

AALT Meeting Minutes
3/13/14

In attendance: Bill Heineman, Sharon McDermot, Chuck Phair, Nancy Garcia, Mark Reinhold, Ellen Wentland, Mary Farrell, Donna Bertolino (note-taker), Grace Young via conference-call.

Budgets

Staff Requests: Sharon and Bill have reviewed the staff requests that were submitted for FY15. Only a few were selected and forwarded to A&F on March 10. At this point, these are still just *requests* and nothing has been approved.

Capital Budgets: Sharon has submitted. She will be sending the budgets back to us next week. Please review and contact her with concerns or discrepancies.

Fee Increases/Enrollment & Recruitment: Bill discussed the 5% drop in enrollment, how it is now reflecting in the budget and the possibility of this resulting in a deficit if we don't raise fees. We remain one of the most affordable institutions in the state which has pros and cons; increasing will help sustain and improve the budget but may also make it more difficult for students to afford. For student with significant financial need, any fee increase is likely to be covered by financial aid. This is all still in discussion and in limbo right now.

We will most likely see capital & technology fee increases regardless of other fee increases.

Recruitment committee will look at more recruitment of NH border towns. Lawrence High is also a focus as there are a large number of untapped students there.

Other:

There was discussion and concern on how we will work to fill Lawrence programs. Marketing is working on specifically promoting Lawrence programs with some of the focus on scheduling that would be unique to those programs and the Lawrence campus.

Sharon updated us on CollegeNet- Events scheduling is now up and running. We are really just getting started on understanding what this software can do for us for academic scheduling. There's still a lot to work out. The committee will build a realistic task & time line for master scheduling.

Grace: We should think about scheduling meetings remotely. We are all on meeting overload. With the time consumed between meetings and travel time, it is becoming

increasingly difficult to get work done. **ACTION ITEM: When scheduling ANY meeting involving staff/faculty from different campuses, please try to allow for phone and or video conferencing.**

Related to the number of meetings, the discussion of AALT/ASE came up. We may have to revisit the size and composition of the group(s) and think about more creative scheduling as well. This will be discussed further at the retreat in June.

Grace also asked that the Academic Standing Policy updates be added to the next agenda.

Lawrence Campus: Nancy asked if there has been any progress on having someone assigned to mail at the Lawrence Campus. With the increase in buildings, things like mail and copier maintenance issues have been problematic. This has been assigned to R. Taber who will be working on getting this resolved.