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**MASSACHUSETTS BAY COMMUNITY COLLEGE
BYLAWS COMMITTEE MEETING**

FEBRUARY 18, 2021

9:00 AM

by Webex and Facebook Livestream on www.massbay.edu

MINUTES

Trustees Present: Tim Clifford, Tom Peisch, Diane Schmalensee

Staff Present: Karen Britton, Executive Director, Office of the President; Liz Cooper Associate Director, Marketing and Communications

Committee Chair Clifford called the meeting to order and declared that a quorum was present.

Approval of January 8, 2021 Meeting Minutes

Trustee Schmalensee moved to approve the minutes of the January 8, 2021, meeting, and Chair Peisch seconded. The motion passed via the following roll call vote: Trustee Clifford – YES; Trustee Peisch – YES; Trustee Schmalensee – YES.

Review of MassBay Community College’s Bylaws Updated at the January 8, 2021, Meeting

The committee made the following edits to the Bylaws that were updated at the January 8, 2021, meeting:

B1- ELEVEN was uncapitalized.

B11- The word "to" was put first.

D2 and 3 – Items 2 and 3 from the previous version were re-inserted.

G1- "subcommittees" was changed to "committees"

J1a - The last sentence now reads "This committee will also review and report on audits, any personnel actions recommended to the Board, and any personnel reorganizations planned by the President."

J1c – The last sentence now reads "The Committee will bring any recommendations for changes or amendments to the Board for approval."

L - "must" was changed to "shall" twice. Executive Director Britton will contact Director of Trustee Relations Noyes to confirm the timing of and also who distributes and runs the Commonwealth’s conflict of interest law training.

The committee decided to meet again on February 23, 2021, at 7:30 am for a final look at the Bylaws including the above edits.

Adjournment

Trustee Schmalensee moved to adjourn the meeting, and Chair Peisch seconded. The motion passed via the following roll call vote: Trustee Clifford – YES; Trustee Peisch – YES; Trustee Schmalensee – YES.

The meeting adjourned at 9:40 am.

A handwritten signature in black ink, appearing to read "Tim Clifford". The signature is written in a cursive style with a long, sweeping underline that extends to the left.

Tim Clifford, Trustee
Bylaws Committee Chair