

Bristol Community College
Fall River, Massachusetts

Board of Trustees
Meeting Minutes

May 1, 2017

A. Convening

The three hundred and fiftieth regular meeting of the Bristol Community College Board of Trustees was held on Monday, May 1, 2017, in Room D209 of the Hudnall Administration Building, on our Fall River Campus at 777 Elsbree Street. Chair Joseph Marshall called the meeting to order at 4:02 p.m.

Trustees present: Joseph Marshall, Chair; Keith Hovan; Samueal Lema; Joan Medeiros; Cynthia Rose; Sandra Saunders, Esq.; Diane Silvia, Vice Chair; and Max Volterra, Esq., Secretary.

Trustees absent: Dr. Patricia Andrade, Antony Sapienza, and Steven Torres, Esq.

B. Information from the Chair

Chair Joseph Marshall welcomed all to the meeting. Commissioner Carlos Santiago was not in attendance today but will be present for the Board meeting on June 12.

C. Howard Tinberg, President of Faculty and Professional Staff Senate

Howard Tinberg, President of the Faculty and Professional Staff Senate, gave an update to the Board of Faculty and Professional Staff Senate activities to date. The mission of the Faculty and Professional Staff Senate as a deliberating body is to promote Shared Governance. Staying true to the mission of the Senate, Professor Tinberg discussed the Senate's goals:

Goals:

1. Curricular alignment and integration across campuses. Join with administration and create a task force.
2. Culture of collaboration across all sectors; worked with Academic Affairs to create a permanent representative on VPC. Meets with the President and VP Greg Sethares frequently.
3. Whole Student Initiative – acquire aggregate data on students (homelessness and hunger); joint taskforce on student needs and students' academic well-being.

On-going Strategic Goals:

- Governance – developing transparent approach to decision making

- Title III initiative.
- Joint Taskforce on curriculum policy.
- Academic support and student retention sponsored with administration: Student Retention Summit in March; all openly shared ideas; report to be given to Dr. Laura Douglas.

Susan McCourt, Director of the Commonwealth Honors Program, mentioned the upcoming Honors Showcase, which is a review of the Honors Students' research projects, to be held on Wednesday, May 3 from 2:00 – 4:00 p.m. in the brick area of H Building.

Chairman Marshall announced that this was Trustee Samueal Lema's last Board meeting as he would be leaving at the end of May to begin a research internship at Texas A&M University. Chairman Marshall thanked Trustee Lema for his input and commended him as an outstanding Student Trustee. Today, we also learned that Trustee Lema was accepted at Georgia Institute of Technology. Congratulations were given to Trustee Lema and the Board wished him good luck!

D. Consideration of Minutes of the Meeting of April 3, 2017

Upon a Motion made by Trustee Silvia to accept the Minutes of the Meeting of April 3, 2017, and seconded by Trustee Rose, it was

VOTED to accept the Minutes of the Meeting of April 3, 2017.

E. Consideration of Minutes of Executive Session of April 3, 2017

Upon a Motion made by Trustee Rose to accept the Minutes of the Executive Session of April 3, 2017, and seconded by Trustee Medeiros, it was

VOTED to accept the Minutes of the Executive Session of April 3, 2017.

F. President's Report

President Sbrega said the Employee of the Month for April was Jennifer Menard, Dean of Grant Development; the Employee of the Month for May is Eileen Cruz, Director of Adult Basic Education.

The Board has been given a copy of the positive NEASC response from the Commission on Institutions of Higher Education, regarding the Spring 2017 Progress Report from Bristol Community College. We will also circulate it to the College Community.

The Title III proposal has been submitted. It involves:

1. Engaged Pathways for Students.
2. Inescapable Support for Students.

On April 30, a BCC/UMass Dartmouth Research Team departed for the United Kingdom as a part of a New Bedford Offshore Wind Trade Mission to visit operational and maintenance facilities in Grimby and Hull City in England. Members of the team included New Bedford Mayor Jonathan Mitchell, Trustee Anthony Sapienza, and BCC Vice President Paul Vigeant. VP Vigeant also presented at an international conference regarding Offshore Wind.

BCC's New Bedford Campus was selected as a finalist in the Non-profit/Educational Institution Category for the 2017 APEX Business of the Year Award which was sponsored by the New Bedford Chamber of Commerce at a luncheon on April 13. We won!

On April 7, President Sbrega attended a statewide community college Teaching, Learning, and Student Development Conference held at Massasoit Community College.

On Friday, April 28, 22 Honors Students exhibited their research projects at UMass Amherst. They will also showcase their work on Wednesday, May 3, at the BCC Fall River Campus.

Summer eHealth Phlebotomy graduates had a 100 percent pass rate for the American Society for Clinical Pathology Certification Exam.

Student Senator Daniel Rodrigues was awarded the 2017 Newman Civic Fellowship on May 10, at Bridgewater State University.

Recruitment efforts by the Communications Office include:

1. Personal Postcards for Priority Registration.
2. Job Fair.
3. College Scholarship Promo.
4. Website Prominence.
5. New Bedford Parking Map – Two Places.

The 10th Annual ACE Entrepreneurship Awards Presentation and Dinner Reception was held on the BCC Fall River Campus on April 27.

Secretary of Veterans' Affairs Francisco Urena visited the BCC Veteran Educational Center on the Fall River Campus on April 25. He met with President Sbrega and Chair Marshall, and was impressed with what has been done to date at BCC.

Two workshops for veterans were held a recent job fair on the BCC Fall River Campus:

1. Resume Bootcamp.
2. Preparing for Success.

The Center for Workforce and Community Education recently partnered with the Taunton organization, “Homes for Our Troops,” whose goal is to provide mortgage-free, specially-adapted homes for severely injured veterans.

The BCC Job Fair was held on April 10 and was the largest job fair ever to date with 72 organizations represented.

The Follett Bookstore Price Match Project has been implemented that offers in-store credit only for the difference in price. This is the national Follett policy.

On April 11, the Thanatology Recognition Ceremony was held, coordinated by John Tormey.

BCC hosted the Earth Day celebration on April 19.

The Toastmaster’s Speechcraft Series Graduation was held on April 10.

The BCC Holocaust Center cosponsored a Conference on Native American Genocide with the BCC History Department on Friday, April 6. They also recognized Holocaust Remembrance Day on April 23.

The Office of Disability Services received 957 service requests in March and April with specialized teaching being the most requested service at 50 percent of the requests.

The HERO Club held a “Day of No Silence” on April 26 providing a student panel presentation to help educate the college community regarding orientation.

A student panel and lecture, “Autism Speaking,” was presented on April 27.

The Chair of the Board of Higher Education Chris Gabrieli visited BCC on April 26 for a Gateway to College Empower Schools meeting.

A PHENOM Day rally at BCC was held on April 26 to promote increased funding for public higher education.

The BCC 11th Annual Poetry Open Mic event was held on April 27.

Also on April 27, BCC Taunton hosted the Taunton Chamber of Commerce’s Business After Hours.

Scoop by Scoop was held at Davol Street on April 26.

The Clothesline Project on domestic violence was held at the following Campuses:

- BCC Taunton on April 4
- BCC New Bedford on April 12

- BCC Fall River on April 13
- BCC Attleboro on April 18

The signing of the BCC2BSU memorandum of understanding was held at BCC Attleboro on Wednesday, May 10.

Other Items of Interest

On April 4, President Sbrega interviewed with Chris Carreiro from WSAR.

President Sbrega attended a luncheon for the Humphrey Fellow, Maria Rodrigues, from Mozambique who visited BCC on April 5. She attended Virginia Commonwealth University.

President Sbrega interviewed with Representative Robert Koczera at his TV cable show on April 11.

On April 12, President Sbrega gave the welcome at the Attleboro Rotary meeting held at BCC Attleboro.

On April 21, there was a tree planting ceremony in honor of the late Sociology Professor Eric Bougeois.

The Culinary Arts Recognition Dinner was held on April 22.

The opening night of the Annual Juried Student Exhibition for 2017 was held at the Grimshaw-Gudewicz Art Gallery on April 27.

The play, “Through a Portugee Gate” took place at BCC April 27-29. Plans are being formulated for the return of the BCC Theatre Program.

On April 28, President Sbrega attended the BCC Attleboro Advisory Board Meeting.

On April 29, BCC hosted the New England Math Association of Two-Year Colleges 2017 Conference.

The Regional Workforce Skills Planning Initiative was held today at BSU. Vice President Kathy Garganta attended.

Budget preparations are continuing; also the planning and preps for audits in FY18.

The Paralegal Program launched a new “Ask a Lawyer” Program – a Justice Badge Attorney holds office hours for free legal consults. Elizabeth Nowakowski is the coordinator for the program.

Most of Financial Aid is now dispersed: Pell Grants = \$14.1 million; Federal Direct Loans = \$7.5 million.

During Spring Break, the ITS Department replaced 112 faulty office monitors (22 inches).

The Faculty and Professional Staff Senate hosted the 2017 Grandchamp Lecture on Wednesday, April 19, 2017, in the Jackson Art Center. Professor and Environmental Science and Technology Coordinator Robert Rak spoke on: “The Wonders and Woes of Water.”

A Substance Use Disorders Summit was held at BCC Attleboro on April 24.

Upon a Motion made by Trustee Volterra to accept the President’s Report, and seconded by Trustee Silvia, it was

VOTED to accept the President’s Report.

G. Report of the Facilities Committee

Vice President Steve Kenyon said according to the BHE Guidelines, a full Board approval is required to do office renovations on Campus. VP Kenyon is requesting Board approval of renovations to be done to the President’s Office and other areas of the second floor of the Hudnall Administration Building – 4,000 SF to include the heating and cooling systems and the roof top chillers. It has been 40 years since work has been done. This requires full board approval. It is \$120 per SF. He is requesting \$500,000 to use unrestricted Foundation funds for these renovations. Questions were asked regarding the unrestricted Foundation funds. VP Kenyon said each year, the Foundation has a certain amount of unrestricted funds that they transfer to the College for its use, usually about \$700,000 - \$800,000. The purpose for the use of these unrestricted funds does not require Foundation approval. In May, the renovation work is expected to go out to bid and must be done according to state guidelines. It will be done in stages during the summer beginning with the President’s Office. VP Kenyon has spoken to Trustee Sapienza, Chair of the Facilities Committee, regarding the renovations, and the Chair is supportive.

Trustee Rose made a motion to approve the request for funds up to \$500,000 for renovations of the President’s Office and the second floor of the Hudnall Administration Building (D Building). This was seconded by Trustee Saunders, and it was

VOTED to approve the request for funds up to \$500,000 for renovations of the President’s Office and the second floor of the Hudnall Administration Building (D Building).

H. Report of the Retreat Committee

Trustee Diane Silvia, Chair of the Retreat Committee, gave her report to the Board. The Committee met on April 3, 2017. The meeting date of August 28, 2017, was agreed upon by the Committee. The venue discussed was the Fall River Campus, Room J211 in the John J. Sbrega Health and Science Building or the Faculty Staff Lounge in the Commonwealth College Center. Since the Culinary Arts Department is not available at that time, the Unidine Food Services Department will be catering the meeting. The Committee agreed to this.

The following Retreat Agenda was discussed by the Committee:

7:30 - 8:00 a.m. Continental Breakfast

8:00 - 8:30 a.m. Welcome

8:30 - 9:30 a.m. Trustee Board Meeting

9:30 - 11:30 a.m. Briefing with New President Laura Douglas to discuss impressions, goals, and expectations; discussion of leadership role, strategies of community college systems to get more funds, programs offered, public relations, and Marketing; discussion of what was learned from HR/AA Review Committee process with discussion of further actions, policies, and staff needs.

12 - 12:30 p.m. Lunch

12:30 - 1:30 p.m. Possible topics from previous Actions items not covered.

- Strategies to solicit more veterans to BCC.
- Growth of Satellite Campuses - particularly New Bedford.
- Community Mentoring Program.
- Further facilitation of Community College as Bridge to four-year College Education.

If the Board has any other topics they would like to discuss at the Retreat, please contact Trustee Silvia.

Upon a Motion made by Trustee Rose to accept the Report of the Retreat Committee, and seconded by Trustee Lema, it was

VOTED to accept the Report of the Retreat Committee.

I. Report of the Foundation Relations Committee

Trustee Diane Silvia, Chair of the Foundation Relations Committee, gave her report to the Board.

The Foundation met on April 19, 2017. At the last tally, \$12.7 million had been raised for the Capital Campaign; \$12.865 million as of today. Funds raised exceeded the initial campaign goal of \$10 million. A new campaign has been created with a goal of \$5 million: \$2 million to each Campus in Attleboro and New Bedford; \$1 million for BCC Taunton.

Trustee Sapienza attended the Foundation meeting and spoke to them regarding the New Bedford expansion which is now in limbo.

Upon a Motion made by Trustee Volterra to accept the Report of the Foundation Relations Committee, and seconded by Trustee Medeiros, it was

VOTED to accept the Report of the Foundation Relations Committee.

J. Report of the Alumni Trustee

Alumni Trustee Diane Silvia gave her report to the Board.

Trustee Silvia has been asked by the Alumni Association if she wanted to be considered for reappointment for another five-year term as the Alumni Trustee, and she has agreed. Voting for the new Alumni Trustee will take place on May 11, 2017.

The Alumni Association will be distributing pins to graduates for Commencement. They are also requesting volunteers for Awards Week events.

Upon a Motion made by Trustee Rose and seconded by Trustee Lema, it was

VOTED to accept the Report of the Alumni Trustee.

K. Report of the Student Trustee

Student Trustee Samuel Lema gave his last report to the Board. As was mentioned previously, he would be leaving at the end of May to begin a research internship at Texas A&M University. He gave an update on the following items:

- The Rodgers Building renovations have begun.
- Go Green Robotics Program ended on April 27.
- PHENOM Rally was held on April 26 in the cafeteria of G Building.
- Earth Day activities were held on the Fall River Campus on Wednesday, April 19.

- Phi Theta Kappa Induction Ceremony took place on March 31 in the theater on the Fall River Campus. A PTK breakfast was held a later date.
- The Student Senate will be reviewing nominations solicited from all graduating students for the Last Lecture Award - an award bestowed upon a professor who has impacted students' lives and education. The Last Lecture will be delivered at Commencement on Saturday, June 3.
- Book Exchange Program.
- Student Trustee elections will be held on May 8 and 9.

Upon a Motion made by Trustee Silvia and seconded by Trustee Volterra, it was

VOTED to accept the Report of the Student Trustee.

L. Report of the Trustee Affirmative Action and Policy Review Committee

Trustee Steven Torres, Chair of the Trustee Affirmative Action and Policy Review Committee, was not in attendance, so Committee member Trustee Joan Medeiros gave the report to the Board. The Committee met with Mr. Larry Gibson on April 25, 2017, who gave an update on his progress to date.

A memo was sent to the College Community regarding scheduling interviews with Mr. Gibson and this was well received. Three blocks of time are initially set aside for the interviews, and Mr. Gibson can add dates if needed.

Mr. Gibson said that he should have the final report completed by the end of May.

It was decided that the next Committee Meeting would take place on Thursday, June 1, 2017, at 2:00 p.m. in Room J211.

Upon a Motion made by Trustee Volterra to accept the Report of the Trustee Affirmative Action and Policy Review Committee, and seconded by Trustee Lema, it was

VOTED to accept the Report of the Trustee Affirmative Action and Policy Review Committee.

M. Financial Update – Vice President Steve Kenyon

VP Kenyon said there will be a special Finance and Audit Committee Meeting in May. He distributed a handout from David DiIulis regarding the 15 community colleges discussing the Primary Reserve Ratio; Viability Ratio (with GASB and without – state pension); Net Operating Revenues; Return on Net Position Ratio; and Composite Ratio or Composite Financial Index (BCC strongest score). BCC is in the bottom third for college fees and second last in receiving state support.

VP Kenyon will present the Board with the budget next month and we may need to use some reserves. Fiscal Year 2018 is a good year to use reserves. President Sbrega said that some schools below the line are in the throes of economic disaster; BCC never has had lay-offs. We can maintain a good position due to the outstanding work of the Finance Office.

Upon a Motion made by Trustee Silvia and seconded by Trustee Rose, it was

VOTED to accept the Financial Update.

N. Report of Personnel Actions

Upon a Motion made by Trustee Rose and seconded by Trustee Silvia, it was

VOTED to accept the Report of the Personnel Actions.

O. Report of Workforce and Community Education Contracts

Upon a Motion made by Trustee Rose and seconded by Trustee Volterra, it was

VOTED to accept the Report of Workforce and Community Education Contracts.

P. Old Business - Continued Action Items from Retreat

President Sbrega said in keeping with items from the Retreat last August, the Communications Office will present on Enrollment at the next Board meeting in June.

Trustee Volterra said in regards to investment policies, there has been some discussion but no action taken. He asks the Finance and Audit Committee to revisit this issue at the next special meeting in May and make some recommendations.

Q. New Business

There was no New Business to discuss.

R. Adjournment

There being no further business to come before the Board, Chair Marshall declared the meeting adjourned. The time was 5:10 p.m.

Respectfully submitted,

Max Volterra, Esq.

Max Volterra, Esq. Secretary

____6/12/17_____
Date Approved

____KAW_____
Initials