

**Bristol Community College
Fall River, Massachusetts**

**Board of Trustees
Meeting Minutes**

August 25, 2021

I. Call to Order

The three hundred and eighty-seventh regular meeting of the Bristol Community College Board of Trustees was held on Wednesday, August 25, 2021, in person at White's of Westport located at 66 State Road in Westport, Massachusetts. The meeting was called to order at 11:15 a.m.

Trustees present: Joan Medeiros, Chair; Samir Bhattacharyya; Renee Clark; Valentina Videva Dufresne, Secretary; Jeffrey Karam; Lynn Motta; and Diane Silvia.

Trustees absent: Frank Baptista; Pamela Gauvin, Esq.; Bruno Moreno; and Steven Torres, Esq., Vice Chair.

II. Chair's Remarks

Chair Medeiros welcomed all to the meeting. She said it was so good to see everyone and to conduct an in-person Board meeting after such a long time.

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 June 7, 2021
- Consideration of Minutes of Joint Board Meeting of June 7, 2021
- Report of Personnel Actions August 2021
- Report of Workforce Contracts August 2021

A motion was made by Trustee Motta to approve the consent agenda items and seconded by Trustee Videva Dufresne. The motion was approved.

IV. President's Report

Katherine Haley's Story

President Douglas introduced Katherine Haley, Bristol's Valedictorian for 2021, to the Board. Ms. Haley talked about the circumstances that brought her to Bristol Community College, her educational journey at Bristol, and her goals and plans for the future, which included attending Brown University in the fall. She also mentioned being chosen as one

of seven honorees featured in Glamour Magazine's 2021 Community College Women of the Year and how she was notified of the honor by a surprise call from Jill Biden, Ed.D., First Lady of the United States. Ms. Haley also said she received much support from Bristol during her years here and that the life skills she learned at Bristol will carry over in her life. Chair Medeiros said that Ms. Haley is a phenomenal representative of Bristol. The Board wished her well and looked forward to seeing her future accomplishments.

Nursing Scenario

Suzanne Buglione, Vice President for Academic Affairs, discussed the upcoming accreditation for the Nursing program. The Accreditation Commission for Education in Nursing (ACEN) will be visiting Bristol Community College in September. The college has staffing issues as well as competitive salary issues; nurses can do better financially in a work environment than an academic one. As of August, we have chosen an Associate Dean of Nursing and two faculty members, have filled open positions and are looking to fill adjunct positions. However, we continue to have salary challenges and a hiring crisis in Nursing.

The Nursing Self-Study that was conducted noted the following:

- Staffing voids.
- Challenges with documentation processes; pre-COVID were paper – now electronic.
- Staffing does not reflect the student body; staff are all white and women. We need a more diverse staff.
- Clinical placement issue – 1:4 ratio.
- High number of faculty teaching overload – 58% to 72% over the last four years.
- No written policies. This is in the works and we are giving stipends to faculty to develop policies.
- Public information has not been reflected accurately. Updates since June 1.
- Working on nursing equity and student success.
- High loan default rate among students.
- Curriculum has high credit count – 73 versus 60. We are reviewing the necessity for this and impact on Financial Aid.
- Math challenges (as with dosages calculations) – working to develop courses specific for Nursing.
- Updated library resources.
- Updating simulation equipment.
- Threshold score in Nursing College Level Exam Program (NCLEP) licensing exam is 80%; Bristol has gone from 84% to 77%. We will be identifying benchmarking for this.

V.P. Buglione said we have made strides in the above issues and are hopeful for the ACEN visit in September. She will keep the Board apprised. Trustees noted that the NCLEP drop off is big and asked if the college has any dashboards to track progress. V.P. Buglione said they are developing a systemic evaluation plan for intervention that includes outcomes and benchmarking. They will identify at risk students at midterm in

order to intervene before finals or NCLEP exams. In Massachusetts, all NCLEP scores have had a hit and they feel it was due to the COVID-19 pandemic issues that especially affected nursing students. She mentioned that we have still met minimum standards during this time and are not on probationary status.

COVID-19 Update

President Douglas gave a COVID-19 update to the Board. The following are some of the highlights:

- Mask wearing is required throughout campus and masks are made available.
- Implemented use of an app that can:
 - Use QR code in classrooms/spaces.
 - State stopped doing contact tracing so we are on our own and have been conducting it throughout the pandemic. This app aids us in contact tracing.
 - Upload vaccination data.
- We have vaccination vans on campus.
- Flu shots scheduled.
- On-going COVID-19 testing at all campuses – both random and mandatory.
- Still offer drive-through testing on the Fall River Campus.
- Have not had a single issue on our campuses to date.

Enrollment/Budget Update

President Douglas gave an enrollment/budget update to the Board. The college has had two drop for non-payments (DNP) conducted, as there has been a sharp decline in enrollment of -17% equivalent to \$1.5 million. We are confident we will get better while projecting a decline. A lot of students are still not ready to come back. This summer there was a -24% FTE (full time enrollment) decline, which was greater than last summer. Enrollment is trending heavily online at 75%. We have some hybrid classes and some face-to-face classes. President Douglas will report numbers at the October Board meeting.

V. Report of the Finance/Budget Committee

Trustee Lynn Motta, Chair of the Finance/Budget Committee, gave her report to the Board for the Committee Meeting of June 7, 2021.

The Board of Trustees Finance/Budget Committee met on Monday, June 7, 2021, via Zoom. They approved the report on reserves or investments. They agreed to rollover a couple of the CDs. It was noted the investment account was performing very well this fiscal year. The college budgeted for a \$400,000 gain but have well over a \$1 million unrealized gain for the fiscal year.

The Committee spent much of the meeting discussing how the federal stimulus funds were being used to support the college and students. The projected surplus reported for FY21 was \$10.8 million.

For FY21, any enrollment declines the college experienced have been offset with CARES funds. This is a unique situation for this fiscal year. The Committee discussed that they were optimistic that FY22 will be similar to FY21, but once the CARES funds are no longer available, their concern is FY23 and FY24 and beyond. Those years will have to be tracked carefully and budgets will need to be adjusted based on the new enrollment levels. System-wide projections call for enrollment declines into 2025 but it is not sure how the pandemic may have accelerated that.

The Committee approved the FY21 bad debt write-off. Every year, management recommends a write-off of older accounts receivables balances write off. This year they wrote off uncollectible accounts from FY19; the college tried for two years to collect these funds. These accounts have been turned over to collections and ultimately end up in state intercept program. The Committee voted to write off \$285,000 in bad debts. That is about 1% of revenue, which is our benchmark for bad debts.

Lastly, the Committee voted to approve the President's expenditures for the second quarter.

Committee Chair Motta ended her report.

VI. Report of the Human Resources Committee

Since Human Resources Committee Chair Steve Torres was absent for this meeting, Board Secretary and Committee Member Valentina Videva Dufresne gave the report to the Board for the Human Resources Committee Meeting of August 11, 2021.

Trustee Videva Dufresne said the Human Resources Committee met on August 11, 2021, via Zoom. They reviewed the evaluation material that included President Douglas' self-evaluation and the guidelines from Commissioner Carlos Santiago as well as the President's performance of the last year. They discussed how the President formulated a well-thought out strategy for the college and implementation plans with respect to the pandemic. She had been diversity and equity driven as noted in the college's KPIs (key performance indicators). Her focus has always been in support of students, which can be noted in the many college initiatives such as COVID-19 testing, and vaccinations that are provided. The Committee was extremely pleased with President Douglas' performance and felt she had done a phenomenal job this past year.

Non-unit professional employees at the college received a bonus compensation of a 2% one-time payment based on their annual salary. President Douglas was eligible for this bonus compensation. The Committee approved a motion for a bonus compensation for FY21 for President Douglas. Trustee Videva Dufresne said this bonus compensation for President Douglas required full Board approval, and she requested a motion to approve the bonus compensation for FY21 for President Laura Douglas.

A motion was made by Trustee Motta to approve the bonus compensation for FY21 for President Laura Douglas. This was seconded by Trustee Clark. The motion was approved.

Trustee Videva Dufresne said the Committee also approved a motion to include in the President's evaluation letter that is to be sent to Commissioner Carlos Santiago that President Douglas be given the maximum merit-based salary increase allowable for this academic year FY22. Since this also required full Board approval, Trustee Videva Dufresne requested a motion to accept the recommendations of the Board's Human Resources Committee to include in the evaluation letter the maximum merit-based salary increase allowable for this academic year FY22 for President Laura Douglas.

A motion was made by Trustee Motta to accept the recommendations of the Board's Human Resources Committee to include in the evaluation letter the maximum merit-based salary increase allowable for this academic year FY22 for President Laura Douglas. This was seconded by Trustee Clark. The motion was approved.

Trustee Videva Dufresne ended her report.

VII. Financial Update

Vice President Steve Kenyon gave a Financial Update to the Board. He said that FY21 wrapped up. This included an increase in assets of \$11 million. He will provide a draft of this to the Finance/Budget Committee at their October meeting. Fiscal Year 22 will be the same. There will not be as significant a surplus but still based on Federal Stimulus Money.

At the request of President Douglas, V.P. Kenyon gave an update on the status of the New Bedford Campus to the Board. As the Board was aware, the New Bedford Campus suffered a significant flood. There was \$3 million worth of damage due to an improperly installed heat pump; this was insured. The HVAC company is paying 100% of the out of pocket costs. A construction crew is in seven days a week to help rectify the situation and we plan on opening up the first and second floors in September.

V.P. Kenyon gave an update to the Board on the Taunton Center. The opening will be held this afternoon for the Taunton Center. Fall Semester classes will start in September.

VIII. Old Business

There was no Old Business to come before the Board.

IX. New Business

Chair Medeiros asked if the Board would like to approve the following policies today or required additional time to review the policies. A copy of these policies had been provided to the Board in their meeting material:

1. College Insurance Policy
2. Written Information Security Program Policy
3. Fraud, Theft and Protection
4. Use of Force SOP-UOF 1
5. SOP-UOF 2
6. Standards for Trust Funds Expenditures

All Board members were in agreement to approve the policies today.

Vice President Kenyon further explained that the Use of Force SOP-UOF 1 policy and SOP-UOF 2 policy were supplemental policies of the 2013 Arming of Campus Police policy, which will probably be retired in the fall. He asked if the Board had any questions; there were no questions.

A motion was made by Trustee Motta to approve the following policies:

1. College Insurance Policy
2. Written Information Security Program Policy
3. Fraud, Theft and Protection
4. Use of Force SOP-UOF 1
5. SOP-UOF 2
6. Standards for Trust Funds Expenditures

This was seconded by Trustee Clark. The motion was approved.

X. Adjournment

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 12:08 p.m.

Respectfully submitted,

Valentina Videva Dufresne

Valentina Videva Dufresne, Board Secretary

10/4/21_____
Date Approved

Initials