**MACER March16, 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, Trisha Portanova, Steve Russell

**Meeting held on Zoom**

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

1. **Cybersecurity** – Mike McCarthy summarized the recent cyberattack on NECC’s systems. The first suspicious activity was detected on Wednesday March 1. At that time, it was decided that the best option was to shut down systems and close the college. Computers used by employees outside of the college needed to be brought in. Since than the state has certified that systems are secure and systems have come back on line without incident. To avoid such events in the future, it is important, said Mike, to exercise better control over what data gets put on to NECC computers. For example, it is best to keep personal information off of those devices. Telework (where the Virtual Private Network (VPN) is needed) needs to be on an NECC owned device. This would not be applicable to faculty or students who only use e-mail, Blackboard, Navigate, Banner Self-Service.

1. **Telework** – Linda said that the Union understood why telework was suspended during the cyberattack clean up but indicated that those who applied for telework were not always informed of whether their request was approved. She suggested that the telework applicant be notified when VPN access is installed.
2. **Environmental Testing Results** – Mike reported that home test kits used in the Student Center have detected no mold, radon or mildew. Further testing will be done and reports made available to the Union
3. **Student Center Roof** – Given the situation with air quality and falling roof tiles, Janel suggested that perhaps employees who do not feel comfortable continuing to work in the Student Center be afforded the opportunity to work elsewhere on campus. She also said that the situation does not present a welcoming environment for students. Paul was not sure where there was space to relocate anyone. He pointed out the complications of relocation involving phones and computers. Linda suggested that the B Building may have empty space. Paul asked that she point out any unused space to him. Mike added that roof work on the Student Center be completed in the summer.
4. **Organizational Structure** – Linda asked if there was progress on organizational charts. Mike responded that HCRMS and Banner issues are being cleared up, so that should help. Linda added that the Dean of Students posting is not clear on which areas will report to whoever is hired for that position. Paul responded that there needs to be fluidity that considers the experience and skills of whoever is hired. Probably no one will have experience with all of the areas that could be included under this person’s supervision.

Linda added that members experience a certain amount of anxiety and fear about “fluidity.” We see reorganizations now referred to as “restructuring.” While personnel changes or restructurings may affect only a few people, they still may affect overall morale because such actions introduce uncertainty. Linda continued that we want to have people here who enjoy their jobs and do well at them and don’t have to worry about job security.

1. **Center for Adult Academic Pathways (CAAP)** – NECC is establishing this program in response to Governor Healey’s efforts to get students 25 and over to finish degrees. Linda asked if there is actually a center and where it exists in the organization. Paul responded that NECC wants to get going on this even though guidelines and funding from the state are not yet clear. Paul added that we need to qualify students for life experience, CLEP, transfer and other credit before they begin to take courses here. We have people already in place who are capable of doing this work, but no organization is set up yet.
2. **Hybrid Sections** – Paul suggested that part of the effort to attract older students would be to offer hybrid courses, particularly in the evenings. Hybrid courses give students enough experience with Blackboard to later pursue more on-line courses. Such sections would be important in Lawrence. Even though they may not have large numbers of students. He said, it would be important to run those sections. It would be important, too, to have tutors and academic coaches to support those students in the evenings.
3. **Writing Tutor** – Paul reported that resolution to the hiring of a staff member is in progress.
4. **Health and Wellness** – Mike reported that HR is approving vouchers for the Lawrence YMCA and will make an announcement soon to students and staff.
5. **Technology Upgrade for L-200** – Discussion ensued about permanent projection device in Room L-200 (Dimitry Academic Center) in Lawrence. This would enable better utilization of an otherwise well-equipped space. So far, Janel indicated, there have been repeated requests which have not progressed. Paul said he will check into it.
6. **Shuttle Service** – Mike announced that beginning in Fall 2023, shuttle service between Haverhill and Lawrence campuses will again be implemented on a Monday – Thursday basis. The college will purchase a small 15 passenger fully accessible small bus, under the supervision of the Athletic Department. A commercial license is not required to drive it. Thanks goes to student trustee Sarah Pachano who has tirelessly advocated for this and to the Finance Committee for helping to work out an economic solution. The details will be available before fall registration starts, so students can plan schedules accordingly. Linda emphasized the need to encourage students to use the service.
7. **Budget** – Mike reported that work on the FY 2024 budget is proceeding, given new guidelines from the governor’s office.
8. **Physical Plant Improvements** – Bids are out for construction projects
9. **Student Athletics** – Mike reported that all student athletes are excited about the NJCAA Basketball tournament in Herkimer NY. <https://neccknights.com/sports/mbkb/2022-23/releases/20230319c8fkan>

The meeting ended at about 3:45.

Next MACER meeting is scheduled for Thursday April 20 at 3:00 PM

Respectfully submitted,

Stephen Russell, Ph.D.

NECCPA Secretary