

All College Assembly Meeting
Monday, April 4, 2011
12:00 – 1:00 p.m. TC103A, L244

Terry Cargan, Chair of the Executive Committee, called the meeting to order at 12:15 p.m. with over 50 people in attendance.

Approval of February 14, 2011, ACA meeting minutes

A motion to approve the minutes of February 14, 2011 was made by Gene Wintner and seconded by Pat Demers. All members voted in favor.

Standing Committee Election:

Terry advised that the Charter for the All College Assembly, Article 6 Section 7 needs an amendment. Due to the change in academic divisions from 5 to 4 the ACA each standing committee of the Assembly needs to be changed.

Lane Glenn's office sent a breakdown of full-time faculty in each division. We currently have 106 full-time faculty: 48 in Foundational Studies, 25 in Liberal Arts and Sciences, 22 in Health Professions and 11 in Law, Education & social Professions.

We are suggesting adding a third at-large position – currently worded at 7 to be elected by area as follows: 2 faculty at-large and 1 from each of the 5 divisions, change to 3 faculty at-large and 1 from each of the 4 divisions. That way people that want to be involved that are in larger division can be. Terry asked if there were any questions. There were none.

A motion to change the Charter of the All College Assembly increasing faculty at-large from 2 to 3 and reducing divisions to 4 was made. All members voted in favor.

Terry then advised that it is election time for the ACA in which the Executive Committee oversees. Lori Smerdon, Support Person will be sending a broadcast email to all committee members, whose positions are up for renewal, asking if they plan to run again. Please respond to her as soon as possible. After that, nomination ballots will be emailed to each constituency group asking for nominations and will include names of people who will be running again.

Any position with 2 or more nominations will go to election. If there is only one nominated then the election won't happen.

Standing Committee Updates:

Academic Affairs

Allan Hislop represented the Academic Affairs Committee. We currently have two deadlines, October 15th and March 15th in place. Please get all your information in as soon as possible with regard to forms. If something needs to be changed we will be looking into it. If you present something now, please be advised that it will not reflect until a year

from now. If anyone has suggestions regarding the forms online, please email him. He reported that the number of proposals is down compared to previous years. He asked faculty to look into all the courses in your area and see if they can be part of a recognizable higher degree. In the Vision Project, a certificate, license or degree is the only thing that counts.

Terry asked him to explain the need to connect courses and job skills.

Allan stated that Commissioner Freeland has a project and in order to receiving more funding, he believes we need to be in the front of the pack. If we can come up with more certificates or a better definition of our successes, we will be able to increase our funding.

Student Affairs

Ginger Hurajt represented the Student Affairs Committee. One item we are dealing with is the college's shuttle bus. We had a student named Steve Brown attend two of our meetings bringing us information about his poll with students about a transportation fee. The committee met with Richard Goulet to discuss some changes regarding student ridership numbers. He was suggesting changing to a larger shuttle bus or adding another MVRTA shuttle. Time stamps are now being put on the shuttle passes for students. She also met with David Hartleb and the student Steve Brown so that he was able to propose to President Hartleb a student fee. David thought it feasible and he stated he will bring to the Student Senate and Board of Trustees.

She also stated the committee met to discuss safety issues in Lawrence, Riverwalk and the need for counselor on the Haverhill Campus.

Finance

Marilyn McCarthy stated that the Finance Committee met with IT regarding issues with technology. Basically they are on target with their budget. They also met with Richard Goulet who mentioned the need for a rainy day fund for repairs needed for the college. Particularly funds for Spurk Building repairs. Our budget is where we were in 2008, so we're playing "catch-up." The committee also met with Mary Ellen Ashley regarding Student Services. Many cutbacks have taken place in personnel.

Bill Zannini arrived to provide update. He is drafting a letter of recommendation to the President and challenging the budgets. Jess Cogswell met with the Finance Committee and gave an update on the State budget and shared some departmental priorities. April 6th will be their next meeting and will be determining 3-4 budget recommendations that will be given to President Hartleb for consideration. A question was asked when the committee selection for Vice President of Finance will be complete. Bill stated that interviews will be April 20th – 27th. With a realistic start date of July 1st.

Executive Committee

Terry represented the Executive Committee. Some areas we have been working on are running the ACA meetings each semester, creating an assessment of the ACA that grew out of the NEASC Report which will help us assess ourselves and make us a better advisory group. We also considered a two hour meeting block issue, researched governance in other schools, worked with President Hartleb ensuring that all employees are encouraged to attend the ACA meetings and met with Angela Provar of the Pauly Group with regard to the Presidential Search. Another area we discussed is the naming of technology building which will happen this June and being involved with the draft of vision project.

Constituency Concerns/Announcements:

Christine DeRosa announced that we will be hosting two collegial conversation sessions in Lawrence and Haverhill Tuesday and Wednesday this week regarding the Vision Project. Faculty and Staff are encouraged to attend.

Terry asked Lane Glenn what the status was on the Princeton Review.

Lane reported that we have been working on a budget and working with the City of Lawrence regarding a memorandum of agreement and, last week, we arrived at a budget which then gives us the appropriate time for us to move ahead with those agreements. The Health Faculty has been busy reviewing course openings, clinical and other areas and there will be more information within a few weeks.

Bill Zannini announced that on April 26th the third annual Business Plan Completion will be held. Students enrolled or have completed the Business Introduction II course is eligible to participate in the competition. The student's plans are due by April 11th and the Faculty chooses the top 6 for the competition.

Pat Demers made a motion to adjourn. It was seconded by Gene Wintner. All members voted in favor. The meeting was adjourned at 12:50 PM.