

**Northshore Technical Community College
College Leadership Meeting
June 16, 2021 1:00 p.m.
Minutes**

Present: William Wainwright, Daniel Roberts, Amanda Jacob, Christi Brown, Owen Smith, Kim Finch, Christi Marceaux, Marc Chauvin, April Smith, Sandy Yaeger, Errick Baldwin, Paul Donaldson, Dewayne Lambert, Christy Montgomery, and Khiem Ngo

Absent: Lizette Leader, Jim Carlson, and Gabriel Berger

Guest: None

I. Welcome

William Wainwright welcomed the Committee.

II. Minutes from May 21, 2021 Meeting

Christi Marceaux motioned to approve the May 21, 2021 Meeting Minutes. Kim Finch seconded the motion. The motion was unanimously approved.

III. Old Business

IV. New Business

A. AY 2021-2022 Minimum Class Size Approval (Daniel Roberts)

Daniel Roberts reviewed the previous academic year minimum class size approvals. A discussion was held about enrollment trends and managing faculty course sections. Additional discussion included faculty workloads that include multiple campuses and growth of online course offerings. The item was tabled until a later meeting.

B. AY 2021-2022 Dual Enrollment Rate Approval (Daniel Roberts)

Daniel Roberts reviewed the previous academic year dual enrollment rate approval with the Committee. Kim Finch motioned to approve the Academic Year 2021-2022 Dual Enrollment Rate at \$35 per credit hour. Sandy Yaeger seconded the motion. The motion was unanimously approved.

C. AY 2021-2022 Credit for Prior Learning Rate Approval (Daniel Roberts)

Daniel Roberts reviewed the previous academic year credit for prior learning rate approval with the Committee. A discussion was held around the awarding and processing credit for prior learning at each of the campuses. Additional conversation was held around rates. The item for tabled until a later meeting.

D. AY 2021-2022 Diploma Print Fee Approval (Christy Montgomery)

Committee moved to remove the Diploma Print Fee Approval from the annual list of fees.

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

E. FY 2021-2022 Drug/Alcohol Prevention Program Approval (Christy Montgomery)

Christy Montgomery reviewed the Drug/Alcohol Prevention Program webpage with the Committee. Montgomery informed the Committee that no changes have been made to the model and added that each campus will hold events this academic year and stream the campus presentations online. Paul Donaldson motioned to approve the FY 2021-2022 Drug/Alcohol Prevention Program. Sandy Yaeger seconded the motion. The motion was unanimously approved.

F. FY 2021-2022 Safety Plan Approval (Marc Chauvin)

Marc Chauvin discussed with the Committee the background on reviewing the current Safety Plan. The item was tabled until a later meeting.

V. Discussion

A. College Update (William Wainwright)

William Wainwright recapped the recent legislative session with the Committee and discussed the two NTCC capital outlay projects approved during the session. Wainwright reminded the Committee the importance of our institutional effectiveness cycle and added that each member of the Committee should look at their administrative unit plans as cross-departmental and be an activity that seeks continuous improvement rather than an accreditation requirement. Wainwright shared with the Committee about the LCTCS system office moving forward with a new five-year system strategic plan. Wainwright closed with a discussion about the Foster Promise Program recently approved by the legislature.

B. FMLA & Medical Release to Return to Work (Christi Brown)

Christi Brown reminded the Committee on the college's FMLA policy. Brown discussed how it works and how someone is eligible for using FMLA leave. Brown added it is unpaid leave and protects someone's job. Someone using FMLA leave needs to provide a 30-day notice, and a release is required to return to work after someone uses FMLA leave.

C. Human Resources Topic: Position Advertising (Christi Brown)

Christi Brown discussed with the Committee how the Human Resources Office advertises for vacant positions. Brown discussed the common posting locations and added that the office will consider other locations based on the the supervisor needs.

D. Convocation Update (Daniel Roberts)

Daniel Roberts updated the Committee about Convocation at the Columbia Theater in Hammond on August 9.

VI. Next Meeting

Next College Leadership Committee Meeting to be July 13 on at 1:00 pm at the Florida Parishes Campus.

VII. Adjourn

Paul Donaldson motioned to adjourn the Committee meeting at approximately 3:15 pm. Amanda Jacob seconded the motion. The motion was unanimously approved.