

MINUTES

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

**WEDNESDAY, AUGUST 11, 2004
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, August 11, 2004, in the Louisiana Building at Baton Rouge Community College, 5310 Florida Blvd., Baton Rouge, Louisiana. Board Chair Kathy Sellers Johnson called the meeting to order at 9:11 a.m.

B. PLEDGE OF ALLEGIANCE

The assembly rose for recitation of the Pledge of Allegiance.

C. ROLL CALL

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

Members Present

Edwards Barham
Tonya Chissell
Gibson Chigbu
John DeLaney
Carl Franklin
Kathy Sellers Johnson, Chair
Ann H. Knapp
Kevin McCotter
Brett Mellington, First Vice Chair
Angela Nealy
Dan Packer
Stephen Smith, Second Vice Chair
Mike Stone
Nick Trist

Members Absent

Ava Dejoie
Sean Reilly

Staff Present

Walter Bumphus
Bonni Blouin
Anthony Brown
Jan Jackson
Lura Kamiya
Kim Kirkpatrick
Karin Pettit
Jerry Pinsel
Angel Royal

D. APPROVAL OF AUGUST 11, 2004 AGENDA

On motion of Supervisor Knapp, seconded by Supervisor Mellington, the Board voted to approve the August 11, 2004 agenda.

E. APPROVAL OF MINUTES OF JULY 14, 2004 MEETING

Supervisor Mellington provided a correction to the July 14, 2004 minutes: Page 7, Agenda Item H.11.

The motion should read,

On motion of Supervisor Knapp, seconded by Supervisor Mellington, the Board voted to authorize the Louisiana Technical College, Sidney Collier Campus to enter into a lease agreement with the New Orleans Public Schools (NOPS) to transfer the location of the Automotive Technology Program and to enter into a Memorandum of Understanding with the NOPS and the Greater New Orleans Car Dealership Association to establish the Automotive Technology Academy at this new location.

On motion of Supervisor Knapp, seconded by Supervisor Mellington, the Board voted to approve the minutes of the July 14, 2004 Full Board meeting with the noted correction.

F. REPORTS

1. Chair of the Board Report

Chair Johnson presented the Chair of the Board Report. She discussed the following topics:

- ? LTC Summit – Chair Johnson expressed her thanks to the Louisiana Technical College for hosting the LTC Solutions Summit and thanked Board members and all those in attendance for their participation. She expressed her appreciation to Dr. Margaret Montgomery Richard and commended her on the professionalism she exhibited at the meeting.

Dr. Bumphus indicated that monthly updates on key issues presented at the Summit would be provided to Board members. He added that a report on the District Model will be provided in September/October by Dr. Montgomery-Richard. He indicated that, as a result of the Summit, a “white paper” will be developed as well, citing the issues and solutions recommended and will be distributed to all legislators, Governor’s Office, Board of Regents and others.

Supervisor McCotter commented that he felt it would be beneficial to look at the entire organizational structure for each district within the LTC, and he requested that titles populated by an employee be indicated. He added that it would also be helpful to construct the number of employees per 100 full time equivalent students and compare this information on a district by district basis.

Dr. Bumphus responded that he would be glad to provide this information and indicated that Joe Marin and Beth Sigler will be providing a report on all administrative actions taken since 1999.

Supervisor Barham added that he would like to see a flowchart on the money allocation of the LTC be included in the report.

- ? Chair Johnson indicated that she had met with representatives from the Archer Foundation in Rapides. She stated that this is new foundation that is being funded by the Rapides Foundation which deals with education, building partnerships between high school students and specifically with the Louisiana Technical College. She thanked Dr. Montgomery-Richard and Dr. Barnes-Teamer for sharing information with her on the success story of Opportunity One where the partnership is currently going on in District 1.
- ? Doug Gould will be providing a leadership opportunity to the LCTCS as part of the services provided through the Ford Foundation grant. He will work with System Chancellors and staff on public relation issues, marketing strategies and media tips. He will be available to provide one-on-one training to any Board members and/or chancellors who may be interested in receiving this service.
- ? Chair Johnson reminded Board members of the upcoming Association of Community College Trustees (ACCT) Annual Congress to be held in New Orleans, October 6-9, 2004. She urged Board members to contact Ms. Blouin for registration and hotel accommodations if they are interested in attending.
- ? System Conference Day – Chair Johnson reminded Board members that System Conference Day will be held this weekend (August 15-16). She encouraged all Board members to attend the conference.

2. President's Report

Dr. Walter Bumphus provided the following report:

- ? Indicated article regarding the P-Tech Program at Baton Rouge Community College posted on the front page of the Metro section of the *Advocate* newspaper that was provided to each Board member. He noted that one of the interesting features of the article talks about an individual that had already received a baccalaureate degree from one of our neighboring universities and is attending Baton Rouge Community College to receive training to go to work.
- ? A draft agenda of System Conference and Leadership Development Day was provided to each Board member. Over 1100 people have registered for the conference. Dr. Angel Royal and Ms. Maxine Rogers serve as co-chairpersons of the event. Dr. Bumphus encouraged everyone to attend what proves to be an outstanding conference for the System. A report on the conference will be provided at the September Board meeting.
- ? Job Fairs – Three job fairs were held throughout the state of Louisiana. Dr. Bumphus publicly commended Ms. Lura Kamiya, LTC-Alexandria Campus, Baton Rouge Community College and Delgado Community College on the outstanding job they did on pulling the job fairs together. Approximately 400 people participated in interviews for full and part time positions. This activity will be repeated in the future and will include more publicity, and will be expanded to include two fairs in south Louisiana and two in north Louisiana.

- ? Salary improvements for chancellors and the entire administrative faculty and professional support staff of the System will be presented for review and consideration by the Board at the September, 2004 Board meeting. Dr. Bumphus stated that only those individuals who have received an evaluation with a rating of satisfactory and above will receive a salary increase.
- ? Board members will receive a letter from Jacque Horton regarding the closing of the Temporary Assistance to Needy Families (TANF) program. Dr. Bumphus indicated that a number of individuals have been trained through this program and commended Ms. Horton on her letter.
- ? Newspaper clippings from around the System were provided to members of the Board for review.
- ? Dr. Bumphus reported that the move to the new System Office is complete. Mr. Buddy Ragland provided a report on the finished LCTC System building. He provided several photos – old and new - and provided a brief history on the building. Dr. Bumphus thanked Mr. Ragland on the fine work that he and his company did on the System building and acknowledged him for his generous donation to System Conference and Leadership Day and the ACCT Conference.
- ? Recognized Ms. Lucy McGregor who serves as Dean at the Bossier Parish Community College (BPCC) and stated that she is participating in the Community College Leadership Program at the University of Texas at Austin. She will serve her internship with Chancellor Carlton at BPCC.

G. GENERAL ACTION ITEMS**

Personnel Actions

Supervisor Franklin presented the Personnel Actions for consideration by the Board.

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

On motion of Supervisor Knapp, seconded by Supervisor Trist, the Board voted to ratify the personnel actions presented for the LCTCS colleges and System Office to include thirty-four (34) retirements or resignations; two (2) leaves of absence, eight (8) new positions, twenty-four (24) promotions/changes/salary increases, and thirty-one (31) replacements. The motion passed.

Supervisor Trist requested that a break down of retirements, resignations and leaves of absence be provided in future Personnel reports to the Board.

2. Request for Attorney General's Opinion Regarding Disclosure of Private, Unlisted Phone Numbers

On motion of Supervisor Trist, seconded by Supervisor Smith, the Board voted to approve a request for an Attorney General's Opinion regarding disclosure of private, unlisted phone numbers included in state phone records. The motion passed.

Supervisor Mellington asked for clarification on this agenda item.

Mr. Leo Hamilton addressed the Board and provided background information on the request for the Attorney General's opinion. He indicated that a request had been made by a private citizen for telephone records for incoming and outgoing calls from cell phones issued by the System, including confidential/private (unlisted/unpublished) numbers. He indicated that after researching this issue he felt that, to avoid the possibility of a law suit, a request for an opinion from the Attorney General's Office was needed.

Supervisor Packer asked if a redacted copy of the phone records had been provided to the requester.

Mr. Hamilton answered that it was indicated in the response to the individual that a redacted copy would be sent upon payment for the time involved for producing this document and for copying of the information. He stated that the individual refused to pay for this service.

3. Extension of Appointment for Senior Vice President Karin Pettit

On motion of Supervisor Mellington, seconded by Supervisor Knapp, the Board voted to ratify a six month extension on the job appointment of Dr. Karin Pettit, Senior Vice President for Corporate and Workforce Development, at the annual rate of \$110,000 effective August 14, 2004. The motion passed.

Supervisor McCotter asked for clarification on what responsibilities would be performed by Dr. Pettit over the next six (6) months and if a vision exists past the six month appointment.

Dr. Bumphus responded to the question. He stated that the first Corporate College initiative is currently being launched in the New Orleans region with Greater New Orleans, Inc., and Delgado Community College, Nunez Community College and the Louisiana Technical College-District 1. Dr. Pettit will continue her work in this area, but more specifically, she will work with Union Tank and several other initiatives with the Department of Economic Development and the Department of Labor. She will also be working as the point person for the LCTCS with the Health Works Commission.

Dr. Bumphus continued by stating the long term mission is to establish a Workforce Solutions Center to be housed in the new System building. Discussions and negotiations have taken place with the Department of Labor and Department of Economic Development to house one of their key staff members at the System Office to develop a "one stop" Workforce Solutions Center for the state to respond to statewide needs. He added that, after six months, funding for the project will not be available to continue this position. He indicated that decisions would need to be made on how to staff, at the System level, for workforce training because no money exists in the budget to support workforce training.

Supervisor McCotter asked for a status report on the Corporate College initiative. Mr. McCotter asked for a report documenting activities in the various districts. He expressed his concern on the value to the System of this position and indicated that if no other regions are participating at this point, he felt that the initiative needs to be scaled back and re-look at that commitment of resources.

Dr. Bumphus committed to providing a report prior to the September Board meeting on what has transpired to date in the New Orleans area and what may be the result if this appointment was not continued.

Supervisor Chigbu suggested developing a formula where a factor is determined for every incumbent worker training project to cover the cost of administration of this concept at the System level. He added that this would ensure a steady flow of money to cover these expenses.

Lengthy discussion related to this agenda item ensued.

Supervisor Knapp requested that a component of best practices from around the country be added to the report that Supervisor McCotter has requested that would reflect the effect on the System's ability to respond to businesses who might be considering relocation or expansion to our state.

4. System President's Evaluation

On motion of Supervisor Knapp, seconded by Supervisor Mellington, the Board voted to enter into Executive Session for the purpose of discussing agenda item G.4. System President's Evaluation. The Board entered into Executive Session at 10:09 a.m.

The Board reconvened the meeting at 11:52 a.m. Chair Johnson stated that no votes were taken and no consensus was reached. Board secretary Bonni Blouin called roll and a quorum was established.

On motion of Supervisor Knapp, seconded by Supervisor McCotter, the Board voted to continue the employment of Dr. Walter Bumphus as President of the LCTCS at a base salary of \$210,000, with a housing allowance of \$36,000 per year, a \$12,278 allowance for an automobile and an \$18,000 stipend for the Leadership Development Institute. The motion passed.

Supervisor Knapp indicated that on the strength of the information that was submitted from Board members and external evaluators, Dr. Bumphus received a superior evaluation. She stated that the Board stands as one person in full support of Dr. Bumphus and his work here at the System and feel that he has made tremendous contributions to our System and to our state. She added that these comments were also reflected in the all the evaluations received. She concluded by stating that, ". . . we feel that we hold him in the most high esteem as our President of the System and are delighted to have him to be serving and leading our System and our state."

Dr. Bumphus expressed his appreciation to the Board for their support and their generous salary improvement. He indicated that the strength of the performance is reflective of the overall performance of the chancellors, System staff and every employee within the System.

Chair Johnson indicated a need for an amended motion to include an effective date of July 1, 2004, regarding the salary compensation for System President Dr. Walter Bumphus.

On motion of Supervisor Barham, seconded by Supervisor Franklin, the Board voted to continue the employment of Dr. Walter Bumphus as President of the LCTCS at a base salary of \$210,000, with a housing allowance of \$36,000 per year, a \$12,278 allowance for an automobile and an \$18,000 stipend for the Leadership Development Institute. The motion passed as amended.

Finance Actions

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

5. Baton Rouge Community College Referendum to Increase Student Activities Fee

On motion of Supervisor Mellington, seconded by Supervisor Franklin, the Board voted to approve an increase to Baton Rouge Community College's student activity fee from 50 cents to \$1 per student credit hour as approved by the college's student government association, effective for the spring 2005 semester. The motion passed.

6. Technical Budget Adjustment (BA-7) to Increase Tuition Budget Authority for Nunez Community College, SOWELA Technical Community College and L.E. Fletcher Technical Community College

On motion of Supervisor Franklin, seconded by Supervisor Mellington, the Board voted to approve a technical budget adjustment for Nunez Community College, SOWELA Technical Community College and L.E. Fletcher Technical Community College. The motion passed.

Facilities Actions

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

7. Approval of Capital Outlay Budget Request for 2005-2006

On motion of Supervisor Chigbu, seconded by Supervisor Knapp, the Board voted to approve the LCTCS Capital Outlay Request for fiscal year 2005-2006 as submitted. The motion passed.

Academic Actions

Supervisor Knapp presented the Academic Actions for consideration by the Board.

8. Bossier Parish Community College
Approval to Award Associate of Applied Science Posthumously to Matthew S. Brown

On motion of Supervisor Chigbu, seconded by Supervisor Mellington, the Board voted to approve the request from Bossier Parish Community College to award the Associate of Applied Science Degree in Computer Information Systems to Mr. Matthew S. Brown. The motion passed.

H. CONSENT AGENDA

On motion of Supervisor Knapp, seconded by Supervisor Chigbu, the Board voted to approve the Consent Agenda which consists of agenda items H.1. through H.7. The motion passed.

Finance Actions

1. Incumbent Worker Training Program Contracts

Ratified seventeen new Incumbent Worker Training Program contracts for \$10,771,440 and modifications to eight existing contracts as listed:

- ✂ **Acadiana Trucking Consortium/LTC-Acadian – Contract Amount: \$1,568,246**
- ✂ **Adams Land & Marine 2/Delgado Community College – Contract Amount: \$28,661**
- ✂ **Blue Runner Foods/LTC-Ascension, LA State University, River Parishes Community College – Contract Amount: \$48,849**
- ✂ **Cheremie Marine/L.E. Fletcher Technical Community College & Nichols State University – Contract Amount: \$46,705**
- ✂ **D & J Wholesale Tire/LTC-Alexandria – Contract Amount: \$195,976**
- ✂ **Greater Acadiana Auto Collision/LTC-Evangeline – Contract Amount: \$389,925**
- ✂ **Gulf Fleet Management/Delgado Community College – Contract Amount: \$114,747**
- ✂ **Hayes Manufacturing Co./LTC-Alexandria – Contract Amount: \$133,678**
- ✂ **L & M Bo Truc Rentals/LTC-Young Memorial & Delgado Community College – Contract Amount: \$441,469**
- ✂ **Motiva Enterprises/LTC-River Parishes – Contract Amount: \$1,150,729**
- ✂ **PBC Management/Delgado Community College – Contract Amount: \$1,369,929**
- ✂ **PCS Nitrogen Payroll Company/LTC-Ascension – Contract Amount: \$451,137**
- ✂ **Performance Energy Services, LLC/LTC-Lafourche – Contract Amount: \$295,999**
- ✂ **Proctor and Gamble 2/LTC Alexandria – Contract Amount: \$1,471,505**
- ✂ **Tetra Technologies Consortium/L.E. Fletcher Technical Community College – Contract Amount: \$1,007,054**
- ✂ **Uniroyal Chemical/LTC-Ascension – Contract Amount: \$500,051**
- ✂ **Weyerhaeuser Company/LTC-Natchitoches & Louisiana Tech – Contract Amount: \$1,556,752**
- ✂ **Centennial Communications Corp./LTC-Alexandria – Revised Ending Date: 10/30/04**
- ✂ **Dunlap Kyle-Gateway Tire/LTC-Shreveport/Bossier – Revised Ending Date: 2/3/06**
- ✂ **Global Power Systems Consortium/L.E. Fletcher Technical Community College – Revised Ending Date: 1/4/06**
- ✂ **Northeast Louisiana Ambulance/LTC-Northeast – Revised Ending Date: 2/28/05**
- ✂ **Occidental Chemical/LTC-River Parishes – Revised Ending Date: 2/28/05**
- ✂ **River Parishes Hospital/LTC-River Parishes – Revised Ending Date: 12/25/04**
- ✂ **SeaMar, Inc./Delgado Community College & LTC Young Memorial – Revised Ending Date: 9/30/04**
- ✂ **Southwest LA Auto Collision Consortium/Sowela Technical Community College – Revised Ending Date: 1/31/05**

2. Incumbent Worker Subcontract between the Louisiana Technical College Ascension Campus and Success Labs

Ratified Incumbent Worker Training Program subcontract between Louisiana Technical College Ascension Campus and Success Labs to provide employee development training to the staff of PSC Nitrogen, effective August 2, 2004.

3. Incumbent Worker Subcontract between the Louisiana Technical College Ascension Campus and Micro Steps

Ratified an Incumbent Worker Training Program subcontract between Louisiana Technical College Ascension Campus and Micro Steps to provide employee development training to the staff of PSC Nitrogen, effective August 23, 2004.

4. Incumbent Worker Subcontract between the Louisiana Technical College Ascension Campus and SSA Consultants, L.L.C.

Ratified an Incumbent Worker Training Program subcontract between Louisiana Technical College Ascension Campus and SSA Consultants, LLC to provide employee development training to the staff of Uniroyal Chemical Company, effective August 16, 2004.

5. Approval of Contract with University of New Orleans to Conduct the 3rd Year of the Tech Prep Evaluation (\$65,000)

Approved the contract for data collection and an independent evaluation of Louisiana Tech Prep. The evaluation will include 14 on-site reviews, interviews with staff and focus groups with students.

Academic and Student Affairs Actions

6. Delgado Community College
Change in Program Definition:
 Previous Degree Designation: Associate of Science – Emergency Medical Technician-Paramedic
 Requested Degree Designation: Associate of Applied Science: Emergency Medical Technician-Paramedic
 New Credential: Certificate of Technical Studies – Fire Science Technology

Approved the requests from Delgado Community College to (1) Change a program definition from and Associate of Science – Emergency Medical Technician-Paramedic to Associate of Applied Science – Emergency Medical Technician-Paramedic; and (2) Creation of New Exit Point: Certificate of Technical Studies (CTS) – Fire Science Technician-Paramedic.

7. Louisiana Technical College
Program Expansions:
 District 6 - LTC Lamar Saltar
 Technical Diploma: Computer Electronics Technology (CIP 47.0104)
 Certificate of Technical Studies: Medical Office Assistant (CIP 51.0716)
 District 2 – LTC Jumonville Memorial
 Certificate of Technical Studies: Medical Office Assistant (CIP 51.0716)
 LTC Hammond Area Campus
 Certificate of Technical Studies: Patient Care Technician (CIP 51.2601)

Approved the listed program expansion requests from the Louisiana Technical College.

I. UPDATES

Chair Johnson urged Board members to review the updates provided.

1. Business and Industrial Visit Report
2. Status Report on Capital Projects
3. Alternative Financing Projects
4. Facilities Assessment Update

Supervisor Chigbu stated that he had frequently requested that a small business report be included in the Alternative Financing Projects report. He indicated that, to date, he has not seen such report. He asked if this report could be included as one of the monthly reports submitted to the Board.

Dr. Bumphus asked for clarification on the information requested by Supervisor Chigbu. He added that all major contractors are strongly encouraged to be aggressive as possible in incorporating minority businesses.

Mr. Leo Hamilton, General Counsel for the Board, addressed the Board and stated that a meeting was held recently with the Internal Auditor and he impressed upon him that a meeting had taken place with the various facilities corporations and a reporting format, which was developed by the facilities corporation in Bossier/Shreveport, was adopted. He stated that nothing is available for this meeting, but a report will be provided at the next meeting.

Supervisor McCotter stated that as Chair of the Facilities Committee, he will ensure that a report will be incorporated on a regular basis. Lengthy discussion ensued.

Dr. Bumphus restated Supervisor Chigbu's request, for clarification purposes, to provide a report to include small business and minority participation.

Supervisor Chigbu asked that whatever information that is available be provided. He indicated that if further information is needed, he would request it.

Supervisor McCotter asked for a definition on "small business".

Mr. Allen Brown, Internal Auditor, stated that the request for a report of minority participation is listed as one of the projects/items that will be addressed by the internal auditors during the 2004-2005 fiscal year. He assured the Board that this information will be collected.

Supervisor McCotter again asked for clarification on a definition for "small business".

Supervisor Packer suggested using the definition for "small business" that is provided by the Small Business Administration (FBA) as a starting place for establishing guidelines.

J. OTHER BUSINESS

1. Board of Regents' Committee Meetings – August 25, 2004

Supervisors DeLaney and McCotter volunteered to serve as the LCTCS representatives at the Board of Regents' Committee meetings on August 25, 2004.

K. ANNOUNCEMENTS

- ? Dr. Bumphus introduced Ms. Carol Dupree as the new Director of Public Information for the LCTCS. Ms. Dupree comes to the LCTCS from Community Coffee.
- ? Supervisor Mellington addressed a comment that was made at the LTC Summit indicating that the LCTCS nursing scores had gone down over the years. He stated that after researching this issue it was found that the nursing scores had gone down because the number of students enrolling in the nursing programs has decreased. He asked that this issue be researched and addressed and stated a need for recruiting students into our nursing programs.
- ? Dr. Bumphus addressed a question that was posed during the LTC Solutions Summit by a representative regarding a \$250,000 appropriation. He indicated that after researching this issue it was determined that these monies were never appropriated. He added that clarification will be provided on a number of key items that were discussed during the Solution Summit at the Board meeting in September.

L. ADJOURNMENT

There being no further business to come before the Board, on motion of Supervisor Knapp, seconded by Supervisor Mellington, the meeting adjourned at 12:29 p.m.