

MACER October 16, 2025 Meeting Notes

Management Association Committee for Employee Relations



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

Representing NECCPA: Sara Codair, Jenny Fielding, Laura Mondt, Steve Russell

Meeting held in President's Conference Room, Haverhill Campus

NECCPA Director Laura Mondt began the meeting at about 3:00 PM.

- 1. E-7s (Professional Staff Job Descriptions)** – Jenny reported that there are still a number of professional staff members who have not yet seen new E-7s for the year beginning July 1, 2025. She stressed the importance of these given that they are the basis of their performance evaluations. Vivian will address this.
- 2. New Scheduling Initiatives** – Austin explained some of what is being planned as part of the new scheduling initiative to be effective in the Fall of 2026. Much of this is being done to maximize space utilization. 4-credit and 3-credit classes, for example, can have different start and end times and the goal is to standardize those times so that classrooms are not unused for long periods of time, especially during peak hours in the morning. It is also hoped that students will be able to schedule classes more closely to avoid long breaks between classes.

In some cases, classes that meet for longer periods will have time added to them to account for breaks that are necessary and to meet the instructional time requirements. She did not emphasize any substantial shift to mid to late afternoon classes.

Individual members' concerns, she said, should be taken up with deans or chairs/program coordinators.

- 3. Brightspace** – A number of questions regarding the implementation of the new Learning Management System, Brightspace were covered.

Will faculty who have only face-to-face courses be required to take the Brightspace training? Austin replied that they would be encouraged to do so, since many use the LMS for those classes. They would not be required to teach on-line, except if it was necessary to do so to make a full-time load. Everyone is required to at least post their syllabus in the LMS.

Will there be adequate time and resources for CIT to perform the necessary reviews?
Austin replied that every effort will be made to ensure that CIT has the resources to do so.

Will those faculty who begin the training in November and December be eligible to teach their courses in Brightspace for the Winter Intersession and Spring? Austin replied that no, they will continue to teach their courses in Blackboard. Only the faculty who were in the Pilot program will teach their courses in Brightspace in the Winter Intersession and Spring. The reason for this is that CIT would not have the resources in place during the spring to support those faculty and students.

Will Pilot faculty be compensated for converting their fall courses? Austin is working on that.

When faculty develop on-line or hybrid courses in the future, will they be compensated for that as they are now? Austin replied that no change to that practice is being considered.

Steve said that the membership needs to be consulted a little more about the conversion effort and that would occur at the October 20 chapter meeting. He added that there were concerns that the \$200 fee per course for conversion seemed a bit on the low side, especially given the necessity to ensure that courses met accessibility standards. It amounts, he said to payment for about 5 hours of work. Sara added that it might be useful to look at the conversion as being in fact two separate efforts: one, to bring a course into Brightspace and two, to ensure accessibility standards. Austin said that they did their best to work out an equitable amount, given that some faculty have more complicated courses than others. She urged that faculty use this opportunity to discard materials in their courses that were no longer used.

Steve mentioned that the “Demo Student” account that members of the Pilot Group had was a very useful tool that, he suggested, everyone should receive when they begin training. Austin said she would look into this.

4. **New Call Center** – Joanne reported that this system was implemented on October 16 and that people who it affects directly are aware of it. It affects the calls to 978-556-3700 and 3900. She explained that it allows students’ basic questions to be answered, particularly regarding the status of an application, financial aid, etc. It saves them being shunted from office to office or being put on hold or awaiting a call back. In general, she said, it will better support the basic information needs of students. When asked if the jobs of any MCCC members will be affected, Joanne replied that no MCCC members’ jobs will be affected.
5. **Parking Updates** – Mike indicated that parking on the Lawrence campus was again becoming scarce. He said that outside events using the Lawrence campus will be scheduled so they are not at the same peak periods when students need places to park. In all cases, student parking has the highest priority.
6. **420 Common Street Conditions** – Mike reported that his staff has been working with the new landlord there to get items fixed.

7. **Bookstore** – The bookstore is now covering free shipment of materials to students' homes in Lawrence as needed.
8. **Construction Updates** – Work on the solar arrays on the Haverhill campus should begin by early November. B and E Building work is on target. The Police Academy is using the D Building. When they return to B and E Buildings the D Building space will be renovated to be an expanded health and fitness center.
9. **Academic Calendar for 2026-2027** – Austin indicated that given the late Labor Day next fall, she is looking at classes to start before Labor Day for Fall 2026 semester. She is also looking at whether such lengthy final exam periods are necessary for the Session I and Session II of the Fall and Spring semester. More on this will be forthcoming.
Meeting ended at about 3:50 PM.

Next MACER meeting is Thursday November 20, 3:00 PM.

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