



**Executive Committee Meeting Minutes
Room SC203 (PDR) March 29, 2017**

Attendees: Amy Callahan, Terry Cargan, Jenny Fielding, Klinbert Garcia, Linda Giampa, Gladys Gomez, , Lance Hidy, Nancy Julin, George Medelinskas, Linda Buckley

Guests: Dawna Perez and Janel D'Agata-Lynch

Chair Amy Callahan called the meeting to order at 2:06 p.m. Minutes of the March 8th meeting were approved.

Discussion with Dawna Perez:

Dawna presented a self-assessment tool entitled "Institutional Capacity Assessment Tool, which will be introduced to the college community at the ACA meeting, scheduled for April 10th. This online tool helps colleges assess their strengths and areas for improvement in seven key areas: Teaching and Learning, Engagement & Communication, Strategy & Planning, Policies and Practices, Leadership & Vision, Data & Technology, and Equity. The committee looked favorably on this tool, and noted that these areas align with the goals that the college has already established. It was suggested that since the academic area had just been through a college – wide effort to measure performance, interest may be increased by noting that this tool is not similar to that previous endeavor.

Civic Action Plan:

Janel D'Agata-Lynch presented the 2017-2020 Civic Action Plan, which resulted from the Campus Compact's 30th Anniversary Action Statement of Presidents and Chancellors that was signed off last March by Lane Glenn, reaffirming our campus' commitment to civic engagement. NECC agreed to make this plan public, along with the assessment of its progress during the next three years. Janel will present this to the college community at the ACA meeting. It was suggested that it may be helpful to show more options for civic engagement to be presented in classrooms, as it is not realistic to do a whole semester of civic engagement. Many faculty have one or two assignments during the semester and they, along with adjunct professors, would benefit by having models of civic engagement presented to them.

Recent news from Lane:

Amy was told at her last meeting with Lane that the college will soon finish up a feasibility study on launching a \$7 million dollar **Fundraising Campaign**. It was noted that our present fundraising efforts, which resulted in \$700,000, was thought to be low. Lane said that there would be several initiatives or areas identified that would benefit from this campaign, namely, Athletics, IT, culinary Arts program, the Lawrence Library. The complete list will be presented at a later date. The committee hoped that some of this money would be dedicated to marketing in order to improve the marketing capabilities of the college website. Also, Amy noted that Lane thought a full time theater professor may be hired in two years, which was viewed very positively, since all want productions to continue in the newly renovated theater space.

Regarding the **Culinary Arts Program**, Lane shared the feasibility study with the Committee. Amy suggested that the committee ask how many students are expected to be enrolled, rather than questioning the numbers listed on the feasibility study, since there seems to be some confusion. Lane said that there is an additional \$1 million dollar funding expected.

Customer Service in Learning Accommodations: It was noted that there should be better communication regarding students' disabilities; however, there are limitations due to the confidentiality requirements.

Update by Noemi Custodia-Lora:

The committee thought it would be beneficial to have an update presented at the ACA meeting regarding the agreement that was entered into with the Colegio Abogados Republica Dominicana (CARD).

Please note that the next meeting is scheduled for April 12, 2017. Amy will be conducting the meeting in Lawrence, Room LH 314, at 420 Common St., with a teleconference in Haverhill. Lane Glenn will be our guest in Lawrence that day.