

Cape Cod Community College Association (CCCA)

Executive Board Minutes of January 30, 2014

Present: Barnes, Gates, Guarino, Heller Boragine, Jenkins, Martin, McCollough, Smith

Not Present: Anderson, Burlin

The meeting came to order at 1:06 pm.

The minutes of the December 12, 2013 meeting were approved with punctuation corrections.

Spring General Meeting Date – The date for the Spring General Meeting was set for Thursday, April 17, 2014 at 1:00 pm. Newly elected officers will be introduced.

Spring Elections – Elections should be held the second week in April. Elections will be held the week of April 7-11. Emails will go out a week before the elections letting everyone know who is running. An additional email will go out reminding everyone that voting is open. Lisa Heller Boragine has offered to send out the emails. To encourage more participation, copies of election information will be printed and stuffed into mailboxes.

CCCC Employee Training Program – Invitations were sent out the end of December for a pilot group to test on-line employee training. The program is called “4E’s at 4C’s”. It has been recommended that the program be offered during Professional Days. If the program is not offered during Professional Days, impact bargaining would have to take place.

DCE Coordinator Position – Several people have been approached, but no one has come forward to fill the open position of DCE Coordinator. Discussed that training is available as well as support from other board members. If no one comes forward, Gail Guarino will fill until position is permanently filled.

Starfish – On-going concerns that communications regarding Starfish never imply that it is optional. Previous settlement on the issue was that the use of Starfish is not mandatory. Issue will be addressed at MACER again.

Day Contract – All MCCC employees should have received updated payroll information with new pay increases included. There are two additional pay increases – July 2014 and January 2015. There was a discussion of the timing of evaluations and summary evaluations. Summary evaluations are due February 1.

DCE Contract – Changes have been sent out that have been agreed to. There have been no questions. Ratification will be in February. Once ratified, the pay increase will be retro to January 15, 2014.

Grievance Update – As of this date, there are no grievances in the pipeline.

MACER DCE – Needs to be scheduled. An email will be sent to V.P. Miller.

Student Enrollment – Discussion of the policy of student repeating same course with same instructor multiple times. The current policy is that students can retake courses – unlimited. If a student is disruptive, the issue needs to be addressed with the area Dean.

Meeting was adjourned at 2:15.

Respectfully submitted, Mary Jenkins