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TO: Dr. Monty Sullivan
LCTCS President

FROM: Joseph F. Marin
Chief Operations Officer

DATE: May 25, 2017

SUBJECT: Review and Advisement: Finance Policy #6.039 "Employee, Child or
Dependent, and Spouse Tuition Reduction"

FOR REVIEW AND ADVISEMENT

Recommendation: Staff recommends that the Board accept for review and advisement
finance policy #6.039 "Employee, Child or Dependent, and Spouse Tuition Reduction"
which is recommended for change to "Employee (Active or Retired), Child or Dependent,
and Spouse Tuition Reduction."

Background: The policy, as originally adopted and later amended, currently only provides
reduced tuition benefits for employees, their children or dependents, and their spouse. The
proposed amended policy draft broadens the tuition reduction benefits to employees who
retire with five years of consecutive service within the system, their children or dependents,
and their spouse. Additionally, the tuition reduction benefits currently provided to the
children or dependents of active employees is also proposed to be extended to the children
or dependents of those who pass away while employed in the system. The proposed amended
policy increases the age of tuition reduction benefits for children or dependents up to age
twenty-six from twenty-five, which is more in line with health insurance and other benefits
afforded children or dependents by law.

Fiscal Impact: N/A, as the policy allows for utilization only if a class has made and there
is space. Those taking advantage of this policy are required to pay a reduced tuition and all
applicable fees, which should offset any minor incremental cost of taking courses through
this policy.

History of Prior Actions: Originally adopted at the December 2014 meeting and amended
at the January 2016 meeting.

Benefits to System: This policy provides an incentive for employment with the LCTCS at
little to no cost to the system.

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

Date

**PROPOSED REVISIONS**  
**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**  
**Policy # 6.039**

Title: EMPLOYEE (**ACTIVE OR RETIRED**), CHILD OR DEPENDENT,  
AND SPOUSE TUITION REDUCTION

<u>Authority:</u> Board Action	Original Adoption: December 10, 2014
	Effective Date: <del>January 15, 2016</del> <u>April 1, 2017</u>
	Last Revision: January 15, 2016

Employees (**active or retired**) and Children, Dependents, and Spouses of Employees (**active or retired**) of the Louisiana Community and Technical College System, or the children, dependents and spouse of employees who have died while in the service of the Louisiana Community and Technical College System may enroll at any of the institutions within the system at a reduced tuition rate. This policy shall apply only to courses and programs for which regular tuition is charged and does not apply to self-supported programs.

Each LCTCS Entity must develop a policy in accordance with this policy and must provide a copy to the LCTCS Office of the Chief Operations Officer ~~Senior Vice President for Finance and Administration~~, to be maintained on file.

**I. The following conditions apply to qualify:**

- A. The employee/~~qualifying faculty or staff member~~ must be employed in a full-time, permanent position at a Louisiana Community and Technical College System institution, or System Office.
- B. The employee must have been employed in a full-time permanent position at an LCTCS institution or System Office at the time of employee's death.
- C. The employee must have been consecutively employed in a full-time permanent position at least five years at an LCTCS institution or System Office upon the employee's retirement.
- D. ~~B.~~The employee or employee's (**active or retired**) child, dependent, or spouse electing to attend an LCTCS institution other than the employee's (**active or retired**) home institution requires the joint approval of the home institution's chancellor (or designee) and the chancellor (or designee) of the host institution and are subject to the host institution policies.



E. Employees (active or retired) and children, dependents, or spouses of qualifying System Office staff may enroll at any System institution with the joint approval of the System president (or designee) and the Chancellor (or designee) of the host institution.

**II. The following conditions apply to an employee (active or retired) or employee's (active or retired) child, dependent, and spouse:**

- A. Persons who qualify as the employee's (active or retired) dependent or spouse will be limited to those who are eligible according to the Internal Revenue Tax Code. Other sources of verification that may be considered include, but are not limited to, birth certificates and the Federal Student Aid Application.
- B. For purposes of this policy, an eligible child is a child of a qualifying employee (active or retire) faculty or staff member who is under the age of 25 26, whether or not they qualify as a dependent under the IRS Tax Code.
- C. Employees (active or retired) and children, dependents, and spouses of employees (active or retired) must meet all admission and prerequisite course requirements. The reduced tuition shall not be less than \$25.00 per credit hour.
- D. Employees (active or retired) and children, dependents and spouses of Employees (active or retired) shall be assessed all fees and surcharges.

**III. Other Provisions**

Existing college policies related to dependent exemptions within individual institutions, based upon policies in effect July 1, 2014, may remain in place, if it is considered to be in the best interest of that college by the Chancellor or Regional Director. This policy will become effective April 1, 2017.