

## **Cape Cod Community College Association (CCCA) Executive Board Minutes of March 12, 2014**

**Present:** Anderson, Barnes, Burlin, Guarino, Jenkins, Martin

**Not Present:** Gates, Heller Boragine, McCullough, Smith

The meeting came to order at 1:05 pm.

The minutes of the January 30, 2014 meeting were approved. The February 2014 meeting was cancelled.

**Chapter Elections** – Dee Burlin will send out an email to all MCCC for a call for nominations for the Chapter Elections. The positions that will be on the ballot and are open for nominations are President, DCE Grievance (for one year), Day Grievance, Director at Large, and Delegates for the MCCC Delegate Assembly to be held April 26, 2014 in Marlborough, MA. Nominations will close on March 28, 2014. The nominations will be put to the membership on March 31, 2014. On-line elections will be held April 7-11, 2014.

**HR Records** – It has come to our attention that the Day and DCE personnel files are not being kept separately. Day personnel files are required to be kept separate from DCE personnel files. It was agreed that this will be brought to HR's attention in the fall.

**MTA Higher Education Conference** – The conference will take place on April 11-12, 2014 at the Westin Waltham-Boston Hotel. On-line registration begins on Monday, March 10, 2014. The Chapter will pay the \$35.00 registration fee. MCCC will pay \$75.00 towards a room at the conference. This is opportunity to attend sessions as well as question and answer session with Commissioner Freeland.

**Delegate Assembly** – The Delegate Assembly will meet on Saturday, April 26, 2014 at the Courtyard by Marriott in Marlborough, MA. The Chapter goal for CCCC is to have four delegates attend. The maximum number of delegates allowed to vote from CCCC is eleven. There are six by-law proposals that will be voted on at the assembly.

**Number of Agency Fee Payers** – A handout with membership headcount and fee payer headcount was distributed and there was a discussion about the accuracy of the numbers. It is felt that a large number of adjunct faculty are not reflected in the headcount. There was a discussion about if there should be a creation of a Membership Chairman position in the future to increase membership and to build leadership.

**General Meeting** – The CCCC General Meeting will be held on April 17, 2014. Gail Guarino offered to send out an email to the membership and order lunch.

**DCE Contract Ratification** – The deadline for the receipt of ratification was extended until the end of March. Lists of membership need to be updated for the ballots to include new hires. There has also been a meeting scheduled on April 15, 2014 to revisit the contract and discuss lab ratios.

**Day MACER** – There was a discussion of whether a DCE member could represent the Day MACER position. It was agreed that the ideal would be to have a Day Faculty member. It was also discussed having a Professional Staff member represented.

**MCCC Professional Staff Regional Meeting** – A flyer was emailed to all Professional Staff notifying members of four Regional Meetings taking place this spring. A Regional Meeting will take place at Cape Cod Community College on Thursday, May 15, 2014.

Meeting was adjourned at 2:07.

Respectfully submitted, Mary Jenkins