

MINUTES

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

**WEDNESDAY, FEBRUARY 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: **A separate Facilities & Property Committee meeting was held on Wednesday, 2/11/04 at 8:00 a.m.**

A. CALL TO ORDER

The Louisiana Community and Technical College System Board of Supervisors met in Regular Session, February 11, 2004, 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 9:07 a.m.

B. PLEDGE OF ALLEGIANCE

The assembly rose for recitation of the Pledge of Allegiance.

C. SWEARING IN OF NEW BOARD MEMBER – MR. DAN PACKER

Mr. Leo Hamilton, General Counsel for the LCTCS Board of Supervisors, conducted the swearing in of new Board member, Dan Packer.

Mr. Packer addressed the Board and stated that he is looking forward to serving on the LCTCS Board of Supervisors. He stated that he was a graduate of the Middlesex Community College in Middlesex County, Connecticut. He added that, “*had it not been for that experience, I’m not so sure that I would be sitting here today*”.

D. ROLL CALL

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

Members Present

Alden Andre
Edwards Barham
Gibson Chigbu
Ava Dejoie
John DeLaney
Carl Franklin
Kathy Sellers Johnson, First Vice Chair
Ann H. Knapp, Chair
Brett Mellington, Second Vice Chair
Dan Packer
Stephen Smith
Mike Stone
Nick Trist
Cedric Washington

Members Absent

Kevin McCotter
Sean Reilly
Angela Stanley

Staff Present

Walter Bumphus
Bonni Blouin
Anthony Brown
Pat Eddy
Jan Jackson
Lura Kamiya
Kim Kirkpatrick
April Magee
Karen Pettit
Angel Royal
Jamie Underwood
Wendy Venable

E. APPROVAL OF FEBRUARY 11, 2004 AGENDA

On motion of Supervisor Stone, seconded by Supervisor Mellington, the Board voted to approve the February 11, 2004 revised agenda. The motion carried.

F. APPROVAL OF MINUTES FOR DECEMBER 10, 2003 MEETINGS OF THE AUDIT COMMITTEE AND FULL BOARD

On motion of Supervisor DeLaney, seconded by Supervisor Trist, the Board voted to approve the minutes of the December 10, 2003 Audit Committee and Full Board meetings, as presented. The motion carried.

Dr. Bumphus recognized Representative Yvonne Dorsey Welch for her support and for “carrying the water” for the LCTCS during the last legislative session. Chair Knapp and Dr. Bumphus honored Representative Welch by presented her with a plaque. Chair Knapp emphasized her appreciation to Representative Welch and thanked her for her support. Representative Welch declined the opportunity to address members of the Board.

G. RECOGNITION OF FORMER LCTCS BOARD SUPERVISOR DIANNE CHRISTOPHER

This agenda item was temporarily postponed pending Mrs. Christopher’s arrival.

H. NCHEMS – Dennis Jones

Chair Knapp introduced Mr. Dennis Jones with the National Centers for Higher Education Management Systems (NCHEMS). She informed the Board that she and Dr. Bumphus had the opportunity to hear Mr. Jones during a meeting sponsored by the Ford Foundation in New Orleans.

Mr. Jones addressed the Board and provided a PowerPoint presentation on “Characteristics of a Model Community and Technical College System.” He indicated that the challenge of the LCTCS is to adopt policies and independent entities that will recognize the enormous diversity that is found among the many parishes in the State. He emphasized getting away from the “one size fits all” solutions, because this would not work for the LCTCS.

Mr. Jones spoke to five requirements of a model system: (1) System has a clearly established set of goals and goals are expressed in measurable terms, (2) Component entities are independently effective, (3) System encourages differentiation in its constituent component; different goals based on differing local needs; institutional accountability tailored to local goals and no allegiance to one-size-fits-all solutions, (4) System has capacity to create campuses with different strengths in different parts of the state and create environment in which institutions collaborate to deliver services, and (5) the ability to use ALL of the policy tools to achieve desired ends – to align: vision and leadership, organizational structures, financial incentives, regulation and accountability. He provided various data on Louisiana students and Louisiana’s ranking among other states. A question and answer session followed.

G. RECOGNITION OF FORMER LCTCS BOARD SUPERVISOR DIANNE CHRISTOPHER

Board Chair Knapp asked Mrs. Dianne Christopher to come forward to be recognized by the Board as a founding member of the LCTCS Board of Supervisors and for her years of service, her contributions to the Board and for her “*passion and thoughtfulness given in all areas*”. Chair Knapp and Dr. Bumphus presented Mrs. Christopher with a crystal vase with the inscription: *To Dianne Christopher, Louisiana Community and Technical College System, Board of Supervisors, January 1999 – December 2003*. Mrs. Christopher received a standing ovation. She addressed the Board and expressed her thanks by stating that, “*except for being a wife and a mother, my service on this Board has been the most rewarding experience of my life*”. Members of the Board and Dr. Bumphus expressed their best wishes and shared their personal thoughts with Mrs. Christopher.

I. REPORTS

1. Chair of the Board Report

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

- ? Chair Knapp announced that Governor Blanco invited her and Dr. Bumphus to serve on the Education Policy Panel. Supervisor Sellers Johnson attended the first meeting on Ms. Knapp’s behalf while she was attending the Ford Foundation meeting. Chair Knapp stated that they had the

opportunity to give forward input into the education processes that the Governor is putting underway. She commended Governor Blanco for her support of the LCTCS.

- ? Chair Knapp thanked Mr. Dennis Jones, NCHEMS, for the information he presented and she commended Dr. Bumphus and the LCTCS staff for their success in securing the Ford Foundation support that will be very important on an ongoing basis in trying to be the best System we can be.
- ? Chair Knapp asked Supervisor Sellers Johnson and Supervisor Mellington to report on the recent ACCT meeting which they attended. Ms. Knapp stated that Supervisor Sellers Johnson serves on the ACCT Nominating Committee for our region. She commended Ms. Sellers Johnson for her service on this Board.

Supervisor Sellers Johnson reported on the ACCT Legislative Summit. She stated that she and Supervisor Mellington served on the Select Committee whose purpose was to identify the skills and competencies, and compile a description of the “Model Board Member”. The information collected from this session will be compiled and provided at the New Orleans meeting to be held in October.

Ms. Sellers Johnson indicated that she attended the President’s State Chairs meeting where one of the main topics was advocacy, and also served as a panelist of the Leadership Team - a group of individuals who are looking forward to becoming presidents and chancellors, and provided a perspective on having a statewide system. She further stated that she attended a presentation by Senator Hillary Clinton where Senator Clinton discussed the “Student Success Act” that she and Senator Graham of Florida are working on together. She concluded her report by indicating that everyone is excited about coming to New Orleans for the ACCT annual meeting to be held there in October, 2004.

Supervisor Mellington added that it was very interesting to hear the perspective of the individual trustees of the individual community colleges and he indicated that he feels the LCTCS has a lot to offer as a System perspective.

Supervisor Sellers Johnson commented on an article on the Cuyuhoga Corporate College that she had seen in the Continental *In Flight* magazine. Chair Knapp stated that she had also seen the article and thanked Dr. Pettit for helping the LCTCS to replicate this system.

- ? Chair Knapp reported on the Annual Board Retreat. She thanked everyone who was able to attend. She reported briefly on the presentations by Dr. George Boggs, Dr. Joe Savoie, Dr. Bumphus and Dr. Cindra Smith.

2. President’s Report

Dr. Walter Bumphus provided the following report:

- ? Officially welcomed Dr. Alex Johnson, Chancellor, Delgado Community College, to his first Board meeting as chancellor. He recognized Nat Harrison, Southern University; Janet Bogue,

Chairperson, Baton Rouge Community College Foundation; Ken Parsons, Chair, Athletics Committee for BRCC Foundation; and Steve Hulbert, Nicholls State University.

- ? Dr. Abdulhussain, President of the Iraq Technical College System, visited the System campuses and colleges as part of the National Workforce Conference. He recognized and thanked Dr. Mary Bartholomew and her husband for welcoming and opening their home to Dr. Abdulhussain. Dr. Bumphus also thanked Delgado Community College, with special recognition to Carmen Walters, for the outstanding job they did with the conference.
- ? Enrollment Update for Spring '04 – Kim Kirkpatrick presented a PowerPoint presentation on Spring enrollment. She reported that the System was nearing the 50,000 mark for students enrolled. Supervisor Dejoie suggested having a celebration to commemorate this milestone. Dr. Bumphus agreed that this was a good idea and the suggestion will be taken under advisement. It was noted that 8 of the 9 community colleges have experienced growth.
- ? Jan Jackson provided a presentation on the projected funds needed for LCTCS enrollment increases. She indicated that the figures provided are based on the enrollment expectations for Fall 2003-Fall 2004. Based on each college's SREB average funding amount and the Fall 2004 numbers, the total funding needed is \$10,387,342. She added that this is a conservative amount.

Dr. Bumphus explained that the State does not fund on current growth, but rather funding is based on last year's figures. He indicated that the funding to reflect the growth the System is currently experiencing in 2003-2004 will be reflected in the 2004-2005 fiscal year. He added that any money allocated to the System would be minus 20% due to the fact that funding to Southern Shreveport and LSU Eunice is included in the pool of funds allocated to the System. Dr. Bumphus added that approximately 100 new faculty will be needed to address the growth that the LCTCS is experiencing, which would increase the needed funding by \$4-\$5 million.

Supervisor Barham introduced the issue of increased tuition as a possible action to address the need for additional funding.

Supervisor Mellington questioned the justification of 4-year institutions being included in the funding of the 2-year institutions when their mission and philosophy differ. Dr. Bumphus stated that this is a discussion would be something to address as part of the Master Plan.

- ? The LCTCS is in the final stages of an economic impact study that he feels that Board will find very interesting. He indicated that the report should be presented at the March meeting.
- ? A Ford Foundation trip has been scheduled to Dallas for the purpose of looking at benchmarking. A number of members of the House Education Committee and Senate Education Committee are planning to go, as well as the Speaker of the House and members of the LCTCS Board of Supervisors.
- ? Dr. Bumphus stated that in the President's State of the Union Address, he referenced the support to community colleges which will be approximately \$250 million. Dr. Bumphus assured the Board that the LCTCS will be focused to try to make sure our state gets it fair share.

- ? Commended Dr. Myrtle Dorsey, Chancellor, BRCC, for tentatively securing ½ million new federal dollars through work study and SCOG.

J. GENERAL ACTION ITEMS**

Personnel Actions

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

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

On motion of Supervisor Trist, seconded by Supervisor Dejoie, the Board voted to ratify the personnel actions for the LCTCS colleges and System Office to include thirty-one (31) retirements or resignations; one (1) leaves of absence; twenty-three (23) new positions, one hundred fifty-eight (159) promotions/changes/salary increases, and thirty-eight (38) replacements. The motion carried.

Supervisor Sellers Johnson questioned the personnel item regarding Nunez Community College and a 70.5% increase in employee pay.

Dr. Bumphus asked Dr. Tommy Warner, Chancellor, Nunez Community College (NCC) and Ms. Lura Kamiya, Director, Human Resources (LCTCS) to come forward to address this issue. He stated that he has been working with Chancellor Warner over the last year to systematically increase some of the salaries at Nunez because they were so low.

Chancellor Warner addressed the Board and explained that the large increase is due, in part, to the fact that the employee was a 9-month faculty member who was moved to a 12-month Dean position.

2. Vice President for External Affairs and Executive Assistant to the President

On motion of Supervisor Dejoie, seconded by Supervisor Franklin, the Board voted to approve the appointment of Dr. Angel Royal as Vice President for External Affairs and Executive Assistant at the LCTC System Office at a base salary of \$85,100, effective February 12, 2004. The motion carried.

Dr. Bumphus recognized Dr. Royal and invited her to say a few words. Dr. Royal addressed the Board and stated that she is, *“humbled and honored to accept this appointment,”* and she thanked Dr. Bumphus and members of the Board for the confidence that they have shown her over this period of time. She added to Dr. Bumphus that she is *“very enthusiastic about working with you to take the System to the next level.”*

3. Appointment of Acting Vice Chancellor for Academic Affairs for Baton Rouge Community College

On motion of Supervisor Barham, seconded by Supervisor Sellers Johnson, the Board voted to ratify the appointment of Dr. Carol S. Hopson as Acting Vice Chancellor for Academic Affairs at the Baton Rouge Community College, at an annualized base salary of \$95,000, to be prorated over a period to begin January 26, 2004, and last through June 30, 2004, or until a replacement is hired from a competitive search. The motion carried.

Finance Actions

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

4. Distribution of Pool Funds

On motion of Supervisor Sellers Johnson, seconded by Supervisor Barham, the Board voted to approve the President’s Excellence and Innovation Awards as listed, effective February 11, 2004 – June 30, 2004:

<u>Proposal Title</u>	<u>Institution</u>	<u>Amount Requested</u>
Acquiring a State-of-the-Art MIDI Workstation to Train Audio Engineering Personnel for Regional Workforce Development	Delgado Community College	\$ 10,000
On-Line Tutoring for Senior Nursing Students	Delgado Community College, Charity School of Nursing	\$ 4,000
LTC Lafayette Campus and SLCC – Culinary Preparation for Fall 2004	Greater Acadiana District - Lafayette Campus, District IV	\$ 10,000
Student Records Database Enhancement	L.E. Fletcher Technical Community College	\$ 9,970
Nursing/Allied Health Skills Lab.	LA Delta Community College	\$ 9,998
Professional Development Collaboration Between LA Delta Community and Delgado Community College	LA Delta Community College/ Delgado Community College	\$ 9,948
Student Service Enhancement Grant	LA Delta Community College	\$ 10,000
Developing an Institutional Effectiveness Program at LA Delta Community College	LA Delta Community College	\$ 10,000
Strengthening Health Services through Faculty Professional Development	LA Technical College/Greater Northeast District, District VIII	\$ 6,000

Expanding Postsecondary Access	LA Technical College-Gulf Area Campus, District IV	\$ 10,000
Enhancement of Teacher Preparation by Enriching the Mathematics for Education Majors Courses	River Parishes Community College	\$ 10,000

The motion carried.

5. Three Percent Tuition Increase

On motion of Supervisor Dejoie, seconded by Supervisor Trist, the Board voted to ratify and adopt a three percent tuition and mandatory fee increase for fiscal year 2004-2005 for all colleges within the LCTCS as provided by law. The motion carried.

Lengthy discussion ensued regarding the possible effects of raising tuition.

Supervisor Barham suggested putting together a team of individuals that are doing a good job at securing grants and have them evaluate the System on how we can develop best practices for securing grants from outside funding sources. He added that a study needs to be presented to the Board, before going to the legislature, verifying that enrollment increases can not be handled unless tuition is increased at least to the regional average, and show how that will affect the study body in terms of access, etc.

6. For Review and Advisement: Foundation Policy

For Review and Advisement Only. No action was taken.

Request to Enter into Discussions Regarding Formation of Foundations for LCTCS Colleges and Louisiana Technical College Districts

On motion of Supervisor Andre, seconded by Supervisor Barham, the Board voted to authorize LCTCS colleges and the Louisiana Technical College's Districts to entertain discussions with interested stakeholders regarding the formation of private nonprofit foundations. The motion carried.

Dr. Bumphus indicated that a dinner will be held March 9, 2004, and all the Presidents of the various Foundation Boards will be invited to attend to make sure that all the Foundations understand the mission of the System and how we can work together to achieve the goals of their foundation and the goals of the System.

Facilities Actions

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

7. Report from Facilities Committee Meeting

Dr. Bumphus provided a brief report on the Facilities Committee meeting that was held prior to the Full Board meeting. He asked Ms. Jan Jackson to provide a report on the actions taken.

Ms. Jackson stated that both agenda items presented to the Board for consideration were approved (Agenda items J.9. and J.10.).

8. River Parishes Community College Campus Expansion

On motion of Supervisor Mellington, seconded by Supervisor Dejoie, the Board voted to authorize the least of additional space for River Parishes Community College and authorize the staff to pursue funding for the cost of this lease from the State General Fund through the normal legislative process. *The Board of Regents, Facility Planning and Control, and the Joint Legislative Committee on the Budget must also approve this request.* The motion carried.

9. Approval of Delgado Community College Student Life Center Project

On motion of Supervisor Reilly, seconded by Supervisor Trist, the Board voted to authorize President Bumphus and Chancellor Johnson to work with DCC Facilities Corporation to proceed with the steps necessary for financing and construction of a Student Services Center for the West Bank Campus of Delgado Community College at a total cost of approximately \$3,000,000. The motion carried.

10. For Review and Advisement: Policy for Purchase of New Information Technology and Telecommunications Equipment for New and Expanded Campuses

For Review and Advisement Only. No action required.

Supervisor Barham provided a synopsis of the discussion held during the Facilities Committee meeting regarding the potential acquisition of the State Farm Insurance Headquarters facility located in Monroe, Louisiana (Item #7).

Supervisor Chigbu added that there was also another possible site, currently being used by State Farm Insurance, located in Houma.

Academic & Student Affairs Actions

Supervisor Trist presented the Academic & Student Affairs Actions for consideration by the Board.

Board Chair Knapp asked that agenda item J.13. be addressed prior to item J.12., and added that after agenda item J.13., the Board would invite Mr. Andy Kopplin, Chief of Staff to Governor Blanco, to come forward to address the Board on Governor Blanco's behalf.

13. Athletics Update – Oral Report - Dr. Myrtle Dorsey

Dr. Myrtle Dorsey, Chancellor, BRCC, introduced Ms. Janet Boles Crawford, President of the BRCC Foundation and Mr. Kent Parsons, Chair, Athletics Committee for BRCC Foundation. Chancellor Dorsey provided a PowerPoint presentation on the proposed athletic program at BRCC. She indicated

that a survey of BRCC student had been conducted and 65% were very interested/interested in having athletic programs. She stated that the BRCC Foundation Board has agreed to oversee the fundraising for the athletic program and a good faith donation of \$25,000 has already been made for the baseball program. She concluded that the total cost of initiating an athletic program will be approximately \$250,000.

Dr. Bumphus clarified that no state funds will be used to support this, or any other, athletic program. The cost of this program will be borne by student fees that were approved by their student government.

Ms. Crawford and Mr. Parsons addressed the Board and spoke to their desire to see an athletics program become a reality at BRCC.

No action was required on this agenda item.

Chair Knapp announced that Governor Blanco had accepted an invitation by the Board to attend the February meeting, but had been called away to travel to Baghdad to visit with the U.S. troops. Chair Knapp introduced Mr. Andy Kopplin, Chief of Staff to Governor Blanco. Mr. Kopplin provided greetings, on behalf of Governor Blanco, and stated that the Governor sees the LCTCS as the “*frontline player in her economic development efforts*”. Mr. Kopplin introduced Ms. Veronica Howard, Governor Blanco’s new Education Advisor. He also made reference to Kim Hunter Reed, Policy Director in the Governor’s Office and Adam Knapp, Economic Development Policy Director in the Governor’s Office.

Chair Knapp thanked Mr. Kopplin for taking the time to attend the Board meeting on the Governor’s behalf and stated the Board’s support to the Governor in her efforts to improve the economic situation in Louisiana.

11. Report on High School Students Enrolled in LCTCS – Oral Report

Dr. Bumphus informed the Board that this report is being provided in response to a discussion that initiated at the annual retreat of the Board and follows-up the remarks made earlier this morning by Dennis Jones in regards to high school students and their relationship to the System.

Ms. Kelley Rhoe-Collins, Director of Tech Prep and Career Tech Prep, provided a PowerPoint presentation regarding data on high school students in general, and on high school students enrolled in the LCTCS. Special attention was paid to the various practices of each institution in regards to tuition of high school students.

A lengthy question and answer period ensued.

Dr. Margaret Montgomery-Richard, Chancellor, Louisiana Technical College, addressed the Board and spoke to this issue. She provided a handout to members of the Board on the Louisiana Technical College Secondary School Relationships which provides a breakdown, by District, of the services provided, by LTC institutions, to high school students and the compensation received.

No action was required on this agenda item.

K. CONSENT AGENDA

On motion of Supervisor Franklin, seconded by Supervisor Trist, the Board voted to approve the Consent Agenda as presented to include items K.1. through K.24.

Supervisor Stone questioned the changes that were made to agenda item K.1. Clarification of Engagement in Political Activity Policy – II.3.031, and asked for clarification on the changes.

Dr. Bumphus explained that two separate policies had been approved, but the internal auditor's office determined that one policy was in conflict with the other. The policy presented today is a clarification of the policy and makes the two policies compatible.

Dr. Bumphus asked Ms. Lura Kamiya and Mr. Allen Brown, Director of Internal Audit, LCTCS, to address the question posed by Supervisor Stone.

Mr. Brown stated that the initial issue was the policy that dealt with individuals that were running for political office. He indicated that the Board had approved the policy that dealt with engaging in political activity. In the policy, it defined engaging in political activity as contributing to a campaign, working on a campaign, managing a campaign, and so forth, and it stated that unclassified employees were not allowed to do this. Mr. Brown stated that this conflicts because you cannot run for a political office unless you do those things. He explained that the revised policy prohibits those things (working on a campaign, managing a campaign, etc.), except in your own campaign.

Supervisor Stone requested that agenda item K.1. Clarification of Engagement in Political Activity Policy – II.3.031, be pulled from consideration under the Consent Agenda.

Supervisor Stone presented an amendment to the motion to remove agenda item K.1. from the Consent Agenda. Supervisor Chigbu seconded the motion. The motion, as amended, passed.

Dr. Bumphus remarked that he was very pleased with the number of Incumbent Worker contracts that were approved, including a significant contract for a little over \$6 million dollars. He added that this is the largest contract, to date, for incumbent worker training.

Personnel Actions

1. Clarification of Engagement in Political Activity Policy – II.3.031

Ratified the clarification revision of the System policy on Engagement in Political Activity – II.3.031.

Facilities Actions

2. For Approval: Revisions to Managing Alternative Financing Projects Policy – II.1.007

Accepted the revisions to Policy II.1.007, Managing Alternation Financing Projects policy.

3. Louisiana Technical College Young Memorial Campus Land Lease

Authorized the LTC to pursue a land lease for the LTC Young Memorial Campus for its Maritime Programs and accept a donation of \$200,000 to erect a bulkhead along the waterfront of the proposed lease property. *This action requires Facility Planning and Control and Board of Regents approval.*

Finance Actions

4. Incumbent Worker Training Program Contracts

Ratified seven new Incumbent Worker Training Program contracts that total \$1,448,695 and three modifications to existing contracts as listed:

- ? **Barksdale Federal Credit Union – Contract Amount: \$410,517**
- ? **Benny’s Car Wash – Contract Amount: \$187,334**
- ? **Bossier Council on Aging – Contract Amount: \$50,470**
- ? **Jas. Gobert Lake City Trucking – Contract Amount: \$79,481**
- ? **Lamar Salter Automotive Consortium – Contract Amount: \$299,226**
- ? **Lifeguard Ambulance Service - Contract Amount: \$ 254,452**
- ? **O’Leary Brothers Sign and Awning, Inc. - Contract Amount: \$167,216**
- ? **Collision Auto Repair Service (CARS) – Revised Contract Amount: \$304,275**
- ? **Northrop Grumman Ship Systems – Revised Contract Amount: \$6,183,547**
- ? **Stine Lumber – Revised Contract Amount: \$426,775**

5. For Review and Advisement: Revision to Accounts Receivable Policy – II.2.008

For review and advisement only. No action taken.

6. Baton Rouge Community College Budget Revisions (BA-7) for Carry-forward of FY 03 Funds

Approved a BA-7 for Baton Rouge Community College (BRCC) to carry-forward \$675,000 in FY 03 funds into FY 04 as allowed by the 1994 Higher Education Desegregation Settlement Agreement.

7. Budget Revisions (BA-7) for Louisiana Technical College, South Louisiana Community College, and Louisiana Delta Community College to Move Funds from the LCTCS

Approved a BA-7 to transfer the following General Funds amounts from the LCTCS Board office: \$361,496 to the Louisiana Technical College, \$140,000 to South Louisiana Community College and \$25,000 to Louisiana Delta Community College.

8. Banking Services Contract for L.E. Fletcher Technical Community College

Approved a banking services contract with Coastal Commerce Bank for the L. E. Fletcher Technical Community College in the amount of \$3,000, effective July 1, 2004. *Due to the amount, submission to the Division of Administration, Office of Contractual Review is not required.*

9. Banking Services Contract for SOWELA Technical Community College

Approved a banking services contract with Hibernia Bank for the Sowela Technical Community College, effective July 1, 2004.

10. Incumbent Worker Training Program Subcontract between Bossier Parish Community College and Husky Injection Molding Systems, Inc.

Ratified an Incumbent Worker Training Program subcontract between Bossier Parish Community College and Husky Injection Molding Systems, Inc., to provide customized training in various machine operations and maintenance.

11. Incumbent Worker Training Program Subcontract between Bossier Parish Community College and National Safety Council, Ark La Tex Chapter

Ratified an Incumbent Worker Training Program subcontract between Bossier Parish Community College and National Safety Council, Ark La Tex Chapter, Inc., to provide customized training and certifications in principles of safety, health, First Aid, and CPR.

12. Incumbent Worker Training Program Subcontract between Bossier Parish Community College and Training Logic, Inc.

Ratified an Incumbent Worker Training Program subcontract between Bossier Parish Community College and Training Logix, Inc., to provide specialized training in: effective interviews, enhancing employees' work habits, maintaining peak performance, and conducting effective discipline.

13. Incumbent Worker Training Program Subcontract between Bossier Parish Community College and Bally Gaming, Inc.

Ratified an Incumbent Worker Training Program subcontract between Bossier Parish Community College and Bally Gaming, Inc., to provide specialized training in: operational business analysis, marketing applications, finance and accounting management systems,

technical development, information technician, and data warehousing to Hollywood Casino Shreveport.

14. Incumbent Worker Training Program Subcontract between Bossier Parish Community College and SSA Consultants

Ratified an Incumbent Worker Training Program subcontract between Bossier Parish Community College and SSA Consultant to provide specialized training in: effective leadership and teambuilding, understanding self and others, fair management practices, effective meetings and communication, and effective utilization of time for managers to Hollywood Casino Shreveport.

15. Incumbent Worker Training Program Subcontract between Bossier Parish Community College and SSA Consultants

Ratified an Incumbent Worker Training Program subcontract between Bossier Parish Community College and SSA Consultants, Inc., to provide specialized training in management, supervision, and customer service to Southland Printing.

16. Incumbent Worker Training Program Subcontract between Bossier Parish Community College and Innovative Management Group

Ratified an Incumbent Worker Training Program subcontract between Bossier Parish Community College and Innovative Management Group to provide specialized training in strategic planning and accountability management to Hollywood Casino Shreveport.

17. Incumbent Worker Training Program Subcontract between Bossier Parish Community College and Williams, Glasco & Associates, LLC

Ratified an Incumbent Worker Training Program subcontract between Bossier Parish Community College and Williams, Glasco, & Associates to provide specialized training in management, leadership, and communication to Hollywood Casino Shreveport.

18. Incumbent Worker Training Program Subcontract between Bossier Parish Community College and New Horizons

Ratified an Incumbent Worker Training Program subcontract between Bossier Parish Community College and New Horizons Computer Learning to provide specialized training in computer network and operating systems.

19. Incumbent Worker Training Program Subcontract between the Louisiana Technical College Natchitoches Campus and New Horizons, for Valley Electric

Approved a Subcontract between the LTC Natchitoches Campus and New Horizons of Louisiana to provide computer and office skills training as part of an Incumbent Worker Training Program grant, effective February 12, 2004. *The Office on Contractual Review must approve this contract.*

Academic Actions

20. Electronic Learning Policies Submitted for Review and Advisement:
- a. Electronic Learning Policy Statements and Initial Procedures
 - b. Faculty Rights and Responsibilities in Electronically-Supported Instruction
 - c. Memorandum of Agreement for e-Learning/Distance Learning Consortium
 - d. Minimum I.T. Standards for Campus Participation in e-Learning
 - e. Compressed Video and Proctor Training Requirements
 - f. Intellectual Property
 - g. Student Orientation

For review and advisement only. No action required.

21. Institutional Organizational Charts for Review and Advisement

For review and advisement only. No action required.

22. Approval of Mission Statements:
- a. Louisiana Delta Community College
 - b. L.E. Fletcher Technical Community College

Approved the mission statements as submitted by the administrations of Louisiana Delta Community College and L.E. Fletcher Technical and Community Colleges.

23. L.E. Fletcher Technical Community College: Request to Change Existing AAT Program to AAS Program in:
- a. Accounting Technology
 - b. Drafting and Design
 - c. Electronics and Technology
 - d. Office systems Technology

Approved the proposed content transformations of four existing Applied Associate of Technology (AAT) Degrees to Applied Associate of Science Degrees as submitted by L. E. Fletcher Technical Community College.

24. Louisiana Technical College – Ruston Campus: Request for Program Expansion:
- a. Nursing Assistant (CIP 511614)

Approved the request to expand the Nurse Assistant (CIP 511614) program (Certificate of Technical Studies) to the Ruston Campus within the Delta Area District.

L. UPDATES

Chair Knapp encouraged Board members to review the reports/updates provided.

1. Business and Industrial Visit Report
2. Status Report on Capital Projects
3. Alternative Financing Projects
4. Status Report on Facilities Assessment
5. Second Quarter Report of Contracts
6. Second Quarter Financial Reports
7. Report of Legal Services Costs

M. OTHER BUSINESS

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

Supervisor DeLaney committed to attending the Board of Regents' Committee meetings to be held on February 25, 2004.

Supervisor Chigbu asked for further clarification on the agenda item K.1. Clarification of Engagement in Political Activity Policy – II.3.031, which was removed from the Consent Agenda.

Dr. Bumphus stated that this policy reflects what the Board has asked the staff to put together in terms of the two policies that were previously approved. He added that Mr. Brown brought it to his attention that these policies were in conflict with each other.

Supervisor Reilly stated his agreement with Supervisor Stone in that this policy needs additional word smithing.

Supervisor Reilly provided a motion to have agenda item K.1., Clarification of Engagement in Political Activity Policy – II.3.031, lay over until the March Board meeting, and in the interim, areas of concern in the policy can be reviewed and further work can be done to the policy. Supervisor Sellers Johnson seconded the motion. The motion carried.

Dr. Bumphus stated that he will work with the Board members who have expressed concern on this item and bring it back to the Board with further word smithing on all policies involved.

N. ANNOUNCEMENTS

- ? Chair Knapp reminded all Board members of the upcoming Association of Community College Trustees annual meeting to be held in New Orleans – October 6-9, 2004. She asked that everyone put in on their calendar and try to attend.
- ? Chair Knapp announced that System Conference Day will be held August 15-16, 2004, and encouraged all Board members to add this to their calendar.

O. ADJOURNMENT

There being no further business to come before the Board, on motion of Supervisor Reilly, seconded by Supervisor Barham, the meeting adjourned at 12:38 p.m.

Minutes provided by Bonni Blouin – 2/20/04