**Management Association Committee for Employee Relations (MACER) Meeting Notes – 20 June 2019**

Present for Union: Linda Giampa, Kathy Holmes, Jennifer Levesque, Steve Russell, Louise Michaud

Present for Employer: Bill Heineman

The meeting started shortly after 2:00PM on Thursday 20 June 2019

1. **E-Cigarettes Policy** - NECCPA President Linda Giampa requested that Academic and Student Affairs Vice-president Bill Heineman re-issue the College’s Non-Smoking Policy of March 21, 2016 to emphasize the inclusion of e-cigarettes and vaping in the policy. Bill agreed that this policy should be reissued to students and faculty.
2. **Dimitry Building Renovations** – Linda Giampa asked Bill Heineman if the July 8 announced move date would include everyone or is it just the beginning of the move. Bill said that the library has begun its move and it will be completed by July 8 when the library reopens. Bill will find out about when other moves will be completed. Linda mentioned that there are computer drops in L-202, for example that are not functional and this causes concern. Also there are concerns that the testing area be fully functional when large numbers of students begin to come in during July and August. Bill indicated that he will reach out to Finance and Administration vice-president, Mike McCarthy about these concerns. Bill also indicated that he is hoping that most of the carpeting in the building will be replaced.
3. **Staffing in Financial Aid and Advising** – Linda Giampa expressed concerns that these areas are short-handed and that personnel tended not to stay on the job too long, even resigning immediately after being hired. She suggested that the posting process be streamlined so that when vacancies occur, replacement personnel can be more quickly hired. Bill Heineman agreed that this might be a good idea.
4. **Fall 2019 Enrollment Numbers** – Bill Heineman indicated that in general the enrollment picture is not as bleak as earlier indicated. Overall Full time enrollments (FTE) are down about 7.7% over last year. Early College enrollments are occurring a little earlier, so that brings the numbers up. While Early College enrollments are positive, their contributions to revenue are much less than the contributions of traditional students. While the drop date for non-payment is next week, it is expected that this will not result in a significant deterioration in the enrollment picture.

Discussion ensued about the wisdom of requiring students who register early to pay. It was suggested that perhaps a minimal non-refundable deposit ($50, for example) might eliminate frivolous registrations, but still not discourage the student who seriously intends to enroll.

1. **Learning Management System (LMS) Provisions in new MCCC Day Tentative Agreement** – The tentative agreement is still being voted on by the MCCC membership. One of the provisions is that faculty will be encouraged (possibly with college service credit) to voluntarily put classes on Blackboard, the NECC LMS. This, of course, has been the norm for quite some time at NECC. There was some discussion of how this is related to the use of EAB, which is an advising system. Considerable professional development is needed before EAB is implemented. EAB and Blackboard remain quite separate, however. By September there should be some direction on how this provision of the contract will be implemented.

The meeting concluded at about 2:35. Next MACER Meeting is scheduled for Thursday 18 July at 2:00 PM.

Respectfully submitted,

Stephen Russell

Chapter Secretary