



**All College Assembly Meeting Minutes
Hartleb Technology Center TC 103A & Lawrence Teleconference
September 12, 2016**

Chair Amy Callahan called the meeting to order at 12:05.

First Year Seminar

The Executive Committee wanted to inform the assembly of the upcoming revised proposal of the First Year Seminar (FYS), which will be presented at the Division and Department meetings in October. Discussions and concerns may be addressed at these meetings in anticipation of the Advisory Vote scheduled for November. A question arose regarding the FYS requirement for students who are college ready, noting the unnecessary cost factor for this group. However, it was noted that this seminar addresses not only reading and math skills, but also anxiety issues for First Year students. Another question presented was whether the FYS credits are transferrable to UMass.

Budget Status and Security Plans

Michael McCarthy discussed the challenges that the college faces due to the economy, demographic changes, and budgetary issues. He praised the work that Tina Favara and Bill Heineman have done and noted that it is the responsibility of everyone to work together, utilizing our customer service and marketing skills to increase our enrollment and retention efforts.

Michael also expressed the need to better utilize our resources. Contracts are being reevaluated. Wendy Shaffer is researching grants that may provide needed resources to free up our Security to focus on matters that are of great concern to the college community. One issue expressed by the Assembly was the need for evacuation procedure standards in Lawrence. The use of the NECC App was one avenue that will be explored. Michael also announced that he would participate in an Executive Committee SubCommittee on Security.

Since the food vendor contract is up for renewal this year, Michael hopes to decide in three months how to provide this service with emphasis on our multicultural diversity and the possible use of Food Trucks.

A question arose regarding the budget increase of \$16 million in view of the 1,000 student enrollment reduction. An additional concern was the announcement of 25 administration positions and no full-time faculty positions at the recent Convocation, held on Sept. 6th.

Civic Engagement Explainer

Bill Heineman explained the Civic Engagement program that was envisioned 5 years ago by the Dept. of Higher Education, which included a requirement for "measured programs". The college is currently running several initiatives aligning with the civic engagement goals, but at this point none of the programs is mandatory for students.

Amy extended an invitation to the committee chairs who welcomed participation on their committees and noted that there were several open alternate positions to be filled.

With no further issues, the meeting was adjourned at 1:00 pm.

Respectfully submitted by Linda Buckley

Sept. 13, 2016