

Student Affairs Committee Agenda

Monday, February 8, 2021

2:00 pm

Virtual meeting via Zoom

In Attendance: Isabelle Gagne, Liz Teoli, Brian MacKenna-Rice, Kelly Sanborn, Deb McKinney, Kathy Hudson, Emily Gonzalez, Eldiane Elmeus, Jennifer Levesque, Meredith Gunning, Amy Cameron, Tiffany Esmerio, Eli Abbot (Student)

Guest(s): Stephanie Haskell

Absent: Jacqueline Dick, Gabe Garcia, Kristen Arnold, Denise Trinidad

1. Call to order
 - a. The meeting was called to order by Chairperson Gagne at 2:04pm.
 2. Approval of Minutes
 - a. [12/7/2020 Meeting Minutes](#)
 - i. Eldiane Elmeus motioned to approve the minutes as is, Emily Gonzalez seconded the motion. The minutes were approved unanimously by all in attendance.
 3. SGA Update
 - a. The pass/fail option was brought up by a faculty member to the SGA in December.
 - i. Discussion was held around this topic and the need for further institutional research to occur. Data from both sides of the pass/fail argument was informally discussed. Some research shows that it helps students, some shows that it hurts students.
- Action: Isabelle will start a conversation about add/drop, w/d, NP, NS and all the deadlines for what is what. She will recommend that a task force is created to work on this.**
4. Possible Implementation of Staff of the Month Award
 - a. Discussion was held around the possibility of implementing a Staff of the Month Award. The idea is that students would nominate staff members to recognize the work that they have done to make their NECC career better. This would be a way to potentially help boost the morale and motivation of staff members.
 - b. This idea has buy-in from the Student Affairs team, Bill Heineman and Jennifer Mezquita are willing to allot \$100 per academic year to the committee for this award.

Action: Liz & Isabelle will work on drafting language for this and bring it to committee in March 2021.

5. Bookstore Updates

- a. As of this time things appear to be running smoother this semester than previously with the bookstore. They are working toward allowing faculty to submit all their textbook options/needs electronically to help with access and streamlining the process.
- b. Various committee members noticed issues with the interface used to get the book information to students. The “book information” button within the course tool has not been operable for quite some time. Additionally, some faculty expressed difficulties with McGraw-Hill’s toolkit.

Action: Isabelle will look into these problems and report back.

6. Clear Directions for Testing

- a. Amy Cameron & Isabelle Gagne are working with Bill Heineman to have the directions for ESL and CLEP clarified. A few of the most notable problems are that there is no phone number that comes up for testing when searching the NECC website; there is no enrollment form for testing in Spanish; and the majority of materials provided are English-only.

This led to a discussion thread about translators not being paid for the work that they are doing translating materials. Individuals within various departments are being asked to take on extra work in translating a variety of things and are not being appropriately compensated for it.

It was also mentioned that there is no clear outline for what is being/has been/should be translated. This has the potential to lead to multiple people doing the same work multiple times.

Action: Isabelle will begin discussions with various NECC personnel about what translation work is being done and then put for a recommendation based upon the information found.

7. Comments on ACA Handbook Changes

- a. [NECC ACA proposal for Charter Amendment Summary](#)
 - i. The committee had no opposition to the proposed changes. An informal vote was held, and passed unanimously to recommend the ACA make the changes as proposed.

8. Other Business?

- a. Students nominating other students for the Student of the Month award

- i. Various committee members were contacted by a member of SGA who was interested in having students nominate other students for the Student of the Month award. The committee felt that this was overall a good idea, but there were potential questions raised (What would the criteria be? Would it be the same form as the faculty/staff nomination form).
- ii. A suggestion was made to possibly have a separate "Students uplifting students" award perhaps given by SGA itself.

Action: Liz will check the bylaws to see if there is any information related to the Student of the Month award and will report her findings to the committee via email.

Action: Liz will coordinate with Stephanie Haskell about the information that will be transmitted to SGA.

- b. Updating wording on communication texts to say "The college is closing all in-person and virtual services"

Action: Isabelle and Liz will draft an email to Marcomm about this. X3002 was not updated to reflect the college closings

- c. Upcoming Student of the Month Dates

Call for February: 2/16-2/23

Call for March: 3/23-3/30

Call for April & May: 4/20-4/27

9. Motion to adjourn

- a. Liz Teoli motioned to adjourn the meeting and Eldiane Elmeus seconded the motion. The meeting was adjourned by Chairperson Gagne at 3:35pm.

*****Submitted by Liz Teoli & Isabelle Gagne on 2/16/2021*****

*****Approved by the Student Affairs Committee 3/1/2021*****