

Academic Affairs Leadership Team

Attending: Farrell, Mary M <mfarrell@necc.mass.edu>; Demers, Patricia <pdemers@necc.mass.edu>; Garcia, Nancy <ngarcia@necc.mass.edu>; Phair, Charles <cphair@necc.mass.edu>; Wolff, Sharon <swolff@necc.mass.edu>; Shea, Linda <lshea@necc.mass.edu>; Wentland, Ellen <ewentland@necc.mass.edu>; Zold-Gross, Diane <dzoldgross@necc.mass.edu>; Perez, Dawna <dperez@necc.mass.edu>; Young, Grace <gyoung@necc.mass.edu>; Rogers, Janice <j1rogers@necc.mass.edu>; Reinhold, Mark mreinhold@necc.mass.edu; Bill Heineman and Sharon McDermott

Absent: Bertolino, Donna <dbertolino@necc.mass.edu>; Zubrow, Judith M <jzubrow@necc.mass.edu>;

March 27, 2014

Discussion Feedback on Recruitment Plan – Bill

- Plan was developed and updated; previously enrollment strategy was developed by Mary Ellen Ashley and Nora Sheridan
- This plan will engage faculty in recruitment. We need to help faculty establish recruitment as a priority in college service.
- Provide feedback on the report
- Think about who you would tap in your organization to make this work.

Request to Employ (RTE) forms, Contracts, Payment Authorizations – Bill

- Need to follow procedures for paying people.
- Prepare contract (RTE) signed by everyone before the work begins. Timeliness is important.
- For DE, send along with assignment form.
- One day meeting or training, can happen the day of the workshop. RTE and salary payment authorization.

Academic Standing – Grace Young

- Approved policy was reviewed by Grace with explanations for changes. Newly revised policy has been edited and recommendations will be sent to AAC.
- Changes: highlighted in accompanying document
- Point of clarification: “Online” means fully online courses

Other Business

- Statewide AMCOA conference 4-18-14 near Worcester (Ellen)
- Program review summit 4-16-14 (Ellen)

Submitted by Mary Farrell