



**Strategic Planning Committee**

**Meeting Minutes**

**Friday, September 14, 2012**

**Team Members:**

**Present** - Mary Ellen Ashley, Tom Fallon, Janice Rogers, Terri Cargan, Jason Bohanan, Dawna Perez, Judith Kamber, Magdalena Suarez-Shannon, Ellen Grondine, Rachel Hellmann, Mary Chatigny, Beth Donovan & Ashley Bragger

**Absent** –Lane Glenn, Bill Heineman & Chuck Phair

**Steering Committee Updates:**

The Steering Committee met on Friday, Sept 14th. Goal leaders provided updates and team progress to date (please see below).

MEA and Ellen are in the process of reviewing and teasing through all the strategic goals that have submitted throughout the college. They will be meeting with each goal team leader during the month of September to share with them the goals that pertain to their respective goal teams to ensure that they are being properly informed about what efforts are happening at the college in support of their respective goal teams.

Ellen distributed a revised task and timeline with the new steering committee meeting dates for the upcoming year. These dates are available on the steering committee webpage. <http://facstaff.necc.mass.edu/vision-and-planning-initiatives/strategic-planning/>

Tom Fallon noted that enrollment was up for the Fall2012 semester. An increase in headcount of approx. 270 students (5% FTE). This included an increase of approx. 340 Spanish students.

MEA requested the goal team leaders be more specific with their team progress when reporting out. Detailed updates are necessary in order to update the board of trustees.

**Goal Team Updates:**

**Goal Team 1**- Next meeting scheduled for Fri, Sept 14th.  The goal one team published drafts of the Lawrence Campus urban planning document and the Dimitry Building backfill plan on their webpage. The El-Hefni Allied Health Center is scheduled to be completed sometime during the fall 2013 semester. An infrastructure grant to support improvements to the alleyways, sidewalks and parking lots near the Lawrence Campus was submitted to the State of Mass. The grant requested 2 million for improvements. MEA will keep everyone apprised of the progress of the grant as she receives updates. The library space is scheduled to move. MEA is working with Jean Poth on grant proposal for refurbishing the library. Updates on the PARCC initiative and PK-12 can be found on the goal one site as well. Goal one updates are available on the team webpage

<http://facstaff.necc.mass.edu/vision-and-planning-initiatives/strategic-planning/strategic-goals-2012-2015/goal-1-lawrence-campus-planning-team/goal-1-meeting-minutes/>

***Next meeting scheduled for Fri, Sept 21st 12:00pm LA101***

**Goal Team 2**– Met on June 20th. Two new sub teams have been created, The Achieving the Dream team and the Culture and Equity team. Trish Schade is working on the transition to gateway courses which is based on the reading SFIG. Judith will provide the reading and Latino SFIG so these reports can be posted on the team webpage. NECC was awarded the press for completion grant (Walmart Grant). This grant will aid the college in our efforts to retain and graduate students. More info with be forthcoming from the president regarding this effort. Goal two updates are available on the team webpage

***Next meeting scheduled for Wed, Sept 19th, 2:00pm SC213***

**Goal Team 3** – Met on Wed, June 6th. Donna Bertolino will be the Assistant Dean in charge of tutoring beginning July, 2013. Donna, Linda Shea, Janice and Grace will all be involved in the transition plan. They will be looking at the tutoring space in Lawrence when they meet this month. The DegreeWorks team will be holding refresher workshops and working on advanced functionality and reports. Additional projects surrounding support service are forthcoming. Janice will provide updated report to be posted on team webpage. Goal three updates are available on the team webpage

<http://facstaff.necc.mass.edu/vision-and-planning-initiatives/strategic-planning/strategic-goals-2012-2015/goal-3-improve-academic-support-services/goal-3-reports/>

***Next meeting scheduled for Mon, Sept 24th 2:00pm SC213***

**Goal Team 4** – Met on Tues, May 15th. Ashley Bragger (Merrimack Fellow) shared her research on career preparation and career readiness. Ashley noted that data shows there are many discrepancies among the college in this area. The team will be meeting in Sept to review, finalize and narrow down their focus on initiatives surrounding this effort. Ashley to provide electronic copies of her reports to be posted on the team webpage. Sue Grolnic will be providing her experience and research with experiential learning. She will be looking at internships, co-ops and practicums. Goal four updates are available on the team webpage <http://facstaff.necc.mass.edu/vision-and-planning-initiatives/strategic-planning/strategic-goals-2012-2015/goal-4-improve-student-career-preparation/goal-4-meeting-minutes/>

***Next meeting scheduled for Mon, Sept 24th 1:00pm L144***

**Goal Team 5** – Met on Sept 12th. Mary Chatigny and Judith Kamber reviewed progress to date. An inventory of goals and objectives set by cabinet members in alignment with goal five will be examined and an inventory of activity produced as a means of capturing professional development activity across the college. Goal team five is also currently working to develop a survey that will be disseminated to all faculty and staff in October. The purpose of this survey is to invite the college community to comment on the strengths of professional development opportunity and areas in need of expansion and/or development.

Goal five updates are available on the team webpage <http://facstaff.necc.mass.edu/vision-and-planning-initiatives/strategic-planning/strategic-goals-2012-2015/goal-5-culture-of-learning/goal-5-meeting-minutes/>

***Next meeting scheduled for Thurs, Oct 25th 12:30pm C208***

**NEXT STEPS:**

* ***Next meeting scheduled for Fri, Oct 12th 1:00-2:30pm SC214***
* ***Fall progress reports due Nov 30th 2012***