

MACER Notes March 26th 2015

Representing Management: Lane Glenn, Bill Heineman, Steve Fabbrucci

Representing NECCPA: Linda Giampa, Tom Greene, Chris Rowse, John Daly, Ann Grandmaison, Kristin Arnold, and Stephanie Wares

Online Evaluations

- Linda Giampa asked Bill Heineman if the evaluations go to all students who are (and were) in the course, including those who dropped, etc.
 - o Bill Heineman stated that he would look into it.
- Bill's response: "We apparently have a glitch in the "conversation" that happens between Banner and Blackboard that can cause evals (at least some of the time) to be sent to students that have withdrawn. CIT and IT are working on a solution for this problem. We will keep an eye on it."
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Snow Policy

- Linda Giampa thanked Steve Fabbrucci for updating NECC's snow policy and removing the language "unless asked to do so".

E5

- Linda Giampa asked what the rationale is behind not allowing members to put Union meetings for college service-
- Steve Fabbrucci replied "because it's union business"

Budget

- According to Lane Glenn the Governor's proposal was not as bad as feared. He might have proposed level funding, or even a cut; but instead, proposed a 3% increase to community colleges.
- However, that 3% increase is on top of a 1.5% cut in the current year; it applies to less than half of our overall budget, and does not include all collective bargaining increases.
- The result is the "increase" is less than 1%.
- That is not enough to prevent us from raising fees—we are currently looking at approximately a \$2 million gap—but we know we cannot raise fees as much as we did last year.
- There will be open meetings scheduled to discuss the budget, funding formula, etc.

Day vs. Evening Class Times

- Linda Giampa reported that some class times, specifically within the ESL area, have different face time hours for the same course.
 - o For instance, a day class meets less time than an evening course when the hours are calculated.
- Bill Heineman reported that he will take a close look at it and will report back

Student Security Issues

- Linda Giampa discussed protocol for campus security and what to do if a student is causing concern.
 - o Asked if Mental Health Counselors should have alternate numbers.
 - Bill Heineman reported that the counselors are part time and that if a student is in distress or crisis to call security
 - o Linda also stated that if security is called and has to speak to or remove a student -then from that point security should be the entity that handles the situation. It should not be up to the staff member or faculty to make that decision.
 - Bill Heineman agreed that if security is called than they need to make decisions as to what the next step is.
 - o Linda also asked if it is possible for a CCOT form to send a copy to the originator
 - Stephanie Wares stated that she would ask Dawna Perez and Bonnie Williamson about this option for the online form.

Office 365

- Linda Giampa discussed an issue of a student sharing a paper through their office 365 account with the school to Linda to review and she could not access it because faculty and staff do not have the same Office 365 capabilities.
 - o Lane Glenn stated that he would follow up with Jeff Bickford on the topic.

Part of Jeff Bickford's response: "Just wanted to follow back up after going over this with everyone. Students can share a document from 365 with an employee and it opens right up. I verified this with my own account and the Service Desk. I still strongly recommend against this and would stick to having faculty request documents emailed to them. When a document is shared the student can still edit and a whole host of other issues go with it when they share from DropBox, Box, Google etc."

(Please let me know if you have any issues obtaining Office 365 and I will follow-up with Jeff Bickford. L.G.)

July 3rd

- The college calendar had previously stated that the college would be closed on July 3rd (Friday) and on the holiday (Saturday July 4th). However the calendar had been updated to reflect that the college would be opened.
 - o Linda Giampa asked if we will be open that day and Steve Fabbrucci reported that Massachusetts law encourages employers to allow as much as possible for employees to observe a holiday on Friday if the holiday falls on a Saturday. He stated that it had therefore been decided that it made sense to close the college on Friday July 3rd and Saturday July 4th.
 - o He stated that the calendar would be updated to reflect the dates accurately.

Regis College and Lyndon State Articulation Agreements

- Bill Heineman discussed the agreements that the college is currently working on.
 - o At Regis College there will be health completion programs and Lyndon State College there will be art, music and technology.
 - o The agreements would help by offering space at 420 Common St. to assist our graduates in achieving a bachelor's degree close to home.
 - o The goal is to have a smooth transition for students where all offices are working together between schools (registrar, advising, and financial aid).
 - o Bill Heineman reported that the college will be working on how to mesh services with other college services.
 - o He also stated that hopefully the Regis College BSN program will be up and running for Summer and that Lyndon State needs approval from the board of higher ed.

Outcomes Assessment Committee

- Bill Heineman reported that the Outcomes Assessment Committee is thinking about having a professional day in the fall the focuses on assessment.