

All College Assembly Meeting
Monday, October 4, 2010
12:00 – 1:30 p.m. TC103A, L240

Terry Cargan, Chair of the Executive Committee, called the meeting to order at 12:07 p.m. with around 48 people in attendance.

Committee Updates:

Ginger Hurajt, a member of the Student Affairs Committee, gave an update on that committee. They are currently working on the shuttle service from Lawrence to Haverhill and the bookstore and how they are serving students. We are also looking into reintroducing the Student of the Month and streamlining it.

Bill Zannini updated the Assembly on the Finance Committee and passed out a pamphlet showing their mission statement. He stated that the committee trying to understand the budget and meet regularly. He invited anyone to attend one of their scheduled meetings. One purpose of the Finance Committee is to evaluate the budget and make suggestions to the President for his consideration. This year we are taking a stab at what it costs to run a course at NECC. Then we will be working with Lange Glenn on the cancellation policy of courses.

- George Medelinskas asked when it comes to financial matters of the college, are you involved from the beginning – an example he gave was Blackboard.
- Bill stated the Finance Committee is involved with some financial situations of the college beforehand, but the situation involving Blackboard, he did not know of.
- Steve Russell asked in a state budget with a \$2 billion deficit, is it the finance committee's job to plan for 2011?
- Bill stated that at the last meeting they had, Jess Cogswell attended and gave an overview of the state budget and projections for the next 3 years which means that the College and Finance Committee does look ahead.
- Steve Russell asked if faculty members wanted to ask about looking into getting more faculty members and if it is possible – would the Finance Committee be the place to present that?
- Bill stated that indeed the Finance Committee is the contact committee for that request, they would then ask you for assistance in getting data that would back that request up which then would be presented to the Executive Committee.
- George Medelinskas stated that if you read the ACA Charter about the Finance Committee, it states that they shall make recommendations to the President with respect to the allocation of all funds & may review expenditures of all approved allotments of funds within past completed operating budgets.

Allan Hislop, chairperson for the Academic Affairs Committee updated the Assembly on his committee. They have been updating the website with regard to forms and documents and Allan invited everyone to go online and use/review the new documents. You can find information on the faculty and staff website – click on Academic Affairs Department. New forms redone include: course proposal form, program proposal – reactivation form and the recommendation to inactive a program form.

Terry Cargan, chairperson for the Executive Committee, updated the Assembly. The Executive Committee acts as the “mother ship” for other committees and if they need assistance we are there to support them. Our committee is charged with process and planning for the college and we are also part of the Steering Committee of the College for Process Management and Strategic Planning. We are currently working with Lane Glenn and Sue Shain about the meeting block schedule. Our last meeting was with Angela Provart of the Pauly Group about the Presidential Search Committee.

The NEASC process made the committee aware of the need for an assessment tool for the ACA. As a result, the survey was sent out and Terry reviewed the results. Terry also showed the Assembly how to get to the ACA website.

Groups were established to discuss and give results of the question: What specific topics would you like the ACA meeting to address?

1. Follow-up about issues raised at ACA meetings: security, smoking policy.
2. Communication about committees / how they get formed and who monitors.
3. Is there any way to do advising other than the way specified by contract?
4. Workload – faculty and staff at all levels
5. How to get more weight behind being an advisory committee; the possibility of a college or faculty senate.
6. Posting minutes, updates like today – student affairs inputs and outputs, student affairs – clearer mission statement.
7. Who determines the agenda – example blackboard, shuttle, MACER more powerful regarding communication / action
8. Constituency concerns at beginning of agenda
9. Make motion to have President send email - that all can attend and supervisor should allow as long as area covered in their absence (Article 10!)
10. President needs to counter what we do if in writing.

Approval of November 16, 2009, ACA meeting minutes

A motion to approve the minutes of November 16, 2009 was made by Linda Desjardins and seconded by Jim Hellesen. All members voted in favor.

Jane Gagliardi made a motion to adjourn. It was seconded by Jim Hellesen. All members voted in favor. The meeting was adjourned at 1:05 PM.