Northern Essex Community College

Strategic Planning Steering Committee
Meeting Minutes
April 12, 2013

Team Members
Present- Mary Ellen Ashley, Ellen Grondine, Mary Chatigny, Dawna Perez, Lane Glenn, Steve Fabbrucci, Bill Heineman

Absent- Chuck Phair, Tom Fallon, Magdalena Suarez-Shannon, Jason Bohanan, Judith Kamber, Terry Cargan, Duane Quinion, Rachel Hellman, Janice Rogers

Goal Team Updates

Goal Team One
- The El-Hefni Allied Health & Tech Center is scheduled to be ready for use in Spring 2014
- Work on the registry building lot is on hold with the foundation until after their May meeting.
- The two story Lawrence campus library plan project is in the hands of "house doctor" Perry/Dean to complete all project documents.
- Mass Development Grant Update – This is a different grant than the MassWorks Grant. This new project is tasked with looking at vacant properties in and immediately surrounding the urban campus development plan footprint to analyze all sites for possible future development. The overall goal will be to create a study/ plan with data that will be helpful and readily available when we apply for future grants in collaboration with the city and private developers.
- The Lawrence bookstore will be closed on April 12th. Follett's bookstore will take over effective May 1st. More info to follow in the near future.
- Work should begin on the new science lab in the Haffner-Fournier building on May 15th and be done by the middle of August.

Goal Team Two
- The Transitions to Academic Success team is working on the implementation of Reading Apprenticeship strategies in more introductory courses.
- The Culture and Equity Team is pursuing its three strategies, improving recruitment of diverse faculty and staff, delivering multicultural professional development and researching student support best practices.
- The First Year Experience Team continues full steam ahead with both the College Success Seminar and Early Alert work.
- There are six research mini-grants under the Wal-Mart Grant are up and running. The team plans to present results at a college wide meeting September 2013.
- There will be a focus to scale up the College Success Seminar courses (CSS), but not the SI courses at this time.
- Goal two FY14 Budgetary Considerations are attached

Goal Team Three
- Draft of the tutoring plan for re-designing room L200 (Lawrence)is in process.
- Math tutoring will remain on Amesbury St.

- The pilot student help desk services that were offered through a collaboration of the Library, ARTC, and IT Services staff with the help of student tutors for the spring semester was a big success. The questions at the start of term were primarily about email, self-service, and Blackboard. Later in the term the focus has shifted to use of courseware including PowerPoint and MyMathLab. The services have taken the burden off of IT Services and have been well received.

Goal Team Four
- The team has been developing a website for career readiness and internship information with a rollout scheduled for March 2014. One of the most important projects we are looking into at this point is a better or easier way for employers to post jobs for our students so that they have more opportunities to gain experience. Blackboard has a free module that can be added called internships.com. On this site, employers can post jobs directly or subcontract with Internships.com to have jobs pulled from their applicant tracking system. This service is easy to use and is on the Blackboard site right on the homepage, so students see it every day. However, if we want to track what students are doing, the analytics would probably come with an added fee. We are also looking into College Central Network and what NECC uses to post jobs, in order to see if that system has this functionality. Suggested budget requirements include hiring a FT benefited coordinator to implement goal 4 activities
- We are also looking into NACElink and Symplicity which offers job postings, resume building, on-campus recruitment organization, online appointment scheduling, and mock interviewing practice. The baseline system costs $2,000 annually with a one-time implementation fee of $1500-$2000. There are also additional modules that have additional costs. For example, the resume builder would be an additional $500 annually. These items have not been included in the FY2014 budget request

  Goal Team Five
- The group is making progress and starting to identify gaps and areas of improvement. Subcommittees will come together soon to share info. Recommendations for the future are forthcoming.
- Goal Five - No FY14 budgetary considerations are necessary at this time.

  Process Management Report Out
- The Dynamic Signage process management team presented their report. Team info is as follows: Team Sponsor – David Gingerella; Team Co-Leaders – Maggie Lucey & Linda Hudson; Team Facilitator – Kathy Ronaldson; Team Members – Ricardo Rivera, Dina Brown, Lenin Tejeda, Jeff Bickford, Erin Willett, Maureen O'Leary, Deb McKinney, Sue Cunningham, Jason Bohanan, Susan Martin; Team Resources David Gingerella and Phil Wysocki. The projects goal was to increase college-wide communication by enhancing electronic communication systems with the addition of an ADA compliant dynamic digital signage network with 10 panels located at key locations on campus. The complete report can be viewed on the process management webpage.

Next Steps
Next meeting scheduled for Fri, May 17th 1:00-2:30pm SC213