



**All College Assembly Meeting Minutes
TC 103AB, Haverhill Campus & LC 301, Lawrence Campus
April 8, 2019**

Chair Sheila Muller called the meeting to order at 12:30 pm. The minutes of the February 11th meeting were unanimously approved.

Update from our Chair:

- Chair Muller presented an update from the five Standing Committees, which are created to have a high level of communication in order to carry out the true mission of the college. It was noted that the committee meetings are public and all are invited to join in order to have a more prominent position to see that all voices are heard. The Executive Committee works as an advisory body to the president, the Finance Committee works closely with the CFO, the Information Technology Committee works with the CIO, and the Academic Affairs Committee works with the VP of Academic Affairs and Student Affairs.
- The four divisions have an equal distribution of faculty and staff. A question arose about the Academic Preparation area. Since this is not a division, it is not a separate committee; however, the Faculty at Large reaches out to areas that are not divisions. Patricia Machado noted that this concern of Academic Preparation not being a Division has been discussed with the Finance Committee. This matter will be further examined by Chair Muller and Bill Heineman.

Lawrence Campus and the John R. Dimitry Building Re-Opening, Fall, 2019:

Presenters: Noemi Cusotodia-Lora, VP of Lawrence Campus and Community Relations
Tina Favara, Assistant VP of Student Affairs
Irene Chalek, Executive Director, Center for Adult Education

- It was noted that, for the most part, the spaces will be assigned to the original plan prior to the renovation. The renovation opened up the lobby area where the atrium is located to allow for a student lounge with couches, tables, and charging stations. The student government association announced that it will be donating a class gift of furniture for this area.
- A student success hub will be located in L100 in the fall of 2019 with a full hub in 2020. Tutorin and coaching space will be located in L200, along with a classroom in the adjacent space. The Student Support services will return to the the pre- construction location in the fall of 2019.
- Due to structural implications, the library will remain on the first floor. Facilities is working on researching the necessary requirements in order to move the library to the second floor. If this move takes effect, it would allow for more classroom space.
- The new model of the bookstore will be a pop-up version, but attention will be paid to ensure that the students' needs are met.
- A concern was noted in regard to the possibility of moving tutoring from Amesbury St. to a small academic space in Dimitry.
- Under Janice Rogers, the Center for Adult Education will have a physical space in the student success hub. This department, with a staff of 23, has been a part of the college for the past 20 years, and specializes on adult education classes and advising services, including reading, writing, speaking, listening, science, and math. Also, English for Speakers of Other Languages is a course that has specific goals, curriculum, standards, levels, and "next steps".

Other Issues:

- It was announced that "College for a Day" is being offered on April 10th, from 8:00 am to 2:00 pm, at the Behrakis One-Stop Center, with opportunities to sit in on a college class, talk with current students, take a campus tour, and participate in workshops.

With no further issues, the meeting was adjourned at 1:40 pm.

Respectfully submitted by Linda Buckley

April 9, 2019