

**In attendance:**

Deb McKinney, Jennifer Levesque, Deb LaValley, Karen Hruska, Kelly Sanborn, Brian MacKenna-Rice, Liz Teoli, Isabelle Gagne, Kathy Hudson (Lawrence)

**Absent:**

Amy Cameron, Meredith Gunning, Solanyi Munoz, Hilmar von Strunck, Matt Day (student), Alexander Quiroz (student)

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**1. Lawrence Bookstore Hours**

- a. Liz Teoli was approached by multiple parties who were unhappy about the difference in physical hours between the Lawrence & Haverhill campus bookstores, especially the fact that the Lawrence bookstore closed before the fall 2018 semester ended. Lawrence campus students were told that they could go to the Haverhill campus bookstore, or return their books by mail. After complaints, a return bin was placed outside the Lawrence bookstore.
- b. Isabelle was in contact with many involved parties to determine why this was. After explaining the reasoning (bookstore management said it was due to lack of sales), and our counter reasoning (students are not looking to purchase items at the end of the semester, but rather to return their rented items), changes were made. An email blast was sent campus-wide, and signage was put up.
- c. The Lawrence campus bookstore will be open (with limited hours) from May 9th - May 16th for buyback and rental check-in, and a drop box will be available for after hours.
- d. The Student Affairs Committee is pleased with these changes and hopes that this will alleviate any of the issues that the Lawrence campus students had in the fall 2018 semester.
- e. It was noted that the bookstore will be moving back to the Dimitry building in the fall of 2019. Hopefully, this will help with bookstore profits as well as any hours discrepancies.

**2. Update on Location of Student Services including Learning Accommodations and Counseling**

- a. The moves are still being completed (PACE to 213, Civic Learning to 211) but the overall atmosphere has drastically improved. Students are now able to get the services they need with little interruption or discomfort.
- b. Karen Hruska is working with various parties across campus to make more positive use of the vacated space on the second floor. This includes Wellness Wednesdays (yoga, meditation, etc...), adding technology to some of the cubicles, and repurposing them for student group study spaces.
  - i. Input for the usability of the now vacated spaces came from the Student Government Association and various interested students who attended open meetings.
  - ii. These are exciting and low/no-cost solutions. The space is flexible, and the footprint is minimal, as the items (cubicle walls, tables, chairs, etc...) are already in the space and just need to be moved around.

**3. Update from the Lawrence Campus**

- a. Kathy Hudson stated that most issues/concerns with the Lawrence campus are related to the moves in/around the Dimitry building. There is nothing pressing at the moment, and we will check back in next month (March 2019) for more updates.
- b. Deb LaValley asked if there were any Lawrence students interested in joining this committee. Kathy Hudson will be reaching out to a few selected students to see if they are interested.
- c. It was noted that it would be wonderful to have input from students at both campuses, but the committee does understand the difficulty of having student representatives.

**4. Update on the Student Affairs Committee digital footprint**

- a. The SAC minutes were sent to Linda Buckley to be added to the NECC Faculty/Staff website. All future minutes will be uploaded to the site as well.
  - i. Update: I (Liz) went looking for the site to insert the link here and was unable to locate it. I have emailed Linda Buckley for the confirmation of URL.
- b. The SAC has the ability to have a Blackboard site as well. Liz and Isabelle have access to this, and Liz will work on building the site during the spring 2019 semester. Please send any suggestions to her ([eteoli@necc.mass.edu](mailto:eteoli@necc.mass.edu)). We will follow-up on this at the next SAC meeting (3/4/2019).

**5. December 2018 Student Affairs Committee meeting**

- a. There are no official minutes for December 2018, as there were too few members in attendance to have a quorum. The meeting was therefore classified as unofficial.

**6. Guest: Danny Richer to discuss admission and recruiting at NECC**

- a. Spring 2019 new & transfer student enrollment exceeded our goal of 535 students (surpassed by 7).
- b. Student enrollment is classified in multiple ways. There are brand new students, students who went to other schools and now want to try NECC, and returning NECC students. Returning students make up the largest number, and are the most challenging group to retain.
- c. The admissions office is primarily focused on new & transfer students. They have a variety of upcoming events to attract new individuals:
  - i. NECC College Fair (April 10, 2019); looking to bring in 400-450 visitors to the school. Admissions is working closely with marketing on this.
  - ii. Spring Open House (March 2, 2019); to be held in the lobby of the El Hefni building. Showcases many great aspects of NECC.
  - iii. Athletics Open House (February 19, 2019); Event focuses specifically on the athletics department. Admissions is working with Dan Blair. They are holding a meet & greet from 430-545pm; all attendees are invited to the NECC basketball game immediately following the open house.

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- iv. College for a Day (early to mid-May 2019). Last year's Homeschool summit had a low turnout, this year they are working closely with the early college program and creating programming specific to these potential students.
  - d. Current/ongoing admissions initiatives are:
    - i. Special events are held on the first Saturday of every month.
    - ii. Tours are being given on a weekly basis.
    - iii. Application days are set up in advance with the guidance staff various local high schools to help students apply.
      - 1. Follow-ups are set up for a few weeks after the event, and even the ACCUPLACER is proxied and done at the high school. This is a way to pull rather than push students through the admissions process, which is a much better approach.
      - 2. Students who have gone through this route can pretty much show up on campus and register as soon as registration is open.
  - e. There are exciting admissions things coming up for the fall semester.
    - i. Admissions is working closely with 4 area high schools on distributing information to every single household with a senior student in them.
    - ii. They are also working in conjunction with Haverhill Public Library to reach non-traditional students, and are planning on tabeling events at area Market Baskets to reach the greater community.
  - f. The Admissions office is fully staffed.
    - i. Thomas is so embedded with Lawrence High School that he has an office there 2 days per week.
  - g. Deb LaValley inquired about how Admissions integrates NECC's new initiatives so that people have a better understanding of how we are evolving as a Community College.
    - i. Danny: The content of his presentations has changed, but not the delivery. He is always showing people what makes us unique (Navigators, Student Success hub, academic hubs, the overhaul of both counseling and student life, new athletics); what it's like to be a student (best answered at on-campus events such as college for a day); and how you get in to NECC (Navigate has changed everything, and we encourage them to sit down with an admissions counselor, etc...)
    - ii. Faculty are also encouraged to help with this, it's not a time-consuming commitment, simply take 5 minutes to chat with prospective students and families when they are brought to meta-major centers on campus tours. This makes all the difference and helps to make personal connections.
  - h. Danny's office is in SC103C, please visit or email him with more great ideas, or for more information.
- 7. International Women's Day (IWD)**
- a. The theme for NECC's 2nd Annual International Women's Day is Balance for Better (#BalanceforBetter).

- i. We are going for a political take on this and inviting women who have run for public offices in the local communities. (Juana Mattes, Bopha Malone, Tram Nguyen & another speaker TBA)
- ii. The goal is to show how women become empowered leaders and how to become agents of change in the world.

#### **8. Food Initiatives**

- a. The farmer's market is still going strong on both campuses. In the fall of 2019, the market will move from El Hefni to the Dimitry building.
  - i. The length of the market was shortened to ensure that we do not run out of food for those who come towards the end of the market, and to streamline the market in general.
  - ii. There has been a great amount of help with the market itself on both campuses. More assistance is needed at the end of the market with cleanup, especially in Haverhill (Haverhill is the drop place for all the food, so there's twice as much work on this campus).
- b. PB&J stations are still going strong, please contact Student Life/counseling for food supplies only. They do not advertise ahead of time in case the supplies are low or have not been replenished by our generous donors.
- c. The Smart Meals program has been very well received. Students simply need to go to the welcome express window on either campus and they can get one free meal per day. There is a small survey that is necessary to fill out so that the charity can gather statistics, personally identifying information is not requested.
- d. Students eligible for SNAP benefits can sign up for the program with Janel D'Agata-Lynch.
- e. Isabelle requested that PDF files of the initiative flyers be sent to the faculty to be embedded in Blackboard classes, Karen agreed to send over the files.

#### **9. Other Counseling/Student Life Updates**

- a. SGA is working with Student Life to put on various Valentine's Day events.
  - i. Dinner & a Movie: free for students, \$7 for Faculty/Staff
  - ii. Health Quarters Haverhill is coming to campus during the day on 2/14 to bring sexual health materials and STI prevention information.
  - iii. A Trauma-Informed Schools workshop will be held on campus in October 2019, information is forthcoming.

#### **10. Follow-up on previous committee discussion items**

- a. Deb LaValley asked that we follow up on the email blast/Constant Contact discussion with Ron Taber from marketing
  - i. History: Ron was a guest at the May 2018 SAC meeting and informed committee members that Constant Contact would roll out live in July of 2018. The email blast issues have been ongoing for 3+ years, and the committee would like to see some positive action on this front.
  - ii. Further Information: The IT Committee was told in late fall of 2018 that Constant Contact was being rolled out at the beginning of the spring 2019 semester.

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- iii. **Action:** Isabelle will invite Ron to the next committee meeting for an update

**11. SOAR Forums**

- a. Everyone is encouraged to participate in the SOAR forums that will assist us in the NECHE accreditation.

**12. Meeting Adjourned**

- a. The meeting came to a close at 4pm, there was not a motion to adjourn, as there was not a quorum at the time due to various committee members having to leave early.

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**Submitted by Liz Teoli & Isabelle Gagne 2/11/2019**