

**Northshore Technical Community College  
College Leadership Meeting  
June 8, 2022 9:00 a.m.  
Minutes**

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

**Absent:** Christi Brown, Errick Baldwin, and Chaia Wiley

**Guest:** Natasha Foret, Mary Slazer, and Lauren Donaldson

**I. Welcome**

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

William Wainwright welcomed the Committee. Wainwright discussed the recent LCTCS Title IX summit and recognized Christy Montgomery and Christi Brown for their efforts. Wainwright discussed legislative updates and reminded the Committee about the potential fiscal cliff next legislative session. Additionally, Wainwright discussed the high call volume facing the College currently, and closed with highlighting the new dual enrollment opportunities across the region.

**III. Minutes from May 16, 2022 Meeting**

Lizette Leader motioned to approve the May 16, 2022 Meeting Minutes. Paul Donaldson seconded the motion. The motion was unanimously approved.

**IV. Old Business**

**V. New Business**

**A. AY 2022-2023 Minimum Class-Size Approval** (Daniel Roberts)

Daniel Roberts reviewed the AY 2022-2023 Minimum Class-Size with the Committee. Roberts presented 12 students for the Academic Division and Online and presented 10 students for the Divisions of Health Sciences & Nursing and Technical Studies. Paul Donaldson motioned to approve the AY 2022-2023 Minimum Class-Size of 12 students for the Academic Division and Online and 10 students for the Divisions of Health Sciences & Nursing and Technical Studies. Kim Finch seconded the motion. The motion was unanimously approved.

**B. AY 2022-2023 Credit for Prior Learning Rate Approval** (Daniel Roberts)

Daniel Roberts reviewed the AY 2022-2023 Credit for Prior Learning Rate with the Committee. Roberts presented a rate of \$35 per credit hour. Lizette Leader motioned to approve the AY 2022-2023 Credit for Prior Learning Rate of \$35 per credit hour. Amanda Jacob seconded the motion. The motion was unanimously approved.

- C. AY 2022-2023 Dual Enrollment Rate Approval** (Daniel Roberts)  
Daniel Roberts reviewed the AY 2022-2023 Dual Enrollment Rate with the Committee. Roberts presented a rate of \$35 per credit hour. Lizette Leader motioned to approve the AY 2022-2023 Dual Enrollment Rate of \$35 per credit hour. Sandy Yaeger seconded the motion. The motion was unanimously approved.
- D. AY 2022-2023 Drug/Alcohol Prevention Program Approval** (Christy Montgomery)  
This item was tabled until a later meeting.
- E. AY 2022-2023 Institutional Effectiveness Plan Approval** (Paul Donaldson)  
Paul Donaldson shared the AY 2022-2023 Institutional Effectiveness Plan with the Committee. Donaldson discussed new components of the plan. Amanda Jacob motioned to approve the AY 2022-2023 Institutional Effectiveness Plan. Christy Montgomery seconded the motion. The motion was unanimously approved.
- F. AY 2022-2023 Public Relations Plan Approval** (Lauren Donaldson/Jim Carlson)  
Lauren Donaldson reviewed the AY 2022-2023 Public Relations Plan with the Committee. Lizette Leader motioned to approve the AY 2022-2023 Public Relations Plan. Amanda Jacob seconded the motion. The motion was unanimously approved.
- G. Endowed Professorship Policy – New** (Mary Slazer)  
Mary Slazer discussed the new Endowed Professorship Policy with the Committee. Amanda Jacob motioned to approve the new Endowed Professorship Policy. Dewayne Lambert seconded the motion. The motion was unanimously approved.
- H. Faculty Roster & Show No-Show Policy – Revision** (Daniel Roberts)  
Daniel Roberts discussed revisions to the Faculty Roster & Show No-Show Policy with the Committee. Amanda Jacob discussed the current pilot happening this summer. Jacob also reviewed the process and implementation with the Committee. After a few questions, Lizette Leader motioned to approve revisions to the Faculty Roster & Show No-Show Policy. Owen Smith seconded the motion. The motion was unanimously approved.
- I. Online Learning Policy – Revision** (Daniel Roberts)  
Daniel Roberts reviewed revisions to the Online Learning Policy with the Committee. Amanda Jacob shared the College’s intent to join NC-SARA and how these policy revisions will aid the College with its application. Paul Donaldson motioned to approve revisions to the Online Learning Policy. Kim Finch seconded the motion. The motion was unanimously approved.
- J. Faculty Rank & Promotion Policy** (Daniel Roberts)  
Daniel Roberts discussed revisions to the Faculty Rank & Promotion Policy with the Committee. Amanda Jacob added additional feedback from Faculty Senate. Marc Chauvin presented additional revisions to the section titled, “Salary Adjustment for Promotion in Rank.” After a brief discussion, Paul motioned to approve revisions to the Faculty Rank & Promotion Policy including revisions presented by Chauvin. Dewayne Lambert seconded the motion. The motion was unanimously approved.

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

## **VI. Discussion**

### **A. Campus Safety & Security (William Wainwright)**

William Wainwright discussed the recent active shooter trainings at the campuses. Wainwright highlighted situational awareness with the Committee. Owen Smith shared the Lacombe Campus recent active shooter training by the St. Tammany Sheriff's Office.

### **B. College Software Assessment (Daniel Roberts)**

Daniel Roberts reviewed an updated software list with the Committee. Additional review at a later meeting.

### **C. Locking Enrollment for Adjunct Contracts (Daniel Roberts/Amanda Jacob)**

Amanda Jacob shared feedback from Faculty Senate about locking enrollment for adjunct contracts each semester with the Committee. Additional review at a later meeting.

### **D. College Convocation Reminder (Daniel Roberts)**

Daniel Roberts reminded the Committee that Convocation will return to in-person at the Columbia Theater in Hammond on August 8, 2022.

### **E. 2022 Commencement Ceremony Review (Christy Montgomery)**

Christy Montgomery led a discussion with the Committee about the 2022 Commencement Ceremony.

## **VII. Next Meeting**

Next College Leadership Committee Meeting to be on July 28, 2022 at 9:00 am Florida Parishes Campus.

## **VIII. Adjourn**

Paul Donaldson motioned to adjourn the Committee meeting at approximately 12:30 pm. Lizette Leader seconded the motion. The motion was unanimously approved.