

## MACER July 17, 2025 Meeting Notes

### Management Association Committee for Employee Relations



**Representing Management:** Allison Dolan-Wilson, Sharon McDermott

**Representing NECCPA:** Sara Codair, Jenny Fielding, Linda Giampa, Laura Mondt, Susanne Reyes, Steve Russell

#### **Meeting held in President's Conference Room, Haverhill Campus**

NECCPA President Linda Giampa began the meeting at about 3:00 PM, Thursday July 17, 2025.

Linda introduced the group to Sara Codair, who is assuming the role of vice-president of NECCPA. Sara is both a professional staff and DCE member.

1. **Telework Policy** – Linda noted that a recent issuance of the NECC Telework policy indicated that a vice-president's approval, rather than supervisor is necessary. Otherwise, the guidelines appear to be in line with prior versions of the policy. Allison responded that the VP approval is more of an FYI and that conversations about telework should primarily involve the supervisor. There should not be surprises however, for the VP. The supervisors are more familiar with the day-to-day work situation in each unit. Linda reiterated that telework is often undertaken so the staff member can focus more clearly on a project and avoid distractions that are frequent in their offices. Temporary or "hotel" space is usually not available for work on projects.

While the application period for six-month period has been by July 1 and January 1, this year only, applications can be accepted up to September 1 for the fall semester only.

2. **Cybersecurity Training** – Linda agreed that for full time members, this is part of college service. For DCE members, it appears that it can be part of a once per semester "required meeting." Further research into the DCE contract is needed.
3. **New LMS Training** – Professional Staff will be trained during the summer. Faculty under the Pilot program will be paid for training in the summer. Otherwise, there appeared to be agreement that faculty will be paid to be trained during the fall semester. It is not clear when such training would take place.
4. **Portal Changes** – Allison explained that access to the portal will still be called "My NECC." What a person's role at the college is will determine the access that they have. So, one should see a lot less "clutter" and be able to focus on only what they need.

5. Organization Chart – Allison explained that this is being worked on but it takes time. Jenny explained that it is important to be transparent to outsiders about the structure of the organization. Linda added that the employee's location should be noted on the org chart and when one moves, part of the checklist discussed at the May 2025 MACER meeting should include updating the org chart.
  
6. Public Calendars – Linda noted there have been cases of supervisors marking on their public calendar notations about attending a meeting in HR about an employee's private personnel matters. In such cases the employee's name had been displayed. There was agreement that the calendars should not include the name of the employee being discussed.

The meeting ended at about 3:40.

**Next MACER meeting: Thursday August 21, 3:00 PM.**

Respectfully submitted,  
Stephen Russell, Ph.D.  
NECCPA Secretary