

**Northshore Technical Community College  
College Leadership Meeting  
March 20, 2023 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, Dewayne Lambert, Christi Brown, and Jim Carlson

**Absent:** Venecia Brown

**Guest:** None

**I. Welcome**

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

William Wainwright welcomed the Committee. Wainwright discussed summer enrollment strategies with the Committee. Discussion included visiting students and current high school graduates. Wainwright highlighted recent Campus Conversations on each campus with students and faculty and shared some feedback with the Committee. Wainwright provided an update to the Committee about SkillsUSA participants going to state in Alexandria. Wainwright also updated the Committee about current capital outlay projects for the College. Wainwright provided a legislative update for the upcoming session and upcoming Chancellor breakfast and lunch with the Committee. Additional highlights included Commencement, Fire Marshall review of Facilities, Campus Safety & Training, and SLU Cyber Attack and Impacts.

**III. Minutes from February 3, 2023 Meeting**

Paul Donaldson motioned to approve the February 3, 2023 Meeting Minutes. Christi Marceaux seconded the motion. The motion was unanimously approved.

**IV. Old Business**

**V. New Business**

**VI. Discussion**

**A. Quality Enhancement Plan Update** (Paul Donaldson)

Paul Donaldson shared the process and results of the QEP Topic Exploration Committee with the Committee. Donaldson added that moving forward the Committee will determine the direction of the QEP topic based on the results of the QEP Topic Exploration Committee.

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

Amanda Jacob shared with the Committee an updated spreadsheet to highlight current software agreements and cost. Christopher Blohm confirmed the listed software as necessary for College operations. Additional discussion was held to determine how to generate revenue to cover software and not consume as much Student Technology Fees for software. William Wainwright asked the Committee to

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

research opportunities to increase Student Technology Fee or add an additional technology related fee.

**C. Employee Recognition** (Christy Montgomery)

Christy Montgomery discussed with the Committee opportunities to improve institution moral and implement an employee recognition program. Montgomery shared ideas and asked for feedback from the Committee. Additional discussions centered on finding ways to collaborate with employees across the college. William Wainwright asked the Committee to research employee recognition programs at other colleges that could work for our College.

**D. Student Registration Holds** (Christy Montgomery)

Christy Montgomery shared with the Committee challenges facing advising and students registering for correct courses. Montgomery stated that student registration hold would reduce the number of fraudulent students from registering each semester. Committee recommended beginning student registration holds with first-freshmen students to determine success of implementation.

**E. Credit for Prior Learning Policy & Fee** (Daniel Roberts)

Daniel Roberts proposed a revision to the Credit for Prior Learning Policy based on not charging the Credit for Prior Learning Fee for students submitting AP and CLEP scores for credit. Policy will begin routing through proper Committee approvals.

**VII. Next Meeting**

Next College Leadership Committee Meeting to be on April 21 9:00 am at Lacombe Campus.

**VIII. Adjourn**

Paul Donaldson motioned to adjourn the Committee meeting at approximately 1:00 pm. Christi Marceaux seconded the motion. The motion was unanimously approved.