

**DRAFT**  
**College Advisory Council Meeting/All College Assembly**  
**Minutes for October 6, 2008**

The meeting was called to order at 12:05 pm when a quorum of 48 members was reached.

Terry Cargan, Chair of the Executive Committee, introduced herself to new members of the college community. She asked for approval of the April 14, 2008 minutes.

**A motion to approve the minutes of April 14, 2008 was made by Gene Wintner and seconded by Suzanne VanWert. All members voted in favor.**

Terry explained the role of the Executive Committee for the College Advisory Council. She also stated that under the College Advisory Council there are 3 other Standing Committees: Academic Affairs Committee; Finance Committee and the Student Affairs Committee. The 4 Standing Committees are all part of the participatory governance for Northern Essex Community College.

Terry explained why the Executive Committee was proposing a name change from “College Advisory Council” to the “All College Assembly.” They feel that its current name does not capture the “town hall” aspect of that body, that its confusing and is, therefore, frequently misunderstood.

**A motion to change the name from “College Advisory Council” to “All College Assembly” was made by Alison Cody and seconded by Linda Shea. The item was open for discussion.**

Bill Zannini discussed the charter and the need for it to be revisited prior to a name change. He would like to table the motion of a name change at this time. George Medelinskas seconded. A vote was taken, 2 in favor, all others opposed. The motion to table the motion did not pass.

**Motion to change name from “College Advisory Council” to “All College Assembly” restated. More than the required 2/3 of members present voted in favor; the motion passed.**

Rick Lizotte spoke to the Assembly and defined the role of the Academic Affairs Committee.

Bill Zannini presented to the Assembly the role of the Finance Committee.

Jim Murphy spoke to the Assembly and defined the role of the Student Affairs Committee.

A member asked what the process was to change the charter. Terry Cargan explained the process as stated in the Charter. A question was asked if the Charter was available

online. Terry pointed out the intranet and location of the Assembly files.  
(FACULTY/STAFF to GOVERNANCE)

Guests from the Campus Safety Response Team were on the Agenda to speak to the Assembly. Marie McDonnell explained the role of the threat assessment committee and the resources available to faculty and staff. Judith Kamber talked about her committee (training) and the support for faculty and staff if there is a situation they are unable to handle in the office or in the classroom. Ron Taber stated that his committee handles all communication protocol.

Gene Wintner asked the Response Team if he, as a faculty member, would be entitled to information on a student if there had been a previous situation with another faculty member. Nita explained that if it is a discipline issue, it would be on the student's formal record and part of FERPA, and there are restrictions as to privacy issues.

Linda Shea asked if the Security Personnel that work at the college are trained for these situations and expressed her concern about their high turnover. The Response Team said that this issue would be referred to Sue Wolfe, Vice President of Administration, for further clarification.

Members did voice strong concerns about not having a trained Guidance Counselor available on both campuses.

Divya Taylor stressed her concerns about how student threats are assessed. She feels that a major problem is that the administration has not taken some threats seriously and spoke about her experience four years ago. She had felt threatened by a student but did not feel supported by the administration at NECC about the situation. Marie McDonnell responded by saying that she had spoken about this topic with her and asked to meet with her in this regard at another planned time.

Joe LeBlanc said that the college appears to be trying to change their ways, and that if you feel threatened, the best thing to do is call 911. He also reiterated a need for the school to hire a personal counselor.

George Medelinskas, following up with Bill Zannini's earlier comments about the Charter, said that he thought the Charter was fine, but that we don't use it here. We should use this body as a more effective means for the college.

George then raised a second issue, the smoking ban. He thinks the restriction to smoking only in cars will present a number of problems, that the previous process of reaching this decision was not adequate, and that we need to be involved with this decision process.

Joe LeBlanc made a motion to adjourn; Wayne Kibbe seconded it, and the meeting adjourned at 1:11pm.

