

## MACER Notes for January 21, 2016 Meeting



**Representing Management:** Bill Heineman, Steve Fabbrucci

**Representing NECCPA:** Linda Giampa, John Daly, Ann Grandmaison, Kristen Arnold, Louise Michaud, Patrick Lochelt

**This meeting was held on in the President's Conference Room from 3-4pm.**

### 1. Renovations

- Bill Heineman spoke about the renovations in David Gingerella's absence. He said that everything was going well and is on time.
- Linda Giampa asked about the status of security at Riverwalk, especially since more classes will be there now. Heineman said that a plan was in the works and he will check in to see if there will be a full time security presence.
- He also said that the classes being shifted to Riverwalk will be Deaf Studies, Linda Murphy/developmental math, possibly Human Services and other courses with typically lower enrollment (due to Riverwalk smaller classroom size.)
- Giampa asked for clarification on the packing instructions (labels, dots, boxes) as it has been confusing. Heineman will look into this.
- Heineman said that as the semester goes on, the volume of movement will pick up. As the new spaces become ready, faculty and staff interested in moving "early" will be encouraged to do so. Giampa asked if there was money in the budget to pay employees who may need or want to do some packing at night or on the weekend. Heineman said yes, and that this may be accommodated in some cases.
- Heineman said that the shrinking of the tutoring space in Haverhill will likely impact tutoring traffic in Lawrence.
- John Daly asked about parking at Riverwalk, as it has been tight. Heineman said the college will have more parking available soon, located across the street.
- Heineman said there will be space for adjunct faculty in B204. It will be less space than what we are used to, but this is only temporary until renovations are complete.

### 2. Possible job description changes

- Grace Young asked Bill Heineman to bring up this topic in regards to the professional advisors. There is an idea to have the advisors assigned to one of the three academic divisions to allow them to have more specialized knowledge. (Similar to how Adam Cutler is a health division recruiter.) It was Heineman's understanding that both the advisors and the departments seem interested in this idea. At this point we are moving from the discussion stage to the actively being interested stage.

- Linda Giampa asked what additional work will be required. She shared a concern for putting more work on the advisors and having nothing taken off their current responsibilities. Advisors are often asked to “volunteer” for extra hours as it is. She proposed meeting with the advisors separately without Young present so advisors have a chance to voice any concerns. “They are student centered and work hard – we don’t want them taken advantage of” she said. Heineman agreed.
- Steve Fabbrucci will research the protocols associated with changing E-7s and send it to Young.

3. MOAT

Steve Fabbrucci said there are now 12+ policies that need to be periodically distributed to employees. He is working on a plan with Justine Caron that would involve using MOAT a few times a year, with a few policies sent out each time. He hopes breaking up the long list of policies throughout the year will be less overwhelming for employees. He hopes to avoid having employees review 12 policies all at the same time.

4. New sick leave law

Linda Giampa asked for an update. Steve Fabbrucci said he will set up a time to speak with Linda outside of MACER first.

*Next meeting: The next MACER meeting will be February 18, 2016*