

**Northshore Technical Community College
College Leadership Meeting
June 8, 2023 9:00 a.m.
Minutes**

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

Absent: None

Guest: Lauren Donaldson

I. Welcome

II. College Update (Jim Carlson)

Jim Carlson welcomed the Committee. Carlson shared his vision for the Committee while he serves as Interim Chancellor. Carlson provided a brief legislative update as the current session nears closing. Finally, Carlson welcomed Mary Slazer as a new Committee member.

III. Team Updates

IV. Minutes from April 21, 2023 Meeting (Daniel Roberts)

Lizette Leader motioned to approve the April 21, 2023 Meeting Minutes. Kim Finch seconded the motion. The motion was unanimously approved.

V. Old Business

VI. New Business

A. AY 2023-2024 Minimum Class-Size Approval (Daniel Roberts)

Daniel Roberts discussed the AY 2023-2024 Minimum Class-Size with the Committee. Lizette motioned to retain the current Minimum Class-Size at 12 students for Academic and Online and 10 students for Technical and Health Sciences for AY 2023-2024. Amanda Jacob seconded the motion. The motion was unanimously approved.

B. AY 2023-2024 Credit for Prior Learning Rate Approval (Daniel Roberts)

Daniel Roberts discussed the AY 2023-2024 Credit for Prior Learning Rate with the Committee. Lizette Leader motioned to approve the AY 2023-2024 Credit for Prior Learning Rate at \$50 per credit hour. Kim Finch seconded the motion. The motion was unanimously approved.

C. AY 2023-2024 Dual Enrollment Rate Approval (Daniel Roberts)

Daniel Roberts discussed the AY 2023-2024 Dual Enrollment Rate with the Committee. Lizette Leader motioned to approve the AY 2023-2024 Dual Enrollment Rate at \$50 per credit hour. Kim Finch seconded the motion. The motion was unanimously approved.

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

D. AY 2023-2024 Drug/Alcohol Prevention Program Approval (Christy Montgomery)
Christy Montgomery shared the AY 2023-2024 Drug/Alcohol Prevention Program with the Committee. Lizette Leader motioned to approve the AY 2023-2024 Drug/Alcohol Prevention Program. Christi Marceaux seconded the motion. The motion was unanimously approved.

E. AY 2023-2024 Institutional Effectiveness Plan Approval (Paul Donaldson)
Paul Donaldson discussed the AY 2023-2024 Institutional Effectiveness Plan with the Committee. Donaldson shared upcoming deadlines and process by team members can request data for reports. Donaldson also reviewed the timeline with the Committee. Daniel Roberts motioned to approve the AY 2023-2024 Institutional Effectiveness Plan. Amanda Jacob seconded the motion. The motion was unanimously approved.

F. AY 2023-2024 Public Relations Plan Approval (Lauren Donaldson)
Lauren Donaldson discussed the AY 2023-2024 Public Relations Plan with the Committee. Donaldson reviewed the overall plan with the Committee and answered questions from the Committee. Donaldson introduced the following policies to be enacted on at the next Committee meeting:

- Public Relations Policy
- Social Media Policy
- Social Media Guidelines for Employees

All items are tabled until a later meeting. Public Relations Policy was approved by the Committee in a follow email after the Committee meeting. The Public Relations Policy was unanimously approved on 6/28/2023.

G. QEP Implementation Committee (Paul Donaldson)
Paul Donaldson shared the purpose behind creating the QEP Implementation Committee with the Committee. Amanda Jacob motioned to establish the QEP Implementation Committee. Christi Marceaux seconded the motion. The motion was unanimously approved.

VII. Discussion

A. College-wide Software Assessment Discussion (Amanda Jacob/Christopher Blohm)
Amanda Jacob provided an update on a plagiarism software for the College. Christopher Blohm provided an update on cost savings to the College by moving to Zoom phone call system and changing source of funding from Student Technology Fees to State General Funds. Marc Chauvin also provided an update on potential fee cap increases to generate additional revenue to cover increase technology/software costs for the College.

B. Campus Open House Events (Daniel Roberts)
Each Campus Dean provided an update to their upcoming Open House or similar event that will take place this summer.

C. Commencement Recap (Christy Montgomery)

Christy Montgomery provided a Commencement recap to the Committee. Montgomery discussed minor adjustments for next year and thanked everyone involved in making Commencement a success. Montgomery also discussed management of faculty gowns for future Commencements.

D. HR Training Update (Christi Brown)

Christi Brown shared with the Committee the recent training for campus HR liaisons and discussed the success of the training. Brown also added that HR is looking at implementing new employee orientations.

VIII. Challenges

IX. Next Meeting

Next College Leadership Committee Meeting to be on July 31 at 1:00 pm at Southeastern Louisiana University.

X. Adjourn

Lizette Leader motioned to adjourn the Committee meeting at approximately 12:50 pm. Christi Marceaux seconded the motion. The motion was unanimously approved.