

## Strategic Planning Steering Committee Meeting Minutes

**May 19, 2015**

**3:00-4:00pm**

**Pailes Room**

Present: Noemi Custodia-Lora, Tina Favara, Bill Heineman, Rick Lizotte, Linda Meccouri, Dawna Perez, Mark Reinhold, Janice Rogers, Wendy Shaffer, Mike Swiniarski, and Marcy Yeager

Not Present: Amy Callahan, Terry Cargan, Maria Carles, Tom Fallon, Francesca Gilkey, Lane Glenn, Chuck Phair, and Lauren Scott

Recorder: Cathy Lavery

There were two agenda items for this meeting: goal team updates/report outs and planning for the future.

### Goal Team Updates/Report Outs

Each Goal Team Chair reported out:

Goal Team One: GT1 Co-chair Noemi Custodia-Lora started the “report outs” by noting that a lot of progress has been made in developing the Lawrence campus but there is more work that needs to be done. The next step is to integrate the Haverhill and Lawrence campuses and recreate a one college concept. Noemi detailed the offices that are being moved/changed, some in order to provide more services in Lawrence (such as adding a Veterans Office space). The parking lot on Common Street is also undergoing major change and will now be metered parking. Noemi will be doing a “safety check” by doing a walk-around in the evening to check on outside lighting with the goal of having a real walkable campus. The college will also be doing more advertising in Spanish, to reach out to the local Spanish community.

Goal Team Four: Co-chair Dawna Perez next reported on the work of Goal Team 4. There was a first-time “Networking Night” recently which was very successful with 60 to 70 people in attendance; invites went to 55 students and 39 businesses. The evening showcased a motivational speaker from Enterprise, and Lance Hidy was taking profile pictures for LinkedIn. There were also networking games for people to feel more comfortable. Candid Careers was purchased with funds from the Perkins allocation which supports job development. Dawna noted that all across the college workshop attendance has been low and we want to focus more on Career Preparation, and perhaps seeking funding through grants.

Goal Team Five: Linda Meccouri spoke about the new professional individual growth plan survey form this Goal Team created. This has been a major accomplishment this semester and the Goal Team is working well. This process is designed to line up with the budget process as well. Other goals for this Team include flexible registration for programs and to revamp the employee orientation initiative.

Goal Team Three: Janice Rogers reported on Goal Team 3. Due to snow, a number of the Goal Team 3 meetings were cancelled this semester. Goal Team Three members attended a meeting to learn about the PARCC test. Students with a high score on the exam will be placed directly into college-level courses and will not have to take the Accuplacer test. Merrimack Fellow Train Wu gave a presentation on his

work this year on enhancing social services support for students and working with the families of students. Susan Martin is showing a video clip from YouTube “Keeping Web Accessibility in Mind” to raise awareness of the impact of accessible web media on students with different types of disabilities. Because of budgeting issues Susan Martin has been working with Melba/CIT by purchasing closed captioning from her own budget. Library/Tech Support is moving ahead and has become institutionalized. Goal Team 3 is meeting in June to work on the progress report.

Goal Team Two: Bill Heineman next reported on the work of Goal Team 2. Bill noted that it was too early for updated KPI data. Making the first year experience a requirement was a tie at the All College Assembly meeting. Plans are underway to hire a full-time faculty member for that course. Reading apprenticeship speaker is postponed and rescheduled to August 21<sup>st</sup>. The Cultural and Equity Strategy Team continues to bring new faculty and staff into the Bread Loaf workshops to coach faculty on providing culturally-rich curriculum. Murals are coming to Lawrence. Create new team around guided pathways allowing students to register for a full year, not just one semester. There is a state pilot where students will be placed by their GPA instead of Accuplacer, as this is more accurate. Starfish Early Success will be given to all students starting this fall.

#### Other Information

Wendy noted that all Strategic Planning goal team budgets were submitted; no final word on status of these requests at this time.

On June 3, Lane, Mark, and Wendy will attend a “Strategic Plan Review Committee” meeting at the Massachusetts Department of Higher Education to learn more about the criteria that the DHE has established for strategic plan review. Although the timeline is still quite flexible, work on the college’s new Strategic Plan will begin in earnest this fall and will hopefully have a draft ready for the spring convocation. The new Plan will morph from the last Strategic Plan and will (hopefully) be concise, which is a strength of the current plan.

A Strategic Planning Steering Committee meeting may be scheduled after the June 3<sup>rd</sup> meeting; and if not we will be in touch late summer regarding a schedule of fall semester meetings.