

APPROVED MINUTES - EXECUTIVE COMMITTEE
SEPTEMBER 10, 2008

MINUTES

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

WEDNESDAY, SEPTEMBER 10, 2008
9:00 a.m.

Louisiana Community & Technical College System Office
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.

NOTE: Due to the effects of Hurricane Gustav, the September 2008 regular board meeting, scheduled to be held at the LTC-Hammond Campus, was cancelled.

A. CALL TO ORDER

Chair Stevie Smith called the meeting to order at 9:10 a.m.

B. ROLL CALL

Ms. Bonni Blouin, Coordinator of Board Services, called roll and a quorum was established. The following Board members were in attendance via teleconference: Stevie Smith, Board Chair; Vincent St. Blanc, III, 1st Vice Chair; Michael Murphy, 2nd Vice Chair; and, Brett Mellington, Immediate Past Board Chair. LCTCS staff present: Dr. Joe May, Jan Jackson, Dr. Robert Bell, Jim Henderson, Leah Goss, Kizzy Payton, Allen Brown, Lura Kamiya, Tommy Williams, and Bonni Blouin.

C. GENERAL ACTION ITEMS**

Dr. Joe May presented the agenda items for consideration of the Executive Committee. He noted that all actions taken during the Executive Committee meeting will be submitted for ratification by the full Board at the October 2008 Board meeting.

Committee of the Whole

1. Approval of 2008-2009 System Goals and Objectives (H.1.)

This item will be addressed at the October 2008 board meeting.

Facilities Actions

2. Approval of Act 959 Status for Interior Renovations to the Frazier Art Building at Baton Rouge Community College (H.2.)

On motion of Supervisor St. Blanc, seconded by Supervisor Murphy, the Executive Committee voted to approve the planning, design and construction of renovations to the Frazier Art Building at Baton Rouge Community College in the amount of up to \$950,000, pursuant to Act 959 of the 2003 Regular Session enacting R.S. 39:128(B)(4)

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and, that the Board authorize the System President and the Chancellor of Baton Rouge Community College to enter into a cooperative endeavor agreement with the Division of Administration for planning, design and construction of this renovation project. (Act 959 projects require the approval of the Board of Regents, the Division of Administration, and the Joint Legislative Committee on the Budget). The motion carried.

3. Approval of Act 959 Status for Fluor Welding Facility at the LTC Region 4 Acadian Campus (H.3.)

On motion of Supervisor St. Blanc, seconded by Supervisor Murphy, the Executive Committee voted to approve the planning, design and construction of the Fluor Welding Facility at the LTC Region 4 Acadian Campus in the amount of approximately \$2.0 million, pursuant to Act 959 of the 2003 Regular Session enacting R.S. 39:128(B)(4) and, that the Board authorize the System President and the Regional Director of Region 4 to enter into a cooperative endeavor agreement with the Division of Administration for planning, design and construction of this interior renovation project. (Act 959 projects require the approval of the Board of Regents, the Division of Administration, and the Joint Legislative Committee on the Budget). The motion carried.

4. Cooperative Endeavor Agreement between LCTCS and Claiborne Parish School Board (H.4.)

On motion of Supervisor St. Blanc, seconded by Supervisor Murphy, the Executive Committee voted to authorize the System President to negotiate a Cooperative Endeavor Agreement between the LCTCS/LTC Region 7 Northwest Campus and the Claiborne Parish School Board for use of a six acre tract of land and facilities on the LTC Northwest Branch Campus in Homer, Louisiana, effective upon approval through June 30, 2009. (This agreement must be approved by the Office of Contractual Review). The motion carried.

Finance Actions

5. Cooperative Endeavor Agreement between LCTCS and Louisiana United Methodist Children & Family Services, Inc. (H.5.)

Supervisor Murphy questioned who would be responsible for auditing the expenditure of the funds.

Mr. Henderson responded that the Dean of the Ruston Campus will be responsible for the funds.

On motion of Supervisor St. Blanc, seconded by Supervisor Murphy, the Executive Committee voted to negotiate a Cooperative Endeavor Agreement with Louisiana Methodist Children & Family Services, Inc., for \$100,000, effective upon approval through June 30, 2009. The agreement must also be approved by the Office of Contractual Review. The motion carried.

6. FY 08-09 Operating Budget for LCTCS Colleges and LCTCS Office (H.6.)

Dr. May provided a brief summary of the operating budget.

Jan Jackson commented that the budget does not reflect the FY 09 increase of \$12.6 million in funding for Act 391 projects.

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Chair Smith asked that this agenda item be discussed with the full Board during the October 2008 board meeting.

On motion of Supervisor Murphy, seconded by Supervisor Mellington, the Executive Committee voted to approve the FY 08-09 Operating Budgets of the LCTCS Colleges and LCTCS Office. The motion carried.

7. Rescind the Professional Services Contract between Delgado Community College and Maritime Services Group, Inc. (H.7.)

Dr. May noted that this item was approved under the Consent Agenda at the August 2008 board meeting. He stated that it was necessary to rescind the contract between Delgado Community College and Maritime Services Group, Inc., because of a possible conflict of interest. He explained that Woody Ogé, newly appointed board member, is employed with Northrop Grumman of which Maritime Services Group, Inc., is affiliated.

On motion of Supervisor St. Blanc, seconded by Supervisor Murphy, the Executive Committee voted to rescind a professional services contract between Delgado Community College and Maritime Services Group of Louisiana, effective May 21, 2008 through May 20, 2009. (This contract is subject to approval by the Office of Contractual Review). The motion carried.

8. Approve the Professional Services Contract between Delgado Community College and Maritime Services Group, Inc. (H.8.)

Dr. May stated that this agenda item, if approved, would be ratified at the October 2008 board meeting and Supervisor Ogé would recuse himself from voting, thereby alleviating any conflict of interest issue.

On motion of Supervisor St. Blanc, seconded by Supervisor Mellington, the Executive Committee voted to approve a professional services contract between Delgado Community College and Maritime Services Group of Louisiana, effective May 21, 2008 through May 20, 2009. (This contract is subject to approval by the Office of Contractual Review). The motion carried.

Committee members discussed the importance being diligent in reviewing all contracts that are submitted for approval to the Board to ensure that no conflict of interest exists for any board members. Ms. Jackson requested that board members pay particular attention to the contracts submitted for approval to determine whether or not their respective businesses are associated with the principal company.

Personnel Actions

9. Appointment of Louisiana Technical College Region 7 Sabine Valley Campus Dean (H.9.)

On motion of Supervisor St. Blanc, seconded by Supervisor Murphy, the Executive Committee voted to approve the appointment of Ms. Laurie Morrow as Dean of the

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Sabine Valley campus for the Louisiana Technical College, Region 7, at a base annual salary of \$69,500, effective October 6, 2008. The motion carried.

D. CONSENT AGENDA

On motion of Supervisor Mellington, seconded by Supervisor St. Blanc, the Executive Committee voted to approve the Consent Agenda which includes agenda items D.1. through D.7. (I.1.-I.7.) The motion carried.

Academic, Instruction, Workforce Training and Student Affairs Actions

1. Fletcher Technical Community College: Revisions to Current Mission Statement

Approved the revisions to the current mission statement of L. E. Fletcher Technical Community College.

2. Baton Rouge Community College: Approval of New Degree Program: Associate of Applied Science in Accounting Technology (CIP 52.0302)

Approved the Associate of Applied Science in Accounting Technology degree [CIP 52.0302] as requested by the faculty and administration of Baton Rouge Community College.

3. LCTCS Technical Division: Program Expansions:

Region 4

LTC-Acadian Campus

Associate of Applied Science in Accounting Technology (CIP 52.0302)

(The campus already offers the Technical Diploma with standard exit points.)

Associate of Applied Science in Office System Technology (CIP 52.0401)

(The campus already offers the Technical Diploma with standard exit points.)

Region 6

LTC-Avoyelles Campus

Certificate of Technical Studies in Medical Office Assistant (CIP 51.0716)

Region 8

LTC-Bastrop, Delta Ouachita, North Central, Northeast, Ruston, Tallulah, and Margaret Surlis Campuses

Technical Competency Area in Medication Attendant-Certified (CIP 51.2603)

Region 9

LTC-Florida Parishes

Certificate of Technical Studies in Medical Assistant (CIP 51.0801)

LTC-Hammond Campus

Technical Diploma in Building Technology Specialist (CIP 46.0401)

(including standard exit points)

Technical Diploma in Electrician (CIP 46.0302)

(including standard exit points)

Certificate of Technical Studies in Veterinary Assistant (CIP 51.0808)

(including standard exit points)

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Approved the following program expansions as requested by the following regions/campuses:

Region 4

LTC-Acadian Campus

Associate of Applied Science in Accounting Technology (CIP 52.0302)

(The campus already offers the Technical Diploma with standard exit points.)

Associate of Applied Science in Office System Technology (CIP 52.0401)

(The campus already offers the Technical Diploma with standard exit points.)

Region 6

LTC-Avoyelles Campus

Certificate of Technical Studies in Medical Office Assistant (CIP 51.0716)

Region 8

LTC-Bastrop, Delta Ouachita, North Central, Northeast, Ruston, Tallulah, and Margaret Surlles Campuses

Technical Competency Area in Medication Attendant-Certified (CIP 51.2603)

Region 9

LTC-Florida Parishes

Certificate of Technical Studies in Medical Assistant (CIP 51.0801)

LTC-Hammond Campus

Technical Diploma in Building Technology Specialist (CIP 46.0401)

(including standard exit points)

Technical Diploma in Electrician (CIP 46.0302)

(including standard exit points)

Certificate of Technical Studies in Veterinary Assistant (CIP 51.0808)

(including standard exit points)

Finance Actions

4. Approval of Revisions to the LCTCS Policy for Procurement Card

Approved the revised LCTCS Policy for Procurement Card.

5. Professional Services Contract between Bossier Parish Community College and Mar-Kee Consulting Group, Inc.

Approved a professional services contract between Bossier Parish Community College and Mar-Kee Consulting Group, effective August 1, 2008 to July 27, 2009. This contract is subject to approval by the Office of Contractual Review.

6. Professional Services Contract between LTC Delta Ouachita Campus and Shermco Industries, Inc.

Approved a professional services contract between LTC Delta Ouachita Campus and Shermco Industries, Inc., effective July 16, 2008 to July 15, 2009. This contract is subject to approval by the Office of Contractual Review.

7. Incumbent Worker Training Contracts

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Ratified one new Incumbent Worker Training Program contract for \$46,714 and a modification to an existing contract for \$250,952 as listed:

- **Legal Services of North La 2/Bossier Parish Community College – Contract Amount: \$46,714**
- **J. Ray McDermott 2/LTC – Young Memorial – Revised Contract Amount: \$250,952**

E. UPDATES

1. Alternative Financing Projects
2. Report on General Personnel Actions for LCTCS Colleges and System Office
3. Report on Scholarships and Tuition Waivers per Board Policy 5.025
4. Status Report on Capital Projects
5. Workforce Development Report

F. OTHER BUSINESS

G. ANNOUNCEMENTS

H. ADJOURNMENT

There being no further business to come before the Executive Committee, on motion of Supervisor Mellington, seconded by Supervisor St. Blanc, the meeting adjourned at 10:00 a.m.