



Louisiana Technical College Greater Central Louisiana "World Class Technology in Your Own Backyard"

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Mervin Birdwell
Regional Director

July 30, 2009

LCTCS Board of Supervisors
265 South Foster Drive
Baton Rouge, LA 70806

Dear Board Members:

Louisiana Technical College – Region 6 is requesting approval to implement the layoff avoidance measure of withholding of merit increases for all of our unclassified employees region wide. The campuses within Region 6 that will be affected by this request are Alexandria, Ward H. Nash-Avoyelles, Huey P Long, Lamar Salter, Morgan Smith, Oakdale and Shelby Jackson. Our Region's funding has been reduced by \$600,356 for the current fiscal year and we wish to avoid some of the need for layoffs. I hereby certify that this Region will not have sufficient funds this fiscal year to give such increases to all employees.

We propose to freeze merit increases for all unclassified employees whose anniversary dates fall from July 1, 2009 through June 30, 2010. We are asking for no exceptions.

Should funds become available during this period, we retain the option to consider granting merit increases prospectively to those eligible employees who were affected by this layoff avoidance measure.

If you require additional information, please let me know. Thank you.

Sincerely,

Mervin Birdwell
Region 6 Director

Approved: Jimmy Sawtelle,
Interim Senior Vice President, Career and Technical Education

Date: 8/11/09

Member of the Louisiana Community and Technical College System

Accredited by the Council on Occupational Education - An Equal Opportunity Employer

Alexandria Campus, Alexandria
Ward H. Nash Jr. Avoyelles Campus, Cottonport
Huey P. Long Campus, Winnfield
Lamar Salter Campus, Leesville
Morgan Smith Campus, Jennings
Oakdale Campus, Oakdale
Shelby M. Jackson Campus, Ferriday