

MINUTES

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

WEDNESDAY, DECEMBER 8, 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: A separate Audit Committee meeting was held on Wednesday, 12/8/04, at 8:00 a.m.

A. CALL TO ORDER

The Louisiana Community and Technical College System Board of Supervisors met in Regular Session, Wednesday, December 8, 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 9:04 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

Gibson Chigbu
Tonya Chissell
John DeLaney
Carl Franklin
Kathy Sellers Johnson, Chair
Alvin Kimble
Ann Knapp
Kevin McCotter
Brett Mellington, First Vice Chair
Angela Nealy
Stephen Smith, Second Vice Chair
Mike Stone (arrived at 9:10 a.m.)

Members Absent

Edwards Barham
Ava Dejoie
Dan Packer
Sean Reilly
Nick Trist

Staff Present

Walter Bumphus
Bonni Blouin
Anthony Brown
Pat Eddy
Jennifer Daly
Carole Dupré
Jan Jackson
Lura Kamiya
Angel Royal
Allen Brown
Michael LaCour
Jerry Pinsel

D. APPROVAL OF DECEMBER 8, 2004 AGENDA

Chair Johnson indicated two corrections that needed to be made to the Consent Agenda: Agenda Item I.16. Delgado Community College: Request to Offer New Programs: Technical Competency Areas (TCAs) should read - Delgado Community College: Request to Offer New Programs: Certificate of Technical Skills (CTS); Item I.18. SOWELA Technical Community College: Request to offer New Program: Associate of General Studies should read - SOWELA Technical Community College: Request to offer New Program: Associate of Nursing.

On motion of Supervisor Mellington, seconded by Supervisor Knapp, the Board voted to approve the December 8, 2004 agenda with corrections as stated. The motion passed.

E. APPROVAL OF MINUTES OF NOVEMBER 10, 2004 MEETING

On motion of Supervisor Knapp, seconded by Supervisor Mellington, the Board voted to approve the minutes of the November 10, 2004 Board meeting as presented. The motion passed.

F. REPORTS

1. Chair of the Board Report

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

- ? LCTCS Board of Supervisors' Christmas Celebration/Dinner was held at Primo's restaurant Tuesday night. Funding for the dinner was provided by the LCTCS Foundation.
- ? Chair Johnson congratulated Supervisor Ann Knapp for her appointment to serve on the Audit and Finance Committee of the Association of Community College Trustees.
- ? There will be no Board meeting in January, 2005. The LCTCS Board Retreat will be held in place of the monthly meeting. Chair Johnson stressed the importance of all Board members attending the retreat. She stated that Governor Kathleen Blanco, Secretary Warner Smith, Department of Labor, Secretary Olivier, Department of Economic Development, and Dr. Joseph Savoie, Commissioner of Higher Education have been invited to attend/speak at the retreat. Chair Johnson reminded Board members to complete their Board evaluation forms and return them to Bonni Blouin as soon as possible.
- ? The February 2005 Board meeting will be held in Bossier City at the Bossier Parish Community College on Wednesday, February 2, 2005, to coincide with the ribbon cutting ceremony at the new campus. The ribbon cutting ceremony at Bossier Parish Community College will be held on Tuesday, February 1, 2005.
- ? Chair Johnson congratulated student Board members, Supervisor Tonya Chissell and Supervisor Angela Nealy, on being selected by their peers to attend the president's inauguration celebration to be held in Washington, D.C., in January 2005.
- ? A slide show presentation was provided by Dr. Angel Royal on the recent ACCT Congress that was held in New Orleans and hosted by the LCTCS. Ms. Ginger LeBlanc constructed the slide

show which provided pictures that were taken during the reception that was hosted by the LCTCS and was attended by members of the Board and LCTCS staff.

2. President's Report

Dr. Walter Bumphus provided the following report:

- ? Annual SACS meeting in Atlanta. Three colleges received accreditation: Baton Rouge Community College and River Parishes Community College received full accreditation and South Louisiana Community College received candidacy for accreditation. Dr. Bumphus asked Chancellor Joe Ben Welch, Chancellor Myrtle Dorsey and Chancellor Jan Brobst and their teams to stand and be recognized. He noted that nine of the ten LCTCS colleges are accredited and two institutions are already accredited by COE and are working on dual accreditation. Dr. Bumphus shared a copy of *The Advocate* which published an article on this accomplishment.
- ? Mr. Allen Brown, Director of Internal Audit, provided results of the follow-up to a PeopleSoft survey that was conducted in March 2003. He stated that 69 of the original 95 individuals responded to the survey. Questions related to connectivity, accessibility, functionality, reliability and communication were asked. Mr. Brown provided charts showing a comparison of the current findings and those of 2003. He will return to the Board to provide a timeline on how the recommendations provided will be addressed. A discussion of the current status of PeopleSoft ensued.

Dr. Bumphus deferred the remainder of the President's Report to accommodate Ms. Jennifer Hahn and Ms. Nancy Belden who were present at the meeting to provide a presentation on polling results for the LCTCS (Agenda item G.), and would need to leave the meeting to catch a flight. He invited Ms. Carole Dupré to come forward to introduce the guests.

G. PRESENTATION ON POLLING RESULTS FOR LOUISIANA'S COMMUNITY AND TECHNICAL COLLEGE AWARENESS – Jennifer Hahn, Douglas Gould and Company and Nancy Belden, Beldon, Russonello & Stewart

Ms. Carole Dupré introduced Ms. Hahn and Ms. Belden. Ms. Hahn and Ms. Belden provided the results of the statewide survey, requested by the System Office, conducted on public opinions of the role of community and technical colleges. The title of the presentation: Expanding Opportunity: Communicating about the Role of Community and Technical College in Louisiana – Results of Opinion Research for the Ford Foundation and LCTCS. Three big "take aways" of the survey that were noted are: 1) lack of awareness of needs; 2) very favorable views of community colleges being distinct type of institutions; and 3) based in belief that they (community colleges) expand opportunities for individuals.

Ms. Dupré indicated that she will be working with Dr. Bumphus and Dr. Royal beginning early next year to discuss how the information provided from the survey can be used as marketing tools for the System.

Dr. Bumphus added that Ms. Hahn will be returning to work with the System to provide training to Board members, chancellors and vice chancellors in terms of how to craft and deliver a message.

Dr. Bumphus completed the President's Report with the following report:

- ? Mr. Edwin Litolff, Director of Institution Research, Baton Rouge Community College, provided an extensive report on the level of penetration that each of the LCTCS colleges has with their primary service areas. The title of the presentation: LCTCS Freshman/Sophomore Market Share Fall 2003. A handout was provided.
- ? Recognized Dr. Kim Maloney, Nunez Community College and Dr. Jeff Smith, Delgado Community College for being assigned to serve as representative of the LCTCS on the Louisiana Optical Network Initiative Board. He also recognized Dr. Maloney as being selected as State Professor of the Year.
- ? Recognized Ms. Phyllis Mouton as being selected as 2004 Marketer of the Year for Baton Rouge.
- ? Recognized Dr. Alex Johnson for being appointed to serve on the CAEL Board of Directors.
- ? Recognized Ms. Kathleen Mix and Ms. Sharon Talbert for being invited to participate in the US Department of Labor "Think Tank" conference.
- ? Announced that Dr. Margaret Montgomery-Richard represented the LCTCS at the Governor's Poverty Conference on Tuesday, December 7, 2004.
- ? Reported that a Ford Foundation "Benchmarking Trip" was recently taken to Phoenix, Arizona. Several members of the LCTCS participated in the trip along with Dr. Lisa Smith Vosper, Board of Regents; Supervisor Stevie Smith; Representative Carl Crain, Chair of the House Education Committee; Representative Ernie Alexander; Representative A.G. Crow; and, Ms. Alicia Wilkins, Deputy Secretary of Labor. Dr. Bumphus commended Dr. Angel Royal on the excellent job done on coordinating the trip.

H. GENERAL ACTION ITEMS**

Personnel Actions

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

Supervisor Franklin submitted the need to go into Executive Session to discuss agenda item H.1.

On motion of Supervisor Knapp, seconded by Supervisor Smith, the Board voted to go into Executive Session for the purpose of discussion agenda item H.1. Approval of LTC Tenure Hearing Subcommittee Determination for Mr. Ted Delahoussaye.

The Board entered into Executive Session at 11:10 a.m.

The Board reconvened the Full Board meeting at 11:32 a.m. Roll was called and a quorum was established. Chair Johnson stated that no votes were taken and no consensus was reached.

1. Approval of LTC Tenure Hearing Subcommittee Determination for Mr. Ted Delahoussaye

On motion of Supervisor Smith, seconded by Supervisor Mellington, the Board voted to ratify the determination of the LTC Tenure Hearing Subcommittee of the Board of

Supervisors in relation to Mr. Ted Delahoussaye, tenured instructor, of the Louisiana Technical College. The subcommittee determined that the recommendation of the Chancellor of the Louisiana Technical College to terminate the employment of Mr. Ted Delahoussaye was appropriate. Termination is effective September 23, 2004. The motion passed.

2. General Personnel Actions for LCTCS Colleges and System Office

On motion of Supervisor Mellington, seconded by Supervisor Knapp, the Board voted to ratify the personnel actions presented for the LCTCS colleges and System Office to include one (1) retirement; twelve (12) resignations; four (4) terminations (including Ted Delahoussaye); one (1) leave of absence, eleven (11) new positions; thirty-one (31) promotions/changes/salary increases; and, twenty-one (21) replacements. The motion passed.

Finance Actions

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

3. Recommendation for Distribution of Governor's IT Funds

On motion of Supervisor Mellington, seconded by Supervisor Franklin, the Board voted to approve the award of \$496,147 in Governor's Information Technology funds as presented: Bossier Parish Community College - \$75,000; South Louisiana Community College - \$70,000; Delgado Community College - \$100,000 in coordination with Louisiana Delta Community College; L.E. Fletcher Technical Community College - \$54,000; Louisiana Technical College-District 4 - \$146,147; Nunez Community College - \$20,000; and, SOWELA Technical Community College - \$31,000. *These recommendations are subject to the approval of the Board of Regents.* The motion passed.

4. Review and Advisement: Revision of LCTCS Policy on General Fund Allocation for Louisiana Technical College Campuses

FOR REVIEW AND ADVISEMENT ONLY. NO BOARD ACTION REQUIRED AT THIS TIME.

5. Review and Advisement: Revision of LCTCS Policy on Louisiana Technical College Budget Transfer Authority

FOR REVIEW AND ADVISEMENT ONLY. NO BOARD ACTION REQUIRED AT THIS TIME.

6. Professional Service Contracts between the Louisiana Technical College and PeopleSoft USA, Inc. (to assist in the upgrade to PeopleSoft Version 8)

On motion of Supervisor Mellington, seconded by Supervisor Smith, the Board voted to authorize the Chancellor of the Louisiana Technical College to enter into sole source professional service contracts between the Louisiana Technical College and PeopleSoft USA,

Inc., in amounts up to \$370,504 to assist in the upgrade to PeopleSoft Version 8, effective December 31, 2004. *These contracts are subject to review and approval of the Office of Information Technology.* The motion passed.

I. CONSENT AGENDA

On motion of Supervisor Knapp, seconded by Supervisor Franklin, the Board voted to approve the Consent Agenda which consists of agenda items I.1. through I.19.

Finance Actions

1. Budget Revision for the Louisiana Technical College and Bossier Parish Community College

Approved the BA-7 to carry forward prior year funds into fiscal year 2005 for Louisiana Technical College and increase the self-generated budget authority for Bossier Parish Community College.

2. Approval of Revision of LCTCS Policy on Foundations

Approved the amended LCTCS Policy on Foundations, Policy #II.2.017, as presented.

3. Incumbent Worker Training Program Contracts

Ratified three new Incumbent Worker Training Program contracts for \$374,949 and modified one existing contract for \$53,770 as listed:

- ✍ **Dupont Dow Elastomers/LTC-River Parishes – Contract Amount: \$78,846**
- ✍ **St. Margaret's Daughters Home/Nunez Community College – Contract Amount: \$141,088**
- ✍ **Total Environment/Baton Rouge Community College – Contract Amount: \$155,015**
- ✍ **Evelyn Matherne dba Jackson Hewitt Tax Service/L.E. Fletcher Technical Community College – Revised Ending Date: 4/14/06**

4. Incumbent Worker Training Program Agreement between South Louisiana Community College, Acadian Ambulance, Department of Economic Development and Department of Labor

Ratified Incumbent Worker Training Program agreement between South Louisiana Community College, Acadian Ambulance, the Department of Economic Development and the Department of Labor to provide Emergency Medical Technician (EMT) training throughout the State of Louisiana effective from May 1, 2004 through December 31, 2005. *The agreement is subject to the approval of the Office of Contractual Review.*

5. Incumbent Worker Subcontract between Louisiana Technical College Evangeline Campus & I-CAR

Ratified Incumbent Worker Training Program subcontract between Louisiana Technical College and I-CAR to provide training on 36 collision repair programs for up to 1,130 students, effective October 1, 2004.

6. Incumbent Worker Subcontract between Louisiana Technical College & Louisiana Technical University

Ratified Incumbent Worker Training Program subcontract between Louisiana Technical College and Louisiana Technical University to provide employee development training to the staff of WEYERHAEUSER, effective July 21, 2004.

7. Incumbent Worker Subcontract between Louisiana Technical College & Rexel

Ratified an Incumbent Worker Training Program subcontract between Louisiana Technical College and Rexel to provide employee development training to the staff of WEYERHAEUSER, effective July 21, 2004.

8. Incumbent Worker Subcontract between Louisiana Technical College & Crosby Kerr Mino Consulting, Inc.

Ratified Incumbent Worker Training Program subcontract between Louisiana Technical College and Crosby Kerr Mino Consulting, Inc., to provide employee development training to staff of Southern Plastics, effective January 1, 2005.

9. Incumbent Worker Subcontract between Louisiana Technical College & John Carter

Ratified Incumbent Worker Training Program subcontract between Louisiana Technical College and John H. Carter to provide employee development training to the staff of Motiva Enterprises, effective August 1, 2004.

10. Incumbent Worker Subcontract between Louisiana Technical College & Novaces, L.L.C.

Ratified Incumbent Worker Training Program subcontract between Louisiana Technical College and Novaces, L.L.C. to provide employee development training to the staff of Northrop Grumman Ship Systems, effective January 1, 2005.

11. Incumbent Worker Subcontract between L.E. Fletcher Technical Community College & Professional Physical Therapy, Inc.

Ratified Incumbent Worker Training Program subcontract between L.E. Fletcher Technical Community College and Professional Physical Therapy INC., to provide employee development training to the staff of Pride Offshore, effective January 1, 2005.

12. Approval of Carryover Funds from FY 03-04 Carl Perkins Funds

Approved the supplemental allocation of the Carl Perkins Carryover funds for use during the remainder of FY 04-05.

Facilities Actions

13. SOWELA Technical Community College Cooperative Endeavor Agreement with Chennault International Airport Authority

Authorized SOWELA Technical Community College to enter into a cooperative endeavor agreement with Chennault International Airport Authority and authorize the LCTCS President, staff and Board Counsel to negotiate and execute all documents necessary to complete the agreement including the exchange of the land and facilities, effective following January 1, 2005. This agreement is subject to the approval of the Board of Regents and the Office of Contractual Review.

Academic Actions

14. Academic Policies for Review and Advisement:

- ✍ Guidelines and Stipulations for Offering General Education: Applied and Transferable
- ✍ e-Learning Coordinator Job Description (framework)
- ✍ Guidelines for the e-Learning Quality Control Process
- ✍ Scaffolds/Tiers for Access to Quality e-Learning Course Development
- ✍ Competencies for e-Learning Faculty in Lieu of 45 Training Hours
- ✍ e-Learning Responsibilities of Transmitting Institutions
- ✍ e-Learning Responsibilities of Receiving Institution

FOR REVIEW AND ADVISEMENT ONLY. NO BOARD ACTION TAKEN AT THIS TIME.

15. Articulation Agreement – United States Sports Academy, Daphne (Mobile), Alabama

Approved the Articulation Agreement between the LCTCS colleges and the United States Sports Academy (Daphne/Mobile, AL), as proposed by the Academy.

16. Delgado Community College:

Request to Offer New Programs: Certificate of Technical Skills (CTS):
 Homeland Security and Emergency Management (CIP 43.9999)
 Logistics Technology (CIP 52.0203)

Approved the request from Delgado Community College for the following new Technical Competency Areas: Homeland Security and Emergency Management (CIP 43.9999), and Logistics Technology (CIP 52.0203).

17. Louisiana Technical College: District IV: Tech Area Campus

Request to Offer New Program: Associate of Applied Science:
 Information Systems Administrator (CIP 11.1001)

Provided initial approval of the request, from the Louisiana Technical College, to permit the LTC-Teche Area to offer a new Associate of Applied Science degree in Information Systems Administrator (CIP 11.1001). Before forwarding to the Board of Regents, staff of the LTC-

Teche Area campus shall meet with the LTC Chancellor and the LCTCS Vice President for Community College Services for the purpose of validating the faculty credentials and/or articulation agreement with the agreed-upon SACS-COC partner college.

18. SOWELA Technical Community College:
Request to Offer New Program: Associate of Nursing

Approved the request from SOWELA Technical Community College to offer a new Associate of Nursing degree program.

19. Louisiana Technical College:
Request for Program Expansions:
District VII – LTC Mansfield
Technical Diploma: Upholstery Technology (CIP 48.0303)
District VII – LTC Northwest Campus
Certificate of Technical Studies: Medical Office Assistant (CIP 51.0716)
District VIII – LTC Delta Ouachita
Associate of Applied Science: Computer Specialist (Applications)
(CIP 11.0301)

Approved the request from the Louisiana Technical College for the listed program expansions.

J. 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
5. Report of Transfers of State General Fund Amounts between LTC Campuses for Fiscal Year 2003-2004

K. OTHER BUSINESS

1. Board of Regents' Committee Meetings – December 8-9, 2004

Supervisor McCotter will serve as the LCTCS representative at the Board of Regents' Committee meeting on later today.

L. ANNOUNCEMENTS

- ? Dr. Bumphus commended Baton Rouge Community College on the wonderful job done on decorating the Board room.
- ? Chair Johnson extended congratulations to BRCC, SLCC and RPCC for receiving their SACS accreditation.

- ? Chair Johnson announced that Board Supervisor Stevie Smith is celebrating a birthday today and asked that everyone join in singing “Happy Birthday” to Supervisor Smith.
- ? Supervisor Mellington announced that South Louisiana Community College will be moving into their new building sometime around Mardi Gras. He invited everyone to come help.

M. ADJOURNMENT

There being no further business to come before the Board, on motion of Supervisor Knapp, seconded by Supervisor Mellington, the meeting adjourned at 11:42 a.m.

Minutes approved 2/2/05