

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

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

**Absent:** Venecia Brown

**Guest:** Sarah Pinion

**I. Welcome**

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

William Wainwright welcomed the Committee. Wainwright discussed fall enrollment with the Committee and appreciated the work to make this fall semester a success. Wainwright added that this fall's dual enrollment reached new levels. Wainwright discussed LCTCS initiatives to review Lola (Banner) and how it's working and not working for LCTCS colleges. Wainwright also shared that LCTCS is also looking to ramp up program sharing across LCTCS colleges. Wainwright discussed the steps that created an opportunity for North Oaks to donate land for a new Hammond Area Campus. Wainwright will go to the state legislature in 2023 to fund design of a new Hammond Area Campus and added that the College will be able to go back to the state legislature in 2024 for capital outlay to fund the construction of a new Hammond Area Campus. Wainwright had Marc Chauvin share with the Committee an rendering of the new diesel facility to be built at the Sullivan Campus and updated the Committee on the facility's progress.

**III. Minutes from August 29, 2022 Meeting**

Jim Carlson motioned to approve the August 29, 2022 Meeting Minutes. Paul Donaldson seconded the motion. The motion was unanimously approved.

**IV. Old Business**

**V. New Business**

**A. Refund Policy Revision** (Marc Chauvin)

Marc Chauvin shared the Refund Policy revision with the Committee via email and reviewed details to the revision. Amanda Jacob motioned to approve revisions to the Refund Policy. Paul Donaldson seconded the motion. The motion was unanimously approved.

**VI. Discussion**

**A. College App Update** (Amanda Jacob)

Amanda Jacob informed the Committee that the new College App is available for download on a mobile device. Jacob also reviewed the different sections someone can access in the new College App.

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

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

Daniel Roberts discussed the latest updates to the College Software Assessment spreadsheet with the Committee. Amanda Jacob reviewed potential new software in the future. Roberts reminded the Committee to review software that may no longer be needed or may no longer be used by the College. In these cases, software licenses need to be canceled.

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

Natasha Foret recommended continuing the item until a later meeting where Faculty Senate can provide additional feedback. Foret added that Faculty Senate members are researching details into managing these contracts.

**D. Two-Factor Authentication for NTCC Email & Associated Services (Christopher Blohm)**

Christopher Blohm discussed with the Committee the challenges with implementing a two-factor authentication for NTCC email/associated services. Blohm shared that the College is looking into using LCTCS's two-factor authentication, which will be the same authentication for Lola and College email access. Blohm hoping that it can be launched by the end of the year.

**E. Gator Tail 5K Trail Run (Jim Carlson)**

Jim Carlson reminded the Committee of the race and event on October 29 at the Lacombe Campus. Carlson will send out a volunteer request to the College soon.

**VII. Next Meeting**

Next College Leadership Committee Meeting to be on November 4, 9:00 am via Microsoft Teams.

**VIII. Adjourn**

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