

**Northshore Technical Community College
College Leadership Meeting
December 16, 2022 9:00 a.m.
Minutes**

Present: William Wainwright, Daniel Roberts, Marc Chauvin, Paul Donaldson, Lizette Leader, Christi Marceaux, Kim Finch, Amanda Jacob, Owen Smith, Natasha Foret, Christopher Blohm, Sandy Yaeger, Errick Baldwin, Christy Montgomery, Jim Carlson, and Venecia Brown

Absent: Christi Brown and Dewayne Lambert

Guest: None

I. Welcome

II. College Update (William Wainwright)

William Wainwright welcomed the Committee. Wainwright discussed future workforce opportunities in our region. Wainwright shared the recent SACSCOC orientation for the College's upcoming reaffirmation and specific takeaways from the sessions that included the Quality Enhancement Plan. Wainwright highlighted the Louisiana State Board of Nursing final approval of the College's first Associate of Science in Nursing degree. Wainwright closed with a discussion about the spring 2023 enrollment and where we compare to previous years.

III. Minutes from November 4, 2022 Meeting

Jim Carlson motioned to approve the November 4, 2022 Meeting Minutes. Owen Smith seconded the motion. The motion was unanimously approved.

IV. Old Business

A. Remote Work Policy – New (Marc Chauvin)

Marc Chauvin discussed the new Remote Work Policy with the Committee and minor edits applied to the policy since the last meeting. Lizette Leader motioned to approve the new Remote Work Policy with presented edits. Kim Finch seconded the motion. The motion was unanimously approved.

V. New Business

A. Faculty Workload Policy – Revision (Daniel Roberts)

Daniel Robert discussed revisions to the Faculty Workload Policy with the Committee. Paul Donaldson motioned to approve revisions to the Faculty Workload Policy. Erick Baldwin seconded the motion. The motion was unanimously approved.

B. QEP Topic Exploration Committee (Paul Donaldson)

Paul Donaldson discussed forming the Quality Enhancement Plan (QEP) Topic Exploration Committee with the Committee. Christy Montgomery motioned to authorize the QEP Topic Exploration Committee. Amanda Jacob seconded the motion. The motion was unanimously. Donaldson accepted QEP Topic Exploration Committee nominations from the Committee.

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

C. Revision to the College Strategic Plan (Paul Donaldson)

Paul Donaldson discussed the new structure with assessing the College Strategic Plan. Donaldson also discussed faculty and staff survey strategies with the Committee. Item was tabled until a later meeting.

VI. Discussion

A. College-wide Software Assessment Discussion (Amanda Jacob/Christopher Blohm)

Christopher Blohm shared with the Committee about closing Zoom licenses across the College. Marc Chauvin recommended continuing to look at software licenses that are not needed moving forward.

B. Locking Enrollment for Adjunct Contracts (Natasha Foret)

Natasha Foret shared with the Committee that there are no updates at this time.

VII. Next Meeting

Next College Leadership Committee Meeting to be on January 27 at 9:00 am Hammond Area Campus

VIII. Adjourn

Amanda Jacob motioned to adjourn the Committee meeting at approximately 11:15 am. Paul Donaldson seconded the motion. The motion was unanimously approved.