

APPROVED MINUTES

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

WEDNESDAY, NOVEMBER 12, 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: **No separate committee meetings are scheduled.**

A. CALL TO ORDER

The Louisiana Community and Technical College System Board of Supervisors met in Regular Session, November 12, 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

Dr. Angel M. Royal, Executive Assistant to the President, called roll and a quorum was established.

Members Present

Edwards Barham
Gibson Chigbu
Dianne Christopher
John DeLaney
Carl Franklin
Kathy Sellers Johnson, First Vice Chair
Ann H. Knapp, Chair
Brett Mellington, Second Vice Chair
Sean Reilly
Stephen Smith
Angela Stanley
Mike Stone
Nicholas Trist
Cedric Washington

Members Absent

Kevin McCotter
Ava Dejoie

Staff Present

Walter Bumphus

Anthony Brown
Pat Eddy
James Hobbs
Jan Jackson
Lura Kamiya
Karin Pettit
Reba Poulson
Jerry Pinsel
Angel Royal
Cindy Toney
Jamie Underwood
Wendy Venable

Supervisor Knapp requested modifications to the agenda to accommodate scheduling: (1) Move Item K.8., (Assessment Update), to follow item H., (Incumbent Worker Training Program Update), so that Jerry Jones, Director of Facilities Planning and Management for the State of Louisiana, would be available to participate in the discussion on facility assessment; (2) Move Item E. and F., (Ratification of October 8, 2003 Executive Committee Meeting Actions and Approval of Minutes of October 8, 2003 Meeting), after Item J.

D. APPROVAL OF NOVEMBER 12, 2003 AGENDA

On motion of Supervisor Mellington, seconded by Supervisor Sellers Johnson, the Board voted to adopt the November 12, 2003 agenda as amended. The motion carried.

NOTE: Agenda Items E. and F. were moved to follow agenda Item J.

E. RATIFICATION OF OCTOBER 8, 2003 EXECUTIVE COMMITTEE MEETING ACTIONS (Moved to follow agenda item J)

F. APPROVAL OF MINUTES OF OCTOBER 8, 2003 MEETING (Moved to follow agenda item J)

G. RECOGNITION OF LEGISLATORS: (ITEM DEFERRED TEMPORARILY) Representative Crane and Representative Welch

H. RECOGNITION OF JERRY JONES, DIVISION OF ADMINISTRATION

Dr. Walter Bumphus, LCTCS President, recognized Mr. Jerry Jones, Director of Facility Planning and Control for the Division of Administration. Dr. Bumphus stated that Mr. Jones has been before the Board on a number of occasions to provide updates on projects that he has assisted the System on. Dr. Bumphus, on behalf of the Board of Supervisors, acknowledged Mr. Jones for his exceptional work on two major projects that allowed the LCTCS to begin school this fall in several new locations including the Louisiana Delta Community College and the garage at the Baton Rouge Community College. Dr. Bumphus, accompanied by Dr. Myrtle Dorsey, Chancellor, Baton Rouge Community College, presented Mr. Jones with a plaque on behalf of the LCTC System.

Mr. Jones expressed his appreciation to the members of the Board.

Dr. Bumphus also acknowledged Mr. Buddy Ragland. Mr. Ragland has been the architect of record for a number of the LCTCS projects. He is currently involved with working on the remodeling of the new System headquarters building. Mr. Ragland stood and was recognized by the Board.

ASSESSMENT UPDATE – Durkee, Project Manager, VFA (AGENDA ITEM K.8.)

Mr. Jerry Jones provided an update on the facilities assessment program. He began with a brief background on the development of the Facilities Assessment project and why it was done. He stated that the purpose of conducting the facility assessment project was to determine what facilities existed within the LCTCS, where they were located and the condition of those facilities. He emphasized that the data collected needed to be meshed with the needs assessment information to determine that the right programs

are being offered at the right facilities. He indicated that the information provided in this database, combined with the needs assessment report, would be a valuable tool to present to the legislature to document the needs of the System in regards to facilities.

Mr. Henry Reed, Project Manager assigned to the task of getting the audit fee, hiring the firm to complete the facilities assessment and overseeing the assessment, addressed the Board and provided additional information on the assessment report.

Mr. Dan Durkee, Project Manager, Vanderweil Facility Advisors, Inc. (VFA), presented a PowerPoint presentation providing a summary of the facility assessment findings for the LCTC System. Mr. Durkee provided a brief overview of what the VFA does, the process that was used in putting the numbers together for the LCTCS, and he demonstrated what the final numbers were. He stated that the resulting database allows the System to update the data and keep it current, and each individual campus will have the capability to access the information for their campus facilities. He challenged the LCTCS to utilize this data now and work with the VFA in the future to narrow down what are the highest priority issues and business objectives. He concluded that copies of the report will be distributed to each campus for review and feedback.

Supervisor Smith asked for a copy of the PowerPoint presentation. Mr. Reed responded that he would e-mail a copy of the presentation to Dr. Bumphus to forward to members of the Board.

A lengthy question/answer discussion ensued.

I. INCUMBENT WORKER TRAINING PROGRAM UPDATE

Dawn Watson, Secretary of Labor

Dr. Bumphus introduced Ms. Dawn Watson, Secretary of Labor. Ms. Watson provided an update on the Incumbent Worker Training Program. She stated that the Incumbent Worker Program is one of the governor's biggest initiatives and one that he is very proud of. She referenced an award received by Louisiana Economic Development and the Department of Economic Development on behalf of the partnership with the South Louisiana Community College and Acadian Ambulance. A video showing Incumbent Worker Program customers and their impressions of the program was shown.

Ms. Watson reported on major changes in the legislation regarding the Incumbent Worker Program. She noted that these changes will go into effect January 1, 2004. She reported that the program is due to sunset at the end of calendar year 2007. A copy of Act 669 regarding the Incumbent Worker Program was distributed, as well as a summary of IWTP Expenditures for the LCTCS. Questions were presented by members of the Board. A lengthy discussion ensued regarding this information.

J. REPORTS

1. Chair of the Board Report

Chair Knapp presented the Chair of the Board Report and discussed the following:

- Chair Knapp presented her quote of the month: ***Do the right thing - it will amaze a few and confound the rest.*** – **Mark Twain**.
- Chair Knapp reminded the Board that a group from the LCTCS, along with herself and Supervisor Sellers Johnson, traveled to Denver, Colorado, in September to attend the Association of

Community College Trustees (ACCT) Conference and present an invitation to the congregation there to attend the 2004 ACCT Conference that will be held in New Orleans, LA, October 6-9, 2004. The conference will be held at the Hilton Hotel. Chair Knapp asked all the committee members/volunteers who assisted with the invitation in Denver to stand and be recognized.

Supervisor Sellers Johnson introduced the guests from the Association of Community College Trustees (ACCT). Ms. Sellers Johnson expressed her excitement with the System's involvement with the ACCT. She introduced ACCT representatives Alvin Major, Lila Farmer and Charlotte Lee. Dr. Bumphus informed the Board that the delegation from the ACCT is visiting with the LCTCS to work with the Board leadership in terms of finalizing plans for the conference in New Orleans.

The delegation from ACCT addressed the Board and expressed their enthusiasm to partner with the LCTCS on the 2004 convention. The convention theme is "Jazzing it up in New Orleans."

Chair Knapp encouraged Board members to enter the dates of October 6-9, 2004, on their calendars and to try to attend the conference.

- Chair Knapp asked Supervisor Sellers Johnson to provide a report of the ACCT Legislative Conference. Supervisor Sellers Johnson stated that everyone should have received an invitation to the Legislative Conference in Washington, D.C., scheduled for February 8-11, 2004. She reported that past conferences have proved very productive and encouraged Board members to attend, if possible.
- Chair Knapp reported on the recent Post-secondary Higher Education Summit that was convened by the Board of Regents. Visual photographs were shown of Dr. Bumphus, Supervisor Sellers Johnson and other System leaders presenting the LCTCS Legacy Award to Governor Mike Foster. Supervisor Sellers Johnson expressed her pleasure on representing the System and hearing presentations from the Board of Regents, the Governor's Office, and Noel Levitz. She noted that the LCTC System was mentioned numerous times as being key to economic development and the continuing progress in the state.
- Chair Knapp reminded Board members that the Annual Board Development Retreat would be held on the second Wednesday of January 2004, in lieu of the monthly Board meeting. She reported that Dr. Cyndra Smith from California will preside as the facilitator for the meeting.

Dr. Bumphus reported that the morning will begin with George Boggs, President of AACC, and Dr. Joe Savoie, Commissioner of Post-secondary Education will follow. The afternoon will be scheduled with Dr. Cyndra Smith, a national board consultant.

Chair Knapp stated that intentions were to invite the governor elect to join the group for a luncheon during the retreat. She encouraged all Board members to attend.

Chair Knapp added that, as part of the events to take place during the retreat, it has been recommended by the ACCT that a Board self-assessment be conducted. She indicated that the self-assessment document will be mailed out to Board members within the next week or so. She asked that the completed document be returned within two weeks so that Dr. Cyndra Smith can compile this information for use during the retreat.

2. President's Report

Dr. Bumphus provided the following report:

- Dr. Bumphus distributed copies of the President's Priorities 2003-2004. He stated that due to the time, he would like to review the priorities at the December Board meeting.
- Dr. Bumphus recognized Dr. Toya Barnes-Teamer, Vice-Chancellor and Provost, District 1. Dr. Barnes-Teamer addressed the Board and provided a background to the development of a film industry project. She introduced Mr. Elton Johns who works with New Orleans Access Television. Dr. Barnes-Teamer reported that through a TANF grant, film equipment was purchased and marketing was done to encourage New Orleans area citizens to take advantage of film courses in a program that was to be offered through TANF. Dr. Barnes-Teamer stated that Mr. Elton Johns, and his team, was responsible for creating the curriculum for the program.

Mr. Johns addressed the Board and commended the LTC and Dr. Barnes-Teamer's group that was responsible for making the project happen. He explained how the program is to work and how training is to be provided for the program. A video was shown that was produced by the students in the program.

- Dr. Bumphus reported on his attendance at the groundbreaking festivities at South Louisiana Community College. He commended Dr. Brobst for a job well done. He noted that Supervisors Mellington, Sellers Johnson, Commissioner Drennen, Chief of Staff Kopplin and Senator Theunnisen also attended the function.
- Dr. Bumphus reported that he and Commissioner Drennen toured the new site for the Bossier Parish Community College.
- Dr. Bumphus introduced Ms. Beth Sigler, the new Vice Chancellor for Finance at the Louisiana Technical College.
- Dr. Bumphus reported that numerous records requests have been received at the System Office and responses are being provided in a timely manner. He stated that demographic data on the hires of the LCTC System (faculty and staff) will be provided at the next Board meeting.

E. RATIFICATION OF OCTOBER 8, 2003 EXECUTIVE COMMITTEE MEETING ACTIONS

Chair Knapp reported that a personnel related issue relative to agenda item E, as well as another personnel related matter (Agenda Item K2. Appointment of Delgado Community College Chancellor) required additional discussion. Ms. Knapp asked for a motion to enter into Executive Session to discuss these two personnel items.

On motion of Supervisor Reilly, seconded by Supervisor Trist, the Board entered into Executive Session.

Chair Knapp reported that no votes were taken and no minutes were recorded during the Executive Session.

On motion of Supervisor Johnson, the Board voted to ratify the actions approved by the Executive Committee during the October 8, 2003 Board meeting. The motion carried. (NOTE: A second to the motion was not required).

Supervisor Barham stated that the point of the action in the personnel area was the appointment of the Campus Dean of the Jumonville Campus. Mr. Barham indicated that the staff would like additional time to consider this recommendation. Mr. Barham requested that this item be deleted from the actions of the Executive Committee.

On motion of Supervisor Barham, seconded by Supervisor Smith, the Board voted to accept the amendment to the motion to ratify the actions approved by the Executive Committee and delete the appointment of the Campus Dean of the LTC-Jumonville Campus. The motion carried.

F. APPROVAL OF MINUTES OF OCTOBER 8, 2003 MEETING

On motion of Supervisor Sellers Johnson, seconded by Supervisor Trist, the Board voted to approve the minutes of the October 8, 2003 meeting as presented. The motion carried.

K. 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

On motion of Supervisor Mellington, seconded by Supervisor Smith, the Board voted to ratify the personnel actions presented on Summary and Detail for the LCTCS colleges and System office to include twenty-two (22) retirements or resignations; three (3) leaves of absence, eight (8) new positions, twenty-six (26) promotions/changes/salary increases, and fourteen (14) replacements. The motion carried.

2. Appointment of Delgado Community College Chancellor

No action was taken on this item. Item deferred until December 10, 2004.

Dr. Bumphus provided an update on the Delgado Community College chancellor search. He reported that the search has been narrowed down to two applicants and a team from the search committee will be visiting each finalist's campus. He stated that he hoped to present a recommended candidate to the Board in December.

3. Appointment of LTC Vice Chancellor & Provost

On motion of Supervisor Mellington, seconded by Supervisor Sellers Johnson, the Board voted to approve the appointment of Mr. Gregory L. Garrett as Vice Chancellor and Provost of District III, at an annual salary of \$92,000, to be effective November 13, 2003. The motion carried.

Mr. Garrett addressed the Board and thanked them for the confidence and support shown to him. Mr. Garrett thanked Vice Chancellor and Provost Wayne Meaux for his guidance and mentoring throughout the years.

4. Engagement in Political Activity Policy for Review and Advise ment

Board accepted policy for review. No action needed.

Finance Actions

Supervisor Reilly presented the Finance Actions for consideration by the Board.

5. Distribution of Extraordinary Growth Funds

On motion of Supervisor Christopher, seconded by Supervisor Trist, the Board voted to approve the distribution of Extraordinary Growth Funds as presented.

Facilities Actions

Supervisor Chigbu presented the Facilities Actions for consideration by the Board.

6. Student Life Center Project for Delgado Community College Westbank Campus

On motion of Supervisor Christopher, seconded by Supervisor Stone, the Board voted to approve the financing and construction of a Student Life Center for the West Bank Campus of Delgado Community College, contingent upon the resolution of all financial and legal issues, provided that the project is in compliance with the Board’s Management of Alternative Financing Projects Policy (Facilities 1.007), and the lease documents associated with this project, in concept, if available and in proper order at the date of the Board meeting.

Supervisor Chigbu recommended that this item be pulled from consideration today and be reconsidered at the December Board meeting. He asked for support from Board members on this request.

Dr. Bumphus asked Mr. Leo Hamilton, legal counsel for the LCTC System, and Mr. Jimmy Eagan, Vice Chancellor, Delgado Community College to address the Board and explain the process used to reach this point and to answer questions posed by the Board.

Mr. Hamilton addressed the Board and explained his concerns regarding this issue. He stated that he had not received the documents until just recently and was not sure what documents would be going forward. He stated that he felt that his concerns had been resolved and felt that if the item received Board approval, the project would be able to move forward. He explained that any proposal approved by the Board would then have to be approved by the Board of Regents.

Mr. Eagan addressed the Board and answered questions posed.

Lengthy discussion of this item ensued.

Chair Knapp voiced her concern and questioned why the process used previously was deviated from, given the high scrutiny that the alternative financing projects have been subject to.

Mr. Eagan responded that this project differed from the other projects because no state funds are involved.

Supervisor Chigbu continued to question the process that was used in initiating this project. He recommended that the item receive approval to move ahead, but added that before any more projects are approved, a process needs to be implemented where the Board has a say on public facilities corporations.

Mr. Hamilton stated that the purpose of the Cooperative Endeavor Agreement is to place restrictions upon the other parties involved so that the Board is assured a certain measure of protection and involvement. He added that each Cooperative Endeavor Agreement includes a requirement to report to the Board, includes a representative will attend all meetings and be included in the decision making process, and includes that every document related to the project is a public document.

Supervisor Christopher presented a motion for a close to the debate.

Chair Knapp objected to the motion. A roll call vote was taken resulting in ten (10) yeas, and two (2) nays.

Vote: Yeas – Barham, Chigbu, Christopher, DeLaney, Sellers Johnson, Mellington, Smith, Stanley, Trist, Washington
Nays – Knapp, Stone

Supervisor Christopher provided an amendment to the recommendation.

On motion of Supervisor Christopher, seconded by Supervisor Smith, the Board voted to approve the financing and construction of a Student Life Center for the West Bank Campus of Delgado Community College, contingent upon the resolution of all financial and legal issues, provided that the project is in compliance with the Board's Management of Alternative Financing Projects Policy (Facilities 1.007), and the lease documents associated with this project, in concept, if available and in proper order at the date of the Board meeting, with the following caveat: The Chair and the Vice Chair of the LCTCS Facilities Committee shall be informed of and invited to every meeting of the Advisory Committee of the Delgado project.

Chair Knapp objected to the motion. A roll call vote was taken resulting in ten (10) yeas, and two (2) nays.

Vote: Yeas – Barham, Chigbu, Christopher, DeLaney, Sellers Johnson, Smith, Stone, Stanley, Trist, Washington
Nays – Knapp, Mellington

The motion carried.

Dr. Bumphus recommended that all future Alternative Financing Projects follow the same procedure and stated that he would address this with LCTCS staff to develop a policy that will address this issue.

7. Louisiana Technical College Baton Rouge Campus Property Acquisition

On motion of Supervisor Sellers Johnson, seconded by Supervisor Smith, the Board voted to authorize the System Office staff and the Louisiana Technical College (LTC) staff to negotiate a land purchase for the LTC Baton Rouge Campus from Board of Regents Land Acquisition funds.

8. Assessment Update – Durkee, Project Manager, VFA – ORAL REPORT

This agenda item (K.8.) was addressed earlier in the meeting.

Academic Actions

9. Teacher Preparation Update – ORAL REPORT – **THIS ITEM WAS DEFERRED UNTIL THE DECEMBER BOARD MEETING.**

L. CONSENT AGENDA

On motion of Supervisor Christopher, seconded by Supervisor Chigbu, the Board voted to approve the Consent Agenda as presented to include Items L.1. through L.9.

Finance Actions

1. Incumbent Worker Training Program Contracts

Ratified four new Incumbent Training Program contacts that total \$1,788,566 and two modifications to existing contracts as listed:

- **Northrop Grumman – Contract Amount: \$1,276,580**
- **Omega Protein – Contract Amount: \$271,052**
- **Red Simpson – Contract Amount: \$163,052**
- **Universal Electric – Contract Amount: \$77,872**

2. Approval of ACT 971 Letter

Authorized Delgado Community College to carry forward \$190,691 of unexpended appropriations for fiscal year 2002-2003 to be used for preventive and deferred maintenance.

3. Approval of Financial Representation and Compliance Letter

Authorized the President to forward the Financial and Compliance Representation Letter and Federal Award Programs Representation Letter to the Legislative Auditor as part of the audit assurances in connection with the audit of the annual financial statements.

4. RPCC Subcontracts for EATEL Incumbent Worker Program

Ratified contracts between River Parishes Community College and the below listed vendors to provide specialized training as a part of an Incumbent Worker Training Program Contract, effective October 1, 2003. *These contracts must be approved by the Office of Contractual Review.*

- MediaLive International BCR Events – Contract #04-EATEL-03 - \$87,750.00**
- Lucent Technologies – Contract #04-EATEL-07 - \$55,925.00**
- Potential Unlimited – Contract #04-EATEL-12 - \$57,000.00**
- Ramsey Enterprises – Contract #04-EATEL-13 - \$65,914.00**
- Telcordia Technologies – Contract #04-EATEL-16 - \$164,885.00**

Telecommunication Research Assoc. – Contract #04-EATEL-17 - \$273,000.00
Wolf Creek Business Growth Institute – Contract #04-EATEL-19 - \$87,400.00

Facilities Actions

5. Disposal of Louisiana Technical College Surplus Land in Assumption Parish

Declared eight acres of land in Assumption Parish, which is owned by the Louisiana Technical College (LTC), surplus property and authorize the staff to dispose of the property in accordance with Louisiana Revised Statute 38:2212.1, which allows the college to receive the proceeds from the sale.

6. Cooperative Endeavor Agreement Between the St. Martin Parish and the Louisiana Technical College Evangeline Campus

Approved a Cooperative Endeavor Agreement between the Louisiana Technical College Evangeline Campus and the St. Martin Parish Government, in substantially the form that has been submitted, and authorize the Board staff, the LTC staff, and the Board’s counsel to negotiate and execute a final agreement.

Academic Actions

7. Academic Policies Submitted for Review and Advisement:
Revision to LCTCS Policy I.1.020 – Academic Status
Guidelines for Scholarships Using State Funds
Residency
Delivery of Programs and Services to Residents of Correctional Facilities

FOR REVIEW AND ADVISEMENT ONLY

8. Delgado Community College
Change in Program Definition: From Certificate in Practical Nursing to Technical Diploma in Practical Nursing

Approved the request from Delgado Community College to change the program definition/title of the current Practical Nursing program from Certificate in Practical Nursing to Technical Diploma in Practical Nursing.

9. Nunez Community College
Change in Program Title and Total Number of Credit Hours:
From Certificate of Applied Science in Air Conditioning, Refrigeration, and Heating (46 credit hours) to Certificate of Applied Science in Heating Ventilation and Air Conditioning (42 credit hours)

Approved the request from Elaine P. Nunez Community College to change the program title and total number of credit hours for the Air Conditioning/Heating Program from Certificate of Applied Science in Air Conditioning, Refrigeration, and Heating (at 46 credits) to Certificate of Applied Science in Heating, Ventilation, and Air Conditioning (42 credit hours).

M. UPDATES

Chair Knapp reminded Board members to review the reports provided in the Board packet.

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

N. OTHER BUSINESS

1. Board of Regents' Committee Meetings – NO MEETING IN NOVEMBER

O. ANNOUNCEMENTS

- Dr. Bumphus reminded the Board that a holiday celebration is planned for the Board and System staff on the Tuesday evening prior to the December Board meeting.

P. ADJOURNMENT

There being no further business to come before the Board, on motion of Supervisor Christopher, seconded by Supervisor Stanley, the meeting adjourned at 1:50 p.m.