

MACER Notes for September 21, 2017 Meeting



Representing Management: Steve Fabbrucci, Lane Glenn, Michael Pierce, Judy Zubrow

Representing NECCPA: Lilliana Brand, John Daly, Linda Giampa, Tom Greene, Jennifer Levesque, Louise Michaud

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

1. Printers

- Linda Giampa expressed the faculty's concern regarding printers in Spurk that were initially installed for them and then removed. There is one central printer for faculty. There is the issue of privacy, the limited amount of copies that can be sent from faculty email to the printer, and the scanning of documents is very slow.
- Giampa stated that there should have been a conversation with faculty about the expectations of printing before taking the printers away without any communication.
- Lane Glenn said that most colleges have shared printers, but there should have been better advanced strategizing to avoid this issue.
- Glenn said we need to have a clear policy on network printing.
- Judy Zubrow stated that two of the printers have been put back to help with some of the problems.

2. Keys

- Some full-time faculty and adjuncts do not have keys to their offices in Spurk according to Giampa.
- Michael Pierce said his office received all of the keys for Spurk the Friday before Labor Day and they have distributed most of the keys based on administrative assistants' lists. He is waiting for blank keys to be made, for some offices. It will take a couple of weeks for the blank copies.
- Pierce mentioned that general classrooms should be unlocked. The copies of the keys are only for faculty/staff offices.
- Giampa cited that the Dimitry building was locked the first Saturday of the semester.
- Pierce acknowledged the issue and that it is resolved and Dimitry will now be open on Saturdays.

3. AOCAD days

- Giampa suggested a reminder to supervisors of Professional Staff that the AOCAD days run by the fiscal year – not the calendar year.

4. Early College

- Giampa asked what changes are occurring with early college, are students only taking classes at NECC or at high schools too?
- Zubrow explained that there are classes at NECC as well as Lawrence High School and Whittier Technical High School and everything is going well.
- Tom Greene mentioned that his early college class at Whittier was not very organized as far as communication and technical needs.
- Zubrow suggested that Greene contact Janice Rogers.

5. Continues concerns regarding layoffs

- Giampa asked what the enrollment numbers were and if there are going to be more layoffs.
- Glenn responded that NECC came in where we budgeted at 5% down. He said there are continuous challenges, but with the capital campaign we hopefully will make progress.
- Glenn will be submitting the supplemental budget to the board in October.
- Budget forums will be held in October with Glenn and Michael McCarthy.
- Giampa mentioned the AFSCME members who were retrenched during a student registration event. Giampa asked if there was a better way to conduct this process. She suggested that employees report to Human Resources instead of attending the event.
- Steve Fabrucci responded that, "things don't always go as planned." AFSCME representatives showed up at NECC without HR knowing they would be here on that particular day.

6. Riverwalk/security/parking

- Giampa pointed out that evening staff and faculty are now allowed to park in the main parking lot in Riverwalk.
- Pierce said there have been changes in security as far as cutbacks to meet financial and college needs.
 - In Haverhill 1.5 positions were eliminated.
 - There is security coverage at Riverwalk from 7:00am-10:30pm during the week and the main security office for the facility is in the basement of Riverwalk for added protection.
- Giampa had a visual of a classroom at Riverwalk. There were a lot of desks and chairs to accommodate all of the students, but they were not all accessible.
- Pierce said the image is not how the classrooms were originally configured. He will be working with Janice Rogers to discuss classroom issues, office space and whiteboards.
- Zubrow commented that in the Spring of 2018 classes will be correctly capped, so this will not happen again. She noted that the image Giampa shared was a fire hazard and that some classes have been moved.

7. New faculty hires/HR onboarding process

- Giampa met with the new faculty hires. She mentioned that the new hires had a lot of questions and concerns about the process. Giampa stated that there is a lot of confusion and new hires are not getting all of the information they need.

- Giampa suggested that a survey be created at the end of the year for new hires to comment on what worked and what needs improvement.
- There is only a new hire orientation with union representative for faculty; not for professional staff.

8. Board of trustees/meetings/minutes

- It is clear from convocation that people do not know what the board of trustees do, according to Giampa.
- Giampa noted that the minutes of meetings are not very accessible and she suggested that minutes be accessible on NECC announcements, so everyone knows what is going on.
- Giampa said meetings are open, but there is not time for open comments and/or questions. She asked if once a semester the audience could have that opportunity or be able to submit questions.

9. Meeting times

- Giampa stated that because some classes now end at 12:15 on Mondays this is interfering with meeting time blocks.
 - Giampa has changed the chapter meeting times to 12:30pm to accommodate faculty, but other meetings are 12-1pm.
 - Giampa asked, "Given new block scheduling when is the best time for meetings to occur?"
- Zubrow said that the full-time faculty from Liberal Arts have 12-2pm off for meetings.
- Zubrow counted that number of faculty that have classes that end at 12:15 and begin at 1pm. She said the number was even.