

**Academic Affairs Leadership Team**  
**Thursday, March 11, 2010**

I. CHECK – IN

a) Agenda

- 50<sup>th</sup> Anniversary of NECC - Lane
- Chairs/Coordinators Reassigned Time - Lane
- FY11 Staff Requests - Lane
- Ripple Effects - Lane

II. ACTION ITEMS

a) 50<sup>th</sup> Anniversary NECC - Lane

Jean Poth is forming a committee to celebrate the College's 50<sup>th</sup> anniversary. Jean has asked the Dean's to submit names to her of faculty and staff who would like to assist with the celebration.

**ACTION(S): Deans will provide names of interested persons to Lane and Sharon by March 15.**

b) Chairs/Coordinators Reassigned Time - Lane

Once the departments have been reorganized, the reassigned time forms will be finalized. Lane will send a note to the Chairs and Coordinators informing them of the new timeline.

Beth had her Chairs and Coordinators to put in for five courses since the reorganization is not complete and we don't know what the final results will be.

c) FY11 Staff Requests - Lane

Lane discussed the FY11 Staff requests with the group. Since we do not know what the budget will allow, staff requests were not prioritized. The Dean's each discussed their requests with the group.

d) Ripple Effects - Lane

Lane asked the group if they had any issues to be discussed regarding their areas. Beth mentioned the fact that she wanted to send out a college wide email for the Christian Club which was having an event. Due to the absence of the person who could approve the email, the email went out after the event was held.

Beth also mentioned a situation where there was an absence in the Registrar's office and a Directed Studies form could not get processed for a student. The student needed the form complete for Financial Aid reasons.

**ACTION(S): Lane will take these issues to the areas that need to be aware of the problem and report back with his findings.**