

NORTHERN ESSEX COMMUNITY COLLEGES
Academic Affairs Leadership Team
April 25, 2013

Attendees: Bill Heineman, Nancy Garcia, Diane Zold-Gross, Judy Zubrow, Grace Young, Chuck Phair, Linda Shea, Noemi Custodia-Lora, Shar Wolff. Scribe: Mary Farrell
Absent: Pat Demers, Donna Bertolino, Sharon McDermott, Ellen Wentland

Summer course cancelation. Bill announced final cancelation for five week May courses will be made by May 8, 2013. Drop date for non-payment is May 7, 2013

Summer courses that start in May were reviewed for sufficient enrollment. These were the first three session courses.

AALT Retreat June 21, 2013 Sal's in Lawrence

Potential Topics:

- DCE faculty (NC-L)
- Discussion of Core Academic skills – be ready for permutations of discussion
- Culture of the campus – Who fulfills Dean of Students responsibilities? (JZ) There is no position as such at NECC. CP agreed that there are issues. LS agreed that there are student behavioral issues she observes in her location. NC-L agreed. BH that we might consider the organizational structure like other CC's and their placement of the "Dean of Student" duties/role.
- Big emergencies – "lockdown" scenarios (NG). What plan does NECC have under these circumstances? NC-L agreed that we need an implementation plan and cited a student issue.
- We should have a central operator when someone calls NECC – the automated phone system is frustrating (SW)

Sue Grolnic will join us at lunch in recognition of her contributions to NECC

Mark Reinhold will be invited to join us at the retreat as Noemi's replacement next year.

Other Business:

- Bill, Sharon, and David will talk with Lane about the academic affairs budget on May 10, 2013. As it stands, there is roughly 10% increase in the academic affairs budget, without a corresponding increase in revenue. We should expect cuts our proposal accordingly.
- Jean Poth told BH we are not getting as much donated to NECC as we could. She would like ideas - Bill encourages us to make the requests in context of helping students and the specific scenarios. BH doesn't think there will be as much Perkins \$\$ available this year.
- Theater – Lecture hall A is an embarrassment. Where do we get performing arts space?
- Bill asked us to be thinking about what we would need in capital equipment/acquisitions. He advised us to prepare a compelling story for a possible donor. Be specific about how we provide service to the community.
- Faculty and textbook: Invite Ray Short to DCE orientation meetings and Division meetings early in fall to explain what Follett can provide. Follett will take over current space May 2, 2013 and move sometime this summer to new quarters.
- Corporate Chefs is leaving and a new external vendors will move in.
- We should know more about staff requests by mid-May.

Adjourned 11:07 am.