



**All College Assembly Meeting Minutes
TC 103AB, Haverhill Campus & LC 301, Lawrence Campus
October 1, 2018**

Co-Chair Amy Callahan called the meeting to order at 12:30 pm. The minutes of the last meeting held on April 9th were unanimously approved.

Amy expressed gratitude to Sheila Muller for coordinating the recent Governance Reception, held on Sept. 26th, which was well attended by members of the Standing Committees.

Reports from Chairs

- Lori Heymans reported that Nathan Gilbert and Jeff Bickford are working on the various communication challenges and IT Master Plan policies. Lori welcomed anyone's questions and noted that the next IT Committee meeting will be held this Thursday, at 2:25pm in Room A112.
- Patricia Willett of the Academic Affairs Committee reported that anyone interested in training on the curriculum manager software may contact Linda Fagan or Jane Bailey. Scott Lancaster noted that the software is very easy and simple to use, and greatly reduced the amount of time to complete. Program revision deadline is October 15 to be implemented in the spring. Approval remains the same – at least two semesters in advance.
- Amy Callahan of the Executive Committee reported that she and Sheila Muller meet regularly with Lane. In a recent meeting, Lane noted three changes – a new Director of the Police Academies, a new system surrounding the academies' student weekly dues, and a new bid process for sporting apparel. The executive committee also received concerns surrounding the Learning Accommodations Center. Amy noted that Tina Favara is working to resolve these issues.

• **Discussion with Deb Crafts**

- Deb discussed her role as Chief of Police and Director of Public Safety. She noted that during the past three months, she has had many conversations and will continue to communicate, gain input from others, and analyze data before any new policies are put in place. She said that it will be "business as usual" for now and will focus on customer service, transparency, and creating a sense of community.
- Deb noted the importance of education, training, and customer service skills for her staff. She hoped to create the right model by 2020; possibly with in-house police with college degrees and the ability to speak Spanish, in addition to in-house security staff.
- Locks are on the agenda and noted that there are alternative methods to protect oneself, such as barricading the door or disabling the motion of the door.
- Concern was stated for notification to deaf students in the case of an emergency. Deb assured that the use of Text Telephone (TTY) will be utilized in this policy.
- Buckley Garage – after meeting with colleagues there, Deb regarded that as a safe environment; however, she understood the concern of many. It was suggested that more blue safety phones be installed to create a safer place.
- Signage – both inside and outside is included among the top ten priorities.

With no further issues, the meeting was adjourned at 1:30.

Respectfully submitted by Linda Buckley.

October 2, 2018