

## **Management Association Committee for Employee Relations (MACER) Meeting Notes – 15 October 2020**

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

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

The meeting through ZOOM started shortly after 3:00 PM on Thursday 15 October. Union President Linda Giampa the meeting.

- 1. Concerns about wearing masks on campus** – Linda Giampa indicated that some members have found that college employees are not wearing masks consistently on campus. Mike McCarthy responded that he has done the best he can on this issue. Sometimes people get used to being alone in the buildings and are not prepared when there is another person. He said he will continue enforcement measures. Violations of the mask policy should be reported to his office.
- 2. “Suppression” of W-2 and 1099 Forms** – Linda asked for clarity on the meaning of the memo sent by Human Resources regarding the topic. Mike clarified that this meant you could print your own 1099 and W-2 forms without waiting for them in the mail at the beginning of each year. “Suppression” means the employer will not print and mail these forms; the employee can access them and print them as needed.
- 3. Teaching on Campus** – Linda asked if it was possible for faculty to teach courses on campus, perhaps in hybrid format for the spring semester. Bill Heineman responded that the faculty member would have to have a “robust explanation” as to why the course absolutely needed to be taught on campus. He said it would not be for the faculty member’s convenience or because students appear to want on campus instruction. The member should make the case to the dean right away and spring schedules are being put together right now for registration beginning in November.
- 4. COVID Reporting** – Linda asked if faculty needed to report a student who claimed to have tested positive for COVID if the student was only taking on-line courses. Mike and Bill recommended that the faculty member urge the student to contact the Dean of Students, Jonathan Miller right away to see what resources might be available to the student. Also faculty can contact Jonathan. This information might be useful later if the student needs special consideration for withdrawal or other factors.
- 5. Incomplete Grades** – Bill reported that there were many more incomplete grades in the spring semester than ever before and he understood why this was necessary. He recommended that students who have not done much work should not receive an incomplete. Also an Incomplete Form should be completed that outlines what the student and professor agreed to, including time frames for completion by the end of the subsequent semester.

**6. No Show (NS) and Non Participating (NP) Grades** – A discussion ensued as to when a student in an on-line class is considered to be NS. Bill said that if a student has been logging in, the student is not really NS. Instead he/she is NP, even if he/she did not submit any assignments. While there are implications for students' financial aid, faculty should try to observe the rules without regard to the consequences for the student's financial aid.

**7. Physical Plant Improvements** – Mike outlined several projects that are improving the physical plant:

- a. Cleaning of Ducts – A contract is near to being awarded for this work. Priority is being given to buildings which have not been recently renovated.
- b. Improvement in airflow in Dimitry Building
- c. Amesbury Street basement mold mitigation
- d. Paving on Haverhill Campus – Probably will get underway in late May.
- e. Painting and other miscellaneous projects, many of which are grant funded

Mike also indicated that the Police Academy will be starting up in late November.

**8. Spring Semester Preparations** – Bill said that faculty should be approached very soon by CIT and deans for course conversion work for spring courses.

The meeting adjourned about 3:30 PM.

Respectfully submitted

Stephen Russell

NECCPA Secretary