

All College Assembly Meeting
Monday, October 1, 2012
12:00 – 1:00 p.m., TC103A & L244

Terry Cargan, Chair of the Executive Committee, called the meeting to order at 12:05 p.m. with over 75 people in attendance in both Lawrence and Haverhill.

Call to Order:

Terry thanked everyone for attending the meeting and thanked staff for their help in arranging the details. Terry said the April 2nd meeting minutes were not able to be located and we will be looking into that; the meeting that day was chaired by Terry in Lawrence &, in Haverhill, Ginger Hurajt, chair of the Student Affairs Committee. The focus of the meeting was on students and governance and included the Student Senate.

Terry gave a brief overview of the All College Assembly website and a refresher course on NECC's governance system. She talked about the Charter of the ACA and the five (5) standing committees: Academic Affairs, Student Affairs, Finance Committee, Executive Committee and the newly formed Information Technology Committee. Terry discussed the purpose of the ACA as being a venue for faculty/staff to provide input on issues of college-wide importance.

Standing Committees:

Terry introduced the Standing Committee Chairpersons:

Pat Willett talked about the **Academic Affairs Committee** and the work that they do. She mentioned that there has been changes to the Academic forms which will help make that process easier. She talked about Jane Bailey's responsibility being the Administrative Assistant for Academic Affairs and advised everyone if they have changes to proposals etc., to please forward them to Jane. Pat then stated that the Academic Affairs Committee will be working with the Core Academic Skills Committee this semester.

Bill Zannini talked about the **Finance Committee** and that there will be brochures available, which will describe the committee's charge along with meeting dates. Current projects the committee is working on is the college's budget, review of the current fee structure, the usage of the Riverwalk facility, Workforce Development and what is happening there and the \$6.2 million DCAM project which is underway. Bill mentioned the letter of recommendation sent from the Finance Committee to the President with recommendations regarding a health counselor, IT, Marketing Area and Workforce Development last fiscal year.

Ginger Hurajt talked about **Student Affairs** and mentioned that there currently are openings on the committee. She talked about serving the students and the projects the committee is currently working on. One issue that is being looked into this semester is the late fee issue with registration/students. Ginger also mentioned the need for a charter change to allow for a student representative on the Standing Committees. The Student Affairs Committee meetings now include a Student Senate

representative. Ginger then talked about the need for Blackboard tutoring and also working with the Distance Education Committee.

Terry Cargan talked about the **Executive Committee** and that one of the Committee's purpose is to act as a "mothership" for the other committees when necessary. She talked about the Executive Committee overseeing the All College Assembly meetings, any policy and planning issues with the college, having a presence on the Strategic Planning Steering Committee and other bookkeeping duties if needed, and pursuing issues of college-wide importance other committees can't address.

Mike Broughton introduced himself as the current Interim Chairperson of the **Information Technology Committee**. The committee's first meeting is October 12th and if anyone has any questions or items for the IT Committee to please let him know. He would like to see the IT Committee as an avenue of communication for faculty & staff and for planning purposes. He said some topics for discussion include: online resources, distance learning, online registration, hardware & software implementation. Mike mentioned the process for topic discussion which will start with the staff person bringing the item up with the CIO and he in turn will bring it in front of the IT Committee.

Academic Scheduling Concerns:

Steve Mathis talked about the English Department meeting a few weeks ago and that there were a lot of students unable to register for class due to the class being full. He advised everyone to notify him if they have had any issues regarding this or the early/late fee.

Sue Grolnic talked about Experiential Learning Opportunities and that she will be doing a listening tour asking faculty/staff about their ideas on this topic. She asked everyone to think about this question: Should Experiential Learning be a strong part of NECC's Culture?

One or both of these topics will be continued at the next ACA meeting.

A motion to end the meeting was made and all members voted in favor. The meeting was adjourned at 12:58 p.m.