

Massachusetts Community College Council

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Instructions – It is to your benefit to act today!

The office must meet college payroll deadlines – if we don't have your information soon, it is more complicated for us all later.

Dear Adjunct Faculty Member:

Welcome (or welcome back) to the Massachusetts community college system, and the MCCC!

This packet of materials is designed to inform you of your rights and obligations as an adjunct faculty member in the system, and help you file the necessary paperwork to process your unit obligations.

To get started, please follow the steps listed below. The colleges are moving to doing all paperwork online, via the web. In recognition of this, and preparation for this, the MCCC is pointing you to its information on the web as well.

1. Go to <http://mccc-union.org/DCE/> and read the "Welcome Pamphlet" there. This pamphlet contains membership information and frequently asked questions (FAQ), to give you an overall understanding of what the union is, your obligation to the union, the union's obligations to you, and, hopefully, answer questions you may have.
2. Please be aware that all full- and part-time faculty, librarians, counselors and other professionals in Massachusetts' community colleges are obligated to pay either membership dues or an agency service fee.
3. PLEASE complete the enclosed DCE enrollment form following the instructions on the back of the form. The following information must be included:
 - a. Personal Information: Name, Street, City/State/Zip, SSN (Note: Your social security number is used for internal MCCC-MTA positive identification only. It is never given out to anyone nor is it used on any external document).
 - b. Selection of Membership Status: Union Member or Non-Member Fee Payer
 - c. "Affiliations with other unions" section if appropriate
 - d. Payment method
 - e. Signature and date
4. Determine how much you will owe based on the rates shown. Determine your preferred method of payment.
5. RETAIN THE TOP, WHITE, COPY FOR YOUR RECORDS, then send the remaining copy to the MCCC in the return envelope provided.
6. Enclose a check payable to "MCCC" if your payment method is by check.
7. If you are electing to pay by payroll deduction (easiest, we think), the MCCC should receive your form within two weeks from the start of the semester. Otherwise, your college may not be able to process your deduction and you will have to pay by check. In this case you will receive an invoice from the MCCC for payment by check or credit-card.
8. Read the Management-Union Agreement – If you don't have a copy you can download it at <http://mccc-union.org/CONTRACTS/> or call the office and we will mail you a copy.

Working hard on your behalf: The MCCC Membership Services Staff: Meg Kennedy, Membership Services, Edythe Stoddard, Membership Services, Phil Kennedy, Operations Manager, Phil Mahler, Treasurer

Enclosures: DCE Enrollment 2-part Form, Return Postage Paid Envelope

You can do all of this online at <http://mccc-union.org/DCE> and select "Pay DCE Dues Online".

You will be taken to a secure web page where you can enter/update personal information, get information on dues and fees, and pay your dues or fees by payroll deduction, credit card, PayPal account, or check.