to care more than others think is wise,
Risk more than others think is safe,
Dream more than others think is practicable,
Expect more than others think is possible.
Then, work like you don’t need the money,
Sing like there’s no one listening,
Dance like there’s no one watching,
Love like you’ve never been disappointed.”*

2. President’s Report

Dr. Bumphus discussed the following issues:

- Dr. Bumphus recognized and congratulated Dr. Jan Brobst, Chancellor, South Louisiana Community College and Dr. Myrtle Dorsey, Chancellor, Baton Rouge Community College, for being recognized as distinguished graduates of University of Texas at Austin’s Community College Leadership Program. He noted that this is the highest honor bestowed upon a graduate.
- Dr. Bumphus distributed a copy of the agenda for the LCTCS Conference and Leadership Development Day that will be held Sunday and Monday, August 17-18, 2003. He commented that approximately 930 LCTCS faculty and staff have registered to attend the conference with another 200 individuals that attempted to register but have had to be turned away due to space limitations at the Sheraton Hotel. He stated that costs of the conference were being borne by Perkins’ Leadership dollars as well as over \$20,000 in donations from vendors and others. Dr. Bumphus thanked Dr. Royal and all committee members for their help in organizing this event.
- Dr. Bumphus informed the Board that he had been invited to Alexandria last week to provide a presentation to the Alexandria Rotary Club at the invitation of Supervisor Sellers Johnson who serves as Program Chair. He spoke to the group on the System’s role on economic and workforce training.
- Dr. Bumphus reported that he accepted an invitation from Dr. Brobst to attend South Louisiana Community College’s Faculty Conference Day on Saturday, August 16, 2003 and received a “Leadership Award” commending him for his leadership and the LCTCS staff for their service and commitment. Dr. Bumphus stated that he accepted the award on behalf of the System staff. He commented that, “. . . I see the System Office as a service component to our colleges and that is the way we want to be viewed by all of our colleges”.
- Dr. Bumphus distributed copies of the Six Myths brochure and the new LCTCS Newsletter to Board members. He stated that these items would also be distributed to all participants at the Conference Day.
- Dr. Bumphus introduced Mr. Nat Harrison. He stated that Mr. Harrison has recently been appointed as the community and technical college liaison for Southern University. Dr. Bumphus notified Mr. Harrison that he would be invited to an upcoming Leadership Team meeting to have dialogue with chancellors and System staff and discuss ways to make the partnership with Southern more active and fruitful for the university and the students.

I. GENERAL ACTION ITEMS**

Personnel Actions

Supervisor Barham presented the Personnel Action items for consideration by the Board.

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

Supervisor McCotter voiced concern over populating the Delgado North Shore positions.

On motion of Supervisor McCotter, seconded by Supervisor Sellers Johnson, the Board voted to enter into Executive Session to discuss the Delgado North Shore personnel issues.

Supervisor Dejoie presented a friendly amendment to the Supervisor McCotter's motion to include agenda item I.5. Appointment of Senior Vice President for Corporate & Workforce Development for the LCTCS, as an item of discussion during Executive Session. Supervisor Sellers Johnson seconded the motion.

The Board entered into Executive Session at 9:44 a.m.

The meeting reconvened at 10:53 a.m. No motions were made and no votes were taken during the Executive Session.

On motion of Supervisor Sellers Johnson, seconded by Supervisor Mellington, the Board returned to the General Session at 10:55 a.m.

Supervisor McCotter stated that there are a number of promotions proposed that could be eligible for salary treatment in the September common anniversary date and the policy is not clear on how people are promoted a month before a potential common anniversary date. He clarified that this does not preclude management from assigning personnel where needed to meet customer demand. He added that he recalled a suggestion to collaborate with other higher education institutions on the North Shore, particularly a discussion on a North Shore center of higher education. He stated that he did not have enough information at this point to know what this entails and what other higher education institutions that could be involved. He voiced his uncertainty regarding the development of a master plan for delivering higher education on the North Shore, and his concern that the actions proposed would be premature, relative to a decision by the Board of Regents.

On motion of Supervisor McCotter, seconded by Supervisor Sellers Johnson, 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, L.E. Fletcher Technical Community College, Sowela Technical Community College, Louisiana Technical College and Louisiana Community and Technical College System with the exception of all promotions, and deferment of any actions, with the exception of one, concerning the transfer of Delgado personnel to the North Shore delivery point of training. In addition, Supervisor McCotter asked that Dr. Bumphus and staff work with Dr. Garrity and the Delgado staff to ensure that the System is in conformance with the Board of Regents' Master Plan and their ultimate decision on the North Shore center of learning.

Lura Kamiya, Human Resources Director, LCTCS, provided a breakdown of the personnel actions proposed in Supervisor McCotter's motion in regards to Delgado Community College. The following proposed new positions at Delgado North Shore are deferred: Kay Mattei, Deborah Morgan and Michael Schmauss. The proposed Delgado personnel action for Robert Perkins will remain.

The motion carried.

2. Contract for Louisiana Technical College Chancellor

On motion of Supervisor Dejoie, seconded by Supervisor Mellington, the Board voted to ratify the three-year employment and compensation agreement for Dr. Margaret Montgomery-Richard as Chancellor of the Louisiana Technical College. The motion carried.

3. Appointment of Acting Vice Chancellor of Academic and Student Affairs & Provost for Delgado Community College

On motion of Supervisor Mellington, seconded by Supervisor Franklin, the Board voted to ratify the appointment of Dr. Max Reichard as Acting Vice Chancellor for Academic & Student Affairs for Delgado Community College, at a base salary of \$98,000, for a six-month period beginning July 28, 2003. The motion carried.

4. Appointment of Interim Vice Chancellor for Academic & Student Affairs for South Louisiana Community College

On motion of Supervisor Mellington, seconded by Supervisor Sellers Johnson, the Board voted to ratify the appointment of Ms. Jerrie D. Protti as Interim Vice Chancellor of Academic and Student Affairs for the South Louisiana Community College at an annual rate of \$85,000, to be pro-rated over the period from August 4, 2003, through May 31, 2004, or until such time as the Vice Chancellor position is filled. The motion carried.

5. Appointment of Senior Vice President for Corporate & Workforce Development for the LCTCS

On motion of Supervisor Sellers Johnson, seconded by Supervisor Franklin, the Board voted to ratify the one-year job appointment of Dr. Karin K. Pettit as Senior Vice President of Corporate and Workforce Development for the Louisiana Community & Technical College System, at a base salary of \$110,000. The position will be placed on the LTC budget to be charged one-third to the LCTCS, one-third to the Louisiana Technical College, and one-third pro-rata to the community colleges.

Supervisor Christopher presented an objection to this motion. A roll call vote was conducted resulting in eleven (11) votes for and two (2) against.

Vote: Yeas: (11) Barham, DeLaney, Franklin, Sellers Johnson, Knapp, McCotter, Mellington, Reilly, Smith, Stone and Washington
Nays: (2) Christopher and Dejoie

The motion carried.

A short video was presented on the Corporate College.

6. Appointment of LTC Gulf Area Campus Dean – **REMOVED FROM AGENDA**
7. Appointment of LTC T. H. Harris Campus Dean - **REMOVED FROM AGENDA**
8. Ratification of Salary Change for Delgado Community College's Interim Chancellor

On motion of Supervisor Dejoie, seconded by Supervisor Mellington, the Board voted to ratify a \$10,000 increase in base compensation for Dr. Raymond Garrity as Interim Chancellor for Delgado Community College to \$110,000 pro-rated over a period of six months or until a new Chancellor is employed. Such period would become effective August 4, 2003. The \$20,000 housing allowance and \$5,000 car allowance approved at the July 9, 2003, Board meeting will also be pro-rated. The motion carried.

Dr. Bumphus recognized Chancellor Garrity and offered him the opportunity to provide a few remarks. Chancellor Garrity addressed the Board and thanked them for the opportunity to serve the LCTCS once again.

9. Compensation and Classification Study RFP

On motion of Supervisor Barham, seconded by Supervisor Sellers Johnson, the Board voted to approve staff to proceed with the procedures necessary to contract with the Management Advisory Group, Inc., of Tallahassee, Florida, for a system classification and compensation study at a total fixed project cost of \$149,500.

Supervisor Dejoie voiced her objection to the motion. Extensive discussion ensued.

Supervisor Barham called to move on the motion presented. Supervisor Sellers Johnson seconded moving the motion. No objection was presented. The motion carried.

Finance Actions

Supervisor Reilly presented the Finance Action agenda items for consideration by the Board.

10. FY 2003-2004 LCTCS Operating Budgets

On motion of Supervisor Franklin, seconded by Supervisor Mellington, the Board voted to ratify the FY 03-04 operating budgets for the LCTCS Board office and colleges. The motion carried.

11. Foundation Policy for Review and Advisement

On motion of Supervisor Barham, seconded by Supervisor Mellington, the Board voted to accept the draft Foundation Policy for review and advisement. The motion carried.

12. Spending Authority for the Louisiana Technical College

On motion of Supervisor Barham, seconded by Supervisor Franklin, the Board voted to authorize an extension of spending authority for the LTC Districts in the amount approved for campuses in each district in the 2002-2003 allocation model for the months of July, August and September of 2003. The motion carried.

13. Subcontract between L.E. Fletcher Technical Community College and Snap-On/Training Solutions

On motion of Supervisor Franklin, seconded by Supervisor Mellington, the Board voted to ratify a contract between L.E. Fletcher Technical Community College and Snap-On Training Solutions to provide specialized automobile repair training as part of an Incumbent Worker Training Program grant for the Houma Automobile Dealers Consortium, effective June 1, 2003. The motion carried.

Supervisor Barham asked for clarification on an Incumbent Worker Program issue regarding course offerings being automatically approved as workforce training. Chancellor Montgomery-Richard stated that she would gather detailed information on this issue and Dr. Bumphus offered to provide a report to the Board at the September meeting on Incumbent Worker Training.

14. Subcontract between L.E. Fletcher Technical Community College and International Petroleum Museum & Exposition, Inc., for Pride Offshore Inc., Incumbent Worker Training Program

On motion of Supervisor Dejoie, seconded by Supervisor Mellington, the Board voted to ratify a contract between L.E. Fletcher Technical Community College and the International Petroleum Training Institute to provide specialized oilrig training as part of an Incumbent Worker Training Program grant for Pride Offshore, Inc., effective September 1, 2003. The motion carried.

15. Subcontract between L.E. Fletcher Technical Community College and International Petroleum Museum & Exposition Inc., for the Sontheimer Offshore/Catering Co. Incumbent Worker Training Program

On motion of Supervisor Dejoie, seconded by Supervisor Mellington, the Board voted to ratify a contract between L.E. Fletcher Technical Community College and the International Petroleum Museum & Exposition, Inc., to provide specialized oil rig training as part of an Incumbent Worker Training Program grant for the Sontheimer Offshore/Catering Co., effective September 1, 2003. The motion carried.

Facilities Actions

Supervisor McCotter presented the Facilities Action agenda items for consideration by the Board.

16. 2004-2005 Capital Outlay Request

On motion of Supervisor Reilly, seconded by Supervisor Mellington, the Board voted to approve the LCTCS Capital Outlay Request for fiscal year 2004-2005. The motion carried.

17. Delgado Hall Auditorium Renovations

On motion of Supervisor Dejoie, seconded by Supervisor Franklin, the Board voted to authorize Delgado Community College to spend an additional \$300,000 of self-generated funds to renovate Delgado Hall Auditorium. The motion carried.

18. Bossier Parish Community College Facility Update (Oral Presentation)

Supervisor McCotter narrated a presentation of slides showing the construction currently underway at Bossier Parish Community College.

J. CONSENT AGENDA

On motion of Supervisor Christopher, seconded by Supervisor Stone, the Board voted to approve the Consent Agenda as presented to include Items J.1. through J.10. The motion carried.

Supervisor Mellington commented on items J.2. and J.4., which involve contracts with Louisiana State University Agricultural Center regarding the FFA program, and a contract involving an interagency agreement with the Department of Labor. He observed that in each of these contracts, there are performance objectives and deliverables. He stated he did not see a report of this information in the materials that were provided to the Board and would like to review this information, in a brief executive summary, prior to approving any contacts in the future.

Dr. Bumphus responded that this was an excellent point and that this information was something that could be requested of the Agricultural Center and the Department of Labor. He asked Dr. Montgomery-Richard to provide additional information on this issue.

Dr. Montgomery-Richard stated that the deliverables have been acquired from the partners for each contract and that these are noted in the complete Memorandum of Understanding documents. She committed to providing a report of deliverables and performance objectives on continuing contracts in the future.

Finance Actions

1. Contract Between Delgado Community College and the Louisiana State University Health Sciences Center

Approved a three-year contract between Delgado Community College (DCC) and the Louisiana State University Health Science Center (LSUHSC) for computer systems services for the college, effective July 1, 2003. The Office of Contractual Review must approve this contract. Because this is a higher education inter-agency contract, it does not require approval by the State Chief Information Officer.

2. Approval of Contract with the Louisiana State University Agricultural Center

Approved the proposed contract with the Louisiana State University Agricultural Center which will continue to provide the uninterrupted services of Louisiana's FFA and agriscience programs throughout the state.

3. Approval of Federal Perkins Leadership Plan (Postsecondary) for FY 03-04

Approved the plan for the postsecondary expenditure of the FY2003-2004 Leadership category of the Carl D. Perkins Vocational and Technical Education Act of 1998.

4. Approval of Contract with Louisiana Department of Labor under Carl D. Perkins – America’s Career Resource Network (ACRN) – Section 118 Funds

Approved the proposed contract with the Louisiana Department of Labor which will continue to provide uninterrupted services relative to occupational information and career guidance throughout FY 2003-2004 through federal Carl D. Perkins funds.

5. Incumbent Worker Training Program Contracts

Ratified twelve new Incumbent Worker Training Program contracts that total \$5,575,296 as presented:

- Acadian Ambulance – Contract Amount: \$1,307,575
- Cajun Cutters – Contract Amount: \$153,647
- Cox Communications – Contract Amount: \$205,650
- Edison Chouest – Contract Amount: \$396,570
- Gulf Tran – Contract Amount: \$123,844
- Interstate Brands – Contract Amount: \$256,042
- Monroe Warehouse Consortium – Contract Amount: \$164,402
- Navarre Chevrolet – Contract Amount: \$72,492
- Pride Offshore – Contract Amount: \$2,023,249
- Sea Horse Marine – Contract Amount: \$37,054
- Sonthemier Offshore – Contract Amount: 648,473
- Southland Printing – Contract Amount: \$186,298

Facilities Actions

6. Baton Rouge Community College Demolition of Buildings

Authorized the demolition of buildings at the former Department of Public Safety (DPS) site to facilitate the development of the BRCC campus.

Academic Actions

7. Rights, Duties and Responsibilities of the Academic Staff: Policy for Review & Advisement

Accepted for review and advisement the academic policy dealing with Rights, Duties and Responsibilities of Academic Staff.

8. Process for Selecting Representation to the Board of Regents' Faculty Advisory Group:
Policy for Review & Advisement

Accepted for review and advisement the draft policy designed to establish the Policy for Selecting Representation to the Board of Regents' Faculty Advisory Group.

9. Louisiana Technical College – Hammond Campus:
Program Expansion: Network Specialist
Program Deletion: Computer Electronics Technology

Approved the request from the Louisiana Technical College – Hammond Campus, to offer the Network Specialist Program (CIP) and delete the Computer Electronics Technology Program.

10. Addition of Louisiana Technical College Instructional Service Centers

Approved the establishment of Instructional Service Centers in order to conduct instruction off campus at the following sites:

- **Louisiana Technical College – Florida Parishes Campus at Tangipahoa Parish Prison:**
Building Technology Specialist
- **Louisiana Technical College – Hammond Area Campus at Independence High School:** Nurse Assistant
- **Louisiana Technical College – Evangeline Campus at St. Martin Parish Technology Center**
Adult Basic Education/Developmental Education
Early Childhood Education
Jewelry Technology
Nurse Assistant
Office Systems Technology
- **Louisiana Technical College – Evangeline Campus at Breaux Bridge**
Office Systems Technology

K. UPDATES

1. Business and Industrial Visit Report
2. Status Report on Capital Projects
3. Alternative Financing Projects
4. Status Report on Facilities Assessment
5. Report of 2002-2003 Board Approved Contracts
6. 2003 Fourth Quarter Report of Contracts
7. Legislative Report

Chair Knapp encouraged Board members to review the information provided under Updates.

L. OTHER BUSINESS

1. Board of Regents' Committee Meetings – AUGUST 27, 2003

Supervisor DeLaney will represent the Board of Supervisors at the August 27, 2003 meeting of the Board of Regents.

Supervisor Sellers Johnson requested staff to provide a policy on salary treatment for both employees as they are promoted, as well as new employees as they revert from the probationary period. She stated that the expectation is that we will have a policy for review at the September meeting.

Supervisor Mellington commented that he did not see evidence to show that individual Deans of the campuses and the Vice Chancellors of the districts were out visiting with businesses in the community. He requested that the Business and Industry Visit Report be provided in a format that will show what individual from the campuses are actually visiting the businesses in the community. He suggested that this document could be used as a tool in the yearly evaluation process. He added that he appreciates the work that goes into compiling this document. Dr. Bumphus stated that Dr. Montgomery-Richard will work with the Assistant Chancellors to request a more detailed Business and Industry Visit Report.

Supervisor Smith posed a question regarding the Facilities update. He asked if the Office of Contractual Review (OCR) had provided a notice to proceed. Dr. Bumphus responded that he thought they had just started with the facility assessment. He asked Ms. Jan Jackson and Mr. Anthony Brown to provide further information. Ms. Jackson stated that the process began on Tuesday of this week and the LTC-Sidney Collier Campus will be the first to be assessed. Mr. Brown stated that the project completion date is scheduled for November 18, 2003, and the actual assessment at Sidney Collier will begin on September 9, 2003.

Supervisor Christopher asked for the opportunity to meet with Dr. Bumphus, Dr. Montgomery-Richard, Vice Chancellor Barnes-Teamer, and Supervisors Dejoie and Stone, directly following the Board meeting, to discuss an academic question.

M. ANNOUNCEMENTS

- Dr. Bumphus announced that thirty (30) minutes following the Board meeting, there will be a meeting of the ACCT conference committee. The meeting will take place in the auditorium. He added that immediately following the ACCT meeting, there will be a Ford Foundation Steering Committee meeting.
- Dr. Bumphus reported that the Audit Committee met prior to the Board meeting this morning. He added that Dr. Dorsey and Chancellor Warner chaired the Tenure and Faculty Engagement Committee meeting at 7:30 a.m. this morning.
- Dr. Bumphus reminded the Board that all personnel actions for the LCTCS will be brought before the Board next month (September). He stated that Mrs. Lura Kamiya has distributed guidelines to the chancellors on what will be expected. He added that the personnel information may be sent to Board members in a separate binder as opposed to the regular Board items.

- Dr. Bumphus stated that a proposal will be provided to the Board next month for how the \$5 million of new money that has been allocated to our System will be distributed. He added that he will be in dialogue this week with the Board of Regents to discuss this issue.
- Dr. Bumphus stated that the October Board meeting will be held in Monroe, La. He added that this will provide an opportunity for the Board to see the new location of the Louisiana Delta Community College (LDCC). He further stated that the June, 2004, Board meeting will be held at the Sowela Technical Community College in Lake Charles.
- Chair Knapp encouraged Board members and members of the audience to attend the upcoming System Conference Day.
- Supervisor Sellers Johnson reported that she and Dr. Narcissa Palogne, the consultant for the Delgado Chancellor Search, will be meeting with community stakeholders in New Orleans, La., on Tuesday, September 9th, to receive their input. She asked members of the audience from Delgado to take this message back to their campus.

N. ADJOURNMENT

There being no further business to come before the Board, on motion of Supervisor Mellington, seconded by Supervisor Franklin, the meeting adjourned at 12:23 p.m.

Corrections made: 9/12/03 (bb)