



**Executive Committee Meeting Minutes
Room SC203 (PDR)
September 7, 2016**

Attendees: A. Callahan, T. Cargan, R. Correia-Branco, F. Dushame, T. Favara, J. Fielding, K. Garcia, L. Giampa, G. Gomez, L. Hidy, G. Medelinskas, S. Pierre, L. Buckley
Guests: E. Elmeus, M. McCarthy, L. Glenn

Chair Amy Callahan called the meeting to order at 2:10 pm.

First Year Seminar Proposal

Professor Eldiane Elmeus discussed how the revised First Year Seminar (FYS) proposal will be introduced to the faculty. In order to answer questions regarding impact to programs and curricula, Eldiane stated that she and her colleagues would attend division meetings at the beginning of the semester and would provide information on a proposed website that would contain a link for faculty and students' questions. Some courses meet the requirements for FYS, with embedded FYS, designated in the section number. The revised FYS proposal will go before the ACA for a vote on Nov. 21.

There is an effort to connect FYS with the goals of the Academic Master Plan in integrated support services. The FYS committee is planning to meet at the end of September in preparation for a vote to be taken in November. Since the ACA has replaced the Faculty Senate, its function is to provide an avenue for this type of work. The FYS will be a topic of discussion at the ACA meeting on Monday, Sept. 12th, primarily to inform the assembly of the upcoming vote. In addition, the question was raised: "Do the requirements of the Pathways program, a mandate from the State saying Community Colleges should be aligned with four year schools, conflict with FYS?"

Updates on Committee Business

Amy stated that she was to present the Annual Report of the All College Assembly for the Academic Year 2015-2016 to Lane this day.

Michael McCarthy

Amy introduced Michael to the committee and invited him to address the ACA on Monday, Sept. 12th. He was happy to address any concerns, such as the state of the budget, possibility of layoffs, and security issues.

Michael assured the committee that he was looking at ways to reduce costs, by renegotiating contracts with vendors and agreements with consulting groups.

He is looking at alternative ways to check off more of our wish list and put the money elsewhere to be utilized more efficiently. The need to have a five-year plan with the Police Academy was noted. By having strategic plans on where we are going and how to market our goals, Michael felt the college would return to increased revenue.

Security Concerns

With much experience having served on the Homeland Security Council, Michael expressed the need to put forth strategies to help people prepare for trigger warning and how to handle them, without interrupting their freedom. Wendy Shaffer and Jean Poth are looking into grants that may help us to better utilize our security personnel and provide ways to monitor the people on the campus. Michael expressed the need for our security

to have a community-based relationship with the students, faculty, and staff. However, it takes time and a security staff that has continuity, possibly utilizing resource partners to contract services.

The need to alert everyone quickly in the face of a threat, utilizing a public address system, a clock system, or the NECC App was discussed. Michael agreed to join an Executive Subcommittee for Security Purposes.

Lawrence Food Providers

Michael stated that the college is looking at 2 or 3 companies to provide services to Dimitry. At 420 Common St., food truck providers have expressed interest in this space to set up a cafe, in conjunction with the Lawrence partnership. Also the back alley behind El Hefni may provide spots for Pop-Up restaurants that can create a fun atmosphere.

Also positively noted was the theme expressed at the Quarrybrook Retreat, namely to experience the cultural diversity of our community with food. This will be greatly discussed in the next six months, in anticipation of the ending of Nexdine's contract in one year. A question was presented - Is it more feasible to have many caterers with an additional administrative fee?

President Lane Glenn

Lane visited the committee to inform them that the Community Colleges and the Massachusetts Community College Council have reached an agreement that enables the processing of the MCCC Day Unit salary increases of 2% effective July 1, 2015 (except for the fiscal year 2016 retroactive payment); a classification adjustment, if applicable, effective June 30, 2016; and the salary increase of 2.5% effective July 1, 2016. These increases will be processed as early as October 7 and no later than October 21, 2016. Upon legislative appropriation, the College will then process the retroactive payments for the fiscal year 2016 salary increase.

Also, Lane noted that every effort will be made to prevent layoffs with natural attrition, combining positions, and shifting talents. Lane has requested HR to do an analysis for position control charts. If 9C cuts are necessary, this will present a greater challenge. Lane stated that perhaps the Commonwealth will become more committed to community colleges, in a way similar to that of California and Florida.

In an effort to increase enrollment, the college's marketing efforts and the work of the high school recruiters have tripled the Lawrence student enrollment in the last few years. It was noted that we need to address our recruiting efforts toward the parents.

Clery Report and Title IX

More clarification was requested regarding the Clery Report and Title IX in relation to public safety and classroom conduct.

Non-Credit Course Requirement Waiver

It was noted that some students did not have the skills needed for a non-credit course in computer graphics; however, a waiver was given, without the permission of the instructor. Was this done to increase enrollment?

With no further issues, the meeting was adjourned at 3:55.

The next meeting is scheduled for September 28th.

Respectfully submitted by
Linda Buckley

September 20, 2016