MACER June 18, 2026 Meeting Notes

Management Association Committee for Employee Relations

Representing Management: Vivian Cavazzi, Austin Gilliland, Joanne Landers, Mike McCarthy

Representing NECCPA: Sara Codair, Jenny Fielding, Laura Mondt, Louise Michaud

Meeting held in President's Conference Room, Haverhill Campus

NECCPA Director Laura Mondt began the meeting at about 3:00 PM.

1. **Cyber Security Training**
   Laura asked management when employees would get emails about the upcoming state-mandated cybersecurity training. Vivian said they would come from Danny early in July. Jenny asked if there would be reminders for people who don't check their email over the summer. Mike and Vivian said people would get reminders, and eventually, their supervisors would also get notified and asked to remind them. They said it would be the same process as last year.
2. **Brightspace Payouts**
   Laura mentioned that some faculty had not received payouts for the scope of work for Brightspace. Austin said faculty who completed that should have been paid, but that there were a number of steps in the process of where something could go wrong. She encouraged faculty to reach out to their area's admins if they should have been paid and were not. If the admins did not find any errors, then check in with HR. Faculty do need to sign a form (RTE or SPA) to get paid. For example, if an RTE was sent but not signed, that would hold up the payment process. Austin said the admins and CIT were phenomenal and very organized.
3. **Notifications for seniority, tenure, and post-tenure increase**
   Laura asked when faculty and staff would get notifications about seniority, tenure, and post tenure increases. Vivian tenure/post eval notification dates were June 22 for professional staff and week of June 29 for faculty. The increases for prof staff go into effect July 1, faculty August 30. Vivian provided a sample letter.
4. **Ed-America Updates**
   Laura mentioned members reporting issues with Ed-America still, including giving wrong information or overriding blocked appointment times. Joanne responded by saying she thinks it will take a full-year cycle to get everything cleaned up, but they are working on it. She said they have been given correct information and processes now. They are documenting and correcting mistakes, noting whether it is a human or processing error. She shared some data about numbers, showing an increase in call volume. Joanne reported successful call percentages are currently in the 80s but Mike noted that Ed-America's

internal goal is closer to high 90s for percentages of successful calls. Joanne said out that when calls were taken internally, it was closer to a 65% success rate.

5. **Free block**
   Laura asked Austin if she was planning to build a free block for meetings or events into the master schedule moving forward. Austin said she was working on it but needed more feedback from faculty and deans. She was thinking around 2p.m., twice a week, maybe Tuesday and Wednesday, but that was not final. Jenny noted that was a good time to reach both day and evening people. Sara noted that there seems to be a lull between day and evening students on campus at that time in some areas. It was also noted that governance often met at 2 p.m.
6. **Jones Study**
   The NECCPA board thanked management for sharing the Jones Study, said they would review it and discuss further in a future MACER, and asked if there were plans to share it with the wider college body. Management asked the NECCPA board for ideas on how to disseminate the information while also emphasizing that this is just a guide and nothing is set in stone. After some back and forth discussion, it was said it might be good to have an open forum, release it on SharePoint after the forum, and have a second meeting for follow up questions or concerns. NECCPA members urged that transparency was very important.
7. **Building/Construction Updates**
   Mike said solar and B & E are moving along. Target end date for B & E is still some time in December, so the police academy will still be where they currently are through the fall.
8. **Other business**
   Louise Michaud, former professional staff representative, has returned to the NECCPA Executive board while Suzanne Reyes is out. Austin asked for an update on the unions stance on the underenrolled class policy, but Laura reported they were waiting on more guidance from the state.

Next MACER meeting is Thursday July 16, 3:00 PM.

Respectfully submitted,
Sara Codair
NECCPA Vice-President