

APPROVED



**MCCPS**

## MCCPS Board of Trustees

### Minutes

#### Governance Monthly Meeting - September 2019

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##### **Date and Time**

Tuesday September 3, 2019 at 7:00 PM

##### **Location**

17 Lime Street - Community Room

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##### **Governance**

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##### **Committee Members Present**

Cynthia Canavan, David Moore, Jeanne Smith, Karl Smith, Kay O'Dwyer, Pam Ferris, Paul Baker

##### **Committee Members Absent**

Christopher Riegle, Nichole Thompson

##### **Guests Present**

Peter Cohen

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#### **I. Opening Items**

##### **A. Record Attendance and Guests**

##### **B. Call the Meeting to Order**

Karl Smith called a meeting of the Governance Committee of MCCPS Board of Trustees to order on Tuesday Sep 3, 2019 at 7:10 PM.

### **C. Approve Minutes**

Kay O'Dwyer made a motion to approve minutes from the Monthly Governance Meeting on 07-09-19 Monthly Governance Meeting on 07-09-19.

Paul Baker seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**Action Item: Karl Smith to request resignation from Nichole Thompson and to remove her as a Governance Committee member in Board on Track.**

## **II. Governance**

### **A. Board Meeting Update**

Karl Smith gave a Board meeting update to the Committee, with the following highlights:

- With the recent departures of BOT members Sean Killeen, Jen Jewell and Nichole Thompson, Chair Artie Sullivan asked if the Governance Committee could start performing Board member exit interviews. The Committee discussed.
- Artie Sullivan asked if the Governance Committee would create goals for the mentoring program.

#### **Action Items:**

1. **Governance Committee members to think of five or six potential exit interview questions each to be discussed at the next meeting.**
2. **Karl Smith to compile an overview of the inspection report from the last site visit.**
3. **Pam Ferris to give mentoring packet to Karl Smith.**
4. **Karl Smith to give mentoring packet and overview of inspection report to Artie Sullivan and convey the following recommendation from the Governance Committee regarding mentoring:**
  - **Mentors and mentees should meet once per quarter to review specific items.**
  - **This meeting can be in person or on the phone, held before the Board meeting, after the Board meeting or at a convenient time for mentor/mentee.**
  - **The first meeting should be a meet and greet to take place before the first week of November and the topic of discussion should be preparation for the Charter renewal, including a review of the MCCPS Mission and Charter.**
  - **Board members should be urged to attend an event, morning meeting or lunch before the site visit.**

### **B.**

### **Other items**

Karl Smith raised the topic of allowing remote access to Board meetings. The Committee discussed the issue, including the need to change the By-laws. Cindy Canavan recommended that the Committee review the State Attorney General's 2017 Guide to Open Meeting Law.

**Action Item: Karl Smith to speak with Artie Sullivan about the idea of creating a sub-committee of the BOT and Governance Committee to review and suggest changes to the MCCPS By-laws, with the goal of completion and review by Governance Committee in May and by the BOT in June. Chris Riegle and Pam Ferris were suggested as potential representatives from the Governance Committee.**

### **III. Planning - Future meeting**

#### **A. Next Meeting - August**

The next meeting was scheduled for October 8th at 7:00 PM.

### **IV. Closing Items**

#### **A. Adjourn Meeting**

Karl Smith made a motion to adjourn the meeting.

Paul Baker seconded the motion.

The committee **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,  
Karl Smith