

**Northshore Technical Community College**  
**College Leadership Meeting**  
**November 22, 2019 9:00 a.m.**  
**Minutes**

**Present:** Daniel Roberts, Karolyn Harrell, Dewayne Lambert, Christy Montgomery, Christi Marceaux, Lizette Leader, Jim Carlson, Owen Smith, Kim Finch, Sandy Yaeger, and Khiem Ngo

**Absent:** Paul Donaldson and Tyler Smith

**Guest:** None

**I. Welcome**

William Wainwright welcomed the Committee. Wainwright reviewed recent student related issues on our campuses. Encouraged the Committee to continue being proactive and working with officials, and continue supporting students and the challenges facing our students today. Wainwright also reviewed the recent election results and outlook for this coming spring legislative session. Finally, Wainwright discussed current strategies associated with student record holds across the LCTCS colleges and how colleges will handle them in the upcoming semesters.

**II. Minutes from October 11, 2019 Meeting**

Lizette Leader motioned to approve the October 11, 2019 Meeting Minutes. Sandy Yaeger seconded the motion. The motion was unanimously approved.

**III. Old Business**

**A. Safety Plan Review (Marc Chauvin)**

Marc Chauvin provided an update on the Safety Plan's progress. After a brief discussion, the item was delayed until a later meeting.

**IV. New Business**

**A. Travel and Corporate Card Policy Revision (Marc Chauvin)**

Marc Chauvin updated the Committee on the policy revisions associated to the implementation of Chrome River. Kim Finch motioned to approve the Travel and Corporate Card Policy Revision. Christy Montgomery seconded the motion. The motion was unanimously approved.

**B. Disposal of Federally Funded Property Policy Revision (Marc Chauvin)**

Marc Chauvin discussed recent findings from a Federal YouthBuild audit. Chauvin said that the policy revision align to the directions from EDGAR. Christy Montgomery motioned to approve the Disposal of Federally Funded Property Policy Revision. Kim Finch seconded the motion. The motion was unanimously approved.

**C. Cash Handling Bonds Crime Policy Revision (Marc Chauvin)**

Marc Chauvin reviewed the policy revision that aligns the policy with different procedures that are customized to certain campus. Dewayne Lambert motioned to approve the Cash Handling Bonds Crime Policy Revision. Marc Chauvin seconded the motion. The motion was unanimously approved.

Please forward all agenda items and handouts to Daniel Roberts one week prior to the meeting.

- D. Grievance Procedures for Students Policy Revision** (Christy Montgomery)  
Christy Montgomery discussed the policy revision with the Committee. Montgomery highlighted that revisions should be consistent and remove the Chancellor as a step in the process and replace the Chancellor with a committee as final decision. Christi Marceaux motioned to approve the Grievance Procedures for Students Policy Revision. Owen Smith seconded the motion. The motion was unanimously approved.

## V. Discussion

- A. 2025 Strategic Plan** (William Wainwright)  
William Wainwright provided a recap with the Committee about the 2025 Strategic Plan and its upcoming launch in January 2020. Additional updates about the plan will be sent via email to the Committee and at our next meeting.
- B. Future Commencements** (Daniel Roberts)  
Daniel Roberts discussed the idea of splitting commencements into a fall and a spring ceremony. Roberts also discussed changing the location with Committee. Christy Montgomery will provide historical data on graduates separated by summer/fall and spring graduates for the next meeting. The discussion will continue at the next meeting.
- C. Future Convocations** (Daniel Roberts)  
Daniel Roberts discussed the idea of splitting convocations into a fall and a spring event. Roberts also discussed changing the location with the Committee. Roberts will provide historical data on convocation attendees. The Committee requested that spring convocation should be campus-to-campus visits in January to provide a smaller version of convocation.
- D. SACSCOC Accreditation Update** (Daniel Roberts)  
Daniel Roberts updated the Committee that the SACSCOC Committee on Compliance and Review will review and determine if a Candidacy Team visit is authorized on December 10, 2019.
- E. COE Livingston Campus Site Visit Review** (Daniel Roberts)  
Daniel Roberts reviewed the COE Livingston Campus Site Visit and thanked everyone involved with the successful visit.
- F. Practical Nursing Programs** (Christi Marceaux)  
Christi Marceaux discussed the new Practical Nursing programs starting this spring at our campuses. Marceaux asked the Committee to assist with finding Practical Nursing faculty for the new programs.
- G. NTCC Advertising Campaigns** (Jim Carlson)  
Jim Carlson reviewed new billboards on the interstate during the holidays with the Committee. Carlson also informed the Committee of new radio commercials, social media advertisements, and the Great Day Louisiana campaign.

**VI. Next Meeting**

Next College Leadership Committee Meeting on December 17, 2019 at 9:00 am at Hammond Area Campus.

**VII. Adjourn**

Lizette Leader motioned to adjourn the Committee meeting at approximately 11:15 am. Karolyn Harrell seconded the motion. The motion was unanimously approved.