



**OPERATIONS TEAM Minutes
TUESDAY, June 10, 2014**

- ❖ **Opportunity Works/Project Search** Steve and Jaimie from Opportunity Works “Project Search” were introduced and spoke about the Project Search internship program. Maggie Lucey and Martha Leavitt are running the program from the NECC side. The Project Search program has 270 job sites all over the country. High functioning interns are immersed in a real world work setting, preparing them for potential job possibilities in the future. NECC would be the first community college in the state and the first multi-campus college in the country to participate. Interns will be in groups of 4 with 1 job coach per 4 interns. A normal day would start with the interns meeting in a designated area in the facilities building to go over things. The interns would then work at their specific job from 10:00am-2:30pm, then regroup in their area at the end of the day. The internships have 3 rotations, spending 10 weeks at each rotation. Potential spots for the interns are the bookstore, food services, facilities, the library, and the courier. Steve from Opportunity Works encourages all employees who are working with interns to meet with the job coaches as often as they would like to discuss performance and possible issues. This program is slated to start on July 1.
- ❖ **Charter** The Operations Team charter is now finished and has no more changes to be made. It will now be presented to President Glenn.
- ❖ **Other Issues** *Allie Gagne introduced the newest member of the events staff, Maureen McGonagle. She can be reached at ext. 3981
 - *The grand opening ceremony for the El Hefni lot will be set for the summer.
 - *A request was made to work with the city of Lawrence on crosswalks for the streets in and around our campus, as well as a request to address handicap accessibility in that area of the Lawrence campus as well.