Notes on AALT Meeting
Thursday, August 14
10:00am in SC213

Justine Caron

Mandatory reporting - reminder about June 9th memo from Mary Chatigny outlining policy about observed abuse on campus. There are 3 designated reporters on campus - Justine, Mary, and Steve Fabbrucci. Any observed incidents should be reported to the designated people. Question from Pat D about the issue of privacy regarding the reporter of the incident. Some people may be uncomfortable reporting and this question will come up from faculty and staff. Bill H. emphasized that while there may be discomfort, it is not optional; it is a legal requirement. Carolyn C asked if this applied only to those under 18, stating she didn't think it did. Mandatory reporting applies to observed or expected abuse of anyone within the "vulnerable status population" - includes minors, disabled, elderly, etc.

Clery Act - reporting of crimes on college campuses. NECC is now a member of the Cleary Center. Training will be offered about this in the near future.

AFSCME Contract Ratification - new contract is expected to be approved soon. Any changes to the contract will be shared as they are learned.
Grace Y. asked if it is OK to still use Form 30. Better clarification is needed from HR; may be a change coming with new contract ratification.

EverFi- training platform for HR to offer training - state-wide implementation. Mary C. is our representative. To be initially aimed at first year students, then broadened. Bill H. stated that this was a new initiative by the federal government as part of the "no means no" movement.

New Faculty should be processed via the New Employee Registration Form which is available on Self Service. Grace Y. noted that Degreeworks is also tied to this, and that levels of access are tied to amount of training has been received. Until fully trained new 'staff' should be assigned "Dean" status in Degreeworks, and new 'faculty' should be assigned "Adv" status.

Justine asked what the group thought would be helpful for HR to provide 1 hour trainings on.
Ideas:
1. FERPA
2. Mandatory reporting (best done at division level)

Justine asked what the group what recommendations they had for better HR assistance.
Response and outcomes in a timely manner
Accuracy of personnel files/folders
Better consistency regarding the requests and movement of transcripts through intercampus delivery.

At this point a reminder was issued about the new HR presence on the Lawrence campus, at 420 Common St. HR is scheduled there during the following times (which are subject to change):
Tuesday 8:30 - 12:00 (Justine C.)
Wednesday 8:30 - 5:00 (Mary C.)
Thursday 8:30 - 12:00 (Justine C.)
Friday 8:30-5:00 (Mary C.)

Going forward, Justine will plan to attend the AALT on a quarterly basis to provide updates, etc.

Bill H.

STEM Starter Academy meeting follow-up
300K for this this FY - requests needed within 2 weeks
Need to create a single, coherent program - Shar W. will take lead for putting togehter a group proposal. Important that it focus on "current students", not high school or career changers
Judy Z asked if the monies would be ongoing? At this time, it is not known if funds will continue after FY15.

If you are supervising a FT faculty with reassigned time, and they intend to carry a day class, this must be approved by Bill. Send him a complete schedule showing all the responsibilities of the facutly member.

Carolyn C:

Minors in the classroom - no way to know who in class is under the age of 18. This can lead to maturity issues, issues about meeting alone with faculty, and getting signed permissions for lab use, etc.

There is no college policy about this; Bill recommended bringing Nita L. into the discussion, and possibility Tina F. & Sue S.

Grace Y. stated that students under 18 are covered by FERPA once they come through our doors.

Other
Question about list of Core Academic Skills courses: Ellen W. will maintain a list of courses, but not individual sections. Grace will be training faculty on CAS in DegreeWorks during division meetings.