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# LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

**TO:** Dr. Monty Sullivan  
President

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

**DATE:** November 23, 2020

**RE:** Retirement of Obsolete LCTCS Policies

APPROVED  
*[Signature]* 12/19/20  
LCTCS BOARD OF SUPERVISORS

## FOR REVIEW AND ADVISEMENT

**Recommendation:** Staff recommends that the Board approve the list of LCTCS policies mentioned below for retirement as they are covered by current existing law or are no longer applicable as they addressed specific situations that are no longer applicable.

**Background:** As an entity with a little over twenty years of operations, the LCTCS Board passed many policies during its early years to address specific situations. However, with the passing of time, many of those situations are no longer applicable or in some cases, policies that have been enacted are now covered in federal or state law. With that said, LCTCS functional staff (i.e. finance, HR and information technology) performed an internal review of LCTCS policies in an attempt to eliminate policies that were no longer applicable given the aforementioned and to "de-clutter" the current list of policies. This list was presented to the chancellors for their review and action and they have also recommended these policies be retired. The list of policies to be retired are as follows:

### FINANCE POLICIES

#5.002 General Fund Allocation for LTC Campuses (02/02/2005)

- Refers to the allocation to LTC Districts that no longer exist.

#5.005 Use of Professional Legal Services (07/11/2001)

- Situational specific policy drafted in the early years that no longer is applicable.

#5.006 Tuition and Fee Policy for LDCC (08/01/2001)

- Established the tuition rate for LDCC. Since then, tuition at LDCC and other LCTCS colleges has been adjusted by statute. Hence, no longer applicable.

#5.015 Administrative Cost Containment (09/11/2002)

- Was passed in response to situational pressures that are no longer apply.

#5.016 LTC Budget Transfer Authority (02/02/2005)

- The LTC no longer exists hence no longer applicable.

#5.022 Limitation on Solicitation of Students by Credit Card Issuers (11/10/2004)

- Covered by consumer protection laws and no longer applicable.

#5.023 Scholarships for the Louisiana Technical College Young Memorial Campus (11/10/2004)

- Scholarships are established by the entity providing for them and do not need to be in policy.

**HUMAN RESOURCES POLICIES**

#6.001 Equal Application of Pay Plan (1/12/2000)

- Federal law requires this and policy no longer needed.
- Also covered in #6.000 Equal Opportunity Policy

#6.002 Professional Improvement Program (1/12/2000)

- Situational specific for a situation that no longer is applicable. Also, the LTC no longer exists and hence, the policy is no longer applicable.

#6.006 Removal of Salary Cap for LTC Adjunct Instructors (9/13/2000)

- Situational specific for a situation that no longer is applicable. Also, the LTC no longer exists and hence, the policy is no longer applicable.

#6.007 LTC 9-12 Month Faculty Contracts (9/13/2000)

- Situational specific for a situation that no longer is applicable. Also, the LTC no longer exists and hence, the policy is no longer applicable.

#6.017 Rescinding the LTC Teacher Certification Fees (10/10/2001)

- Situational specific for a situation that no longer is applicable. Also, the LTC no longer exists and hence, the policy is no longer applicable.

#6.029 Opportunity for Public Comment

- This is now covered in the Board of Supervisors By-Laws, Article V.

#6.033 Special Leave Policy Related to Hurricanes Katrina and Rita(11/09/2005)

- Situational specific policy that no longer is applicable.

#6.034 LCTCS Force Majeure Exigency Policy for Modification and / or Discontinuation of Programs as a Result of Hurricanes Katrina and Rita

- Situational specific policy that no longer is applicable.

#6.035 Incentivized Retirement of Tenured Faculty (12/12/2012)

- Situational specific for a situation that no longer is applicable. Is handled by existing applicable labor laws.

**INFORMATION TECHNOLOGY**

#7.001 Standardization of LCTCS Desktop Computers

- Was written during an early time of system establishment to create a review process for IT purchases as the LCTCS was developing and growing. Situational specific that no longer is applicable.

#7.003 Policy for the Purchase of New Information Technology and Telecommunications Equipment for New and Expanded Campuses

- Was written during an early time of system establishment to create a review process for IT purchases as the LCTCS was developing and growing. Situational specific that no longer is applicable.

**Fiscal Impact:** N/A

**History of Prior Actions:** The Board received this information for review and advisement at the October 14, 2020 board meeting.

**Benefits to the System:** Retirement of dated policies provides for less confusion for those reading policies seeking guidance.



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

12-9-20

\_\_\_\_\_  
**Date**

**Signature:** 

**Email:** jmarin@lctcs.edu









# H.10.Obsolete Policies

Final Audit Report

2020-11-30

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