

Student Affairs Committee Meeting Minutes

Monday, November 4th

2pm to 4pm, Haverhill A 112/Lawrence L 244

Haverhill: Isabelle Gagne, Meredith Gunning (A), Karen Hruska, Debra LaValley, Jennifer Levesque, Brian MacKenna-Rice, Deb McKinney, Kelly Sanborn, Rachel Boersma

Lawrence: Kathy Hudson, Eldiane Elmeus

Student(s): Hannah Benning (Student Rep)

Guests: Kirsten Kortz, Michelle Sunday & Jennifer Mezquita

Absent: Liz Teoli (email), Daniel Keating (A/Student, email), Jacqueline Dick (email), Tiffany Esmerio (A), Amy Cameron, Denise Trinidad

1. Call to order

- a. The meeting was called to order by chair-person Isabelle Gagne at approximately 2:05 p.m.

2. 10/7/2019 meeting minutes

- a. Motion to approve: Kelly Sanborn (with correction to page 5)
- b. Seconded: Karen Hruska

3. Guest: Jennifer Mezquita

- a. Jennifer gave a quick overview of her own role and her ambitions for Student Affairs. Jennifer started on Sept. 9 and met with staff on Oct. 20 and Oct. 23 (Student Center was closed for the meeting on 10/23).
- b. Introduced the new Roadmap for student success. Jennifer wants to launch the Roadmap in the spring and fully implement it by fall 2020. (See attached document “New Student Roadmap.”)
- c. Wants to change/enhance the culture within Student Affairs. Doing a lot of work in student hubs on both campuses and wants to implement plan for Lawrence by fall 2020.
- d. Wants to develop the new position of Dean of Students (we don’t have one right now when most other colleges do). Wants to post the job and have it filled by the end of January.
- e. Jennifer reviewed Academic and Student Affairs flow chart that outlines all positions within these areas and the chain of command in each area. (See attached document “Academic & Student Affairs Org Chart.”) The chart includes the currently non-existent position of Assistant Dean of Students.
- f. Jennifer will respond to the written questions submitted to her by the committee in writing prior to the meeting on Dec. 2.

4. Guests: Kirsten Kortz and Michelle Sunday to discuss the New Student Roadmap

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- a. Deb LaValley: New student orientation attendance was way up this year, and they had their first ever Accepted Students Day. How are the students who attended orientation doing so far? Kristen: Numbers will be available after the W and NP deadline. Kristen will email the numbers once statistics are compiled.
- b. Deb McKinney pointed out that the Exploratory Program was not on the Roadmap.
- c. Isabelle Gagne: How do we get students to graduate, based on the Roadmap? Kristen: The Roadmap only covers from when a student fills out an application to when they actually sit down in class. Everything after this is handled by Academic Support Services.
- d. Deb McKinney: What about students who already have a career plan and know what they want to major in? Kristen: Everyone goes through the Roadmap (the enrollment process). Michelle Sunday: Such students get advised through the Advising Center for the first semester, then through their academic areas for later semesters.
- e. Isabelle: What about evening and online students? Kristen: There are orientations on Tuesday and Wednesday evenings. Orientation for online students needs work: people who take all online courses in their first semester don't do well. We encourage them to come to campus at least once for orientation to meet other students, if possible, because lack of personal interaction with other students and the instructor leads to students not doing well.

Discussion after guests left:

- a. Karen Hruska: With the administration, we have the reputation as the “complaining committee.” We need to be more proactive instead of always complaining. We should offer suggestions and watch our tone.
- b. Isabelle: Athletics and other areas under Mike McCarthy are not on the roadmap. Jennifer Mezquita seems as if she is no-nonsense and will hold people accountable if they're not doing their jobs.
- c. Karen: Jennifer was the only non-white person in the room and NECC is trying to be more welcoming to minorities. It's important that we be respectful and welcoming.

5. October Student(s) of the Month

- a. Amine Ekinci was nominated by Mary Murphy, Lindsay Graham, and Allison Gagne. She was the only nominee.

6. Student Government Association update: Hannah Benning

- a. SGA had a meeting with Mike Hearn on Nov. 14 to clarify the library's proposed printing policy. SGA met with Mike McCarthy and Deb Crafts about transportation and public safety (see Tiffany Esmerio's emailed minutes of this meeting). SGA is planning to get more events going in Lawrence.
- b. Jennifer Levesque: Students are trying to use the printer in her area. It's an old machine that will die very quickly if it's overused. Whoever orders supplies for the college is giving them cheaper paper; this will only compound the printing problem because the

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printer keeps jamming. The crux of the problem is students wanting to print textbooks and other OER materials.

- c. Meredith Gunning: We should have, say, a 75-page limit that is enforced campus-wide. We should also make sure we have decent paper and printers that work.

7. EAB Navigate discussion

- a. Isabelle said that the estimated navigate outreach emails to faculty will be approximately 10 per semester. She has discussed the potential to streamline this process with Audrey Ellis. Deb M: This is different from what we were told it would be. Isabelle: Athletes, Early College students, PACE students are prioritized by Navigate. We never get feedback telling us they've done anything.
- b. Brian MacKenna-Rice: Bill just emailed that Navigate just went live an hour ago (approx. 1:30 p.m.).
- c. Deb M: Audrey says we should say "Navigate" instead of "EAB" so it doesn't confuse students. If you use the "notes" section, you have to be careful what you put there because everyone can see it. Rachel: Isn't that a FERPA issue?
- d. Meredith: Not many faculty have been trained to use it, yet they've already rolled it out?
- e. Isabelle: We will invite Audrey to our next meeting. Questions to ask her about:
 - Deb M: Ask for a live demo.
 - Rachel B: Tracking student records for each area or dept.
 - Rachel B: How to turn off automated messages?
 - Deb L: How to troubleshoot -- who do you call?
 - Rachel B: What will training look like?

8. Public Safety

- a. The committee was emailed a draft copy of NECC's Public Safety Assessment.
- b. Hannah: The large black "DRAFT" printed across each page was distracting and she couldn't read the document because of it. It looked really boring and this turned her off from the beginning.
- c. Isabelle: It's too long and there's not enough time to review it.
- d. Kelly: Too long, small print (hard to see if you have bad vision), DRAFT on each page made it even harder to read.
- e. Deb L: Armed police on both campuses is a response to people asking to feel safer. Their pay will come from NECC payroll. To afford it, we may have to cut back on Public Safety staff but we will get more professionalism (professional law enforcement instead of amateur security guards). A bid has been put out already for a new Public Safety company, so we might not see any of the guards we have now in the future.
- f. Hannah: We already have armed Police Academy instructors and students on campus.
- g. Deb L: But only the instructors are armed. The students carry dummy guns (plastic mock-ups of pistols). They only use real guns when they're at a firing range off-campus.

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The current Public Safety guards just patrol the parking lots and unlock buildings and classrooms; they don't provide any real security.

- h. Rachel: Some faculty in Lawrence arrive at 7:00 a.m. When they've called Public Safety before 9:00 a.m., no one answers. Deb L: It's supposed to go to a walkie-talkie. Rachel: But right now, it doesn't. Kelly: When I was locked out of a building early in the morning, when I called the number, I got the voice mail of someone who's retired!
- i. Rachel: Hypodermic needles are found in leaf piles and other debris in the walkways and alleys behind the buildings in Lawrence. Facilities guys say they find "tons" of them. We need elevated red boxes for safe disposal of needles. Isabelle will ask Deb Crafts about boxes.

9. ATM in Lawrence

- a. Isabelle asked Align Credit Union for an ATM in Lawrence.

10. New Business?

- a. No new business.

11. Motion to adjourn

- a. Motion to adjourn: Deb L
- b. Seconded: Brian M

***** submitted by Kelly Sanborn on 11/21/2019 with edits by Isabelle Gagne & Liz Teoli on 11/25/2019 *****