

# Massachusetts Community College Council

---

Margaret Wong, President  
Rosemarie Freeland, Vice President  
Gail Guarino, Treasurer  
DeAnna Putnam, Secretary



Don Williams, Communications  
Dennis Fitzgerald, Day Grievance  
Joseph Rizzo, DCE Grievance  
Hilaire Jean-Gilles, Research  
Tom Powers, Webmaster

---

**Minutes of the MCCC Board of Directors**  
**27 Mechanic St, Worcester, MA**  
**Wednesday, June 19, 2019**

**Approved on August 21, 2019**

**Present:** President Margaret Wong, VP Rosemarie Freeland, Secretary DeAnna Putnam, Treasurer Gail Guarino, Sara Satham (BH), Javad Moulai (R), Renae Gorman (ST), David Lanoie (G), Cathy Boudreau (MTA Director), Ellen Pratt (MW), Linda Grochowalski (Adjunct/PT), Javad Moulai (R), Joe Nardoni (Mi and MTA Director), Laurie Carlson (NS), Trudy Tynan (H), Catherine Adamowicz (Br), Liz Recko-Morrison (Be), Bob Kearns (Ma), Claudine Barnes (CC), Candace Shivers (NEA Director), Communications Coordinator (Don Williams)

**Absent:** Bob Tarutis (MB)

**Guests:** MTA Catherine Santiago, BrCC member Ely Dorsey, GCC Chapter President Doug Wilkins, Adjuncts Committee Chair David Iannacone, Research Coordinator Hilaire Jean-Gilles

President Wong called the meeting to order at 10:30 a.m.

Directors approved the meeting calendar for 2019-2020, with a note regarding the possibility that the calendar may be updated in the future to include a Fall Conference on Sept. 19, 2019. (See appendices)

President Wong and VP Freeland presented their respective reports, both referring in particular to their appearance at the State House on June 6 for MassInc's Early College Forum. Directors discussed the community colleges' and Department of Higher Ed's failure to bargain with MCCC regarding Early College.

**MOTION:** That President Wong should invite MA Department of Higher Commissioner Carlos Santiago to be a guest at our August BOD meeting, and if not able to attend in August, then he should be invited to the September meeting (Freeland) **PASSED**  
*Unanimous*

Directors discussed the possibility of filing a ULP regarding the failure to bargain Early College.

The BOD went into executive session at 11:13 a.m. to discuss a BrCC matter regarding charges brought against one chapter member by another. Directors returned to regular session at 11:45 a.m.

Adjuncts Committee Chair David Ianaccone reported on that committee's activities over the past year.

VP Freeland reported regarding H. 3825 (An Act Relative to Collective Bargaining Dues), which recently passed at the State House.

Directors discussed planning for Community College Advocacy Day on October 23.

**MOTION:** MCCC requests that it be a full partner of the (Massachusetts Community Colleges) Planning Committee for Community College Advocacy Day on October 23 (Boudreau) *Withdrawn after subsequent motions.*

**MOTION:** To amend to request three seats (Putnam)

**MOTION:** To move to amend to “be included” versus “full partner” (Boudreau)

Directors discussed the invitation extended by the colleges to MCCC at the most recent Joint Study meeting, and what such an invitation would mean in practical terms.

**MOTION:** To withdraw main motion (Boudreau) **PASSED**

**MOTION:** The BOD requests that President Wong write a letter thanking the College Presidents for inviting us to participate in the planning of Advocacy Day and requests that the college presidents and Wong send out a joint letter encourage participation (Nardoni) *Withdrawn without objection after Wong said it might make more sense for her to make the request by phone instead.*

President Wong confirmed that she would reach out to Lane Glenn, Chair of the Massachusetts Council of Community College Presidents, as Directors wished.

VP Freeland reported that she had reached out to MTA to inquire about funding for a Fall Conference, but that no funding was available; instead, there might be funding for regional opportunities for grievance training in the fall.

Treasurer Guarino presented her report, including the matter of funding for a Fall Conference.

**MOTION:** That we commit to a Fall Conference (Boudreau) **PASSED Unanimous**

The BOD confirmed that Directors Boudreau, Shivers and Tynan would be on the Fall Conference Planning Committee.

Guarino presented a proposed policy change regarding elections for a first reading (See appendices.)

**MOTION:** To renew the agreement for Phil and Gail (XCom). **PASSED** (See appendices.)

Directors approved minutes from its special meeting held on June 5, 2019, then broke for lunch from 1:30-1:55 p.m.

MTA Field Representative Catherine Santiago presented her report.

MTA Board Directors Cathy Boudreau and Joe Nardoni present their report, highlighting issues pertaining to a MTA services survey and a document highlighting the fiduciary duty of MTA Directors. Boudreau and Nardoni recommended that this is something MCCC might want to draft for its own directors, elected officers, and chapter leaders.

VP Freeland and MTA Directors reported on fallout related to recent conflict between MTA President Merrie Najimy and Speaker of the House Robert DeLeo after Najimy publically mocked Education Committee Chair Alice Peisch for wearing pearls. Freeland and MTA Directors also noted the “bad optics” of signs bearing “WTF” as an acronym for “Where’s the funding?” at the Fund Our Future Rally at the State House Rally on May 16.

Research Coordinator Hilaire Jean-Gilles presented his Spring 2019 report.

Director Tom Kearns reported on the Health and Welfare Trust Fund, in particular an ongoing push for better optional dental care.

Directors nominated Directors Ellen Pratt, Claudine Barnes, Joe Nardoni and Linda Grochowalski as candidates for Executive Committee at-large seats for 2019-2020. President Wong informed Directors that, because Adjuncts/PT Director Stephanie Marcotte had resigned, Directors would need to appoint someone to her seat as per the bylaws. Wong reported that Michele Nash (ST), Doug Wilkins (G), and Swan Gates (CC) were candidates for this seat.

Directors voted by secret ballot and handed their ballots over to the MTA/NEA Directors to be counted.

**MOTION:** If an At-Large Adjunct/PT Director appointed by the BOD cannot attend, and the runner up in an election cannot serve (as an alternate, as per the bylaws), then the runner up in the BOD election shall serve instead (Tynan). *Ruled out of order by President Wong, as this would require a bylaw change.*

---

Directors agreed to schedule the count of Day Contract Tentative Agreement Ballots for 10 a.m. on Friday, June 28.

Directors discussed new contractual committees established by the Day Contract Tentative Agreement, including the Student Evaluation of Faculty Survey Instrument Committee, Joint Labor-Management Part-Time Salary Grid Committee; Licenses and Services Committee, and LMS/Student Educational Planning Software Program Review Committee.

President Wong took note of nominations as related to these committees.

MTA/NEA Directors announced that Directors Barnes, Pratt and Grochowalski had been re-elected to serve on the Executive Committee, and that Swan Gates had been appointed to the Adjunct/PT Director vacancy.

Directors discussed ongoing problems with OBRA and requested that President Wong request a legal opinion regarding what MCCC's options are.

President Wong invited GCC Chapter President Doug Wilkins to speak on the possibility of pro-rating dues for part-time professional staff.

**MOTION:** The Board of Directors approves a \$1,000 stipend each for Claudine Barnes and Gail Guarino for (work involved with) ratification matters related to Day bargaining (XCom)

**MOTION:** That this motion, and the two other related motions on the agenda be combined (Kearns) **PASSED**

**MOTION:** The Board of Directors approves 1) a \$1,000 stipend each for Day Team members Claudine Barnes and Gail Guarino for (work involved with) ratification matters related to Day bargaining and 2) an increase in reassigned time for Day Negotiations Team Chair Claudine Barnes for two release times per semester, as well as a stipend at DCE Step 2 to be paid to Barnes for impact bargaining June 1- August 31, 2019.

Directors entered into executive session at 4:11 p.m. to continue to discuss the BrCC matter first dealt with earlier this morning.

Directors resumed regular session at 5:05 p.m.

Treasurer Guarino updated directors regarding the status of new member packets.

The BOD adjourned at 5:08 p.m. and will meet next on Wednesday, August 21, 2019.

**Submitted by DeAnna Putnam, Secretary**

## Appendix I

### Calendar of Meetings for 2019-20

Description	Day	Date
BOD	Wednesday	June 19, 2019
X-Com	Wednesday	August 14, 2019
Summer Conference	Sun-Wed	August 4-7, 2019
BOD	Wednesday	August 21, 2019
X-Com	Friday	September 6, 2019
HELC	Friday	September 13, 2019
BOD	Friday	September 20, 2019
X-Com	Friday	October 4, 2019
HELC	Friday	October 11, 2019
BOD	Friday	October 18, 2019
X-Com	Friday	November 1, 2019
HELC	Friday	November 8, 2019
BOD	Friday	November 15, 2019
X-Com	Friday	December 6, 2019
HELC	Friday	December 13, 2019
X-Com	Friday	January 3, 2020
HELC	Friday	January 10, 2020
BOD	Friday	January 17, 2020
X-Com	Friday	February 7, 2020
HELC	Friday	February 14, 2020
BOD	Friday	February 21, 2020
X-Com	Friday	March 6, 2020
HELC	Friday	March 13, 2020
BOD	Friday	March 20, 2020
X-Com	Friday	April 3, 2020
HELC	Friday	April 10, 2020
BOD	Friday	April 17, 2020
Delegate Assembly	Saturday	April 25, 2020
MTA Annual Meeting	Fri-Sat	May 1-2, 2020
X-Com	Friday	May 15, 2019
X-Com	Wednesday	June 10, 2020
HELC	Friday	June 12, 2020
BOD	Wednesday	June 17, 2020

## APPENDIX II

Motion:

The XC recommends that the BOD adopt the following contract between the MCCC, Gail Guarino, MCCC Treasurer, and Philip Mahler, Office Manager.

### CONTRACT

Gail Guarino will perform the duties of Treasurer per the MCCC Bylaws. \*  
Gail Guarino also undertakes to be trained in office operations related to the Treasurer's duties, and other office and MCCC operations as feasible and needed.

Philip Mahler will perform the duties he has been performing for many years that are other than those expressly belonging to the Treasurer in the Bylaws, and other than duties related to Treasurer that Gail Guarino chooses to perform.

#### Compensation

The total support for the treasurer position in the current budget is \$34,645. This consists of six reassigned time sections, which for FY 2020 totals \$21,474, and treasurer stipend at \$13,171. This proposal will not cost the MCCC any additional expenditure except travel expenses for one extra person.

Proposed Compensation:	Guarino	Mahler	Treasurer Current (Total)
Base:	\$6,585.50 /yr	\$6,585.50/yr	\$13,171/yr
Reassigned Time:	4/yr	2/yr	6/yr
	<u>\$14,316</u>	<u>\$7,158</u>	<u>\$21,474</u>
<b>TOTAL</b>	<b>\$20,901.50</b>	<b>\$13,743.50</b>	<b>\$34,645</b>

Start Date: June 1, 2019

End Date: May 31, 2020

The Treasurer is entitled to expense reimbursement and privileges per MCCC policy and current practice. \*

Mahler will be compensated for travel and other expenses directly related to this position, and other expenses subject to MCCC policy for the Treasurer.

#### Duties

The Office Manager is a part-time, salaried position. Mahler will work approximately two days per week during the semester. Some of this work will be from home, but he will be in the office at least one day per week, and as needed to perform his duties.

Philip Mahler's job description is as listed below under "Office Manager".

---

\* Per appointment as Treasurer, this is just informational and is not subject to a contract.

---

## OFFICE MANAGER

### Position Description

The Massachusetts Community College is a labor organization representing approximately 6,500 faculty and professional staff at the 15 public community colleges of the state. The MCCC is run by a small core of dedicated staff, hard working elected officers and many volunteer members working in standing committees. The primary mission of the MCCC is to improve the wages, working conditions, and benefits of our members – professionals dedicated to the mission of a quality, affordable public higher education.

The Office Manager provides financial, administrative, and office management support for the MCCC Office. Work requires initiative, independent judgment, discretion, visibility, and a high level of confidentiality. The Office /Manager performs at a professional level, directly assisting the MCCC Treasurer and Executive Committee Officers in carrying out the organizations financial and administrative duties and functions. This position reports to the MCCC Treasurer.

### Responsibilities

- Responsible for training staff and Treasurer.
- Responsible for maintaining the general ledger and records of the organization.
- Provides staff support to the MCCC Finance Committee to assist this body in meeting its governance responsibilities.
- Provides membership counts for various purposes.
- Responsible for accounts payable. Reviews time and expense reports and vendors bills.
- Responsible for preparing reports for annual audit, tax reports, financial analysis, long range planning, and other reports required by statute/governing bodies. This will include relating to auditors, consultants, banking institutions and other groups as necessary.
- Provides principal staff support to Finance Committee and Board on matters related to investment strategy and funds.
- Devises procedures and prepares instructions to assist others to submit budgets and reports (e.g. local chapter support)
- Monitors expenses against the annual budget and reports significant trends to the treasurer. Prepares reports, including monthly financial reports, prepares reallocations, advises Treasurer and Finance Committee on budget changes.
- Oversees payroll, benefits, and updating personnel manual, fiscal policies consistent with MCCC governance structure.
- Responds to routine inquiries from members and campus personnel.
- Designs and implements budgeting forms and other materials to gather information.
- Assists the treasurer in planning the workflow of the Central Office to insure its regular and smooth operations.
- Communicates with and serves as coordinator with a wide number of people including officers, managers, and other staff as well as Board members and affiliate organizations.

- Receives all non-membership related mail and processes it.
  - Oversees the maintenance and scheduling of the MCCC meeting spaces and maintaining a meeting room schedule and making it available to officers and others as needed.
  - Work with the President and Vice President on scheduling outside meetings, such as the Delegate Assembly. Assist these officers and the treasurer in reviewing contracts for signature by the President or Vice President. Ensure that copies of all contracts are on file. Work with the outside agency as needed.
  - Arrange all meals for meetings, in consultation with the Vice President.
  - Order supplies as needed. (In urgent cases any member of the staff may do this.)
  - Respond by phone or email for the MCCC on non-membership issues, where policy is clear. Where policy is not clear, consult with the Treasurer.
  - Assist the Treasurer and office staff in scheduling and tracking work.
- 

### Rationale

The MCCC recognizes that per Bylaws the Board has the responsibility to appoint individuals to perform work as needed.

It is not in the interests of the MCCC for the past Treasurer (Mahler) to just walk away from the work he has been doing. Any incoming Treasurer could not perform all of those duties.

For Gail Guarino and Phil Mahler, the welfare of the MCCC is the motivation for this proposal for job sharing.

The current Treasurer (Guarino) is willing to take on the responsibilities of Treasurer recognizing that the Office Manager will continue to perform any and all of the duties, which Mahler has performed, as needed.

The Treasurer is willing to share the salary and reassigned time opportunities related to that office in the interests of the MCCC, allowing all of this important work to go on at very little additional cost and disruption to the MCCC.

It should be noted that at one time the MCCC had a full-time office manager in addition to the two full-time existing positions and a Treasurer.

There is very important work to be done this academic year around these positions. Of note is work to be done by the Finance Committee:

- 2020-2021 Budget
- Audit for FY 2020
- Make policy recommendations for the budget based on the special committee on reassigned time, the recent challenge to MCCC income, and other financial policies as deemed appropriate.

## Appendix III

### Proposed Policy Change/First Reading

#### General Policies - Elections

##### Current

#### II. Conduct of Elections

In MCCC elections, the main principle to be observed is that every member eligible to vote shall have a reasonable opportunity to make nominations, to run for office, and to vote.

##### A. Nominations and Elections: Statewide Elections

1. A Nominations and Elections Committee is mandated by the MCCC Bylaws (Art. VII, sec. 3) for statewide elections.
2. Statewide nominations are placed by mail or electronically.
3. Statewide elections are conducted by mail or electronically. Ballots and/or election materials are delivered to member home addresses or by email; votes are cast by mail or electronically or hand-delivered to the designated location.
4. The Committee will certify and place in nomination in accordance with the Board approved MCCC Nominations and Elections Timeline outlined in the election year and the submission of the MCCC Nomination Form: (1) the names of all officer candidates who have secured at least fifty signatures of active members in support of their candidacy, (2) and the names of all candidates for Adjunct/Part-time Board member who have secured at least ten signatures of active members in support of their candidacy, (3) the names of candidates for the MTA Annual Meeting, and (4) the names of candidates for the NEA-RA Delegate Assembly.
5. If the number of certified candidates for the MTA Annual Meeting is less than or equal to the number of delegates permitted, then those candidates are deemed elected. A ballot process will be conducted to permit write-in candidates for unfilled slots or to be names as successor delegates.
6. All communications with candidates on the statewide ballot may be by email.
7. Write-in candidates for delegate to the NEA-RA and the MTA Annual Meeting must submit a write-in candidate nomination form within five business days of the announcement of voting results. This form is to solicit the same information as a preelection nomination form. Names written in but who do not fill in the write-in candidate nomination form within the time specified are ineligible for election. This policy will appear in the ballot materials and be referenced on the ballot. *Approved by the MCCC Board of Directors August 17, 2016*

##### Proposed

#### II. Conduct of Elections

In MCCC elections, the main principle to be observed is that every member eligible to vote shall have a reasonable opportunity to make nominations, to run for office, and to vote.

##### A. Nominations and Elections: Statewide Elections

1. A Nominations and Elections Committee is mandated by the MCCC Bylaws (Art. VII, sec. 3) for statewide elections.
2. Statewide nominations are placed by mail or electronically.
3. Statewide elections are conducted by mail or electronically. Ballots and/or election materials are delivered to member home addresses or by email; votes are cast by mail or electronically or hand-delivered to the designated location.
4. The Committee will certify and place in nomination in accordance with the Board approved MCCC Nominations and Elections Timeline outlined in the election year and the submission of the MCCC Nomination Form: (1) the names of all officer candidates who have secured at least fifty signatures of active members in support of their candidacy, (2) and the names of all candidates for Adjunct/Part-time Board member who have secured at least ten signatures of active members in support of their candidacy, (3) the names of candidates for the MTA Annual Meeting, and (4) the names of candidates for the NEA-RA Delegate Assembly.

---

5. If the officer and Adjunct/Part-time Board member positions are uncontested, the nominees for those positions are deemed elected.

5. 6. If the number of certified candidates for the MTA Annual Meeting and/or the NEA Representative Assembly is less than or equal to the number of delegates permitted, then those candidates are deemed elected. A ballot process will be conducted to permit write-in candidates for unfilled slots or to be names as successor delegates.

7. If an election has no contested positions, the MCCC does not need to conduct the elections but must declare the nominees elected and post the newly elected officers, Adjunct/Part-time Board member positions, and delegates to the MTA Annual Meeting and the NEA Representative Assembly within ten (10) days of the close of nominations.

6. 8. All communications with candidates on the statewide ballot may be by email.

7. Write-in candidates for delegate to the NEA RA and the MTA Annual Meeting must submit a write-in candidate nomination form within five business days of the announcement of voting results. This form is to solicit the same information as a preelection nomination form. Names written in but who do not fill in the write-in candidate nomination form within the time specified are ineligible for election. This policy will appear in the ballot materials and be referenced on the ballot.