

Student Affairs Committee Meeting

October 15, 2018

2:00 pm - 4:00 pm

In attendance:

Paul Saint-Amand, Deb LaValley, Liz Teoli, Brian MacKenna-Rice, Biff Ward, Kelly Sanborn, Solanyi Munoz, Alexander Quiroz (student), Matt Day (student), Isabelle Gagne, Deb McKinney, Hilmar von Strunck

Absent:

Amy Cameron, Jennifer Levesque, Karen Hruska, Kathy Hudson, Meredith Gunning (Sabbatical)

**1. Sept. 17, 2018 minutes:**

- a. Brian MacKenna-Rice motioned to approve, Liz Teoli seconded.

**2. Chair Election nominee:**

- a. Isabelle Gagne, Psychology department, nominated by Paul Saint-Amand to take over upon Paul's retirement in Dec. 2018.

**3. Student of the Month Sept. nominee, Eric Brodette:**

- a. Deb LaValley motioned to approve, Brian MacKenna-Rice seconded.
- b. Paul led a discussion about having SotM added to student transcripts, potential snags due to academic structuring.
  - i. Isabelle will email Bill Heineman to get information about the SotM to the NECC website.

**4. Guest: Deb Crafts, NECC Chief of Police:**

- a. Has been meeting with all committees across the campus and hopes to work closely with the Student Affairs Committee, as we handle many potentially difficult situations.
- b. Different ongoing problems were brought up by SAC members:
  - i. Signage: Lack thereof across both campuses.
  - ii. Fire Drills: Lack of plan, lack of visual alarms for DHHS individuals
  - iii. Safety Trainings: We want more. Hands-on active shooter, fire safety, CPR, etc...
    - 1. Deb is working w/CPD to put on another Active Shooter training in November 2018.
    - 2. Massachusetts State Police are coming 10/22/2018 to do a school bomb threat workshop.
    - 3. X2222 still works as a public safety phone number, but people should be calling x3333
- c. Deb sees the immediate need being a dispatcher to triage and get everyone where they need to go.
- d. Deb has no connection with the police academy on campus.

**5. Guest: Kirsten Kortz, *Navigate*, Director of the Office of Transitional Support for Students:**

- a. Kirsten's job is to get students who want to start at this college to have an amazing first-semester, so that we retain them and they do not drop out.
  - i. If students are having problems paying for books, if students just stop showing up, if students seem in danger of dropping out, send them to Kirsten. This is a way to help students find their way in the NECC system. The entire point is to give students a better experience, and retain them.

- b. First-Year Seminar: Academic class that's under the Student Success Hub—is not actually a part of the Student Success Hub.
  - c. Student Success Hub: Actual center for students, acts as a triage to the university.
  - d. Exploratory Program: Functions as a major for financial aid purposes; is for students who have not declared a major—so they don't get lost in the shuffle.
    - i. Brian MacKenna-Rice wanted to know if Human Services 101 is one of the gateway programs, due to the potential for misrepresenting career paths.
      - 1. Told to contact Janice Rogers, she's the director of the program.
  - e. New Student Gateway: Functions for first semester students only
  - f. *Navigators*: They provide an extra layer of assistance to help keep students from falling through the cracks. They are there to answer questions and assistance students in finding their academic pathway.
  - g. Question: Why is there no easily locatable visual pathway to give/show to students?
    - i. Michelle Sunday is currently working with Lance Hidy to develop a visual pathway for incoming students. This will also help faculty/staff to know where to send people.
  - h. We should be focusing on getting Early-College students to complete their AA, this will help with our reporting to the College Board.
- 6. Learning accommodations update:**
- a. Amy Callahan & HUB Advisory board were updated, word has gotten out across campus. A meeting is tentatively scheduled for Thursday, October 18, 2018 w/ Tina Favara to discuss the matter in its entirety.
    - i. There are still no locks on the offices, have been trying to get them put in since July 2018.
    - ii. Deb McKinney brought up the white noise machines:
      - 1. They are not working as intended, but NECC is planning on ordering more. This is unnecessary, wasteful spending.
    - iii. Deb LaValley mentioned that Susan Martin brought up potential issues with all the moves during ISEE meetings last Spring, prior to any actual changes.
      - 1. Deb McKinney said that the rationale behind the moves is that they are trying to merge the departments w/ the student success hub & to be one common space. However, the office is not environmentally friendly, not conducive to connectivity. It used to be really open, but now there are too many physical barriers. This is leading directly to the current morale in the DHHS office.
    - iv. Matt mentioned that the learning accommodations problems have been brought to the Student Government Association
    - v. Deb LaValley brought up the ADA violation, as many wheelchairs can not fit in the elevator or office/cubicle spaces.
    - vi. The conference room where meetings are supposed to be held with students is not confidential due to the large windows.
- 7. Paul spoke w/academic prep & they wrote a letter to Tina about lack of privacy, safety, etc...IT Service desk discrepancies**

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- a. Haverhill has someone on staff until at least 9pm, Lawrence closes at 6pm
- b. Liz will email Paul about this issue & he will follow-up.
- 8. Paul would like to invite Janice Rogers & Bill Heineman to the next meeting
- 9. **Chair Election:**
  - a. Official vote was held, 10 ballots yea, 0 ballots nay, 0 abstaining.
- 10. **Motion to adjourn: 3:54pm**
  - a. Deb LaValley motioned to adjourn, Kelly Sanborn seconded.

**Submitted by Liz Teoli 10/18/2018 and Paul Saint-Amand 10/19/2018**