

MEMORANDUM

TO: **All Community College Presidents**
Human Resource Directors
Chief Academic Officers
Chief Financial Officers
Janice Motta, Executive Director

FROM: **Haidee Morris, Labor Counsel**
On behalf of the President Labor Relations Subcommittee
Dr. Daniel M. Asquino, MWCC, Chair
Dr. Terrence A. Gomes, President, RCC
Dr. David F. Hartleb, President, NECC

RE: **MCCC/DCE Joint Committee on Electronic Communication**
Guidelines for Conversion to Electronic Communications DCE

DATE: September 20, 2006

On behalf of the Presidents Labor Relations Subcommittee, please find attached the guidelines for conversion to electronic communications for DCE notices and communications. These have been approved and are now in effect. If you have any questions, feel free to contact Stephen Fabbrucci, the Community Colleges' point person on these guidelines. He can be reached at 978-556-3923 or sfabbrucci@necc.mass.edu.

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THE JOINT MCCC/DCE AND COMMUNITY COLLEGE
COMMITTEE FOR PROMOTION OF
ELECTRONIC COMMUNICATION

GUIDELINES FOR IMPLEMENTATION
AND IMPLEMENTATION SCHEDULE

Inasmuch as the joint committee for electronic communication has received responses from all fifteen community colleges the Committee has developed the following guidelines for implementation of certain parts of the 2005 – 2008 DCE Contract.

Colleges may convert to electronic communications provided the prerequisites and other requirements described below are met.

Necessary prerequisites for conversion to electronic communications and continuing condition for electronic communications are:

1. e-mail accounts for all DCE faculty on seniority list and DCE faculty currently teaching;
2. e-mail accounts must be kept active at all times for DCE faculty on the seniority list, except that after one year of inactivity by the member the college may require a reasonable, well-publicized procedure for reactivation of a dormant account;
3. access to College computers; and,
4. all electronic forms and email must be accessible from off campus Internet sites

Schedule and/or requirements for information to be converted to electronic communications

1. Association (Union) affiliation/membership form. (Article 9.03)
 - a. Fall 2006. A streamlined cost efficient mailing will be used.
 - b. Fall 2007. For all Colleges who have converted to electronic contracts it is anticipated that the affiliation/membership form will be on line. No later than April 1, 2007 all Colleges must notify this Committee if they will be sending contracts electronically, in order to take advantage of on line only membership affiliation form. Neither the unit member nor the College shall be penalized, however, if a unit member takes advantage of the online membership affiliation form prior to the College's conversion to electronic contracts.
2. Teaching availability forms, tentative assignments and contracts (Articles 10.01, 10.02, 13.02)

Colleges which use electronic availability forms, tentative assignments and contracts should ensure that the following conditions are met:

Unit members must be notified so that they know how, when and where to expect these documents, and the format in which they should respond. The College will notify each Unit member by its current method of communication and/or in writing prior to implementation. Colleges are encouraged to widely publicize the change to electronic communications. For the first cycle of electronic communication to a unit member the Colleges commit to follow up with additional communication in the event there is no response.

Colleges should send a copy of their anticipated implementation schedule and materials¹ to this committee for its review and feedback no later than October 31, 2006. Copies must be sent, preferably electronically, to Stephen Fabbrucci at sfabbrucci@necc.mass.edu, or mailed to Stephen Fabbrucci, Northern Essex Community College, 100 Elliot Street, Haverhill, MA 01830.

It is the intent of the contract to convert these communications to electronic format by the end of the current contract and colleges may choose to phase in implementation (for example on a pilot basis). The parties agree to work collaboratively to resolve any challenges that may arise in reaching that goal.

3. College information to Union

Colleges are encouraged to provide information listed below to the Union via electronic mail as soon as possible. All information provided after June 1, 2008, must be provided electronically. This information may be sent electronically using EXCEL (preferable) or Microsoft Word to the following e-mail address:

ContractInfo@mccc-union.org **NOTE: PLEASE USE DCEContractInfo@mccc-union.org INSTEAD.**

- a. DCE Seniority list by work area (Article 10.07)
Due date: August 15
- b. Teaching list including number of credits and/or salary (Article 9.03B)
Due Date: End of second week of each semester
- c. List of outside entity courses (Article 10.10)
Due Date: End of each session

4. Union information to Colleges

- a. The Union will provide to the Colleges electronically the level of union dues or agency fee deduction for each unit member. (Article 9.03 B)
- b. Each college will provide the Union the email address to which this information must be sent. The college will use the address cited in paragraph 3 above to send this college email address

¹ Teaching availability form, tentative assignment form, contract and notice of change to electronic format

prior to the first semester of implementation of this paragraph, and subsequently whenever there is a change in this address.

- c. Due Date: No later than the fifth week of the semester

5. Acknowledgement of Receipt by Both Parties

Whenever either party receives an electronic communication (email) with contract information, per the contract and this document, the receiving party will acknowledge receipt to the official Union or College email address.

6. Scope of this document

It is not the intent of this agreement to preclude conversion of other communications or documents to electronic communications. Notices of discipline and termination or non-reappointment are explicitly excluded from electronic transmission.

Dated: September 8, 2006

Members of the Committee on Conversion to Electronic Communications

Richard Doud	Gloria DeFillipo
Philip Mahler	Stephen Fabbrucci
John Palmer	Nancy Sherwood
Joe LeBlanc, Ex Officio	Carolyn Young

Consultants to the Committee:
Michelle Gallagher

Haidee Morris

APPENDIX A

MCCC/MTA DCE CBA/ELECTRONIC COMMUNICATIONS**COMMUNICATIONS BETWEEN ASSOCIATION AND MANAGEMENT**

- 9.01 (B) - notice to Board of the amount of dues to be deducted and the names of each local treasurer.
- 9.01 (C) – notice to each College of the amount of dues to be deducted for current dues year.
- 9.03 (B) – dues deduction implementation, each College provides to the Association a list of unit members actually teaching credit courses and the number of credits no later than the end of the second week of the semester, and the Association provides each College with the level of union dues or agency service fee payroll deduction for each faculty member and the original signed authorization card no later than the end of the fifth week of the semester.
- 10.07 – each College provides to the Association an updated seniority list by work area by August 15 each year.
- 10.09 – list of outside entity courses available to be taught by unit members needs to be sent to the Local Chapter President or designee.
- 10.10 – at the end of every session the College must forward to the Association President or designee a list of outside entity courses with the required information on each course.

MCCC/MTA DCE CBA/ELECTRONIC COMMUNICATIONS**COMMUNICATIONS BETWEEN EACH COLLEGE AND THEIR UNIT MEMBERS**

- 9.03 (A) – dues deduction implementation, affiliation form and membership form.
- 10.01 – each unit member shall be given a contract stating the courses, subject areas, and salary to which the unit member has been assigned.
- 10.02 – each College to provide to eligible employees a course intent and teaching availability form (Form DCE – A).
- 13.02 – tentative assignment letters within 5 weeks prior to beginning of classes where practicable.