



**All College Assembly Meeting Minutes  
TC 103AB, Haverhill Campus & LC 301, Lawrence Campus  
February 12, 2018**

Co-Chair Amy Callahan called the meeting to order at 12:30 pm. The minutes of the last meeting held on November 27 were unanimously approved.

Guests: Bill Heineman and Michael McCarthy

Amy expressed concern surrounding enrollment, budget, and Meta-Major Centers. She introduced Bill Heinemen and Michael McCarthy for updates on these important issues. The following topics were discussed:

- **Student Enrollment**

- Need to improve rate of 46% of students who do not return after one semester and 41% after spring semester (figure does not include transfer students). TutorTrack software is one application that will be used.
- Utilize methods for more comprehensive service and support – Orientation to include one step mentoring system.

- **Meta-Major centers**

- Meta-Major centers in 5 areas. Services-focused or an academic community? Role of advising considered very complex. Decisions made by faculty, with emphasis on obtaining input from students.

- **Safety**

- New position – Director of Public Safety – to promote the college’s highest priority – to ensure a safe and welcoming environment for students
- Standard protocols regarding situations surrounding Immigration and Customs Enforcement (ICE) and students in Deferred Action for Childhood Arrivals (DAKA) programs.
- ADA accessible issues especially re: elevator in Spurk

- **Deficit**

- Decisions being made using budget to actual evaluations, trying to use creative solutions moving forward. Need to schedule courses intelligently to avoid courses where attendance is at 50%. Additional staff cuts due to 5% decline in Fall enrollment, among other causes.

With no further issues, the meeting was adjourned at 1:35.

Respectfully submitted by Linda Buckley

April 2, 2018