

## **Cape Cod Community College Association (CCCCA) Executive Board Minutes of December 12, 2013**

**Present:** Anderson, Barnes, Burlin, Guarino, Jenkins, Martin, McCollough, Smith  
**Not Present:** Heller Boragine, Gates

The meeting came to order at 1:03 pm.

The minutes of the November 21, 2013 meeting were approved with a punctuation correction.

**Parliamentary Procedure Handout** – The Parliamentary Motions Guide were passed out to all in attendance. It is based on Robert's Rules of Order. It was suggested that if a motion needs to hold off a while, you would move to postpone. It takes a majority to take it off the table.

**Spring Meeting Schedule** – Discussion about the best time to hold CCCCCA meetings next semester. One member cannot attend Tuesday/Thursday at 1:00. Discussion about Monday or Wednesday at 1:00. An email will go out to all members to see what day and time will work best for the majority.

Discussed the email that went out to the college regarding changing meeting times to Friday instead of Wednesday to open up valuable class time.

Discussed that College Committee Meetings were not being very well attended.

**DCE Coordinator Update** - a letter and an email went out to the DCE Coordinator and was replied to with a letter of resignation. The president will bring forward a replacement to the board for approval.

Discussed the training of the new DCE Coordinator. Discussed paying the trainer.

A motion was made. **MOTION** – If the chapter president is unable to find a DCE Coordinator, Gail Guarino will receive pay compensation for Spring 2014 as the DCE Coordinator. Motion seconded. Approved.

**Grievance Update** – there is one DCE Grievance at Step 2. There is one Day Grievance in Mediation.

Discussed MACER issue of a committee chaired by a non-voting committee member. Administration said that a voting member would be appointed if the name of a willing faculty member would chair the committee. Gail Guarino is going to be added to the C&P Committee and her name will be forwarded to chair the committee.

**Support for Adjunct Faculty/DCE Contract** – Management called for an extra session to meet with the DCE Committee. There will be a meeting on December 20, 2013. If things do not go well, there needs to be a Plan. Discussed signs, stuffing mailboxes with flyers, letters to the editor, talking to the president.

Meeting was adjourned at 2:03.

Respectfully submitted, Mary Jenkins