



*Changing Lives,  
Creating Futures*

Monty Sullivan  
*System President*

**Officers:**

Timothy W. Hardy  
*Chair*

Deni Grissette  
*First Vice Chair*

Stephen Toups  
*Second Vice Chair*

**Members:**

Helen Bridges Carter

Erika McConduit

Willie 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

Charles Strong

**Student Members:**

Sommer Brown

Jennifer Burgess

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Community  
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# LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

## LCTCS BOARD OF SUPERVISORS MONTHLY MEETING

### DRAFT MINUTES

Wednesday, December 14, 2016

1:00 p.m.

The Louisiana Building  
Baton Rouge Community College

201 Community College Drive, Baton Rouge, Louisiana 70806

**NOTE: A separate Audit Committee meeting was held on  
Wednesday, December 14, 2016, at 11:30 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 December 14, 2016, LCTCS Board of Supervisors monthly meeting to order at 1:07 p.m.

#### B. PLEDGE OF ALLEGIANCE

Supervisor Woody Ogé led the assembly in reciting the Pledge of Allegiance.

#### C. ROLL CALL

##### Members Present

Timothy W. Hardy, Board Chair

Deni Grissette

Sommer Brown

Jennifer Burgess

Helen Carter

Erika McConduit

Michael J. Murphy

Woody Ogé

Paul Price, Jr.

Stephen Smith

Mark D. Spears, Jr.

Vincent St. Blanc, III

Charles Strong

##### Absent

Stephen Toups

Willie Mount

Joe Potts

Craig Spohn

##### Staff Present

Monty Sullivan

Sara L. Kleinpeter

Paul Carlsen

Michael Redmond

Alex Appeaning

David Helveston

Tommy Williams

Katie Waldrop

Joe Marin

Joel Watkins

Quintin Taylor

Curt Eysink

Rhonda Madere

#### D. APPROVAL OF MEETING AGENDA FOR DECEMBER 14, 2016

**On motion by Supervisor Price, seconded by Supervisor McConduit, the Board voted to approve the December 14, 2016, meeting agenda. The motion carried.**

**E. APPROVAL OF MEETING MINUTES FROM NOVEMBER 9, 2016**

**On motion by Supervisor Grissette, seconded by Supervisor Ogé, the Board voted to approve the November 9, 2016, meeting minutes. The motion carried.**

**F. REPORTS**

1. Chair of the Board Report

Chair Hardy provided the following report:

- ❖ On November 10<sup>th</sup>, LCTCS signed a historic agreement with the Southern University System that provides all Phi Theta Kappa (PTK) graduates with guaranteed admission to Southern University Baton Rouge (SUBR) and Southern University New Orleans (SUNO). In addition to guaranteed admissions, all PTK graduates will receive a scholarship of \$750 per semester, which will be applied after financial aid. Last year, over 740 LCTCS students transferred to either Southern University Baton Rouge or Southern University New Orleans.
- ❖ The September 14, 2016 meeting minutes have been revised to update a clerical error that incorrectly identified the Delgado Culinary Arts program as having been ranked 50th nationally instead of the correct ranking of 15th.
- ❖ Congratulate the colleges who had graduating classes this fall. Thank you to the Board members who were able to attend the ceremonies.

Date	School Name	Start Time
12/09/2016	Bossier Parish Community College	9:30 AM
12/09/2016	Bossier Parish Community College	2:00 PM
12/13/2016	Delgado Community College	10:00 AM
12/15/2016	South LA Community College (SLCC)	6:00 PM
12/16/2016	SOWELA Technical Community College	6:30 PM
12/17/2016	Fletcher Technical Community College	10:00 AM

- ❖ The agenda reflects a period of Public Comment. Pursuant to Act 511 signed into law June 16, 2016, the Board is providing the opportunity for the public to offer input and comment on the Act 391 and Act 360 projects that commenced after July 1, 2016. Later in the meeting the Board will receive an update on these projects. The floor will open for public comment at the end of the meeting. If you wish to make comments to the board, please fill out a comment card and turn it into Sara Kleinpeter, Board Coordinator.

## 2. President's Report

Dr. Sullivan provided the following report:

- ❖ Noted that commencement season allows for our Board, Leadership Team, faculty and staff to see the successful work done allowing students to complete their training.
- ❖ The state of Louisiana is dealing with a multi-faceted budget situation at this time. Currently, there is an estimated \$310-350 million shortfall for Fiscal Year (FY) 16/17, slower revenue received than anticipated, and a possible \$300 million deficit for FY 17/18. He encouraged Board members to be participatory in the discussion on the budget and to reinforce that continuing to cut higher education to fill the budget hole is not the solution to fixing the state's budget. LCTCS's work is about growing the tax base of Louisiana by providing an opportunity for graduates to contribute to the economy of Louisiana.
- ❖ Provided Updates on Colleges
  - Colleges continue to find ways to increase the number of endowments and investments in each college.
  - Central Louisiana Technical Community College (CLTCC) received a \$50,000 investment from CBI and others for a program that results in graduates who are soldiers and putting them into the workforce.
  - Delgado Community College (DCC) opened the Fab Lab at the City Park Campus. Nola Fab Lab provides hands-on learning, and helps to cultivate a passion for science, math, and digital fabrication.

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

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

#### **Academic and Student Affairs Actions**

1. For Review and Advisement: Revisions to LCTCS Policy #2.004, "Student Conduct and Appeal Procedure"

No action was taken.

2. Student Referendum for Bossier Parish Community College

**On motion by Supervisor Strong, seconded by Supervisor Brown, the Board voted to authorize the Student Government Association of Bossier Parish Community College to conduct a referendum to assess a \$6 per credit hour student athletics fee on all students each semester, capped at 12 credit hours per semester, effective for the 2017 summer term. The motion carried.**

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

**Facilities Actions**

3. Servitude Agreement between Baton Rouge Community College and McDonald's USA, LLC

**On motion by Supervisor Smith, seconded by Supervisor Grissette, the Board voted to authorize the President to execute a Servitude Agreement between the LCTCS, on behalf of Baton Rouge Community College, and McDonald's USA, LLC to allow the installation of storm sewer lines and pumping equipment and the continued maintenance of this equipment. The legal description and technical drawing illustrating the area to be transferred will be maintained in the office of the Chief Operations Officer. The motion carried.**

4. LCTCS Facilities Corporation Update

Lane Sisung with United Professionals Company, and Tim Barfield and Rory Lato, both with CSRS, provided the Board an in depth presentation of current and future alternative financing projects. UPC and CSRS are the program managers for the activities of the LCTCS Facilities Corporation. The public private partnership (ACT 391 and ACT 360) allows colleges to build facilities using financing methods outside the traditional capital outlay process. The LCTCS Facilities Corporation serves as a private organization and oversees the building process – from start to finish – for new facilities on college campuses that aid in increasing the volume of training and educating students in a modern and effective way, specific to the needs of the community in which the college resides. They detailed the open, transparent process in which providers are chosen for each project. The process allows for opportunity for public input for each project. The presentation by UPC and CSRS can be found in board back up materials.

Supervisor McConduit thanked the project managers for their work in outreach to small or minority business, and asked for specific information on how many small or minority businesses have been selected. CSRS will provide that information to Supervisor McConduit.

Supervisor Smith thanked the Board for their support of this program, and thanked the entire team for their work on these projects. He reiterated that these facilities are needed updates to each college campus that may not have happened through traditional means.

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

**Finance Actions**

5. New LCTCS Policy #5.033, “Fiscal Health Monitoring”

**On motion by Supervisor St. Blanc, seconded by Supervisor Spears, the Board voted to approve finance policy #5.033 “Fiscal Health Monitoring.” The motion carried.**

6. Professional Services Contract between the LCTCS Board of Supervisors and the Louisiana State University Economics and Research Policy Group

**On motion by Supervisor Carter, seconded by Supervisor Spears, the Board voted to approve a professional services contract between the LCTCS Board of Supervisors and the Louisiana State University Economics and Research Policy Group, effective October 1, 2016 through June 30, 2017. The motion carried.**

7. Professional Services Contract between LCTCS Board of Supervisors and Willem Mast Drafting and Design, LLC

**On motion by Supervisor Price, seconded by Supervisor St. Blanc, the Board voted to approve a professional services contract between the LCTCS Board of Supervisors and Willem Mast Drafting & Design, LLC, effective November 30, 2016 through November 30, 2017. The motion carried.**

8. Approval of the Establishment of a Foundation for Northshore Technical Community College

**On motion by Supervisor Smith, seconded by Supervisor McConduit, the Board voted to approve the establishment of a foundation for the benefit of Northshore Technical Community College (NTCC). Staff further recommends that the Board receive and approve the foundation’s associated Articles of Incorporation and the Joint Operating Agreement between NTCC and the Northshore College Enhancement Foundation. The motion carried.**

9. Board of Regents Matched Endowments

**On motion by Supervisor Murphy, seconded by Supervisor Smith and all other members present, the Board voted to approve the endowed scholarships and chairs listed below:**

- a. Delgado Community College
  - i. Delgado Alumni Association First-Generation Student Scholarship II  
*\$50,000 (\$30,000 private: \$20,000 public)*
  - ii. Leona Kruebbe Hilbert and Dr. Gerard Hilbert Charity Alumni Scholarship: Two - Year Workforce Scholarship in Nursing  
*\$20,000 (\$10,000 private: \$10,000 public)*
  - iii. Hugh and Maria Garcia Roach Charity Alumni Scholarship: Two - Year Workforce Scholarship in Nursing  
*\$25,000 (\$15,000 private: \$10,000 public)*
  - iv. Chancellor's Two - Year Student Workforce Scholarship in STEM Transfer  
*\$60,000 (\$30,000 private: \$30,000 public)*
  - v. Endowed Professorship in Advanced Manufacturing  
*\$100,000 (\$60,000 private: \$40,000 public)*
  
- b. South Louisiana Community College
  - i. Qmedtrix Cy-Pres Award Endowed Scholarship in Nursing  
*\$40,000 (\$20,000 private: \$20,000 public)*
  - ii. Striding for Scholarships Endowed First - Generation Scholarship  
*\$50,000 (\$30,000 private: \$20,000 public)*
  - iii. Evangeline Endowed Scholarship in Nursing  
*\$20,000 (\$10,000 private: \$10,000 public)*
  - iv. Acadiana Healthcare Endowed Scholarship in Nursing  
*\$360,000 (\$180,000 private: \$180,000 public)*
  
- c. Northshore Technical Community College
  - i. The Silky Sullivan Memorial Endowed Scholarship  
*\$20,000 (\$10,000 private: \$10,000 public)*
  - ii. Sullivan Foundation Endowed Scholarship  
*\$20,000 (\$10,000 private: \$10,000 public)*
  
- d. Bossier Parish Community College
  - i. Michael H. Woods Family First Generation Endowment  
*\$50,000 (\$30,000 private: \$20,000 public)*

**The motion carried.**

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

**Personnel Actions**

10. Revisions to LCTCS Policy #6.003 “Leave Record Establishment and Regulations for all Unclassified, Non-Civil Service Employees”

**On motion by Supervisor Ogé, seconded by Supervisor Burgess, the Board voted to approve the revisions to the attached policy #6.003 “Leave Record Establishment and Regulations for all Unclassified, Non-Civil Service Employees” effective August 15, 2016. The motion carried.**

11. Review and Advisement: Revisions to LCTCS Policy #6.011, “Harassment, Discrimination and Retaliation Policy”

No action was taken.

Let the record reflect that Supervisor McConduit departed the meeting following item 11.

**On motion by Supervisor Ogé, seconded by Supervisor Carter, the Board voted to enter into Executive Session for the purpose of discussing Agenda Items 12 and 13: Settlement Authority in Litigation and Appointment of Chancellor at Baton Rouge Community College. The motion carried.**

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

Yeas - 12

Timothy W. Hardy, Board Chair  
Deni Grissette, 1<sup>st</sup> Vice Chair  
Sommer Brown  
Jennifer Burgess  
Helen Carter  
Michael J. Murphy

Nays - 0

Woody Ogé  
Paul Price, Jr.  
Stephen Smith  
Mark D. Spears, Jr.  
Vincent St. Blanc, III  
Charles Strong

**The Board entered into Executive Session at 2:21 p.m., following a unanimous vote.**

**The Board reconvened from Executive Session at 2:52 p.m.**

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

Timothy W. Hardy, Board Chair  
Deni Grissette, 1<sup>st</sup> Vice Chair  
Sommer Brown  
Jennifer Burgess  
Helen Carter  
Michael J. Murphy

Woody Ogé  
Paul Price, Jr.  
Stephen Smith  
Mark D. Spears, Jr.  
Vincent St. Blanc, III  
Charles Strong

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

Let the record reflect that Supervisor Spears departed the meeting following the end of executive session.

12. Settlement Authority in Litigation

**On motion by Supervisor Ogé, seconded by Supervisor St. Blanc, the Board voted to authorize the System President and Board Counsel to negotiate a settlement between a former employee of Delgado Community College and Delgado. The motion carried.**

13. Appointment of Chancellor for Baton Rouge Community College

**On motion by Supervisor Ogé, seconded by Supervisor St. Blanc, the Board voted to appoint Dr. Larissa Littleton-Steib as the chancellor of Baton Rouge Community College with a compensation package consisting of a base salary of \$172,499, a housing allowance of \$20,000, a car allowance of \$5,000 or the use of a state vehicle, and a \$2,500 civic organization allowance, effective January 2, 2017 through June 30, 2019. The motion carried.**

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

**On motion by Supervisor Ogé, seconded by Supervisor Price, the Board voted to approve the Consent Agenda which consists of agenda items H.1 through H.13.**

**H. CONSENT AGENDA**

**Academic and Student Affairs**

**Approved new programs and exit points, program revisions, and program terminations as listed below:**

**Louisiana Delta Community College  
Program Additions**

1. Associate of Applied Science (AAS) in Computer Technology (CIP 11.0901) – **5 STARS**
  - a. Certificate of Technical Studies (CTS) in Computer Technology: Computer Network Professional (CIP 11.0901) – **5 STARS**
    - i. Technical Competency Area (TCA) in Computer Technology: Computer User Support Professional (CIP 11.0901) – **5 STARS**
2. Technical Competency Area (TCA) in Computer Information Systems: Digital/Social Media Marketing (CIP 11.0401) – **5 STARS**



### **Program Revisions**

3. Associate of Applied Science (AAS) in Computer Information Systems: Cyber Security (CIP 11.0401) – **5 STARS**
  - a. Certificate of Technical Studies (CTS) in Computer Information Systems: Information Assurance (CIP 11.0401) – **5 STARS**
  - b. Certificate of Technical Studies (CTS) in Computer Information Systems: Information Technology Security (CIP 11.0401) – **5 STARS**
    - i. Technical Competency Area (TCA) in Cyber Security (CIP 11.0401) – **5 STARS**
4. Certificate of Technical Studies (CTS) in Computer Technology: Computer Technician (CIP 11.0901) – **5 STARS**
5. Certificate of Technical Studies (CTS) in Computer Information Systems: Digital-Marketing (CIP 11.0401) – **5 STARS**
6. Certificate of Technical Studies (CTS) in Computer Information Systems: Information Technology (CIP 11.0401) – **5 STARS**
7. Certificate of Technical Studies (CTS) in Computer Information Systems: Web Design (CIP 11.0401) – **5 STARS**

### **South Louisiana Community College**

#### **Program Additions**

8. Associate of Arts (AA) in Liberal Arts (CIP 24.0101) – **TRANSFER ORIENTED**
9. Associate of Science (AS) in Natural Science (CIP 24.0101) – **TRANSFER ORIENTED**

#### **Program Revisions**

10. Associate of Arts Louisiana Transfer (AALT) (CIP 24.0199) – **TRANSFER ORIENTED**
11. Associate of Science Louisiana Transfer (ASLT) (CIP 24.0199) – **TRANSFER ORIENTED**
12. Associate of Science (AS) in Business (CIP 52.0101) – **TRANSFER ORIENTED**

#### **Approved Finance Consent items as listed below:**

#### **Finance**

13. Foundation Reimbursement to or on Behalf of Employee

**Chair Hardy noted a correction in Item 9. Board of Regents Matched Endowments, b. South Louisiana Community College, iv. Acadiana Healthcare Endowed Scholarship in Nursing was corrected from \$250,000 to \$360,000. There was no objection to the correction.**

**Chair Hardy referenced the Updates provided 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. Accreditation Updates

**J. OTHER BUSINESS**

There was no other business to come before the Board.

**K. ANNOUNCEMENTS AND PUBLIC COMMENT**

There were no requests for public comment nor additional announcements to come before the Board.

**L. ADJOURNMENT**

**There being no further business to come before the Board, and on motion by Supervisor Ogé, seconded by Supervisor Brown, Chair Hardy adjourned the meeting at 2:57 p.m.**