

**Bristol Community College  
Fall River, Massachusetts**

**Board of Trustees  
Meeting Minutes**

**May 3, 2021**

I. Call to Order

The three hundred and eighty-fifth regular meeting of the Bristol Community College Board of Trustees was held on Monday, May 3, 2021. 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 4:07 p.m.

Trustees present: Joan Medeiros, Chair; Renee Clark; Pamela Gauvin, Esq.; Jeffrey Karam; Lynn Motta; Diane Silvia; Steven Torres, Esq., Vice Chair; and Alexis Viveiros-Branco.

Trustees absent: Frank Baptista; Samir Bhattacharyya; and Valentina Videva Dufresne.

Kathleen Wordell, Recording Secretary, announced that since all members of the Board of Trustees would be participating remotely at the 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 beginning of the meeting were:

Frank Baptista – Absent  
Samir Bhattacharyya – Absent  
Renee Clark - Yes  
Valentina Videva Dufresne - Absent  
Pamela Gauvin - Yes  
Jeffrey Karam - Absent (*arrived later*)  
Lynn Motta - Yes  
Diane Silvia – Yes  
Steven Torres (Vice Chair) – Yes  
Alexis Viveiros-Branco (Student Trustee) – Absent (*arrived later*)  
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. Trustee Silvia requested that the Report of Workforce Contracts April 2021 be removed from the Consent Agenda for further discussion. Chair Medeiros then read the remainder of the Consent Agenda Items listed and asked for a motion to approve said items.

- Consideration of Minutes of Board of Trustees Meeting for April 5, 2021
- Report of Personnel Actions May 2021

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

Frank Baptista – Absent  
Samir Bhattacharyya – Absent  
Renee Clark - Yes  
Valentina Videva Dufresne - Absent  
Pamela Gauvin - Yes  
Jeffrey Karam - Absent  
Lynn Motta - Yes  
Diane Silvia – Yes  
Steven Torres (Vice Chair) – Yes  
Alexis Viveiros-Branco (Student Trustee) – Absent  
Joan Medeiros (Chair) – Yes

The motion was approved.

Trustee Silvia requested clarification of an amount listed on the Report of Workforce Contracts April 2021. The amount in question was for \$79,876 for the contract/grant title of *Access to Recovery (ATR) Office Support Program*. Interim Vice President for Economic and Business Development Jennifer Menard confirmed that was the correct amount stating it was more than just a course; it was actually providing job readiness skills training for 15 women.

A motion was made by Trustee Silvia to approve the Report of Workforce Contracts April 2021 and seconded by Trustee Motta. Ms. Wordell conducted a Roll Call Vote:

Frank Baptista – Absent  
Samir Bhattacharyya – Absent  
Renee Clark - Yes  
Valentina Videva Dufresne - Absent  
Pamela Gauvin - Yes  
Jeffrey Karam - Absent  
Lynn Motta - Yes  
Diane Silvia – Yes

Steven Torres (Vice Chair) – Yes  
Alexis Viveiros-Branco (Student Trustee) – Absent  
Joan Medeiros (Chair) – Yes

The motion was approved.

IV. President’s Report

**Introduction of Kate O’Hara – Vice President Student Services and Enrollment Management**

President Douglas introduced Ms. Kate O’Hara to the Board as the new Vice President for Student Services and Enrollment Management. Ms. O’Hara currently serves the college as the Dean of the Attleboro Campus. Ms. O’Hara said she was very happy to have been selected as the Vice President for Student Services and Enrollment Management and was excited to begin working in this new position.

**COVID-19 Update**

President Douglas gave a COVID-19 update to the Board that included the following:

- The Fall River Campus continues as a “Stop the Spread” COVID-19 testing and regional vaccination center.
- In-person learning for Summer 2021 and Fall 2021 has been expanded.
- Multilingual vaccination campaign underway strongly encouraging every member of the college community to get vaccinated. Planning a “thank you” program.
- Will soon launch app for daily attestation, contact tracing, vaccine tracking and messaging.
- Updating Together Plan as new guidance is issued.
- Looking for new daycare provider on the Fall River Campus.
- Most health science students will graduate on time. Programs that will require summer clinical hours to fulfill graduation requirements are Occupational Therapy Assistant and Clinical Lab Science.

President Douglas gave an update on Enrollment for both summer and fall. She said that enrollment for Summer 2021 is trending behind Summer 2020:

	Summer 2021	% Change
# Credits	10,843	-20.33%
Headcount	1,770	-16.47%

(Information as of 5/3/2021 compared to 5/3/2020.)

Average Class Size as of 4/29/2021. (Note: Data includes Summer I and II. Summer III does not begin until July 12 and would skew the average class size number.)

Course Type	Average Class Size
Online Asynchronous	10.96
Hybrid	5.5
Online Synchronous	5.77

Totals	10.47
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Point in Time Enrollment for Fall 2021 Compared to Fall 2020.

	Fall 2021	% Change
# Credits	12,479	-2.39%
Headcount	1,314	0.08%

(Information as of 5/3/2021 compared to 5/4/2020.)

### **Trustee Talking Points**

Overview of Grant Dollars to Date - Vice President Jennifer Menard mentioned that the grant department has been very successful, raising \$8.1 million to date in private, state and federal funding for a total of 39 grants: \$2.6 million federal; \$5.3 million state; and \$219,000 in private funds.

Equity Audit/Higher Education Innovation Fund Grant – Vice President for Academic Affairs Suzanne Buglione said that through the Department of Higher Education (DHE), a consortium of 15 community colleges are receiving this grant. It involves extensive training for one staff member regarding the Equity Audit of policies and practices. It supports the DHE’s Equity Agenda. Funds and resources are allocated for two faculty fellows to attend a summer institute to help create an environment based on equity.

(Trustee Alexis Viveiros-Branco joined the meeting at this time.)

Massachusetts Department of Elementary and Secondary Education (DESE) Grant – President Douglas said that Governor Baker approved \$70 million for K-12 students for this grant. Dean Kate O’Hara said this is designed to help graduating high school students who did not need to pass the MCAS tests. Bristol is offering a seven-week program, free of cost, to help students develop skills for college in the fall. All students are to do a one-credit college success seminar in English as well as career exploration and instruction on filing the FAFSA.

BayCoast Bank - Vice President Suzanne Buglione said this new BayCoast Bank Scholar program, sponsored by BayCoast Bank, is a designed for students to earn an Associate degree at Bristol and a Bachelor’s degree in Business Administration at UMass Dartmouth to be done in a three-year time span. Students will be selected from New Bedford and Durfee High Schools. This program requires students to take classes two days per week and work three days per week at the bank. The program is scheduled to begin in July 2021.

Success Center – New Bedford Campus Dean Shanna Howell said the Success Center was a new initiative at Bristol that focused on students who have stopped out of college. An associate director and four success coaches are to work with students who stopped out of college last year and ask the students why they had left and what barriers they encountered. They will work with the students to get them registered and help them with

such tasks as financial aid. The Advising Department will also work with those students that appear on the verge of dropping out.

### **President's Approved Key Goals 2020-2021**

President Douglas gave an update to the Board on her Approved Key Goals for 2020-2021.

#### Strategy #1: Academic Innovation

##### Pathways from Credit to Noncredit

- Developing evaluation mechanisms.
- Tracking barriers that prevent the transition from noncredit to credit courses.
- New advisor protocol developed to advising students from noncredit to credit English as a Second Language.

##### Online Learning

- Templates developed to provide students with a standard look and feel to online courses.
- Online learners will soon be required to participate in a special orientation to help increase success outcomes.

#### Strategy #2: Equity and Student Success

##### Comprehensive Equity Audit:

- Bristol received an Innovation Grant in conjunction with other Massachusetts community colleges to learn how to conduct a comprehensive, institutional equity assessment/audit.
- Bristol lead identified from Institutional Research.
- Seeking faculty fellows to participate in summer training to support this work.

##### Assessing need and identifying equity initiatives:

- Leading For Change group has been charged with this work.

#### Strategy #3: Organizational Excellence

##### Aligning Resources to College Strategy:

- A new plan and budget process is in development to ensure that college resources are aligned with our strategic objectives.
- Year 2 of Strategic Plan will begin the transition of alignment.
- Year 3 of Strategic Plan will fully align the plan and budget process with our strategic objectives.

#### Strategy #4: Partnerships

##### Increase the number of students enrolling at Bristol through non-traditional pathways:

- Current focus is on the English as a Second or Other Language (ESOL) pathway.
- ESOL webpage and materials have been updated.
- ESOL outreach plan is in development.

President Douglas concluded her report.

V. Financial Update

Vice President Steve Kenyon gave a Financial Update to the Board. He said that FY21 projections are stable. He then reviewed the following slides:

Slide I: FY21 Formula with FY21 General Appropriations Act Funding (MA Department of Higher Education Community College Performance Based Funding System)

New Funding Allocations FY21			
Community College	FY21 GAA Total Available	New Funding Level - With 1.5% Stop Loss and 2.5% stop gain	
		Difference \$ (+/-) between Stop Loss and FY21 GAA	Percentage Difference in Funding from FY21
Berkshire	\$ 12,133,233	\$ 243,844	2.01%
<b>Bristol</b>	<b>\$ 23,900,661</b>	<b>\$ 480,544</b>	<b>2.01%</b>
Bunker Hill	\$ 29,624,168	\$ 634,858	2.14%
Cape Cod	\$ 13,701,230	\$ 235,264	1.72%
Greenfield	\$ 11,665,050	\$ 255,737	2.19%
Holyoke	\$ 22,697,040	\$ 360,039	1.59%
Massachusetts Bay	\$ 17,779,141	\$ 357,331	2.01%
Massasoit	\$ 24,064,288	\$ 409,955	1.70%
Middlesex	\$ 26,169,599	\$ 473,685	1.81%
Mount Wachusett	\$ 16,364,046	\$ 353,091	2.16%
North Shore	\$ 24,154,641	\$ 445,545	1.84%
Northern Essex	\$ 21,986,040	\$ 399,431	1.82%
Quinsigamond	\$ 23,835,425	\$ 540,103	2.27%
Roxbury	\$ 12,819,587	\$ 270,167	2.11%
Springfield Technical	\$ 27,976,805	\$ 423,644	1.51%
<b>SYSTEM TOTAL</b>	<b>\$308,870,954</b>	<b>\$ 5,883,238</b>	<b>1.90%</b>

V.P. Kenyon said this slide shows funding sources since 2004. This year is a stop/loss provision - minimum of 1.5% to 2.5% maximum. Thirty percent of the formula is based on existing state appropriations; 70% is based on performance. As noted, Bristol received \$480,544.

Slide II: FY21 Formula with FY21 GAA Total Available (MA Department of Higher Education - Community College Performance-Based Funding System)

New Funding Allocations FY21					
Community College	New Funding Level - No Stop Loss				
	Base Allocation (\$)	Performance Allocation (\$)	Cost of Operation Subsidy (\$)	Total Allocation	% Difference in Funding from 2021
Berkshire	\$ 1,216,169	\$ 4,329,547	\$ 7,500,000	\$ 13,045,716	7.5%
Bristol	\$ 5,454,736	\$ 12,754,449	\$ 7,500,000	\$ 25,709,185	7.6%
Bunker Hill	\$ 9,598,808	\$ 16,866,190	\$ 7,500,000	\$ 33,964,998	14.7%
Cape Cod	\$ 2,335,411	\$ 2,751,228	\$ 7,500,000	\$ 12,586,639	-8.1%
Greenfield	\$ 1,335,547	\$ 4,846,412	\$ 7,500,000	\$ 13,681,959	17.3%
Holyoke	\$ 3,797,051	\$ 7,965,121	\$ 7,500,000	\$ 19,262,171	-15.1%
Massachusetts Bay	\$ 3,268,113	\$ 8,349,159	\$ 7,500,000	\$ 19,117,272	7.5%
Massasoit	\$ 4,887,940	\$ 9,544,727	\$ 7,500,000	\$ 21,932,667	-8.9%
Middlesex	\$ 5,624,860	\$ 12,217,385	\$ 7,500,000	\$ 25,342,246	-3.2%
Mount Wachusett	\$ 3,096,771	\$ 8,293,653	\$ 7,500,000	\$ 18,890,424	15.4%
North Shore	\$ 4,251,831	\$ 12,084,901	\$ 7,500,000	\$ 23,836,732	-1.3%
Northern Essex	\$ 4,146,279	\$ 9,723,318	\$ 7,500,000	\$ 21,369,598	-2.8%
Quinsigamond	\$ 5,843,995	\$ 15,551,613	\$ 7,500,000	\$ 28,895,607	21.2%
Roxbury	\$ 1,454,267	\$ 5,499,686	\$ 7,500,000	\$ 14,453,954	12.7%
Springfield Technical	\$ 4,364,479	\$ 10,800,546	\$ 7,500,000	\$ 22,665,025	-19.0%
SYSTEM TOTAL	\$ 60,676,258	\$ 141,577,934	\$ 112,500,000	\$ 314,754,192	1.9%

V.P. Kenyon said that this slide shows the same information but the stop/loss range has been removed. Bristol would have received \$1.4 million more. There is a 7.6% difference in funding. The range differs dramatically from -19% to 21.2%.

Slide III: FY21 Formula with FY21 GAA Total Available

Stage Two: Define Weight and Multiplier Values for Performance Allocations					
Set One: College Enrollment Variables		Set Two: College Completion Weights		Set Three: Alignment Multipliers	
Liberal Arts	1.0	Certificate Completion Weight	10%	(Multipliers to place additional premiums on targeted outcomes)	
Physical, Bio, Social Science	1.5	Associate Completion Weight	15%	At-Risk Multiplier: Pell	2.00
Math and Computer Science	2.0	Transfers Above 24 SCH Weight	5%	Priority Certificate Multiplier	1.30
Visual & Performing Arts	1.5	30 Credits Hours Weight	5%	Priority Associate Multiplier	1.30
Pre-Education	1.5	Completions: English Weight	7%	Set Four: Model Override Variables (Variables designed to phase in results; decisions in these variables are applied after performance calculations.)	
Engineering / Architecture	2.0	Completions: Math Weight	8%		
Developmental Education	1.5	Awards per 100 FTE	5%		
Trades	2.5	ATD Success Rate (3 Year Average)	45%	Define Stop-Loss / Alt. Minimum	
Technologies	2.0	All weight percentages must equal 100%	100%	1.5%	
Health/Allied Health	2.0			Define Stop-Gain / Alt. Maximum	
Business	1.0			2.5%	
Services	1.5			Optional: Cost of Operation Subsidy	
Non-Credit Workforce Development	1.0			\$7,500,000	

V.P. Kenyon said this was the most important slide as it shows performance that drives funding. There are several sets of variables: Blue indicates academics to provide funding for; Green indicates completion category – schools get credit for completion (Achieving the Dream), about student success; Brown notes the benefit from Pell; and Gray shows the stop-loss, stop-gain and cost of operations which is \$7.5 million. The state this year put \$5.8 million into the formula.

#### VI. Report of the Student Trustee

Student Trustee Viveiros-Branco gave her report to the Board. She said there have not been many concerns or issues of late. Students have been in the flow of online learning. A couple of items:

- Not many professors being very responsive.
- Timed tests are a problem for some students, as they need more time to complete.
- Overall, the Grad Boxes sent to graduating students were a big hit. So much hard work was put into these.

Trustee Torres said that from the perspective of a parent of college students, he has noticed that his children have experienced issues also with professors not being responsive during their college attendance and he encourages Bristol's faculty to be more responsive. President Douglas said that Faculty Senate and Faculty Unions have addressed this issue by recently instituting listening sessions for students focused on students' concerns. They are to recommend response guidelines going forward.

#### VII. Old Business

There was no Old Business to come before the Board.

#### VIII. New Business

##### Affirmative Action and Title IX Training

President Douglas introduced Gia Sanchez, Diversity and Title IX Officer, to give a training to the Board regarding the Policy On Affirmative Action, Equal Opportunity & Diversity (The PAA). The following are highlights of the training.

- The website for The PAA can be found at:  
[http://www.bristolcc.edu/media/bcc-website/facultystaff/humanresources/forms/policies/affirmative\\_action\\_bristol\\_policy\\_2020.pdf](http://www.bristolcc.edu/media/bcc-website/facultystaff/humanresources/forms/policies/affirmative_action_bristol_policy_2020.pdf)
- General Responsibility to Report Prohibited Conduct - No member of the college community who receives a complaint of prohibited conduct can ignore it.



- Bristol maintains and promotes a policy of non-discrimination on the basis of:
  - Race
  - Creed
  - Religion
  - Color
  - Gender
  - Gender identity
  - Sexual orientation
  - Age
  - Disability
  - Genetic information
  - Maternity leave
  - Military service
  - National origin

- Discrimination

Treatment of an individual less favorably because of their membership in a protected category.

Treatment of an individual less favorably because of their association with a person in a protected category.

- Harassment/Hostile Environment

Conduct is:

- targeted against an individual(s) on the basis of his or her membership in a protected class;
- not welcomed by the individual(s); and
- sufficiently severe *or* pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive.

- Retaliation

Adverse employment or educational action against a person who:

- files claims, complaints or charges under these procedures, or under applicable local, state or federal statute; or
- is suspected of having filed such claims, complaints or charges, who has assisted or participated in an investigation or resolution of such claims, complaints or charges,
- has protested practices alleged to be violative of the non-discrimination policy of the College, or local, state or federal regulation or statute.

Retaliation, even in the absence of provable discrimination in the original complaint or charge, constitutes as serious a violation of this Policy as proved discrimination under the original claim, complaint or charge.

- Title IX of the Education Act Amendments of 1972  
Title IX prohibits discrimination against employees and students based on sex in educational programs receiving federal funds.
- Title IX Harassment/Hostile Environment  
Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to a college education program or activity.
- Title IX Harassment/Quid Pro Quo  
An employee of the college conditions the provision of aid, a benefit, or service on another employee's or student's participation in unwelcome sexual conduct.
- Sexual Violence
  - Rape
  - Sexual Assault
  - Fondling
  - Incest
  - Statutory Rape
  - Aiding in the Commission of Sexual Violence
  - Dating Violence
  - Stalking
- Responsible Employees  
Allegations involving sex discrimination, sexual harassment, sexual violence, stalking, domestic and dating violence, shall be reported by all "Responsible Employees" to the Title IX coordinator or official designee as soon as the employee becomes aware of it.  
  
A Responsible Employee includes any college employee who:
  - has the authority to take action to redress these offenses;
  - has been given the duty of reporting to the Title IX Coordinator or other appropriate school designee;
  - a student could reasonably believe has this authority or duty.

(Trustee Jeffrey Karam joined the meeting at this time. Trustee Lynn Motta left the meeting at this time.)

- How do I submit a complaint?
  - Online Complaint -  
<https://bristolcc.wufoo.com/forms/m184yt4z1hcww9c/>
- PAA Complaint Processes
  - Title IX Complaints  
Investigation

- Report
- Hearing
- Written determination
- Appeal
- Appellate decision
- All Other PAA Complaints
  - Investigation
  - Preliminary determination
  - President’s Designee
  - Final determination
  - President
  - President’s decision
- Confidential Reporting Resources
  - Persons who have experienced prohibited forms of sexual harassment under this Affirmative Action Policy may share information confidentially with designated employees (“Confidential Employees”) who cannot reveal identifying information to any third party subject to some exceptions
- Supportive Measures Available Include:
  - Counseling;
  - Extension or modifications of work schedules or job assignments;
  - Campus escort services;
  - Mutual restrictions on contact between the parties;
  - Changes in work or housing locations (if applicable);
  - Leaves of absence, increased security and monitoring of certain areas of the campus; and
  - Other similar measures.

Trustee Gauvin asked Ms. Sanchez if she had seen upticks in PAA or Title IX cases with the current unrest and inequities being addressed. Ms. Sanchez said that they have not yet seen an uptick in PAA and maybe less claims in Title IX.

Chair Medeiros thanked Ms. Sanchez for her excellent presentation.

IX. Adjournment

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 5:24 p.m.

Respectfully submitted,

*Kathleen Wordell*

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Kathleen Wordell, Recording Secretary

6/7/2021\_\_\_\_\_  
Date Approved

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Initials