

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

**A. CALL TO ORDER**

The Louisiana Community and Technical College System Board of Supervisors met in Regular session Wednesday, March 12, 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 9:09 a.m.

**B. PLEDGE OF ALLEGIANCE**

The assembly rose for recitation of the Pledge of Allegiance.

**C. ROLL CALL**

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

**Members Present**

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

**Members Absent**

Charles J. Alexander

**Staff Present**

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

**Guest List**

On file in Board Office

Chair Knapp asked that Supervisor Barham render prayer and expressions on behalf of Ms. Carol Coltharp, Louisiana Delta Community College Vice Chancellor for Administrative Affairs, who passed on Tuesday, March 11, 2003.

Ms. Coltharp played a pivotal role in Higher Education throughout the State, having served as Board of Regents Assistant Commissioner for Public/Governmental Relations; start-up of the Louisiana Community and Technical College System while serving as Executive Assistant to the President and Director of Media and Public Relations; and most recently, establishment of Louisiana Delta Community College along side Chancellor Lynn Kreider.

Chair Knapp briefed the members of the Board relative to operation of the microphone system.

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

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

#### **E. APPROVAL OF MINUTES OF FEBRUARY 12, 2003 MEETING**

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

#### **F. DALLAS BENCHMARKING TRIP DEBRIEFING**

Dr. Bumphus provided an overview of the benchmarking trip to the Dallas Community College District, made possible by the System receiving a Ford Foundation Grant for the purpose of helping the System familiarize members of state government, business leaders, and educators about what goes on in great community colleges. That overview segued into a video prepared by Mr. Mark Pellegrin. Bumphus thanked Dr. Angel Royal, Executive Assistant to the System President, and Mr. Pellegrin for public relations work being performed.

Senator Theunissen thanked Dr. Bumphus for the invitation to travel to Dallas and rendered observations regarding the trip. He also thanked and congratulated LCTCS representatives for the fine job done at the Sunset Hearings presenting information to the Joint Education Committees.

## **G. RECOGNITION OF COMMISSIONER MARK DRENNEN**

Dr. Bumphus recognized Commissioner of Administration, Mr. Mark Drennen, for the impact he has had on the Community and Technical College System. Bumphus, accompanied by Board Chair Knapp, Chancellors Brobst, Carleton and Dorsey, presented Commissioner Drennen with the LCTCS first “Legacy Award,” that reads: *In LCTCS recognition for enhancing the experiences of Louisiana students through providing greater access to postsecondary education presented today to Mark Drennen, Commissioner of Administration on behalf of Louisiana Community and Technical College System.*

Commissioner Drennen addressed the Board noting that the award means a lot to him, especially as a 1969 product of Auburn Community College. He then restated his commitment to continue working with the System, to move it forward.

## **H. SKILLS GAP and THE WORK READY CERTIFICATE**

Ms. Chris Weaver, Executive Director of Louisiana Workforce Commission School-to-Work, made a presentation regarding Skills Gap and the Work Ready Certificate. Ms. Weaver provided a handout giving a synopsis of what the Workforce Commission does.

Ms. Weaver introduced Mr. Dave Bowman, a member of the Workforce Commission staff, who assisted Ms. Weaver with a PowerPoint presentation regarding the “Right Here, Right Now Initiative.”

Weaver asked that members of the Board and System consider the Work Ready Certificate and other opportunities to pass this message on. The Commission will provide the PowerPoint presentation, CD’s, and/or the printed materials, as well as someone to speak to the issue, on request.

## **I. REPORTS**

### **I. 1. Chair Of The Board Report**

- Quote for the Day: *“As has been my habit I do have another quotation . . .it really goes along with the trip we took to Dallas. The trip to Dallas to me was about visioning. As many of you know in the Book of Isaiah the Bible says: ‘Where there is no vision the people perish.’ So, that’s my quote for the day to remind you all that vision is a critical function particularly in these times of budget shortfalls so where there is no vision the people sure will perish.”*
- Knapp is appreciative of the awesome gavel presented to her from LTC Sowela and thanked the representatives from the Sowela campus present at the meeting.

- Thanks to Dr. Bumphus for the presentation made to members of the Lake Charles business community and the Editorial Board of the American Press.
- Thanks offered to Supervisor Sellers Johnson, who represented the Board at the Sunset Hearing.
- Supervisor Sellers Johnson provided an overview of the Sunset Hearing proceedings. Commendations were offered to Drs. Bumphus and Royal, and staff for wonderful presentations.

## **I.2. System President's Report**

- Dr. Bumphus commended Dr. Royal for outstanding presentation prepared for the Sunset Hearing.
- Pictures of Board members have been hung outside the Board Conference room and at the System office. Each college will also receive pictures of the Board members to be hung at their colleges.
- Service area determination for River Parishes Community College has been finalized with the addition of Tangipahoa and Washington parishes.
- Dr. Bumphus acknowledged Dr. James Clark, LTC Acting Chancellor, who publicly along with LTC District IV Assistant Chancellor Chris Williams recognized Mr. J. Raymond "LaLa" Lalonde upon his retirement from the LTC.

Mr. Lalonde was presented with a plaque, on behalf of the Louisiana Technical College and the System, acknowledging thirty years (30) of dedicated service with the Technical College. Assistant Chancellor Williams noted that Mr. LaLonde started out as an instructor, moved through the ranks and became a dean, and is a volunteer on the local, state, and national levels. Williams stated that wisdom and knowledge of the system imparted by Mr. Lalonde helped moved the District Concept and the Technical College forward.

Mr. Lalonde addressed the Board noting he hopes he has contributed something in a positive way during his tenure prior to and during establishment of the LCTCS. He appreciates the recognition and thankfully accepts the honor 'standing up.'

- LTC District Chancellor Wayne Meaux, accompanied by Board Chair Knapp, System President Bumphus, and Dr. Kay McDaniel, Campus Assistant Dean - acknowledged Mr. Steve Nichols, B.R. Tech HVAC instructor, who has performed in an outstanding manner receiving accreditation on the national level for the Heating, Ventilation, and Air Conditioning program at the Baton Rouge

Campus. Mr. Nichols serves on the National Board for HVAC and has brought recognition to the LTC and LCTCS for one of three programs in the nation.

- System staff has been meeting with HCA and LHA regarding Nursing needs across the State.
- Dr. Brobst and her SLCC staff recently had an outstanding meeting with Acadian Ambulance.
- Recognized Ms. Marjorie Beaulieu, Education Program Analyst, and Mr. Christopher Lyons, Education Program Specialist, from the Office of Adult and Vocational Education, U. S. Department of Education, Washington, D.C. The team is conducting a targeted monitoring visit for the Carl D. Perkins vocational education programs.
- Dr. Royal has been System point person in pursuing relief on Exemption from State Purchasing and Depositing in the State Treasury, finding and drafting legislation for the upcoming session.
- Louisiana Delta Community College received a \$50,000 donation to the LDCC foundation from Ms. Kitty DeGree.
- The Kevin and E.B. Reilly family Foundation presented a \$10,000 donation to the Baton Rouge Community College Foundation.

Supervisor Dejoie noted that three graduates under Mr. LaLonde have gone on to start successful businesses in New Orleans. Those students credit the T. H. Harris campus and Dean LaLonde with their success, which is a credit to Mr. LaLonde and the institution.

### **I.3. Consultants' Report on Sowela And L. E. Fletcher Campuses**

Dr. James W. Firnberg and Dr. Carol S. Hopson, SACS-COC consultants, presented information regarding SACS-COC Readiness Assessment requirements for candidacy of Sowela and L.E. Fletcher campuses.

Discussion and a question/answer session ensued.

## J. GENERAL ACTION ITEMS

### Personnel Actions

**On motion of Supervisor Dejoie, seconded by Supervisor Reilly, the Board voted to go into Executive Session at 11:23 a.m. The motion carried.**

The meeting reconvened at 12:14 p.m. Board Chair Knapp noted that no motions were made, no consensus reached, and no votes taken.

Supervisor Reilly departed the meeting.

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

**On motion of Supervisor Chigbu, seconded by Supervisor Christopher, the Board voted to ratify the personnel actions presented on Summary and Detail for the LCTCS colleges and System office to include: Baton Rouge Community College, Bossier Parish Community College, Delgado Community College, Louisiana Delta Community College, Nunez Community College, River Parishes Community College, Louisiana Technical College, and Louisiana Community and Technical College System Office to include eleven (11) retirements or resignations, twenty-three (23) new positions, thirty-six (36) promotions or changes, four hundred forty-two (442) merit increases, and seventeen (17) replacements. The motion carried.**

#### **J.2. Appointment of District 6 Assistant Chancellor**

Dr. James Clark, LTC Acting Chancellor, presented information regarding the search process for the LTC Assistant Chancellor for District 6. He commended Ms. Lorraine Murry, LTC Human Resources Director, for carrying out the process and named individuals serving on the selection committee: Ms. Tracey Watley, Student Representative from LTC Alexandria Campus, faculty representative – LTC Avoyelles campus, Mr. Mervin Birdwell, LTC Huey P. Long Campus Dean, Dr. Angie Bruns, LCTCS Vice President for Technical College Services, and LTC Assistant Chancellors Mr. Wayne Meaux and Ms. Toya Barnes Teamer. Of the sixteen (16) applicants who met the minimum qualifications, Dr. Clarke recommended the appointment of Dr. Leonard A. Garrett, who currently serves as the Acting Assistant Chancellor.

**On motion of Supervisor Sellers Johnson, seconded by Supervisor Christopher, the Board voted to approve the staff recommendation that Dr. Leonard Garrett be appointed as LTC Assistant Chancellor for District 6, at a salary of \$84,000 effective 3/13/03. The motion carried.**

**Facilities Actions**

**J.3. Baton Rouge Community College Parking Garage**

**On motion of Supervisor Mellington, seconded by Supervisor Dejoie, the Board voted to ratify the proposal by Baton Rouge Community College Facilities, Inc. to construct a parking garage for the Baton Rouge Community College using a portion of the \$65,000,000 bond sale proceeds. The motion carried.**

**J.4. South Louisiana Community College Land Acquisition**

**On motion of Supervisor Mellington, seconded by Supervisor Sellers Johnson, the Board voted to authorize the acquisition of property to provide access to the new site of the South Louisiana Community College and grant the City of Lafayette right of way use of a portion of this property to complete the construction of the road. The motion carried.**

**J.5. Bossier Parish Community College Campus Development Project Update**

Facilities and Property Committee Chair McCotter provided an update relative to the BPCC Campus Development Project, while also presenting aerial photographs of the campus construction site.

Chair Knapp thanked Supervisor McCotter for his leadership in demonstrating how the 501(c)3 corporations should work, his diligence and the hours devoted to this endeavor.

**Finance Actions**

**J.6. Authorization for Delgado Community College Student Referendum for Self-Assessed Student Fee**

**On motion of Supervisor Dejoie, seconded by Supervisor Gaitan, the Board voted to authorize the Delgado Community College Student Government Association Executive Board to hold a student referendum for the West Bank Campus a self-assessed fee in an amount up to \$40 per semester or session for the planning, construction and maintenance of a Student Life Center in conjunction with the April 2003 Student Government Association elections. This authorization will be contingent upon approval of the Facilities and Property Committee of the Board of Supervisors. The motion carried.**

**Academic Actions**

**J.7. Board of Regents' New Electronic Articulation and Transfer Guide**

Dr. Margaret Montgomery-Richard, LCTCS Sr. Vice President for Academic and Student Affairs, Dr. Jerry Pinsel, LCTCS Vice President for Community College Service, and Dr. Lisa Smith-Vosper, Assistant Commissioner for Accountability and Workforce Initiatives, presented information relative to the Regents New Electronic Articulation and Transfer Guide. Discussion ensued.

Board Chair Knapp noted the presentation is appreciated. Dr. Montgomery thanked Board of Regents representatives Drs. Larry Tremblay, James Clarke, and Lisa Smith-Vosper for their role in involving the LTC.

**Management Information Systems**

**J.8. Security Policy for Review and Advise ment**

**On motion of Supervisor Sellers Johnson, seconded by Supervisor Mellington, the Board voted to accept the System Information Technology Security Policy, as presented, for review and advise ment. The motion carried.**

**J.9. PeopleSoft Report**

Mr. Charlie Moran of Blackwell Consultants provided an update on "PeopleSoft at LCTCS: An Assessment and Strategy Effort." The report covered project objectives and approach, findings and conclusions, strategic and tactical recommendations.

**K. 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.

Discussion ensued regarding Item K.2. Performance Evaluation and Salary Increases Policy, and Item K.3. Outside Employment Policy presented for approval.

**On motion of Supervisor Mellington, seconded by Supervisor Chigbu, the Board voted to approve the Consent Agenda as presented to include Items K.1. through K.12. The motion carried.**



**Personnel Actions**

**K.1. Drug-Free Workplace Policy for Approval**

**Approved the proposed System Policy on Drug-Free Workplace.**

**K.2. Performance Evaluation and Salary Increases Policy for Approval**

**Approved the proposed System Policy on Performance Evaluation and Salary Increases.**

**K.3. Outside Employment Policy for Approval**

**Approved the proposed System Policy on Outside Employment of LCTCS Employees.**

**K.4. Request for Legal Opinion from the Attorney General regarding Transfer of Leave**

**Approved a resolution for an Attorney General's Opinion regarding conflicting legal opinions on transfer of annual and sick leave balances by LCTCS employees transferring to other higher education system without a break in service.**

**Facilities Actions**

**K.5. Surplus Federal Property Acquisition – LTC T. H. Harris Campus**

**Authorized by adoption of the attached resolution, the LTC T. H. Harris campus to pursue the acquisition of a surplus federal building.**

**K.6. Records Retention and Disposal Policy**

**Accept the proposed System Policy on Records Retention and Disposal for review and advisement.**

**K.7. Delgado Community College Baseball Locker Room Facility**

**Approved the construction of a locker room for the Delgado Community College Baseball team. This project requires the Board of Regents approval but does not require approval from the Division of Administration.**

**Finance Actions**

**K.8. Cash Management and Investment Policy Revision for Review and Advisement**

**Accepted the revised Cash Management and Investment Policy for review and advisement.**

**K.9. Incumbent Worker Training Program Contracts**

**Ratified five (5) new Incumbent Worker Training Program contracts that total \$697,099, and four (4) modifications to existing contracts as presented.**

- Alexandria Business Machines with LTC-Alexandria in the amount of \$29,256
- AMT Marine with LTC-L.E. Fletcher in the amount of \$88,609
- LeBeouf Brothers Towing Company with Delgado Community College in the amount of \$359,260
- Premier Automotive Consortium with Delgado Community College in the amount of \$73,710
- TXI Operations with LTC-Alexandria/Shreveport-Bossier/Monroe in the amount of \$146,264

*Modification to four (4) existing contracts:*

- Guidry Bros. Towing with LTC-L. E. Fletcher & Young Memorial in the amount of \$292,197 with a reduced number of employees to receive training from 99 to 77 and reduce the employer contribution from \$106,143 to \$40,000.
- J. Ray McDermott, Inc. with LTC-Young Memorial in the amount of \$421,467 with a revised ending date of April 11, 2003 from February 11, 2003.

- Med Express Ambulance Service, Inc. with LTC-Alexandria in the amount of \$376,642 with a revised ending date of June 7, 2003 from March 14, 2003.

- Shreveport/Bossier Manufacturers Consortium with LTC-Shreveport/Bossier in the amount of \$148,060 with a revised ending date of August 26, 2003 from March 14, 2003.

**Academic Actions**

**K.10. Delgado Community College: Approval of Changes in Program Titles and Degree Designation**

**Approved the requests from Delgado Community College to change the following program titles and degree designations:**

Request for Change in Title of Program and Degree Designations:

1. Food Service Careers Certificate Program to Culinary Arts Certificate of Applied Science

Request for Change in Designation of Certificate

2. Certificate of Nuclear Medicine Technology to Certificate of Technical Studies in Nuclear Medicine Technology
3. Certificate in Ophthalmic Medical Assisting to Certificate of Technical Studies in Ophthalmic Medical Assisting
4. Certificate in Pharmacy Technician to Certificate of Technical Studies in Pharmacy Technician

Request for Change in Degree Designation:

5. Certificate in Pharmacy Technician to Certificate of Technical Studies in Pharmacy Technician

Request for Change in Degree Designation:

6. Associate of Science in Respiratory Care Technology to Associate of Applied Science in Respiratory Care Technology.

**K.11. Bossier Parish Community College Approval of New Technical Competency Area (TCA) in Biotechnology**

**K.12. Program Expansion for the Louisiana Technical College**

**Approved the following program expansion in the Louisiana Technical College LTC Northwest Campus – Early Childhood Education:**

**TCA: Basic Caregiver I**  
**TCA: Basic Infant/Toddler Caregiver**  
**TCA: Basic Preschool Caregiver**  
**CTS: Child Care Teacher I**  
**TD: Early Childhood Education**

**L. UPDATES**

- L.1. Business and Industrial Visit Report
- L.2. Status Report on Capital Projects
- L.3. Alternative Financing Projects

**M. OTHER BUSINESS**

Supervisor Christopher will represent the Board Wednesday, March 26, 2003 at the Board of Regents' Committee meetings beginning at 9:00 a.m.

Supervisor Stone requested that the Board, President, and staff, look into developing a uniform policy throughout the System for payroll deductions for professional organizations (i.e., AAUP, United Way, etc.) so that everyone will have the same opportunities and services, if possible.

**N. ANNOUNCEMENTS**

**O. ADJOURNMENT**

**There being no further business to come before the Board, on motion of Supervisor Chigbu, seconded by Supervisor Mellington, the meeting adjourned at 1:40 p.m.**