

**MINUTES****LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
BOARD OF SUPERVISORS REGULAR MONTHLY MEETING****WEDNESDAY, MAY 11, 2011  
9:00 a.m.****The Louisiana Building  
Baton Rouge Community College  
201 Community College Drive, 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 at 8:00 a.m.**

**A. CALL TO ORDER**

The Louisiana Community and Technical College System Board of Supervisors met in Regular Session, Wednesday, May 11, 2011, at Baton Rouge Community College, Baton Rouge, Louisiana. Board Chair Vincent St. Blanc, III, called the meeting to order at 9:00 a.m.

**B. PLEDGE OF ALLEGIANCE**

Board Supervisor Ogé led the assembly in reciting 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  
Robert Brown  
Helen Bridges Carter  
Keith Gamble  
Valerie Gaspard  
Deni Grissette  
Timothy W. Hardy  
Brett Mellington  
Michael Murphy, *1<sup>st</sup> Vice Chair*  
Woody Ogé, *2<sup>nd</sup> Vice Chair*  
Ivy Poreé-Marco  
Paul Price  
Stephen Smith  
Vincent St. Blanc, III, *Chair*  
Mike Stone

**Members Absent****Staff Present**

Dr. Joe May  
Bonni Blouin  
Allen Brown  
John Paul Domiano  
Jan Jackson  
Bob Johnson  
Lura Kamiya  
Dr. Derrick Manns  
Joe Marin  
Kathleen Mix  
Michele Nardini  
Bill Obier  
Kizzy Payton  
Michael Redmond  
Jimmy Sawtelle

Scott Terrill  
Stevie Toups

Shannon Sedberry  
Eric Setz  
Dr. Monty Sullivan  
Angél Tetrick  
Joel Watkins

#### **D. APPROVAL OF MAY 11, 2011 AGENDA**

Chair St. Blanc submitted a request to amend the May 11, 2011 agenda and remove agenda item G.6. Cooperative Endeavor Agreement between Louisiana Delta Community College and City of Tallulah.

**On motion of Supervisor Brown, seconded by Supervisor Toups, the Board voted to approve the May 11, 2011 agenda as amended. The motion carried.**

#### **E. APPROVAL OF MINUTES OF APRIL 13, 2011 BOARD MEETING**

**On motion of Supervisor Carter, seconded by Supervisor Grissette, the Board voted to approve the minutes of the April 13, 2011 Board meeting as presented. The motion carried.**

#### **F. REPORTS**

##### 1. Chair of the Board Report

Chair St. Blanc presented the Chair of the Board Report. The following topics were discussed:

- Commented on the April 2011 board meeting held at Nunez Community College in Chalmette and the Executive Committee meeting held March 28<sup>th</sup> in Monroe at the Delta Ouachita Campus. He thanked everyone for their hospitality and for hosting the meetings.
- Legislative Session – Chair St. Blanc stated that if anyone had questions relative to the 2011 Legislative Session they should contact Tommy Williams.
- LCTCS commencement exercises. Chair St. Blanc encouraged Board members to attend commencement exercises at their local institutions if their schedules permit.
- May 15<sup>th</sup> is the deadline for submitting the Financial Disclosure forms to the Legislative Auditor's Office. Board members should contact the Internal Auditor's Office if they need assistance in completing the forms.

##### 2. President's Report

Dr. Joe May, LCTCS President, presented the President's Report. The following topics were discussed:

- Recognition of student board members – Valerie Gaspard and Ivy Poreé-Marco. Dr. May stated that today is the last board meeting for student board members Valerie Gaspard and Ivy Poreé-Marco. A plaque of appreciation was presented to each. Supervisors Gaspard and Poreé-Marco

shared comments of their positive experiences of being on the Board. Two new student board members will be sworn in at the June 2011 board meeting.

- Dr. May recognized Allen Brown, Director of Internal Audit, on his last day of service to the LCTCS. Mr. Brown will transfer to the Legislative Auditor's Office. Mr. Brown was presented with a plaque of recognition for his service to the LCTCS. Several board members commented on the positive effect that Mr. Brown has had on the System Office and the progress made that has been a direct result of his efforts.

Mr. Brown expressed his gratitude to the Board for the support that has been given to him and his staff.

- Recognition of Mervin Birdwell, Regional Director, Central Louisiana Technical College. Today will be Mr. Birdwell's last board meeting. Dr. May presented Mr. Birdwell with a Resolution from the LCTCS Board of Supervisors and a plaque of recognition for his service to the LCTCS.

Mr. Birdwell expressed his appreciation to the Board for their leadership and for what they have done for the technical and community colleges throughout the state. He also expressed his appreciation to the LCTCS staff for the assistance provided to the campuses. He added that he would like to come back and be part of the celebration upon completion of the Shelby Jackson and Winnfield campuses.

- Recognition of Dr. Myrtle Dorsey, Chancellor, Baton Rouge Community College. Dr. Dorsey has accepted the position of Chancellor at the St. Louis Community College District. This will be Dr. Dorsey's last Board meeting. Dr. May presented Dr. Dorsey with a Resolution from the LCTCS Board of Supervisors and a plaque of recognition for her service to the LCTCS.

Dr. Dorsey thanked the Board for their support, specifically Supervisors Barham, Stone and Mellington who were on the Board when she accepted the position of chancellor at BRCC nine years ago.

Several Board members commented on the positive effect that Dr. Dorsey has had on BRCC. Supervisor Barham stated that, "...I don't believe that there is a school in the United States that has the track record that BRCC has had over the tenure of your work here and we are most grateful for everything that you have accomplished."

- Dr. May presented an update on legislative actions related to the LCTCS. He reviewed several of the key bills that are being tracked. A PowerPoint presentation was presented.
- Dr. May reported on flood contingency plans for LCTCS campuses that may be affected by possible flooding from the Mississippi River. He listed all of the campuses that could be affected by rising water due to the opening of the Atchafalaya and Morganza Spillways. He stated that the river stages will continue to be monitored very closely.

Greg Garrett spoke to the efforts being taken in preparation of flooding that may be experienced.

Dr. May stated that he would keep the Board informed on any new developments.

- A groundbreaking ceremony will take place at the SOWELA Technical Community College campus in Lake Charles on Friday, May 13<sup>th</sup> at 1:45 p.m.
- Eric Setz, Vice President of Enterprises Resources & Information Technology, provided a status report on the LUMEN Project (Student ERP). Dr. Monty Sullivan and Jan Jackson also contributed to the report. A PowerPoint presentation was presented.
- Baton Rouge Community College received a donation of a Boeing 747 from the New Orleans Hornets. The jet will be used in the Aviation Technology program. A press conference was held in conjunction with the city at the Baton Rouge Metropolitan Airport. The president of the New Orleans Hornets made the presentation to the college.
- Congratulations to Northshore Technical College Director, William Wainwright and the entire faculty and staff. The Council on Occupational Education recently completed their report following a visit to the college and reported no findings, suggestions or recommendations and with very positive comments were made by the COE regarding the college.
- Congratulations to Greg Garrett, South Central Louisiana Technical College on the recent donation of \$50,000 from the H & B Young Foundation for the Young Memorial Campus for the purpose of moving a donated living quarters onto the marine campus for the Young Memorial Campus Marine Department.

The H & B Young Memorial Foundation was selected to receive the national “Benefactor of the Year” award from Region 6 of the Council for Resource Development (CRD). The Foundation was recognized for their generous and significant investment in community and technical colleges. The award will be presented at the gala event at the CRD Conference in Washington, DC on Friday, November 11<sup>th</sup>.

## **G. GENERAL ACTION ITEMS\*\***

### **Committee of the Whole**

**Chair St. Blanc presented the Committee of the Whole agenda items for consideration by the Board.**

1. Authority for President to Designate Professional Development Day

**On motion of Supervisor Mellington, seconded by Supervisor Gaspard, the Board voted to delegate authority to the System President to designate a Professional Development Day, each year, for placement on the academic calendar of each college, thereby suspending classes on that date to enable attendance by all faculty and staff in the system. The motion carried.**

### **Academic Actions**

**Supervisor Carter presented the Academic Actions agenda items for consideration by the Board.**

2. Approval of Proposed Policy Change to LCTCS Policy #1.025 – Articulation

**On motion of Supervisor Poreé-Marco, seconded by Supervisor Murphy, the Board voted to approve the proposed change to LCTCS Policy #1.025 – Articulation, as presented.**

Dr. May stated that this policy pertains to articulation between the colleges within the LCTCS, particularly between the technical colleges and community colleges.

Supervisor Mellington questioned the language of the proposed change to the policy and presented an amended motion to include the following language to section C. (1) – *“The LCTCS Board of Supervisors strongly encourages all institutions of higher education to create a transfer environment, and particularly among LCTCS institutions, that is student-friendly and supports the workforce needs of the state.”*

**On motion of Supervisor Mellington, seconded by Supervisor Poreé-Marco, the Board voted to approve the amended motion to change the wording of Policy #1.025 – Articulation, section C. (1) LCTCS Internal Transferability, to read: “The LCTCS Board of Supervisors strongly encourages all institutions of higher education to create a transfer environment and particularly among LCTCS institutions that is student-friendly and supports the workforce needs of the state.”**

**The motion carried.**

Chair St. Blanc requested, as a point of order, to have the Board Coordinator accept the motion and second for each board action without having to state the name of the person making the motion.

Supervisor Barham suggested having the board member raise their hand when making a motion.

Supervisor Hardy expressed his concern over the fact that on occasion, two board members will make a motion simultaneously or second the motion. He suggested that the name be stated in order to have it correctly noted in the minutes.

### **Facilities Actions**

**Supervisor Barham presented the Facilities Actions agenda items for consideration by the Board.**

3. Naming of the Dow Chemical Company Industrial Lab at Louisiana Delta Community College

**On motion of Supervisor Smith, seconded by Supervisor Price, the Board voted to authorize Louisiana Delta Community College to name the Advanced Technology Building high bay lab at the Monroe campus, the Dow Chemical Company Industrial Lab. The motion carried.**

Dr. May commented that with the number of construction projects going on it is anticipated that many requests will be made for the naming of a specific facility. He stated that he has asked Leah Goss to bring forward a recommendation to the Board to create an agreement that would cancel the requirement for obtaining Board approval for the naming of a facility.

4. Modular Building Lease, Capital Area Technical College, Folkes Campus

**On motion of Supervisor Gaspard, seconded by Supervisor Gamble, the Board voted to authorize the lease of modular buildings from a modular unit vendor, as a result of competitive bid specified by the Office of Facility Planning and Control, for the Capital Area**

Technical College, Folkes Campus, for a period, effective immediately and not to exceed three years. The lease of the modular buildings requires the approval of the Division of Administration Office of Facility Planning and control, the Governor's Office of Homeland Security, and FEMA. The motion carried.

5. Renewal of Grant of Particular Use, Delgado Community College School of Nursing Building

**On motion of Supervisor Murphy, seconded by Supervisor Carter, the Board voted to authorize the renewal of the Grant of Particular Use by the State Land Office for the use of the School of Nursing Building by Delgado Community College as allowed by the dedicated user of record, the LSU Medical Center, for a period of 10 years. This grant is effective from July 1, 2012 until June 30, 2022. The motion carried.**

6. Cooperative Endeavor Agreement between Louisiana Delta Community College and City of Tallulah

**REMOVED FROM AGENDA.**

### Finance Actions

**Supervisor Stone presented the Finance Actions agenda items for consideration by the Board.**

7. Tuition Increases for Fall Semester 2011

**On motion of Supervisor Ogé, seconded by Supervisor Barham, the Board voted to approve tuition increases for LCTCS colleges effective for the fall 2011 semester as incorporated in the following legislative instruments:**

- A. Act 915 of the 2008 Regular Legislative Session authorizes a four to five percent tuition increase subject to approval of the Joint Legislative Committee on the Budget (JLCB).**
- B. Act 741 of the 2010 Regular Legislative Session (Grad Act) authorizes additional five percent tuition increase based upon Grad Act compliance.**

**Additionally, staff recommends the board approve the following increases contingent upon pending legislative action:**

- A. House Bill 526 by Representative Robideaux authorizing a uniform tuition and mandatory fee schedule for LCTCS Colleges, to be phased over three years for the technical colleges.**
- B. House Bill 97 by Representative Hoffman authorizing the assessment of a four percent Operation Fee.**
- C. House Bill 448 by Representative Downs authorizing the raising of the tuition/mandatory fee cap from twelve student credit hours to fifteen student credit hours, with exceptions.**

**The increases are waived for apprenticeship students and for middle income students who qualify under the hardship waiver guidelines contained in LCTCS Board Policy number 5.021. The motion carried.**

Dr. May noted that the figures provided are for example purposes and the specifics will change on the chart as legislative actions come in. He added that one piece of legislation that will definitely effect the figures right away is the one involving Northshore Technical College because that campus will move up into the technical community college range.

Dr. May stated that this agenda item is being presented today in anticipation of the JLCB hearings. He noted that he is often asked by the legislature if the legislation should pass would the LCTCS Board be in

approval. He stated that he wanted to take action prior to the hearings so he could confirm that the request has received Board approval.

Supervisor Ogé asked if there would be a process if any of these bills that are predicated on passage get amended in that the Board has now adopted them by Board action. He asked if an Executive Committee would need to be convened to amend the motions.

Dr. May noted that ultimately the Board will take final action on this with the establishment of the budget for FY 2012.

Supervisor Poreé-Marco asked if the tuition increases would be accessed for a student who has already registered for the fall semester.

Dr. May responded that most colleges initiate the charge and then reimburse a student if necessary.

8. For Review and Advisement: Revised Policy #5.017, LCTCS Policy on Foundations

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

9. For Review and Advisement: New LCTCS Policy #5.030, Acceptance of Private Contributions by Colleges

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

10. Contract Amendment between River Parishes Community College and Verma Systems

**On motion of Supervisor Poreé-Marco, seconded by Supervisor Gaspard, the Board voted to approve a contract amendment between River Parishes Community College and Verma Systems, increasing the original contract from \$17,940 to not to exceed \$70,000. The motion carried.**

### Personnel Actions

**Supervisor Murphy presented the Personnel Actions agenda items for consideration by the Board.**

11. Personal Services Expenditures Freeze

**On motion of Supervisor Barham, seconded by Supervisor Smith, the Board voted to exercise its constitutional authority, as requested by Governor Jindal of the State of Louisiana, by adopting the personal services freeze for all unclassified positions, unless specifically exempt by Executive Order BJ 11-06 or with express written approval of the Commissioner of Administration, beginning immediately and for the duration of the 2010/2011 fiscal year. The motion carried.**

Dr. May added that the Governor's Office has also just issued a general purchasing freeze.

Supervisor Stone asked for an explanation on classified positions versus unclassified positions.

Dr. May stated that the Governor has authority to declare a freeze for all classified positions. Generally that includes all clerical staff. The Governor's office has already acted with an Executive Order. Dr. May added that the Governor's Office then sent out the order asking state agencies to take action on all remaining unclassified employees which would include faculty, staff, administrators, system presidents, etc.

12. Bylaw Revision Regarding Further Limitation of Board Member Liability for Personnel Actions

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

Dr. May stated that this action came about as a request from Supervisor Mellington in response to a April 2011 agenda action related to a title change. At the request of the Board, a draft of a modified policy is presented for review and advisement. He stated that if this policy is adopted by the Board, the only personnel items to be presented to the Board for action would be for Chancellors and Technical College Directors. All other personnel actions would continue to be included in the monthly personnel report that is provided in the monthly board packet.

**H. CONSENT AGENDA**

**On motion of Supervisor Gamble, seconded by Supervisor Mellington, the Board voted to approve the Consent Agenda which consists of agenda items H.1. through H. 5. The motion carried.**

**Academic, Instruction, Workforce Training and Student Affairs Actions**

1. New Programs

a. Baton Rouge Community College

- Technical Competency Area Certificate in Care and Development of Young Children (CIP: 190709)

**Approved the addition of the Technical Competency Areas at Baton Rouge Community College in Care and Development of Young Children.**

b. Bossier Parish Community College

- Certificate of Technical Studies, Technical Competency Area in Accounting (CIP: 52.0302)
- AAS in Industrial Technology (and all related exit points) (CIP: 46000)

**Approved the addition of the Associate of Applied Science in Industrial Technology (including related exit points TD, CTS), Certificate of Technical Studies, a Technical Competency Area in Accounting Bossier Parish Community College.**

c. South Central Louisiana Technical College

- Addition of Associate of Applied Science in Journeyman Industrial

**Approved the addition of the Associate of Applied Science in Journeyman Industrial (including related exit points TD, CTS, TCA), at South Central Louisiana Technical College.**



2. Program Revisions
  - a. South Central Louisiana Technical College
    - Changes to Commercial Diving (CIP: 490304)

**Approved the revisions in Commercial Diving to make the curriculum compliant with the United States Department of Education's (USDOE) credit to clock hour ratio requirement for Title IV eligible programs at South Central Louisiana Technical College.**

- Changes to Industrial Marine Electronics (CIP: 470616)

**Approved the revisions in Industrial Marine Electronics Technology (IMEL) to make the curriculum compliant with the United States Department of Education's (USDOE) credit to clock hour ratio requirement for Title IV eligible programs at South Central Louisiana Technical College.**

3. Program Termination
  - a. Bossier Parish Community College
    - Certificate of Technical Studies in Oil and Gas Production Technology (CIP: 150903)  
**Approved the request from Bossier Parish Community College to terminate the Certificate of Technical Studies in Oil and Gas Production Technology.**
  - b. Capital Area Technical College
    - AAS in Automotive (Baton Rouge Campus) (CIP: 470604)

**Approved the request from Capital Area Technical College (Baton Rouge Campus), to terminate the AAS in Automotive Technology program.**

### Finance Actions

4. Foundation Reimbursement to or on behalf of Employees

#### **Approved the following Foundation reimbursement:**

Date	Foundation	Recipient	Amount	Purpose
April 2011	LCTCS Foundation	Derrick Manns	\$1,000	Faculty advisor fee for Salzburg Global Seminar
April 2011	LCTCS Foundation	Karen Harmon	\$1,000	Faculty advisor fee for Salzburg Global Seminar
April 2011	LCTCS Foundation	Derrick Manns	\$1,616.80	Air fare to Salzburg for Salzburg Global Seminar
April 2011	LCTCS Foundation	Karen Harmon	\$1,616.80	Air fare to Salzburg for Salzburg Global Seminar

5. Incumbent Worker Training Program Contracts
  - The Dow Chemical Company, Inc., and Baton Rouge Community College
  - Settoon Towing LLC, and L.E. Fletcher Technical Community College

**Ratified two (2) new Incumbent Worker Training Program Contracts:**

- **Dow Chemical Company/Baton Rouge Community College – Contract Amount: \$324,201**
- **Settoon Towing, LLC/L.E. Fletcher Technical Community College – Contract Amount: \$35,109**

**I. UPDATES**

Chair St. Blanc urged Board members to review the Updates/Reports provided.

1. Alternative Financing Projects
2. Report on General Personnel Actions for LCTCS Colleges and System Office
3. Status Report on Capital Projects
4. Report of Breazeale, Sachse & Wilson Charges for the Quarter Ended March 31, 2011
5. FY 10-11 Third Quarter Financial Status Report
6. FY 10-11 Third Quarter Report on Contracts

**J. OTHER BUSINESS**

None presented.

**K. ANNOUNCEMENTS**

- Reminder of groundbreaking ceremony scheduled for Friday, May 13<sup>th</sup> at SOWELA Technical Community College.

**L. ADJOURNMENT**

**There being no further business to come before the Board, on motion of Supervisor Carter, seconded by Supervisor Poreé-Marco, the meeting adjourned at 10:58 a.m.**