

**Northshore Technical Community College
College Leadership Meeting
September 15, 2023 8:30 a.m.
Minutes**

Present: Jim Carlson, Daniel Roberts, Paul Donaldson, Theresa Lott proxy for Christi Marceaux, Amanda Jacob, Owen Smith, Natasha Foret, Christopher Blohm, Errick Baldwin, Christy Montgomery, Christi Brown, Lizette Leader, Kim Finch, Danielle Keys, and Brianna Vinet

Absent: Sandy Yaeger, Dewayne Lambert, Marc Chauvin, and Mary Slazer

Guest: Lauren Donaldson

I. Welcome

Jim Carlson welcomed the Committee with a recent news story and shared the video with the Committee.

II. College Update (Jim Carlson)

Jim Carlson recognized the College's enrollment growth in headcount and student credit hours this fall with the Committee. Carlson thanked everyone involved in making the start of the fall semester a success. Carlson also shared the recent announcement that the College received \$1.49M from the Department of Labor in partnership with the Appalachian Regional Commission, Delta Regional Authority, and Northern Border Regional Commission to provide career training and supportive services to help workers in these areas secure good jobs in stable, high-demand occupations such as broadband, cybersecurity, clean energy, healthcare, and advanced manufacturing.

III. Team Updates

IV. Minutes from July 31, 2023 Meeting (Daniel Roberts)

Kim Finch motioned to approve the July 31, 2023 Meeting Minutes. Danielle seconded the motion. The motion was unanimously approved.

V. Old Business

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

Item was removed from Minutes as it requires a three year approval process and has already been approved for the current cycle.

B. Social Media Policy (Lauren Donaldson)

Lauren Donaldson shared the new Social Media Policy with the Committee. After brief discussion, Amanda Jacob motioned to approve the new Social Media Policy. Danielle Keys seconded the motion. The motion was unanimously approved.

VI. New Business

A. Contracts for Professional, Personal, Consulting & Social Services Policy Revision (Marc Chauvin)

Marc Chauvin shared the revised policy with the Committee via email prior to Committee Meeting. After a brief discussion Kim Finch motioned to approve the

revised Contracts for Professional, Personal, Consulting & Social Services Policy. Owen Smith seconded the motion. The motion was unanimously approved.

VII. Discussion

A. Adjunct Laptops (Marc Chauvin/Daniel Roberts)

Daniel Roberts shared communication from Marc Chauvin about the challenges with issuing adjunct faculty members college laptops. Campuses need to have appropriate management strategies for issuing and collecting college issued laptops. Lost or damaged laptops are costly to the college and timely collection of college issued laptops can reduce cost.

B. Staff Teaching Adjuncts (Christopher Blohm)

Christi Brown shared with the Committee about recent college audits and making sure the College follows staffing procedures and assign appropriate workload hours and overage hours.

C. Employee Exit Checklist (Christi Brown)

Christi Brown shared the new Employee Exit Checklist Form with the Committee. After a brief review, Brown requested the Committee email her with any feedback or questions about the new form.

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

Amanda Jacob and Christopher Blohm had no updates for the Committee.

E. Tuition Reduction Policy (Christy Montgomery/Jim Carlson)

Christy Montgomery discussed with the Committee challenges with the current policy and consider making revisions in the future. Montgomery walked through the current process to apply for tuition reduction by a College employee and eligibility. Committee members provided feedback and requested revisions to the current policy be presented at the next Committee meeting.

F. LCTCS Conference Reminder (Jim Carlson)

Jim Carlson reminded the Committee about the LCTCS Conference and downloading the conference app. Carlson also noted that the conference has moved back to the Hilton Riverside Hotel.

VIII. Challenges

IX. Next Meeting

Next College Leadership Committee Meeting to be on October 13 at 8:30 am located at the Livingston Campus.

X. Adjourn

Amanda Jacob motioned to adjourn the Committee meeting at approximately 10:40 am. Kim Finch seconded the motion. The motion was unanimously approved.