

Academic Affairs Leadership Team
Thursday, July 12, 2012

I. CHECK – IN

a) Agenda

- New Travel Policy - Sharon
- Future HR meeting – Bill
- Perkins – Bill
- AMP - Bill

II. ACTION ITEMS

a) New Travel Policy - Sharon

Sharon informed the group that the new travel policy has gone into effect July 1, 2012. She reviewed the major changes in the policy and notified the group that a training session had been held for the administrative assistants. Sharon suggested that the group review the following changes with their departments at the first department meeting in the fall.

- Whenever travel is out of state (even to NH), a travel authorization form should be on file
- Travel authorization forms should be filled out for all travel
- See the A & F site for the new travel reimbursement form
- Standard mileage has been determined for travel between campuses, no MapQuest needed
- MapQuest directions are no longer needed for mileage but the A & F office will audit occasionally
- Travelers should utilize Southwest Airlines as a first choice for flights
- MCCC/MTA and AFSCME meal reimbursements will follow respective contracts
- Non-unit and contract employees will follow the gsa.gov guidelines for hotel and meal reimbursement
- Reimbursement for meals for travel less than 24 hours will be allowed unless traveling to another NECC site
- All meal reimbursements are per diem, no receipts needed

Sharon recommended that the group download the new policy from the A&F website for review.

ACTION(S): The group will review the travel policy with their divisions at the first meeting of the semester.

b) Future HR meeting - Bill

Bill asked the group to suggest items for a future meeting with the HR department regarding concerns or questions that the group may have related to processes, paperwork and timelines. The following items were suggestions for discussion:

- DCE paperwork hiring process
- Accuracy of personnel files
- Personnel list and telephone list accuracy
- Updating of links on the HR website
- Process for notifying those candidates who have not been chosen for a position
- Training

c) Perkins - Bill

Bill notified the group that we will be asked to provide a new 5 year Perkins plan this year. There have been some requirements to the Perkins requests that will need to be addressed. Twenty percent of the Perkins request is required to be allocated to Tech Prep/CVTE. Martha Bixby currently fills that role in our Perkins document.

Perkins will also be competitive in nature beginning next year. Bill suggested that we treat Perkins as a grant type proposal and focus on one or two initiatives. There will be a new Perkins committee created to review the process; the committee will consist of Wendy, Sharon, Bill, Mike Pelletier and possibly Paul Bevilacqua.

ACTION(S): The committee will meet in the fall and develop a set of procedures for the Perkins grant.

d) Academic Master Plan – Bill

Bill discussed the elements of the new academic master plan with the group and suggested that working on three or four goals per year would be more effective than trying to complete all twelve right away.

For the implement core academic skills goal, a committee has already been formed led by Ellen and Suzanne.

Bill will chair the build and strengthen faculty element as one of the goals is for 65% of all courses be taught by full time faculty.

The third goal for this year is to develop a strategic plan for distance education.

ACTION(S): The Deans will review the AMP and forward items on each goal stating a timeline, and who should chair these items. They will forward to Sharon for compilation.