

Massachusetts Community College Council

Joseph LeBlanc, President
Diana (Donnie) McGee, Vice President
Philip Mahler, Treasurer
Phyllis Barrett, Secretary



Don Williams, Communications
Dennis Fitzgerald, Grievance
Joseph Rizzo, Grievance
Hilaire Jean-Gilles, Research

Minutes of the Board of Directors Meeting
Mechanics Place/Worcester
Friday, February 16, 2007

Present: President Joe LeBlanc, Vice President Donnie McGee, Treasurer Phil Mahler, Secretary Phyllis Barrett; Susan Dole (BH/alt.), Catherine Adamowicz (Br), Claudine Barnes (CC), Rosemarie Freeland (G), Kathleen McDonough (H), Lois Martin (Ma), David Kalivas (Mi), Ned McGuire (MB), Ellen Madigan Pratt (MW), Gail Stuart (NE), Abe Sherf (NS), Dale LaBonte (Q/alt.), Clark Grain (R), Roberta Albano (ST); Communications Coordinator Don Williams; MTA Consultants Michelle Gallagher, Katie D'Urso; Operations Manager Phil Kennedy. **Not Present:** June Sprigg Tooley (Be); Sara Satham, MTA Board.

Guests: Dennis Fitzgerald, Day Grievance Coordinator; Bob Gillies, Bylaws Committee Chair.

President Joe LeBlanc called the meeting to order at 10:45 a.m.

The agenda was adopted by consensus.

The minutes of the Board of Directors Meeting of January 19, 2007, were approved, by consensus.

REPORT OF THE PRESIDENT

President LeBlanc reported that the 2006-2009 *Day Agreement* has been funded. Across the board salary increases are now owed, with retroactive payments to July 1, 2006. A payment schedule will be shared as soon as it is available. President LeBlanc also reported that he and Vice President McGee attended the PHENOM (Public Higher Education Network of Massachusetts) meeting at Framingham State on February 1. About 35 participants planned the group's official launch, to be held on February 22 at the State House. President LeBlanc spoke at a televised press conference on February 8 in support of a MassPIRG and HELC-endorsed "affordable textbook" bill. He attended the HELC meeting on February 9, at which there was an excellent presentation on the state's revenue problem. He reported that SAC Steering Committee member Brooks Smith is setting up a meeting with the governor's education advisor, Dana Mohler-Faria, which both President LeBlanc and Vice President McGee will attend. Mohler-Faria is a former student of Smith's and a graduate of Cape Cod Community College.

The president is seeking volunteers to serve on the MCCC Team that will negotiate with the Professional Coordinators Association (PCA), the union representing the four coordinators, this spring. He also noted that nominations for membership on the Nominations and Elections Committee went to the Board in error last year; that committee's membership expires in 2007, unlike that of all other committees. The committee consists of Chair Roberta Passenant (Be), Geri Curley (BH), and Sharron Gilles (Q). Chair Passenant has agreed to have the members appointed in error--Arlene Ford (Ma), Paula Velluto (BH), and Lori Pennel (BH)--serve as volunteers during the vote counting this year. There are about 80 candidates for the MTA Annual Meeting and 29 for the NEA-RA.

President LeBlanc is currently setting up chapter meetings, cluster meetings for chapter leaders in various regions, and regional meetings for adjuncts.

REPORT OF THE VICE PRESIDENT

Vice President Donnie McGee reminded directors that the governor's budget is due by the end of February; it will no doubt be impacted by the one billion dollar structural deficit. She reported that the bills related to public higher education have been re-filed but not numbered yet; the MCCC's major priority is the funding of the \$400 million funding gap for the colleges. The Strategic Action Committee team will also be working to increase MCCC participation in the national campaign to pass the Social Security Fairness Act, since the current GPO/WEP provisions negatively impact many of our members. The SAC Steering Committee met on February 8; the statewide committee will meet on March 1. MTA Governmental's Arline Isaacson will provide budget and legislative updates at that meeting, and the committee will also discuss SAC priorities, a State House visit, and the PHENOM Rally, and share campus reports/responses. There are also tentative plans for an ORP Ad Hoc Committee meeting on March 7 or 8.

Vice President McGee interviewed two students and connected them to the Legislative Internship Office; there are two more student intern applications, both from Bunker Hill, to be reviewed. Among the vice president's recent activities were attendance at the Strategic Directions Retreat, at an event for Senate President Travaglini (with Brooks Smith), at the PHENOM meeting, at the HELC meeting, and at the MassPIRG press conference at Bristol Community College on textbook costs. She also participated with others in the impact bargaining on the shared faculty positions held at Massasoit and spoke at a legislative breakfast held at Bristol Community College earlier this month.

REPORT OF THE TREASURER

Treasurer Philip Mahler reported that the office staff continues to spend many hours on membership for FY 2006, in part due to the limitations of Quickbooks. He has been doing some programming that should expedite this work next year. Preparing for the upcoming elections is another current focus in the office. Treasurer Mahler also reported that the office is now ready for the annual audit. He anticipates the need to appropriate about \$5000 to do a mailing of agency fee materials; a request for additional support from MTA for this kind of expense is in the works. Recent office purchases include one new computer, one larger monitor, and a software program that will improve the processing of the biweekly payroll. A new copier is also needed and will be purchased or leased with funds from depreciation reserves.

Treasurer Mahler also reported that the Finance Committee continues to meet regularly. The Proposed FY'08 Budget has not changed substantively since last viewed by the Board. The proposed \$9 per year dues increase mentioned last month pretty much reflects cost of living increases but does allow for some growth in the budget—two new committees and a task force, for instance. The budget also covers the proposal for a new chapter support plan which will be voted upon by the Board of Directors soon. It also covers a mileage reimbursement increase and funds for a few attendees at MTA's Higher Ed winter conference, a new line item. Treasurer Mahler pointed out that less money is needed to cover reassigned time thanks to language in the new contract capping reimbursement at Step 2 of the DCE salary schedule. The treasurer also noted that the course reassignment contingency fund is going down because there is no longer a need to be prepared for delayed billing; next year, this line item will disappear, adding money to reserves. The organization is also very close to meeting goals for the stability fund. The Board will be asked to adopt this budget for recommendation to the Delegate Assembly next month.

REPORT OF THE SECRETARY

Secretary Phyllis Barrett reported that she has distributed the revised *Leadership Directory* by email, including sending copies to MSCA and MTA leadership. As chair of the Personnel Committee, she reported that the research coordinator and the communications coordinator are being evaluated this semester.

REPORT OF THE MTA CONSULTANTS

Consultant Katie D'Urso reported that agreement has been reached on the administration of the Community College Survey of Student Engagement (CCSSE). Participation will be voluntary and not evaluative or disciplinary. Consultant D'Urso also reported that tentative agreement was reached in impact bargaining on CONNECT, a management plan to share faculty among three campuses (Massasoit, Bristol, Cape Cod). This will be a pilot program, and no individual involved will work at more than two of the three colleges. Unit members will not be assigned to classes or committee work on more than one campus per day and will have a home campus for most purposes. If a full-time position were to become available on one campus, these unit members would be able to transfer into it. The initial participants are faculty in information technology, music, and Creole. Consultant D'Urso also reported that two arbitrations at Middlesex and two at Roxbury have been settled. No date has been set yet for a meeting with representatives of the Board of Higher Education on the nursing salary issue. Finally, it was noted that the new *Day Agreement* has been posted on the web page, but that the document will not be printed until some massaging of language is completed.

Consultant Gallagher gave an update on the CAS petitions, reporting that she has filed about one third of the new ones, clustering them to get them into the pipeline. The mediator's response to those already pending is anticipated soon. Consultant Michelle Gallagher reported that the Classification Appeals Committee will meet on February 21. She noted, with regret, that two committee members on the management side, Gary McPhee and Steve Fabbrucci, are leaving (for a new job and retirement respectively). The Under-Enrolled Courses Committee will meet one more time to clear up some confusion and come to agreement on 12 students being considered as full enrollment for salary purposes system-wide. Consultant Gallagher also reported that the electronic communications issue was discussed at the recent DCE Grievance Committee meeting; unit members on each campus are needed to work with administration on implementation. Consultant Gallagher also asked directors to remind DCE members to withdraw the money they put into the OBRA retirement account at the end of each semester; fees are so high that no interest is realized from these accounts.

Consultant Gallagher said there would be another brief meeting of those interested in following up on the Strategic Directions Retreat immediately following the Board meeting today.

COMMUNICATIONS REPORT

Coordinator Don Williams reported that the current issue of the newsletter is being printed in color to highlight several great photos. Graphs in an article on the back page are also more comprehensible thanks to the color. Alternate Director Susan Dole thanked Don for the graduation rates article featuring Roxbury and her campus, Bunker Hill. And Vice President Donnie McGee congratulated Don on the professional, polished appearance of the newsletter.

HEALTH AND WELFARE TRUST REPORT

Trust Board member Abe Sherf reported that the questions he has been receiving recently have to do with dental benefits after retirement.

MTA BOARD REPORT

Board member Phil Mahler reported that he sent out a written report on the most recent meeting. He noted that the MTA has re-filed the bills seeking health and pension benefits for some adjuncts. He also called attention to a survey discussed at the meeting which suggests that 13% is the typical number of members active in the organization. While this body focuses primarily on K-12 issues, Treasurer Mahler commented that it is important for the MCCC to be represented there and complimented his colleague, Sara Satham, for her contributions on the Board.

BYLAWS COMMITTEE REPORT

Chair Bob Gillies presented the proposals that the committee has received, and reported on the committee's votes on the proposals. The first proposal argues that all active members shall have one vote; the Bylaws Committee voted not to recommend, 2-1. (Chair Gillies suggested that it might be time to try to address this ongoing issue of the adjunct vote by forming a committee to seek a resolution.) The second proposal seeks standing committee status for the current *ad hoc* Professional Staff Committee; the Bylaws Committee voted to recommend, 3-0. The third proposal seeks standing status for the current *ad hoc* Campus Classification Representative Committee; the Bylaws Committee voted to recommend, 3-0.

PRESENTATION ON WORKLOAD AND UNIT RECOGNITION ISSUES

Day Grievance Coordinator Dennis Fitzgerald updated the Board on important current issues. He pointed out that there are no substantive changes in workload in the new contract, but cosmetic changes to language and the grid seem to have opened a door for some administrators to issue a spate of new forms asking for various kinds of documentation of workload. He has been working with chapter leaders on affected campuses to determine whether such forms are legitimate and how they may or may not be used. In addition, the new contract does add a second E5 form submission (the first lists planned activities, the second completed ones) and a form allowing for voluntary waiver of the three-prep per semester or five-prep per year limit.

Coordinator Fitzgerald also updated the Board on the ongoing unit determination (CAS) case issue. Consultant Gallagher reported earlier that there are still numerous cases pending and that some global issues are being addressed by a mediator at the moment. Coordinator Fitzgerald said that there appears to be a trend towards jobs that were previously considered in the unit being posted with new titles as non-unit positions. He asked that this situation be carefully monitored on the campuses. President LeBlanc added that, among other concerns, this movement of work out of the unit costs the union thousands of dues dollars.

NEW BUSINESS

A. Executive Committee Motion: Personnel Policy Changes

The following motions, which would result in changes to MCCC Personnel Policies, were recommended by the Executive Committee at its meeting on December 1, 2006, and were presented for information to the Board of Directors at the January meeting. Representatives of the PCA, the union representing the coordinators, have been consulted and are amenable to these changes.

Under Personnel Policies—Coordinators, Performance Review, 1:

MOTION: *Change* “Committee: A performance review committee shall be established to conduct performance reviews of the coordinators. This committee shall have five (5) members, to be composed of two (2) members of the Executive Committee, two (2) members of the Board of Directors who are not on the Executive Committee, and one (1) chapter leader who is not on the Board. Selection of these individuals should be made to ensure as wide a campus representation as possible. The term of service is for two years, beginning September 1 in years in which new officers are seated.”

to “Committee. The Personnel Committee shall conduct performance reviews of the coordinators.”

Rationale: This has been the practice since the inception of this review process and is also stipulated in the bylaws. **PASSED.**

Under Personnel Policies—Coordinators, Performance Review, 3:

MOTION: *Change* “Regular Appointments: A performance review of a coordinator serving in a regular appointment shall occur within the months of September and October succeeding each regular installation of MCCC officers. The confidential results will be available to the coordinator and the Board of Directors.”

to, “Regular Appointments: A performance review of a coordinator serving in a regular appointment shall occur within the academic year succeeding each regular installation of MCCC officers. The confidential results will be available to the coordinator and the Board of Directors.”

Rationale: When all four coordinators are on regular appointments, it is difficult, if not impossible, for the committee to conduct this review process, including the scheduling of an interview with each coordinator, in just two months. **PASSED.**

Under Personnel Policies—Coordinators, Job Description: Communications Coordinator, IV. Terms of Employment, B.:

MOTION: *Change*, “A stipend is provided, and, if a full-time MCCC member, two sections of reassigned time.”

to, “A stipend is provided, and, if a full-time MCCC member, two sections of reassigned time per semester.”

Rationale: The addition of two words clarifies the intent of the original language. **PASSED.**

Under Personnel Policies—Coordinators, Job Description: Grievance Coordinator, IV. Terms of Employment, B.:

MOTION: *Change*, “A stipend is provided, and, if a full-time MCCC member, three sections of reassigned time.”

to, “A stipend is provided, and, if a full-time MCCC member, three sections of reassigned time per semester.”

Rationale: Ditto. **PASSED.**

Under Personnel Policies—Coordinators, Job Description: Research Coordinator, IV. Terms of Employment, B.:

MOTION: *Change*, “A stipend is provided, and, if a full-time MCCC [sic], one section of reassigned time.”

to, “A stipend is provided, and, if a full-time MCCC member, one section of reassigned time per semester.”

Rationale: Ditto, with the additional correction of a typo in the manual. **PASSED.**

B. Finance Committee Motion

MOTION: Recommend that the Board authorize reimbursement to the Day Team chair for a cell phone at the typical market rate for a cell phone plan which provides up to 500 minutes per month.

Rationale: The committee was requested to consider providing support for a cell phone. Historically previous Day team chairs have had this support per the office they held—vice president, grievance

coordinator. The committee agreed with the request and feels that support is warranted at the level cited in the motion. **PASSED.**

C. Committee Appointments

MOTION: Appoint the following members to the MCCC-BHE Licenses and Certifications Committee: Sara Satham (Academic Counselor/BH); Mary Folan (Nursing Faculty/BH); Pat Schmohl (EMS/Fire Program Coordinator/Q); Linda Grochowalski (English Faculty/Q). (Kalivas/Dole). **PASSED.**

D. Strategic Action Committee Motion

MOTION: Support the Strategic Action Committee Priorities for Spring 2007:

- Higher Education Funding (operating budgets and capital expenditure legislation)
- Adjunct Health Insurance
- Chapter 150 E Legislation
- Retirement Issues (GPO/WEP, ORP, COLA, adjunct pensions). **PASSED.**

DISCUSSION/ANNOUNCEMENTS

A. Contract Funding

President LeBlanc pointed out that for years there have been efforts to forge a better working relationship with the BHE in order to do things like expediting the payment of salary increases. Treasurer Mahler complimented Susan Dole for initiating these efforts during her presidency. President LeBlanc is hopeful that we will have the three percent increase quite soon, with the retro to follow shortly.

B. Formal Request for Increased Funding from MTA

Today's folders contain a copy of a letter to MTA Vice President Paul Toner from President LeBlanc, requesting that the MTA increase its financial support for the MCCC. A detailed rationale for the request, largely related to DCE database management, agency fee collection materials, and personnel costs, is given.

C. BHE Graduation/Retention Rate Committee Report

Today's folders also include a copy of a report from Mark Lange, the MCCC's representative on the Graduation and Retention Rate Committee. A full committee report will be released in the future. It was suggested that an administrator on the committee, perhaps Jeanne-Marie Boylan, be invited, along with Mark, to the March meeting for a discussion of this important issue on which the union must have a position and a plan.

D. Classification Task Force/Blue Ribbon Commission

The first meeting of the Classification Task Force is scheduled for Thursday, March 8, at 8:00 p.m., at Mount Wachusett Community College. There was a discussion about how to publicize the creation of this commission and how to engage the membership in the struggle to improve salaries.

E. MCCC Spring Elections Timeline

The timeline for this spring's election of delegates to the MTA Annual Meeting and the NEA-RA was included in the folders. Notably, ballots will be mailed on March 2, the balloting closes at 4 p.m. on March 22, and results will be announced by March 30.

F. Adjunct Regional Meetings

President LeBlanc asked directors to spread the word about these meetings on their campuses. He will be sending out postcard invitations soon and hopes for a strong turnout in each region.

G. PHENOM Launch

Directors were also asked to share information about upcoming activities of the new Public Higher Education Network of Massachusetts with their colleagues and students.

H. BANNER

Vice President McGee expressed a desire to have a union banner for display at appropriate venues. Treasurer Mahler pointed out that there is one, albeit old. Coordinator Williams suggested that a vinyl banner might be more appropriate for use outdoors.

I. Press Round-Up and Campus Issues, including the Rhode Island Free Speech Lawsuit

The folders included recent articles of interest.

J. MCCC News Ideas

Directors were encouraged to send ideas for news stories to Coordinator Williams, including such things as profiles of members. One suggestion was for an article on intellectual property issues. Many directors expressed concern about privacy of computer contents and about syllabi being shared without permission.

K. Timely Evaluation Cycle

It was reported that administrators at Holyoke and Bunker Hill have not been able to meet the timelines for the evaluation process. Some problems at Greenfield were also noted: failure to evaluate, particularly professional staff; and use of the decile ranking on the student evaluation form, which is not permitted. Grievance Coordinator Fitzgerald is attending to the situation at Greenfield.

The meeting adjourned at 3:07 p.m.

The next Board meeting is scheduled for March 23.

Respectfully submitted,



Phyllis Barrett, Secretary