

MACER August 21, 2025 Meeting Notes

Management Association Committee for Employee Relations



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

Representing NECCPA: Sara Codair, Jenny Fielding, Linda Giampa, Jeff Mejia, Suzanne Reyes, Steve Russell

Meeting held in President's Conference Room, Haverhill Campus

NECCPA President Linda Giampa introduced two new management members to MACER, Austin Gilliland, Vice President of Academic Affairs and Joanne Landers, Vice President of Student Affairs.

1. **New LMS** – Linda asked what the training plan might be for implementation of the new Brightspace learning management system. Austin replied that it was in progress, working with CIT. It was pointed out that with implementation in the spring it was important to be sure that class assignments were in place early so that faculty could begin work on their courses as soon as possible. *This has problem has been somewhat mitigated by the delay in the complete rollout from spring to fall of 2026, as announced at Convocation on September 2.*

Another issue related to the new LMS relates to concerns about DCE evaluations in spring 2026. While full-time faculty are not evaluated in the spring and will not suffer consequences on evaluations of problems with the rollout, DCE faculty are evaluated in all semesters. Austin replied that this would have to be a consideration. Context, she said, is important in evaluations. *With the rollout being delayed this will have to be addressed with regard to full time faculty as well.*

2. **RTE Updates** – Linda indicated that there are still a number of employees who should be classified as part time professional staff still being hired under Requests to Employ. Vivian will address this not as a global issue, but one relating to particular areas of the College.
3. **HR Presence when an Employee is Dismissed** – Linda asked if it is now common practice to not have an HR representative present when an employee is dismissed from employment at the College. She added that it is important for people to know and understand various administrative and paperwork issues related to termination of employment. Vivian said that this was a common practice, but not a policy. Mike indicated that he would see if there had been a true policy in the past.

4. **Black Out Dates** – Linda reminded the meeting that while it is best for professional staff to avoid taking vacation at certain times of the year, it is important to remind supervisors that past litigation has specified that there can be no proclamation of black out dates, that is blanket times when no one can take a vacation. Vivian agreed.
5. **Other Duties as Required** – Linda reported that supervisors sometimes required professional staff to perform tasks not specified on their E-7s (annual job description). The Union's advice has always been that when a task is added, one of equal time commitment must be subtracted and that this should be documented. Jenny added that this is particularly important because professional staff are evaluated based on the E-7. Vivian agreed and indicated that if duties change significantly, the E-7 should be modified. Linda added that this should occur through mutual agreement between supervisor and staff member.
6. **Non-supervisors Monitoring other Staff** – Linda indicated that in some areas it appears that staff members are reporting fellow members to supervisors when they believe that an employee has been negligent or otherwise not fulfilled one's duties. Linda asked that supervisors discourage this and not tolerate a culture of being watched.
7. **Telework** – Linda indicated that in some areas professional staff have been told that there can be no more remote work days. She added that it is important that individual duties be considered rather than having a blanket policy. If there are concerns about staff not seeing students, appointments are tracked on Navigate. Joanne replied that in student-facing offices it is important to have staff present and that Navigate data is not generated easily.

Vivian added that the reluctance to allow telework has also to do with creating a more vibrant atmosphere on campus. Jenny responded that so much of what we provide to students is virtual and that virtual appointments are sometimes best handled off campus. Many professional staff don't have work space at the College appropriate for remote meetings that require privacy. Mike added that it is students who don't have private space and thus should not have to depend on remote meetings. He added that the Jones Study on space utilization will make recommendations that will have a bearing on this issue. Joanne added that there cannot be so many Fridays and Mondays when people are working remotely.

Discussion ensued as to whether this was a benefit to employees with Linda adding that if it is one, it is one that costs the College no money, and if revoked creates morale issues. A day working remotely can allow one to work with less interruption and be more productive. Vivian added that the "hotel office" can provide that kind of space with no interruption. Linda expressed hope that we could look at individual cases rather than have blanket policies.

8. **Holiday Shutdown** – Mike said that instructions for the holiday energy conservation shut down will be coming out soon.

The meeting ended at about 4:00.

Next MACER meeting: Thursday September 18, 3:00 PM.

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