

MINUTES

**LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
BOARD OF SUPERVISORS EXECUTIVE COMMITTEE MEETING**

**WEDNESDAY, AUGUST 15, 2012  
11:00 a.m.**

The Louisiana Community and Technical College System Office  
1<sup>st</sup> Floor Conference Room  
265 South Foster Drive, Baton Rouge, LA 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.**

**A. CALL TO ORDER**

The Executive Committee of the Louisiana Community and Technical College System Board of Supervisors met on Wednesday, August 15, 2012, at the Louisiana Community & Technical College System Office, 265 South Foster Drive, Baton Rouge, Louisiana. Board Chair Michael J. Murphy, Jr., called the meeting to order at 11:02 a.m.

**B. ROLL CALL**

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

**Members Present**

Edwards Barham  
Helen Bridges Carter  
Michael Murphy, *Chair*  
Woody Ogé, *1<sup>st</sup> Vice Chair*  
Stephen Smith  
Vincent St. Blanc, III  
Stephen Toups

**Members Absent**

Timothy W. Hardy

**Staff Present**

Dr. Joe May  
Bonni Blouin  
John Paul Domiano  
Jan Jackson  
Lura Kamiya  
Neil Matkin  
Quintin Taylor

**C. APPROVAL OF AUGUST 15, 2012 EXECUTIVE COMMITTEE AGENDA**

**On motion of Supervisor Ogé, seconded by Supervisor St. Blanc, the Board voted to approve the August 15, 2012 Executive Committee agenda as presented.**

**D. GENERAL ACTION ITEMS\*\***

Chair Murphy presented the General Action agenda items for consideration by the Board.

1. FY 13 Budget Update – FOR BOARD REVIEW AND ADVISEMENT

Dr. May presented an update on the FY 13 budget. He referenced the budget summary that was provided in each board member's packet. He noted that the funding summary includes all final adjustments on the appropriated budget. He stated that the total budget was approximately \$304.8 million. He noted that with state reductions the budget is down to \$292.1 million. He added that this is the first year that the System has seen a total net revenue decline. He stated that the budget is down by 4.2% from last year. He reviewed the document with the Executive Committee.

Dr. May asked Jan Jackson to prepare a document comparing actual end of the year revenues.

**FOR REVIEW AND ADVISEMENT ONLY. NO ACTION WAS TAKEN.**

2. Reduction in Force/Layoff Avoidance Plan for Capitol Area Technical College

Dr. May referenced a handout provided by Jan Jackson that shows the LCTCS Reduction in Force summary for FY 2012-2013 (Headcount Positions) for the LCTCS colleges.

Dr. Kay McDaniel, Regional Director, Capital Area Technical College (CATC) addressed the Committee and discussed the Reduction in Force/Layoff Avoidance Plan proposed for the Capital Area Technical College. She stated the following actions are proposed due to budget constraints of \$525,333 for fiscal year 2013, as a result of a reduction in state funding:

- Reduction in hours for thirteen (13) employees. Eleven (11) positions are being moved to 9-month positions. These positions are ones that experience low enrollment in the summer. Of the 11 positions, 7 instructors are tenured. The positions are located at the Baton Rouge, Folkes and Jumonville Campuses.
- Two employees will be moved to 32 hours per week to allow the continuation of benefits.
- Three position layoffs will occur. None of the three positions are tenured.
- A position is being created to oversee two small branch campuses in the Capital Area Technical Area College.
- Three vacant positions currently exist and will not be filled this year. A request has been made to freeze these positions so they can be filled at a later date.

Dr. May stated that salary increases are prohibited for institutions that have instituted a layoff avoidance/reduction in force action plan. He asked Lura Kamiya, Director of Human Resources, how this action would impact the civil services employees that are to receive merit increases this year.

Ms. Kamiya responded that the employees in question are unclassified employees and would not be affected by the civil service merit increases. She added that in the case of classified employees, the institution would have to file a layoff avoidance to suspend merit increases for their classified employees.

Dr. May clarified that the layoff avoidance does not impact merit increases for classified employees. The college will be giving the merit increases to their classified employees unless they file a layoff avoidance to suspend merit increases for classified employees.

Ms. Kamiya stated those plans would have to be filed by September 25<sup>th</sup>.

**On motion of Supervisor Smith, seconded by Supervisor St. Blanc, the Executive Committee voted to approve the layoff avoidance and layoff plan presented for Capital Area Technical College. The motion carried.**

3. Reduction in Force/Layoff Avoidance Plan for Central Louisiana Technical Community College

Dr. May discussed the Reduction in Force/Layoff Avoidance Plan presented for Central Louisiana Technical Community College (CLTCC). He noted that Dr. Michael Elam, Interim Regional Director for CLTCC, was unable to attend the meeting today due to a conflict.

The layoff avoidance measure for CLTCC consists of converting eight (8) unclassified faculty contracts from twelve month to nine month effective the fall semester, August 20, 2012. The implementation is being implemented to address the lack of students or insufficient students during the summer months as evidenced by declining enrollment over the past several summers and will allow the college to maintain permanent faculty as a whole. Four of the eight individuals to be affected by this action are tenured faculty.

**On motion of Supervisor Smith, seconded by Supervisor Ogé, the Executive Committee voted to approve the layoff avoidance plan presented for Central Louisiana Technical Community College. The motion carried.**

4. Reduction in Force/Layoff Avoidance Plan for Louisiana Delta Community College

Dr. Jerry Ryan, Interim Chancellor, Louisiana Delta Community College (LDCC), presented the Reduction in Force/Layoff Avoidance Plan for the college. He stated that the proposed action is being proposed due to a reduced appropriation in the FY 2012-2013 budget of approximately \$1,006,357. He added that in an effort to avoid layoffs, the college's proposed action is to move 12-month faculty to 9-month, effective August 13, 2012. He noted that this will save the college approximately \$500,000.00. He stated that the layoff avoidance plan affects 52 unclassified employees at the Lake Providence and Tallulah campuses and the five (5) former Northeast Louisiana Technical College campuses. He noted that the rationale for the action is due to the decrease in summer enrollment. He added that he is hopeful that faculty members will work to increase next summer's enrollment and stated that he has spoken to some faculty members who will take the opportunity to go back into the industry in which they teach to hone their skills and to elevate their competency levels.

Dr. Ryan stated that the merger between Louisiana Delta Community College and Northeast Louisiana Technical College enabled the elimination of three (3) senior positions which resulted in substantial savings. He further stated that through retirements and resignations, the decision was made to combine campus leadership positions. He noted that there is one campus director for the Ruston and Farmerville campuses and one campus director for the Tallulah and Lake Providence campuses.

**On motion of Supervisor Smith, seconded by Supervisor St. Blanc, the Executive Committee voted to approve the layoff avoidance and layoff plans presented for Louisiana Delta Community College. The motion carried.**

5. Reduction in Force/Layoff Avoidance Plan for Northwest Louisiana Technical College

Mr. Charles Strong, Regional Director, Northwest Louisiana Technical College (NWLTC), presented the Reduction in Force/Layoff Avoidance Plan for the college. He noted that this is the third time that Northwest Louisiana Technical College (NWLTC), has had to enter into a reduction in force. He stated that he has focused the attention, as much as possible, on low enrollment/low productivity instructional programs and consolidation of administrative and support duties. The proposed plan will affect the Minden, Mansfield, Natchitoches, Sabine Valley and Shreveport Campuses of the NWLTC and will result in a \$2 million dollar reduction in the operating budget appropriation for FY 13. He noted that the campus was able to take advantage of four (4) resignations. He stated that they have aggressively pursued moving people from state general funds to some other funding source (restricted, academic excellence, etc.), and have managed to move fourteen (14) positions and save those positions in that manner. He added that seven (7) people have been moved from twelve to nine month employment effective with the fall contract period. He noted that fifteen (15) employees will have to be separated from the system, not all of whom are twelve month employees.

Mr. Strong stated that due to the partnership that exists between the Bossier Parish Community College (BPCC) and NWLTC, part of the plan includes the sharing of Chief Fiscal Officer duties with BPCC. He noted that one of the people being separated serves as the current Chief Fiscal Officer (CFO). This person will be placed in a position with a decreased salary and will serve in the CFO function with BPCC.

Mr. Strong discussed the plan that is being proposed. The plan includes (in addition to what has already been presented):

- Withhold merit increases for all classified and unclassified employees
- Cut operational costs, cut supplies and all non-essential travel
- Non-renewal of 8 adjunct instructors and not filling 4 current vacant full-time positions, as well as not filling a number of vacancies to open during the year due to retirement.
- Mansfield and Sabine Valley Campuses will be re-classified from branch campuses to extension campuses therefore allowing a savings of a full time Campus Dean salary. The current Campus Dean will serve in the regional capacity as the Chief Workforce & Development Officer at the Shreveport Campus while retaining some supervisory duties at the extension campuses. He noted that this move will help the Shreveport Campus who just lost an Assistant Dean through a retirement.

Mr. Strong commented that this is about as thin as he can go and keep the doors open. He added that with that in mind, he asked that the Board begin to consider the possibility of formulating a plan for the closure of the Sabine Valley Campus in the event that further reductions become necessary.

**On motion of Supervisor Smith, seconded by Supervisor Ogé, the Executive Committee voted to approve the layoff avoidance and layoff plans presented for Northwest Louisiana Technical College. The motion carried.**

Supervisor Smith questioned whether one of the recommendations was to begin procedures to close one of the NWLTC campuses.

Mr. Strong stated that he included that suggestion as a consideration if any further budget cuts are forthcoming because he did not know what else to do. He added that if further budget cuts are made the result would be the crippling of the entire regional college in an effort to keep a dwindling campus with dwindling enrollment open. He added that most of the enrollment at the Sabine Valley Campus are dually enrolled secondary students that never set foot on the campus.

Dr. May commented that the locations that have previously effectively closed have been non-statutory sites (not listed in the statutes as a site). He added that there are questions that will need to be

discussed with legal counsel related to anything that is listed in statute regarding this particular location. He noted that there are probably other options and mentioned that in other cases where the predominant enrollment is in partnership with a K-12 and it could be transferred over to the public school and dual enrollment students could still be taught at the site through other means but perhaps not operate as a fully functioning campus. He added that the LCTCS has the legal authority not to fund a site but not the authority to close a site. He further stated that until legislative action is taken the site would continue to operate; however, the funding can be handled in different ways. He added that this would be made easier now that the legislature, nor the Board of Regents, provides dedicated dollars for any of the technical college instructional sites – that comes as a one lump sum for the technical colleges. He concluded that the funding flexibility relies with the Board but he is unsure of the authority to close a site.

Supervisor Ogé commented that if the predominance of students at a campus are in the dual enrollment program where they are funded through MFP dollars and not necessarily tuition dollars directly, then forming a relationship with K-12 is absolutely a good strategy.

Mr. Strong stated that he welcomed the opportunity to explore that possibility and would consider that a better option at this stage.

Dr. May commended the innovative partnership that Mr. Strong has established with the Bossier Parish Community College on the financial side.

**E. CONSENT AGENDA**

**On motion of Supervisor Smith, seconded by Supervisor Ogé, the Executive Committee voted to approve the Consent Agenda which includes agenda items E. 1. and E.2. The motion carried.**

**1. Demolition of Buildings at Delgado Community College, Sidney Collier Campus**

**Approved the demolition of the remaining buildings at Delgado Community College, Sidney Collier Campus, including: Welding (00339); Auto Body (00345); Mechanics Storage Building (00343); Storage Shed (00340); Vehicular Mechanics Building (00342); Canopies (16107); and, any other miscellaneous structures located on the site map provided. In accordance with R.S. 38:2212.1, the demolition of these buildings requires the approval of Facility Planning and Control and notification of appropriate legislators.**

**2. Approval of Contract between LCTCS and In-House Creative, Inc.**

**Approved a professional services contract between the Louisiana Community and Technical College System and In-House Creative, Inc., effective August 1, 2012 through August 1, 2015. This contract is subject to the approval of the Office of Contractual Review.**

**F. OTHER BUSINESS**

- Chair Murphy stated his appreciation, on behalf of the Board of Supervisors, to the campus administrators present for the meeting for the job that they are doing and expressed his

empathy for the tough decisions that they are faced with making due to budget reductions. He added that he tremendously values the job that they perform.

- Dr. May introduced Dr. Neil Matkin, Executive Vice President for LCTCS. Dr. Matkin joined the LCTCS in July 2012 and is originally from the Lake Charles area.
- A list of upcoming ribbon cuttings for the LCTCS was distributed and discussed.

#### **G. ADJOURNMENT**

**There being no further business to come before the Board, on motion of Supervisor Smith, seconded by Supervisor St. Blanc, the meeting adjourned at 12:14 p.m.**