

NORTHERN ESSEX COMMUNITY COLLEGE
Academic Affairs Leadership Team Meeting
Thursday, 8/3/2015
10:00 am – 11:00 am,

Attendance: D. Bertolino, N. Julin, S. McDermott, S. Wolff, G. Young, C. Knoepfler (Cohen), J. Zubrow, D. Zold-Gross, M. Hearn, D. Perez, J. Rogers, N. Lamborghini

Guests: Noemi Custodia-Lora, Justine Caron

Minutes submitted by: N. Julin

Topic	Discussion	Follow-Up
I. Bilingual Classes- Noemi Custodia -Lora	<ul style="list-style-type: none"> • Noemi provided information on bilingual classes • She noted that this was a pilot program 	<ul style="list-style-type: none"> • None
II. New Sick Leave Law- Justine Caron	<ul style="list-style-type: none"> • Justine Caron from Human Resources presented information on the new Sick Leave Law. • Justine stated that the colleges were still working to figure out how the sick leave will be calculated • Justine will provide us with more updates as they become available 	<ul style="list-style-type: none"> • None
III Fall Library Hours: Mike Hearn	<ul style="list-style-type: none"> • Mike presented his proposed changes to the library hour schedule for fall 2015. (Proposed schedule listed below minutes) • Mike is proposing the elimination of the 4 Saturday hours. • These hours are largely under-utilized by NECC students (5 people on average utilizing the Lawrence library on Saturdays and 7 in Haverhill) and instead shifting these hours to open the library earlier in the morning. 8:00am opening instead of 9:00am. • Haverhill library will be having construction occurring during Saturdays that will create a lot of noise. • Students are often wanting to use the library prior to the start of an early morning class, sometimes to print off their assignments or handouts needed for class. • No concerns were voiced over the proposed changes to the library hour schedule for fall 2015. 	<ul style="list-style-type: none"> • It was noted that the notification of the change in Library hours should be well publicized and to emphasize the positive aspect of extending hours M-F during the early morning hours for the benefit of the students.
IV Starfish: Dawn Perez	<ul style="list-style-type: none"> • The use of Starfish goes college wide this fall 2015 • Deans and Assistant Deans will have access to Starfish. • Dawna wants to hold training sessions with the Deans/Assistant Deans so they will be comfortable using Starfish. 	<ul style="list-style-type: none"> • Dawna to provide dates for Starfish training sessions for the Deans/Assistant Deans.

Proposed Library Hours for Fall 2015

Lawrence Campus Library

Monday – Thursday	8:00am – 8:00pm	(currently 9-8)
Friday	8:00am – 3:00pm	(currently 9-3)
Saturday & Sunday	CLOSED	(currently 9-1 on non-holiday Saturdays)

Haverhill Bentley Library

Monday – Thursday	8:00am – 9:00pm	(no change)
Friday	8:00am – 5:00pm	(no change)
Saturday & Sunday	CLOSED	(currently 9-1 on non-holiday Saturdays)

Weekend Usage

Saturdays in Lawrence: Average usage = 5

Saturdays in Haverhill: Average usage = 7

Library Instruction Classes on Saturday

	Haverhill	Lawrence
AY 2012-13	0	0
AY 2013-14	0	0
AY 2014-15	0	2