

**Student Affairs Committee Meeting Minutes**  
**Monday September 9, 2019**  
**2 pm - 4 pm, Haverhill A 112/ Lawrence LC 301**

**Haverhill:** Hannah Benning (A/Student), Tiffany Esmerio (A), Isabelle Gagne, Meredith Gunning (A), Debra LaValley, Brian MacKenna-Rice, Deb McKinney, Kelly Sanborn, Liz Teoli, Rachel Boersma, Eldiane Elmeus,

**Lawrence:** Kathy Hudson, Denise Trinidad, Gabe Garcia (guest)

**Student(s):** Hannah Benning (A/Student)

**Guests:** Gabe Garcia (Counseling Services)

**Absent:** Jennifer Levesque (on leave), Karen Hruska (email), Jacqueline Dick (email), Daniel Keating (Student, email), Amy Cameron (A), Amanda Fregeau (A), Hilmar von Strunck (A, email),

1. The meeting was called to order at 2:02 pm by Isabelle Gagne, chairperson
2. [5/6/2019 Meeting Minutes](#)
  - a. 2 corrections noted on page 2 (room number change L202 to L200).
  - b. Deb LaValley motioned to approve with corrections, Brian MacKenna-Rice seconded.
3. Update from each Student Affairs Representative
  - a. SAC representatives discussed positive events of the summer such as not having to move offices, holding/participating in various events in the student success hubs, holding a record number of campus tours/open house events, the Universal Design seminar, the increase in and visibility of campus signage, securing funding for professional grants, having a 100% pass rate for nursing students taking their board exams, opening the health services academic hub, enrolling children in college courses, and adopting kittens!
4. Items that committee members want to focus on for this semester are:
  - a. **Emergency preparedness** (Deb LaValley) specifically as it relates to resources that NECC has available for faculty, staff, and students. The campuses received a “shelter in place” text related to a potential tornado, but people seemed to carry-on as if it was business as usual. Also, there was not a follow-up text to say that all was clear. There is a campus emergency preparedness team, but we do not know who the members are. We were supposed to receive a Campus Security Report from Deb Crafts in June 2019, but still do not have it.

**Action: Isabelle will follow-up on this at the Chairs of Academic Committees meeting. It was recommended that this also be sent to the Executive Committee.**

- b. **Construction at the front entrance of the student center** (Kelly Sanborn)
  - i. There was an undisclosed gas line and construction has been at a standstill for 6+weeks.
  - ii. Is there any way that we can have the amount of closed off parking spots shrunk? The entire row is roped off, but only half of it is housing construction equipment.

**Action: Isabelle will follow-up on this at the Chairs of Academic Committees meeting. It was recommended that this also be sent to the Executive Committee.**

- c. **The shuttle** schedule has been severely slashed and the blue NECC shuttle busses have been removed from rotation (all SAC members). The livery vans that have replaced them only have 12-13 seats, and fill up quickly. Students are having to leave classes early to catch a shuttle to the other campus or risk sitting around for 2+ hours for the next shuttle. The shuttle issues have been the number one complaint at the welcome week tables in the El Hefni building, as students were told repeatedly over the summer that there were shuttles that ran regularly to each campus. Last semester they were more frequent, why were they severely slashed?  
Also, is NECC paying for the MVRTA service? How is this connected to the college budget?

**Action: Isabelle will follow-up on this at the Chairs of Academic Committees meeting. It was recommended that this also be sent to the Executive Committee.**

- d. **The second bus shelter at the front of the Haverhill campus** has been removed (Liz Teoli & Kelly Sanborn). The shelter was damaged during the spring 2019 semester and it has since been relocated to the back of the Spurr parking lot. Paul Miedzionoski, head of facilities, said that "Facilities was instructed to remove the covered bus stop." The second shelter was put in place when the shuttle service began, is it possible that they are not replacing it due to the shuttle cuts? Are there any plans to have this replaced? If so, when? If not, why?
  - i. Eldiane: Would it be a possibility for us to have digital signage letting people know when the next shuttle is coming? Other colleges do this, and it would allow for us to have students wait inside academic hubs, and the student center rather than out in the elements where they are getting ill and missing class (Hannah). The overall problem with this is that there are often no buildings open near enough to the bus stop, and students potentially have to run across campus or stand outside.

**Action: Isabelle Gagne will follow up with Mike McCarthy**

- e. **A large campus map** is needed at the bus stop to direct people.

**Action: Isabelle Gagne will follow up with Mike McCarthy**

- f. **Introductions and discussion with Dr. Jennifer Mezquita**, the new Assistant Vice President of Student Affairs.

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- i. The committee has not yet had formal introductions with Dr. Mezquita, and we would like to invite her to a future meeting to start student-centered discussions.
- ii. We need to be sure to convey that these problems are all student-centered, and that if we do not deal with them appropriately than we will lose more students. Transportation should always be at the top of the agenda when discussing student services.
- iii. Should we look toward Bunker Hill CC to see what practices are working best for them? What idea does the new AVP have to help with the aforementioned problems?

**Action: Isabelle will contact Dr. Mezquita to about introductions to the SAC and discuss how the committee and her office can help each other.**

**Action: Liz will add Dr. Mezquita to the minutes distribution email, after the appropriate introductions have been made.**

5. Campus Updates

a. Newbury Cafe in Spurk:

- i. As of this week there were no prices on anything, and the staff could not get the digital signs to work. The shelves were rather bare, and the prices inconsistent. Taxes are being charged on everything, so people must be wary of the fact that they will get charged more than any stated price (once things become price tagged). A positive note is that all of the food is made freshly in house, which is nice.
- ii. Deb LaValley: The owner is brand new, and started on Wednesday when the semester began. Allison Gagne know about the concerns and is working to resolve many of them. Any further concerns should be directed towards Allison.

1. The Sacred Cod food truck will remain in Haverhill on Fridays.

- b. Coco Rays has opened in the cafe space in the Dimitry lobby, and Bocaditos is back in the revolving test kitchen.
- c. Campus food hours can be found [here](#) on the NECC website.
- d. Organization Charts
  - i. Why are there no org or departmental charts available across campus. With all of the changes in title/department it is difficult to know who to contact related to what. There used to be a chart that was distributed by Bill Heineman, when will he send out an updated one?

**Action: Isabelle will follow-up on this at the Chairs of Academic Committees meeting. It was recommended that this also be sent to the Executive Committee.**

**NOTE: An org chart for Spring 2019 and a personnel list dated 2/8/2019 can be found [here](#) on the fac/staff website.**

6. Student Government Association Update (Hannah)
  - a. 3 new students are interested in joining SGA.
  - b. SGA has office space in Dimitry in front of the office for student life. They are interested in acquiring some computers for student use.
    - i. Deb LaValley: Reach out to Stephanie Haskell and Kirsten Kortz to find out the proper channels.
  - c. A tv was gifted by the graduating class for use in the student lounge area (outside of L 005) of the Dimitry building. SGA is looking for ways to properly display tv/films on it while being mindful of different age groups on campus.
  
7. Food Insecurity Update
  - a. The Farmer's Market has dates for the fall & spring, but will remain closed in the summer. The dates will fluctuate, signage will be posted this week.
  - b. Food closets are on both campuses (Dimitry L 020 & Haverhill Student Center). Currently, students have to contact Gabe Garcia, Janel D'Agata-Lynch, or Karen Hruska to use the closets. They are trying to keep a log of what is being used/removed in order to maintain what people need/use the most.
  - c. PBJ pop-ups are still happening on both campuses, as are the Smart Meals. They will operate with the same procedures as last semester, however there is now a cap of 5 per student (exceptions will be made on a case-by-case basis).
  - d. Hannah: what options are there for night people?
    - i. Lawrence Campus: The Health Academic Center in El Hefni has a PBJ station as well as some other food options and they are open until 6pm.
    - ii. Haverhill Campus: PBJ stations are available in the ESOL tutoring center in Spurk in the evenings

**Action: Invite Elizabeth Mura, the new AmeriCorps Vista associate to the October 7, 2019 meeting. Are there any specific questions that the SAC has for Elizabeth at this time?**

8. Budget Request Update (Isabelle)
  - a. At the meeting on 5/6/2019 the committee asked Bill Heineman for a copy of the budget because we were interested in seeing the break down of funding between departments/programs/academic centers. Bill Heineman and Mike McCarthy both said that the budget was available to be shared with interested parties (see minutes from 5/6/2019).
    - i. When Isabelle requested the budget after the May 2019 meeting she was told by Bill H. that he could send it to her but that it had to go through the finance committee first. Once it went through the finance committee it had to go to another committee, and then the department chair had to be

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briefed on the budget, and now it is four months later and we still have not seen the budget.

**Action: Isabelle will follow-up with Trish Machado, Chair of the Finance Committee.**

9. Broadcast Email Update (Isabelle)

- a. Isabelle emailed Ron Taber in May 2019. Ron said that an email would be coming out over the summer that had the details of how the updated system was going to work. It is four months later and there is still no word on this. Allegedly, the protocol for a change in email blasts was approved, so why has there been no update on this?
  - i. Meredith: She and Daniel Keating (student rep) sat in on a meeting where the approval was given to hire a student for a position within the marketing department to maintain the email system.

**Action: Isabelle will continue to follow up on this with Ron Taber.**

10. Summer Student of the Month and SOM updates (Isabelle & Liz)

- a. A professor contacted Isabelle over the summer to inquire about adding a summer student of the month.
  - i. The overall feeling within the committee is that if the committee is not meeting over the summer then we should not be selecting a student for the certificate.
- b. There is a new protocol for submitting student of the month recommendations. All interested faculty/staff will have to fill out a Wufoo form during a specific open time period. The form is set to email all recommendations to both the chair (Isabelle) and the secretary (Liz) of the committee. This will help with the workflow and to ensure that all recommendations are made within the specified timeframe.

Fall 2019 dates	Spring 2020 dates
Call for September: 9/24-10/1 Call for October: 10/25 - 11/1 Call for Nov & Dec: 11/15 - 11/22	Call for February: 2/21 - 2/28 Call for March: 3/20 - 3/27 Call for April & May: 4/24 - 5/1

11. New Business

- a. We are still waiting on the official hours for the Lawrence IT department, but they seem to be 730-430 M-F. Why are there no evening hours to support students, faculty, and staff?
- b. There will be a room change (to L 244) for the video conferencing of the November & December Student Affairs Committee Meetings.

12. Motion to adjourn at 3:55 pm

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- a. Brian MacKenna-Rice motioned to adjourn and Rachel Boersma seconded.

**\*\*\*Submitted by Liz Teoli 9/11/2019 & Isabelle Gagne 10/1/2019\*\*\***

Note: It was suggested that many of these ongoing campus issues be brought to the attention of the Executive Committee, Isabelle is compiling information to bring to an upcoming meeting of the Executive Committee.