

Student Affairs Committee - Minutes of meeting 3/19/2018

Present: Linda Fagan, Meredith Gunning, Karen Hruska, Deb LaValley, Joe LeBlanc, Jennifer Levesque, Brian MacKenna-Rice, Deb McKinney, Aaron Moreno, Paul Saint-Amand, Chair, Kelly Sanborn, Liz Teoli, Biff Ward

Absent: Amy Cameron, Linda Comeau, Kathy Hudson, Student Representatives

- **Meeting was called to order**
- **Approval of February 12, 2018 minutes** - motion to accept as is, seconded and approved.
- **Introduce New Committee Members**- Potential student representatives are Carl Squatrito and Amel Perez. Karen Hruska, Associate Director from Student Life has joined us, replacing Dan Malave who has left the college.
- **Student of the Month** - We had one recommendation from Ashley Moore and Joseph Scascitelli -Anthony Bowers. Motion to accept Anthony Bowers as February Student of the Month, seconded and approved.
 - Ernie Greenslade, from Marketing has requested Student of the Month results so she can properly promote it - Linda Fagan will provide it to her each month.
 - Linda provided historic data that shows the number of nominations are less than they used to be. A number of reasons were discussed and it was decided to try to make the nomination process more visible - flyers posted in Meta Major Centers, on billboards, etc.
 - Send comments, suggestions, etc. regarding the proposed flyer to Paul.
- **Removal of the “shives” and parking issue with Little Sprouts** -
 - The “shives” have been removed from the display case on the first floor of the E building
 - The Little Sprouts parking lot issues have been addressed by Justine Caron (HR) and the Director of Little Sprouts has communicated with parents. Local police will monitor the area and Mike McCarthy and Gene Hatem have been apprised of the situation.
- **Incident related to safety issue: LA student stranded on 3rd floor of Spurk** -
 - Kelly shared the recent incident regarding a wheel chaired student stranded on the 3rd floor of Spurk when the elevator broke down. The fire department responded and carried student downstairs once parent arrived. Motorized wheel chair was too heavy to lift so remained at school until next day. Very inconvenient for the student and family.
 - The elevator has not been reliable for some time and the question was asked, “Why this wasn’t addressed during the Spurk renovation? Why isn’t it being addressed now?”
 - The incident was not reported to the Learning Accommodation Center as it should have been. Mike McCarthy to address this situation.

- Past policy was to ensure classes with disabled students were given first floor accommodations. Why is this not being followed now? Paul to follow up with Sue Shain, Assoc. Dean and Registrar.
 - Other safety concerns were brought up – auto door opener on front entrance to Spurk has not been functional for months. A thorough check on all push button door openings should be done. (Example: there is one in hallway to access bathrooms but not one on the actual bathroom door in Spurk).
 - Accessibility for the Student Center is another issue. There is an **Accessibility Forum meeting next week on Thursday the 29th in TC103A from 12:30 to 2:30pm** to discuss how to make the Student Center more accessible. All are welcomed to attend.
- **Guests: Susan Tashjian and Jody Carson, CIT** – Free Educational Resources (OER) <https://www.necc.mass.edu/succeed/student-support-services/free-textbooks-oer/>
 - Over 60 NECC faculty have worked with CIT and are participating in the use of free open resources instead of using traditional books. Statewide, over 7000 students have saved more than \$1 million since 2014.
 - Cost savings for students / use their financial aid to buy laptop/tablet to access free resources
 - NECC course search tool advance search option shows which courses provide OER (check Free Access box) <https://www.necc.mass.edu/courses/search/>
 - Low cost printing options were discussed
 - For more detailed discussion please contact Sue at Ext 3686 or Jody at Ext 3361
- **Active Shooter Training workshop** –many of the committee members were able to attend the recent training conducted by Middlesex CC on the Haverhill campus. **Another training session is scheduled for the Lawrence campus on Wednesday, March 28th from 12:30 – 2:30 in LA101 (78 Amesbury St) with a video-conference in Haverhill’s TC103A.** Consensus was that it was valuable training that all faculty, staff and students would benefit from attending. There will be other offerings of this training in the future.
- **Bill Heineman will attend our meeting on April 23rd with updates regarding Academic & Student Affairs** – Please be prepared to ask Bill some relevant questions.
- **Other Business** –
 - **Broadcast emails** – This topic has been brought up before. Deb LaValley and Linda Fagan will forward information they have collected to Paul. Paul will correspond with Ron Taber.
 - **Text Alerts** – Some concern as to how these happen and if they would alert everyone if something is happening on campus and then alert us once it is resolved.
 - **Elections for committees** – Joe LeBlanc and Linda Comeau will be retiring this spring.
 - **EAP** – Karen Hruska discussed counseling on campus and made note that EAP is currently only available to FT faculty and staff at NECC. Other community colleges have provisions for part-time staff and DCE faculty.
- **Call to adjourn and seconded.**

Our next meeting is April 23, 2 -4pm in A112/LC301

Submitted by Linda Fagan 3/20/2018 and Paul Saint-Amand 3/26/2018