

Student Affairs Committee - Minutes of meeting 2/12/2018

Present: Amy Cameron, Linda Comeau, Linda Fagan, Meredith Gunning, Kathy Hudson, Deb LaValley, Joe LeBlanc, Brian MacKenna-Rice, Dan Malave, Aaron Moreno, Paul Saint-Amand, Chair, Kelly Sanborn, Liz Teoli, Biff Ward

Absent: Jennifer Levesque, Deb McKinney, Student Representative

- **Meeting was called to order**
- **Approval of January 22, 2018 minutes** - motion to accept as is, seconded and approved.
- **Committee membership /SGA Meeting 2/8/18-** Paul has potential student representatives. He will send them past minutes of our meetings to bring them up to date.
- **Student of the Month** - We had one recommendation from Ginger Hurajt -Matthew Brides. Motion to accept Matthew Brides as January Student of the Month, seconded and approved.
- **Michael McCarthy's responses to the All College Assembly (ACA) questions and concerns re: Safety and protocols** - Paul read a list of concerns, previously discussed in our meetings, at the ACA, held prior to this meeting, for Mike to respond to. The responses were the same as were offered in previous years. There appears to be not a lot happening to resolve them.
 - Motion to submit a request to have the "shivs" and other "weapons" removed from the glass case on the first floor of E building. Motion seconded and approved. Paul to determine the proper chain of command to follow.
 - Motion to submit a request to have lighting in parking lots, especially at El Hefni, assessed and rectified. We've had student and faculty complaints. Suggest an analysis of parking lot lights and parking lot conditions (deep holes) be done and reported back. Motion seconded and approved.
- **Visit with Tina Favara, Vice President of Student Affairs** -
 - **Integrated Student Experience (ISE)** - How do we get student input? How can we survey students regarding their needs? Tina explained that she has a survey tool and IR is willing to create reports targeting the proper audience. Tina suggested that Chairs and Faculty have the greatest opportunity to survey students since they are "captive audiences" when in class.
 - **Recruitment activities** - Tina shared information on how they target sub groups with intentional communication that determines why they haven't returned to NECC and helps them come back. They have done this for a few semesters and have seen some success.
 - **Cutting costs for students** - A deal has been made with Follett so NECC can include the cost of books into the cost of the course. This is currently working in Developmental Math and some higher Math courses and in HES. All faculty teaching the same course have to agree to use the same book.

- **“Mandatory” Orientations** - Tina explained that until the College decides to have repercussions for not attending, there really is no “mandatory” orientation.
 - **Danny Malave** spoke to the difficulty in creating the correct balance of what should be in an orientation and then the difficulty of making it available to all day and evening students. A Mobile APP is being discussed.
 - **Wait listing students** - Tina explained that this is an imperfect system; one that needs to be revised. Students just need to keep checking to see if there is an opening in a class.
 - **Who checks pre-requisites for classes?** - This is another area that needs improvement but is limited by Banner. If student doesn't pass a class, it can be flagged but in order to register the student in a timely manner, the flag must be overridden. Once this is done, the initial flag is gone. Tina suggests that the program coordinators need to monitor this to eliminate students from being enrolled in classes they shouldn't be.
- **March visit with Susan Tashjian and Jody Carson, CIT** - Sue and Jody will attend our March meeting.
 - **Other Business** - Little Sprouts drop off and pick up is raising safety concerns. Winter weather compounds the issue but the handicapped area for C building is often blocked by parents dropping off or picking up their children. Small children walking in the road is also a safety issue. Can there be an alternate route for parents? Can Little Sprouts communicate to the parents and remind them of where they should be parking, etc.? Paul to follow up with Paul Miedzionoski, Director of Facilities.
 - **Call to adjourn and seconded.**

Our next meeting is March 19, 2 -4pm in A112/LC301

Submitted by Linda Fagan 2/13/2018 and Paul Saint-Amand 2/21/2018