

MINUTES

**LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM
BOARD OF SUPERVISORS REGULAR MONTHLY MEETING**

**WEDNESDAY, DECEMBER 14, 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, December 14, 2011, at Baton Rouge Community College, Baton Rouge, Louisiana. Board Chair Vincent St. Blanc, III, called the meeting to order at 9:05 a.m.

B. PLEDGE OF ALLEGIANCE

Supervisor Ogé 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
Helen Bridges Carter
Warren Gachassin
Keith Gamble
Deni Grissette
Timothy W. Hardy
Brett Mellington
Michael Murphy, *1st Vice Chair*
Woody Ogé, *2nd Vice Chair*
Dennis Raether
Stephen Smith
Vincent St. Blanc, III, *Chair*
Mike Stone

Members Absent

Robert Brown
Paul Price
Scott Terrill
Stephen Toups

Staff Present

Dr. Joe May
Bonni Blouin
Emily Braud
John Paul Domiano
Leah Goss
Jan Jackson
Lura Kamiya
Dr. Derrick Manns
Joe Marin
Bettsie Norton
Bill Obier
Jimmy Sawtelle
Shannon Sedberry
Eric Setz
Dr. Monty Sullivan
Joel Watkins

D. APPROVAL OF DECEMBER 14, 2011 AGENDA

On motion of Supervisor Mellington, seconded by Supervisor Carter, the Board voted to approve the December 14, 2011 agenda as presented.

E. APPROVAL OF MINUTES OF NOVEMBER 9, 2011 FULL BOARD MEETING

On motion of Supervisor Grissette, seconded by Supervisor Mellington, the Board voted to approve the minutes of the November 9, 2011 full Board meeting as presented. The motion carried.

F. REPORTS

1. Chair of the Board Report

Vincent St. Blanc, III, Board Chair, presented the Chair of the Board Report. The following topics were discussed:

- Chair St. Blanc expressed his thanks to everyone for all the hard work that they do throughout the year and he wished everyone a Merry Christmas.
- Chair St. Blanc stated that he served on the selection committee for the new chancellor for South Louisiana Community College. He noted that the selection pool was great and it was interesting to see the quality of candidates applying for LCTCS positions. He stated that he felt this was attributed to the great job that the LCTCS is doing.
- Groundbreaking in Morgan City at the Young Memorial Campus. Chair St. Blanc commented on the large number of people who participated in the groundbreaking, especially the legislative congregation present.
- Supervisor Barham remarked that the nursing program at Louisiana Delta Community College (LDCC) has been accredited. He added that a function was held to name a PTECH lab for the Dow Chemical Company who has provided tremendous support. He noted that he met a group of young people at LDCC called “career coaches”. He explained that the “career coaches” are LDCC graduates who go into the high schools and talk to young people about what is possible in the LCTCS. He commented that he was very impressed with the group of young people and noted that they can relate to high schools students in a way that older individuals can’t. He stated that he is confident that this program will be effective in increasing dual-enrollment and they will have a positive effect on high school students and getting them to stay in school. Supervisor Barham stated that he would like to see this group, or another group located closer to Baton Rouge, to attend a Board meeting and share their story and discuss their program with the Board to learn more about what they are doing.
- Supervisor Mellington announced that Supervisor Deni Grissette has been selected to serve on the Advisory Committee of the Diversity Committee of the Association of Community College Trustees (ACCT), and she will serve a 2-year term. He also announced that Board Supervisor Bob Brown has been selected to serve on the Advisory Committee for Public Policy for the ACCT. He

noted that the LCTCS now has three board members active in the ACCT and the LCTCS is beginning to receive recognition on a nation-wide level.

2. President's Report

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

- Dr. May stated that a copy of a press release was distributed to the Board reporting that seven (7) LCTCS colleges are among the top 50 fastest growing in the nation. He acknowledged those colleges: Delgado Community College, L.E. Fletcher Technical Community College, Louisiana Delta Community College, Nunez Community College, River Parishes Community College, Sowela Technical Community College and Bossier Parish Community College. He stated that he felt this is indicative of the fact that these colleges are meeting the needs of their students and responding to the workforce by aligning their programs to meet the needs of the communities. He noted that this is the fifth year in a row that the LCTCS has had 6-7 colleges in the top 50. He expressed his appreciation for the great work that is going on at the campuses around the state.
- Board Supervisor Woody Ogé provided a report on the Governance Commission. He reported that 21 recommendations will be forwarded to the legislature in January. He noted that the final Commission meeting will be held on January 5th and commented that the predominant issue for the LCTCS was the idea of a single board for all institutions of higher education. He reported that the consensus of the Commission was to keep the board structures as they are. He added that most of the recommendations were on point but a couple of them may require legislative action by a vote of the House and Senate. He remarked that one challenge was to keep everything in context and stressed the need to stay on point.

Dr. May expressed his appreciation to Supervisor Ogé for serving on this commission and acknowledged Supervisor Tim Hardy on his attendance at one of the meetings as a representative for the LCTCS.

- Dr. May stated that a number of study resolutions were passed during the past legislative session dealing with LCTCS technical and community colleges: Senate Concurrent Resolution 61 (Thompson) – dealt with the northeast portion of the state; Senate Concurrent Resolution 73 (Gautreaux) – dealt with the south central area; Senate Concurrent Resolution 88 (Adley) – dealt with the northwest area of the state; Senate Concurrent Resolution 98 (Michot) – dealt with the Lafayette region and other areas of the Acadiana region of the state. Dr. May stated that the Board of Regents has contracted work on these studies and asked Dr. Larry Tremblay, Interim Deputy Commissioner for Academic & Student Affairs, Board of Regents, to address the Board to discuss this work.

Dr. Tremblay reported on the studies that are being conducted in response to the resolutions that resulted from the 2011 legislative session. He stated that the resolutions will address both the Board of Regents and the LCTCS and he met with Dr. May to develop a process to respond to the resolutions. Dr. Tremblay provided a copy of his report to the Board and reviewed that information with the Board. The report addressed resolutions HCR 182 (Nowlin/Long); SCR (Thompson); SCR 73 (Gautreaux); SCR 88 (Adley); and SR 98 (Michot). He reported that FutureWorks was chosen as the consultant to conduct the studies. The three principals from FutureWorks involved in conducting the studies were Brian Bosworth, John Hoops and Stephen Michon. He noted that FutureWorks has a national reputation in dealing with education and its relationship with regional workforce and economic development. Dr. Tremblay reviewed the

guiding principles used in addressing the resolutions: 1) Sustaining and improving technical education is critical; 2) Increasing community college capacity is necessary; 3) Any reorganization of existing capacity should emphasize efficiencies and effectiveness; and, 4) Important to link capacity of degree and certificate production to industry and labor market needs. He stated that three trips were taken to different areas in Louisiana during the reviews and he discussed the specifics of those visits/meetings. Dr. Tremblay stated that the work is just being completed and he just recently received a first draft of the report and has not had an opportunity to review it. He noted that he has shared the report with Dr. Monty Sullivan. He added that the consultants are to provide a single report encompassing the response to the five resolutions and the plan going forward is to have senior staff of the Board of Regents and the LCTCS to review the report and meet to discuss the report and then jointly work with the consultants to address any questions/issues which will result in a final draft. Dr. Tremblay reported that the Board of Regents will meet on January 5th to act on this report. He added that the final report is due by January 12th to meet the legislative deadline, which is sixty (60) days prior to the beginning of the legislative session.

Dr. May stated that he will ask the Board to review the report to receive their concurrence before moving forward with the report. He noted that it may be necessary to convene a meeting of the Executive Committee of the Board to take action on the report on behalf of the Board in order to meet the January 12th deadline. He added that he will be working with Dr. Tremblay and the staff at the Board of Regents to review the documents.

Board Supervisor Stevie Smith stated that he participated with the team at the meeting held in Morgan City and complemented FutureWorks on a job well done. He stated that some of the subject matter contained in the resolutions suggest that if recommendations are made, they would require legislation action.

Dr. Tremblay affirmed that some of the recommendations may require legislative action.

Dr. May noted that part of the intent of the individuals involved in drafting the legislation was acknowledgement that prior to certain types of action a study must be conducted on behalf of the LCTCS Board and the Board of Regents and the legislature. He stated that there is a process to follow and he noted that the studies have no binding influence on legislation or the Board and while it is a required part of the process, there is nothing in the constitution statute that states the recommendations must be followed. He added that he is optimistic that the studies will contain helpful information.

- Dr. May announced that Sowela Technical Community College has received candidacy for SACS accreditation. The Board congratulated Chancellor Miller and her staff for leading this effort.
- Dr. May stated that he participated in the orientation of the newly elected legislators and many of them have close ties to LCTCS colleges and are supporters of technical and community college education. He added that it is great to see how engaged LCTCS colleges are with the communities and how well they are connected to legislators.

G. GENERAL ACTION ITEMS****Facilities Actions**

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

1. Lease Revision for Delgado Community College and Northshore Technical Community College

On motion of Supervisor Mellington, seconded by Supervisor Ogé, the Board voted to authorize the President to authorize the President to execute a revision to a lease to house programs offered by Delgado Community College and the Northshore Technical Community College in the Northshore area, for a period of one year to a period of five years, with annual renewal options for up to five years, not to exceed the prevailing fair market lease values established by the Division of Administration. This will require approval and subsequent advertisement by the Division of Administration, Office of Facility Planning and Control. The motion carried.

Finance Actions

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

2. Contracts:

- a. Baton Rouge Community College and DMC Carter Chambers, LLC
- b. L. E. Fletcher Technical Community College and Falck Alford Safety Services, Inc.
- c. L. E. Fletcher Technical Community College and Falck Alford Safety Services, Inc.
- d. L. E. Fletcher Technical Community College and Galliano Marine Services, LLC
- e. L.E. Fletcher Technical Community College and International Training Services, Inc.
- f. Louisiana Community and Technical College System and In-House Creative, Inc.

On motion of Supervisor Barham, seconded by Supervisor Carter, the Board voted to approve the contracts listed below for the stated effective dates. Each contract is subject to the approval of the Office of Contractual Review.

- a. **Baton Rouge Community College and DMC Carter Chambers, LLC – September 1, 2011 through August 31, 2012**
- b. **L. E. Fletcher Technical Community College and Falck Alford Safety Services, Inc. – October 17, 2011 through October 16, 2012**
- c. **L. E. Fletcher Technical Community College and Falck Alford Safety Services, Inc. – January 2, 2012 through January 1, 2013**
- d. **L. E. Fletcher Technical Community College and Galliano Marine Services, LLC – October 17, 2011 through October 16, 2012**
- e. **L.E. Fletcher Technical Community College and International Training Services, Inc. – January 2, 2012 through January 1, 2013**
- f. **Louisiana Community and Technical College System and In-House Creative, Inc. – January 3, 2012 through April 30, 2014**

The motion carried.

3. Referendum for Louisiana Delta Community College Student Government Association Fee

Dr. Luke Robins, Chancellor, Louisiana Delta Community College (LDCC), and Jamel Johnson, Vice President of the Student Government Association (SGA) at LDCC addressed the Board. Dr. Robins stated that LDCC would like to request Board approval to hold a referendum for an increase in SGA fee. He asked Mr. Johnson to provide an explanation as to what approval of the referendum would provide.

Mr. Johnson stated that the additional revenue generated from the increase will be used to enhance educational, cultural and recreational activities for students at Monroe, Tallulah and Lake Providence campuses. He indicated that the increased revenue will allow them to better meet the needs of the rapidly growing and diverse student body. He added that the referendum will be held early in the spring semester to allow an opportunity for all students to cast their vote in person or electronically on-line. He noted that they would present an update to the Board on the outcome of the referendum when results become available.

Supervisor Smith stressed the importance of having adequate control of funds to ensure that all funds are handled appropriately.

On motion of Supervisor Mellington, seconded by Supervisor Ogé, the Board voted to approve the request by the Louisiana Delta Community College (LDCC) to hold a referendum of the student body relating to a proposed increase in student government association (SGA) fees by \$5, an increase from \$10 to \$15 per student, effective fall 2012. The motion carried.

4. Revised LCTCS Policy #5.026, Approval of Special Meals Related to LCTCS Sponsored Activities and Events

On motion of Supervisor Mellington, seconded by Supervisor Gachassin, the Board voted to approve revisions to Policy #5.026, Approval of Special Meals Related to LCTCS Sponsored Activities and Events. The motion carried.

Personnel Actions

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

Supervisor Murphy stated that the next three agenda items are Personnel actions for the appointment of a new Chancellor at Baton Rouge Community College and South Louisiana Community College, and the annual evaluation of Dr. Joe May. He further 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 agenda items G.5. System President Evaluation/Employment Contract Renewal FY 2012; G.6. Appointment of Chancellor for Baton Rouge Community College; and, G.7. Appointment of Chancellor for South Louisiana Community College. He requested a motion to enter into Executive Session.

On motion of Supervisor Carter, seconded by Supervisor Mellington, the Board entered into Executive Session at 9:50 a.m., for the purpose of discussing agenda items G.5. System President Evaluation/Employment Contract Renewal FY 2012; G.6. Appointment of Chancellor for Baton Rouge Community College; and, G.7. Appointment of Chancellor for South Louisiana Community College.

The Full Board reconvened at 11:30 a.m. Chair St. Blanc stated that no votes were taken and no consensus was reached during the Executive Session.

Bonni Blouin called roll to re-establish a quorum.

5. System President Evaluation/Employment Contract Renewal FY 2012

Supervisor Murphy stated that as Chair of the Personnel Committee, and considering the information and evaluation provided during the discussion regarding Dr. Joe May's personnel evaluation, he will need a motion for approval.

Supervisor Barham presented a motion to extend Dr. Joe D. May's employment for an additional year, under the terms of the present agreement. Supervisor Gachassin seconded the motion. The motion carried.

Dr. May commented that although the year has been challenging, it has been a good year. He stated that he looks forward to working with the LCTCS colleges, chancellors, directors, faculty and staff as we continue to meet the needs of the citizens of this state. He expressed his appreciation to the Board for their support.

6. Appointment of Chancellor for Baton Rouge Community College

Dr. May stated that after a rigorous interview process involving multiple meetings with senior LCTCS staff, members of a representatively diverse search committee, he recommends the Board approve the appointment of Dr. Andrea Miller for the position of Chancellor of Baton Rouge Community College at an annualized salary of \$171,000, effective on a mutually agreed upon start date to be determined by the System President, through two years from the start date. The contract will also include an annual housing allowance of \$20,000; an office function and civic organization allowance of \$2500; and a car allowance of \$5,000 per year or the use of a state vehicle. The Chancellor will be required within two years of December 14, 2011, to attend the Harvard Graduate School of Education program entitled, "Institute of Educational Management".

On motion of Supervisor Hardy, seconded by Supervisor Carter, the Board voted to approve the appointment of Dr. Andrea Miller for the position of Chancellor of Baton Rouge Community College, at an annualized base salary of \$171,000, effective on a mutually agreed upon start date to be determined by the President, through two years from the start date. The contract will also include an annual housing allowance of \$20,000; an official function and civic organization allowance of \$2,500; and a car allowance of \$5,000 per year or the use of a state vehicle. The Chancellor will be required, within two years of December 14, 2011, to attend the Harvard Graduate School of Education program entitled, "Institute of Educational Management." The motion carried.

Dr. Miller addressed the Board and thanked Dr. May and the Board. She stated, "...I am humbled and honored...I am most appreciative of your confidence in me. Dr. May, I want to thank you for your support - you have supported me so wonderfully over the past five years at Sowela. I thank your staff for their support and this is an awesome opportunity...I look forward to working with the faculty and

the staff and the students at BRCC and the community, all of us working together to take a great institution to its next level of excellence.”

7. Appointment of Chancellor for South Louisiana Community College

Dr. May stated that after a rigorous interview process involving multiple meetings with senior LCTCS staff and members of a representatively diverse search committee, he would like to recommend that the Board approve the appointment of Dr. Natalie Harder for the position of Chancellor of South Louisiana Community College at an annualized salary of \$146,000, effective on a mutually agreed upon start date determined by the System President, through two years from the start date, and he recommended an additional annual compensation of \$10,000 should there be an approval by the Louisiana Legislature and signing of the legislation by the Governor authorizing the merger of South Louisiana Community College and Acadiana Technical College. The contract will also include an annual housing allowance of \$20,000; an official function and civic organization allowance of \$2,500; and a car allowance of \$5,000 per year, or the use of a state vehicle. The Chancellor will be required within two years of December 14, 2011, to attend the Harvard Graduate School of Education program entitled, “Institute of Educational Management.”

On motion of Supervisor Mellington, seconded by Supervisor Grissette, the Board voted to approve the appointment of Dr. Natalie Harder for the position of Chancellor of South Louisiana Community College, at an annual base salary of \$146,000, effective on a mutually agreed upon start date determined by the President, through two years from the start date, and the President recommends additional annual compensation of \$10,000 upon approval by the Louisiana Legislature and signing of the legislation by the Governor authorizing the merger of South Louisiana Community College and Acadiana Technical College. The contract will also include an annual housing allowance of \$20,000; an office function and civic organization allowance of \$2,500; and a car allowance of \$5,000 per year, or the use of a state vehicle. The Chancellor will be required, within two years of December 14, 2011, to attend the Harvard Graduate School of Education program entitled, “Institute of Educational Management.” The motion carried.

Dr. May commented that Dr. Harder was not available to attend today’s meeting. She will be available by phone today and she has expressed her strong interest in the position and it is his understanding that if the Board should appoint her she will be traveling to the community next week.

Academic Actions

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

8. For Review and Advise ment: Proposed LCTCS Policy #5.031 – Electronic Content

FOR REVIEW AND ADVISEMENT ONLY. NO BOARD ACTION TAKEN.

H. CONSENT AGENDA

On motion of Supervisor Mellington, seconded by Supervisor Ogé, the Board voted to approve the Consent Agenda which consists of agenda items H.1. through H. 4. The motion carried.

Academic, Instruction, Workforce Training and Student Affairs Actions

1. New Programs

a. South Central Louisiana Technical College

- New AAS in Nautical Science (CIP: 49.0309)
- New CTS's in Able Seaman and Bosun's Mate
- TD – Master

Approved the request from South Central Louisiana Technical College for a new Associate of Applied Science in Nautical Science and related exit points.

b. Acadiana Technical College

- Addition of New Technical Diploma (CTS and TCA) in Alternative Energy and Chemical Process Technician (CIP: 150503)

Approved the request from Acadiana Technical College for a new technical diploma in Alternative Energy and Chemical Process Technician and related exit points.

2. Program Revisions

a. Central Louisiana Technical College

- Revise Courses and Add Technical Competency Area in Criminal Justice Theory (CIP: 43.0104)

Approved the program revisions for Central Louisiana Technical College in Criminal Justice as submitted.

b. Acadiana Technical College

- Revise Clinical Laboratory Technician AAS Program Hours (CIP: 511004)
- Revise Clinical Laboratory Assistant CTS Program Hours (CIP: 510802)
- Revise Phlebotomy TCA (CIP: 511009)
- Revise Patient Care Technician Clock Hours to Meet US Department of Education Requirements (CIP: 512601)

Approved the program revisions for Acadiana Technical College in Clinical Laboratory Technician, Clinical Laboratory Assistant, Phlebotomy and Patient Care Technician as submitted.

c. Sowela Technical Community College

- Associate of Applied Science-Office Systems Technology (CIP: 520401)
 - Revision to Current Exit Point TCA: Medical Coding, change number of credit hours from 9 to 12
 - Add a New Exit Point CTS: Medical Billing, 15 credit hours
 - Add New Exit Point CTS: Medial Office Assistant, 27 credit hours

Approved the program revisions for Sowela Technical Community College in Office Systems Technology as submitted.

- d. Louisiana Technical College (all campuses)
 - Revise Patient Care Technician Clock Hours to Meet US Department of Education Requirements (CIP: 512601)

Approved the program revisions for Louisiana Technical Colleges in Patient Care Technician as submitted.

3. Program Terminations
 - a. Sowela Technical Community College
 - Delete Current Exit Point TCS: Medical Billing, 12 credit hours.
 - Delete Current Exit Point CTS: Medical Office Specialist, 34 credit hours.

Approved the program terminations in Medical Billing and Medical Office Specialist for Sowela Technical Community College as submitted.

Finance Actions

4. Incumbent Worker Training Program Contracts
 - The Dow Chemical Company Inc. and Baton Rouge Community College

Ratified one revision in an Incumbent Worker Training Program Contract:

- **The Dow Chemical Company Inc. and Baton Rouge Community College – Contract Amount: \$375,201.11**

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
4. First Quarter Financial Report
5. Status Report on Progress of Northshore Technical Community College, Slidell Campus Renovation

J. OTHER BUSINESS

- Recognition of Board Supervisor Warren Gachassin, Community College Student Board Member. Dr. May stated that Supervisor Gachassin has served on the Board as the community college student representative and he has represented the student body at a high level. He stated that Mr. Gachassin will be graduating from South Louisiana Community College and will therefore be stepping down from the Board with today being his last meeting. Dr. May expressed his appreciation to Mr. Gachassin and presented him with a plaque of appreciation from the Board.

Supervisor Gachassin expressed his appreciation for the opportunity to be able to serve on the Board. He stated that he has learned a lot from his service to the Board and thanked everyone for their support.

K. ANNOUNCEMENTS

- Chair St. Blanc announced that Board Supervisor Keith Gamble was re-appointed by the Governor to continue his service on the LCTCS Board of Supervisors.
- Chair St. Blanc wished everyone a Merry Christmas!

L. ADJOURNMENT

There being no further business to come before the Board, on motion of Supervisor Carter seconded by Supervisor Mellington, the meeting adjourned at 11:47 a.m.