

Expanded Academic Affairs Leadership Team
Thursday, April 10, 2008

I. CHECK – IN

a) Agenda

- Sue Wolfe
- Academic Master Plan
- Faculty Hiring Process
- Grace Young

II. ACTION ITEMS

a) Sue Wolfe – Vice President of Administration

Lane introduced Sue Wolfe who is our new Vice President of Administration. Sue gave a brief background on her work before she came to the college. She also gave an update to the group on several items:

- Security Polices – A team leader meeting has been held and there were some action items that came from that meeting. There is a focus right now on using text messaging to alert staff and students in the event there is an incident on campus. This will be rolled out over the next six months. There will also be a website created to keep the college apprised of what the committee is doing.
- Spurk Building Rehab – The higher education capital bond bill contains \$21.7 million dollars for NECC. The first step in renovating the Spurk building will be to replace the flooring. This will begin in Summer 2008. After the flooring is replaced, the next expenditures will be to renovate the mechanical fixtures.
- Timeline for Lawrence Campus new building – The Lawrence Allied Health Facility is at the top of the list. The project will also involve reconstructing existing programs for the new building. Jackie Long-Goding is working with Sue on this project.
- State Budget FY09 – Fiscal years FY09 and FY010 will be very difficult years for the college. There was a question about additional smart classrooms but without knowledge of what the budget will look like, that amount cannot be determined. A question was asked about an early retirement plan being offered and Sue stated that she had not heard any discussion regarding that issue.

b) Academic Master Plan

Bill Heineman discussed his charter which is Core Academic Skills. He stated that his group will define which core academic skills that students should be able to master. At the next CAC meeting, Bill will give a report to the college which will address where the committee is at and what work still needs to be done. There will

be small discussion groups at the CAC. Bill's group would like to link these core academic skills to the general education experience that all students have here at the college.

Linda Shea asked about information literacy as being one of the core academic skills because she feels it is very important to our students. Bill took that under advisement.

c) Faculty Hiring Process

Chuck Phair informed the group about the work that he has been doing regarding diversity and retention of new faculty here at the college.

Chuck stated that the college has been trying to reach diversified pools of applicants when they are hiring full time faculty. He has developed a brochure that faculty and staff may take with them when they go to conferences.

d) Grace Young – Web Advising

Grace spoke to the group regarding a new tool being used for web advising. She stated that it is a great program and that her staff is currently using it. She asked the Dean's to speak to their faculty about using this new tool.