

Northshore Technical Community College
College Leadership Meeting
July 31, 2023 1:00 p.m.
Minutes

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

Absent: Mary Slazer

Guest: Lauren Donaldson, Sarah Pinion, Kimberly Zanders, and William Wainwright

I. Welcome

William Wainwright welcomed the Committee as President of Southeastern Louisiana University and shared Southeastern updates with the Committee.

II. College Update (Jim Carlson)

Jim Carlson welcomed the Committee. Carlson discussed the College Convocation on August 7 with the Committee. Carlson also shared the importance of going the extra mile during the first week of classes this fall. Carlson discussed current enrollment projections and the growth impacting the college this fall, and Carlson discussed the mission and value of the College

III. Team Updates

IV. Minutes from June 8, 2023 Meeting (Daniel Roberts)

Natasha Foret motioned to approve the June 8, 2023 Meeting Minutes. Christi Marceaux seconded the motion. The motion was unanimously approved.

V. Old Business

VI. New Business

A. AY 2023-2024 Public Relations Plan Approval (Lauren Donaldson)

No discussion. Item was tabled until a later meeting.

VII. Discussion

A. LCTCS Governmental & Public Affairs (Chandler LeBoeuf)

Chandler LeBoeuf provided an overview with the Committee of his role at LCTCS and his impact at the state and federal level. LeBoeuf also discussed initiatives by his office and how it impacts the College.

B. 2-Factor Authentication for Students (Christopher Blohm)

Christopher Blohm discussed with the Committee risks involving student email accounts and phishing attempts across the college.

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

Amanda Jacob provided an update to the Committee as it relates to moving software costs off the Student Technology Fee budget. Jacob shared changes in software providers over the next academic year.

D. Pre-Purge Concerns (Christy Montgomery)

Christy Montgomery shared with the Committee the impacts of student purging. Montgomery walked the Committee through the timeline for students receiving a fee bill and securing payment for the fall semester. Discussions followed with ideas to establish a new date for initial student purge for the fall semester. A work group will be established at a later date to study the most effective purge schedule.

E. Course Enrollment Caps/Strategy (Christy Montgomery)

Christy Montgomery discussed with the Committee challenges with course sections filling up during the summer and needing additional sections to match the enrollment demand.

F. Phone Operator (Christy Montgomery)

Christy Montgomery discussed challenges with the volume of phone calls impacting the College phone systems.

G. LCTCS Conference Faculty Day (Jim Carlson)

Jim Carlson discussed with the Committee strategy for faculty attending the 2023 LCTCS Conference. It was decided to keep it optional for faculty to determine which day to attend the conference.

VIII. Challenges

IX. Next Meeting

Next College Leadership Committee Meeting to be on September 15 at 8:30 am via Microsoft Teams.

X. Adjourn

Amanda Jacob motioned to adjourn the Committee meeting at approximately 4:25 pm. Sandy Yaeger seconded the motion. The motion was unanimously approved.