

**Academic Affairs Leadership Team
Meeting Minutes
September 7, 2017**

Present: Sharon McDermot, Mike Hearn, Amy Callahan, Grace Young, Donna Bertolino, Mary Farrell, Nancy Julin, Judy Zubrow, Carolyn Knopfler, Janice Rogers, Tina Favara.

President Glenn attended the meeting as a guest, providing updates and answering general questions from the group.

DACA – the President indicated that Niki Tsongas would be sharing the story of an NECC student later that day. He also clarified that while the college would not operate outside of the law, we also do not have to share certain information. There has been chatter about whether or not we could become a sanctuary campus. Lane said that there is no such status and that trying to declare ourselves as such could be potentially damaging. Homeland security has issued guidelines related to filing with DACA and students can file related paperwork until October 5.

Budget – the budget continues to be a challenge. The initial budget submission was based on an overall projected 5% decline in enrollment. As of yesterday, HC was down 2% and FTE was down 3.5%. Although enrollment increased slightly over the past months, there still may be additional cuts to the budget.

Also related to the budget, President Glenn stated that he has specific budgeting principles and that the college uses a decentralized budgeting process. He stated that there are no ‘bans’ on anything, however we are making efforts to save where possible. There are no hiring freezes, for example, but all postings are being evaluated very carefully and in many cases continue to be posted internally to allow for the shifting of resources. There is also no ‘ban’ on food purchases but we are streamlining.

Other general discussion revolved around Harvard Place in downtown Haverhill. UMASS Lowell at Harvard Place is offering three degree programs, Business, Psychology and Criminal Justice. NECC is offering a Video Production class at the Harvard Place campus. There was also some discussion around Public Safety and the need for officers to use more judgement during the first few weeks of classes if students do not yet have parking stickers. Rather than turning them away, it would be best to allow them to park and to provide them with information on how to obtain a parking pass.

Joan Scionti and Jeff Bickford also attended the meeting as guests. Joan updated everyone on several large-scale updates that have happened over the past year and some that will be happening over the next coming year. Recent updates include Smart Catalogue, Phase 1 and Phase 2, Banner (there will be no access on September 23 all day and during the weekend of September 30 – October 1 at 10 p.m.), Oracle 10C and Banner 9 which will occur in 2018. Also in 2018, non-credit courses will be implemented in 25Live and Degree Works will undergo an upgrade.

Jeff Bickford distributed and discussed the new IT Master Plan that was developed after input from SOAR Forums and other improvement related feedback. The plan is a 3 year plan with specific goals for measurement.

There was brief discussion around TABLO and TABLO Public. Joan explained that the TABLO account is about functionality and TABLO Public contains information that can be made public to anyone. This feature allows for data to be pulled and exported into a PDF file. Once a user requests data from a specific author, updates become available automatically without the user having to do extensive searches.

The meeting ran slightly over the one hour mark. In respect of everyone’s time, all other agenda items were tabled until the next meeting.