**Management Association Committee for Employee Relations (MACER) Meeting Notes – 21 January 2021**

**Present for Union**: Louise Michaud, Tom Greene,:Linda Giampa, Kathy Holmes, Steve Russell, Liliana Brand

**Present for Employer**: Mike McCarthy, Bill Heineman

The meeting through ZOOM started shortly after 3:00 PM on Thursday 21 January. Chapter President Linda Giampa chaired the meeting.

1. **Bookstore Issues -**  Ordering at the bookstore appears to be going smoothly. So far, student complaints to the faculty present were minimal.
2. **COVID-19** – Mike McCarthy urged that people not come to campus unless absolutely necessary. Discussion ensued about several topics related to COVID-19:

* Will the vaccine be mandatory for people returning to campus to work or for students: Mike replied that this was not clear at this time.
* Employees who work at the Essex County jail are being offered vaccines.
* Cleaning of air ducts is moving forward.
* Air flow issues at the Dimitry Building are being addressed.
* Smells at Amesbury Street building are being addressed
* Many maintenance issues not related to COVID-19 are being addressed
* Police Academy continues to provide a prototype of how students can be on campus safely. Will people on campus be able to obtain the same masks that the Police Academy have?

1. Memorandum of Agreement – Linda Giampa indicated that NECC is doing already what is outlined in the MOA regarding returning to campus. The document from MCCC “Pandemic Related Employee Matters” has been sent to Bill and Mike. One of the requirements of the document is to have a committee and designated administrator related to pandemic issues which NECC has. The document also discusses child-care related issues for employees, supplies and the use of off-campus days. Comp time accrued of greater than 40 hours will be paid. While the MOA addresses “remote” classes, NECC does not have these now. All “remote” classes are being conducted under the Distance Education Agreement.
2. Evaluations for Change of Rank and Tenure– Bill outlined how evaluations and change of rank will be handled. For Day faculty summary evaluations will draw on student evaluations except if an on-line course has been taught 3 times or less. Rank change will occur automatically if a member is in the top 20% of student evaluations on the U Washington forms. Rank change otherwise can be based on summary evaluations for prior two evaluation cycles (Fall 2019 and Fall 2018). For tenure personnel files and summary evaluations for prior 6 years will be considered. This will not include class observations which did not occur in Fall 2020. For Professional Staff the annual evaluations for the year ending June 30, 2020 cannot include remote work. It is not clear what will be considered for evaluations for the year ending June 30, 2021.
3. Synchronous Courses – While their proposals have merit, Bill indicated that the Synchronous Courses task force’s recommendations will not be considered for the Spring 2021 semester. He discussed a possible hybrid option where a class would be split in half and each half would meet for half the normal time. This could be implemented in the Fall 2021 semester.
4. Summer Classes – Bill indicated that the first term of the Summer would be almost all on-line. There is no decision yet about the second term.
5. Enrollment numbers – Bill reported that the news is better than expected. Declines are less than expected.

The meeting ended at about 3:45.

**Next MACER meeting is Thursday 18 February at 3:00 PM.**

Respectfully submitted,

Stephen Russell, Ph.D.

NECCPA Secretary