

**Northern Essex Community College
Academic Affairs Leadership Team
August 1, 2013**

Attendees: Bill Heineman, Sharon McDermot, Judy Zubrow, Grace Young, Pat Demers, Mary Farrell, Chuck Phair, Linda Shea, Mark Reinhold, Shar Wolff, Donna Bertolino, Janice Rogers (note taker)
Absent: Ellen Wentland, Diane Zold-Gross, Nancy Garcia, Noemi Custodia-Lora

Discipline-specific professional development:

Bill has set aside \$10,000 in his budget for this purpose, which supports the AMP priority to support faculty professional development. Sharon will form a committee to develop guidelines and review applications for funding. The requests should involve more than one faculty member and be specific to the faculty members' program/discipline. Funds can be used to bring trainings to campus. Depending on the success of this initiative, the funds may be integrated into the Center for Professional Development budget in the future. There is an additional \$4000 approved by the Executive Board of TASS (Teaching Academic Survival Skills) to send four faculty/staff to the annual NECC-sponsored conference in March.

Academic Affairs Committee Update:

Bill will once again provide the AAC with a preview of major proposals the committee can expect to be reviewing in the upcoming semester to help them plan their time. Please send Bill a bulleted list of new programs, major revisions of existing programs, and any policy/curricular changes that will be submitted from your area by August 15. Descriptions should be brief. Grace noted that Sue Shain will need assistance when entering new program information into BANNER. Bill will discuss with Grace and Enrollment Services.

Other Business

- **Budget-** Bill reported that the Academic Affairs operational budget may be reduced by \$50,000. If that happens, each division will be given an amount to cut and will have a short time to respond. Some suggestions were made to look at the Instructors, Lecturers and Trainers line which had unused funds in FY13, and/or the graphics line. Judy asked about putting a cap on the number of copies allowed for each faculty/staff. Bill suggested she talk to Ron Taber about how to accomplish this.

Grace suggested there would be substantial cost savings if all of the information from the handbook, including the recommended sequence of courses and whether a course is offered in a particular term, could be posted on the college website under course and program requirements. That would eliminate the need to print the handbook each year. She will talk to staff in Ron Taber's area about how this is being done at Middlesex CC.

Bill confirmed that the personnel budgets are set but that we can pull from them for budget cuts if appropriate. He also confirmed that IT will cover the cost of basic computer equipment for faculty and that the departments would need to pay for any enhancements for specialized program needs.

- **Faculty searches-** Bill encouraged everyone to push approved searches along. There are 5 ongoing searches for faculty in the Health division after a loss of 3 faculty this past spring. If all of the approved searches are successful, there will be a net gain of 3 positions in the coming year.
- Bill congratulated Donna Bertolino on receiving approval for the Haverhill Assessment Center as a **Pearson VUE testing site**. They will be able to do MTEL and other certification testing in the months ahead.
- Donna said that Donna Felisberto is now in charge of **Credit for Life** and is working with a small team to standardize the Credit for Life form, create a rubric for evaluation, and establish a uniform process for awarding credits. Grace will develop an official policy on evaluating military credits.
- There was a question about the list we received of **enrollments by program** and the classification of student status as new, re-admit, and other categories. This needs further clarification.
- **Reorganization-** Bill reported the following:
 - Colleen Walsh is not returning. There is discussion about how to handle the Registrar duties she was responsible for. Tina Favara will handle day to day management of Lawrence CPAC, and Grace and Alexis Fishbone will maintain a weekly presence in Lawrence. They are aligning Lawrence with Haverhill procedures. It is hoped to provide some additional Financial Aid capacity in Lawrence when CPAC moves to the El-Hefni building to better meet demand.
 - Nora Sheridan's direct reports (Tina Favara, Laurie Dimitrov, Sue Martin, Nita Lamborghini, Alexis Fishbone) will temporarily report to Bill while they determine what position is needed to provide oversight for their areas going forward.
 - The Bursar now reports to David Gingerella and MARCOM reports to Jean Poth. Mary Ellen Ashley continues to supervise Ellen Grondine, Dawna Perez and other Lawrence activities. TechPrep/CVTE is moving to Ellen Grondine's area as of 9/1/13. A new person will be hired to replace Martha Bixby, who will stay in advising.
 - Candy Rentas is taking a one-year leave of absence. Linda Fagan will take over the evaluation process.
 - Deb LaValley will provide support for Academic Affairs in Lawrence.
 - Glennys Sanchez is leaving NECC and Laurie Dimitrov will take over international student admissions.
- **Shuttle-** Grace reported that the MVRTA will run regular express buses from the Buckley Garage on Amesbury Street to the Student Center in Haverhill from 7am-3pm in the fall. Students will not have to pay but will have to show their IDs to ride the bus. The college pays \$1 per ride. This service is expected to reduce demand for extra shuttle runs.