

## **Executive Committee Meeting Minutes Room SC203, Haverhill Campus, January 30, 2019**

**Attendees:** A. Callahan, S. Fichera, J. Fielding, G. Gomez, L. Hidy, A. Montilla, H. Mores, S. Muller, T. Portanova, K. Sullivan; L. Buckley

Co-Chair Amy Callahan called the meeting to order at 2:06 p.m. Minutes of the Dec. 5th meeting were reviewed and unanimously approved, following three minor typos. with a motion presented by Sheila Muller and seconded by Jenny Fielding. Minutes of the Dec. 10<sup>th</sup> All College Assembly were reviewed and unanimously approved, with the exception of one abstaining, with a motion presented by Sheila Muller and seconded by Trish Portanova.

### **Amendment to the Charter**

After reviewing the list of committees, it was decided that more discussion with Bill Heineman is needed on how to set up divisions. A recommendation will be made to the All College Assembly and then a vote of their approval will be required for an amendment.

### **Review of the Document “Minors on Campus” by Heather Mores**

Heather and the committee discussed the many serious college issues surrounding minors on campus, some of which are noted below:

How to make faculty members aware of minors in their classroom; home-schooled students who attend a class and are minors; appropriate content for minors, lack of background checks for instructors; issues surrounding practicum and internships; dual enrollment/early college programs, coaching staff; and MAICEI programs.

This document is being reviewed by many, with input from Kenneth A. Tashjy, General Counsel, Massachusetts Community Colleges.

### **Review of Bookstore Hours in Lawrence during Finals by Jennifer Fielding**

It was noted that the Bookstore in Lawrence will stay open for finals in the Spring, as a result of much confusion during the end of the Fall 2018 semester, when students complained that the book store had closed before they could return books.

Many thought that this confusion was an example of the disparity between the Haverhill and Lawrence campuses.

Another concern for the Lawrence campus was the lack of parking. A question arose about the possibility of a food service in the Dimitry building when classes resume.

### **Committee Audit**

Any suggested that the committee review the list of committees and report any changes that need to be made. An email will be sent to the chairs asking if their committees are now defunct.

### **Announcements and Constituency Concerns**

At the next All College Assembly, there will be some discussion about the committee audit. Other subjects of concern will be the Athletic Program, (Mike McCarthy will be invited to answer any questions that may arise), food insecurity, and course design.

At the next Executive Committee meeting, Mike McCarthy will be invited to discuss the following topics regarding the Lawrence campus: Parking, the Bookstore, and a Food Vendor in Dimitry upon opening.

With no further issues, the meeting was adjourned at 3:36 pm with a motion presented by Jenny Fielding and seconded by Kelly Sullivan. The next meeting is scheduled for February 13.

Respectfully submitted by Linda Buckley

February 1, 2019