

**Northshore Technical Community College
College Leadership Meeting
September 12, 2025 9:00 a.m.
Minutes**

Present		Present	
X	Jim Carlson	X	Burke Jones
X	Daniel Roberts	X	Lizette Leader
X	Marc Chauvin	X	Bridget LaBorde
X	Melandie McGee	X	Mary Slazer
X	Sarah Pinion	X	Amanda Jacob
X	Frank Fudesco	X	Errick Baldwin
X	Christi Marceaux (Proxy)	X	Eleanor Harris
X	Todd Dozier	X	Christi Brown
X	Dewayne Lambert	X	Christohper Blohm
X	Owen Smith	X	Don Wheat
X	Sandy Yaeger	X	Pamela Williams
Guests: Britanie Breland (Proxy), Jennifer Karasoulis, and Lauren Donaldson			

Location: Lacombe Campus

I. Welcome & College Update

Jim Carlson welcomed the Committee. Carlson shared information about upcoming local events. Carlson discussed campus security and recent events. Carlson encouraged the Committee continue focusing on student retention and strategies toward improving retention. Carlson shared impacts of ACT 419 and student citizenship as well as recent legislation on student hazing. Carlson ended with celebrating the college's fall enrollment increases.

II. Minutes from July 1, 2025 Meeting (Daniel Roberts)

Don Wheat motioned to approve the Meeting Minutes. Amanda Jacob seconded the motion. The motion was unanimously approved.

III. Old Business

IV. New Business

A. Faculty Workload Policy Revisions (Daniel Roberts)

Daniel Roberts shared revisions to the Faculty Workload Policy with the Committee. After a brief discussion, Amanda Jacob motioned to approve revisions to the Faculty Workload Policy. Burke June seconded the motion. The motion was unanimously approved.

B. Financial Aid Verification Policy New (Frank Fudesco)

Frank Fudesco presented the new Financial Aid Verification Policy to the Committee. After a brief discussion, Burke Jones motioned to approve the new

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

Financial Aid Verification Policy. Sandy Yaeger seconded the motion. The motion was unanimously approved.

C. Financial Aid Code of Conduct New (Frank Fudesco)

Frank Fudesco presented the new Financial Aid Code of Conduct with the Committee. After a brief discussion, Sarah Pinion motioned to approve the new Financial Aid Code of Conduct. Pamela Williams seconded the motion. The motion was unanimously approved.

D. SAP Policy Revisions (Frank Fudesco)

Frank Fudesco shared SAP Policy revisions with the Committee. After a brief discussion, Sarah Pinion motioned to approve revisions to the SAP Policy. Don Wheat seconded the motion. The motion was unanimously approved.

E. Student Grievance Policy Revisions (Frank Fudesco)

Frank Fudesco reviewed revisions to the Student Grievance Policy with the Committee. After a brief discussion, Burke Jones motioned revisions to the Student Grievance Policy. Amanda Jacob seconded the motion. The motion was unanimously approved.

F. Campus Safety & Hazing Policy Revisions (Frank Fudesco)

Frank Fudesco shared revisions to the Campus Safety & Hazing Policy with the Committee. After a brief discussion, Bridget LaBorde motioned to approve revisions to the Campus Safety & Hazing Policy. Amanda Jacob seconded the motion. The motion was unanimously approved.

V. Discussion

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

Amanda Jacob shared information on software and Title 2 federal requirements tied to accessibility with the Committee.

B. Replacing Old Computers Across College Discussion (Christopher Blohm)

Christopher Blohm discussed available funding sources associated with replacing computers that are beyond their lifecycles. Marc Chauvin encourage Committee members working on grants to include computer replacement support within grant proposals.

C. 2026-2027 Academic Calendars Review (Daniel Roberts)

Daniel Roberts presented the proposed 2026-2025 Academic Calendars to the Committee. Roberts asked that Committee members review and provide any feedback, and that the calendars will go before the Academic Affairs Committee at its next meeting for final approval.

- D. SACSCOC Prison Education Program Onsite Visit** (Daniel Roberts)
Daniel Roberts shared the SACSCOC Prison Education Program (PEP) onsite visit dates at the Rayburn Correctional Center on November 10 through 12. Roberts said he would share an agenda with the Committee as soon as one is provided for the visit. Roberts reminded the Committee members to be available that week in the event they are needed for the visit.
- E. HEO Program Equipment Discussion** (Bridget LaBorde)
Bridget LaBorde discussed with the Committee about the HEO Program Equipment and needs for the equipment to be used only for training purposes only.
- F. NTCC Crisis Communication Plan** (Lauren Donaldson)
Lauren Donaldson tabled the item until a later meeting.
- G. New HR Onboarding & Mentors** (Christi Brown)
Christi Brown discussed phase one of the new employee orientation with the Committee. Brown shared areas that will be covered within the orientation and covered what areas will not be covered in the orientation. Brown discussed how the communication and schedule will work with new employees. Brown shared that Faculty Senate is going to be involved as mentors to new faculty.

VI. Challenges

VII. Next Meeting

Next College Leadership Committee Meeting will be October 24 virtually at 8:30 am.

VIII. Adjourn

Amanda Jacob motioned to adjourn the Committee meeting at approximately at 11:50 pm. Burke Jones seconded the motion. The motion was unanimously approved.