**MACER November 17, 2022 Meeting Notes**

**Management Association Committee for Employee Relations**



**Representing Management:** Paul Beaudin, Mike McCarthy

**Representing NECCPA**: Linda Giampa, Janel D’Agata Lynch, Louise Michaud, Tom Greene, Trisha Portanova, Steve Russell

**Meeting held at the President’s Conference Room on the Haverhill Campus**

NECCPA President Linda Giampa began the meeting at about 3:00 PM, Thursday November 17, 2022.

1. **Work to Rule** – Linda Giampa reiterated that that chapter was on Work to Rule as a result of stalled Day Contract talks. She asked management if they had any questions or concerns regarding Work to Rule. They had none. Later on in the meeting Paul said that nevertheless, he was issuing an invitation for on-campus events through the end of the fall semester.
2. **Lawrence YMCA Membership** – Linda asked if students and staff were still eligible for membership at the Lawrence YMCA. Mike McCarthy replied that, yes, students and staff are still eligible for that benefit, as there is no college fitness facility in Lawrence.
3. **Back-up Classes for Full Time Faculty** – Steve Russell said that in the past it was customary to not assign classes to DCE faculty until full time faculty have enough classes for a day load. He understands that that is not the case any longer and asked what would happen to the full timer when low enrolled classes are cancelled. Paul Beaudin responded that the new policy is to assign faculty to all of the classes with no TBAs appearing on the master schedule. He said that government regulations about publicizing classes with free textbooks require that classes be posted early so students know their choices. He said, moreover, students need to be able to have a complete picture about who is teaching what class. He added that full-time faculty without a full load would be assigned non-teaching duties commensurate with language in the contract. Tighter scheduling should avoid the problem of low enrolled classes.

Paul added that the college strives for a 75% utilization rate, but he understands that at times it is necessary to run low enrolled classes. However, at times, very low enrolled classes might need to be cancelled.

1. **Laptop Requirement** – Linda will send Paul a list of places on the NECC website where the “laptop requirement” for students appears. Further, Paul indicated that students need to know if a laptop is required when they register for a class. This indicator should be included in Banner.
2. **Website Communication** – Linda indicated that there are many places on the College website where outdated policy information exists. Paul explained that each web page as an owner, but some owners, do not work at the college any more or have new roles. Mike McCarthy said that he will bring up this topic at the next vice-presidents’ meeting.
3. **Publisher Materials Included in Cost of Classes** – Linda asked if this could be possible, so that students aren’t faced with an additional unanticipated cost once the class begins. Paul is looking into this. There may be a grant that can address this.
4. **HR Assessment** – Mike said this this still in draft.
5. **Cannabis Certificate** – Steve asked if it was anticipated that this non-credit certificate could evolve into a credit bearing certificate. Paul responded that given the Federal prohibition against cannabis, that is not possible in the foreseeable future, since most students are Pell Grant eligible.
6. **Wi-Fi Coverage** - Mike plans to do some upgrades so that coverage will improve in the C building and is taking action to anticipate upgrading in the B and E buildings as well.
7. **M004 (Salary Determination Form)** – Linda asked that the timing for professional staff to ask for salary adjustment after hiring should include the date when they receive the M004, not the date of hire. This is necessitated by the fact that many staff do not receive the M004 until long after they come on board.
8. **Job Postings** – Linda asked if grant-funded professional staff job postings could include an indication of the end date of the grant. She understands that the end dates are often unknown and that applicants might be deterred from applying if the end date is too soon. Yet, it is important, somewhere in the process to inform applicants (before they are actually selected) that there may be uncertainty about continuation of their position. Mike agreed that while the posting itself may not include the end date, applicants have to be informed. Mike and Paul added that when it appears that grant funding might end, every effort is made to move staff into positions that are more secure. The college does not want to lose good people. Also they mentioned that jobs are posted for internal applicants for 5 days prior to being available to general public. Linda agreed that these were good policies, but that employees need to know that the postings are there. It may be that inclusion in the weekly announcements is insufficient.
9. **Union Signage** – Linda indicated that some union posted signage was taken down on the Haverhill campus and implied that this was not fair given the presence of other signage. Mike responded that while there is no sign policy per se, it is important that signs be posted in proper places and not so randomly. He expressed concerned about how paint can be damaged and glass would require cleaning. He is concerned about appearance of the campuses, given that the college is trying to attract students.
10. **Building and Parking Lot Renovations** – Mike indicated that B and E renovations and C parking lot renovation appear to be moving according to schedule.

The meeting ended at about 4:00 PM.

Next MACER meeting is scheduled for Thursday 15 December at 3:00 PM

Respectfully submitted,

Stephen Russell, Ph.D.

NECCPA Secretary