

# 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

---

## APPROVED ON APRIL 17, 2020

Minutes of the SPECIAL MCCC Board of Directors  
258 Main Street, South Dennis, MA  
Friday, March 27, 2020

**Present:** Treasurer Gail Guarino, Secretary DeAnna Putnam, Claudine Barnes (CC), Bob Tarutis (MB)

**Absent:** President Wong, Vice President Rosemarie Freeland, Treasurer Gail Guarino, Sara Satham (BH), Javad Moulai (R), Ellen Pratt (MW), Candace Shivers (NEA Director), Tom Kearns (Ma), Cathy Boudreau (MTA Director), Joe Nardoni (Mi and MTA Director), Brian Falter (NS), Linda Grochowalski (Adjunct/PT), Natalie Feliciano (G), Beth Fullerton (Q), Trudy Tynan (H), Renae Gorman (ST), Liz Recko-Morrison (Be), Catherine Adamowicz (Br), Linda Grochowalski (Adjunct/PT), Swan Gates (Adjunct/PT) *Note: NECC has not appointed a new director yet.*

Acting Chair Treasurer Gail Guarino convened the meeting at 5:30 p.m.

### **MOTION:** To Pass the following **Policy Authorizing MCCC Electronic Meetings During Emergencies:**

During times of governmentally declared emergencies that make face-to-face gatherings either unlawful or unreasonable, MCCC regular and special Meetings of the Executive Committee, the Board of Directors, the Delegate Assembly, and all committees may be held electronically, in part or in full; and the means may be by any technology that provides the opportunity for aural communication among and between the members. Email and fax do not provide for the deliberative process and are subsequently unacceptable means for meeting participation. Electronic means will include, but not be limited to videoconference, teleconference, internet, or telephone participation, providing the technology maintains the deliberative process by the following criteria:

1. ensuring that the deliberative process is protected;
2. ensuring that all meeting members can hear each other simultaneously;
3. ensuring that members that participate electronically can achieve recognition by the chair to be put on the list for recognition to debate or to make motions;
4. assuring that participants are indeed eligible members; and,
5. providing for voting procedures that incorporate the will of the electronic participants, particularly when votes are close or secret ballot voting is the will of the group.

Additional procedures that shall be followed are:

1. The authority to allow a meeting to be held electronically shall be vested in the MCCC Executive Committee. The President may call an electronic meeting of the MCCC Executive Committee for the purpose of authorizing electronic meetings.
2. Regular members, ex-officio members, and invited guests may participate electronically in the aforementioned meetings provided they have complied with notice requirements for electronic participation.
3. Members planning to participate in meeting electronically shall be authorized to do so provided they have mailed or e-mailed notice to the President for receipt no later than forty-eight (48) hours prior to the meeting, unless the time for receipt of notice is waived by the President.
4. Members participating electronically shall be asked to identify themselves by name immediately after the meeting is called to order, and, providing the membership of the member can be ascertained by voice or image, the member shall be counted toward the quorum.
5. In the event a member participating electronically wishes to be added to the recognition list, the member will, at the first moment possible without interrupting another member, say: "Point of Privilege," to which the chair shall say: "State your point." The member will then ask to be placed on the recognition list and will be called on in that order to debate or make a motion.
6. To the extent it is possible to mail and/or email materials to members participating electronically, every effort shall be made to do so. In the event materials are not received prior to the meeting, the member shall waive the advantage of having full meeting materials for the privilege of participating electronically.
7. Voting:
  - a. When voting is by voice or show of hands, special provisions for voting by members participating electronically shall be made when the result is clearly close and the member gains recognition on a Point of Personal Privilege and asks that their "yes" or "no" vote be included in the count.
  - b. When votes are taken by roll call, the member participating electronically will be called on by the chair for a voice vote in the regular order of taking votes.
  - c. When votes are taken by teller count, the member participating electronically will be called on by the chair for a voice vote at the conclusion of the teller's counting process, and prior to announcing the results of the teller count. The chair shall then tally the teller count with the electronic votes before announcing the result of the combined vote.
  - d. When a vote is to be taken by secret ballot, the member participating electronically may either waive the right to vote (abstain), or may gain recognition on a Point of Personal Privilege and report that they are waiving the right to vote secretly and ask that their "yes" or "no" vote be included in the voting results.
8. In the event of an emergency or circumstances relative to electronic meetings not addressed by this Policy or that render its implementation untenable, it shall be by vote of the MCCC Executive Committee to determine the outcome.

(Barnes) **PASSED**

**MOTION:** That the President call a Special Meeting of the Board on Tuesday, March 31, 2020, to be held electronically, in response to the current COVID-19 pandemic, to affirm the adoption of the Policy on MCCC Electronic Meetings for the Board of Directors, the Delegate Assembly, and all Committees (Tarutis) **PASSED**

The Board will meet next, electronically, for a special meeting on Tuesday, March 31, 2020

Submitted by DeAnna Putnam, *Secretary*