

MACER November 20, 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, Linda Giampa, Jeff Mejia, Laura Mondt, Steve Russell

Meeting held in President's Conference Room, Haverhill Campus

NECCPA President Linda Giampa began the meeting at about 3:00 PM.

- 1. Brightspace Conversion Memorandum of Agreement** – Memorandum was signed by both the College and the Union. Full implementation of Brightspace will occur in the Summer 2026 semester, though faculty involved in the Pilot will be teaching their courses through Brightspace in the Spring 2026 semester as they have been doing in the Fall 2025 semester. Linda commented that reaching this agreement was a model of how negotiations should occur between union and management. There was give and take on both sides and discussions were always cordial. The payment for conversion is based on the existing Distance Ed Agreement, which provides for a \$100 per credit payment for a full on-line or hybrid course and \$50 per credit for face-to-face classes. Provisions for leased classes are in conformity with the Distance Ed Agreement.
- 2. Remote Training for Brightspace** – Linda asked if it was definite that that all Brightspace training would be done in person. Austin replied that there would be no remote option. She said that sessions will be available evenings to accommodate those who might work other jobs. Linda added that it may be difficult to find people to replace those not able to travel to the live sessions. Austin reaffirmed that everyone who wishes to teach must attend a live session.
- 3. Classification /Adjustment Pool Distribution Agreement** – Per the Memorandum of Agreement reached between the Massachusetts Board of Higher Education and MCCC intervals will be adjusted as follows: Faculty and Professional Staff members with 10 or more years of service will advance one interval. Notifications will be distributed right after November 21, and retroactive payment will be made December 5.
- 4. Comp Time Paid as Overtime** – Per the Day Contract effective July 1, 2025, Professional Staff have the option of taking overtime payment instead of comp time when working beyond regular hours. Linda understands that payment cannot be made for comp time

accrued since July 1 and already taken. Can time not taken since July 1 be paid? Vivian will report back on that.

Vivian indicated that the comp time form will be modified to include a box that requests payment. Meanwhile, an e-mail to HR will suffice.

5. **Purging Old E-mail Addresses** – Linda indicated that e-mails related to staff members who may have at one time been students at NECC are still active. What happens is that important e-mails pertaining to their role as staff members get sent to student accounts. Mike will check into this.
6. **Laptop Loaners** – Linda reported that some members with NECC issued laptops have been told that there are no available laptops for use when theirs need repair. Mike will follow up. He also indicated that ongoing reconfiguration of computer equipment should make more equipment available.
7. **E-7s Updated for Reorganizations** – Linda asked that it may be necessary to update E-7s (Job descriptions for professional staff) when a reorganization occurs. In any case, even if duties do not change, it is helpful for supervisors and staff to have a conversation about the employee's work. Vivian agreed that those conversations should occur.
8. **Remote Days** – Linda asked if blanket prohibitions against remote work made by previous supervisors could be reconsidered as the organizations have changed. Joanne replied remote work could be revisited as needed. Vivian reminded everyone that applications for remote work for January to June needed to be submitted by an electronic form in December.
9. **Ed America Call Referral** – Joanne explained that there have been some initial problems but the experience has pointed out that NECC policies and procedures are outdated or non-existent. For example, she said, there does not appear to be an institutional policy on withdrawing from a course. It is unclear as to how it is actually done.
10. **Adding people to Blackboard/Brightspace** – It appears that names of aides have been added to Blackboard without an instructor's knowledge. Austin said that the instructor should initiate any addition. Steve asked if aides should be considered part-time professional staff with NECC e-mails rather than RTEs. Austin replied that the aides come from many sources and outside agencies.
11. **420 Common Street** – Linda reported that there are still problems with ceiling tiles, mold, bathrooms. Mike replied that the new landlord there is responsive and he will continue to press the landlord to fix problems.
12. **Classes at Jails** – Linda asked who was teaching NECC credit classes at the local jails. It is not clear how these instructors are hired. They should be covered by MCCC contracts and have the opportunity to join the union. It appears that some instructors there have been on board since Spring 2025. Austin will get back on this.

13. DCE Instructors Payroll – Austin reported that contracts will be processed more quickly so that instructors are paid in a more timely manner. The goal is to have individual contracts sent out and agreed to by the instructor four weeks ahead of the class start date, so that Payroll will have the information needed to process payments on time. This will be piloted in the Winter Intersession 2026 classes.

14. Posting of DCE Positions – Austin explained that there will be more posting of adjunct instructor positions. Some will be for specific teaching assignments; others will be to create pools of instructors, especially for classes that have many sections. Interview Exchange will be used for these postings.

15. Food Service – Mike reported that the vending machines in the Dimitry Building are doing very well. It was suggested that the same option might be explored for Lawrence.

Meeting ended at about 4:00 PM.

Next MACER meeting is Thursday December 18, 3:00 PM.

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