

**Northshore Technical Community College
College Leadership Meeting
November 4, 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, Owen Smith, 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 updates to the LCTCS Board of Supervisors and end of semester struggles for students and be mindful of those challenges. Wainwright discussed strategies for strengthening DEI initiatives. Wainwright shared with the Committee where the college is financially based on current enrollment. An additional discussion was held around faculty adjunct pay rates. Additional information was requested by the Committee concerning hourly faculty adjunct pay rates including workforce/non-credit faculty. Wainwright closed with discussion about current capital expansions and proposed future expansions, and Wainwright discussed the importance of juvenile programs with our College.

III. Minutes from October 7, 2022 Meeting

Amanda Jacob motioned to approve the October 7, 2022 Meeting Minutes with recommended edits. Paul Donaldson seconded the motion. The motion was unanimously approved.

IV. Old Business

V. New Business

A. Remote Work Policy – New (Marc Chauvin)

William Wainwright discussed how the Remote Work Policy was developed by reviewing peer and university partner policies. Marc Chauvin reviewed the Remote Work Policy with the Committee and added that the new policy is not associated with medical reasons for remote work nor associated with providing online instruction. Chauvin highlighted certain areas of the new policy and gave examples of how the policy applies to certain employees. Chauvin also reviewed the new form that is included with the Remote Work Policy. After answering questions from the Committee, the item was tabled until a later meeting.

B. Academic Appeals Policy – Revision (Daniel Roberts)

Daniel Roberts shared revisions with the Academic Appeals Policy with the Committee. After a brief discussion, Paul Donaldson motioned to approve revisions to the Academic Appeals Policy. Sandy Yaeger seconded the motion. The motion was unanimously approved.

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

C. Substantive Change Policy – Revision (Daniel Roberts)

Daniel Roberts shared revisions with the Substantive Change Policy with the Committee. After a brief discussion, Paul Donaldson motioned to approve revisions to the Substantive Change Policy. Christy Montgomery seconded the motion. The motion was unanimously approved.

D. Teach-Out Policy – Revision (Daniel Roberts)

Daniel Roberts shared revisions with the Teach-Out Policy with the Committee. After a brief discussion, Paul Donaldson motioned to approve revisions to the Teach-Out Policy. Sandy Yaeger seconded the motion. The motion was unanimously approved.

E. Curriculum Review & Development Policy – Revision (Daniel Roberts)

Daniel Roberts shared revisions with the Curriculum Review & Development Policy with the Committee. After a brief discussion, Paul Donaldson motioned to approve revision to the Curriculum Review & Development Policy. Amanda Jacob seconded the motion. The motion was unanimously approved.

VI. Discussion

A. CCSSE Survey Results Discussion (Paul Donaldson)

Paul Donaldson shared the CCSSE Survey Results with the Committee. Donaldson highlighted specific aspects of survey. Donaldson also recommended a timeline for continuing to participate with the survey every five years and forming a work group to address the results of the survey. Christy Montgomery recommended including community involvement. Amanda Jacob recommended including faculty involvement. Donaldson will accept nominations for the work group that will address survey results.

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

Christopher Blohm shared with the committee that the spreadsheet is up-to-date and added that we are currently assessing efficiencies. Amanda Jacob discussed there are a couple of software funding sources that are in question and asked the Committee to verify software listed on the spreadsheet.

C. Two-Factor Authentication Discussion (Christopher Blohm)

Christopher Blohm discussed the new NTCC Email Two-Factor Authentication procedure with the Committee. November 16 will be the go live date for the College.

D. Locking Enrollment for Adjunct Contracts (Daniel Roberts/Amanda Jacob)

Natasha Foret provided an update from Faculty Senate concerning locking enrollment for adjunct contracts each semester with the Committee.

VII. Next Meeting

Next College Leadership Committee Meeting to be on December 16, 9:00 am at the Livingston Campus.

VIII. Adjourn

Lizette Leader motioned to adjourn the Committee meeting at approximately 11:00 am. Amanda Jacob seconded the motion. The motion was unanimously approved.

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