

MINUTES**LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM
BOARD OF SUPERVISORS REGULAR MONTHLY MEETING****WEDNESDAY, JUNE 8, 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: **No separate committee meetings are scheduled.**

A. CALL TO ORDER

The Louisiana Community and Technical College System Board of Supervisors met in Regular Session, Wednesday, June 8, 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 St. Blanc 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
Timothy W. Hardy
Michael Murphy, *1st Vice Chair*
Woody Ogé, *2nd Vice Chair*
Paul Price
Stephen Smith
Vincent St. Blanc, III, *Chair*
Mike Stone
Stephen Toups

Members Absent

Deni Grissette
Brett Mellington
Scott Terrill

Staff Present

Dr. Joe May
Bonni Blouin
Anthony Brown
John Paul Domiano
Leah Goss
Jan Jackson
Bob Johnson
Lura Kamiya
Dr. Derrick Manns
Joe Marin
Bill Obier
Kizzy Payton
Jimmy Sawtelle
Kristine Strickland
Dr. Monty Sullivan

Angél Tetrick
Joel Watkins

D. APPROVAL OF JUNE 8, 2011 AGENDA

On motion of Supervisor Murphy, seconded by Supervisor Carter, the Board voted to approve the June 8, 2011 agenda as presented.

E. APPROVAL OF MINUTES OF THE MAY 11, 2011 AUDIT COMMITTEE AND FULL BOARD MEETINGS

On motion of Supervisor Price, seconded by Supervisor Brown, the Board voted to approve the minutes of the May 11, 2011 Audit Committee and Full Board meetings as presented. The motion carried.

F. REPORTS

1. Chair of the Board Report

Supervisor Vincent St. Blanc, Board Chair, presented the Chair of the Board Report. He stated that Dr. May and several Board members are required to attend a committee meeting at the State legislature at 11:00 a.m., so an attempt will be made to keep the meeting brief. The following topics were discussed:

- Chair St. Blanc commented on the LCTCS commencement ceremonies that he has attended. He stated that the experience he has received from attending the commencement ceremonies has been tremendous and he commented on the quality and number of the students coming through the LCTCS and the enthusiasm that he has witnessed by the students.
- Chair St. Blanc announced that Board Supervisor Helen Bridges Carter and her husband celebrated 52 years of marriage on June 7th.
- Chair St. Blanc stated that he and his wife recently celebrated their 40th wedding anniversary.

2. President's Report

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

- Legislative Update. A PowerPoint presentation was provided on the status of legislation being presented at the State legislature that may affect the LCTCS. He expressed his appreciation to everyone for their support during this legislative session.
- Dr. May acknowledged Bob Johnson, Executive Director of LCTCS Online. Mr. Johnson will be leaving the LCTCS, effective June 30th, to return to his home state of Kentucky. Dr. May congratulated and thanked him for the work that he has done for the LCTCS.

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.

1. For Review and Advise ment: Proposed Revision of LCTCS Student Policy #2.005

Dr. May stated that work has been done with the LCTCS colleges on this policy to clean up the language related to student government officers and other students in leadership roles around the state. The policy clarifies the roles and responsibilities of the students. The policy is presented for review and advise ment and any questions should be presented to Kristine Strickland, Director of Student & Financial Assistance.

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

Facilities Actions

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

2. FY 2012-2013 Preliminary Capital Outlay Requests

Dr. May asked Board members to review the list of priority projects that are being submitted to the Board of Regents.

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

3. Lease Agreement between Acadiana Technical College and Lafayette Airport Commission

On motion of Supervisor Smith, seconded by Supervisor Price, the Board voted to authorize a 10 year lease between the Lafayette Airport Commission and the Acadiana Technical College, Lafayette Campus to house the Aircraft Maintenance Program. The effective dates of the lease are July 1, 2011 thru June 30, 2021. The lease requires the approval of the Division of Administration. The motion carried.

4. Right of Way Agreement for South Central Louisiana Technical College, River Parishes Campus

On motion of Supervisor Ogé, seconded by Supervisor Smith, the Board voted to authorize granting a right-of-way to Entergy Corporation to allow the installation of utility poles for the River Parishes Campus of South Central Louisiana Technical College. If approved, the right-of-way authorization must be recorded in the State Land Office. The motion carried.

Finance Actions

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

5. Replacement Cooperative Endeavor Agreement for Refinancing of Delgado Community College, City Park Campus, Student Life Center

On motion of Supervisor Ogé, seconded by Supervisor Brown, 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 Delgado Community College Foundation, for refinancing of current outstanding Delgado

Series 1999 Bonds, to be issued by the LCDA, for the Delgado Community College City Park Campus, Student Life Center. This action will require approval by the Delgado Community College Foundation and the State Bond Commission. The motion carried.

6. New LCTCS Policy #5.030, Acceptance of Private Contributions by Colleges

Dr. May stated that the next two agenda items are closely related and were provided to the Board last month for review and advisement. He noted that the policies pertain to gift acceptance to the LCTCS Foundation. He stated that the intent of the policy is to maximize gifts received by having the funds go into a foundation. He added that if the college has an existing foundation private donations can be accepted; if not, the college works with the Foundation System to address those needs.

On motion of Supervisor Carter, seconded by Supervisor Brown, the Board voted to approve LCTCS Policy #5.030, LCTCS Policy on Acceptance of Private Contributions by Colleges. The motion carried.

7. Revised LCTCS Policy #5.017, Policy on Foundations

Dr. May stated that this revision is a clean-up of language and ties to the Cabella case whereby it gives certain freedoms, related to the operation of the LCTCS Foundation, but in return requires certain types of accountability. He added that the revisions will primarily add a requirement that each foundation establish a financial accounting system in compliance with current accepted accounting standards and that each foundation operate in compliance with Louisiana Supreme Court 2006 opinion regarding Cabella as provided by the Attorney General. He noted that the revisions were made for that purpose and allows the Foundation to be in full compliance with Louisiana and federal law.

On motion of Supervisor Barham, seconded by Supervisor Hardy, the Board voted to approve the revisions to LCTCS Policy #5.017, LCTCS Policy on Foundations. The motion carried.

Supervisor Barham asked for clarification of the wording of page 3, section 3, paragraph c).

Dr. May responded that the situation prior to the Cabella case was basically that 501c3 corporations or foundations, operating as a supporting foundation like the LCTCS colleges, had to be effectively self-sufficient. He added that a firewall was added between the institution and the foundation. He noted that this was not efficient or effective and was contrary to IRS rules and regulations. He stated that the Cabella case opened the door for cooperative endeavor agreements to be established that allow the true partnership as intended by the IRS rules and regulations. He added that the policy states that the partnership should be mutually beneficial.

Supervisor Barham offered a technical amendment to the motion and requested a review of the wording on page 3, section 3, paragraph c), in order to clarify the language.

8. Professional Services Contract between Bossier Parish Community College and LSU Health Science Center at Shreveport

On motion of Supervisor Hardy, seconded by Supervisor Brown, 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, 2011 through June 30, 2012. This contract is subject to the approval of the Office of Contractual Review. The motion carried.

9. Professional Services Contract between Baton Rouge Community College and URS Corporation

On motion of Supervisor Brown, seconded by Supervisor Toups, the Board voted to approve a professional services contract between Baton Rouge Community College and URS Corporation, Inc., effective April 22, 2011 through March 13, 2012. This contract is subject to the approval of the Office of Contractual Review. The motion carried.

10. Professional Services Contract between Northeast Louisiana Technical College and Occupational Industrialization Center of Ouachita

Dr. May stated that a pool of money was given to the LCTCS for Region 8. He added that as budget reductions have occurred, funding for this program has been reduced proportionately. He noted that the program will be ongoing and there will be funding at some level, but the final number will not be determined until HB1 is passed and signed into law by the governor.

On motion of Supervisor Smith, seconded by Supervisor Carter, the Board voted to approve a professional services contract between Northeast Louisiana Technical College and Occupational Industrialization Center of Ouachita, effective July 1, 2011 through June 30, 2012, at an amount adjusted according to the appropriation level of state funds to the college. This contract is subject to the approval of the Office of Contractual Review. The motion carried.

11. Adult Basic Education and Strategies to Empower People (STEP) Allocations

Dr. Monty Sullivan stated that the approval of this item will allow the LCTCS to pull together all of the Adult Education funds. He noted that they have worked over the past several months to create a single RFP for both federal dollars, state dollars and specific Word Ready U dollars, so a given provider can apply for all of these funds with a single application, as opposed to multiple scattered applications.

On motion of Supervisor Barham, seconded by Supervisor Ogé, the Board voted to authorize the System President to approve allocations of state and federal adult education funds and allocations of Strategies to Empower People (STEP) funds. The motion carried.

Personnel Actions

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

Supervisor Murphy stated that the next agenda item is a Board action regarding the LCTCS chancellor's annual evaluations. He stated that since any recommendation and subsequent discussion will be based on the analysis of the professional competence, and possibly the character of each individual, the Board will enter into executive session for the purpose of discussing this agenda item, unless a chancellor has requested that his or her evaluation be discussed in open meeting.

On motion of Supervisor Carter, seconded by Supervisor Price, the Board entered into Executive Session at 9:37 a.m., for the purpose of discussing agenda item G. 12. Chancellor's Annual Evaluations. The motion carried.

The full Board reconvened at 10:16 a.m. Chair St. Blanc called the meeting to order and stated that no votes were taken and no consensus was reached during the Executive Session.

Bonni Blouin called roll and a quorum was re-established.

12. Chancellor's Annual Evaluations [In Accordance with R.S. 42.17 (A)(1)] *(will require Executive Session)*

Dr. May stated that, as required, he has conducted evaluations of every chancellor, except Dr. Myrtle Dorsey, who has transitioned to St. Louis Community College District, and Chancellor Ron Wright who is out on FMLA medical leave from Delgado Community College. He noted that all other chancellors received an evaluation and he found all of them to be satisfactory in the performance on their jobs. He added that this year an Executive Order exists that prohibits merit increases for employees. He stated that under normal circumstances he would be recommending salary increases, but due to the Executive Order he would not.

On motion of Supervisor Carter, seconded by Toups, the Board voted to approve three-year contracts for Chancellors recommended by the President to be updated with dates effective from July 1, 2011 through June 30, 2014. Due to budget constraints, base salary in effect as of the date of this approval will remain in effect through June 30, 2012. Each Chancellor's employment contract will include a housing, car, and civic organization expense allowance which remains unchanged, as allowed by law. The motion carried.

Dr. May congratulated all the LCTCS chancellors and the leadership at all the LCTCS colleges for the outstanding job that they do and he added that, under the current tight budget constraints, they cannot be recognized as he would like to for the job that they do.

13. Appointment of Interim Chancellor of Baton Rouge Community College

Dr. May noted that Dr. Myrtle Dorsey has accepted the position of chancellor at the St. Louis Community College District. He added that Dr. Steve Hildebrandt, Vice President of Student Services, will also be leaving Baton Rouge Community College for a position at Pine Bluff in Arkansas.

Dr. May stated that, in considering a replacement for Dr. Dorsey, he felt that a choice for an interim position would need to be someone external and someone of high caliber, but not someone who would be interested in the position long term. He added that he felt there would be a lot of interest in this position for individuals within the state, and possibly internally, and he felt choosing an interim externally would alleviate any conflict of interest that may occur. He further stated that the LCTCS has entered into an

agreement with the Association of Community College Trustees (ACCT), under the leadership of Dr. Narcissa Polonio, to conduct a national search for the new chancellor of BRCC. He noted that the search will begin after the legislature session is complete and clarification has been received on several items.

Dr. May recommended the appointment of Dr. James F. Horton, Jr., as Interim chancellor Baton Rouge Community College.

On motion of Supervisor Ogé, seconded by Supervisor Barham, the Board voted to authorize the System president to appoint Dr. James F. Horton, Jr., as Interim Chancellor of Baton Rouge Community College, effective July 5, 2011 through November 30, 2011, and continuing on a month-to-month basis thereafter, not to exceed June 30, 2012. The Board also voted to authorize the President to negotiate compensation for Dr. Horton at a pro-rata amount not to exceed the annualized compensation of the previous Chancellor at a salary of \$181,064, a housing allowance of \$20,000, a car allowance of \$5,000, or optional use of a state car. The motion carried.

Dr. May noted that he is very familiar with Dr. Horton and shared Dr. Horton's experience with the Board.

14. Appointment of Acting Chancellor for Delgado Community College

Dr. May stated that he had notified members of the Board when Dr. Ron Wright, Chancellor, Delgado Community College, requested medical leave under the Federal Medical Leave Act (FMLA), and after providing the appropriate paperwork, that leave was granted. He noted that he contacted Deborah Lea, Vice Chancellor, Learning and Student Development, Delgado Community College, and asked if she would be willing to step into the acting roll of chancellor. Dr. Lea agreed to serve in that position and continues to do so. Dr. May stated that, with the undetermined amount of time that Dr. Wright may be on medical leave, he is asking for the appropriate compensation for Dr. Lea for serving in this position. He added that the adjustment would continue to be in effect while she serves in the role of Acting Chancellor.

On motion of Supervisor Brown, seconded by Supervisor Price, the Board voted to ratify the appointment of Ms. Deborah R. Lea for the position of Acting Chancellor of Delgado Community College, at an annualized salary of \$170,000. This appointment is effective April 19, 2011 through June 30, 2012, and continuing on a month-to-month basis thereafter as necessary. The motion carried.

Dr. May clarified that Dr. Lea will serve as Acting Chancellor, not Interim Chancellor. He stated that Dr. Wright remains in the role of Chancellor at Delgado Community College.

15. Approval of Reduction in Force Layoff Avoidance and Layoff Plan for Central Louisiana Technical College

Dr. May stated that both the Louisiana and Civil Service Law requirements mandate that, in the point of an anticipated layoff, a Reduction in Force Layoff Avoidance and a Layoff Plan be submitted. He noted that this only applies to Central Louisiana Technical College related to the budget issues at that particular institution.

On motion of Supervisor Barham, seconded by Supervisor Stone, the Board voted to approve the layoff avoidance and layoff plans presented for Central Louisiana Technical College. The motion carried.

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

On motion of Supervisor Carter, seconded by Supervisor Gamble, the Board voted to approve a revision to the Board Bylaws that amends the duties of the System President that addresses further limitation of Board liability for personnel actions to the positions of Chancellor and Technical College Regional Director. The motion carried.

H. CONSENT AGENDA

On motion of Supervisor Barham, seconded by Supervisor Hardy, the Board voted to approve the Consent Agenda which consists of agenda items H.1. through H.8. The motion carried.

Academic, Instruction, Workforce Training and Student Affairs Actions

New Programs

1. Baton Rouge Community College
 - a. Certificate of Technical Studies in Land Surveying (CIP: 149801)

Approved the addition of the Certificate of Technical Studies at Baton Rouge Community College in Land Surveying.

2. Northeast Louisiana Technical College
 - a. Certificate of Technical Studies in Patient Care Technician (CIP: 512601) Delta Ouachita, Bastrop, Northeast Louisiana, Ruston campuses.

Approved the addition of a new Certificate of Technical Studies in Patient Care Technician at NELTC (Delta Ouachita, Bastrop, Northeast Louisiana and Ruston Campuses).

3. Capital Area Technical College
 - a. Technical Diploma in Industrial Maintenance including related exit points CTS, TCA; (CIP: 470303)
 - b. Technical Diploma in Welding Jumonville Campus (CIP: 480508)

Approved the addition of a new Technical Diploma, Certificate of Technical Studies, Technical Competency Area in Industrial Maintenance Technology and program revisions for the LTC in Business Office Technology and Culinary as submitted.

4. South Louisiana Community College
 - a. Technical Diploma, Technical Competency Area in Care and Development of Young Children (CIP: 190709)
 - b. Technical Competency Area in Childcare Administration (CIP: 190709)

Approved the additions and revisions to programs at South Louisiana Community College as submitted.

Program Revisions

5. North Shore Technical College
 - a. Criminal Justice AAS, course changes and bringing associate degree to 60 hours, (CIP: 430104)

Approved the revision to the Criminal Justice Program at Northshore Technical College to modify program content and reduce hours for AAS to 60.

6. LTC-Colleges noted:
 - a. Revisions to Business Office Technology program at the following technical colleges: CATC; SCLTC; ATC; CLTC; NELTC; NTC (CIP: 520401)
 - b. Revisions to Culinary Arts and Occupations, reduce TD to 45 credit hours and AAS to 60 credit hours: CTA; ATC; NSTC; (CIP: 1120503)

Approved the addition of a new Technical Diploma, Certificate of Technical Studies, Technical Competency Area in Industrial Maintenance Technology and program revisions for the LTC in Business Office Technology and Culinary as submitted.

7. South Louisiana Community College
 - a. Reduction of hours in the Associate of Arts in Care and Development of Young Children from 63 to 60 credit hours (CIP: 190709)
 - b. Reduction of credit hours in the AS in Criminal Justice (Corrections, Law Enforcement) programs from 63 to 60 credit hours (CIP 430104)
 - c. Reduction of credit hours in AAS in EMT-Paramedic program from 69 to 60 credit hours (CIP 510904)
 - d. Addition of 1 credit hour to the TCA in EMT-Paramedic
 - e. Change Name to Associate of Applied Science in Emergency Medical Services Education (CTS, TCA as well) (CIP: 510904)
 - f. Reduction of credit hours in the AS in General Business from 63 to 60 credit hours (CIP: 520101)
 - g. Change of Degree Type from AS in General Business to Associate of Applied Science in General Business.
 - h. Reduction of Credit Hours in the Associate of General Studies from 69 to 60 credit hours (CIP: 240102)
 - i. Reduction of credit hours in the Associate of Science in Industrial Technology from 67 to 60 credit hours (CIP 150612)
 - j. Technical Competency Areas in Microsoft Excel and Microsoft Word

Approved the additions and revisions to programs at South Louisiana Community College as submitted.

- k. Reduction of credit hours in the Associate Degree and Technical Diploma in Graphics at Acadiana Technical College from 72 to 60 hours and 57 to 45 hours (TD); (CIP: 100303); ATC, CATC.

Approved the reduction of credit hours in the Associate Degree and Technical Diploma in Graphics at Acadiana Technical College and Capital Area Technical College from 72 to 60 hours and 57 to 45 hours.

Finance Actions

8. Incumbent Worker Training Program Contracts
- High Tech Components, Inc., and Acadiana Technical College
 - Home Bank and Acadiana Technical College
 - Coca Cola Bottling Company United-Gulf Coast LLC and Baton Rouge Community College
 - Dr. Reddy's Laboratories Louisiana LLC and Bossier Parish Community College
 - Legal Services of North La. Inc., and Bossier Parish Community College
 - Mike Shaw Motors, Inc., dba Honda of Slidell and Bossier Parish Community College
 - Beard Construction Group LLC and Capital Area Technical College
 - Epic Diving and Marine Services, LLC and L.E. Fletcher Technical Community College
 - James Construction Group LLC and Northeast Louisiana Technical College
 - Union Carbide Corporation and South Central Louisiana Technical College

Ratified ten (10) new Incumbent Worker Training Program Contracts as submitted:

- **High Tech Components, Inc./Acadiana Technical College – Contract Amount: \$90,499**
- **Home Bank/Acadiana Technical College – Contract Amount: \$77,943**
- **Coca Cola Bottling Company United-Gulf Coast, LLC/Baton Rouge Community College – Contract Amount: \$162,345**
- **Dr. Reddy's Laboratories Louisiana, LLC/Bossier Parish Community College – Contract Amount: \$79,957**
- **Legal Services of North La, Inc./Bossier Parish Community College – Contract Amount: \$28,712**
- **Mike Shaw Motors, Inc., dba Honda of Slidell/Bossier Parish Community College – Contract Amount: \$71,104**
- **Beard Construction Group, LLC/Capital Area Technical College – Contract Amount: \$50,825**
- **Epic Diving & Marine Services, LLC/L.E. Fletcher Technical Community College – Contract Amount: \$103,235**
- **James Construction Group LLC/Northeast Louisiana Technical College – Contract Amount: \$179,808**
- **Union Carbide Corporation/South Central Louisiana Technical College – Contract Amount: \$108,671**

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

J. OTHER BUSINESS

1. Appointment of Board Officers for 2011-2012

Board Supervisor Stevie Smith, Chair, Nominating Committee, presented the nomination of board officers for 2011-2012 for consideration by the Full Board. The Nominating Committee consisted of the following Board members: Stevie Smith, Chair; Helen Carter and Deni Grissette. The nomination for the 2011-2012 board officers included:

Chair, Vincent St. Blanc, III
1st Vice Chair, Michael J. Murphy
2nd Vice Chair, Norwood “Woody” Ogé, Jr.

On motion of Supervisor Hardy, seconded by Supervisor Carter, the Board voted to approve the nomination of the Nominating Committee for board officers for 2011-2012 as follows: Vincent St. Blanc, III – Chair; Michael J. Murphy, 1st Vice Chair; Norwood “Woody” Ogé, Jr., 2nd Vice Chair. The motion carried.

Chair St. Blanc thanked the members of the Board for their faith in him to serve as Board Chair and he is humbled by the opportunity to serve another year.

K. ANNOUNCEMENTS

No announcements were made.

L. ADJOURNMENT

There being no further business to come before the Board, on motion of Supervisor Toups, seconded by Supervisor Gamble, the meeting adjourned at 10:35 a.m.