

**Northshore Technical Community College
College Leadership Meeting
December 8, 2023 8:30 a.m.
Minutes**

Present: Jim Carlson, Daniel Roberts, Marc Chauvin, Christi Marceaux, Amanda Jacob, Natasha Foret, Amy Fleming, Christopher Blohm, Dewayne Lambert, Christy Montgomery, Christi Brown, Christy Montgomery, Danielle Keys, Sandy Yaeger, Lizette Leader, Kim Finch, and Mary Slazer

Absent: Errick Baldwin, Owen Smith, and Brianna Vinet

Guest: Lauren Donaldson and Britanie Breland

I. Welcome

Jim Carlson welcomed the Committee.

II. College Update (Jim Carlson)

Jim Carlson shared good news about the progress with the College's first RN cohort. Carlson recapped recent attendance at the SACSCOC Conference. Carlson discussed enrollment and preparing for the spring semester.

III. Team Updates

IV. Minutes from October 13, 2023 Meeting (Daniel Roberts)

Natasha Foret motioned to approve the October 13, 2023 Meeting Minutes. Sandy Yaeger seconded the motion. The motion was unanimously approved.

V. Old Business

VI. New Business

VII. Discussion

A. Holiday Schedule (Christi Brown)

Christi Brown shared with the Committee an option to have a college-wide remote day on January 2, 2024. Further evaluation will be conducted on campus schedules and determine what is feasible with a remote workday on January 2, 2024.

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

Amanda Jacob shared with the Committee the opportunity that Conex Ed provides the College in software savings and efficiencies.

C. Adjunct Laptops (Marc Chauvin)

Marc Chauvin reviewed the number of unlocated laptops across the College with the Committee. Chauvin also reviewed the process for recovering in-located laptops including turning over damaged or missing laptops with the State Attorney General's Office.

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

D. Off-Boarding Checklist (Christi Brown)

Christi Brown shared with the Committee a new Off-Boarding Checklist form. Brown reviewed the steps with managing the checklist form with adjunct faculty. Committee members provided feedback based on different scenarios. Brown reminded supervisors to ensure that faculty are authorized appropriate property, and it is collected and returned at the end of their employment. Jim Carlson requested a workgroup review current procedures and determine how to revise procedures moving forward.

VIII. Challenges

IX. Next Meeting

Next College Leadership Committee Meeting to be February 9, 2024 virtually.

X. Adjourn

Lizette Leader motioned to adjourn the Committee meeting at approximately 11:15 am. Amanda Jacob seconded the motion. The motion was unanimously approved.