



*Changing Lives,
Creating Futures*

Monty Sullivan
System President

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Timothy W. Hardy
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Stephen Toups
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Helen Bridges Carter
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Tari T. Bradford
Alterman L. "Chip" Jackson
Erika McConduit
Willie L. Mount
Michael J. Murphy
N. J. "Woody" Ogé
Joe Potts
Paul Price, Jr.
Stephen C. Smith
Mark D. Spears, Jr.
Craig Spohn
Vincent St. Blanc, III

Student Members:

Zachary Hitt
Darell Richardson

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Draft Minutes of September 20, 2017 for approval on November 8, 2017

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

DRAFT MINUTES

**Wednesday, September 20, 2017
10:00 a.m.**

Fine Arts Building, Student Lounge Room 130
Nunez Community College, 209 W Magnolia Drive
Chalmette, LA 70043

**NOTE: A separate Audit Committee meeting was held
Wednesday, September 20, 2017, at 9:00 a.m.**

**** 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.**

A. CALL TO ORDER

**Chair Hardy called the September 20, 2017, LCTCS Board of Supervisors monthly
meeting to order at 10:01 a.m.**

B. PLEDGE OF ALLEGIANCE

Supervisor Smith led the assembly in reciting the Pledge of Allegiance.

Chair Hardy invited Nunez Community College Chancellor Tommy Warner to address the Board and audience. Chancellor Warner welcomed the Board to "this neat community college" and thanked the Board for their continued support of Nunez Community College.

Chair Hardy recognized Chancellor Warner for his dedicated service to Nunez Community College, the Community of Chalmette, and the State of Louisiana.

C. SWEARING IN OF NEW BOARD MEMBERS: TARI BRADFORD AND CHIP JACKSON

Mr. Leo Hamilton, General Counsel for the Board, conducted the swearing in of the new Board members Tari Bradford and Chip Jackson.

Following the Oaths of Office, Chair Hardy read each of the new board member's biographies:

Tari T. Bradford, a native of Shreveport, serves in the capacity as Executive Assistant/Governmental Affairs for Mayor Ollie S. Tyler in the great City of Shreveport. She is a graduate of the Southern University and A & M College located on the Bluff of the Mississippi River in Baton Rouge, where she earned both her Master of Education in Mass Communications and a Bachelor of Science in Marketing/Business Management. Tari is a proud product of Caddo Parish Schools, where she graduated from Huntington High School. Before her position in the Mayor's office, Tari worked for former U. S. Senator Mary Landrieu as Deputy State Director and retired U.S. Senator J. Bennett Johnston as Senior Outreach Staff. She has nearly 24 years as a congressional staffer.

Tari is active in many organizations in the community and region. She served as the 22nd South Central Regional Director of Alpha Kappa Alpha Sorority, Inc., where she

As of 9.18.17 at 10 p.m.

directed and led more than 4,000 ladies. The region consists of the following states, Arkansas, Louisiana, New Mexico and Texas. She served in this leadership role for two terms which is a total of four years. Prior to being elected to lead this distinguished group of ladies, she served her local chapter, Delta Lambda Omega Chapter of Alpha Kappa Sorority, Inc., as president, vice president and many other offices and chaired several committees.

Currently she serves on several boards and committees in the Shreveport area which includes the following: The State Fair Board – 1st Vice President; Krewe of Sobek – Captain; and a founding member of Dress for Success (Board Emeritus). She is an avid volunteer for the Northwest Sickle Cell Disease Association.

Tari is a faithful member of Faith Lutheran Church where she served as chairman of the Educational Committee. She is the daughter of Dr. and Mrs. Hugh B. Bradford. She and has one brother, Dr. Darien Bradford, Sr.; two nieces and two nephews.

She loves to read and share her love for reading as a volunteer in area schools. She also shares civic lessons in the classrooms of Caddo Parish Schools.

Alterman “Chip” Jackson is a native of New York City. He graduated with a Bachelor’s degree in Political Science from Lincoln University in Pennsylvania (PA) (the nation’s oldest Historically Black College) and holds a Master’s Degree in Counseling from Millersville University, in PA.

Mr. Jackson has spent his entire professional career only working in higher education institutions. He started his career working for over 5 years in the TRIO Program at Millersville University. He then spent 15 years working as Director of Admissions and Assistant Dean of the Graduate School at Hahnemann University of School of Medicine (currently Drexel University College of Medicine) in Philadelphia, PA. He then worked 15 years at Harrisburg Area Community College in Harrisburg, PA as Director of Admissions and Marketing, Executive Director of Enrollment Services, and Vice President of Student Affairs and Enrollment Management. After relocating to Lafayette, Louisiana, he spent a brief time as Director of Admissions at Unitech Training Academy before moving on to Executive Director of Enrollment Services at Baton Rouge Area Community College. He then spent the remaining 7 years of his career at the University of Louisiana at Lafayette working as Director of Enrollment Services and retired as the University Registrar in 2015.

Chip has received several awards and recognitions and has been active in the community by serving on numerous members including YMCA Board of Directors in Harrisburg, PA, Highmark Inc. (formerly Blue Shield of PA) Corporate Board, The Daily Advertiser’s Editorial Board, Evangeline Area Council-Boy Scouts of America, and Boys and Girls Club of Acadiana. He was also a member and chair of the Education Committee of the 100 Black Men of Greater Lafayette. He is currently a board member for Council for A Better Louisiana (CABL). He is a member of Good Hope Baptist Church where he served as Deacon and currently chairs the Scholarship Committee. He is also a member of Omega Psi Phi Fraternity and Prince Hall Free and Accepted Masons.

Chip is married to Dr. Jennifer Hightower Jackson who is Founder and CEO of Keystone Nutrition, a nutrition consulting business she started in 2014. His daughter Saige is a graduate of Indiana University of Pennsylvania with a degree in Communication and lives in Baltimore. His son Marques is a graduate of Temple University with a degree in Biology and is currently

a doctoral student in Biology at the University of Louisiana at Lafayette. Chip's hobbies include playing tennis and reading.

D. ROLL CALL

Sara Kleinpeter called roll with the following results:

Members Present

Timothy W. Hardy
Tari Bradford
Helen Carter
Chip Jackson
Erika McConduit
Willie Mount
Michael J. Murphy
Woody Ogé
Stephen Smith
Vincent St. Blanc, III
Zachary Hitt
Darell Richardson

Absent

Stephen Toups
Joe Potts
Paul Price, Jr.
Mark D. Spears, Jr.
Craig Spohn

Staff Present

Monty Sullivan
Sara L. Kleinpeter
David Helveston
Emily Campbell
Anthony Brown
Katie Waldrop
Joe Marin
René Cintron
Quintin Taylor
Michael Redmond

E. APPROVAL OF MEETING AGENDA FOR SEPTEMBER 20, 2017

On motion by Supervisor McConduit, seconded by Supervisor Mount, the Board voted to approve the September 20, 2017, meeting agenda. The motion carried.

F. APPROVAL OF MEETING MINUTES FROM JUNE 14, 2017

On motion by Supervisor Ogé, seconded by Supervisor St. Blanc, the Board voted to approve the June 14, 2017, meeting minutes. The motion carried.

G. REPORTS

1. Chair of the Board Report

Chair Hardy provides the following report:

- ❖ Thanked Chancellor Tommy Warner and other members of the Nunez Community College staff for their hospitality to the Board.
- ❖ Reported on his attendance at the recent ACCT 2017 Leadership Congress as a member of the ACCT Board of Directors.
- ❖ Ribbon Cuttings were held at Louisiana Delta Community College's Tallulah and Monroe Campuses, Northshore Technical Community College – Livingston Campus, and Bossier Parish Community College. Governor John Bel Edwards was in attendance at nearly all events, showing his support of our system.

2. President's Report

Dr. Sullivan provides the following report:

- ❖ Thanked Chancellor Warner and Nunez staff for their hospitality.
- ❖ Highlighted details of the LCTCS Annual Conference, being held at the Sheraton Hotel
 - Pre-conference sessions began today and are ongoing.
 - A Women's Leadership Seminar will be held today at 1:30 PM with Baton Rouge President, Sharon Weston Broome, Leadership Coach, Dima Ghawi, and a panel which will include Senator Sharon Hewitt, Susan Kliebert from Kushner LaGraize and two of our Chancellors, Joan Davis & Natalie Harder.
 - Mr. David Helveston highlighted a special event partnered with the Urban League for a job fair for high school students in the New Orleans Area.
 - Invited the Board to an event, hosted by the LCTCS Foundation and Louisiana Calling 5:00 pm in the Waterbury Ballroom at the Sheraton. There will also be an important announcement by Country Music Television centered on the rural campus initiative. This initiative looks to increase enrollment in rural campuses throughout the state.
 - There are plenary sessions on Thursday and Friday that the Board is invited to attend also: Thursday - Opening Plenary Luncheon with speaker, Michael Hecht at 11:30 am, Afternoon Plenary Session with speaker, Jean Gatz at 3:15 pm, and on Friday - the Closing Plenary Luncheon, to include the state of the system address, at 12:30 pm.
 - While our system is very well known for creating great employees and great workers for industry demand, something we are not as well known for is that we work to develop future leaders. We do this in ways like Phi Theta Kappa (PTK), Student Government Associations, and even our Student Board Members. This week at conference you will see videos highlighting this effort.
- ❖ A WorkReady U media campaign will launch soon. The campaign includes commercials that will air during the CBS SEC football pre and post-game shows and the NFL Today on CBS pre and post-game shows (Baton Rouge 10 parish area only). The campaign will ramp up this week for a year in the following markets: Alexandria (FOX 48), Baton Rouge (WAFB, NBC 33, FOX 44, & CW 21) New Orleans (WVUE & Bounce TV), Monroe (FOX 14), Shreveport (FOX 33), Lake Charles (Bounce TV), and Lafayette (KLFY 10). On a rotating schedule, the programming includes FOX PAC 12 football, Judge Judy, Judge Mathis, The Tonight Show, Maury, Steve Harvey Show, Ellen, Family Feud, local news, Big Bang Theory (reruns), and Entertainment Tonight to name a few. The campaign also includes statewide social media geo-fencing, transit ads in Baton Rouge and radio in Alexandria, Baton Rouge, and New Orleans markets
- ❖ Provided a detailed update on the Our Louisiana 2020 goals, including an informative scorecard.

- ❖ In August, the National Association of State Contractors Licensing Agencies presented the 2017 Innovation in Regulation Award to the Louisiana Contractors Accreditation Institute which is a 3-way partnership between LCTCS, Louisiana Economic Development (LED), and the Louisiana State Licensing Board for Contractors.
- ❖ Pointed out to the Board that in the updates section of the agenda, #6, a report on the policies that the Board passed that benefit our employees and employee families. Of the three policy benefits, LCTCS has provided \$388,172 in tuition reduction or exemption.
- ❖ Provided the following college updates
 - SLCC received an \$82,000 donation for nursing in St. Landry Parish & \$200,000 for non-credit training by JP Morgan Chase.
- ❖ Campus Transition Update
 - Director Willie Smith, Chancellors Aspinwall, Harder, and Sawtelle addressed the Board and gave an update on campus transitions.
- ❖ Chancellor Dennis Epps shared with the Board that Louisiana Delta Community College competed against many Louisiana four year colleges, and was selected as the new Louisiana Headquarters for the Small Business Development Center.
- ❖ Northshore Technical Community College Chancellor Will Wainwright and Vice Chancellor of Strategic Initiatives Tina Tinney addressed the Board about their coordinated effort in response to the human need following the “no name” storm of 2016 in Louisiana. NTCC offered a method for community members to take recovery efforts into their own hands. The “Be Your Own Workforce” model for emergency response efforts came about within days of the August 2016 storm and floods. Dr. Tina Tinney served as the architect of this model, and the model will be presented for replication in other parts of the country. Rapid Response funds were used to execute the program that provided free courses that trained community members to take recovery into their own hands. More than 350 participants accessed the programs that taught them how to recover from disasters in their own homes. Drs. Wainwright and Tinney shared a video of a student who participated in the “Be Your Own Workforce” program and then enrolled at Northshore Technical Community College. The model will be able to be replicated as needed in other communities.

3. Board Slating Committee Report

Supervisor Smith presented the Report of the Slating Committee for consideration by the Board.

He stated that Supervisors Ogé, St. Blanc, Murphy, and Smith, all former chairs of the Board, served as members of the slating committee. The committee was asked to fill the vacancy created with recent Board appointments. The new slate will fill the term ending June 30, 2018.

On motion by Supervisor Ogé, seconded by Supervisor McCondiut, the Board voted to appoint Stevie Toups as 1st Vice Chair and Helen Carter as 2nd Vice Chair, effective September 20, 2017, to fulfill the term ending June 30, 2018. Chairman Tim Hardy remains as Board Chairman. The motion carried.

H. GENERAL ACTION ITEMS**

Supervisor Mount presented the Academic and Student Affairs Actions agenda items for consideration by the Board.

ACADEMIC AND STUDENT AFFAIRS

1. Strategic Sustainability and Growth Plan Initiative 1E – Pursuing compressed programs and charging commensurate tuition

For Board Information. No action was taken.

2. Strategic Sustainability and Growth Plan Initiative 3B – Faculty Expertise and Technology

For Board Information. No action was taken.

3. Student Referendum for River Parishes Community College

On motion by Supervisor Ogé, seconded by Supervisor St. Blanc, the Board voted to authorize the Student Government Association of River Parishes Community College (RPCC) to conduct a referendum to assess a \$15.00 per student activity fee each semester, beginning in the 2018 spring term. The motion carried.

4. Revision to LCTCS Policy #1.118, “High School Equivalency Attainment”

On motion by Supervisor Hitt, seconded by Supervisor McConduit, the Board voted to approve the attached revisions to LCTCS Policy #1.118, “High School Equivalency Attainment.” The motion carried.

5. Review and Advisement: Revision to LCTCS Policy #1.024, “New Program Requests and Curriculum Modifications”

The Board received, for review and advisement, the revisions to LCTCS Policy #1.024, “New Program Requests and Curriculum Modifications” including a change of name to “Requests for Programs: New, Modifications, and Adoptions.” No action was taken.

6. Review and Advisement: Revision to LCTCS Policy #1.026, “Title IV Federal Financial Assistance: Satisfactory Academic Progress Standards”

The Board received, for review and advisement, the revisions to LCTCS Policy #1.026, “Title IV Federal Financial Assistance: Satisfactory Academic Standards.” No action was taken.

7. Review and Advisement: Revision to LCTCS Policy #1.031, “Academic Calendar and Census Date”

The Board received, for review and advisement, the revisions to LCTCS Policy #1.031, “Academic Calendar and Census Date.” No action was taken.

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

FACILITIES

8. Acceptance of Property Donation for the Benefit of the Louisiana Delta Community College, Tallulah Campus

On motion by Supervisor Hitt, seconded by Supervisor Bradford, the Board voted to accept the donation of property at 132 Old Highway 65 South, Tallulah LA from the City of Tallulah through the Louisiana Delta Community College Foundation for the benefit of the Louisiana Delta Community College, Tallulah Campus. The motion carried.

9. Disposal of Modular Buildings at SOWELA Technical Community College

On motion by Supervisor Mount, seconded by Supervisor Richardson, the Board voted to authorize the disposal of eleven (11) modular buildings at SOWELA Technical Community College, through sale, demolition or transfer. The motion carried.

10. Capital Outlay Requests for FY 2018-2019

On motion by Supervisor St. Blanc, seconded by Supervisor Mount, the Board voted to approve the 2018-2019 Capital Outlay list of recommended projects. The motion carried.

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

FINANCE

11. Board of Regents Matched Endowments

On motion by Supervisor Mount, seconded by Supervisor McConduit, the Board voted to approve the endowed professorships and scholarships listed below:

SOWELA Technical Community College

- a. American Press Foundation Endowed Professorship***
\$100,000 total (\$60,000 private: \$40,000 public)
- b. Greater Lake Charles Rotary Club Endowed Scholarship (2)***
\$20,000 total (\$10,000 private: \$10,000 public)

The motion carried.

12. Memorandum of Understanding between LCTCS and the Board of Elementary and Secondary Education Career & Technical College Education Programs

On motion by Supervisor McConduit, seconded by Supervisor Ogé, the Board voted to approve the Memorandum of Understanding (MOU) between the LCTCS Board of Supervisors and the Board of Elementary and Secondary Education (BESE) for administration of the secondary career and technical education portion of the Carl D. Perkins funds for the fiscal year beginning July 1, 2017 and ending June 30, 2018. The BESE approved and signed the MOU at their July Board meeting. The motion carried.

13. Social Services Contract between Baton Rouge Community College and LA Construction/Maintenance Industry Safety Services, Inc.

On motion by Supervisor Carter, seconded by Supervisor Murphy, the Board voted to approve a social services contract between Baton Rouge Community College and La Construction/Maintenance Industry Safety Services, Inc., effective October 16, 2017 to October 15, 2018. This contract is subject to the approval of the Office of State Procurement. The motion carried.

14. FY 2017-18 Operating Budget for LCTCS Entities

On motion by Supervisor Ogé, seconded by Supervisor Hitt, the Board voted to approve the FY 2017-18 Operating Budgets of the LCTCS Colleges and the Board office.

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

PERSONNEL

15. LCTCS Policy #6.032, "Policy on Search Committees in Hiring"

On motion by Supervisor Ogé, seconded by Supervisor St. Blanc, the Board voted to approve the revisions to the attached policy #6.032, "Policy on Search Committees in Hiring". The motion carried.

16. Board Resolution Regarding Merit Adjustments

On motion by Supervisor St. Blanc, seconded by Supervisor Carter, the Board voted to approve the following resolution. The motion carried.

**Resolution to Urge and Request LCTCS Colleges and Board Office to
Provide Salary Merit Adjustments to Faculty and Staff**

Whereas, LCTCS colleges have relentlessly found innovative means to meet the ever changing workforce demands of the state though the diverse field of students they serve, and

Whereas, given the ever changing and decreasing nature of resources available, LCTCS colleges have been in the forefront of Louisiana public higher education institutions, particularly through enterprise services and campus consolidation efforts, and

Whereas, LCTCS colleges have done extra ordinary work toward the goals of “Our Louisiana 2020: Building the Workforce of Tomorrow” even with these resource constraints, and

Whereas, salary adjustments are the primary means to award and recognize the valuable contributions faculty and staff provide toward the aforementioned.

Therefore be it resolved, the LCTCS Board of Supervisors Urges and Requests the leadership of all LCTCS Colleges and Board Office to provide, to the practicable extent possible given the availability of financial resources, salary adjustments to faculty and staff for meritorious service as documented through performance evaluations based on plans that are to be submitted to the system President.

On motion by Supervisor Carter, seconded by Supervisor McConduit, the Board voted to enter into Executive Session for the purpose of discussing Litigation strategy for Delgado Community College and Northwest Louisiana Technical College, and Performance Evaluations for Chancellors and Directors and the LCTCS President. The motion carried.

Board Coordinator, Sara Landreneau Kleinpeter, conducted a roll call vote with the following results:

Yeas - 12

Timothy W. Hardy
Tari Bradford
Helen Carter
Chip Jackson
Erika McConduit
Willie Mount

Michael J. Murphy
Woody Ogé
Stephen Smith
Vincent St. Blanc, III
Zachary Hitt
Darell Richardson

Nays - 0

The Board entered into Executive Session at 12:04 p.m., following a unanimous vote.

The Board reconvened from Executive Session at 1:33 p.m.

A roll call vote was taken to reestablish a quorum. The following Supervisors were in attendance:

Timothy W. Hardy	Tari Bradford	Helen Carter
Chip Jackson	Erika McConduit	Willie Mount
Michael J. Murphy	Woody Ogé	Stephen Smith
Vincent St. Blanc, III	Zachary Hitt	Darell Richardson

Chair Hardy stated that no votes were taken and no consensus was reached during the Executive Session.

Supervisor Murphy continued the presentation of the Human Resources Actions agenda items for consideration by the Board.

17. Settlement Authority in Litigation for Delgado Community College

On motion by Supervisor Ogé, seconded by Supervisor Mount, the Board voted to authorize the System President and Board Counsel to negotiate the settlement of an Equal Employment Opportunity Commission (EEOC) proposed conciliation agreement against Delgado Community College.

18. Settlement Authority in Litigation for Northwest Louisiana Technical College

On motion by Supervisor Richardson, seconded by Supervisor Jackson, the Board voted to authorize the System President and Board Counsel to negotiate the settlement of a Small Claims Court filing against Northwest Louisiana Technical College.

19. Performance Evaluations of LCTCS Chancellors and Directors

No action was taken.

20. Performance Evaluation of LCTCS President

No action was taken.

Supervisor Hardy presented the Consent Agenda items for consideration by the Board.

I. CONSENT AGENDA

On motion by Supervisor Ogé, seconded by Supervisor St. Blanc, the Board voted to approve the Consent Agenda, which consists of agenda items I.1 through I.4.

ACADEMIC AND STUDENT AFFAIRS

Bossier Parish Community College

Program Modification

1. Associate of Applied Science (AAS) in Oil and Gas Technology (CIP 15.0699) – **5 STARS**

River Parishes Community College

Program Modification

2. Certificate of Technical Studies (CTS) in Medical Assisting (CIP 51.0801) – **3 STARS**

South Louisiana Community College

Program Modification

3. Concentrations in the Associate of Applied Science (AAS) in Technical Studies (CIP 47.9999) – **5 STARS**
 - a. Concentration in Oil & Gas Production Technology – **5 STARS**

Program Termination

4. Associate of Applied Science (AAS) in Surgical Technology (CIP 51.0909) – **4 STARS**

Chair Hardy referenced the Updates and encouraged Board members to review the information provided.

J. UPDATES

1. Alternative Financing Projects
2. Fourth Quarter Contracts Report
3. Report of Breazeale Sachse & Wilson for Quarter Ending June 30, 2017
4. Report on General Personnel Actions for LCTCS Colleges and System Office
5. Status Report on Capital Projects
6. Report on the Usage of LCTCS Policies #6.037, “Tuition and Fee Exemption for Full Time Employees”, #6.038, “Tuition Assistance for Full Time Employees”, and #6.039, “Employee, Child or Dependent, and Spouse Tuition Reduction”
7. Tuition Waiver and Discount Information

Chair Hardy presented the Other Business items for consideration by the Board.

K. OTHER BUSINESS

1. Approval of Proposed 2018 Meeting Schedule

On motion by Supervisor Potts, seconded by Supervisor Toups, the Board voted to approve the 2018 Meeting Schedule as presented. Meetings are scheduled on the second Wednesday of the month, with no meetings held in January, February, July, August or October. The motion carried.

L. ANNOUNCEMENTS AND PUBLIC COMMENT

There were no announcements or public comment to come before the Board.

M. ADJOURNMENT

On motion by Supervisor Smith, seconded by Supervisor St. Blanc, the meeting was adjourned at 1:42 p.m.