

**Northshore Technical Community College  
College Leadership Meeting  
September 24, 2021 1:00 p.m.  
Minutes**

**Present:** William Wainwright, Daniel Roberts, Amanda Jacob, Christi Brown, Kim Finch, Marc Chauvin, Sandy Yaeger, Paul Donaldson, Dewayne Lambert, Lizette Leader, Christy Montgomery, Christi Marceaux, Owen Smith, Jim Carlson, and Errick Baldwin

**Absent:** Chaia Wiley

**Guest:** Lauren Donaldson

**I. Welcome**

William Wainwright welcomed the Committee.

**II. Minutes from August 27, 2021 Meeting**

Kim Finch motioned to approve the August 27, 2021 Meeting Minutes. Owen Smith seconded the motion. The motion was unanimously approved.

**III. Old Business**

**IV. New Business**

**A. Brand & Trademark Usage Policy** (Lauren Donaldson)

Lauren Donaldson discussed with the Committee the new Brand & Trademark Usage Policy. William Wainwright added examples how this impacts our future college attire and retail provider. Donaldson discussed how it impacts the management of college logos. Amanda Jacob motioned to approve the new Brand & Trademark Usage Policy. Jim Carlson seconded the motion. The motion was unanimously approved.

**B. Cash Handling and Bonds & Crime Policy** (Marc Chauvin)

Marc Chauvin discussed with the Committee revisions to the Cash Handling and Bonds & Crime Policy. Paul Donaldson motioned to approve revisions to the Cash Handling and Bonds & Crime Policy. Kim Finch seconded the motion. The motion was unanimously approved.

**V. Discussion**

**A. College Update** (William Wainwright)

William Wainwright discussed updates to enrollment based on recent increases in dual enrollment. Wainwright appreciated the Leadership Committee's work with helping our communities recover and getting the college back on line after Hurricane Ida. Wainwright reminded the Committee that the LCTCS Conference is still on this fall and will be held virtually.

**B. SACSCOC Visit** (William Wainwright/Daniel Roberts)

Daniel Roberts discussed with Committee about the upcoming SACSCOC visit. Roberts provided a plan and schedule of each campus' visit. Campus Deans

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

should ensure that campuses are in the best condition possible for the visit on October 4, 2021.

**C. Website Preview** (Lauren Donaldson)

Lauren Donaldson presented to the Committee an overview of the new college website. The Committee provided feedback and Donaldson answered questions.

**D. Human Resources: COVID** (Christi Brown)

Christi Brown reminded the Committee about COVID protocols based on the CDC guidelines. Anyone with COVID symptoms needs to contact Human Resources.

**VI. Next Meeting**

Next College Leadership Committee Meeting to be in-person at the Sullivan Campus on November 17 at 9:00 am.

**VII. Adjourn**

Sandy Yaeger motioned to adjourn the Committee meeting at approximately 2:00 pm. Christy Montgomery seconded the motion. The motion was unanimously approved.