GREENFIELD COMMUNITY COLLEGE
Board of Trustees Meeting
April 15, 2020 8:00 a.m.
President’s Conference Room – C201

Present: Chair Robert Cohn, Cady Coleman, Chris Donelan, Claire Higgins, Isaac Mass, Joanne Marqusee, Dorinessy Orphee Meledje, Robyn Provost and Hector Toledo

Absent:

Others Present: President Yves Salomon-Fernandez, Anna Berry, Marie Breheny, Regina Curtis, Mary Ellen Fydenkevez, Charlotte Gifford, Liza Harrington, Leo Hwang, Brian Kapitulik, Shannon Larange, Joan Murphy, Matt Noyes, Mary Phillips, Stephen Poulin, Judy Raper, Judith Roberts and Alex Wiltz

Call to Order
Chair Cohn called the meeting to order at 8:04am.

Minutes
On a motion by Trustee Mass and seconded by Trustee Donelan, the Board of Trustees voted unanimously to approve the draft minutes of the February 26, 2020 meeting.

Committee and Liaison Reports/Updates

Academic Affairs
Based on the recommendation of the President and the Academic Affairs Committee, and in accordance with the current collective bargaining agreement, Trustee Donelan moved the GCC Board of Trustees grant the following faculty change of rank effective September 1, 2020, Trustee seconded, all were in favor (roll call vote) and the motion passed.

From Instructor to Assistant Professor
Alyssa Arnell

From Assistant Professor to Associate Professor
Amy Ehmann
Amy Ford
Peggy Martalock

From Associate Professor to Professor
Joan O’Beirne
Mary Phillips
Kelly Popoff
Jennifer Simms

Based on the recommendation of the President and the Academic Affairs Committee, and in accordance with the current collective bargaining agreement, Trustee Donelan moved the GCC Board of Trustees grant tenure to Amy Ford, Peggy Martalock, Mary McEntee, and Cynthia GCC Board of Trustees Meeting Minutes, April 15, 2020
Snow. Trustee Provost seconded the motion, all were in favor (roll call vote), and the motion passed.

In accordance with the Report of the Ad Hoc Committee on Emeritus Status as adopted by the Board of Trustees on June 1, 1988 and based on the recommendation of the President and the Academic Affairs Committee, Trustee Donelan moved the GCC Board of Trustees grant Professor Emeritus status to Linda Cavanaugh, Ann Forcier, David Ram, and Ian Winokur. Trustee Provost seconded the motion, all were in favor (roll call vote), and the motion passed.

**Alumni Liaison**
No Report.

**Finance Committee**
No Report.

**Foundation Liaison**
No Report.

**Personnel & Policies Committee**
Chair Cohn announced Trustee Higgins will now chair the Personnel and Policies. The committee also includes Trustee Marqusee and Trustee Provost.

**Student Senate**
No Report.

**New Business**
GCC Procedures for implementing the Public Higher Education Endowment Incentive Program

**BACKGROUND**
The Procedures for Implementing the Public Higher Education Endowment Incentive Program are made and adopted by the Board of Trustees of Greenfield Community College pursuant to Chapter 15A, §15E of the General Laws and Chapter 142 of the Acts of 2019. Their purpose is to implement the Public Higher Education Endowment Incentive program (the “Program”) that is constituted by Chapter 15A, §15E and Chapter 142 of the Acts of 2019; and they are to be interpreted and applied consistently with the requirements of those statutory provisions and the guidelines promulgated by the Board of Higher Education. It has been declared to be the policy of the Commonwealth to encourage private fundraising by the Community Colleges and to assist such fundraising through a matching program to be known as the Public Higher Education Endowment Incentive Program, which shall not result in direct or indirect reductions in the Commonwealth’s appropriations to the Colleges for the operations or for capital support.

**MOTION**
Trustee Donelan moved the Greenfield Community College Board of Trustees endorse the procedures adopted by the College’s Foundation and delegates to the President the authority to draw down the funds in accordance with the Greenfield Community College Procedures for Implementing the Public Higher Education Endowment Incentive Program. Trustee Higgins seconded, all were in favor (roll call vote), and the motion passed.
President’s Report

President Salomon-Fernandez reported enrollments for both Summer Sessions and Fall are significantly down for this time period last year. Many students are struggling to thrive in this moment, hence are reluctant to register at this time. The College is preparing multiple contingency plans and exploring multiple modalities for learning and course design. President Salomon-Fernandez also reported the College is paying particular attention to marketing, admissions, and financial aid.

Trustee Marqusee inquired whether the College can expect to receive any additional financial support from either the state or federal governments. President Salomon-Fernandez reported there is no expectation of receiving any additional support from the State and the potential of additional 9C cuts by the Governor. The College does expect to receive just over $440,000 from the CARES Federal Relief package. The money must be disbursed directly to students in adherence with the guidelines put forth in the package.

NECHE Update

President Salomon-Fernandez introduced the NECHE Accreditation Self Study team to the Trustees, Charlotte Gifford, Stephen Poulin, Mary Phillips and Liza Harrington. The team provided an overview of the Self Study timeline as well as Standards 3 and 9.

President Salomon-Fernandez introduced Mary Ellen Fydenkevez, Chief of Academic and Student Affairs Officer to provide an update on the academic work that has been completed in response to the COVID pandemic. Highlights included:

- Converted all face to face classes to online (80% of total classes offered were face to face)
- Strategies
  - using Zoom and Google meet to hold classes, office hours, advising, tutoring, counseling and other student support services (ie The Math Studio, etc)
  - using specialty software for allied health services
  - Social Media, Blogs, and virtual shows
- Challenges
  - Pace needed to switch to remote learning - only a two week timeframe for conversion
  - Learning curve for technology for students, faculty, and staff
  - Management of anxiety
  - Programs dependent on experiential learning such as: Outdoor Leadership program and Adventure Education Degree, Medical Assistant Program, Emergency Management system such as Paramedic, EMT

President Salomon-Fernandez introduced Anna Berry, Dean of Students to the Trustees to provide an update on Student Affairs. Highlights included:

- 100% of Enrollment services moved online
  - Admissions, Advising, Testing, Registrar and Health Records
  - Student Government and Clubs
  - Peer Tutoring
President Salomon-Fernandez introduced Laura Garcia, Chief Information Officer to provide an update on the work of Information Technology. Highlights included:

- Purchased and prepped 50 laptops for faculty and staff
- Purchased several dozen Chrome books that will be distributed to students through the Library’s technology lending program
- Purchased mobile hotspots for staff, faculty, and students
- Upped capacity for College’s VPN connection to retrieve data sensitive files required for their remote work
- Created Google Drives/Accounts for all faculty and staff to ease file sharing
- Working diligently to ensure all data is safeguarded when being shared
- Purchased 50 additional Zoom licenses for faculty and staff
- Increased capacity of Moodle (Learning Management System) due to the increase of online courses

Adjournment
On a motion from Trustee Mass and seconded by Trustee Provost the Board of Trustees unanimously voted to adjourn at 9:58 am.

Respectfully submitted by,
Shannon Larange