

**Northshore Technical Community College  
College Leadership Committee Meeting  
October 7, 2022 9:00 a.m.**

- I. Welcome
- II. College Update & Chancellor Items
- III. August 29, 2022 Meeting Minutes (Daniel Roberts)
- IV. Old Business
- V. New Business
  - A. Refund Policy Revision (Marc Chauvin)
- VI. Discussion
  - A. College Software Assessment (Daniel Roberts)
  - B. Locking Enrollment for Adjunct Contracts (Daniel Roberts/Amanda Jacob)
  - C. Two-Factor Authentication for NTCC Email & Associated Services (Christopher Blohm)
- VII. Adjourn

Please submit all action items and handouts to the Committee Chair one week prior to the meeting. Discussion items and handouts can be submitted with a 24-hour notice to the Committee Chair.