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LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

TO: Dr. Monty Sullivan
LCTCS President

FROM: Dr. René Cintrón
Chief Education and Training Officer

SUBJECT: Staff Requests at Louisiana Delta Community College

DATE: 1/27/20

APPROVED

 2/12/20
 LCTCS BOARD OF SUPERVISORS

STAFF ACTION:

Recommendation: Staff recommends the Board approve the consolidation of personnel and programmatic offerings by Louisiana Delta Community College in Bastrop, La to a single location at 6376 Airport Rd. and to authorize the system president and chancellor to negotiate and execute all documents necessary for the disposal of the property located at 729 Kammell St. in Bastrop through sale, transfer or trade.

Background: Louisiana Delta Community College (LDCC) is seeking approval to move an off-campus instructional site and close an existing site as part of their consolidation effort. Currently, LDCC operates two instructional sites in Bastrop, LA that are close in proximity. Based upon the current student demand, operational costs, and the condition of each site, the administration at LDCC believes it is in the best interest of the institution, the students, and the employees to close one of those sites and consolidate all current operations into the other site in Bastrop.

The attached documents provide a comprehensive description outlining the details of this relocation, consolidation, and closure.

Fiscal Impact: The consolidation and subsequent sale of the closed location will be a cost savings to the college.

History of Prior Actions: There is a history of making changes to meet student and workforce needs.

Benefits to the System: The requested changes will allow LDCC to better meet student and workforce needs.


 Approved for Program Adoption
 Dr. Monty Sullivan

2-12-20
 Date



LOUISIANA DELTA COMMUNITY COLLEGE

Louisiana Delta Community College – Bastrop Campus Consolidation including closure of the Kammell ST site.

Currently, LDCC operates two separate SACSCOC accredited instructional sites four miles apart within the Bastrop, LA community. The instructional site at 729 Kammell ST has 20,795 feet of square footage serving approximately 150 students and offers the following programs: Licensed Practical Nursing, Patient Care Technician, Certified Nurse Assistant, Business Office Administration and Technology, and general education courses. This location employs nine full-time faculty/staff and four part-time adjunct instructors. The instructional site located at 6376 Airport Rd. has 15,862 square feet of usable space and currently serves about 60 students enrolled in the Welding program. This location employs three individuals, one full-time instructor, one part-time instructor, and one part-time security guard. The majority of the 6376 Airport RD location is currently vacant, but was previously used for educational purposes prior to the LDCC and Louisiana Technical College merger in 2011. The Airport site is undergoing an internal physical restructure to make the most use of available space. The remodel design was professionally done by Fred Bennett Architecture Associates, APC. and the construction will be completed by Blue Group, LLC. based out of Monroe, LA.

With a renewed focus on efficiency and making the best use of current resources and funding, the LDCC executive team has decided to consolidate operations in Bastrop, LA to the 6376 Airport RD site with anticipated completion the week of April 20, 2020. It is the intent of LDCC to cease operations at the 729 Kammell ST site and relocate all programs and personnel to the 6376 Airport RD site. This consolidation will have minimal impact on students and staff as all existing educational programs will remain intact and fully operational at the 6376 Airport RD location.

To ensure the Airport RD site has adequate space, we have included relevant program directors to determine specific site requirements, particularly for compliance with allied health and nursing program standards. Additionally, we have contracted with Fred Bennett Architecture Associates, APC. to determine the best use of space in the consolidation effort. Below are a list of items for consideration that led to this decision:

- The 729 Kammell ST site has recently faced multiple security lockdowns due to criminal activity in the area adjacent to the building
- The 729 Kammell ST site would require a \$200,000 upgrade to the HVAC system to continue operation indefinitely
- The fixed and operating costs allocated to both sites is extremely high given the limited number of students served between the two sites
- By relocating all programs to the 6376 Airport RD site and ceasing operation at 729 Kammell ST, the college expects significant cost savings which can be reinvested into current and new programs within the Bastrop, LA community
- The 6376 Airport RD site is more aesthetically pleasing, structurally sound, and efficient in terms of space utilization, HVAC, and IT network capability
- Airport Road has been designated to become a state road serving as a by-pass route; therefore, this location will benefit from increased vehicular traffic

Teach out plan for Kammell ST site closure

1. **Date of closure (date when new students will no longer be admitted)** = LDCC is requesting approval from its governing body (LCTCS) for a date of closure at the 729 Kammell ST site to be June 1, 2020. Students admitted for programs currently located at 729 Kammell ST have been notified of the pending closure and relocation prior to admittance for spring 2020. All current and new students for spring 2020 have been notified of the closure and relocation of all programs to the 6376 Airport RD effective June 1, 2020 pending approval. These two sites are approximately four miles apart in driving distance.
2. **An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure** = all those affected by this closure have been notified electronically and in-person via campus meetings and other channels of communication. The pending closure and relocation will be made public via media release and LDCC's website at the appropriate time to coincide with dates of closure and occupancy.
3. **An explanation of how all affected students will be helped to complete their programs of study with minimal disruption** = since all programs will be continued at the existing 6376 Airport RD site there will be no disruption to any student's academic plan. There are no plans to cut positions or relocate employees. All current operations in Bastrop will continue at the consolidated 6376 Airport RD site.
4. **An indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified** = no additional charges will be applicable to LDCC students.
5. **Copies of signed teach-out agreements with other institutions, if any** = n/a
6. **How faculty and staff will be redeployed or helped to find new employment** = n/a
7. **If closing an institution, arrangement for the storing of student records, disposition of final financial resources and other assets** = LDCC is currently in the process of converting paper files over to an electronic filing system where applicable per policy. Paper records stored at the 729 Kammell ST site that must remain in paper form will be relocated and stored appropriately at either the 6376 Airport RD location or placed in long-term storage based upon relevant policy per records management guidelines at File Depot 3121 Kilpatrick Blvd. Monroe, LA 71203.

Assets housed at the 729 Kammell ST site will be relocated to the 6376 Airport RD site as needed or other LDCC campuses in need of such equipment. All relocated equipment will be appropriately documented in accordance with state and institutional policy regarding such assets. Items that meet state and institutional policy regarding disposal and surplus will be handled appropriately.

Once closure is approved and executed, LDCC administration will work with the appropriate state agency through its governing body (LCTCS) with regard to the sale of the vacant property located at 729 Kammell ST Bastrop, LA.

8. **Other Considerations** = The LDCC administration has not identified any financial or legal agreements that are in jeopardy as a result of closing the site located at 729 Kammell ST and consolidating all current efforts in Bastrop, LA to the 6376 Airport RD location.



LOUISIANA DELTA
COMMUNITY COLLEGE

OFFICE OF THE CHANCELLOR

January 13, 2020

Mr. Stephen Toups, Chair
LCTCS Board of Supervisors
265 South Foster Drive
Baton Rouge, LA 70806

Mr. Toups:

Please accept this letter of notification to document Louisiana Delta Community College's (LDCC) intent to move an off-campus instructional site serving the same geographic region and the closure of an existing site as part of this consolidation effort. Currently, LDCC operates two instructional sites in Bastrop, LA. These two sites are approximately four miles apart and are currently serving students in credit, non-credit, and Adult Basic Education programming. Based upon the current student demand, operational costs, and the condition of each site, the administration at LDCC believes it is in the best interest of the institution, the students, and the employees to close the site located at 729 Kammell St., Bastrop, LA 71220 and consolidate all current operations into one existing SACSCOC approved instructional site located at 6376 Airport Rd., Bastrop, LA 71220.

As a result of the impending closure, all educational programming and personnel will be relocated and operate from the Airport Rd location located at 6376 Airport Rd., Bastrop, LA. The decision to consolidate was made by the LDCC Executive team in June 2019; however, a number of factors required delayed action until a more firm date of relocation and closure of the Kammell St. location could be established. At the present time, LDCC anticipates completion of the relocation process during the week of April 20, 2020 with full academic operations to begin for the summer 2020 semester which starts on June 1, 2020.

This letter along with the attached teach out plan is being submitted to the LCTCS Board of Supervisors for approval. LDCC is requesting authorization to cease operations at 729 Kammell St. and officially close the site as of June 1, 2020.

A separate document has been included to provide a comprehensive description outlining the details of this relocation, consolidation, and closure. This document contains additional context for the decision and the teach-out plan for the Kammell St. site. A similar letter will be sent to SACSCOC as official notification regarding this substantive change. Please contact me if you have any additional questions.

Kind Regards,



W. Dennis Epps
Chancellor

C O U R A G E . A T T I T U D E . K N O W L E D G E .