



May 14, 2014 Minutes as Approved June 11, 2014
LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

LCTCS BOARD OF SUPERVISORS MONTHLY MEETING

Changing Lives,
Creating Futures

Wednesday, May 14, 2014
9:00 a.m.

MINUTES

Monty Sullivan
System President

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

Officers:

Michael J. Murphy
Chair

N. J. "Woody" Ogé
First Vice Chair

Timothy W. Hardy
Second Vice Chair

** 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. 42.16-17.

Members:

Robert Brown
Helen Bridges Carter
Keith Gamble
Deni Grissette
Steve Hemperley
Willie Mount
Joe Potts
Paul Price, Jr.
Stephen C. Smith
Vincent St. Blanc, III
Craig Spohn
Stephen Toups

A. CALL TO ORDER

Board Chairman, Michael Murphy called the meeting to order at 9:06 am.

B. PLEDGE OF ALLEGIANCE

Supervisor St. Blanc led the assembly in the pledge of allegiance.

C. ROLL CALL

Board Coordinator, Sara Kleinpeter, called roll with the following results:

Members Present

Michael J. Murphy, Board Chair
Woody Ogé, 1st Vice Chair
Timothy W. Hardy, 2nd Vice Chair
Robert Brown
Helen Carter
Deni Grissette
Joe Potts
Frank Russell
Stephen Smith
Vincent St. Blanc, III

Members Absent

Keith Gamble
Steve Hemperley
Willie Mount
Paul Price, Jr.
Craig Spohn
Stephen Toups

Staff Present

Monty Sullivan
Quintin Taylor
Derrick Manns
Jimmy Sawtelle
Suzette Meiske
Sandra Kinney
Anthony Brown
Mike Redmond
Jean Ann Kozlowski
Sara L Kleinpeter
Leah Goss
Jan Jackson
Katie Waldrop
Neil Matkin
Sean Martin
Dwayne Grant

Student Members:

Frank Russell

Louisiana
Community
& Technical
College System

D. APPROVAL OF MAY 14, 2014 AGENDA

On motion of Supervisor Potts, seconded by Supervisor Grissette, the Board voted to approve the May 14, 2014, agenda as amended. The motion carried.

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E. APPROVAL OF MEETING MINUTES OF APRIL 9, 2014

On motion of Supervisor Russell, seconded by Supervisor Potts, the Board voted to approve the minutes of the April 9, 2014. The motion carried.

F. REPORTS

1. Chair of the Board Report

Chair Murphy reminded the Board members to notify Board Coordinator, Sara Kleinpeter, if they have plans to attend any of the LCTCS commencements. A schedule of commencements was provided to the board. Chair Murphy encouraged Board members to attend commencements in their respective areas.

Chair Murphy recognized Frank Russell, SOWELA Student and LCTCS Board of Supervisors Member for his service over the past year to the board. Chair Murphy noted his enjoyment working with Mr. Russell and wished him the best of luck in the future.

Chair Murphy presented Mr. Russell with a plaque of appreciation.

The plaque reads:

*The Board of Supervisors of the
Louisiana Community and Technical College System
Wish to Recognize and Thank
Frank Russell
For your service as the
Technical college student representative
To the LCTCS Board for 2013-2014*

Supervisor Russell thanked Rick Bateman for his leadership and guidance, Chancellor Aspinwall for his support and leadership development, and the Members of the Board for allowing him to speak and embracing him in his role. Supervisor Russell asked the board and system leaders in the audience to join him for a group photo.

Finally, Chair Murphy noted that Dr. Harder and South Louisiana Community College hosted the 31st Annual SkillsUSA Louisiana Postsecondary Leadership and Skills Conference in Lafayette on May 8th & 9th. The event is considered the definitive skills challenge for career and technical education in Louisiana. Gold medal winners at the Louisiana competition will advance to the National Leadership and Skills Conference in Kansas City, Mo., in June. The LCTCS Website live streamed the awards ceremony with the assistance of BRCC. The broadcast received over 300 views.

2. Presidents Report

Dr. Sullivan invited Chancellors to the table to discuss notable contributions to colleges within LCTCS.

Dr. Earl Meador, South Central Louisiana Technical College Director presented on recent land donations of communities investing in communities. He noted that the HB Young Foundation recently donated land for the Marine Petroleum Training Center. The land is five acres in Morgan City that was developed for SCLTC and has been leased. SCLTC will now own the land on which it operates. Additionally, St. John the Baptist Parish Council approved the donation of a six and a half acre tract of land for the Reserve Campus. Dr. Meador believes that the communities that SCLTC serves see the potential in the future of the community; by investing their land in SCLTC, it will help the community grow.

President Sullivan stated that Delgado Community College Foundation recently received a donation of \$50,000 from the Louisiana Contractors Educational Trust Fund to support the construction management and architecture programs at Delgado.

President Sullivan noted that these contributions are becoming more and more regular. It is a great reflection on the work the Foundations are doing.

Supervisor Smith noted the Young Foundation made the investment because of the good work that the staff at SCLTC is doing.

President Sullivan also noted the following:

Bossier Parish Community College's Open Campus received the International Catalyst Award for Innovation, for work they are doing to provide access to not only students but to the community as a whole.

The Salzburg Institute trip will be leaving on the 23rd of May. There will be eleven students from six colleges. Excited to see the changes that can happen for the students and look forward to hearing from them in September. Appreciate Dr. Manns for his effort in leading this trip.

President Sullivan invited Chancellors Neal Aspinwall, Debbie Lea, and Dale Doty updated the board on the status of the Trade Adjustment Assistance Community College and Career Training (TAAACT) Grant process.

- Eleven colleges partnering for the TAACT Grant – nine from LCTCS and two from Texas – focusing on innovation in the field of Process Technology. The grant is worth \$15 million divided amongst the eleven colleges. SOWELA is condensing the PTech program in length and adding content. The grant is due July 1, 2014.

- Debbie Lea noted that Delgado is submitting a single institution grant application that will focus on advanced manufacturing. The intent of the grant is to train 1,700 individuals in advanced manufacturing. The aim of the grant is to address the need for skilled workers in the area. The business community is supporting Delgado in this grant application.
- Chancellor Dale Doty noted that River Parishes is identifying the details of their grant at this time. The grant will focus on skilled trades in ship building. Chancellor Doty believes they will be able to develop long term plans to provide highly skilled employees for all work positions to construct manufacturing facilities and expansions.

President Sullivan invited Dr. Natalie Harder to discuss SLCC's involvement in the CGI economic development announcement that will provide around 400 jobs to the Acadiana Area. Chancellor Harder noted that SLCC is excited to be part of the CGI announcement. SLCC created a software development program, in coordination with ULL that was vital in the selection process by CGI. Dr. Harder is thrilled that SLCC is now part of the

Dr. Sullivan thanked the colleges and LCTCS staff that planned and executed the Louisiana Workforce Experience at the Capital. The day was an extraordinary day for the colleges, but more importantly the students. President Sullivan shared with the board and audience a video highlighting the day. The execution of the day was one for others to model.

G. GENERAL ACTION ITEMS**

Supervisor Smith presented the Facilities Actions agenda items for consideration.

Facilities Actions

1. Building Naming Policy for Northwest Louisiana Technical College

On motion by Supervisor St. Blanc, seconded by Supervisor Russell, the Board voted to approve the building naming policy for Northwest Louisiana Technical College, which is in accordance with board policy #4.003, naming of LCTCS facilities. The motion carried.

2. Land Transfer for the Northshore Technical Community College, Lacombe Campus

On motion by Supervisor Carter, seconded by Supervisor St. Blanc, the Board voted to authorize the System President to accept a transfer of a 12.6 acre parcel of land, through a Cooperative Endeavor Agreement between the St. Tammany Parish Government and the LCTCS, to be used to construct a new campus for the Northshore Technical Community College located on Tamanend Way in Lacombe, as reflected on the map provided. This acquisition will be recorded with the State Land Office. The motion carried.

3. Amendment of Lease between Baton Rouge Community College and Highlander Central, LLC

On motion by Supervisor Oge, seconded by Supervisor Carter, the Board voted to authorize the president to negotiate and execute an amendment to the existing 60 month lease for space and land located at 10700 Hooper Road, Baton Rouge, between LCTCS and Highlander Central, LLC, to provide retrofitting and temporary housing to enable the operation of the training glycol unit for Baton Rouge Community College at the Hooper Road location. This revision is subject to the approval of the Division of Administration, Office of Facility Planning and Control, Real Estate Leasing Section. The motion carried.

4. Lease Agreement between LCTCS, on behalf of Louisiana Delta Community College, and Louisiana Department of Economic Development

On motion by Supervisor Grissette, seconded by Supervisor Potts, the Board voted to authorize a lease agreement for an approximately 40,700 square foot facility from the Louisiana Department of Economic Development to provide space for workforce development training for Louisiana Delta Community College, at an annual cost not to exceed \$455,656. This lease will require the approval of the Real Estate Leasing Section of Facility Planning and Control, Division of Administration. The motion carried.

Supervisor Grissette presented the Finance Actions agenda items for consideration by the board.

Finance Actions

5. Cooperative Endeavor Agreement between LCTCS and Louisiana Economic Development

On motion by Supervisor Brown, seconded by Supervisor Oge, the Board voted to authorize the System President to negotiate and execute a Cooperative Endeavor Agreement between LCTCS and the Louisiana Economic Development (LED) to provide a matching portal to connect students and alumni with employers. The motion carried.

Supervisor St. Blanc requested a Point of Order and asked that Chair Murphy allow the board to review the contracts listed in item 6.A through 6.F and vote for all items at once. Chair Murphy approved the request.

Following a review of items, on motion by Supervisor Brown, seconded by Supervisor Potts, the Board voted to approve the contracts listed in item 6.A through 6.F. The motion carried.

6. Contracts

- A. Professional Service Contract between Bossier Parish Community College and LSU Health Science Center at Shreveport

Approved a professional services contract between Bossier Parish Community College and the LSU Health Sciences Center at Shreveport, effective July 1, 2014 through June 30, 2015. This contract will be subject to the approval of The Division of Administration, Office of Contractual Review.

- B. Professional Services Contract between Delgado Community College And Maritime Services Group of Louisiana, LLC

Approved a professional services contract between Delgado Community College and Maritime Services Group of Louisiana, LLC, effective March 20, 2014 through March 19, 2015. This contract will require the approval of the Division of Administration, Office of Contractual Review.

- C. Professional Services Contract between Fletcher Technical Community College and Alford Safety Services, Inc.

Approved a professional services contract between Fletcher Technical Community College and Alford Safety Services Inc., effective April 14, 2014 to April 13, 2015. The contract will require the approval of the Division of Administration, Office of Contractual Review.

- D. Professional Services Contract between Fletcher Technical Community College and Beier Radio, LLC

Approved a professional services contract between Fletcher Technical Community College and Beier Radio, LLC, effective April 14, 2014 through April 13, 2015. This contract will require the approval of the Division of Administration, Office of Contractual Review.

- E. Professional Services Contract between Fletcher Technical Community College and ECO Training Center

Approved a professional services contract between Fletcher Technical Community College and Eco Training Center, effective April 14, 2014 through April 13, 2015. This contract will require the approval of the Division of Administration, Office of Contractual Review.

- F. Amendment to Professional Services Contract between Fletcher Technical Community College and On-Site Training and Instruction, Inc.

Approved an amendment to increase a professional services contract between Fletcher Technical Community College and On-Site Training and Instruction, Inc. by \$49,720, from \$198,500 to \$248,220. This amendment will require the approval of the Division of Administration, Office of Contractual Review.

- 7. Review and Advisement: Revisions to Policy 5.011, Vehicle Registration and Fees

The board accepted, for review and advisement, the revisions for Policy #5.011, Vehicle Registration and Fees.

- 8. Incumbent Worker Training Program Contracts
 - A. Baton Rouge Community College and Coca-Cola Bottling Co. United-Gulf Coast Consortium
 - B. Bossier Parish Community College and Jeff Davis Bank & Trust
 - C. Bossier Parish Community College and City Savings Bank & Trust Company
 - D. South Central Louisiana Technical College and The Hiller Companies Inc.
 - E. South Louisiana Community College and Frank's International LLC f/k/a High Tech
 - F. South Louisiana Community College and Union Tank Car Company Inc.

On motion by Supervisor Brown, seconded by Supervisor Oge, the Board voted to ratified five new and one revised Incumbent Worker Training Program Contracts as shown in the table provided.

Supervisor Hardy presented the Personnel Actions agenda items for consideration by the board. The motion carried.

Personnel Actions

9. Appointment of Interim Chancellor at Fletcher Technical Community College

On motion by Supervisor St. Blanc, seconded by Supervisor Grissette, the Board voted to appoint Mr. Earl W. Meador as Interim Chancellor Of L. E. Fletcher Technical Community College, in addition to his permanent position as Director of South Central Louisiana Technical College, at an annual base salary of \$144,084, a housing allowance of \$20,000 annually and, an auto allowance at the rate of \$5,000 annually for a period of one year, to begin the day following the final date of employment for the current permanent Chancellor. The motion carried.

Dr. Meador thanked the board for the appointment. He is honored to have been identified as the right person for the job, at this time. Dr. Meador knows that he follows Chancellor Lavigne's outstanding service to the college. Dr. Meador looks forward to taking care of the community that Fletcher serves.

10. Chancellor Search for Delgado Community College

On motion by Supervisor Brown, seconded by Supervisor Oge, the Board voted to authorize the System President to appoint Joan Y. Davis as Chancellor of Delgado Community College, at an annualized compensation of \$185,000, a housing allowance of \$20,000, a car allowance of \$5,000, or optional use of a state car, and a civic allowance of \$2,500, in a two year contractual arrangement. Within one year of employment, the chancellor is required to attend the Council for Resource Development President's Fundraising Academy, or an equivalent and, within two years of employment, the chancellor is required to attend the Harvard Graduate School of Education Institute for Educational Management, both at the expense of the College. The effective date of this contract will be negotiated by the System President. The motion carried.

Supervisor Brown thanked the members of search committee for their work on the search and for incorporating thorough discussion throughout the process. The input by the committee is invaluable. Supervisor Brown also noted that Ms. Davis will join the ranks of a fantastic Delgado Community College family. It is Supervisor Brown's hope that staff and faculty will welcome Ms. Davis with the welcoming spirit and open arms that Delgado is known for.

Chair Murphy thanked Supervisors Brown, Hardy and Oge for their work on the committee. He also noted the value added to the discussion brought on by the faculty and staff at Delgado.

Supervisor Hardy also thanked all parties that aided in the search and congratulated Dr. Davis on her appointment.

President Sullivan noted that Ms. Davis was unable to travel to Louisiana due to a board meeting at her college, but will be in attendance at the June meeting.

11. Review and Advisement: Proposed Amendment to Policy #6.003, Leave Record Establishment and Regulations for All Unclassified, Non-Civil Service Employees

The board accepted, for review and advisement, the amendments to Policy # 6.003 to allow the accrual of sick leave for faculty with full time contracts (9 months to less than 12 months) teaching in the summer session if so adopted by the respective college.

12. Review and Advisement: Revisions to Policy 6.024, Smoke-Free Environment

The board accepted, for review and advisement, the revisions, for Policy #6.024, Smoke-Free Environment.

Supervisor Brown presented the Academic Actions agenda items for consideration by the board.

Academic Actions

13. Update of Mission Statement for Northwest Louisiana Technical College
 - A. Revision of mission statement to read: Northwest Louisiana Technical College is an institution of higher education established to provide the citizens of northwest Louisiana with opportunities for educational, economic, professional, and personal development. Through a focus on high quality, relevant, career and technical education, the college supports economic growth and community development by educating and training students for entry and advancement in high-wage, high-demand industries.

On motion by Supervisor Grissette, seconded by Supervisor Oge, the Board voted to approve the revised Mission Statement for Northwest Louisiana Technical College as presented. The motion carried.

14. Update of Mission Statement of River Parishes Community College
 - A. Revision of mission statement to read: River Parishes Community College is an open admission institution that partners with the communities and businesses of the river parishes region of Louisiana to provide workforce training, certificates, diplomas, and associate degrees.

On motion by Supervisor Carter, seconded by Supervisor Potts, the Board voted to approve the revised Mission Statement for River Parishes Community College as presented. The motion carried.

H. Consent Agenda

Chair Murphy presented the Consent agenda items for consideration.

On motion by Supervisor Potts, seconded by Supervisor Oge, the Board voted to approve the Consent Agenda which consists of agenda items H.1 through H.14. The motion carried.

New Programs

1. Louisiana Delta Community College
 - A. Certificate of Technical Studies in General Industry Technician (CIP: 15.0699)
2. Northshore Technical Community College
 - A. Certificate of Technical Studies in Foundations of Information Technology 18 credit hours and 405 clock hours (CIP: 11.0901)
3. Fletcher Technical Community College
 - A. Certificate of Technical Studies in Patient Care Technician (CIP: 51.2601)
4. Northwest Louisiana Technical College
 - A. Certificate of Technical Studies in Energy Services (CIP: 11.1003)
5. Bossier Parish Community College
 - A. Technical Competency Area in Microsoft Server (CIP: 11.0103)
 - B. Technical Competency Area in CISCO (CIP: 11.0901)
6. South Louisiana Community College
 - A. Certificate of Technical Studies in Automotive Electrical Technician (CIP: 47.0604)
 - B. Technical Competency Area in Automatic Transmission, Transaxle and Manual Drive Technician (CIP: 47.0604)
 - C. Technical Competency Area in Steering and Suspension Technician (47.0604)
 - D. Certificate of Technical Studies in Tack Welder/Fitter Helper (CIP: 48.0508)
 - E. Technical Competency Area in Shampoo Operator (CIP: 12.0401)
 - F. Certificate of Technical Studies in Diesel Engine Apprentice (47.0605)
 - G. Technical Competency Area in Drill Press Operator (48.0501)
 - H. Technical Competency Area in Industrial Mechanics Apprentice (CIP: 47.0303)

- I. Certificate of Technical Studies in Electrician: Electrical Helper (CIP: 46.0302)
- J. Certificate of Technical Studies in Electrician: Residential/Commercial Electrical Helper (CIP: 46.0302)
- K. Technical Competency Area in A/C & Refrigeration Helper I (CIP: 47.0201)
- L. Certificate of Technical Studies A/C & Refrigeration Helper 2 (CIP: 47.0201)
- M. Certificate of Technical Studies A/C & Refrigeration: Domestic (CIP: 47.0201)

Program Revisions

- 7. South Louisiana Community College
 - A. Program revision in the Associate of Applied Science in Aviation Maintenance Technology program to better align courses and content with industry, FAA, and accreditation standards (CIP: 47.0608)
 - B. Program revision in the Technical Diploma of Automotive Technology program, course realignment (CIP: 47.0604)
 - C. Program revision in the Technical Diploma of Welding program, course realignment (CIP: 48.0508)
 - D. Program revision in the Technical Diploma in Cosmetology program, course realignment (CIP: 12.0401)
 - E. Program revisions in the Associate of Applied Science Culinary Arts and Occupations program, course realignment to the TD, CTS, and tcas (CIP: 12.0503)
 - F. Program revisions in the Technical Diploma in Diesel Powered Equipment Technician program (47.0605)
 - G. Program revisions in the Technical Diploma in Machine Tool Technology program, course realignment to the TD, CTS, and a new TCA (CIP: 48.0501)
 - H. Program revisions in the Technical Diploma in Industrial Agriculture Mechanics Technology program course realignment to the TD, CTS and a new TCA (CIP: 47.0303)
 - I. Program revisions in the Technical Diploma Electrician: Industrial, rename to Technical Diploma: Commercial/Industrial Electrical Technician to include 2 new ctss (CIP: 46.0302)
 - J. Program revisions in the Technical Diploma Air Conditioning and Refrigeration, rename to Heating, Air Conditioning and Refrigeration with new CTS and TCA exit points (47.0201)
 - K. Program revision of Certificate of Technical Studies in Medical Assistant (51.0801)
 - L. Program revision in the Associate of Science Industrial Technology, change in prerequisites.
- 8. Northshore Technical Community College
 - A. Program revision in the Associate of General Studies Concentration to add Practical Nursing as a concentration (CIP: 240102)
 - B. Program revision in the Associate of General Studies to add Patient Care Technician as a concentration (CIP: 240102)
 - C. Program revision in the Associate of Applied Science in Information Technology (CIP 110901)
 - i. Program revision in the Certificate of Technical in Computer Network Specialist 18 credit hours and 450 clock hours Studies (CIP: 11.0901)

- ii. Program revision in the Certificate of Technical Studies in Computer Support Specialist 18 credit hours and 450 clock hours (CIP: 11.0901)
 - iii. Program Revision in the Revise Certificate of Technical Studies in Network Associates 18 credit hours and 450 clock hours (CIP: 11.0901)
9. Fletcher Technical Community College
- A. Program revisions in the Registered Nurse program to address items related to the Accreditation Commission for Education in Nursing. Provides for better course alignment and content integration in several courses (CIP: 51.3801)
 - B. Program revisions in the Integrated Production Technologies program to state minimum grade of C be used for credit towards the Associate Degree (CIP: 15.0903)
 - C. Program Revisions in the Drafting and Design program to add Natural Sciences, 3 credit hours as the requirement for the program (CIP: 15.1301)
10. Bossier Parish Community College
- A. Change in name of Technical Competency area in Manufacturing Technology (CIP: 15.0613) to Technical Competency Area in Information Technology (CIP: 11.0101)
11. Northwest Louisiana Technical College
- A. Change in clock hours in the Business Office Administration program, reduce total clock hours from 1110 to 1095 with credit hours remaining at 60 semester credit hours (CIP: 52.0401)
 - B. Change in clock hours in the Phlebotomy program, reduce credit hours from 14 to 12 and increase clock hours from 351 to 390 (CIP: 51.1009)

Program Termination

12. Bossier Parish Community College
- A. Technical Competency Area in Medical Transcription (CIP: 51.0708)
13. River Parishes Community College
- A. Certificate of Technical Studies in Electrical Line Helper II (CIP: 46.0301)
 - B. Technical Diploma Electric Line Technician (CIP: 46.0301)
 - C. Certificate of Technical Studies in Automotive Technology, Electrical Technician (CIP: 47.0604)
 - D. Certificate of Technical Studies Automotive Technology, Engine Performance Technician (CIP: 47.0604)
 - E. Certificate of Technical Studies in Power Train Technician (CIP: 47.0604)
 - F. Technical Diploma in Automotive Technology: Automotive Technician (CIP: 47.0604)
 - G. Certificate of Technical Studies in Production Line Welder-Shipbuilding (CIP: 48.0508)
 - H. Certificate of Technical Studies in Medical Office Specialist (CIP: 52.0401)
 - I. Certificate of Technical Studies in Medical Records/Billing Specialist (CIP: 52.0401)
 - J. Certificate of Technical Studies in Legal Office Specialist (CIP: 52.0401)

14. South Louisiana Community College
 - A. Technical Diploma in Graphics (CIP: 10.0303)
 - B. Certificate of Technical Studies in Graphics: Prepress Technician (CIP: 10.0303)

I. UPDATES

Chair Murphy 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. Third Quarter Contracts Report
5. Third Quarter Financial Report
6. Report of Breazeale, Sachse, & Wilson Charges for the Quarter Ended March 31, 2014

J. OTHER BUSINESS

Chair Murphy asked Supervisor Smith to give a report of the Nominating Committee.

On motion by Supervisor Smith, seconded by Supervisor Brown, the Board voted to approve the recommendation of the Nominating Committee to appoint Woody Oge, Chair; Tim Hardy, 1st Vice Chair and Deni Grissette, 2nd Vice Chair, effective July 1, 2014. The motion carried.

Supervisor Grissette thanked the committee and board for their nomination to serve the board in a new capacity.

Supervisor Hardy stated that he is honored to serve in this leadership role and looks forward to many great years.

Supervisor Oge thanked the board for their support. He is humbled to have this role and looks forward to doing his best to better the board and System. He knows there is no greater job than to continue to serve LCTCS's two greatest customers: the communities it educates and businesses it supports.

K. ANNOUNCEMENTS

There were no additional announcements made.

L. ADJOURNMENT

There being no further business to come before the Board, on motion of Supervisor Russell, the meeting adjourned at 10:12 a.m.