MACER September 17, 2026 Meeting Notes

Management Association Committee for Employee Relations

Representing Management: Vivian Cavazzi, Austin Gilliland, Mike McCarthy

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

Meeting held in President's Conference Room, Haverhill Campus

NECCPA President Linda Giampa began the meeting at about 3:00 PM.

1. **Class Cancellations**
    - Linda asked for information on how the course/section cancellation process for Fall went. Austin shared that it was new for people which caused some stress, and we discovered we are under-scheduled in some areas and running too many sections in others.
    - Offering the right number of classes to meet actual demand will be an area of focus moving forward, as well as setting firm enrollment deadlines. Sara asked whether we are looking at when students are actually enrolled or trying to enroll, and Austin stated enrollment means when they are accepted to the college, not necessarily enrolled in classes. There was discussion around clarity of language.
    - Linda asked if data would be shared regarding how many/which classes were cancelled. Austin doesn't feel that would be productive, and plans to focus more on what classes need to be added to meet demand, and gave technical writing and engineering as examples. Austin distributed a Fall Schedule Comparison Report which will be shared on NECC One.
    - It was agreed that having the Spring schedule published by August will allow students to look forward when they are meeting with Advising.
    - Linda stated that advisors are troubled because we are pushing registration for Oct classes, but when students call these aren't available. Austin is aware of the issue but wanted to wait until Add/Drop dust settled, and stated we should have slowed down on Advising, but we are working with a "culture of urgency" that isn't always the most productive. She anticipates a more measured approach is how we will proceed in future semesters.
    - Linda also asked for clarification on the process of notifying students when a class is cancelled (how students are contacted and by whom, student next steps & who to contact, how to fulfill requirements, etc). Based on anecdotal feedback of differing instructions being given to students, there does not seem to be a consistent process

established among academic divisions. Austin will confer with the Deans to ensure consistency.

2. **Deadline for Scope of Work**
    - Laura noted a faculty member was assigned a new Spring 27 class but Brightspace class shells had not been created as of Sept 9, and asked whether the Oct 4 deadline be extended to reflect the delay in access
    - Austin noted there were migration issues, and shells had not been created because the schedule hadn't been published. She stated the actual delay was two days, and so was loathe to issue a blanket extension. If faculty are encountering an issue that may require an extension, or are having technical access issues they should reach out to their Dean.

3. **Brightspace and Evaluations**
    - Since Brightspace is new, and there is a learning curve, Linda asked about whether that would be taken into account during evaluations. Austin assured us that it would.

4. **Calendar/Schedules**
    - Linda noted the final exam schedule for Fall has not yet been published. Austin will follow up and make sure it is posted.
    - Linda asked about the Academic Affairs Calendar of Meetings which is no longer being published (the rationale being that many meetings on it were not regarding AA specifically), and noted that in the past it had acted as an easy reference "master schedule" for many college-wide meetings - governance, NECCPA etc. We asked if this could resume, but simply be renamed (Schedule of Semester Meetings?). Discussion ensued around ownership of the document and a process for updating. Vivian will inquire whether NECC One has a calendar function that could serve this purpose.

5. **Other Business**
    - Vivian asked about the status of Impact bargaining – Linda is working on it.
    - Mike provided the following updates:
        - B&E on schedule. Will reach out for early 'tours' as soon as feasible;
        - Solar project will go live in 4-6 weeks;
        - Work on the athletic fields begins week of Sept 21;
        - Amesbury is on track and will have a grand reopening soon;
        - Housing pilot is ongoing, and applications for Fall 2 or Spring are still open. Students must be full-time to qualify;
        - The current Police Academy graduates Oct 2, and a new cohort begins Oct 6. The Sheriff Academy will return in Jan and will be in B&E;
        - We are opening the back gate to El-Hefni, as we have cleared the back alley. Mike's Bistro is easily accessible from there and will accept student vouchers;
        - The next BoT meeting is budget approval, which will be after the next MACER meeting – right now negative (but numbers do not include EC).

The next MACER meeting is scheduled for Thursday October 15, 3:00 PM.

Respectfully submitted,
Jenny Fielding
NECCPA Lawrence At-Large