**MACER February 16, 2023 Meeting Notes**

**Management Association Committee for Employee Relations**



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

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

**Meeting held on Zoom**

NECCPA President Linda Giampa began the meeting at about 3:00 PM, Thursday February 16, 2023.

1. **Roof Leaks in Student Center** – Mike McCarthy indicated that insect traps had been set in the Student Center to address fruit flies. Testing for mold and radon testing have been done and we are awaiting results. A contract on mold abatement is out to bid. Janel asked if the Union could have a copy of the results of testing. Mike replied that the Union would receive a copy of test reports.

Janel D’Agata-Lynch indicated that her office has fruit flies, but she does not bring food there and all food pantry items are packaged. She admitted that many offices do have food as staff and students eat everywhere. She suggested that there be trash cans with lids in the Student Center.

1. **Advocacy Day and Legislative Breakfasts** – Janel spoke of the Advocacy Day at the State House on Feb 28. She was inviting anyone, unit members or management to attend. There would be buses from Lowell. She also asked that Union leadership be invited to legislative breakfasts that are held on campus from time to time. It is important, she said, that legislators know that the Union and management work together for the benefit of our students. In the past, she said, Union leadership was invited to these events. Mike could not speak to the logic of who was invited, but he indicated that the meeting did not discuss much of substance. It was mostly to introduce new members of the legislative delegation to the College.
2. **Wait List** – Tom Greene expressed gratitude that at last the College appears to have a wait list, but it appears that it is not started until classes start and permission from the dean is received. He said that it should be created for a class when it is full. It also appears that the instructor must contact the Registrar to have a student added to the wait list. In short, it is still a cumbersome process. Paul Beaudin agreed that the wait list should be started when the class is full and that it should not be the instructor’s responsibility to put students on that list. He will look into it. He added that often enough students who are on the wait list for an extended period of time will find some other course to take. It appears that most wait lists are for on-line classes and there are rarely enough students to make up a new section.
3. **Incomplete Grades** – Linda said that some advice on Incompletes was sent out in December but it often happens that students who have an incomplete grade can’t reach the instructor after the semester ends. It appears also that the Incomplete Grade Forms are often not completed and students don’t know what they need to do. Paul said that there were about 200 incomplete grades in Fall 2022. He recognized that often enough DCE faculty are not employed after the semester ends and are not in a position to check on student work. Paul advised that if a student is unlikely to pass the course, even if missing work is submitted, an Incomplete should not be given. Paul asked that someone from the Union be on a committee to work this out. Linda volunteered to be on the committee.
4. **Staffing in Tutoring Centers** – Linda indicated concerns about staffing in the Tutoring Centers. There are no full-time tutors and several of the tutors have left for full-time positions. The Center is short-staffed and it will become impossible to provide services on both campuses. Tutoring is a direct student support service that helps with retention and student success. She asked why there could not be more full-timers rather than so many part-timers. Paul said that he is working on this problem.
5. **Student Affairs Organization** – Linda asked if any decisions are being made with regard to filling the vacant Dean of Students positions. Staff are concerned about reorganizations and where they might fall. Linda said that when there is no information, people fill the vacuum with misinformation. Paul said that if people have concerns they should see him. He is spending much more time in Student Affairs. He asked why there is such anxiety over a reorganization. Linda replied that over the years there have been many reorganizations. Staff are not consulted and often don’t know who they report to or who will be evaluating them.
6. **Health and Wellness** – Mike reported that talks with Lawrence YMCA are continuing over membership for students and staff. Student response to the Health and Wellness Survey was good. There will be an open forum on the proposed health and wellness facility on the Haverhill campus.
7. **Budget** – Mike reported that work on the FY 2024 budget is proceeding. It will be presented to the College Board of Directors at the April meeting. He does not foresee any new money.
8. **Physical Plant Improvements** – There will be HVAC updates at the Dimitry Building. The Spurk Parking Lot work is out to bid. Work on the Student Center roof will happen after July 1. He is meeting with architects for the B and E Buildings renovations.
9. **Student Athletes** – Mike reported that all student athletes from fall returned in the spring semester. He thanked all of the faculty and professional staff who were involved in that effort.
10. **Student Retention** – Paul reported that from Fall 2022 to Spring 2023 semesters there was 68.2% retention. This is the highest we have had in 7 years and 4 points higher than the last 5 years. It appears, he said, that the new NP policy did not undermine student retention. Moreover, student credits increased by 2% over last spring. He credited student relationships with faculty as a factor in these positive developments. He thanked faculty and professional staff for their efforts.

The meeting ended at about 3:45.

Next MACER meeting is scheduled for Thursday March 9 at 3:00 PM

Respectfully submitted,

Stephen Russell, Ph.D.

NECCPA Secretary