

**Academic Affairs Leadership Team**  
**Thursday, February 28, 2008**

I. CHECK – IN

a) Agenda

- Snow Delay Update
- Staff Requests
- NECC Phone-a-thon
- Financial Aid Update
- AMP Update

II. ACTION ITEMS

a) Snow Policy Update

There has been confusion over whether or not classes that start before 10 am and end after 10 am are cancelled during a 2 hour delayed opening at the college. Lane stated that he had spoken with Suzanne Van Wert regarding this confusion and she is going to speak to faculty about having a single approach: canceling any class that begins during the snow delay.

b) Staff Requests for FY09

The group began the discussion with what they should consider when ranking the 15 FY09 staffing requests. Five items were selected for criteria in the selection process. The group then ranked the requests and Lane will provide recommendations at a later date for discussion.

c) NECC Phone-a-thon

Libby Jensen spoke to the group about the need for student volunteers for the upcoming NECC Phone-a-thon. She asked the Deans if they would speak to their faculty and see if a group of students could be recruited to assist with the Phone-a-thon.

Libby also stated that students could receive a stipend for this work or they could use the time spent for community service. The calls are made from 6 to 8:30 p.m. and that the students use a script that is provided to them.

Grace suggested that Libby also speak with Charles Diggs to see if he had a group of students who were looking for jobs and who might be available to assist.

d) Financial Aid Update

Nora Sheridan spoke to the group regarding the resignation of the Financial Aid Director. She stated that a search had been started and that the Assistant Financial Aid Director is assisting until the position can be filled.

Nora also stated that they are developing workshops for students to assist them with the financial aid process. She also stated that if faculty need assistance with understanding the financial aid process, in particular, the new course repeat policy, they should contact her and she will provide training.

e) AMP Update

Lane stated that the most of the charters have been worked through. Ellen requested the balance of the charters so that she could map out the rest of the process for the committee. The first meeting of the new AMP Steering Committee is Friday, March 7.