

Please see below the notes from our last MACER meeting. Many thanks to Kristen Arnold for taking such great notes.

MACER Notes for July 21, 2016 Meeting



Representing Management: Bill Heineman, Michael Pierce, Mike McCarthy, Rick Haskell

Representing NECCPA: Linda Giampa, Kristen Arnold, Louise Michaud

This meeting was held on in the President's Conference Room from 2-3pm.

Bill Heineman opened the meeting by introducing Mike McCarthy – our new Vice President of Administration and Finance. He informed McCarthy that MACER stands for Management Association Committee for Employment Relations and that the group meets month in an attempt to address issues proactively, test out new ideas and provide warning for any upcoming thunder clouds. Heineman also pointed out that this was Rick Haskell's last MACER meeting as he would be retiring as the Interim Vice President of Finance effective August 1. McCarthy will be in charge of anything financial at the college. Michael Pierce will be responsible for anything operational (security, renovations.)

1. Clarification and dissemination of Distance Ed Agreement

- Linda Giampa asked for clarification on the college policy regarding how determinations are made on which courses are offered. The complete policy and a brief summary are attached.
- Bill Heineman confirmed that the policy was accurate as written, but clarified that there isn't actually a form that gets filled out. Rather, in the fall, each division makes it known which courses they are interested in developing. These lists are then prioritized by the Dean of the division before meeting with Melba Acevedo. At that point it is determined how many courses on the list are able to be funded, in order of their priority on the list.
- Giampa said that some members are confused about how to start the process. Heineman stated that he will make an announcement in the fall to let everyone know the process is starting and that interested faculty should speak to the Dean of their division if they are interested being involved. That way everyone will be informed at that time. Giampa agreed this would be helpful.

2. Energy Conservation plan

Linda Giampa tabled this agenda item since Steve Fabbrucci was not in attendance.

3. Parking income statement per MOA

Linda Giampa asked to view the Income Statement. Rick Haskell provided it (see attached.) Everything appears to be in order and the college shows to have made \$2616.01 in net profit. In the future this statement will be provided by Mike McCarthy.

4. Renovation Updates

Michael Pierce provided the following update on ongoing renovations on both campuses:

- Haverhill Opportunity Works (HOW) is 98% ready. Currently they are working on installing white boards and sorting out keys. It has been decided that the closest parking lot will be designated as a faculty/staff only lot. This should accommodate the 12 or so marketing employees as well as professors teaching in the building to have ample convenient parking.
- Dimitry Building will be undergoing a year-long renovation project scheduled to start in September 2017. The main updates will include new windows, new sheeting on the outside of the building and improved accessibility for the front of the building. Pierce will be taking the next 6 week or so to look at the various spaces in the building – specialized classrooms, services, and regular classrooms in to come up with a relocation plan. It is possible that Rad Tech and Dental may be able to stay in the basement. Heineman added that there were accreditation concerns regarding the equipment that makes relocation a challenge. Giampa asked what would happen if Spurk wasn't reopened by the time Dimitry is scheduled to go offline. Pierce said they would know more about whether this was a possibility in January-February. He added that windows have a long lead time that can contribute to delays, however the contractor selected actually makes the windows, so hopefully this will help everything move along. He also said that not everything will need to be moved out of Dimitry – furniture may be moved but most things can stay.
- 420 Common Street's second floor is moving along and will help alleviate space issues.

5. Police & Sherriff Academies

Linda Giampa asked if both academies will continue to run in the fall, despite of concerns over space on campus. Michael Pierce and Bill Heineman confirmed the police academy is scheduled through fall and that the sheriff's academy would like to run another. They are currently trying to figure this out, as it would be good to try to accommodate them. Otherwise they may look for and find suitable space elsewhere and not return. The income the academies bring in are good for the college. The academies are located in E155.

6. Website

Bill Heineman said that the consultants were here in April/May interviewing people and they were back last week to show the site architecture they are envisioning. Basically they are trying to require fewer "clicks" to access needed information. He added that our website is very outdated because it houses all external (marketing) information plus all our internal information

and forms. The goal is to try to make the website just for external visitors and to hopefully have an Intranet (myNECC, contractual forms, etc.) for employees and students. However all the content will be created by NECC personnel – namely marketing. The consultants are only here to help with the structure. For that reason it's going to take a while and there is a soft launch date of Spring 2017.

7. Continuing turnover in the CPAC

- Linda Giampa stated that two more professional advisors were leaving the college for other positions and again highlighted the high turnover in the area. (A third advisor is leaving the college due to retirement.) She asked if we could have a conversation about how we can better retain our members – they are highly qualified and they leave the college at a high rate. She noted the issue has been discussed before; however, it's not going away or getting better. She suggested that this would be a good opportunity to demonstrate leadership by addressing this issue in a meaningful way. The Union has been, and continues to be, open to collaborating with the College to work towards creating possible solutions.
- Bill Heineman said that he is hopeful that the new Academic Master Plan will bring us to a different place/process in advising. For many years we have had the “cafeteria model” of advising – meaning that our students are all over the place, and we need to be, too. “It sounds good, but it creates problems” he said. Currently any advisor can serve any student and advisors are expected to know all information about all programs and it's too much. Heineman said we want to move toward a model where we stop being the cafeteria and we instead help students to make educated choices upfront. In this guided pathways model, students receive more information and advising upfront, allowing for the possibility of group advising down the road.
- In addition, Heineman noted that Grace Young had rewritten job descriptions in advising which will allow for advisors to have an area of expertise. By narrowing the scope of what advisors need to know, they will have more time to interact and work directly with faculty. Currently “there's not enough cross fertilization” and faculty and advisors need time to be together, he said. Giampa expressed concerns about adding more duties to the advisors current job description without removing existing duties. Heineman stated he did not anticipate any issues with workload. If that is the case, Giampa said she felt this would be something that advisors would embrace.

Next meeting: The next MACER meeting will be August 18, 2016