

All College Assembly Meeting
Monday, October 3, 2011
12:00 – 1:00 p.m., TC103A & L244

Terry Cargan, Chair of the Executive Committee, called the meeting to order at 12:10 p.m. with over 50 people in attendance.

Approval of April 4, 2011 ACA meeting minutes:

A motion to approve the minutes of April 4, 2011 was made by Barbara Stachniewicz and seconded by Andy Morse. All members voted in favor.

Charter Revisions:

Terry advised the ACA that a 5th Standing Committee would like to be presented to the Assembly and asked Wayne Kibbee to give the information.

Wayne detailed the IT Committee charge along with their policies and procedures. Communication changes, user groups for Banner, Online Communications and Academic Technology are reviewed/addressed. In revising the ACA Standing Committees, if the IT Committee becomes part a committee they will be reporting any information to the Executive Committee for ACA meetings, the CIO will not be a member of the committee but instead act as a reference to the committee and in turn, the IT Committee will keep the CIO informed of committee details/progress.

Terry addressed the Assembly for questions/comments.

1. How is this a governance committee? – Terry stated the committee will be formed by a wide group of members from all areas of the college.
2. What does the IT Committee gain by being a standing committee?
3. Are there any other community colleges in the region that has IT as part of its governance?

Wayne advised that the governance issue will be that the committee will be represented by different constituency groups throughout the college and they will get recognition as a Standing Committee by being a part of the ACA.

Another question asked is if anyone can be part of this committee?

Terry stated elections should be held just like other standing committees and that it will be open to all employees of the college.

Steve Russell advised that the language needs to be stronger in prioritizing what kinds of technology we adopt at the college and what type we lay aside. He stated this should be part of their description in the charter.

Terry thanked Steve for the recommendation and would like to see that get done if the IT Committee becomes a 5th Standing Committee.

Barbara Stachniewicz asked how this would be governance and feels this is reactive and should be proactive. She said that we should make sure that the wording is done correctly for this committee.

Gene guided the Assembly stating if changes are going to be made to the wording then the charter needs to be revised, reposted for one week, advising the college of this and then vote electronically.

A motion to rewrite the Charter amendment and post online was made by Barbara Stachniewicz and seconded by Mary Chatigny. All members voted in favor.

Terry advised the Assembly that if there is wording they would like to see in the amendment then please submit to her for revision. It will then be incorporated and posted.

Other Business:

Ernie mentioned to the Assembly that the college is celebrating its 50th Anniversary and we are looking for 50 people to be nominated for “making a difference” awards. A postcard was handed out and nominations are needed by the November 1st deadline.

Standing Committee Updates:

Bill Zannini reported that the Finance Committee has met with the college’s CFO, David Gingerella and has been advised on what is happening with the college’s budget. The Finance Committee handed out brochures with information on their committee and purpose. One item to note is that the budget has been looked at for this year and the current budget of \$39,248,000 was then supplemented and is now at \$41,000,000. Bill stated that there are funds available in the budget for capital improvements and that information is being looked into. The Finance Committees meeting minutes are available online if anyone is interested in seeing.

He also stated that the College went through their end of the fiscal year budget and found \$4 million of unused funds. \$3.3 million will go into the College’s Investment Portfolio and the remaining will help with the supplemental budget.

Joe asked how the college will pay for contractual increases from January 1st to June 30th. Bill did not have information that but will look into this and report out at next ACA meeting.

Ginger Hurajt reported that the Student Affairs Committee is proud to say that all regular positions are full and that there are alternate positions available if anyone is interested. Some issues looked at are security, the shuttle, classroom needs, the status of the Women’s Network. She shared information that the Women’s Network seems to be started by a small group of students and they are looking into this. Also, the main business of the Student Affairs Committee is starting a student advisory council which will be informal and is for students on a one to one basis.

Joe Leblanc inquired about personal counseling for students and if this is available.

Ginger said in Haverhill and Lawrence there are referral services available and that she will have the Committee look into other emergency services and see what is available.

Some faculty members addressed their concerns for more assistance with this issue since it seems there are more students needing additional services that are not provided.

Ginger said that is a concern and she will bring this topic back to the Committee.

A motion was made by Joe Leblanc that the College do an analysis on how the other 14 community colleges in Massachusetts are coping with their personal counseling issues and how they are being addressed and to report the results back to the ACA. The motion was seconded and all members voted in favor.

Terry stated she will email President Glenn with this request.

Rick Lizotte reported on the Academic Affairs Committee and their main function is to look at course and program proposals. Rick displayed on the overhead screen the Committees website and information available.

Terry reported on the Executive Committee. The Committee has been involved with the planning of the Strategic Planning Group plans along with the implementation of the IT Committee as a 5th Standing Committee.

Other Business:

Hanna Arnold advised the ACA that the Strategic Planning Group meetings are being held and invited others to join.

A motion to end the meeting was made by Pat Willett and seconded by Ernie Greenslade. All members voted in favor. The meeting was adjourned at 1:08 p.m.