



Executive Committee Meeting Minutes Room SC214, Haverhill Campus, April 18, 2018

Attendees: F. Dushame, J. Fielding, S. Fichera, L. Giampa, G. Gomez, L. Hidy, L. Johnson, N. Julin, H. Mores, S. Muller, S. Pierre, L. Buckley; Joining at 3:00 pm - A. Callahan, S. Melo

Guest: President Lane Glenn

Co-Chair Sheila Muller called the meeting to order at 2:00 p.m. Minutes of the April 4th meeting were unanimously approved.

Our discussion with Lane Glenn included the following topics:

- Budget: FY19's budget will be 1.5million lower than this year's budget. The FY18 budget has been balanced, making many adjustments in staff, with structural changes to include specific initiatives such as the Integrated Student Experience and Meta-Major centers to help recruit, retain, and graduate students. The college will be a smaller college for the next few years, similar to two-thirds of our history.
- Strategic initiatives were noted, such as 100 Males to College: Brotherhood for College Success; the PACE programs, DHE grant with Salem State, working with 16 students from Lawrence High School, ISE, Meta-Major centers, and Implementation of EAB to better communicate with students. These and other initiatives are limited due to the amount of funding that is available.
- Students and retention: Efforts are being made to follow-up with students who leave the college. Steve Mathis is doing this in the liberal arts area. The committee noted that student support is much like an investment – more support provides for increased retention.

On this matter, Lance noted that he, Melba Acevedo, Sue Martin, and Minh Le recently made a presentation to the Cabinet on their past accomplishments and success with media. In a recent conversation with Jorge Santiago, it was noted that the low percentage of Latinos who are registering for learning accommodations and disabilities, could be due to the fact that it is not considered macho. Various attempts have been made in the past with focus groups of Hispanic male who have stopped out or dropped out. Lane noted the concern of the committee regarding the need to improve our customer service to help those who are having difficulty for various reasons. Also, the need for a universal design of courses to aid those who have learning accommodations was expressed.

- Conducting Layoffs: Lane expressed the fact that this situation is not the same for everyone. Since some employees may be looking for jobs and request privacy, this process has been diverse. In addition, the college's overall concern for safety and security on campus was noted.
- Capital Campaign: This is being rolled out in phases. At present this is the quiet phase, gathering information about possible contributors under the leadership of Lane, Jean Poth and consultant, Janet Nolan. By September, it is hoped that half of the \$7 million will be targeted.

In reply to a question "Is there anything you want from us?" Lane asked the group to discuss sharing tools for advocacy. Lane encouraged the committee to take the extra steps to reach out to the students, and to the community –to be the best ambassadors for NECC. At the very least to have no negativity, but rather call attention to something positive.

- Continued conversation about students dropping out due to financial difficulty paying their tuition and how we can address these issues prior to them being critical:
 - Academic coaching is currently dealing with students who do ask about financial issues
 - Proposal that the financial aid window model may also deter students from having these conversations and for NECC to look into creating more private areas for more complicated and sensitive discussions

- Also, the interactions between the financial aid reps and students can also be improved by moving away from saying, “you’re all set” to “Is there anything else we can help you with?”
- Question on student journey through the Meta Major Centers
 - Students who have not declared a major will go through the Student Success Center and will get career guidance and advising for the first year,
 - They are then handed to their respective major MMCs
 - A concern for developmental students and the requirement of FYS for this population—fear that Bill Heineman is circumventing the governance process (the vote at ACA to not make FYS a required course)
- Lance mentioned that 80% of IEPs in Highschool don’t disclose in college. This has implications of the Accuplacer results. Conversation with guidance counselors is imperative to better advise students to self-disclose
- Amy addressed the Equity Task Force and the committee would like to wait to see what the Leading for Change Committee does prior to initiating a search committee. There is a discussion on how there is not enough diversity in the Leading for Change Committee and that the concern is that all voices in the college are not heard; however, the committee does not want a duplication of efforts. We have announced to Lane and Kim Burns that we are currently tabling the topic.
- The Election of ACA members were discussed. Email is going to all committee chairs and support staff to update the member excel sheet—due to recent retrenchments. A broadcast email will be sent out announcing all available positions (due 4/23), incumbents wanting to run again, and any unfilled positions—ballot out by 4/27. Ballot responses calibrated by 5/4
- Lance proposed to have a Modified presentation of Melba and Sue on ISE and course design for the 5/2 meeting. Amy decided to revisit this topic in the Fall, since Bill Heineman will be visiting on 5/2
- Proposal to have a Governance Coffee Hour meeting to address some issues, such as attendance or role of alternates, brought about by the standing committees

With no further issues, the meeting was adjourned at 3:45. The next meeting in the fall is scheduled for Sept. 12, in SC 203.

Respectfully submitted by Linda Buckley

April 24, 2018