

**Bristol Community College
Fall River, Massachusetts**

**Board of Trustees
Meeting Minutes**

October 5, 2020

I. Call to Order

The three hundred and seventy-ninth regular meeting of the Bristol Community College Board of Trustees was held on Monday, October 5, 2020. Due to the ongoing COVID-19 crisis and Governor Charles Baker's order allowing remote participation, this meeting was conducted remotely via ZOOM. The meeting was called to order at 4:09 p.m.

Trustees present: Joan Medeiros, Chair; Frank Baptista; Samir Bhattacharyya; Jeffrey Karam; Lynn Malasi; Sandra Saunders, Esq., Secretary; Diane Silvia; and Steven Torres, Esq., Vice Chair; and Alexis Viveiros-Branco.

Trustees absent: Valentina Videva Dufresne and Keith Hovan.

Kathleen Wordell, Recording Secretary, announced that since all members of the Board of Trustees would be participating remotely at this Board meeting, all votes taken would be by Roll Call Vote. She reminded all present that the meeting would be conducted in Open Session with public access and included members of the President's Leadership Team and others present who may be called upon for additional information. Also in attendance were members of the general public, who would remain silent during the meeting.

Ms. Wordell stated she would take attendance by Roll Call and then hand the meeting over to Chair Joan Medeiros. In attendance at the opening of the meeting were:

Frank Baptista – Absent (*arrived later*)
Samir Bhattacharyya – Yes
Valentina Videva Dufresne - Absent
Keith Hovan - Absent
Jeffrey Karam - Yes
Lynn Malasi - Yes
Sandra Saunders (Secretary) – Absent (*arrived later*)
Diane Silvia – Yes
Steven Torres (Vice Chair) – Yes
Alexis Viveiros-Branco (Student Trustee) - Yes
Joan Medeiros (Chair) – Yes

II. Chair's Remarks

Chair Medeiros welcomed all to the meeting.

III. Consideration of Consent Agenda Items

Chair Medeiros asked if any consent agenda items needed to be moved to the regular agenda. There were no items to move. She then read the Consent Agenda Items listed and asked for a motion to approve said items.

- Consideration of Minutes of Board of Trustees Meeting of August 26, 2020
- Consideration of Minutes of Board of Trustees Retreat of August 26, 2020
- Report of Personnel Actions October 2020
- Report of Workforce Contracts October 2020

A motion was made by Trustee Torres to approve the consent agenda items and seconded by Trustee Bhattacharyya. Ms. Wordell conducted a Roll Call Vote:

Frank Baptista – Absent
Samir Bhattacharyya – Yes
Valentina Videva Dufresne - Absent
Keith Hovan - Absent
Jeffrey Karam - Yes
Lynn Malasi - Yes
Sandra Saunders (Secretary) – Absent
Diane Silvia – Yes
Steven Torres (Vice Chair) – Yes
Alexis Viveiros-Branco (Student Trustee) - Yes
Joan Medeiros (Chair) – Yes

The motion was approved.

IV. President's Report

Strategic Plan Update and Approval:

President Douglas gave the following Strategic Plan update to the Board. After the Strategic Plan has been reviewed and approved by Bristol's Board of Trustees, it would be presented to the state's Board of Higher Education for final approval. She then presented the following elements of the Strategic Plan to the Board. (*Bristol's Mission Statement was approved by the Board of Trustees on May 11, 2020.*)

President Douglas reviewed the college's new **Vision**: Advancing a vibrant, diverse community through education, learner by learner.

She then reviewed Bristol's **Shared Values Statements**:

Collaboration

- We are dedicated to creating an atmosphere of professionalism where all stakeholders can share their ideas, work together and support one another in our common goal of student success.

Communication

- We openly and honestly share information that impacts our work, include stakeholders in the decision-making process and ensure a collective approach to shared goals that relies on ongoing feedback from students, faculty, staff and community members.

Inclusion

- We commit to fostering a college community that embraces all perspectives and identities and strives for equity and justice in an environment where everyone feels safe and valued.

Innovation

- We meet the challenges of today and tomorrow by creating a culture built on creativity, ingenuity and agility, where people are empowered to continuously improve our processes and perspectives to exceed community needs and expectations.

Respect

- We treat each other with kindness, assume positive intent and genuinely listen to each other to celebrate our individual differences and foster our collective strengths.

Student Success

- We strive to serve our students and support their growth, providing them with equitable access to all services, support and the tools necessary to achieve their personal, professional and educational goals.

President Douglas then reviewed the four **Strategies**:

Academic Innovation

- Advance an engaging holistic teaching and learning environment resulting in a seamless student experience that prepares them to embrace life's opportunities.

Equity and Student Success

- Share responsibility for the success of our students and employees by improving equity-mindedness and ensuring institutional support that closes equity gaps.

Organizational Excellence

- Create a culture of innovation through improved processes and collaboration, modern technology and ongoing professional development to support student and employee success.

Partnerships

- Collaborate with educational institutions, alumni, industry and community partners to increase educational attainment and support the talent pipeline to enhance opportunities in the region.

(Trustee Frank Baptista joined the meeting at this time.)

President Douglas reviewed the main objectives of the four Strategies:

Strategy #1: Academic Innovation

- Objective 1: Create pathways from noncredit offerings to credit programs.
- Objective 2: Increase accessibility and convenience for students by offering a broader variety of learning modalities to meet students' personal and educational needs.
- Objective 3: Ensure student exposure to High Impact Practices (HIPs) in all certificate and degree programs.
- Objective 4: Fully realize and then assess the proactive advising model.
- Objective 5: Increase adjunct faculty/instructor engagement to promote innovation and foster effective collaboration among college staff and faculty.
- Objective 6: Increase the career readiness of our student population.

Strategy #2: Equity and Student Success

- Objective 1: Advance an inclusive college culture grounded in equity-mindedness.
- Objective 2: Recruit, retain and develop a diverse community of employees.
- Objective 3: Increase the student conversion rates, from outreach to enrolled, with specific intention to under-represented groups.
- Objective 4: Assess existing programs and implement new innovative and evidence-based initiatives geared toward closing equity gaps.

Strategy #3: Organizational Excellence

- Objective 1: Align the existing culture of the organization with our core values.
- Objective 2: Increase digital literacy among all Bristol students.
- Objective 3: Increase efficiency and equity-mindedness through process improvements across the college.
- Objective 4: Create a professional development program designed to build employees' competencies to foster growth and meet strategic objectives.

- Objective 5: Create a process where organizational resources are appropriately allocated to align strategic priorities while supporting and maximizing alternative sources of funding.

Strategy #4: Partnerships

- Objective 1: Increase post-secondary educational attainment in Bristol County over four years.
- Objective 2: Increase the number of students enrolling at Bristol through non-traditional pathways.
- Objective 3: Strengthen existing industry and community partnerships and align offerings with local needs.
- Objective 4: Increase transfer rate of students to four-year institutions.

President Douglas asked if there were any questions. Trustee Baptista asked what the length of time was for the plan to be successful. President Douglas said it is a four-year plan, which would carry it to the end of 2024.

A motion was made by Trustee Baptista to approve the college's 2020-2024 Strategic Plan as presented and seconded by Trustee Silvia. Ms. Wordell conducted a Roll Call Vote:

Frank Baptista – Yes
Samir Bhattacharyya – Yes
Valentina Videva Dufresne - Absent
Keith Hovan - Absent
Jeffrey Karam - Yes
Lynn Malasi - Yes
Sandra Saunders (Secretary) – Absent
Diane Silvia – Yes
Steven Torres (Vice Chair) – Yes
Alexis Viveiros-Branco (Student Trustee) - Yes
Joan Medeiros (Chair) – Yes

The motion was approved.

Chair Medeiros thanked President Douglas and her team for developing such a comprehensive plan.

President's Goals Update:

President Douglas said her goals for Fiscal Year 2021 are based upon the four Strategies outlined previously in the college's Strategic Plan. She will be forwarding her goals to the Board of Trustees later this week. They will be included for discussion at the November 2 Board meeting.

Social Justice Forum Presentation:

Robert Delaleu, Director of Multicultural Affairs, gave a presentation to the Board regarding Social Justice Forums. The following are some of the highlights of his presentation:

The following is the list of virtual Social Justice Forums conducted at Bristol:

- July 2 – Policing, Criminal Justice and Race
- July 30 – Race and Educational Inequity
- August 27 – Race and Women’s Rights
- September 24 – Race and LGBTQIA+ Rights
- October 22 – Race, Disability and Mental Health Rights
- November 19 – Race and Immigrant Rights

The purpose of the forums is:

- To bring awareness to social inequities.
- Create positive change: through influencing actionable solutions to the barriers that exist in our country for marginalized groups.
- Build a community of partnerships in the spirit of social justice Diversity, Equity, and inclusion work (DEI).

Social Justice Themes:

Intersectionality of Race &...

- Women's Rights
- Immigrant Rights
- LGBTQ+ Rights
- Mental Health Rights
- Disability Rights
- Racial Injustice
- Education Inequity
- Criminal Justice and Policing

Outcomes:

- Cultural Awareness
- Intentional Advocacy
- Community Building
- Equity (Bridging Gaps)

Who has been included?

780 participants have registered for the Social Justice Forums thus far.

327 people have subscribed to our Multicultural Affairs Social Justice Newsletter.

Participants and panelists have been from various community and national entities such as:

- Bridgewater State University
- Wheaton College
- Southcoast Health

- Fall River Police Department
- Greater New Bedford Vocational Technical High School
- New Bedford Public Schools
- Taunton Public Schools
- Center for Court Innovation, New York
- North Star Learning Centers
- Fairhaven Public Schools
- Suffrage100 MA
- Fitchburg Police Department
- Massasoit Community College
- Grand View University
- Randolph Public Schools
- Bristol Community College
- Fall River Mayor’s Office
- Across the country and world!!!

Additional Social Justice References:

Letters to the Bristol CC Community

- A Message from President Laura L. Douglas
- A Message from Rob Delaleu, Director, Multicultural Affairs
- A Message from Mark Nataly, Chief of Police & Preparedness, Bristol Community College

Bristol Pledge

We stand together with the African American and Black community in denouncing racism, hate and violence. We are resolutely committed to fostering a college culture that is inclusive, respectful and safe for everyone.

707 individuals have signed the pledge.

Chair Medeiros thanked Mr. Delaleu for his presentation.

V. Enrollment and Financial Update

President Douglas gave an Enrollment update to the Board. The following are some of the highlights of her presentation:

Bristol’s Credit Enrollment

Fall 2019

- 6,851 Headcount
 - 3% Dual Enrollment
 - 61% Female
 - 56% Part-time
 - 42% Age 25+
 - 29% Students of Color
 - 10% Black or African American
 - 9% Latinx

Fall 2020

- 6,258 Headcount
 - 5% Dual Enrollment
 - 64% Female
 - 57% Part-time
 - 38% Age 25+
 - 26% Students of Color
 - 11% Black or African American
 - 9% Latinx

Bristol's Enrollment by Credit and FTE (Full-time Enrollment)

Fall 2019

- 66,019 Total Credits
- 4,401.3 FTE
- 2,666 New Students
- 4,185 Continuing Students

Fall 2020

- 60,559 Total Credits
- 4,037.7 FTE
- 2,378 New Students
- 3,880 Continuing Students

Bristol's Credit Enrollment by Program of Study

Fall 2019

Top Enrolled Programs:

- 1,812 General Studies
- 809 Liberal Arts
- 405 Business Administration Transfer

Program Enrollment by Degree Level:

- 5,933 Associate
- 284 Certificate
- 634 Non-Degree

Fall 2020

Top Enrolled Programs:

- 1,572 General Studies
- 705 Liberal Arts
- 352 Business Administration Transfer

Program Enrollment by Degree Level:

- 5,323 Associate
- 280 Certificate
- 655 Non-Degree

Credit Enrollment in FlexStart

Am Indian/Alaska Native = 1
Asian = 8
Black = 18
Cape Verdean = 8
Hispanic = 13
Multiple Races = 4
Nat Hawaiian/Pacific Island = 0
Portuguese = 13
Unknown (Other) = 14
White = 51
Total = 128

Sex:

F = 85

M = 41

N = 2

Total = 128

Age:

24 or Younger = 85

25+ = 43

Total = 128

Total # of Flex Students – 128

Total # of new Admits after the 9/8 registration deadline who are participating in FLEX – 29

Total # of Flex Courses – 56

CollegeTrax:

CollegeTrax courses are free dual enrollment courses funded by community donors to offset some of the challenges the pandemic has brought to our local high schools and students. Currently, students have limited opportunities to engage in academic and extracurricular activities that would bolster their college applications and prepare them to be successful college students. These courses are targeting middle learners from traditionally underrepresented or underserved populations. These are students who have the potential to go to college but, for whatever reason, have not been able to access what they need to make that a reality.

Participating High Schools:

- New Bedford High School
- New Bedford Vocational High School
- Durfee High School

Number of sections:

- NBHS and NB Voc: Diversity Expressions in Society (HUM101)
- Durfee High School:
 - Social and Cultural Anthropology (ANT 101)
 - US Government (GVT 111)
 - US History to 1877 (HST 113)
 - Principles of Sociology (SOC 101)

Up to 120 students will be enrolled.

Adult Education Enrollment

Program FY20 Enrollment/ FY21 Enrollment/ % change

• Fall River:	137	129	-5.8%
• Taunton:	197	208	+5.5%
• Attleboro:	52	83	+59.0%
• Transitions:	21	17	-19.0%
• Totals:	407	437	+7.0%

Free Professional Development

Business Solutions and Partnerships is providing 16 free courses to help individuals in the community learn skills needed to be successful in today's remote environment. These virtual courses are offered from October to December 2020, in both day and early evening sessions.

These courses have three areas of focus:

- Virtual Career Exploration and Personal Branding
- Upskilling for Distance and Remote Learning for Educators
- Professional and Organizational Virtual Training

(Trustee Sandra Saunders joined the meeting at this time.)

Vice President Steve Kenyon gave a Financial Update to the Board. The following are some of the highlights of his presentation:

Budget Update

- Revenues
 - Tuition and Fees: Reflects a 5% enrollment decline from the original budget.
 - Federal, State and Private Grants: Increase represents: CARES Act funding (3 grants) and Governors' Emergency Educational Relief Funding.
 - State Appropriations: Decrease in state appropriation is based on a projected decline in state support of 15%.
- Expenditures
 - Compensation:
 - Net of 16 employees who retired under the ERIP program.
 - \$850K from unfilled positions.
 - Offset by the ~\$1M in course development stipends and training to faculty.
 - Includes a 2% raise for faculty.
 - Utilities and Rent: Decrease is from exit of Taunton and utilities savings.
- Noncash Revenues and Expenses
 - Capital Appropriation: two major infrastructure projects completed in the second quarter.

Budget Discussion

- Enrollment projected to be ~10% lower than prior year.
- Reduced payroll and operating expenses by \$2.3M.

- COVID related expenses are estimated at \$1.9M.
- No assumption of Federal assistance.
- Rehired 37 part-time employees in instructional and enrollment areas.
- Present Board with adjusted fiscal 2021 budget at November meeting.
- Use of Reserves – Reserve policy.

Taunton Campus Facilities Update

V.P. Kenyon gave a Taunton Campus Facilities Update. He said they have moved out of the Silver City Galleria, as the lease ended 9/30/2020. This saved \$550,000. They received three responses for the Request for Proposals (RFP's) pricing range from \$36 to \$55 per square foot (\$884K to \$1.3M year one). Recommendation was to not accept the proposals as they came in very high. They are pursuing license with Coyle and Cassidy High School as it is in a good location, good price, year-to-year lease, with labs and partnerships. The Diocese wants to do business with Bristol; it is not all about money.

National Offshore Wind Institute (NOWI)

V.P. Kenyon said the building lease terms located on Herman Melville Boulevard in New Bedford are finalized for the NOWI. Authority has been granted to transfer the ground lease for educational use. They are pursuing Chapter 91 approval from the state for intended use and will be presenting this to Bristol's Foundation Board at their October 14, 2020, board meeting.

VI. Report of the Student Trustee

Student Trustee Alexis Viveiros-Branco gave her report to the Board. Trustee Viveiros-Branco said she wanted to share her personal experience with the Board regarding the Fall Semester. She is enrolled in six classes this fall and is amazed at how well it has been going. Her professors are amazing and on top of everything. She is very grateful for all their help. She is also glad that she did not take a break but continued with her classes this semester.

Trustee Viveiros-Branco had a couple of suggestions:

- Students are having issues with Financial Aid. She suggests that the Financial Aid Office has a Zoom meeting with students to help work on their concerns.
- Students are also struggling to meet assignment deadlines. As most students' assignments appear to be due on Fridays, she recommends that professors extend the submission deadlines to Sunday allowing students that extra time.

Trustee Viveiros-Branco is working on creating a Faculty Appreciation Day and she would also like to see regular holiday meetings for students just for fun.

VII. Old Business

There was no Old Business to come before the Board.

VIII. New Business

Endowments Approval:

The Bristol Community College Foundation submitted a request for approval to create and name the following endowments eligible for matching funds under the terms of the Higher Education Endowment Incentive Program:

- The Matthew B. Lawton Memorial Scholarship
- Representative Alan Silvia Veterans Scholarship

A motion was made by Trustee Bhattacharyya to approve the endowments presented by the Bristol Community College Foundation in accordance with the Program pursuant to Mass. General Laws, Chapter 15A, Section 15E, and Chapter 142 of the Acts of 2019 and the Board of Higher Education's Endowment Incentive Program Guidelines. This was seconded by Trustee Silvia. Ms. Wordell conducted a Roll Call Vote:

Frank Baptista – Yes
Samir Bhattacharyya – Yes
Valentina Videva Dufresne - Absent
Keith Hovan - Absent
Jeffrey Karam - Yes
Lynn Malasi - Yes
Sandra Saunders (Secretary) – Yes
Diane Silvia – Yes
Steven Torres (Vice Chair) – Yes
Alexis Viveiros-Branco (Student Trustee) - Yes
Joan Medeiros (Chair) – Yes

The motion was approved.

Policy Approvals:

The following policies were presented to the Board of Trustees for approval:

- Standards for Trust Fund Expenditures Policy (Final Revision)
- Campus Police Accreditation Program Policy
- Campus Police Authority Policy

A motion was made by Trustee Saunders to approve the three policies as presented and seconded by Trustee Silvia. Ms. Wordell conducted a Roll Call Vote:

Frank Baptista – Yes
Samir Bhattacharyya – Yes
Valentina Videva Dufresne - Absent
Keith Hovan - Absent
Jeffrey Karam - Yes

Lynn Malasi - Yes
Sandra Saunders (Secretary) – Yes
Diane Silvia – Yes
Steven Torres (Vice Chair) – Yes
Alexis Viveiros-Branco (Student Trustee) - Yes
Joan Medeiros (Chair) – Yes

The motion was approved.

Ms. Wordell reminded the Board of Trustees of the upcoming DHE Statewide Trustee Convening scheduled for Tuesday, October 27, 2020, from 12 – 2 p.m. This virtual meeting would include information regarding mandatory trustee training for all trustees. Information regarding the agenda and registration for the meeting would be sent to the Board later this week.

IX. Adjournment

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 5:08 p.m.

Respectfully submitted,

Kathleen Wordell

Kathleen Wordell, Recording Secretary

11.2.2020____
Date Approved

____KAW
Initials