

**MINUTES**  
**Louisiana Community and Technical College System**  
**Board of Supervisors Meeting**  
The Student Life Center ~ Delgado Community College  
615 City Park Ave., New Orleans, LA  
**Wednesday, October 9, 2002**  
**10:00 a.m.**

The Louisiana Community and Technical College System Board of Supervisors met in Regular session Wednesday, October 9, 2002, in the Student Life Center, on the City Park Campus of Delgado Community College, 615 City Park Avenue, New Orleans, LA. Board Chair Knapp called the meeting to order at 10:11 a.m.

In referring to the Site Visit to the LTC-Sidney Collier Campus, Chair Knapp thanked Assistant Chancellor Toya Barnes-Teamer, and staff, for coordinating such an instructive and constructive tour of the facility prior to the Board meeting. She then asked that the assembly rise and recite the Pledge of Allegiance.

Ms. Beryl L. McGhee, Assistant Secretary to the Board, called roll and a quorum was established.

**Members Present**

Charles J. Alexander  
E. Edwards Barham  
Gibson C. Chigbu  
Dianne M. Christopher  
John E. DeLaney  
Ava Dejoie Guidry  
Kathy Sellers Johnson, *First Vice Chair*  
Ann H. Knapp, *Chair*  
J. Kevin McCotter  
Brett J. Mellington, *Second Vice Chair*  
Sean Reilly  
Mike Stone  
Nicholas Trist

**Members Absent**

Leonard C. Barnes  
Elizabeth Gallegos  
Gregory Hamilton

**Staff Present**

Walter Bumphus  
Pat Eddy  
Jan Jackson  
Beryl McGhee  
Margaret Montgomery  
Jerry Pinsel  
Angel Royal

**Guest List**

On file in Board Office

**D. Approval of October 9, 2002 Agenda**

**On motion of Supervisor Sellers Johnson, seconded by Supervisor McCotter, the Board voted to approve the October 9, 2002 Board Meeting Agenda as presented. The motion carried.**

**E. Approval of Minutes of September 11, 2002 Meeting**

**On motion of Supervisor Mellington, seconded by Supervisor Sellers Johnson, the Board voted to approve the Minutes of the September 11, 2002 meeting. The motion carried.**

**F. ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES CONVENTION 2002  
REPORT – Supervisor Sellers Johnson**

Supervisor Sellers Johnson noted that she was honored to represent the System, and State of Louisiana, at the Association of Community College Trustees Convention. She was appointed State Chairman of Louisiana for ACCT, while serving as a voting delegate for Louisiana in the Conference Senate. Supervisor Sellers Johnson brought back a wealth of information regarding the conference, indicating that the [~~strike next~~] ACCT Convention would be held in Louisiana, October 6-8, 2004. Supervisor Johnson stated that she also served as a roundtable discussion leader for two sessions, and made a presentation regarding CEO Evaluations. She thanked Ms. Beryl McGhee for preparing an excellent presentation and booklet, which enabled her to conduct very successful and informative sessions.

Chair Knapp noted that Supervisor Sellers Johnson was the first individual from the Louisiana Community and Technical College System to actually make a presentation to the Association of Community College Trustees. She thanked Supervisor Sellers Johnson for taking on the responsibility, and looks forward to hosting the 2004 Conference and expanding the LCTCS relationship with the ACCT.

**G. DELGADO COMMUNITY COLLEGE PRESENTATION – Chancellor J. Terence Kelly**

Chair Knapp stated that the Board is excited to hold its October meeting at Delgado Community College, and appreciates the hospitality extended by the Delgado Community College Foundation at a reception held Tuesday evening.

Dr. Walter Bumphus, System President, commended Chancellor Kelly and Delgado for hosting the COMBASE Conference held Sept. 29-Oct. 1, the LCTCS President's Leadership Team, and the Board meeting.

Chancellor Kelly extended a warm welcome to everyone on behalf of the Delgado CC family, and thanked his entire staff for working so hard planning such a wonderful reception. He introduced Ms. Maria Gaitan, SGA President-City Park Campus. Ms. Gaitan extended greetings and introduced Mr. Tim Smith, SGA Treasurer, and Mr. Robert Toriano, SGA Vice President.

Chancellor Kelly introduced Mr. Alex Rawls, Delgado Faculty Senate President, who also welcomed the Board, staff, and guests. Mr. Rawls noted that the faculty appreciates the support rendered by the Board.

Chancellor Kelly then showed several videos. One gave an overview of Delgado CC and its relationship to the other 1,200 community colleges in America; the second featured the DCC 80<sup>th</sup> Anniversary Celebration; and, the third was a video produced by Entergy and WWL-TV Channel 4 featuring Delgado.

Dr. Kelly then introduced Mr. Ashton Ryan, Chairman of the Delgado Community College Foundation, and Senator John Hainkel. Mr. Ryan welcomed and thanked the Board for continued support and spoke to the need to work together to help the community and technical college system flourish. Senator Hainkel also welcomed and addressed the Board.

Chancellor Kelly offered tours of the campus and the Ship Simulator, at the conclusion of the Board meeting. He presented an additional video, noting that the DCC family is delighted to host the Board meeting at the oldest and largest community college in the System.

Chair Knapp thanked all speakers for their words of welcome and encouragement.

Dr. Bumphus thanked Senator Hainkel for his support of postsecondary education and Mr. Ryan for his comments and support.

Chair Knapp asked that the minutes reflect the arrival of Supervisor Charles Alexander, noting that everyone is delighted at his presence.

## **H. GENERAL ACTION ITEMS\*\***

### **Personnel Actions**

#### **H.1. System President Priorities for FY 02-03**

**On motion of Supervisor Mellington, seconded by Supervisor Alexander, the Board voted to accept the Priorities as presented by Dr. Bumphus for the 2002-2003 Academic year. The motion carried.**

Supervisor Reilly was not present during the vote on Item H.1.

#### **H.2. General Personnel Actions for LCTCS Colleges and System Office**

**On motion of Supervisor Trist, seconded by Supervisor Stone, the Board voted to ratify the personnel actions as presented on summary and detail for Baton Rouge Community College, Bossier Parish Community College, Delgado Community College, Nunez Community College, River Parishes Community College, Louisiana Technical College, and Louisiana Community and Technical College System Office to include twenty-eight (28) retirements or resignations, thirty-two (32) new positions, twenty-four (24) promotions/or changes, and forty-two (42) replacements. The motion carried.**

### **H.3. Revisions to Leave Policy Update**

Ms. Lura Kamiya, LCTCS Human Resources Director, presented a review of research done relative to Leave Policy revisions, pertinent statutes, and attorney general opinions.

Mr. Leo Hamilton, LCTCS Board Counsel, joined Ms. Kamiya and presented information regarding sick leave and entitlement.

Supervisor McCotter requested a listing of employees who are currently out on extended sick leave, as well as a listing of employees who have accrued an extensive amount of sick leave, but are not on leave at the present time.

Supervisor Chigbu inquired as to when a draft policy would be presented. He also asked whether PeopleSoft could track the sick leave hours, as well as annual leave. Ms. Kamiya and Dr. Bumphus indicated a draft policy would be presented no later than February 2003, along with tracking of accrued sick leave.

### **H.4. Tenure Hearing Committee Update**

Supervisor Barham gave a brief overview of the first Tenure Hearing Committee meeting, at LTC-Delta Ouachita, noting that Supervisors McCotter and Sellers Johnson were in attendance.

### **H.5. Approval of Internal and External Communications Policy**

**On motion of Supervisor [insert Sellers] Sellers Johnson, seconded by Supervisor Mellington, the Board voted to approve the Internal and External Communications Policy. The motion carried.**

### **Finance Actions**

### **H.6. The Louisiana Technical College Allocation Model Calculations for 2002-2003**

**On motion of Supervisor Barham, seconded by Supervisor McCotter, the Board voted to approve the 2002-2003 Allocation model funding recommendations for the LTC based on the 2001-2002 student enrollment data. The motion carried.**

**H.7. Operational Plan for FY 03-04**

**On motion of Supervisor Christopher, seconded by Supervisor Mellington, the Board voted to approve the Operational Plans for the LCTCS Colleges, subject to format revisions. The motion carried.**

**H.8. FY 03-04 LCTCS Board Budget Request**

**On motion of Supervisor Sellers Johnson, seconded by Supervisor DeLaney, the Board voted to approve the FY 03-04 LCTCS Board Budget Request. The motion carried.**

**H.9. Governors Information Technology Fund Proposals**

**On motion of Supervisor Dejoie Guidry, seconded by Supervisor Sellers Johnson, the Board voted to approve the award of \$500,000 in Governor's Information Technology funds subject to approval of the Board of Regents. The motion carried.**

**H.10. Enrollment Growth Funds**

**On motion of Supervisor Barham, seconded by Supervisor Mellington, the Board voted to approve the distribution of \$1.5 million in enrollment growth funds to Louisiana Community and Technical College System, subject to a slight adjustment of the amounts when official 14<sup>th</sup> class day Student Credit Hour enrollment is available from the Board of Regents. The Board of Regents must approve distribution of the enrollment growth funds. The motion carried.**

**H.11. Incumbent Worker Training Program Contracts and Update**

At the request of Supervisor Mellington an additional presentation was made regarding Incumbent Worker Training Program Contracts, therefore, ratification of new contracts was included under General Actions, rather than the Consent agenda.

Dr. Margaret Montgomery, LCTCS Senior Vice President for Academic and Student Services, gave an update regarding incumbent worker training programs.

**On motion of Supervisor Trist, seconded by Supervisor Christopher, the Board voted to ratify sixteen (16) new Incumbent Worker Training Program contracts that total \$6,306,658 as listed:**

- ▶ **B.W. Cooper with Delgado CC in the amount of \$225,284**
- ▶ **Barriere Construction Co. with LTC-Jefferson and University of New Orleans in the amount of \$406,118**
- ▶ **Cargill NAGOC with LTC-River Parishes in the amount of \$227,979**
- ▶ **Dauphine Orleans Hotel with Delgado CC in the amount of \$122,082**
- ▶ **Gray Lines of New Orleans with Delgado CC in the amount of \$160,836**
- ▶ **International Paper - LA Mill with LTC-Bastrop/Mansfield/Minden in the amount of \$1,654,151**
- ▶ **Jennings American Legion Hospital with LTC-Morgan Smith; LSU-Eunice and McNeese State University in the amount of \$336,708**
- ▶ **KLAX TV/Pollack Belz Communications with LTC-Alexandria in the amount of \$116,262**
- ▶ **Louisiana Coca-Cola Bottling Co. with LTC-Jefferson/Alexandria/Lamar Salter/Shreveport-Bossier/Lafourche/Delta Ouachita in the amount of \$643,155**
- ▶ **Occidental Chemical with LTC-River Parishes in the amount of \$576,824**
- ▶ **Phylway Construction with LTC-Lafourche in the amount of \$37,682**
- ▶ **Pop's Auto Body & Auto Consortium with LTC-Huey P. Long in the amount of \$83,258**
- ▶ **River Parishes Hospital with LTC-River Parishes in the amount of \$159,368**
- ▶ **SeaMar Inc. with Delgado CC and LTC-Young Memorial in the amount of \$542,795**
- ▶ **Southwest LA Auto Collision Consortium with LTC-Sowela in the amount of \$362,116**
- ▶ **W. R. Grace and Co. with LTC-Sowela in the amount of \$652,040**

**The motion carried.**

The assembly was pleasantly surprised by the presence and participation of a lively group of children who led the assembly in recitation of the Pledge of Allegiance, followed by singing a hip-hop version of the “ABC’s,” and a rousing rendition of “Take Me Out To The Ball Game,” with encores. Chancellor Kelly stated that Delgado has 900 Early Childhood Education majors, and these children are a part of the Laboratory School program. The youngsters, and faculty members, received applause and a standing ovation.

### **Facilities Actions**

Facilities Committee Chair McCotter, who managed the Facilities portion of the agenda, thanked Committee Vice Chair Chigbu for due diligence in seeing that the Board members visited LTC-Sidney Collier campus. He also thanked Ms. Toya Barnes-Teamer, Assistant Chancellor for District #1 (Greater New Orleans), for coordinating the effort.

#### **H.12. Loss Prevention Award by Office of Risk Management – Ms. Doris Copeland and Mr. Rich Hollowell**

Ms. Copeland and Mr. Hollowell gave an overview of the training program, set up by the Office of Risk Management, designed to help state agencies comply with State Loss Prevention program, and the Annual Audit. The 2002 Loss Prevention Associates Award was presented to Ms. Theresa Smith, and Mr. Chester Mott, employees of Nunez Community College.

Chancellor Warner commended Mr. Mott, noting that he is a Master Electrician, an Instructor who loves to teach, and also serves as President of the Faculty Senate. He then spoke to the merits of Ms. Theresa Smith who serves as Executive Director of Institutional [~~strike Advance~~] *insert Advancement*, handles public relations and media events, and coordinates the Carl Perkins program, among other jobs. Chancellor Warner stated, on behalf of each Chancellor, that every institution within the System has employees who care and carry out the duties of two and three jobs, with one salary. They received a standing ovation.

Chair Knapp asked that Dr. Angel Royal, Executive Assistant to the President, get photographs of the recipients for the *LCTCS Online Headlines Newsletter*.

Committee Chair McCotter commended Mr. Mott and Ms. Smith stating that they exemplify the standards that the System is moving toward in terms of certification and nationally recognized programs. He also thanked Chancellor Warner for fostering the type environment at the campus to encourage this type presentation.

Mr. Mott stated, *“its a joy to be a part of the LCTCS, it is a joy. Thank you for allowing me to be a part.”*

**H.13. Authorization for System President to Approve Bid Recommendations for the LDCC Property Lease**

No action was taken on this item.

**Academic Actions**

**H.14. LCTCS Academic Programs Presentation**

Dr. Jerry Pinsel, Vice President for Community College Services, rendered a PowerPoint presentation regarding LCTCS Academic Programs. Dr. Pinsel acknowledged the Perkins staff consisting of Mr. John Hough, Ms. Kelly Rhoe-Collins, Mr. Larry Rabalais, Ms. Connie Buck, and Ms. Reba Poulson, who prepared the presentation and placed it on CD for distribution to Board members for use during presentations they make.

Dr. Bumphus thanked Dr. Pinsel, for her excellent leadership on this project, and commended the Perkins staff for an excellent presentation.

**H.15. LCTCS Statewide Articulation Committee**

**On motion of Supervisor Mellington, seconded by Supervisor Alexander, the board voted to approve the creation of the Louisiana Community and Technical College System Statewide Articulation Committee. The motion carried.**

**I. CONSENT AGENDA**

The Board of Supervisors had approximately seven days to study each item on the Consent agenda. A certain number of these are routine or self-explanatory items that do not appear to require separate treatment, so, these items are acted upon in one motion and vote.

**On motion of Supervisor Christopher, seconded by Supervisor Dejoie Guidry, the Board voted to approve the Consent Agenda, as presented, to include Item I.1. through Item I.5. The motion carried.**

**Finance Actions**

**I.1. Articles of Incorporation and Joint Operating Agreement for LDCC Foundation**

**Recognize and ratify the establishment of a foundation for the Louisiana Delta Community College as well as the attached Articles of Incorporation and the Joint Operating Agreement between the Louisiana Delta Community College and the Louisiana Delta Community College Foundation in accordance with Louisiana Revised Statutes 42:1111(A).**

Facilities Committee Chair McCotter acknowledged and commended Dr. Lynn Kreider, Chancellor of the Louisiana Delta Community College, and asked that he speak to the establishment of the LDCC Foundation.

Chancellor Kreider stated that establishment of the Foundation was a team effort, and then introduced Mr. Wing Lawrence, Founding Chairman of the LDCC Foundation who is a member of the management team with BellSouth.

Mr. Lawrence commended Dr. Kreider and his staff for the team that has been put in place, and for outstanding work in initiating establishment of the Foundation, and what they have accomplished with enrollment and programs at LDCC.

Dr. Bumphus and Chair Knapp thanked Mr. Lawrence for his dedication and involvement with the Foundation, the System, and LDCC.

**I.2. TANF Workforce Commission MOU's**

**Approve and authorize the President to sign the TANF Memoranda of Understanding and Financial Assurances.**

**I.3. Postlewaite and Netterville Contract Amendment for the LTC**

**Approve a contract amendment between the LCTCS and the accounting firm of Postlewaite and Netterville to increase the amount of the contract from \$17,500 to \$25,000 and to extend the contract from September 30, 2002 until October 31, 2002 for services related to the preparation of the Annual Financial Report for the Louisiana Technical College. This contract requires approval from the Office of Contractual Review.**

**Facilities Action**

**I.4. Alcohol Use Policy**

**Accept the Policy Alcohol Use on LCTCS campuses for review and advisement.**

**I.5. Academic Policies for Review and Advisement**

**Accept the following academic policies for review and advisement:  
▶ Participatory Curriculum Development, ▶ Enrollment Management,  
▶ Course Enrollment Guidelines, ▶ Academic Amnesty, ▶ Academic  
Calendar and Census Date, and ▶ Weapons on Campus.**

**J. REPORTS**

**J.1. President's Report**

- ▶ Congratulations to Supervisor Sean Reilly, and Lamar Industries, on their 100<sup>th</sup> anniversary celebration.
- ▶ In lieu of the January 2003 Board meeting, members of the Board will take part in a Board Development Activity. Details are forthcoming.
- ▶ He and Supervisor McCotter visited with Chancellor Carleton, and Assistant Chancellor McCraney, during a fine business and industry symposium recap; and also had the pleasure of visiting with Supervisor Barnes in Shreveport
- ▶ BRCC and the System will host the Thomas Lakin Professional Development Institute designed to prepare African American leaders to become CEOs.
- ▶ Sean and Jennifer Reilly have extended an invitation to members of the Board to attend a holiday party at their home in December.
- ▶ Thanked Chancellor Kelly and Delgado for hosting the October meeting

**J.2. Business and Industrial Visitation Report: Louisiana Technical College**

**J.3. Capital Projects**

**J.4. Alternative Financing Projects**

**K. OTHER BUSINESS**

Supervisor John DeLaney will represent LCTCS at the October 23-24, 2002 Board of Regents' Meetings.

Chair Knapp extended thanks to Chancellor Kelly and Assistant Chancellor Barnes-Teamer, on behalf of the Board, for the marvelous hospitality extended while in New Orleans.

Dr. Bumphus thanked Ms. McGhee, and members of the staff, for setting up and taking care of details for meetings on the road.

**L. ADJOURNMENT**

**There being no further business to come before the Board, the meeting adjourned at 12:29 p.m.**