



## Massachusetts Department of Higher Education

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*Massachusetts Board of Higher Education*

### MEMORANDUM

**TO:** Community College Human Resources Directors

**FROM:** Peter H. Tsaffaras  
Deputy Commissioner for Employee Relations

**DATE:** December 15, 2008

**SUBJECT:** Update on the Licensure and Certification Component of the  
Classification Study

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#### **Background**

As you are no doubt aware, in the present collective bargaining Agreement (July 1, 2006 to June 30, 2009) by and between the Board of Higher Education and the Massachusetts Community College Council (MCCC), the parties agreed that, with initial effect on July 1, 2007, they would implement and fund (in part) that portion of the Community College Classification Study which relates to Licensures and Certifications. Initial payment for licenses and certifications was made during the payroll period from November 25, 2007 through December 8, 2007, with a payroll advice distribution date of Friday, December 14, 2007. All such payments were made effective and retroactive to Sunday, July 1, 2007.

In the memorandum, dated October 23, 2007, from Peter H. Tsaffaras to full-time members of the Massachusetts Community College Council, a system-wide approach to implementation of this component was initiated. The memorandum detailed the establishment of the Committee on Licenses and Certifications and specified the phasing in of the payment of the points attributable to Licenses and Certifications beginning in July, 2007. In order to receive payment for an approved license or certification, unit members were required to submit a License and Certification Payment Request Form for FY08, along with a current copy of any such license and/or certification for which they were seeking payment, to the Human Resources office at their respective Community College.

#### **Determination of Requests for Establishment**

Unit members who possess a license and/or certification that was not included on the list, dated September 5, 2006, were given the opportunity to submit a Request for Establishment of a New License/Certification Form. These forms, along with a current, valid copy of the license or certification were forwarded to the Department of Higher Education (fka Board of Higher Education).

Beginning in April, 2008, the Licensures and Certifications Review Committee (Committee), comprised of four MCCC unit members and four members of management from the Community Colleges, met to review the close to 200 requests for establishment of a new license/certification. Requests were grouped into similar departments/disciplines/divisions. In preparation for the meetings, each member of the Committee was given the following documents: 1) the final draft, dated June 5, 2002, of the Guiding Principles; 2) the September, 2006 list of approved Licensures/Certifications; and, 3) a list of the departments/divisions and the corresponding number of requests within each functional area. For each meeting a number of requests were selected to be reviewed in advance. Each Committee member received the Request for Establishment and any background data prior to the meeting. Committee meetings were held at the Canton Campus of Massasoit Community College on April 30, May 14, June 4, and July 9, 2008.

As a result of the meetings of the Licensure & Certification Review Committee, an additional 76 Licenses/Certifications were approved and awarded unit values comparable to the previously approved list compiled by the initial Licensure and Certification Committee. The Committee agreed to temporarily withhold approving and awarding 7 specific requests which were either a) previously approved, but the unit member is requesting that the unit value be reviewed and changed, or b) the Committee agreed the request required further information and review.

The Licensure and Certification Review Committee met again on November 5, 2008, in order to follow up upon any outstanding work from their summer meetings. At this meeting the committee reviewed the 7 requests they had temporarily withheld from approving and awarding units. The results of this review have been added to the list of Licenses and Certifications.

We have compiled a list, specific to each institution, including the name of those unit members who requested establishment of a new license and/or certification along with the license/certification which was approved and the unit value it was awarded. The Department of Higher Education has reached agreement with the Massachusetts Community College Council that these members of the unit shall be paid retroactively to July 1, 2007 (in other words, for July 2007 and July 2008) for the licenses/certifications for which they requested establishment and the Committee approved and awarded units. An institution specific list of all such individuals to whom this applies is attached (Attachment A).

You should be aware that on Friday, September 19, 2008, we met with the Chief Academic Officers and reviewed this information with them. While we viewed this meeting as giving authorization to the Chief Academic Officers to approve payments where appropriate, it has come to our attention that payment has not occurred at every campus. This memorandum should serve as formal notification to make these payments, if they have not been made already.

### **Appeal of Campus Decisions**

Unit members who applied for and were denied payment for approved licenses and/or certifications, during the initial implementation of the process, were allowed to appeal the payment decision to the Committee. On September 30, 2008, we sent an e-mail to the Chief Academic Officers of each institution requesting information regarding all members of the MCCC unit who were denied payment for licenses and/or certifications which were

included on the September, 2006 list of approved licenses and certifications (payment made during the payroll period from November 25, 2007 through December 8, 2007.)

On November 5, 2008, the committee reviewed the information received from each institution's Chief Academic Officer regarding those members of the unit who applied for and were denied payment. An institution specific list of all such individuals is attached (Attachment B).

### **Implementation of the New List of Licenses and Certifications**

Attached to this memorandum is a copy of the updated list in Excel format, entitled "All Categories Updated 12-15-2008" (Attachment C). This list has been refurbished with changes aimed at making it more streamlined and, hopefully, more user-friendly. Duplicate licenses/certifications have been removed. In the "Condensed to (grouping)" column, the Committee decreased the number of designations and grouped similar licenses/certifications within broader titles in order to improve the process of locating a specific license/certification. The Committee also added a column for popular acronyms (i.e. Certified Public Accountant, CPA) and a column which includes the previous number, by which the license/certification was identified on the list from September, 2006. This updated list includes the original approved licenses and certifications from the September, 2006 list and the recently approved licenses and certifications reviewed by the Committee earlier this summer and fall.

### **The Ongoing Process**

Finally, also on November 5, the Committee accepted two new requests for establishment. As both were received shortly before the November meeting, the Committee agreed to temporarily withhold review and approval until the next scheduled meeting on March 4, 2008.

The Committee on Licensures and Certifications views its work as ongoing and plans to meet three or four times a year in order to consider the establishment of new licenses and certifications and to update by adding/subtracting from the established aggregate list.

By way of reminder, if an individual is requesting payment for the first time for a license/certificate which they hold and is on the approved list (Attachment C, above), they should complete and submit to the institution's Human Resources office, a Licenses and Certifications Request for Payment FY09 form (Attachment D). If an individual holds a licensure/certification, which is not on the approved list, they may petition the Licensure and Certification Review Committee (c/o the Department of Higher Education) to establish said license/certificate using the Licenses and Certifications Request for Establishment form (Attachment E).

Feel free to forward this memorandum to anyone at your institution whom you feel may benefit from receiving this information. Should you have any questions regarding this matter in particular, or other related issues in general, please do not hesitate contact me here at the Department of Higher Education by telephone at (617) 994-6928 or by e-mail at [ptsaffaras@bhe.mass.edu](mailto:ptsaffaras@bhe.mass.edu).

Attachments (5)

C: President Asquino  
Mr. James Brown  
Ms. Carol Wolff Fallon  
Community College Chief Academic Officers