

ACA GOVERNANCE MEETING MINUTES

Monday, Oct. 18, 2021

12:30 – 1:30 p.m.

Webinar ID: 980 1902 7140, Passcode: 93215232



Chair Muller called the meeting to order at 12:32 pm and noted that the attendees responded to the poll participation question with the following results:

Results of Poll (total respondents 60): Full-time Faculty- 35%; Professional Staff- 25%; Non-unit Professional- 30%, and AFSCME- 10%.

The minutes were approved with a motion presented by Lori Heymans and seconded by Isabelle Gagne.

Chair Muller encouraged all to reach out to the Committee Chairs, request Zoom links to the meetings, and see how one can contribute to the governance process. The ACA membership is equally split between faculty and staff. Also, ACA is currently seeking help to recommend active students to join the committees.

Standing Committee Chairs Updates

Executive Committee

Chair Muller reported that the committee is finalizing the Charter amendments that will be brought to a vote this semester. These amendments will be announced prior to the next forum meeting, which will be held on December 6th. The voting will be conducted electronically and the results will be announced at the December meeting, as well as posted on the ACA website. The Committee will also be reviewing the strategic plan draft once the core team has finalized the draft for recommendations.

Academic Affairs Committee

Chair Willett reported that this fall all proposal forms are now in the electronic system, providing greater efficiency for the committee members. Training for proposal writers and approvers has been made available through the assistance of Professional Development.

Chair Willett noted that there are vacancies on the committee for a faculty representative from Business and Professional Studies and encouraged anyone interested in joining the committee to email her.

Finance Committee

Chair Machado reported that the committee is working closely with Finance and Administration on receipts and allocation of resources. In particular, different funding sources have been examined. A recent presentation on data collection will strive to better inform the committee surrounding the decision-making process. All were encouraged to join the committee, especially new faculty members.

Information Technology Committee

Chair Heymans reported that the committee is working closely with Dave McAskill on initiatives and policies. Also, the Charter has been revised to include the new role of the CTO and our vision. Issues and concerns regarding the new phone system have been addressed. Also, the Blackboard upgrade will occur during the holiday break. The Committee has also met with Chief Crafts and Deputy Chief Quesada to discuss campus security and how to assist with efforts of awareness and trust, and fostering transparent communication in the college community

Student Affairs Committee

Chair Gagne reported that the committee is discussing system-wide changes at the college to promote equity and success for all students. Chair Gagne commended the enrollment efforts of the Student Affairs staff and was grateful for the many new students now enrolled. She spoke of the concern surrounding student retention, the higher rate of students not completing work, and how to better assist the students via alerts, lower class enrollment caps, and more individualized instruction.

Also noted was the committee's work with SGA on a new award for faculty or staff, called the Golden Lamp award, in which the students would recommend a person who was extremely helpful to them in their career.

Chair Gagne noted that the committee is seeking another note-taker, as Liz Teoli has accepted a position at another college. All were welcomed to join the committee's meetings, held on the 1st Monday of every month.

Student Government

Iseline Mendoza, President of the Student Government, introduced the members of the Student Government, many of which are new to the committee. Iseline noted that the committee is working on changes to the constitution which would make voting more equitable. Also, the extension of the gym hours is being examined. As mentioned earlier, the SGA is taking over the work involved with the Golden Lamp award. The SGA is looking forward to a visit from President Glenn, who will be attending the 10/21 meeting.

Other Presenters

Chief Technology Officer, Dave McAskill, reported that the upgrade of the Blackboard learning system is on track for the end of December. Dave noted that an upgrade of the entire wireless infrastructure has been completed over the past year. Also, noted was the advantages of using Microsoft Teams, while continuing with Zoom at the present time.

Jennifer Mezquita

Jennifer Mezquita was happy to note that funding is available to continue to support our students. Also, noted was the new Parchment etranscript service whereby students can request their college transcript electronically. Presently there are over 300 student requests that have come in to the Registrar's office since the launch of this service in late September.

Regarding the laptop initiative, if there are no institutional funds available, the Higher Education Emergency Relief fund Initiatives (HEERF), III funding may make this possible in the spring semester.

Jennifer gave a detailed presentation of the Fall Enrollment, Student Debt Support, Direct Aid to Students, Laptop Bookstore Credit, the Start Right Grant, and HEERF I, II, and III, along with other updates. This presentation can be viewed on the ACA Website.

Marissa Elliott and Bob West

Bob West noted that the upcoming vaccination clinic will be held on October 27 and 29 on both the Lawrence and Haverhill campuses. He reminded everyone to stay off campus if you are not feeling well and contact the COVID team through "reportconcerns@necc.mass.edu". The team will then provide directions on how to proceed, whether through testing or to clear you for return to campus.

Also, there was a reminder to use the login books or QR code at the entrance to the buildings. These tools will allow the team to track you down in case there was an exposure in class or on campus.

Chair Muller thanked the presenters, the Standing Committee Chairs, and Interpreters for their participation and reminded all to email ACA@necc.mass.edu, if you have any questions or concerns.

With no further business, the meeting was adjourned at 1:30 pm.