

All College Assembly
Minutes
April 13, 2009
12:00 – 1:30 p.m. TC103A, L240

Terry Cargan, Chair of the Executive Committee, called the meeting to order at 12:08 pm.

Approval of February 2, 2008, ACA meeting minutes.

A motion to approve the minutes of February 2, 2009 was made by Steve Mathis and seconded by Gene Wintner. All members voted in favor.

NEASC Update:

Standard Chairs provided summaries of their teams' progress to date.

Jim Murphy reported on the **Structure and Standards committee** and introduced Frank Dushame who brought everyone up to date on **Standard 8**. This committee has been holding bi-weekly meetings to oversee and discuss organizing and retrieving data, conducting surveys of employees involved with the college's physical resources, and other tasks as needed. They also performed a facility tour of the Lawrence Campus and one of the Haverhill campus is scheduled as well. Their group has subdivided their standard into 6 sub-sections, each of which is the responsibility of a committee member. They also met with Standard 7 committee and learned about their standard involving the library technology.

Bill Heineman reported on working with **Standards 1 and 11** with Jorge Santiago. Standard 1 focuses on our mission and purpose, whether we know what our mission is, and if we follow it. He thanked all those involved and stated they are meeting once a month and working on the project in between. Standard 11 is about integrity. NEASC is looking for what our values are, how we incorporate those values in our policies and practices, and if we assess ourselves on well we adhere to those values or not.

Rick Lizotte spoke about **Standard 2** with Beth Wilcoxson. They are looking into what our short and long term plans are and how these relate to the Strategic Plan. Rick said, "Our challenge is . . . looking at how do [we] plan and evaluate what [we] do."

Christine DeRosa reported on **Standard 3**, organization and governance. That team has divided their standard into three areas of emphasis: the Board of Trustees, administrative organization, and participatory governance.

Steve Mathis is working on **Standard 4**, the Academic Program. He stated this is a long standard and a lot of meetings have taken place. He will be working with Ellen Wentland in gathering information and working with others. By the end of this semester there should an initial draft of their standard.

Gene Wintner is working with Deidre Budzyna on **Standard 5**, the faculty part of the report meaning, do we have enough full and part-time faculty, how are they brought in, hired and other factors involved. The data is being collected

Standard 6 involves the students. There are 18 different sections to this standard and the committee is an active and large committee. They have divided the standard up into sections and are starting to draft out the information they've gathered.

Gail Stuart talked about **Standard 7**. This involved the Library and other informational resources. She is being assisted by Tricia Butler and others that are gathering the information and getting organized. The group is meeting regularly and we have met with **Standard 8** group to review our information and look over some overlaps. Information literacy has new prominence in the study, particularly how the college is incorporating information literacy to its goals..

Allan Hislop reported on **Standard 9**, financial resources. The members have held a meeting with Sue Wolfe to gather data.

Amy Callahan & Claire Thompson-Ostrander are working on **Standard 10**, public disclosure. The committee is looking at how the college distributes and makes available information to the public.

Judith Kamber thanked all the chairs for reporting, as well as expressing appreciation to everyone who has been working on this.

Budget Update:

Sue Wolfe provided a budget update, during which she said the following:

- The FY10 budget assumptions are that we have some resources available to us and our state support is at 44%, student fees at 30% and grant support at 20%.
- Our planning and budgeting is based on \$19.1 million for FY10 and we are expecting over \$16 million, which means we will be starting the coming year with \$3.3 million less.
- The House Ways and Means budget comes out this Wednesday and we feel that the state support will not change much.
- Student fees will likely increase for FY10.
- There is a Budget Blog that many have contributed to and the Leadership Committee has met and reviewed all suggestions, comments. We have decided no on a parking fee, a course credit fee will be looked into next year and other details. We are preparing a document of pros/cons with the ideas on the website for all to see.
- If board approves an increase in fees, we would get more \$1 million in revenue. Therefore, FY 10 would be \$2 million less.
- Regarding Federal Stimulus funds, there is \$160 million available to higher education and for NECC, we are unsure at this time about the amount. Whatever funds we do receive, they are federal grant funds and there will be guidelines in the use of these funds. We might get less than \$2 million. The college received a 60 page document on how we can use this money and it is a one time infusion.
- We are on the schedule to meet with President Hartleb May 1st regarding the FY10 budget. On May 19th we need to have a final budget in place to go before the Board of Trustees. The Budget blog is still available if you need further information and the feedback will be on those webpage as well. If we receive any further clarification on the stimulus funds we will post that as well.

Questions

Question #1:

What is the potential of all of this – to prevent job cuts?

Sue said most of the cabinet is moving forward to have a reduction on programs/services and staff for the next 3-5 years. The Federal Stimulus funds will not help that and will not go very far to reduce the layoffs or retrenchments we have in place. There are parameters and our intent is to go by those guidelines.

Question #2:

When is all this going to be known?

The final deadline will be June 3rd at the meeting of the Board of Trustees in which they will approve or change the student fees and approve our FY10 budget.

Question #3

Student fee increase – is that a recommendation?

That topic is still being discussed and she feels there might be an increase anywhere from \$8 to \$10 over 3-5 years. The Board of Trustees will decide on this.

Question #4

Is there going to be more news soon regarding job cuts for the future?

Sue – yes. We are all preparing the FY10 budget now and each division is giving its ideas, suggestions and we have a good understanding on what we need to do regarding staff reduction. We will be receiving President Hartleb's input as well.

Question #5

Is there a requirement for the stimulus money to be used within the FY?

Sue believes there is.

Question #6

Could you clarify if the stimulus funds will be able to pay for staffing?

Sue stated that they are still learning more about the stimulus money regarding these next two years and they are still trying to find opportunities to roll people from local trust grants to the federal grants.

Question #7

Are we expecting increase in enrollment?

Sue – we are not factoring that into our budget – Maryellen did research and the numbers vary year to year. WE cannot use that increase as a guarantee that it will help our FY 10 budget.

Question #8

How will NECC use its reserves to preserve jobs?

Sue stated that the rainy day funds are not an option here. We do not have much funds available in our reserve although the positive side is the college does not have any debt as well that has been incurred. We have paid for all our things and have not taken any loans out.

Question #9

How are we looking into needs, goals of the college?

Sue stated she is working with Jeff Bickford and Lane Glenn regarding giving a proposal/report to the Board of Trustees and the President showing the need to incur some debt to replace pc's, new lab equipment and other things the college should be replacing.

Question #10

Terry Cargan mentioned that two students from Deaf Cluster talked to her before the meeting about their program closing down. They are concerned about this and asked if she would mention it at today's meeting. She asked to whom specific questions about this decision might be addressed.

Sue said to address questions regarding programs to Lane Glenn..

Standing Committee Elections

Terry Cargan reported that an email will be going out shortly soliciting nominations for open Standing Committee positions. She emphasized that elections will be held only for contested positions, and encouraged everyone to participate.

Terry Cargan asked for a motion to adjourn the meeting.

A motion to end the meeting was made by Gene Wintner and seconded by Christine DeRosa. All members voted in favor. The meeting was adjourned at 1:30 PM.