

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Changing Lives,
Creating Futures

Monty Sullivan
System President

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- Sommer Brown
Jennifer Burgess

Louisiana
Community
& Technical
College System

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Baton Rouge, LA 70806

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TO: Dr. Monty Sullivan
LCTCS President

THROUGH: Joseph F. Marin
Chief Operations Officer

FROM: Suzette Meiske
Director of Human Resources

SUBJECT: Layoff Avoidance/Reduction in Force Plan for Louisiana Delta
Community College

DATE: January 3, 2017

FOR BOARD ACTION

Recommendation Staff recommends the provisional approval of the layoff
avoidance/reduction in force plan as presented for Louisiana Delta Community College
in accordance with LCTCS Policy #6.026, with authority provided to the system
president to implement the plan in conjunction with college leadership, contingent upon
future fiscal projections, with a report to be provided to the full board at the next
subsequent meeting. This measure is proposed for approval to address an existing
structural budget deficit where expenditures are exceeding revenues by approximately
\$700,000, with anticipated reductions in state revenues of \$322,197 for fiscal year 2017.

Background: The layoff avoidance/reduction in force plan for Louisiana Delta
Community College is attached for the Board's information. The proposed plan reflects
organizational restructuring to limit deficit spending while factoring reductions in state
funding for FY 2017. The plan includes a reduction in force of thirty-four positions (three
of which are vacant) due to reorganization, a freeze on merit increases for all unclassified
and classified employees; a slight reduction of operating expenses; and a greater
utilization of student class sizes.

Fiscal Impact: Anticipated savings of approximately \$716,000 in FY 2017 and
projected annual savings of \$1.4 million in FY 2018 and onward.

History of Prior Actions: The Board of Supervisors of the Louisiana Community &
Technical College System approved system Policy #6.026, Financial
Exigency/Reduction in Force, establishing guidelines, requirements, and allowable
layoff avoidance and layoff measures. The policy was last revised at the March 14, 2016
Board meeting.

Benefits to System: Approval of this plan and the incorporated layoff avoidance
measures will allow Louisiana Delta Community College to alleviate an anticipated
structural deficit to better address the needs of the college's clients.

APPROVED
slk 1/6/17
LCTCS BOARD OF SUPERVISORS

[Signature]
Approved for Distribution to the Board
Dr. Monty Sullivan, President

1-6-17
Date



Louisiana Delta CC - FY17 Financial Health Index

A Change in Beginning FY16 to Beginning FY17 Fund Balance 	B Current Fund Balance as a Percentage of Current Operational Budget 	C Year-To-Date Revenues vs. Expenditures As of October 31st 	D Impact of YTD Revenues vs. Expenditures on Beginning Fiscal Year Fund Balance
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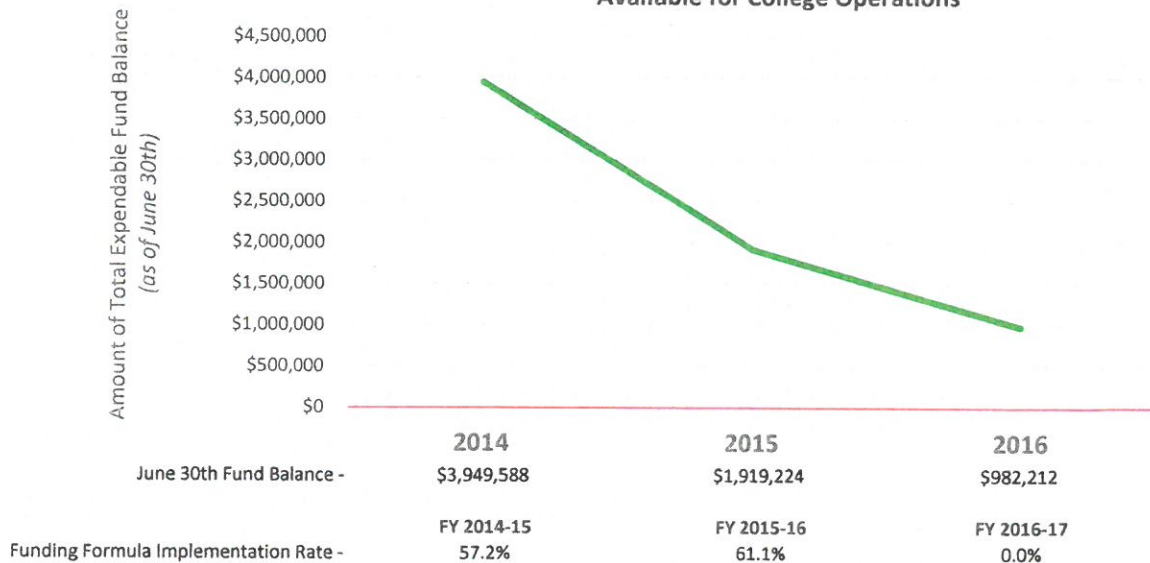
Description	Flag Triggers 	Flag Triggers 	Flag Triggers
A Change in Expendable Fund Balance from Beginning FY16 Balance to Beginning FY17 Balance	Increase in expendable fund balance	Decrease in expendable fund balance of up to 10%	Decrease in expendable fund balance of more than 10%
B FY17 Beginning Expendable Fund Balance as a Percentage of FY17 Appropriated Total Budget	Beginning fund balance more than 10% of Current Budget	Beginning fund balance less than 10% but more than 5% of Current Budget	Beginning fund balance less than 5% of Current Budget
C FY17 Actual Revenues vs Expenditures	Revenues exceed expenditures	Expenditures exceed revenues by up to 5%	Expenditures exceed revenues by more than 5%
D Change in FY17 Beginning Expendable Fund Balance after inclusion of FY17 Revenues vs Expenditures	Increase in expendable fund balance	Decrease in expendable fund balance of up to 10%	Decrease in expendable fund balance of more than 10%

Note: Fund balances are calculated as non-grant and non-student assessed restricted funds plus Unrestricted Net Assets, after removing both OPEB and current and non-current compensated absences payables. The trial balance, less prior year receivables, will be used to calculate current year revenues and expenditures.

Calculations:

A Change in Expendable Fund Balance from 6/30/15 to 6/30/16	<u>6/30/15 Fund Balance</u> \$1,919,224	<u>6/30/16 Fund Balance</u> \$982,212	<u>% Chg. in Fund Balance</u> (48.8%)	
B 6/30/16 Expendable Fund Balance as a % of FY17 Total Operating Budget	<u>6/30/16 Fund Balance</u> \$982,212	<u>FY17 Appropriated Operating Budget</u> \$18,434,542	<u>FB as % of Budget</u> 5.3%	
C Actual Revenues vs Actual Expenditures from the FY17 Trial Balance	<u>Actual Revenues</u> \$14,655,759	<u>Actual Expenditures</u> (\$11,072,357)	<u>% of Rev. over Exp.</u> 24.5%	
D Change in 6/30/16 Expendable Fund Balance with the Addition of FY17 Revenues and Expenditures	<u>6/30/16 Fund Balance</u> \$982,212	<u>FY17 Revenues Over/ (Under) Expenditures</u> \$3,583,402	<u>% Chg. in Fund Balance</u> 78.5%	

Fund Balance (Unrestricted Revenues and Student Fees) Available for College Operations



Office of the Chancellor

January 3, 2017

Louisiana Community and Technical College System
Board of Supervisors
265 South Foster Street
Baton Rouge, LA 70806

RE: Unclassified Layoff Plan for Budget Cuts FY 2016 – 2017

Dear Board Officers and Board Members:

In accordance with provisions of LCTCS Policy 6.026 Financial Exigency/Reduction in Force, Louisiana Delta Community College respectfully submits this reduction in force/layoff plan to be effective at the close of business February 15, 2017. Positions occupied by employees affected by this proposal are domiciled in the parishes of Ouachita, Union, East Carroll, Madison and Franklin. This layoff is being proposed due to organizational restructuring to limit deficit spending. The college has recently experience a 2.5% reduction in budget for the fiscal year ended June 30, 2016 and the potential of the additional 2.5% reduction for the fiscal year ending June 30, 2017. The reduction in expenditures will be accomplished by the following:

- **Reduce Instructional expense**
 - Replace three full time positions with adjuncts
 - Eliminating four full faculty positions
 - Elimination two adjunct contracts
 - Leave dean position vacant and distribute responsibilities

- **Lower Academic Support costs**
 - Eliminate VC of Community Affairs position
 - Reallocate responsibilities and move salary to grant funding
 - Eliminate Librarian position

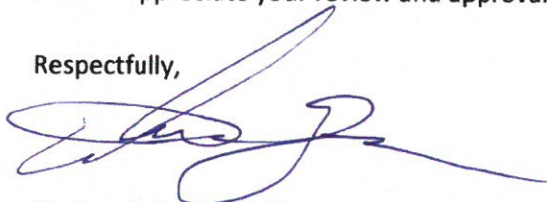
- **Eliminate seven Student Services positions**

- **Reduce Institutional Supports costs**
 - Eliminate four Assistant Campus Director positions
 - Eliminate one administrative assistant position
 - Leave director of human resources position vacant
 - Eliminate two administrative positions

- Reduce Plant Operations and Maintenance by eliminating six positions
- Implementation of a hiring freeze. Duties of unfilled positions will be reallocated where practical to existing staff as additional responsibilities.
- Reduction in travel expenditures
- Louisiana Delta Community College will actively search for more suitable accommodations for our adult education program which will result in a reduction in facility rental expenditures.

I would appreciate your review and approval of our plan.

Respectfully,

A handwritten signature in blue ink, appearing to read 'W. Dennis Epps', with a long, sweeping flourish extending to the right.

W. Dennis Epps, M. Ed
Interim Chancellor

LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM
Louisiana Delta Community College
UNRESTRICTED OPERATING REVENUE AND EXPENDITURE ANALYSIS
for the Period July 1, 2016 - June 30, 2017

	FY 2017 Operating Budget	FY 2017 Reduction	New Anticipated 2017 Budget	% Change
Means of Financing:				
State General Fund Direct	7,637,236	-322,197	7,315,039	-4.22%
Statutory Dedications-SELF	426,555	0	426,555	0.00%
Statutory Dedications-HIED	0	0	0	#DIV/0!
Statutory Dedications-Orleans Parish Excellence Fund	0	0	0	#DIV/0!
Statutory Dedications-Calcasieu Parish Fund	0	0	0	#DIV/0!
Statutory Dedications-Calcasieu Parish HIED Improv. Fund	0	0	0	#DIV/0!
Total State Funds	8,063,791	-322,197	7,741,594	-4.00%
Self - Generated Revenues	10,370,751	-394,141	9,976,610	-3.80%
TOTAL REVENUES	18,434,542	-716,338	17,718,204	-3.89%
Functional Expenditures:				
Instruction	7,806,418	-162,939	7,643,479	-2.09%
Research			0	#DIV/0!
Public Service			0	#DIV/0!
Academic Support (Includes Libraries)	792,703	-72,619	720,084	-9.16%
Student Services	1,817,211	-126,080	1,691,131	-6.94%
Institutional Support	5,425,810	-234,685	5,191,125	-4.33%
Scholarships & Fellowships	43,496		43,496	0.00%
Plant Operations/Maintenance	2,064,749	-120,015	1,944,734	-5.81%
Total E & G Expenditures	17,950,387	-716,338	17,234,049	-3.99%
Transfers (Leg. Auditor, ORM, Civil Serv. Fees)	484,155		484,155	0.00%
Athletics			0	#DIV/0!
Other			0	#DIV/0!
TOTAL EXPENDITURES BY FUNCTION	18,434,542	-716,338	17,718,204	-3.89%
Object Expenditures:				
Salaries	9,600,849	-511,327	9,089,522	-5.33%
Other Compensation			0	#DIV/0!
Related Benefits	4,279,887	-189,186	4,090,701	-4.42%
Total Personal Services	13,880,736	-700,513	13,180,223	-5.05%
Travel	84,133	0	84,133	0.00%
Operating Services	2,571,572	-15,825	2,555,747	-0.62%
Supplies	272,694		272,694	0.00%
Total Operating Expenses	2,928,399	-15,825	2,912,574	-0.54%
Professional Services	145,411		145,411	0.00%
Other Charges	642,533		642,533	0.00%
Debt Service			0	#DIV/0!
Interagency Transfers (Leg. Auditor, ORM, Civil Serv. Fees)	710,863		710,863	0.00%
Total Other Charges	1,498,807	0	1,498,807	0.00%
General Acquisitions	126,600		126,600	0.00%
Library Acquisitions			0	#DIV/0!
Major Repairs			0	#DIV/0!
Total Acquisitions and Major Repairs	126,600	0	126,600	0.00%
TOTAL EXPENDITURES BY OBJECT	18,434,542	-716,338	17,718,204	-3.89%
EXPENDITURES OVER/(UNDER) REVENUES	\$0	\$0	\$0	

**LDCC Reduction in Force Summary
FY 2016-2017 (Headcount Positions)**

Personnel Action	Louisiana Delta Community College
Layoffs	30
Retired	0
Reduced Hours	0
Resign/separated	3
Other (MOF)	1
College Totals	34

Faculty Tenured	0
Faculty Other	10
Staff	21
Vacant	3
College Totals	34

Louisiana Delta Community College
Summary
Reduction Plan Impact Statement
FY 2016-2017

Department/Program	% Reduction/ Elimination	Estimated Reduction	Positions
Instruction		\$162,939	10
Welding	1.5%	\$10,432	1
Computer Information Systems	2.0%	\$14,502	1
Liberal Arts - English	2.8%	\$19,779	1
Allied Health Admin	5.7%	\$41,100	1
Emergency Medical Technican	0.4%	\$2,774	1
Drafting and Design	0.7%	\$4,701	1
Industriall Inst Technician	0.9%	\$6,359	1
Business Office Administration	3.3%	\$23,733	1
Mathematics	2.8%	\$19,779	1
Biology	2.8%	\$19,780	1
Academic Support		\$72,619	3
Workforce Development	7.3%	\$52,069	2
Library	2.9%	\$20,550	1
Institutional Support		\$234,685	8
VC of Academic Affairs	17.3%	\$123,762	5
Human Resources	11.1%	\$79,517	2
General Institutional	2.2%	\$15,581	1
Operating Services	2.2%	\$15,825	0
Student Services		\$126,080	7
Student Services Admin	3.5%	\$25,326	2
Recruiting and Enrollment Admin	4.9%	\$35,138	1
Financial Aid Admin	4.0%	\$28,883	2
Admissions and Records Admin	5.1%	\$36,733	2
Plant Operations/Maintenance		\$120,015	6
Maintenance	13.0%	\$93,043	4
Security	3.77%	\$26,972	2
Add additional Function areas as needed			
Totals	100.0%	\$716,338	34