

MINUTES

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

WEDNESDAY, MAY 9, 2012

8:00 a.m.

**The Louisiana Building
Baton Rouge Community College
201 Community College Drive, Baton Rouge, Louisiana 70806**

NOTE: *No separate committee meetings were held.*

A. CALL TO ORDER

The Louisiana Community and Technical College System Board of Supervisors met in Regular Session, Wednesday, May 9, 2012, at Baton Rouge Community College, Baton Rouge, Louisiana. Board Chair Vincent St. Blanc, III, called the meeting to order at 8:00 a.m.

B. PLEDGE OF ALLEGIANCE

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
Marco Dorsey
Keith Gamble
Deni Grissette
Timothy W. Hardy
Brett Mellington
Michael Murphy, *1st Vice Chair*
Woody Ogé, *2nd Vice Chair*
Paul Price
Dennis Raether
Stephen Smith
Vincent St. Blanc, III, *Chair*
Mike Stone
Scott Terrill
Stephen Toups

Members Absent

Mike Stone

Staff Present

Dr. Joe May
Bonni Blouin
John Paul Domiano
Leah Goss
Cynthia Illick
Jan Jackson
Lura Kamiya
Jean Ann Kozlowski
Dr. Derrick Manns
Joe Marin
Bill Obier
Jimmy Sawtelle
Shannon Sedberry
Eric Setz
Dr. Monty Sullivan
Joel Watkins

D. APPROVAL OF MAY 9, 2012 AGENDA

On motion of Supervisor Brown, seconded by Supervisor Toups, the Board voted to approve the May 9, 2012 agenda as presented.

E. APPROVAL OF MINUTES OF APRIL 11, 2012 REGULAR BOARD MEETING AND APRIL 26, 2012 EXECUTIVE COMMITTEE MEETING

On motion of Supervisor Ogé, seconded by Supervisor Toups, the Board voted to approve the minutes of the April 11, 2012 Regular Board meeting and April 26, 2012 Executive Committee 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:

- Chair St. Blanc noted that today's meeting would be brief due to the Senate Confirmation Hearing that will take place today at 10:00 at the legislature. Five board members will be considered for confirmation by the Senate.
- Internal Audit Report is due. Mr. John Paul Domiano, Director of Internal Audit, is available for any board members who may have questions regarding this report.
- LCTCS commencements. Chair St. Blanc encouraged Board members to attend the LCTCS commencement ceremonies in their area of the state.

2. President's Report

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

- Dr. May introduced new LCTCS employees: Jean Ann Kozlowski, Assistant to the President, Cynthia Illick, Executive Director of Strategy and Engagement and Quintin Taylor, Executive Director of Media Relations.
- Dr. May acknowledged and recognized the two student Board members, Marco Dorsey and Dennis Raether, whose service to the Board ends May 31st. He thanked them for their service to the Board and presented each with a plaque of recognition.

Supervisor Raether thanked the Board for the opportunity of serving on the Board of Supervisors. He stated that it was an honor and a privilege to serve on the Board. He added that he has learned a lot from his service and has shared that information with other students so that they may have a better understanding of the education system. He thanked his wife and Chancellor William Wainwright for their support.

Supervisor Dorsey commented that serving on the Board was a fabulous learning experience and he wished the Board good luck with the upcoming legislative session.

G. GENERAL ACTION ITEMS****Academic, Instruction, Workforce Training and Student Affairs Actions**

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

Academic, Instruction, Workforce Training and Student Affairs Actions

1. Certification of LCTCS Colleges Year Two GRAD Act Reports

Dr. May reported that he met with the members of the LCTCS Board of Supervisors Executive Committee on April 24, 2012, to request approval of the Certification of LCTCS Colleges Year Two GRAD Act Reports and the approved reports have been forwarded to the colleges and the Board of Regents. He noted that this is the annual compliance for the report.

On motion of Supervisor Mellington, seconded by Supervisor Grissette, the Board voted to certify the year two reports of the LCTCS colleges pursuant to the GRAD Act. The motion carried.

2. For Review and Advise ment: Proposed LCTCS Policy #1.046 – Delegated Authority Relating to the GRAD Act

Dr. May provided an explanation of the proposed policy. He noted that since the onset of the GRAD Act, each year the Board meeting and deadlines set by the Board of Regents are not aligned and it is necessary to convene a special meeting of the Executive Committee in order to receive approval of the required reports and then submit the reports to the Full Board for certification. He stated that the proposed policy would delegate authority to the System President to act on behalf of the Board and send the GRAD Act information, as required each year, by the deadline and that this action will be reported to the Board at the next meeting. He noted that the Board does not have any means of changing the data submitted from the colleges but it is important that Board members review the report that is submitted. He added that the proposed policy is submitted for review and advise ment and no action needs to be taken today.

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

3. For Review and Advise ment: Proposed Policy 2.012 - Home School Policy

Dr. May stated that there has been tremendous growth in home schooled students and the LCTCS has recognized that the colleges have addressed a request for home schooled students in a variety of ways. He noted that Dr. Derrick Manns has been working with the academic leadership on this policy and it may be on the agenda again next month for review and advise ment to ensure that everyone has a chance to review the policy and has an understanding on how to best accommodate students who are home schooled while ensuring that they are at the appropriate academic level to benefit.

Dr. Monty Sullivan addressed questions posed by members of the Board.

Supervisor Brown questioned whether it is possible to identify and track students as a cohort in terms of their academic performance. He asked if it was appropriate and could it be done.

Dr. Sullivan stated that he felt it was appropriate and he committed to looking into that possibility.

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

Facilities Actions

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

4. Naming of the Marvin E. Thames, Sr. Learning Resource Center at Delgado Community College

On motion of Supervisor Ogé, seconded by Supervisor Toups, the Board voted to approve the naming of the newly restored Learning Resource Center (formerly Building 7), on the City Park campus in honor of the late Dr. Marvin E. Thames, Sr., former Delgado President. The motion carried.

Finance Actions

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

5. Contracts
 - a. LCTCS and Pearson VUE

On motion of Supervisor Price, seconded by Supervisor Brown, the Board voted to approve a cooperative endeavor agreement between the Louisiana Community and Technical College System Board of Supervisors and Pearson VUE, effective July 1, 2012 through June 30, 2013. This agreement is subject to the approval of the Office of Contractual Review. The motion carried.

- b. Bossier Parish Community College and LSU Health Science Center at Shreveport

On motion of Supervisor Ogé, seconded by Supervisor Grissette, the Board voted to approve a professional services contract between Bossier Parish Community College and the LSU Health Sciences Center at Shreveport, effective July 1, 2012 through June 30, 2013. This contract is subject to the approval of the Office of Contractual Review. The motion carried.

6. Revised Policy #5.018, LCTCS Policy for Procurement Card

On motion of Supervisor Carter, seconded by Supervisor Grissette, the Board voted to approve the revised LCTCS Policy for LaCarte Purchasing Card and CBA (Controlled Billed Account) Policy to comply with changes by the Office of State Purchasing and Travel. The motion carried.

7. Refunding of Bonds for SLCC Facilities Corporation

On motion of Supervisor Mellington, seconded by Supervisor Grissette, the Board voted to approve the form of and authorize the System President to execute agreements and associated documents between the LCTCS Board of Supervisors and the South Louisiana Facilities Corporation, for Revenue Refunding Bonds Series 2012, which will refinance the remaining current outstanding Series 2002 Bonds originally issued for construction of the South Louisiana Community College Campus at 320 Devalcourt St., Lafayette. This action has been approved unanimously by the

South Louisiana Facilities Corporation and will be submitted for approval by the State Bond Commission at its May 2012 meeting. The motion carried.

H. CONSENT AGENDA

On motion of Supervisor Brown, seconded by Supervisor Ogé the Board voted to approve the Consent Agenda which includes agenda items H.1. through H. 4. The motion carried.

Academic, Instruction, Workforce Training and Student Affairs Actions

1. Request for New Programs

a. Delgado Community College

- TCA in Information Technology Support (CIP: 11.1006)
- CTS in Kitchen and Bath Design (CIP: 50.0408)

Approved the request from Delgado Community College for new programs:

- **TCA in Information Technology Support (CIP: 11.1006)**
- **CTS in Kitchen and Bath Design (CIP: 50.0408)**

b. Northshore Technical Community College

- AAS in Automotive Technology (CIP: 470604)
- AGS in General Studies (CIP: 240102)
 - Certificate of General Studies (CIP: 240102)

Approved the request from Northshore Technical Community College for new programs:

- **AAS in Automotive Technology (CIP: 470604)**
- **AGS in General Studies (CIP: 240102)**
 - **Certificate of General Studies (CIP: 240102)**

2. Request for Program Revisions

a. Delgado Community College

- Change of Program Title: CTS in Office Systems Technology: Office Assistant to CTS in Administrative Office Technology (CIP: 52.0401)
- Change of Program Title: CTS in Culinary Arts: Entry Level Line Cook to CTS in Culinary Arts: Line Cook (CIP: 12.0503)
- Change in Degree Designation: A.S. in Dietetics Technician to A.A.S. in Dietetics Technician (CIP: 51.3101)
- Change in Credential Designation: CTS in Medical Coding to CSA in Medical Coding (CIP: 51.0707)

Approved the request from Delgado Community College for change in program titles in Office systems Technology, Culinary Arts and change in degree designation in Dietetics Technician and Medical Coding as listed:

- **Change of Program Title: CTS in Office Systems Technology: Office Assistant to CTS in Administrative Office Technology (CIP: 52.0401)**

- **Change of Program Title: CTS in Culinary Arts: Entry Level Line Cook to CTS in Culinary Arts: Line Cook (CIP: 12.0503)**
- **Change in Degree Designation: A.S. in Dietetics Technician to A.A.S. in Dietetics Technician (CIP: 51.3101)**
- **Change in Credential Designation: CTS in Medical Coding to CSA in Medical Coding (CIP: 51.0707)**

b. Central Louisiana Technical College

- Change in the clock and credit hours in the Care and Development of Young Children Program (CIP: 19.0709), New exit point TCA-Basic Caregiver (3 credit, 60 clock), TCA Infant/Toddler or Preschool Caregiver (12 credit, 285 clock), CTS Child Care Teacher (29 credit, 855 clock), TD Care and Development of Young Children (45 credit, 1350 clock).

Approved the request from Central Louisiana Technical College, Lamar Salter Campus, for a program revision in the Care and Development of Young Children program and all exit points as submitted.

- **Change in the clock and credit hours in the Care and Development of Young Children Program (CIP: 19.0709), New exit point TCA-Basic Caregiver (3 credit, 60 clock), TCA Infant/Toddler or Preschool Caregiver (12 credit, 285 clock), CTS Child Care Teacher (29 credit, 855 clock), TD Care and Development of Young Children (45 credit, 1350 clock).**

c. South Central Louisiana Technical College

- Add new course in Basic Safety Training Refresher in the Marine Operations Curriculum

Approved the request from South Central Louisiana Technical College for program revisions in the Marine Operations curriculum as submitted.

- **Add new course in Basic Safety Training Refresher in the Marine Operations Curriculum**

d. Fletcher Technical Community College

- Revision of Phlebotomy Program to add additional 3 hours to curriculum (CIP: 51.1009)

Approved the request from Fletcher Technical Community College for program revisions in the Phlebotomy curriculum as submitted.

- **Revision of Phlebotomy Program to add additional 3 hours to curriculum (CIP: 51.1009)**

3. Request for Program Termination

a. Delgado Community College

- CTS in Automotive Technology: Electrical Technician (CIP: 47.0604)
- CTS in Automotive Technology: Engine Performance Technician (CIP: 47.0604)
- CTS in Automotive Technology: Power Train Technician (CIP: 47.0604)
- CTS in Culinary Arts: Production Cook (CIP: 12.0503)

Approved the request from Delgado Community College for program terminations in Automotive Technology and Culinary Arts as listed:

- **CTS in Automotive Technology: Electrical Technician (CIP: 47.0604)**
- **CTS in Automotive Technology: Engine Performance Technician (CIP: 47.0604)**
- **CTS in Automotive Technology: Power Train Technician (CIP: 47.0604)**
- **CTS in Culinary Arts: Production Cook (CIP: 12.0503)**

b. South Central Louisiana Technical College (Young Memorial Campus only)

- Termination of Electrician program including all exit points (TCA, CTS, TDs in Residential, Industrial, Marine, Commercial Wirings I and II). (CIP: 460302)
- Termination of Practical Nursing Program Technical Diploma (Lafourche Campus) (CIP: 51: 3901)

Approved the request from South Central Louisiana Technical College (Young Memorial Campus only) to terminate the Electrician program and all exit points as submitted:

- **Termination of Electrician program including all exit points (TCA, CTS, TDs in Residential, Industrial, Marine, Commercial Wirings I and II). (CIP: 460302)**

Approved the request from South Central Louisiana Technical College (Lafourche Campus) to terminate the Practical Nursing Technical Diploma program as submitted:

- **Termination of Practical Nursing Program Technical Diploma (Lafourche Campus) (CIP: 51: 3901)**

c. Capital Area Technical College (Baton Rouge Campus)

- Termination of Nurse Assistant Technical Competency Area (CIP: 51.3902)

Approved the request from Capital Area Technical College (Baton Rouge Campus) to terminate the Nurse Assistant Technical Competency Area program as submitted:

- **Termination of Nurse Assistant Technical Competency Area (CIP: 51.3902)**

Finance Actions

4. Foundation Reimbursements to or on behalf of Employees

Approved the following Foundation reimbursements:

Date	Foundation	Recipient	Position	Amount	Purpose
February 29, 2012	BPCC Foundation	Keith Bruce	Instructor/ Program Manager, Communications and Performing Arts	\$1,295.37	Reimbursement for professional development travel expenses for National Assn. of Broadcasting Conference in Las Vegas, NV

February 29, 2012	BPCC Foundation	Pat Devitro	Coordinator, Communications and Performing Arts	\$1,290.87	Reimbursement for professional development travel expenses for National Assn. of Broadcasting Conference in Las Vegas, NV
March 22, 2012	Cavalier Athletic Foundation	Ashley Grisham	Head Softball Coach	\$1,021.32	Reimbursement for pre-game and post-game expenses and supplies for softball team

I. UPDATES

Chair St. Blanc encouraged Board members to review the Update/Reports that were provided.

1. Alternative Financing Projects
2. Report of Breazeale, Sachse & Wilson Charges for the Quarter Ended March 31, 2012
3. Report on General Personnel Actions for LCTCS Colleges and System Office
4. Status Report on Capital Projects
5. Status Report on Progress of Northshore Technical Community College, Slidell Campus Renovation
6. Third Quarter Contract Report
7. Thirds Quarter Financial Report

J. OTHER BUSINESS

1. Appointment of Board Officers for 2012-2013

Supervisor Stevie Smith, Chair, Nominating Committee, presented the Committee recommendation, for consideration of the Full Board, the appointment of Board Officers for 2012-2013. The following recommendation was made:

Chair - Michael J. Murphy
 1st Vice Chair – Norwood Ogé
 2nd Vice Chair – Timothy W. Hardy

On motion of Supervisor Smith, seconded by Supervisor Carter, the Board voted to approve the recommendation of the Nominating Committee to appoint Michael J. Murphy Chair; Norwood “Woody” Oge, 1st Vice Chair and Timothy W. Hardy, 2nd Vice Chair. The motion carried.

Supervisor Murphy thanked Chair St. Blanc for his leadership over the past several years and he thanked the Board for allowing him the opportunity to represent the Board and the LCTCS over the next two years.

Supervisor Ogé stated that he appreciated the faith and trust of the Nominating Committee. He commented on the integrity and the dedication of the Board and he expressed his appreciation to LCTCS administrators, faculty and staff for what they do every day.

Supervisor Hardy stated that he is honored to serve on the Board and he is flattered to serve in the 2nd Vice Chair position.

Supervisor Barham commented on the leadership of Board Chair St. Blanc. He stated, “...*nobody ever came on this Board with more enthusiasm and energy than Vinney St. Blanc. Nobody has better exemplified the spirit, the hope, the enthusiasm that so characterizes our System. You’ve been a great chairman Vinney . . . and we do appreciate it*”.

Chair St. Blanc thanked Supervisor Barham for his comments and stated that he is humbled by the experience.

K. ANNOUNCEMENTS

- Supervisor Smith provided a brief update on the building projects. He noted that the Ferriday, Abbeville, Gulf Area and Huey P. Long campuses are open and running.

Chair St. Blanc noted that Jan Jackson will present an in depth facilities report at the June 2012 Board meeting.

L. ADJOURNMENT

There being no further business to come before the Board, on motion of Supervisor Toups, seconded by Supervisor Price, the meeting adjourned at 8:45 a.m.