

All College Assembly Meeting  
Monday, November 19, 2012  
12:00 – 1:00 p.m., TC103A & L244

Terry Cargan, Chair of the Executive Committee, called the meeting to order at 12:09 p.m. with over 80 people in attendance in both Lawrence and Haverhill.

**1. Call to Order:**

Terry thanked everyone for attending the meeting and thanked staff for their help in arranging the details.

**2. Approval of October 1, 2012 minutes:**

Terry asked if there were any questions or changes to the October 1, 2012 minutes. There were none.

**A motion to approve the minutes of October 1, 2012 was made by Eugene Wintner and seconded by Rick Lizotte. All members voted in favor.**

**3. Proposed Charter Change to add students as official members of Standing Committees. (Specific change in wording was sent out last week):**

Terry discussed the potential change to the All College Assembly Charter which would add students as official standing committee members and that information on the charter details was emailed to all members 2 weeks prior.

Terry mentioned that the Information Technology Committee has asked Mark Hargreaves to be the Student Representative on their Standing Committee. Mark attended his first meeting and has a lot to contribute to the College. Laura Britton will be the Student Representative on the Executive Committee and Jason Bohanan on Student Affairs. She also stated that this was done years ago and we would like to add this back into the Charter for them to be official voting members.

Terry outlined the Charter change/proposal: to add under Article IV, constituency groups, a student representative for each Standing Committee. Under Section 6 which has to do with elections and how long the term will be, we can decide on a one-year term with the student having the option to be re-elected.

***Discussion:***

A question was asked about attendance and meeting your committee quorum.

Terry said the Charter states that regular attendance is required and if a member does not show up, the Chairperson may declare the member suspended.

Gene Wintner talked about a meeting quorum and attendance and what is needed with the Standing Committees.

**A motion was made to accept a student representative for each Standing Committee for the All College Assembly as a regular voting committee member. All members voted in favor.**

**4. Constituency Concerns:**

Steve Russell stated that it was announced in Academic Affairs that there will be a proposal to re-organize the Tutoring Department. There are 6 Full-Time staff members and we want to remind management that we want these staff members still working at NECC.

**5. Experiential learning: a discussion with Sue Grolnic:**

Sue Grolnic talked about Community Based Learning: What it is, where we are now and where we are going.

Ginger Hurajt talked about her Honors Experience Students going into the community and also remarked about Richard Padova's students doing the same.

Other faculty members involved include: Steve Russell – Service Learning Project, Paul Chanley – Peace Poetry Project. Biff Ward talked about the Newburyport Tree Project.

Sue would like to see a “Center for Community Based Learning” and that we have received funding for a website which will detail this information. She also talked about working with other business organizations/community based programs and that the focus on this Center will be support.

Sue discussed forming a Committee to find out what work needs to be done so that we can start to engage the community.

Mary Ellen Ashley asked how this program will work with the college's Strategic Planning and Goals – Goal 4 and why this wouldn't be integrated with the Goal 4 Committee.

**6. Constituency Concerns/Announcements:**

Steve Russell talked about having everyone aware of the re-organization of the Tutoring Center and right now we have 6 current staff members working there. We know we need a re-organization there and that these people are a part of the reason why this Center has been successful.

Bill Heineman answered questions about tutoring and how it's experienced by students. He talked about the Process Management Team report that was given Spring 2012 to the Steering Committee. All of the team's recommendations were reviewed and some were:

- 1 Central and Integrated Tutoring Center
- Centralized Office
- Specialist positions

A question asked as if we are getting rid of the tutoring center in Lawrence, how this will affect Supplemental Instructing.

Bill replied we are not, this is something that will be figured out. Also, we are going to have SI next year and that remains to be determined. Bill also answered other questions from faculty/staff relating to the Tutoring Center.

**A motion to end the meeting was made and all members voted in favor. The meeting was adjourned at 1:00 p.m.**