

APPROVED



Changing Lives,  
Creating Futures

Monty Sullivan  
System President

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Craig Spohn  
Stephen Toups

Student Members

Tara Mitchell  
Joshua Turner

Louisiana  
Community  
& Technical  
College System

265 South Foster Drive  
Baton Rouge, LA 70806

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www.lctcs.edu

~~LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM~~  
~~LCTCS BOARD OF SUPERVISORS~~

TO: Dr. Monty Sullivan  
LCTCS President

FROM: Joseph F. Marin <sup>OPA</sup>  
Chief Operations Officer

DATE: July 17, 2020

RE: Policy #4.012 "Measures in Response to COVID-19"

APPROVED

*slk 7/22/20*  
~~LCTCS BOARD OF SUPERVISORS~~

FOR BOARD ACTION

**Recommendation:** Staff recommends that the Board approve Policy #4.012 titled "Measures in Response to COVID-19" in compliance with Act 9 of the 1<sup>st</sup> Extraordinary Legislative Session of 2020.

**Background:** Since March 2020, all higher education entities took measures to limit the exposure of students, employees, and visitors to COVID-19 by transitioning to online delivery instructional measures while staff moved to working remotely. Similar measures were taken by other public and private bodies as no single facet of life was not impacted by the virus. Consequently, given the interest in preventative measures for combating the spread of COVID-19, Act 9 of the 1<sup>st</sup> Extraordinary Legislative Session, among other items related to COVID-19, mandated that higher education management boards "adopt policies informed by the Centers for Disease Control and Prevention guidelines to provide minimum standards, policies, medical exceptions, and regulations to govern the reopening of schools for the 2020-2021 school year to ensure that students, faculty, staff, and others on school property are protected to the extent possible and practical from COVID-19." The attached proposed policy mandates that LCTCS colleges and board office are to have a team that develops plans which comply, at a minimum, with measures presented by the Centers for Disease Control and Prevention and Executive Orders related to measures to mitigate COVID-19 and to submit these plans to the office of the LCTCS system president fourteen days prior to the start of the fall 2020 semester.

**Fiscal Impact:** Approximately \$1 million to date has been expended on acquisitions and supplies by the colleges for COVID-19 mitigation measures. However, many of expenditures related to implementation of the COVID-19 measures will be covered by Federal CARES Act funds.

**History of Prior Actions:** N/A

**Benefits to the System:** The policy institutionalizes compliance with measures to help ensure the health and safety of students, employees and visitors to LCTCS facilities with regards to COVID-19.

*Monty S. Sullivan*

Approved for Recommendation to the Board  
Dr. Monty Sullivan, President

*Rafsed*  
**APPROVED**

*July 22 2020*  
Date

*8/12/20* *slk*  
~~LCTCS BOARD OF SUPERVISORS~~

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**  
**Policy # 4.012**

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**Title: MEASURES IN RESPONSE TO COVID-19**

Authority: Board Action

Original Adoption: 07/22/2020

Effective Date: 07/22/2020

Last Revision: Initial

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Act 9 of the 2020 1<sup>st</sup> Extraordinary Session provides that each management board “shall adopt policies informed by the Centers for Disease Control and Prevention guidelines to provide minimum standards, policies, medical exceptions, and regulations to govern the reopening of schools for the 2020-2021 school year to ensure that students, faculty, staff, and others on school property are protected to the extent possible and practical from COVID-19.” This policy is provided to comply with the provisions of this act and shall remain in effect until such time the public declared emergency is no longer deemed in effect.

All LCTCS colleges and board office shall:

1. Appoint a committee of employees charged with the creation and implementation of measures through a plan that;
2. Given the ever changing nature of the spread of the disease combined with foreseeable technological advances in virology and immunizations for the treatment of the disease, the LCTCS and all member institutions are hereby directed to follow, at a minimum, practices and procedures that comply with measures presented by the Center for Disease Control and Prevention and/or Executive Orders issued by the State of Louisiana Executive Branch related to the COVID-19 pandemic providing for the health and welfare of students, employees, and visitors to include, but not be limited to such measures as social distancing, the use of personal protective equipment and barriers, sanitization/sterilization and other measures deemed appropriate. Additionally, LCTCS colleges are encouraged to utilize electronic delivery methods of instruction to the extent possible or practicable.
3. College plans shall be submitted to the board office to the attention of the system president no less than fourteen days prior to the beginning of the fall 2020 semester.

Signature: *Joseph J. Marin*

Email: jmarin@lctcs.edu



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## LCTCS BOARD OF SUPERVISORS EXECUTIVE COMMITTEE DRAFT MINUTES

Wednesday, May 6, 2020  
10:30 a.m.

LCTCS Board 1st Floor Conference Room  
265 South Foster Drive Baton Rouge, LA 70806

Meeting will be broadcast in audio for public interest.

For Live Audio Streaming, visit this link: <https://www.youtube.com/GoLCTCS>

**There is an opportunity for public comment prior to an item being considered on the agenda.**

Public comments may be made in the following two ways:

- (1) Prior to the meeting until 5:00 pm on Tuesday, May 5, 2020: via email to [mediarelations@lctcs.edu](mailto:mediarelations@lctcs.edu) or by this [online form](#). OR
- (2) During the meeting via open conference call at (877) 810-9415; Access Code 6499147#.

Any public comments received will be read during the meeting by the board secretary or a designee. All public comments must include an agenda item number, a name, and a brief statement. Public comments are limited to three minutes per comment.

**\*\*The Board of Supervisors of the Louisiana Community and Technical College System reserves the right to enter Executive Session in accordance with R.S. 42.16-17.**

LCTCS President Monty Sullivan welcomed those in attendance in person and via audio stream to the LCTCS Board of Supervisors Executive Committee meeting and thanked all for joining the Board today.

He noted the following logistical notes given that the committee meeting is being held in-person for committee members, and streaming the audio of the meeting virtually:

- The meeting audio is being live streamed online, please be mindful of that.
- Those joining by remote access are each asked to keep yourselves on mute during the meeting. Please use the "raise hand" feature if you have a comment or question. When recognized to speak, unmute yourself, give it a few seconds before you make your comments and then return to mute to avoid background noise during the remainder of the meeting.
- If you have trouble with your technology at any point, you should text or call Sara Kleinpeter, Board Coordinator.
- You can view board items via the links posted on the LCTCS Website.

*Revised*  
**APPROVED**  
*SK 8/12/20*  
LCTCS BOARD OF SUPERVISORS

**APPROVED**  
*SK 7/22/20*  
LCTCS BOARD OF SUPERVISORS

- A roll call will be conducted at the start of the meeting, but Board Members attending the meeting in person are the only ones able to participate in voting on items.
- Public comments can be made during today's meeting via open conference call at (877) 810-9415; Access Code 6499147#. That information is in the notice of meeting posted on the LCTCS website – lctcs.edu
- Any public comments received will be read during the meeting by the board secretary or a designee. All public comments must include an agenda item number, a name and a brief statement. Public comments are limited to three minutes per comment.

**A. CALL TO ORDER**

**Chair Toups called the May 6, 2020, LCTCS Board of Supervisors Executive Committee meeting to order at 10:31 a.m.**

**B. PLEDGE OF ALLEGIANCE**

**Chair Toups led the group in the Pledge of Allegiance.**

**C. ROLL CALL**

Sara Kleinpeter called roll with the following results:

**Members Present**

**In Person:**  
Stephen Toups  
Paul Price, Jr.  
Timothy W. Hardy  
Stephen Smith

**Via Zoom:**  
Willie Mount  
Mickey Murphy  
Rhoman Hardy  
Tari Bradford

**Staff Present**

**In Person:**  
Monty Sullivan  
Sara L. Kleinpeter  
Katie Waldrop

**Via Zoom:**  
Joseph Marin  
Quintin Taylor  
Landon Corbin

**D. APPROVAL OF MEETING AGENDA FOR MAY 6, 2020**

**On motion by Supervisor Hardy, seconded by Supervisor Price, the Board voted to approve the May 6, 2020, meeting agenda, as presented. The motion carried.**

**E. APPROVAL OF MEETING MINUTES FROM JANUARY 31, 2018**

**On motion by Supervisor Price, seconded by Supervisor Smith, the Board voted to approve the meeting minutes from January 31, 2018, as presented. The motion carried.**

**F. REPORTS**

**1. Chair of the Board Report**

Chair Toups provided the following report:

- ❖ Reminded members that the Tier 2.1 annual ethics report is due May 15<sup>th</sup>. He asked members to be sure to complete their individual reports by the deadline.
- ❖ Shared wishes of health and safety to all members.

**2. President's Report**

Dr. Sullivan provided the following report:

- ❖ Colleges are around 35%-40% dependent on state general funds. State revenue is down tremendously because of the current pandemic. The numbers in state revenue continue to trend downward. It is anticipated that LCTCS and its colleges will see staggering cuts in its budget.

LCTCS will continue to focus on finding revenue streams that we can impact while continuing to fight for funding at the state level. We will focus on maximizing the dollar from the federal stimulus (Cares Act) – roughly \$25 million to the LCTCS colleges – that will offset the costs related to COVID-19 and to prepare for a difficult FY 20-21.

College leadership is focused on college enrollment in the fall in hopes to drive revenue in enrollment. Colleges are devising strategies to increase enrollment, including creative opportunities for institutional aid that will get as many students in class as possible – decreased fees online, enroll and get another class free, etc. All enrollment numbers are unknown and remain uncertain and unpredictable.

**On motion by Supervisor Smith, seconded by Supervisor Tim Hardy, the Board voted to approve the resolution stated below:**

**LCTCS Board of Supervisors**

**Resolution to Urge and Request LCTCS Colleges to Develop Learning Engagement Strategies During COVID-19 Response and Onward**

**Whereas** LCTCS colleges have historically labored to serve the educational and workforce training needs of the citizens of the State of Louisiana; and

**Whereas** the State of Louisiana, and the nation, has recently had to deal with the realities of the COVID-19 pandemic and has had to implement measures limiting social interaction to inhibit the spread of the impact from this pandemic; and

**Whereas** the pandemic has also had a great impact on all facets of life of individuals, private enterprise and government; and

**Whereas** LCTCS colleges, along with other Louisiana colleges and universities, has had to make substantive changes to both operational and instructional delivery methods (through the migration to “on-line” only coursework where possible) in order to facilitate instruction during this period; and

**Whereas** the LCTCS Board of Supervisors recognizes that the “hands on” training needed for effective career and technical instruction is a challenge for LCTCS colleges and also recognize that many of the students served by LCTCS colleges may not have access to broad band internet nor the hardware to facilitate “on-line” instructional delivery; and

**Whereas** the impact on the state budget and, that given the above, self-generated revenues are unknown at this time but are anticipated to be negatively impacted; and

**Whereas** the majority of the budget for LCTCS colleges are enrollment driven through tuition and self-generated revenues; and

**Whereas**, the federal government through the recent CARES Act provided funding to assist students and institutions; and

**Whereas** the impact from any budget reductions can be best mitigated through measures implemented earlier in the fiscal year, rather than later; and

**Whereas**, the LCTCS has convened a task force of college leaders to develop strategies to manage the challenges currently facing our colleges;

**Therefore, be it resolved**, the LCTCS Board of Supervisors urges and requests that LCTCS colleges, in conjunction with the system president, continue the extraordinary work of delivering on the two-year college mission for the people of Louisiana in these unprecedented times while taking the steps necessary to mitigate the immediate and longer term impacts of the pandemic and the economic downturn on the delivery of education and training, to include but not be limited to preparing for potential state general fund reductions in fiscal year 2021, preparing for uncertain enrollment and operational changes that will likely impact revenue and expenses, maximizing the institutional funds under the CARES Act, and bolster efforts to provide college sponsored institutional financial aid to students by authorizing the temporary

elimination of the financial aid cap specified in LCTCS policy #5.025 for fiscal years 2020 and 2021.

**The motion carried.**

- ❖ Shared that he met with Representative Mark Wright, sponsor of HB 851 which sought to authorize the use of roughly \$1.8 billion CARES Act stimulus dollars headed to Louisiana and not dedicated to higher education. The meeting was to share a blueprint of an idea that will dedicate a few million of those dollars to workforce training. It is the hope that the one-time stimulus funds will help to create a recurring tax paying graduate in the state of Louisiana.

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

**Supervisor Smith presented the Facilities agenda item for consideration by the Committee.**

**FACILITIES**

1. Disposal of the Former Baton Rouge Community College Westside Campus in Plaquemine

**On motion by Supervisor Price, seconded by Supervisor Tim Hardy, the Board voted to authorize the System President to complete all of the requirements necessary to sell the former Baton Rouge Community College Westside Campus located at 59125 Bayou Road, Plaquemine to the Iberville Parish School Board. Conveyance documents for the sale of this property will be filed with the local Clerk of Court and the State Land Office. The motion carried.**

**Supervisor Tim Hardy presented the Personnel agenda item for consideration by the Committee.**

**On motion by Supervisor Price, seconded by Supervisor Smith, the Board voted to enter into Executive Session for the purpose of discussing item G.2 Appointment of Chancellor for Baton Rouge Community College. The motion carried.**

Board Coordinator, Sara Landreneau Kleinpeter, conducted a roll call vote on the motion with the following results:

Yeas - 4

Stephen Toups

Paul Price, Jr.

Timothy W. Hardy

Stephen Smith

Nays - 0

**The Board entered Executive Session at 11:05 am, following a unanimous vote.**

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

Stephen Toups

Timothy W. Hardy

Paul Price, Jr.

Stephen Smith

**The Board reconvened from Executive Session at 11:27 am.**

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

**PERSONNEL**

**2. Appointment of Chancellor for Baton Rouge Community College**

Supervisor Tim Hardy applauded the process in conducting the search via remote setup. He acknowledged the behind the scenes work of Julie Golder with ACCT and Katie Waldrop and staff at LCTCS who made the process work so smoothly for the Board.

**On motion by Supervisor Smith, seconded by Supervisor Price, the Board voted to appoint Dr. Willie Smith, Sr. as chancellor of Baton Rouge Community College, with an employment contract effective May 6, 2020 through December 31, 2023, with a compensation package consisting of an annual base salary of \$213,000, a housing allowance of \$20,000, a vehicle allowance of \$5,000 (or the use of a college vehicle), a civic organization allowance of \$2,500 and an employer sponsored deferred compensation package of \$20,000. The motion carried.**

Chair Toups pointed out that this search was done in an unprecedented effort to execute and done in a nearly seamless process. He applauded Dr. Sullivan and the Personnel Committee chaired by Tim Hardy along with the search committee for making this very difficult search one that looked effortless.

**H. UPDATES/ANNOUNCEMENTS**

Ms. Kleinpeter noted that there have been no requests for public comment.

Chair Toups congratulated all 2020 graduates for their success and thanked all front-line professionals for keeping all safe during this pandemic.

**I. OTHER BUSINESS**

**1. Nominations for 2020-2022 LCTCS Board Officers**

Chair Toups announced that a slating committee was appointed to nominate the 2020-2022 board officers. The slating committee will be made up of Supervisors Smith, Murphy, Carter, and Tim Hardy, all who are former officers of the Board. Supervisor Smith noted that the recommendation for new officers will be presented during the June meeting.

**J. ADJOURNMENT**

**On motion by Supervisor Smith, seconded by Supervisor Price, the meeting adjourned at 11:34 am.**