



**All College Assembly Meeting Minutes  
TC 103AB, Haverhill Campus & LC 301, Lawrence Campus  
November 27, 2017**

Chair Sheila Muller called the meeting to order at 12:10 pm. The minutes of the last meeting held on September 25 were unanimously approved.

Finance Committee Chair, Patricia Machado expressed the importance of everyone's feedback surrounding the recent Budget Forums. Also, she reminded everyone that the Finance Committee is a valuable resource and welcomed notes and concerns be sent to her to address.

A handout of the many administrative applications, recently included in the IT Master Plan, sorted by primary areas, was distributed.

### **Announcements**

Karen Hruska announced that the International Womens' Day will take place on March 8<sup>th</sup>. Also, on November 8, there will a workshop with Karen and Gabe Garcia entitled "Would you Like a Better Understanding of your Students?"

A Webinar will be held on Nov. 28th in SC203 regarding the Hispanic student success and best practices for completion and graduation process.

### **Presentations**

Noemi Custodia-Lora gave a presentation on the international professional development work that is being done with study abroad, student exchange, faculty, and staff. She encouraged anyone to apply for this opportunity to experience the international culture with her trips abroad.

Lisette Espinoza talked of the writing work she has been involved with that has encouraged respect for the heritage and journey that our students experience.

### **Safety Issues**

The following topics were noted for future discussion with the Administration: fire drills in Spurk with safe egress for wheelchair bound students, lock down of buildings, poor lighting in areas of Lawrence campus, and communication regarding safety procedures during emergency situations.

With no further issues, the meeting was adjourned at 1:12.

Respectfully submitted by Linda Buckley

November 28, 2017