



MACER December 18, 2025

Management Association Committee for Employee Relations

Representing Management: Vivian Cavazzi, Austin Gilliland, Joanne Landers, Mike McCarthy

Representing NECCPA: Sara Codair, Jenny Fielding, Linda Giampa, Suzanne Reyes, Laura Mondt

Meeting held in President's Conference Room, Haverhill Campus

Process for paying overtime for PS and 10-year Increase

Vivian reported overtime for professional staff is not in effect yet. Eventually, the comp time form will be updated with an additional box where staff can check that they prefer overtime pay. Vivian noted if employees took sick or vacation time that week it will be straight time, not time and a half.

Vivian also said the 10-year interval adjustment was paid out in December.

Linda brought up an additional item, AOCAD days.

Linda said planned absence forms are not done anymore—there was an email mentioning this that had gone out with a reminder about energy conservation. Vivian said she deleted the attachment. It had been sent out in error. However, a corrected email could not be found.

Classes at the jail/DCE seniority list

Linda asked Austin if the DCE seniority list was being followed regarding classes at the jail. Austin replied yes, that those classes are scheduled later than classes at NECC, and by then the regular DCE faculty already have their assignments.

Linda brought up an additional topic for Austin. She asked why only people on the academic affairs side got the email about changes in leadership there—Sharon retiring and Jody and Sheila moving up—Austin responded that she is still figuring out what requires an all college email and what only some people need to know.

DCE/NUPS and Brightspace training

Linda asked Austin when NUPs who are also DCE are doing Brightspace training. She said they have to attend sessions outside their workday. Linda asked if they were getting paid. Austin replied they were not. Linda said if it's outside their workday, they are DCE and should get paid. Austin replied they could not be paid because it violated state conflict of interest laws but agreed to look into it further.

Calendar for 2026-2027

When asked, Austin said she would be happy to resume the practice of sharing the Academic Calendar with the NECCPA exec board ahead of it being published. She said she is working with the current registrar to make a 3-year calendar.

Vivian reported she Sherriff's department will follow the NECC calendar for things like holidays and snow days.

3.5% percentage increase timetable

The 3.5% increase should be in the Jan. 30 2026 paycheck.

Notetakers in classroom/Blackboard

Joanna said CARS said instructors are notified by email any time there is a note-taker or interpreter in a classroom or LMS shell. ASL interpreters are contractors who do not typically have NECC emails. Some note takers are students. Others are community members. Aids from the MAIPSE are high school employees.

Staff with student emails

NECCPA asked for an update on the situation with staff with student emails. Mike said they are still figuring out how to best address this and how long to leave student emails active after students leave the college. NECCPA reiterated that not all the staff with emails were former students.

Meeting ended at about 3:30 PM.

Next MACER meeting is Thursday January 15, 3:00 PM.

Respectfully submitted,

Sara Codair.

NECCPA VP