

**TO:** MCCC Chapter Presidents  
**FROM:** Joe Rizzo, MCCC DCE Grievance Officer  
MCCC Statewide Distance Education Committee Chairperson  
Michelle Gallagher, MTA Consultant  
Staff Consultant to the MCCC Statewide Distance Education Committee  
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**re: Campus Distance Education Committees**

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Since the inception of the Distance Education Agreement most, if not all, of the Community Colleges have established Campus Distance Education Committees. The work of these Committees have gained importance as the Community Colleges become more and more engaged in distance education. To date, several campus committees have been very successful at developing initiatives beneficial to the entire community college community.

Several campuses have raised questions/concerns regarding the way these committees function. The attached is being sent to you as a way to assure all campus committees have the requisite information to conduct committee work consistent with the collective bargaining agreement. Please distribute this document to your campus representatives on the DE Committee.

In addition, it is recommended that any prior agreements/policies reached through the DE Committee be committed to writing in a memorandum of understanding as referenced in the attached recommendations. This will help ensure mutual understanding and facilitate future consistency.

**MASSACHUSETTS COMMUNITY COLLEGES  
CAMPUS DISTANCE EDUCATION COMMITTEE**

**Committee Charge, Structure and Recommended Procedures**

The Agreement between the Massachusetts Board of Higher Education/ Massachusetts Community Colleges (MCC) and the Massachusetts Community College Council/Massachusetts Teachers Association (MCCC) established Distance Education Committees (DEC) at each of the fifteen Community Colleges. The following details the charge, composition and recommended procedures for conducting business.

***Charge\****

The charge of the DEC is to discuss in advance distance education initiatives/ opportunities to be offered by the College subsequent to the executive of the current collective bargaining agreement.

The Committee shall serve as a vehicle to share information about campus distance education opportunities, system-wide distance education initiatives, and to provide the MCCC with an opportunity for effective input into those local opportunities and initiatives, including the process for selection of unit members for training opportunities.

In no event shall such selection process be arbitrary, capricious or unreasonable.

The Committee has no authority to modify or to add to the terms of the collective bargaining agreement. (extracted from the current collective bargaining agreement):

The Committee shall be provided at the end of each semester a list of all unit and non-unit employees who have participated in distance education training or course delivery at the College together with the amount of compensation of any form received for each course.

***Structure\****

Each Campus DEC shall be comprised of no more than three (3) representatives of management and three (3) members of the MCCC Units (Day and DCE) at the College.

***Recommended Procedures***

The following recommendations are made in consideration of past practice of similar labor/management committees formed under the Day and/or DCE collective bargaining agreements:

- Each party shall designate a chairperson
- Prior mutual agreement of both chairpersons shall be obtained before inviting a non-member to a meeting of the Committee
- Chairpersons shall rotate the responsibility for conducting meetings.
- Meeting agenda items shall be solicited from Committee members at prior meetings and/or prior to the next scheduled meeting.
- Meeting agendas shall be distributed to all Committee members prior to the next scheduled meeting
- Either party is free to keep notes of the meeting, but the committee is not required to keep minutes of the meeting
- All agreements/policies established through the Committee shall be committed to writing in a Memorandum of Understanding (MOU) and, once approved by the full Committee, executed by the Chairpersons

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\* extracted from the current collective bargaining agreement – B2