



*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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Draft Minutes of March 8, 2017 for approval on April 12, 2017

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

LCTCS BOARD OF SUPERVISORS MONTHLY MEETING DRAFT MINUTES

Wednesday, March 8, 2017
10:00 a.m.

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

**NOTE: A separate Audit Committee meeting was held
Wednesday, March 8, 2017, at 9:00 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 March 8, 2017, LCTCS Board of Supervisors monthly meeting to order at 10:13 a.m.

B. PLEDGE OF ALLEGIANCE

Supervisor Strong led the assembly in reciting the Pledge of Allegiance.

C. ROLL CALL

Sara Kleinpeter called roll with the following results:

Members Present

Timothy W. Hardy
Helen Carter
Erika McConduit
Willie Mount
Michael J. Murphy
Woody Ogé
Joe Potts
Stephen Smith
Vincent St. Blanc, III
Charles Strong
Sommer Brown
Jennifer Burgess

Absent

Deni Grissette
Stephen Toups
Paul Price, Jr.
Mark D. Spears, Jr.
Craig Spohn

Staff Present

Monty Sullivan	Katie Waldrop
Sara L. Kleinpeter	Joe Marin
Quintin Taylor	Paul Carlsen
Alex Appeaning	Joel Watkins
David Helveston	Suzette Meiske
Erica Hughes	Angela Day
Adrienne Fontenot	Will Seaman
Raye Nell Spillman	Carly Dartez
Anthony Brown	

D. APPROVAL OF MEETING AGENDA FOR MARCH 8, 2017

On motion by Supervisor Murphy, seconded by Supervisor St. Blanc, the Board voted to revise the agenda to remove “Review and Advisement” from agenda item G.1.b. and add a Potential Litigation Update following agenda item G.5. The motion carried.

On motion by Supervisor Potts, seconded by Supervisor Mount, the Board voted to approve the March 8, 2017, meeting agenda, as amended. The motion carried.

E. APPROVAL OF MEETING MINUTES FROM FEBRUARY 8, 2017

On motion by Supervisor McConduit, seconded by Supervisor Ogé, the Board voted to approve the February 8, 2017, meeting minutes. The motion carried.

F. REPORTS

1. Chair of the Board Report

Chair Hardy provided the following report:

- ❖ Congratulated two colleges who held groundbreakings for new spaces on the campuses. Both events were well attended – congratulations to the Chancellors and their teams!
 - Delgado Community College’s Maritime Fire Safety Training Center on March 3rd.
 - Northshore Technical Community College’s STEM Campus on March 6th.
- ❖ Noted that there are a number of events scheduled to take place in the next few weeks. The schedule was reviewed briefly and provided to each member. If you plan to attend, please let Sara know so the colleges are able to plan accordingly.

College	Project	Date	Location
PTK Luncheon		March 10 th @ 10:00 am	Baton Rouge
Baton Rouge Community College	Automotive Training Center	March 15 th @ 1:30 PM	Baton Rouge
River Parishes Community College	Technical Training Center	March 29 th @ 10:30 AM	Gonzales
South Central Louisiana Technical College	Marine Operations Center(Young Memorial Campus) & P-Tech & CATE Building(Reserve Campus)	March 31 st @ 10:00 AM (Young Memorial) & 2:00 PM (Reserve)	Morgan City & Reserve
Louisiana Delta Community College	Winnsboro Campus	April 7 th @ 11:00 AM	Winnsboro

- ❖ Reminded Board members that the commencement season is approaching. A schedule of LCTCS commencements will be provided to each member to review. He urged fellow Board members to attend at least one commencement this spring.
- ❖ Noted that his absence from the February Board meeting was due to his duties as a member of the ACCT Board of Directors. He stated that LCTCS and its Board is highly regarded by member institutions and staff at ACCT.

- ❖ Stated that there is an opportunity for public comment at the end of the meeting. Comment cards must be filled out and submitted to Sara Kleinpeter, Board Coordinator.

2. President's Report

Dr. Sullivan provided the following report:

- ❖ Introduced Dr. Lynn Tincher-Ladner from Phi Theta Kappa Honor Society (PTK) to address the Board. Dr. Tincher-Ladner thanked the Board for their support of PTK throughout the LCTCS Institutions. PTK is a student organization that focusses on the development of students as scholars and community leaders. Louisiana is the fastest growing area at PTK. She noted the 88% success rates of PTK members in Louisiana and credited Dr. Sullivan for the inquiry of overall success rates with PTK.

She presented Dr. Sullivan with a PTK Stole of Gratitude, usually reserved for PTK Board members, which is a symbol of recognition to those who have contributed to the success of Phi Theta Kappa.

She reminded the audience that membership in PTK is the beginning of the full mission of PTK. There are many programs that PTK helps to conduct at the campus level, including soft skills and job readiness as well as academic achievement.

- ❖ Provided the following campus updates:
 - Northshore Technical Community College (NTCC) hosted the *Love Your Community College* day on February 14, 2017. This event will become an annual activity. Weeks Marine made a \$200,000 contribution to NTCC to establish the Richard Weeks Center of Innovation and the Richard Weeks Two Year Maritime Workforce Scholarship Endowment.

Received a \$10,000 Patrick and Stephanie Wheelan Scholarship to support women in STEM courses.

- ACT 2016-2017 LA Career Preparedness Award was given to SOWELA Technical Community College
- ❖ Asked Quintin Taylor to play the WorkReadyU student video. The various videos represent the diversity of the LCTCS students, and the different communities they serve. These videos will serve as the center piece of a statewide grassroots (social media) awareness and enrollment strategy targeted at adults without a high school diploma and adults who are underemployed or unemployed. ** Technical difficulties prevented the display of the video at this point in the meeting.

- ❖ Provided the Board with a budget update:

The FY 17 budget was discussed over a 10 day special legislative session. There was no additional reduction in the general fund for higher education. Dr. Sullivan thanked Governor John Bel Edwards and the Louisiana Legislature for their work to stabilize the FY 17 budget without a reduction.

The executive budget for FY 18 presented by Governor Edwards shows a slight reduction in the higher education budget from the general fund. The FY 18 budget as presented will go through the legislative process that begins April 10, 2017. There is a level of concern

for the LCTCS Colleges as the FY 18 budget is presented. The legislative team will watch the budget carefully and keep the Board informed.

Supervisor Smith asked for a future report on how the LCTCS Colleges compare with others in the state and across the country in federal funding vs state funding.

G. GENERAL ACTION ITEMS**

Chair Hardy presented the Committee of the Whole agenda item for consideration by the Board.

Committee of the Whole **

1. Strategic Sustainability and Growth Plan

On motion by Supervisor Potts, seconded by Supervisor Carter, the Board voted to approve the Strategic Sustainability and Growth Plan recommendations as follows:

Recommendation 1: Board staff and college leaders are to develop and implement strategies to serve and graduate more students and increase self-generated revenue to ensure program sustainability.

1.A: Given the LCTCS mission of providing access to higher education for all Louisiana residents, the Board is extremely sensitive to the cost of attendance for students. College leaders are to develop comprehensive fee practices that provide for the sustainability of high-cost programs, while continuing to develop initiatives to lessen the financial burden of the total cost of attendance for students such as low cost alternatives to books and educational supplies.

1.B: The Board strongly supports dual enrollment and recognizes the transformational impact it can have on all high school students, not just those who are academically gifted; however, given limited available resources, the system president and college leaders are to negotiate financial terms for dual enrollment agreements with parish school systems and private schools that are financially sustainable.

1.C: The Board strongly supports efforts to educate and train individuals who are incarcerated as research has clearly demonstrated a positive correlation between increased education and skills training and improvements in the recidivism rates. Our colleges have been primary providers of prison education and training programs throughout the state. The LCTCS is committed to educating incarcerated individuals; however, given the financial environment and the tough decisions faced by our colleges, we can no longer support the use of college funds for this purpose. The system president will work with the Secretary of the Department of Public Safety and Corrections in finding solutions to fund training for incarcerated individuals.

1.D: The Board recognizes the importance that apprenticeship programs have on student abilities to obtain workplace experiences and “earn while they learn”, as well as on the development of Louisiana’s economy through a skilled workforce. As such, college leaders are encouraged to enhance apprenticeship program offerings, while ensuring sustainable funding is available from tuition or outside sources.

1.E: The Board recognizes the value in providing instruction through innovative delivery methods and scheduling. College leaders are to continue pursuing compressed programs in a fashion that improves time to credential and charging commensurate tuition as approved by prior Board action at the September 2016 Board meeting.

1.F: The Board strongly supports adult basic education through the LCTCS WorkReady U program and recognizes gains made to providing opportunities to Louisiana adults who did not earn a high school diploma. College leaders are encouraged to find new ways to create pathways for WorkReady U students to earn a college credential. Additionally, the system president and college leaders are to provide an updated framework by which a high school equivalency is awarded.

Recommendation 2: Board staff and college leaders are to continue the realignment of operations to improve financial stability and effectiveness in meeting workforce needs.

2.A: In an ongoing effort to provide efficiencies while promoting excellence, colleges are to continue to execute program alignments based upon the program health index with an eye toward aligning programs with workforce market demands and eliminating “loss leader” programs.

2.B: While the LCTCS has been a leader in enterprise service delivery and has developed services in a wide array of administrative areas, the system president and college leaders shall continue their pursuit of enterprise services, collections and other operational efficiencies that result in increased access and success for students, increased efficiency for our college operations, and overall improvements in the service levels to our students. A plan for additional enterprise services shall be presented to the board no later than the June 2017 meeting.

2.C: Athletic programs provide a valuable venue for students to engage with their peers and community; however, given the limited available resources, college leaders are encouraged to explore funding options that reduce their reliance on state funding for athletic programs.

2.D: In an effort to provide further efficiencies, staff are encouraged to study the feasibility of utilizing private property insurance markets for the system that factor cost savings as compared to risk exposure (similar to Louisiana State University).

2.E: Given the dynamic changes in the economic regions of the state and the population demographic changes since the establishment of the LCTCS, college campuses must be realigned to more accurately reflect these environments while providing fiscal stability.

Recommendation 3: Board staff and college leaders should continue to make strategic investments in people and technology.

3.A: The system president and college leaders are to maintain faculty professional development as a priority through these tough budget times to ensure excellence in teaching and learning given the ever changing nature of training and technology used in educating Louisiana’s workforce.

3.B: Colleges are to continue to collaborate and maximize faculty expertise and technology to expand the reach of our instructional capability and offerings.

Recommendation 4: Board staff are to implement additional financial monitoring tools.

4.A: In an ongoing effort to ensure fiscal sustainability, the Board staff is to implement adjustments to the fiscal health monitoring effort that provides a more stringent standard for funding reserve thresholds of 15% in FY 2018 and ultimately a threshold of 25% beginning in FY 2019 and onward.

4.B: Building on current measures that provide for fiscal health monitoring and the program health index, Board staff are to provide a framework for an ongoing campus sustainability monitoring process.

The motion carried.

a. Campus Realignments

On motion by Supervisor St. Blanc, seconded by Supervisor McConduit, the Board voted to approve the following college campus and instructional site realignments for the efficient administration and delivery of instructional and workforce training effective July 1, 2017, or as soon as possible thereafter, with all funds, obligations, property, personnel, programs, facilities and functions:

1. The South Central Louisiana Technical College (LTC)-Reserve Campus is to be realigned with River Parishes Community College.
2. The South Central Louisiana Technical College (LTC)-Lafourche Campus and affiliated education center located in Galliano is to be realigned with Fletcher Technical Community College.
3. The South Central Louisiana Technical (LTC)-Young Memorial Campus, including the affiliated marine training extension campus, is to be realigned with South Louisiana Community College.
4. The Fletcher Technical Community College-Louisiana Marine Petroleum Institute (LAMPI) is to be realigned with South Louisiana Community College with sale rights afforded Fletcher Technical Community College regarding the potential sale of a portion of the campus upon final approval by the Board.
5. The Northwest Louisiana Technical College (LTC)-Natchitoches Campus is to be realigned with Central Louisiana Technical Community College.
6. The Northwest Louisiana Technical College (LTC)-Sabine Valley Campus is to be realigned with Central Louisiana Technical Community College.
7. The Central Louisiana Technical Community College-Oakdale Campus is to be realigned with SOWELA Technical Community College.
8. The Baton Rouge Community College-Westside Campus is to be realigned with the River Parishes Community College.

Any student enrolled in a program or course of study at the above realigned campuses and instructional sites, prior to the realignment, shall be permitted to complete such program or course of study at no greater cost than those applicable to the student prior to the realignment of such campuses, not to exceed a period of two years ending on July 1, 2019, provided all applicable aid and scholarships are first applied to the student's cost of attendance.

All impacted college leaders are to provide communication plans to the Board at the May 2017 meeting strategies and plans for the successful realignment of campuses and instructional sites factoring, at a minimum, such issues as personnel, budgets/finances, facilities, student tuition/fees, definition of timely progress towards completing a program or course of study, and notification plans for U.S. Department of Education and Veteran Affairs, and accreditation.

The motion carried.

- b. New LCTCS Policy #1.048 “Campus Sustainability Monitoring”

On motion by Supervisor Ogé, seconded by Supervisor Carter, the Board voted to approve the new LCTCS Policy #1.048 “Campus Sustainability Monitoring.” The motion carried.

- c. Fee Assessment for Corrections Education and Training

On motion by Supervisor Potts, seconded by Supervisor Mount, the Board voted to authorize the System President to provide for the assessment of a Correction Education and Training Services Fee to all inmate students from correction facilities, up to \$250 per student credit hour, beginning in the spring 2017 semester. The fee will be in place of all student fees not directly applicable to inmate students from corrections facilities and will not be capped at 12 student credit hours. Five percent of any revenue realized from this fee go toward need-based financial aid. The motion carried.

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

Academic and Student Affairs Actions

- 2. Revisions to LCTCS Policy #3.001 “Electronic Learning Policy Statements”

On motion by Supervisor Mount, seconded by Supervisor Smith, the Board voted to approve the attached revisions to LCTCS Policy #3.001 “Electronic Learning Policy Statements.” The motion carried.

- 3. Repeal of LCTCS Policy #1.045 “LCTCSOnline Initial Policy Statements” and LCTCS Policies numbered 3.002 through 3.013

On motion by Supervisor Carter, seconded by Supervisor Smith, the Board voted to approve the repeal of LCTCS Policy #1.045 “LCTCSOnline Initial Policy Statements” and the following LCTCS e-Learning Policy Statements:

- **3.002 “Faculty Rights and Responsibilities in Electronically-Supported Instruction”**
- **3.003 “Memorandum of Agreement for e-Learning/Distance Learning”**
- **3.004 “Minimum IT Standards for Campus Participation in e-Learning”**
- **3.005 “Compressed Video and Proctor Training Requirements”**
- **3.007 “Student Orientation”**
- **3.008 “Guidelines and Stipulations for Offering General Education: Applied and Transferable”**
- **3.009 “Responsibilities of Transmitting Institutions”**
- **3.010 “Competencies for e-Learning Faculty in Lieu of 45 Training Hours”**
- **3.011 “Scaffolds/Tiers for Access to Quality e-Learning Course Development”**
- **3.012 “Coordinator Job Description (framework and contents)”**
- **3.013 “Guidelines for Quality Control Process”**

The motion carried.

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

Facilities Actions

4. Disposal of Building at the South Central Louisiana Technical College, Young Memorial Campus

On motion by Supervisor McConduit, seconded by Supervisor Ogé, the Board voted to approve the demolition of a portable building at the South Central Louisiana Technical College, Young Memorial Campus. The demolition of this building requires the approval of the Board of Regents and Facility Planning and Control. The motion carried.

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

Finance Actions

5. Software Purchasing Agreement between SOWELA Technical Community College and Single Stop USA, Inc.

On motion by Supervisor Smith, seconded by Supervisor St. Blanc, the Board voted to authorize SOWELA Technical Community College to enter into a software purchasing agreement between the college and Single Stop USA, Inc., a nonprofit organization, effective April 1, 2017 through March 31, 2020. The motion carried.

6. Potential Litigation Update

On motion by Supervisor St. Blanc, seconded by Supervisor Ogé, the Board voted to enter into Executive Session for the purpose of discussing a Potential Litigation Update. The motion carried.

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

Yeas - 12

Timothy W. Hardy
Sommer Brown
Jennifer Burgess
Helen Carter
Erika McConduit
Willie Mount

Michael J. Murphy
Woody Ogé
Joe Potts
Stephen Smith
Vincent St. Blanc, III
Charles Strong

Nays - 0

The Board entered into Executive Session at 11:34 a.m., following a unanimous vote.

The Board reconvened from Executive Session at 11:58 a.m.

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

Timothy W. Hardy
Sommer Brown
Jennifer Burgess
Helen Carter
Erika McConduit
Willie Mount

Michael J. Murphy
Woody Ogé
Joe Potts
Stephen Smith
Vincent St. Blanc, III
Charles Strong

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

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

On motion by Supervisor St. Blanc, seconded by Supervisor McConduit, the Board voted to approve the Consent Agenda which consists of agenda items H.1 through H.2. The motion carried.

H. CONSENT AGENDA

Academic and Student Affairs

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

SOWELA Technical Community College

Program Additions

1. Associate of Applied Science (AAS) in Surgical Technology (CIP 51.0909) –
4 STARS
 - a. Certificate of Technical Studies (CTS) in Sterile Processing Technology (CIP 51.1012) – **4 STARS**

Program Revision

2. Associate of Applied Science (AAS) in Criminal Justice (CIP 43.0104) –
4 STARS, Death Investigation Concentration

I. UPDATES

1. Alternative Financing Projects
2. Report on General Personnel Actions for LCTCS Colleges and System Office
3. Status Report on Capital Projects

Chair Hardy referenced the updates provided and encouraged Board members to review the information provided.

J. OTHER BUSINESS

There was no other business to come before the Board.

Chair Hardy noted that Supervisors Ogé, Murphy, and Smith were in attendance at the NTCC STEM Building Ribbon Cutting.

Thanked Chancellor Doty for recognizing the female members of the Board by giving them a rose on National Women's Day. Chair Hardy recognized the hard work and great benefit of having women in the workforce.

Chair Hardy reminded Board members to complete their annual financial disclosure by May 15th. More information will be mailed to each member.

Dr. Sullivan invited Quintin Taylor up again to play the WorkReadyU video to the Board members. The video received positive comments from the Board. Mr. Taylor noted that as of the day's meeting, they learned that the student in the video completed his HiSet and is now enrolled at South Louisiana Community College.

K. ANNOUNCEMENTS AND PUBLIC COMMENT

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

L. ADJOURNMENT

There being no further business to come before the Board, and on motion by Supervisor Carter, seconded by Supervisor Mount, Chair Hardy adjourned the meeting at 12:07 p.m.