



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

LCTCS BOARD OF SUPERVISORS MONTHLY MEETING

MINUTES

Wednesday, February 11, 2015  
9:00 a.m.

APPROVED

SK  
March 4 2015  
LCTCS BOARD OF SUPERVISORS

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

Changing Lives,  
Creating Futures

Monty Sullivan  
System President

Officers:

N. J. "Woody" Ogé  
Chair

Timothy W. Hardy  
First Vice Chair

Deni Grissette  
Second Vice Chair

Members:

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

Student Members:

- Edward Banks
- Robert Fisher

Louisiana  
Community  
& Technical  
College System

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Baton Rouge, LA 70806

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\*\* 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 February 11, 2015 LCTCS Board of Supervisors monthly meeting to order at 9:06 am.

B. PLEDGE OF ALLEGIANCE

Supervisor Grissette led the assembly in the pledge of allegiance.

C. ROLL CALL

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

Members Present

- Timothy W. Hardy, 1<sup>st</sup> Vice Chair
- Deni Grissette, 2<sup>nd</sup> Vice Chair
- Edward Banks
- Helen Carter
- Robert Fisher
- Keith Gamble
- Steve Hemperley
- Michael J. Murphy
- Joe Potts
- Paul Price, Jr.
- Stephen Smith
- Craig Spohn
- Vincent St. Blanc, III
- Stephen Toups

Absent

- Woody Ogé, Board Chair
- Robert Brown
- Willie Mount

Staff Present

- Monty Sullivan
- Jean Ann Kozlowski
- Sara L Kleinpeter
- Joe Marin
- Neil Matkin
- Quintin Taylor
- Joel Watkins
- Eric Setz
- Michael Redmond
- Suzette Meiske
- Anthony Brown
- Stephanie Ercolini
- Daniel Roberts
- Dennis Epps
- David Helveston

**D. APPROVAL OF FEBRUARY 11, 2015 AGENDA**

**On motion by Supervisor Carter, seconded by Supervisor Potts, the Board voted to approve the February 11, 2015, agenda as presented. The motion carried.**

**E. APPROVAL OF MEETING MINUTES FROM DECEMBER 10, 2014**

**On motion by Supervisor Carter, seconded by Supervisor Potts, the Board voted to approve the December 11, 2014, meeting minutes as presented. The motion carried.**

**F. REPORTS**

1. Chair of the Board Report

Chair Hardy provided the following report:

- ❖ Noted the absence of Chair Ogé and Supervisor Brown who are in attendance this week at the ACCT 2015 National Legislative Summit in Washington, DC.
- ❖ Commented on the recent River Parishes Community College groundbreaking ceremony for the new Advanced Technology Center on Wednesday, Feb 4, 2015, which was successful.
- ❖ Congratulations to Chairman Ogé on being named as member of the Board of Directors for the Association of Community and Technical Colleges (ACCT).
- ❖ 2015 LCTCS Annual Conference Update
  - Invited Stephanie Ercolini, Interim Executive Director of the LCTCS Foundation to give a briefing.
  - Conference will be a two day conference starting on March 5, 2015, with preconference sessions happening on March 4<sup>th</sup>.
  - Around 900 registrations, but expecting around 1,800 attendees.
  - Two General Sessions for the Board to note:
    - 3/5 Lunch honoring Governor Mike Foster with the inaugural ‘Murphy J. “Mike” Foster Award for Extraordinary Contributions to Community and Technical Colleges in Louisiana and a Panel Discussion on Louisiana’s Workforce Needs
    - 3/6 Annual System Awards and State of the System Address Luncheon

## 2. President's Report

Dr. Sullivan gave the following report:

- ❖ Personnel Update:
  - BPCC Search Update
    - Application submissions have been received. The pool of candidates is great.
    - Semifinalist interviews will take place February 24 and 25 at LCTCS
    - Finalist interviews will occur March 17 and 18 at Bossier Parish Community College
    - Anticipated recommendation to the Board in April
  - Welcomed new LCTCS Employees
    - David Helveston, Vice President of Workforce, Career & Technical Education
    - Daniel Roberts, Vice President of Academic & Student Affairs
    - Dennis Epps, Vice President for Workforce Solutions
- ❖ In 2014, six colleges ranked among the fastest growing in the nation:
  - Bossier Parish Community College
  - Central Louisiana Technical Community College
  - Delgado Community College
  - Nunez Community College
  - South Louisiana Community College
  - SOWELA Technical Community College
- ❖ Campus Updates & Announcements
  - South Louisiana Community College increased its Endowed Professorships by two and received \$50,000 in equipment donations to its industrial technology program.
  - Louisiana Delta Community College doubled its workforce training space.
  - Northwest Louisiana Technical Community College received the following:
    - \$83,000 donation for industrial electrician training.
    - \$20,000 donation for an endowed textbook.
    - \$10,000 received in kind for telemetry equipment at the Sabine Valley Campus.
  - Baton Rouge Community College received a \$122,000 FEMA Grant.
- ❖ LCTCS Budget Update: The colleges continue to focus on training the workforce needs of Louisiana. Though the headlines are not great, the colleges of the LCTCS are looking forward to being part of the budget solution. Because of the approval of the Our Louisiana 2020 Public Agenda, the Board has enabled the Chancellors and Directors to have specific goals to focus on in the foreseeable future.

**G. GENERAL ACTION ITEMS\*\***

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

**Academic Actions**

1. Policy #1.004 Revised, General Admission Policy for First Time Students

**On motion by Supervisor Potts, seconded by Supervisor Banks, the Board voted to approve the revisions to Policy #1.004 which provides for the admission of students at our colleges. Upon approval, the policy is effective immediately. The motion carried.**

2. Policy #1.023 Revised, Policy Update on Credit for Prior Learning

**On motion by Supervisor Potts, seconded by Supervisor Grissette, the Board voted to approve the revisions to Policy #1.023 which provides for the review and acceptance of Credit for Prior Learning. Upon approval, the policy is effective immediately. The motion carried.**

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

**Facilities Actions**

3. Demolition of Buildings at SOWELA Technical Community College

**On motion by Supervisor Toups, seconded by Supervisor St. Blanc, the Board voted to approve the demolition of five smoking pavilions and a barbeque shack on the main campus of the SOWELA Technical Community College. The demolition of these structures requires the approval of Facility Planning and Control and the local legislative delegation. The motion carried.**

4. Lease Agreement between LCTCS, on behalf of Central Louisiana Technical Community College, and England Airpark

**On motion by Supervisor Price, seconded by Supervisor St. Blanc, the Board voted to authorize the System President and the Chancellor of the CLTCC to negotiate and execute a lease agreement for up to 35,000 square feet of space from England Airpark located at 1609 Keglman Boulevard, Building Number 806, Alexandria, Louisiana. This lease will help provide workforce development training as a part of a US Department of Labor, Trade Adjustment Assistance Community College and Career Training Grant for the Central Louisiana Technical Community College, at an annual cost not to exceed \$175,000. This lease requires the approval of the Real Estate Leasing Section of Facility Planning and Control, Division of Administration. The motion carried.**

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

**Finance Actions**

**5. Contracts:**

- a. LCTCS Board of Supervisors and JP Morgan Chase Bank

**On motion by Supervisor Price, seconded by Supervisor Banks, the Board voted to approve a consulting services contract between LCTCS Board of Supervisors and JP Morgan Chase, effective July 1, 2015 through June 30, 2018, with the option to extend the contract for two additional twelve month periods, pending final approval by Division of Administration, Office of Contractual Review. The motion carried.**

- b. LCTCSOnline and Instructure, Inc.

**On motion by Supervisor Spohn, seconded by Supervisor Price, the Board voted to approve a contract between LCTCSOnline and Instructure, Inc., effective March 1, 2015 through February 28, 2018, with the option to extend the contract for two years. The motion carried.**

- c. Architectural Services for SOWELA Technical Community College

**On motion by Supervisor Potts, seconded by Supervisor Hemperley, the Board voted to authorize a professional services contract between SOWELA Technical Community College and Griggs, Mitchell and Associates Architects for design services resulting from a Cooperative Endeavor Agreement with the Louisiana Department of Economic Development, subject to the approval of the State Office of Contractual Review. The motion carried.**

- d. Baton Rouge Community College and URS Corporation

**On motion by Supervisor Fisher, seconded by Supervisor Toups, the Board voted to approve a consulting services contract between Baton Rouge Community College and URS Corporation, effective March 30, 2015 through June 30, 2016, pending final approval by Division of Administration, Office of Contractual Review. The motion carried.**

**6. Incumbent Worker Training Grant Training Services Contracts**

- a. Fletcher Technical Community College and ECAD, Inc.

**On motion by Supervisor Banks, seconded by Supervisor Carter, the Board voted to approve a social services contract between Fletcher Technical Community College and E.C.A.D., Inc., effective August 1, 2014 to July 31, 2015. This contract is subject to the approval of the State Office of Contractual Review. The motion carried.**

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

**On motion by Supervisor Murphy, seconded by Supervisor St. Blanc, Chair Hardy requested a roll call vote to enter into Executive Session for the purpose of discussing the proposed Layoff Avoidance/Reduction in Force Plan for Central Louisiana Technical Community College.**

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

Yea's - 14	Nay's - 0
Timothy W. Hardy, 1 <sup>st</sup> Vice Chair	Michael Murphy
Deni Grissette, 2 <sup>nd</sup> Vice Chair	Joe Potts
Edward Banks	Paul Price, Jr.
Helen Carter	Stephen Smith
Robert Fisher	Craig Spohn
Keith Gamble	Vincent St. Blanc, III
Steve Hemperley	Stephen Toups

**The Board entered into Executive Session at 9:55 am, following a unanimous vote.**

The Board reconvened from Executive Session at 10:46 am. A roll call vote was taken to reestablish a quorum. The following Supervisors were in attendance:

Timothy W. Hardy, 1 <sup>st</sup> Vice Chair	Michael J. Murphy
Deni Grissette, 2 <sup>nd</sup> Vice Chair	Joe Potts
Edward Banks	Paul Price, Jr.
Helen Carter	Stephen Smith
Robert Fisher	Craig Spohn
Keith Gamble	Vincent St. Blanc, III
Steve Hemperley	

Chair Hardy noted for the record that Supervisor Toups was excused to leave during the Executive Session due to a personal matter.

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

**Personnel Actions**

7. Layoff Avoidance/Reduction in Force Plan for Central Louisiana Technical Community College

**On motion by Supervisor St. Blanc, seconded by Supervisor Smith, the Board voted to approve the Layoff Avoidance/Reduction in Force Plan as presented by Central Louisiana Technical Community College, in accordance with provisions of LCTCS Policy #6.026, to help address the college's budget constraints of \$1.3 million for FY 15. The motion carried.**

**Chair Hardy presented the Consent Agenda items for consideration by the Board.**

**On motion by Supervisor Smith, seconded by Supervisor Potts, the Board approved the Consent Agenda which consists of agenda items H.1 through H.4. The motion carried.**

## **H. CONSENT AGENDA**

### **1. New Programs**

**Approved new programs and exit points listed below:**

- a. Louisiana Delta Community College
  - i. Addition of new TCA in Metal Fabrication Apprentice in the Industrial Maintenance Technology TD program (CIP: 47.0303)
  - ii. Addition of one TCA and two CTSs in the CNC Operator TD program (CIP: 48.0510)
    1. Add the TCA in Certification for Manufacturing (C4M)
    2. Add the CTS in CNC Operator
    3. Add the CTS in CNC Manufacturing
  - iii. Addition of new TCA in Software Application in the Business and Technology AAS program (CIP: 52.0101)
  - iv. Addition of two TCAs to the TD in Welding program (CIP: 48.0508)
    1. Add the CTS in Structural Fabrication (23 credit hours)
    2. Add the CTS in Pipe Fabrication (19 credit hours)
- b. Northwest Louisiana Technical College
  - i. Addition of new CTS in Timber Harvest Equipment Technician and all exit points (CIP: 03.0511) at the Sabine Valley Campus (21 credit hours and 630 clock hours)

### **2. Program Revisions**

**Approved program revisions as listed below:**

- a. Central Louisiana Technical Community College
  - i. Replication of the TD in Automotive Technology (CIP: 47.0604)
    1. Location Additions: Replication of program currently offered at the Lamar Salter and Avoyelles Campuses to the Alexandria and Huey P. Long Campuses (60 credit hours and 1740 clock hours)
- b. Louisiana Delta Community College
  - i. Revisions in the TD in Industrial Maintenance Technology program to reduce clock hours from 1830 to 1020 (CIP: 47.0303)
  - ii. Revisions to the TD in CNC Operator program to include Certification in Manufacturing (C4M) (CIP: 48.0510)
    1. Rename the program title from TD in CNC Operator to TD in CNC Manufacturing
  - iii. Revisions to the AAS in Forensic Science and Technology program (CIP: 43.0106)
    1. Rename and revise the CTS in Crime Scene Evidence Technology (16 credit hours) to the CTS in Basic Forensic Science (32 credit hours)
    2. Rename and revise the CTS in Forensic Technology/Evidence Collection (18 credit hours) to the CTS in Crime Scene Investigation (18 credit hours)

3. Revise the Forensic Science and Technology AAS from 60 credit hours to 61 credit hours to reflect modifications to CTSs
- c. Northshore Technical Community College
  - i. Replication of the TD in Maintenance Mechanic Apprenticeship Technology (CIP: 47.0303)
    1. Location Additions: Replication of program currently offered at Sullivan Main Campus to the Hammond Area Campus and the Slidell Instructional Service Center (45 credit hours and 675 clock hours)
  - ii. Rename the program title at all sites from TD in Maintenance Mechanic Apprenticeship Technology (CIP: 47.0303) to TD in Industrial Technology (CIP: 47.0303) under the AAS in Technical Studies (CIP: 47.9999)
- d. Northwest Louisiana Technical College
  - i. Replication of the TD in Outdoor Power Equipment Technology and all exit points (CIP: 47.0606)
    1. Location Addition: Replication of program currently offered at Minden Campus to include Shreveport Campus (59 credit hours and 1785 clock hours)
- e. River Parishes Community College
  - i. Revisions to the AAS in Industrial Technology program to include renaming the AAS, three existing TDs, and three existing CTSs (CIP: 46.0000)
    1. Rename the AAS in Industrial Technology (CIP: 46.0000) to the AAS in Technical Studies (CIP: 47.9999)
    2. Rename the TD in Industrial Technology (CIP: 46.0000) and Concentration in Pipefitting (CIP: 46.0502) to the TD in Industrial Maintenance Technology: Pipefitting (CIP: 46.0502)
    3. Rename the TD in Industrial Technology (CIP: 46.0000) and Concentration in Millwright (CIP: 47.0303) to the TD in Industrial Maintenance Technology: Millwright (CIP: 47.0303)
    4. Rename the TD in Industrial Technology (CIP: 46.0000) and Concentration in Electrical Technology (CIP: 46.0302) to the TD in Industrial Maintenance Technology: Commercial/Industrial Electrical Technician (CIP: 46.0302)
    5. Rename the CTS in Industrial Technology (CIP: 46.0000) and Concentration in Pipefitting (CIP: 46.0502) to the CTS in Industrial Maintenance Technology: Pipefitter Apprentice (CIP: 46.0502)
    6. Rename the CTS in Industrial Technology (CIP: 46.0000) and Concentration in Millwright (CIP: 47.0303) to the CTS in Industrial Maintenance Technology: Millwright Apprentice (CIP: 47.0303)
    7. Rename the CTS in Industrial Technology (CIP: 46.0000) and Concentration in Electrical Technology (CIP: 46.0302) to the CTS in Industrial Maintenance Technology: Commercial/Industrial Electrical Helper (CIP: 46.0302)
- f. South Central Louisiana Technical College
  - i. Replication of the AAS in Air Conditioning and Refrigeration (CIP: 47.0201)



1. Location Additions: Replication of program currently offered at the Lafourche Campus to the Young Memorial and River Parishes Campuses (45 credit hours and 1695 clock hours)
- ii. Change in Location of the AAS and TD in Process Production Technology (CIP: 15.0903)
  1. Transfer of programs currently offered at the Lafourche Campus to the Galliano Instructional Service Center (45 credit hours and 752 clock hours-TD; 60 credit hours and 977 clock hours-AAS)

**3. Program Terminations**

**Approved program terminations as listed below:**

- a. Louisiana Delta Community College
  - i. Termination of one TCA and three CTSs in the Industrial Maintenance Technology TD program (CIP: 47.0303)
    1. Terminate the TCA in Fabrication Apprentice
    2. Terminate the CTS in Millwright Apprentice
    3. Terminate the CTS in Electrical Maintenance
    4. Terminate the CTS in Petrochemical Maintenance
  - ii. Termination of two TCAs and one CTS in the CNC Operator TD program (CIP: 48.0510)
    1. Terminate the TCA in Certified Manufacturing Specialist
    2. Terminate the TCA in CNC Operator
    3. Terminate the CTS in CNC Specialist
- b. Northshore Technical Community College
  - i. Terminate the TD in Collision Repair Technology program (CIP: 47.0603) at the Florida Parishes Campus
- c. River Parishes Community College
  - i. Terminate the TCA in Shampoo Operator program (CIP: 12.0401)

**Finance Items**

4. Foundation Reimbursement To or On Behalf of Employee

**Approved the following Foundation reimbursement:**

Date	Foundation	Recipient	Position	Amount	Purpose
November 4, 2014	Cavalier Athletic Foundation, Inc.	Aaron Vorachek	Baseball Coach	\$1,187.75	Reimbursement for out of pocket expenses for baseball team meal at the SFA Tournament

**Chair Hardy referenced the updates found in Item I and encouraged Board members to review this information.**

**I. UPDATES**

1. Alternative Financing Projects
2. Report on General Personnel Actions for LCTCS Colleges and System Office
3. Status Report on Capital Projects
4. Second Quarter Contracts Report
5. Second Quarter Financial Report
6. Report of Breazeale, Sachse, & Wilson Charges for the Quarter Ended December 31, 2014

**J. OTHER BUSINESS**

Supervisor Potts commended Chair Hardy for a job well done standing in for Chair Ogé in his absence.

**K. ANNOUNCEMENTS**

There were no announcements for the Board.

**L. ADJOURNMENT**

There being no further business to come before the Board, and on motion by Supervisor Carter, seconded by Supervisor Price, Chair Hardy adjourned the meeting at 10:50 am.