



***Changing Lives,
Creating Futures***

Monty Sullivan
System President

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Alterman L. "Chip" Jackson
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Tari T. Bradford
Cynthia Butler-McIntyre
Joseph Hollins
Patrick T. Johnson
Jennifer Lee
Erika McConduit
Michael J. Murphy
Paul Price, Jr.
Stanton W. Salathe
Stephen C. Smith
Stephen Toups
Matthew Wood

Student Members:
David Payne
Jamie Zeringue

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As Approved on 4.10.24

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

LCTCS BOARD OF SUPERVISORS DRAFT MINUTES

Wednesday, February 7, 2024
10:00 a.m.

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

Meeting will be broadcast live for public interest.
For live streaming, visit this link: <https://www.youtube.com/GoLCTCS>

There is an opportunity for public comment prior to an item being considered on the agenda. Public comments may be made in the following ways: (1) Prior to the meeting until 5:00 pm on Tuesday, February 6, 2024: via email to mediarelations@lctcs.edu or by this [online form](#) or (2) During the meeting via open conference call at (877) 810-9415; Access Code 6499147#.

Any public comments received virtually will be read during the meeting by the board secretary or a designee. All public comments must include an agenda item number, a name, and a brief statement. Public comments are limited to three minutes per comment.

In accordance with the American Disabilities Act, if you need special assistance, a request may be submitted to erikapoole@lctcs.edu providing the name, telephone number and email address of the agency representative by one week prior to the meeting.

****The Board of Supervisors of the Louisiana Community and Technical College System reserves the right to enter Executive Session in accordance with R.S. 42.16-17.**

LCTCS President, Dr. Monty Sullivan, welcomed all to the February meeting of the LCTCS Board of Supervisors and reminded members of the Board and those in the audience that the Board meeting is being live-streamed.

A. CALL TO ORDER

Chair Mount called the February 7, 2024, LCTCS Board of Supervisors Meeting to Order at 10:01 a.m.

B. PLEDGE OF ALLEGIANCE

Supervisor Jackson led the group in the Pledge of Allegiance.

C. ROLL CALL

Ericka Poole called roll with the following results:

Members Present

Willie Mount
Ellis Bourque, III
Tari Bradford
Cynthia Butler-McIntyre
Alterman “Chip” Jackson
Jennifer Lee
Erika McConduit
Mickey Murphy
Patrick T. Johnson
Stanton Salathe
Stephen Smith
Stephen Toups
Jamie Zeringue
Matthew Wood

Absent

Joseph Hollins
David Payne
Paul Price, Jr.

Staff Present

Monty Sullivan Katie Waldrop
Joseph Marin Landon Corbin
AcQueena Grant Erin Landry
Toni Wilson Jeff Fleming
Gena Doucet Amy Cable
Bill Tulak Ericka Poole
Amber Blair Charles Wendt
Chandler LeBoeuf
Wendi Palermo
Joel Watkins
Matthew Jones

Ericka Poole noted that a quorum was established.

D. APPROVAL OF MEETING AGENDA FOR FEBRUARY 7, 2024

On motion by Supervisor Bradford, seconded by Supervisor Zeringue, the Board voted to approve the February 7, 2024, meeting agenda. The motion carried.

E. APPROVAL OF MEETING MINUTES FOR DECEMBER 13, 2023

On motion by Supervisor Zeringue, seconded by Supervisor McConduit, the Board voted to approve the December 13, 2023, meeting minutes. The motion carried.

Dr. Sullivan presented the Consent Agenda Items for consideration by the Board.

On motion by Supervisor Butler-McIntyre, seconded by Supervisor Salathe, the Board voted to approve the Consent Agenda which consists of agenda items F.1. through F.6. The motion carried.

Dr. Sullivan invited Chancellor Aspinwall to introduce SOWELA Technical Community College’s new Associate of Applied Science degree in Culinary Arts. Chancellor Aspinwall noted that this is a partnership between SOWELA and Lake Charles Memorial Health System in conjunction with the LSU Health Sciences Center and The New Orleans Family Residency Medical Program. He noted that culinary medicine focuses on healthcare and lifestyle nutrition.

F. CONSENT AGENDA

1. Revision of Mission Statement for Louisiana Delta Community College
2. LCTCS Approved Non-Credit Programs
3. Delgado Community College
Program Modification
 - a. Associate of Applied Science (AAS) in Business and Management (CIP 52.0201) – **4 STARS**
4. Louisiana Delta Community College
Program Modification

- a. Technical Diploma (TD) in Electrician Commercial Wiring II (CIP 46.0302) – **4 STARS**
- 5. South Louisiana Community College
 - Program Modifications
 - a. Associate of Applied Science (AAS) in Administrative Professional Studies (CIP 52.0401) – **4 STARS** (current name: Business Office Administration)
 - b. Technical Diploma (TD) in Administrative Professional Studies (CIP 52.0401) – **4 STARS** (current name: Business Office Technology)
 - c. Certificate of Technical Studies (CTS) in Administrative Office Specialist (CIP 52.0401) – **4 STARS** (current name: Office Assistant Specialist)
 - Program Addition
 - d. Career and Technical Certificate (CTC) in Office Applications Specialist (CIP 52.0401) with an IBC in Microsoft Office Specialist – **4 STARS**
- 6. SOWELA Technical Community College
 - Program Modifications
 - a. Associate of Applied Science (AAS) in Culinary Arts (CIP 12.0503) new Concentration in Culinary Medicine – **4 STARS**
 - b. Associate of Applied Science (AAS) in Business Administration (CIP 52.0101) new Concentration in Paralegal Studies – **4 STARS**
 - i. Technical Diploma (TD) in Business Administration (CIP 52.0101) new Concentration in Paralegal Studies – **4 STARS**
 - Program Addition
 - c. Technical Diploma (TD) in Culinary Medicine (CIP 12.0503) – **4 STARS**
 - d. Associate of Applied Science (AAS) in Technical Studies (CIP 47.9999) – **NA**

G. REPORTS

1. Chair of the Board Report

Chair Mount provided the following report:

- ❖ Chair Mount congratulated Supervisor Jamie Zeringue for being asked to serve on the Building a Competitive Workforce: Career and Technical Education Open Education Resources with Embedded Digital Skills: Advisory Board.
- ❖ Chair Mount provided a brief update about her trip ACCT NLS in Washington D.C. She noted that positive updates were learned regarding workforce development.

2. President's Report

Dr. Sullivan provided the following report:

- ❖ Dr. Sullivan invited Susie Schowen to the table to discuss priorities at the Louisiana Workforce Commission. She noted that the most recent unemployment rate is 3.7%. Susie noted that in November, there were 78,000 unemployed people and there were 112,000 job openings in Louisiana. Mrs. Schowen noted that the way to reconcile these numbers is the labor force participation rate. She noted that unemployment rates are the number of people working or actively seeking employment divided by the number of people working. Mrs. Schowen noted that the number of people in Louisiana that are engaged currently in work is at 58.9%. She noted that there are many reasons why people may not be able to join the workforce due to things like childcare, retirement, incarceration, substance abuse or illness. Mrs. Schowen noted that these issues can be helped by preparing a combined state plan, which is submitted to the Department of Labor every four years and includes a collaborative effort between multiple state agencies and educational entities. Mrs. Schowen noted that she has called together Dr. Sullivan, Kim Hunter Reed, Cade Brumley and fellow agency heads that focus on human development and social services, to join forces.
- ❖ Dr. Sullivan recognized and thanked Louisiana Delta Community College's (LDCC) Leadership Development Class – GOLD (Growing Our Leaders at Delta) for being present. Dr. Sullivan invited Chancellor Esters to the table to introduce the group. He thanked them for all they do for both LDCC and the system as a whole.
- ❖ Dr. Sullivan invited Chandler LeBeouf to the table to give an update on the Advancement team's receptions that were held at Washington Mardi Gras. Mr. LeBeouf invited Chancellor Strickland and Chancellor Sawtelle to join him to provide an update. Two receptions were held, where over 150 members of various agencies visited to show interest in future partnerships. Chancellor Strickland noted that the experience of going to both the Shell and LCTCS receptions brought in many new connections with people who have the potential to support the system's mission. Chancellor Sawtelle noted the importance of being present at these events makes unique connections with the potential to increase workforce development in Louisiana.
- ❖ Dr. Sullivan invited Dr. Palermo to the table to talk about the work being done in the healthcare space where Certified Nurse Assistants can be tested more efficiently at colleges. Dr. Palermo noted that Louisiana Delta Community College (LDCC) was approved to test on a Friday and that testing was able to take place the following Monday. She noted that an award was received in the amount of \$50,000 to self-test through the Board of Regents through Nurse Aide Capitation and that colleges now pay for up to 400 exams for individuals to become certified. Under the previous structure, Dr. Palermo noted that the cost was at least \$125 to \$200 for students to test. Dr. Sullivan noted the importance of having conversations around increasing the workforce funding specifically in the health care space.
- ❖ Dr. Sullivan noted that the common goal across the colleges is to make the process of FAFSA more efficient. He noted that an Executive Order was issued asking state agencies to go back and look at budgets to identify areas to create better efficiencies. Dr. Sullivan noted that LCTCS is not new to budget cuts, and few institutions around the country have gone from 16 to 12 institutions

like LCTCS has. He noted that the work that has been done to reduce expenditures in Louisiana while growing our graduates is something to be proud of as a system. Dr. Sullivan noted that in 2014, the number of graduates was 20,000 and this year, we are on pace for about 35,000 graduates.

Dr. Sullivan provided the following college updates:

- ❖ SOWELA Technical Community College received a \$1 million donation from Phillips 66 which will go towards the \$1.7 million cost of the Project Technology Building.
- ❖ SOWELA Technical Community College will be partnering with the United States Coast Guard which will result in healthcare graduates having a direct pathway into the U.S. Coast Guard. Upon final approval by the U.S. Coast Guard this could be the first Health Service Technician lateral entry pathway in the United States.
- ❖ This past fall, South Louisiana Community College (SLCC) graduated a double class of 118 adult students, which was the largest December class in the history of the college.
- ❖ During its 22nd annual Chamber Banquet, SLCC was recognized as the 2023 Non-Profit of the Year by the St. Mary Parish Chamber of Commerce.
- ❖ For the second year in a row, Intelligent.com has named SLCC the best community college in Louisiana. SLCC secured the top position on the prestigious list with a score of 97.1 out of 100.
- ❖ Baton Rouge Community College (BRCC) is making significant progress on their new Nursing and Allied Health building. The construction of the building is 16% complete with steel and concrete in place.
- ❖ Fletcher Technical Community College (FTCC) received four gifts: \$250,000 from Allen and Jannette Thomason, \$5,000 New America Grant, \$10,000 Conoco Phillips Grant and \$75,000 Lorio Foundation.

H. BOARD DEVELOPMENT

1. Beyond COVID: Unveiling Proven Revenue and Enrollment Growth Strategies

- ❖ Dr. Sullivan noted that many colleagues across the country have not recovered from Covid from a staffing or financial perspective. Dr. Sullivan invited Dr. Amy Cable, Joe Marin, Chancellor Tinney and Dr. Sarah Barlow to the table to elaborate on their college's experiences. Mr. Marin noted that enrollment revenue makes up about 60-65% of a college's budget. The average student is 27-28 years old, comprised of working adults facing various societal issues. He noted that when Covid hit, the federal government did step in to provide funds over the course of 3 years. Mr. Marin noted that LCTCS received about \$326 million in funding to support our colleges. He noted that about \$78 million went to make up for the revenue losses incurred from students not enrolling in the colleges. He noted that the support funding has ended as of June 2023 which now leaves our colleges to provide strategies to maintain enrollment. Dr. Cable

noted that the Board of Supervisors has been instrumental in approving policies that have given the Chancellors the key to increasing enrollment. She noted that funding is critical in helping students fund their education. Dr. Cable noted that in 2018, the Board approved LCTCS Policy #5.025 - Institutional Aid, which allowed our colleges to reduce the cost of attendance through awards which can come in the form of scholarships, waivers, and tuition reductions. She noted that any high school graduate who is a participant of SkillsUSA can get a \$500 scholarship if enrolled in one of the colleges and if they were a champion, they get an additional \$500. Dr. Cable noted that in 2020, LCTCS Policy #1.033 - Strategic Enrollment Management was revised and implemented to better define what enrollment management is for our institutions. The five core principles of the policy included using marketing techniques, understanding the life cycle for a student from admission to graduation, the use of federal state and local dollars to help students avoid enrollment gaps and the use of data to develop targets for our institutions. Dr. Cable noted that each college is required to submit a 5-year strategic enrollment management plan although during Covid, a 1-year plan was acceptable but now 5-year plans are back in place. She noted that one of the enrollment plans is developing new programs that are exciting for students to encourage them to enroll. Dr. Cable invited Dr. Sarah Barlow from Baton Rouge Community College (BRCC) to talk about their revenue strategies. She noted that BRCC has experienced two semesters of record-breaking semesters at the college. Dr. Barlow noted that BRCC has aligned their targeted communication and marketing around competencies that are regionally based. She noted for example, BRCC has aligned with Baton Rouge Area Chamber's (BRAC) high wage/high demand market, and the East Baton Rouge Parish School System's (EBRPSS) K-12 grades thus having the marketing strategies reflect those changes in communication. Dr. Barlow noted that BRCC has established an early college academy partnership with EBRPSS that begins in 9th grade with the goal of obtaining an industry credit, technical diploma or in some cases an associate degree. She noted that there are currently 44 students at Glen Oaks High School that are slated to complete an associate degree along with their high school diploma. Dr. Barlow noted that BRCC has prioritized a student-centered schedule that can be offered in multiple modalities to fit a student's needs. She noted that a significant investment has been put into their Navigator model using grant funding to purchase this new system, which cost close to \$1 million dollars and provides a concierge-style tool to give individualized attention to students. Dr. Tinney addressed the Board noting that Nunez Community College (NCC) has had historical enrollment for fall 2023. She noted that the diversification of programs, marketing efforts and community engagement tie into building enrollment and visibility. Dr. Tinney noted that looking at the financial side, in 2018, 707 dual enrollment students were being served as opposed to today which serves 1,443 students. In 2021, she noted that dual enrollment grew to 580 students post-Covid but it only produced \$250,000, which was 25% cost of delivery in instruction. Dr. Tinney noted that in 2022, the Board voted to allow the colleges to move forward with a consistent pricing model that became effective for the 2023-2024 year. To move ahead, she noted that the implementation was done in 2022-2023 due to the hemorrhaging of money and they did not want to get rid of the dual enrollment program since it was a crucial part of keeping students in the pipeline to college. She noted that in 2022-2023, 787 students were served with the return on investment, with renegotiated MOU's, was an impact of \$967,000 to the budget. Dr. Tinney noted that just from the Fall 2023 semester, an

estimated \$1.46 million will be collected. She noted that of NCC's \$11.7 million budget, \$6.2 million is reflected in self-generated tuition and fees. Dr. Tinney noted that with Valentine's Day around the corner, NCC began a program called "Love Your Community College" where 300 students who are dual enrollment students, currently not affiliated with NCC, were visiting the campus to explore the opportunities of enrollment at the college.

I. GENERAL ACTION ITEMS**

ACADEMICS

Supervisor Murphy presented the Academics Action Items for consideration by the Board.

1. Accreditation Update

Dr. Sullivan invited Chancellor Sawtelle of Central Louisiana Technical Community College (CLTCC) and Chancellor Spillers of Northwest Louisiana Technical Community College (NLTCC) to the table to give an update on the accreditation process for SACSCOC. Chancellor Sawtelle noted that CLTCC is on the second of two visits where the last compliance certifications will be uploaded on April 8, 2024. He noted there will be about 10 peer reviewers who will visit the campus to determine compliance. If all goes well, Chancellor Sawtelle noted that the SACSCOC's Board of Trustees will be able to give their rendering on accreditation for CLTCC. Chancellor Spillers noted that NLTCC is in preparation to have their first visit from SACSCOS in June 2024.

2. New LCTCS Policy #2.021 - Student Policy on the Americans with Disabilities Act

On motion by Supervisor McConduit, seconded by Supervisor Zeringue, the Board voted to approve the New LCTCS Policy #2.021 - Student Policy on the Americans with Disabilities Act. The motion carried.

3. New LCTCS Policy #2.022 - Opioid Education, Training and Reporting

On motion by Supervisor Wood, seconded by Supervisor Salathe, the Board voted to approve the New LCTCS Policy #2.022 - Opioid Education, Training and Reporting. The motion carried.

4. Review and Advisement: Revisions to LCTCS Policy #1.105 - WorkReady U - High School Equivalency

The Board received for Review and Advisement the Revisions to LCTCS Policy #1.105 - WorkReady U - High School Equivalency. No action was taken.

FACILITIES

Supervisor Salathe presented the Facilities Action Items for consideration by the Board.

5. Fletcher Technical Community College - Property Acquisition and Land Lease at the Houma-Terrebonne Airport Complex

On motion by Supervisor Johnson, seconded by Supervisor Zeringue, the Board voted to approve to authorize the President and the Chancellor of Fletcher Technical Community College (FTCC) to negotiate and execute all documents necessary to acquire hangars and related facilities at the Houma Airport and to enter into a long-term land lease with the Houma-Terrebonne Airport Commission. Both transactions must be filed with the local Clerk of Court and the State Land Office. The motion carried.

6. Servitude and Right of Way Agreement between LCTCS, on behalf of Fletcher Technical Community College and Entergy Louisiana, LLC

On motion by Supervisor Zeringue, seconded by Supervisor Toups, the Board voted to approve to authorize the President to execute a right of way agreement between Entergy Louisiana, LLC and the LCTCS, on behalf of Fletcher Technical Community College, for the connection of electrical service and the continued maintenance of the utility distribution equipment to be installed on the newly constructed Act 360, Workforce/Nursing Building, occupied by the Fletcher Schriever Campus. The legal description and technical drawing illustrating the area transferred will be maintained in the office of the Vice President of Operations. The motion carried.

PERSONNEL

Supervisor Jackson presented the Personnel Action Items for consideration by the Board.

7. Revisions to LCTCS Policy #6.003 - Leave for Unclassified Employees

On motion by Supervisor Wood, seconded by Supervisor Butler-McIntyre, the Board voted to approve revisions to LCTCS Policy #6.003 – Leave for Unclassified Employees. The motion carried.

8. Pending and Potential Litigation or Settlement Authority

There were no items to be discussed.

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

J. UPDATES

1. Alternative Financing Projects
2. Report on General Personnel Actions for LCTCS Colleges and System Office
3. Status Report on Capital Projects
4. Report of Breazeale, Sachse & Wilson Charges for the quarter ended December 31, 2023
5. FY 2023-2024 2nd Quarter Report on Contracts
6. FY 2023-2024 2nd Quarter Financial Status Report

K. OTHER BUSINESS

No additional business was presented to the Board.

Ericka Poole noted there were no requests for public comment via phone, email or web submission.

L. ANNOUNCEMENTS

Chair Mount made the following announcements:

- ❖ **The 2nd Annual Louisiana CTE Summit will take place at the Crowne Plaza in Baton Rouge tomorrow on February 8, 2024. This summit will continue the momentum in driving Louisiana's workforce talent pipeline to new heights. Attendees will have the opportunity to gain valuable insights, learn best practices, and forge meaningful connections with key stakeholders in the education and business sectors. If you plan to attend but did not register, you can reach out to Ericka to register.**
- ❖ **The SkillsUSA Conference will take place April 15-17th in Alexandria, LA.**
- ❖ **LCTCS day at the Capitol will be on April 22, 2024. Be on the lookout for more information in the coming days.**

M. ADJOURNMENT

On motion by Supervisor Salathe, seconded by Supervisor Zeringue, the meeting adjourned at 11:38 a.m.