

Bristol Community College
Fall River, Massachusetts

Board of Trustees
Meeting Minutes

March 5, 2018

A. Convening

The three hundred and fifty-seventh regular meeting of the Bristol Community College Board of Trustees was held on Monday, March 5, 2018, in Room D209 in the Hudnall Administration Building at the BCC Fall River campus located at 777 Elsbree Street, Fall River, Massachusetts. Chair Joan Medeiros called the meeting to order at 4:10 p.m.

Trustees present: Joan Medeiros, Chair; Keith Hovan; Lynn Malasi; Anthony Sapienza; Sandra Saunders, Esq.; Diane Silvia, Vice Chair; and Steven Torres, Esq.

Trustees absent: Samir Bhattacharyya; Kylie Pasternak; and Frank Baptista.

B. Information from the Chair

Chair Joan Medeiros welcomed all to the meeting.

C. Consideration of Minutes of Meeting of the Trustee Training of January 29, 2018

Upon a Motion made by Trustee Hovan to accept the Minutes of the Trustee Training of January 29, 2018, as submitted, and seconded by Trustee Sapienza, it was

VOTED to accept the Minutes of the Trustee Training of January 29, 2018.

D. Consideration of Minutes of the Meeting of January 29, 2018

Upon a Motion made by Trustee Sapienza to accept the Minutes of the Meeting of January 29, 2018, as submitted, and seconded by Trustee Silvia, it was

VOTED to accept the Minutes of the Meeting of January 29, 2018.

E. Consideration of Minutes of the Executive Session of January 29, 2018

Upon a Motion made by Trustee Sapienza to accept the Minutes of the Executive Session of January 29, 2018, as submitted, and seconded by Trustee Saunders, it was

VOTED to accept the Minutes of the Executive Session of January 29, 2018.

F. President's Report

President Douglas gave a report of her recent trip to England in February. She was invited by the British Embassy in Washington, DC to participate in the US-UK Offshore Wind Ports and Supply Chain Delegation of representatives from Maryland, Massachusetts, North Carolina, New Jersey and Rhode Island. The program highlighted the UK's experience developing a successful offshore wind sector. The delegation visited offshore wind manufacturing companies, training facilities for workforce development, and ports in Hull and Grimsby, England, utilized for the development of offshore wind farms. President Douglas also visited the Center for Assessment of Technical Competency in the Humber (CATCH) Institute, in Grimsby, England, which operates a training facility that provides skills, training, and competency solutions for industries across the UK and internationally.

During the visit, President Douglas signed a memorandum of understanding to build a strong collaboration between BCC and the CATCH Institute that will provide BCC with technical assistance, including a "train the trainer" program, a student knowledge transfer, overseas training program, and will support BCC's vision of building a national offshore wind training center in New Bedford, Massachusetts. Overall, it was a very meaningful trip.

President Douglas discussed the results of the PACE Survey that was administered to BCC employees in the fall. The Executive Summary shows a 3.744 mean score which is typical for an institution of our size. Some of the top mean scores identified at the college are job relevance, importance of diversity and creativity. Some areas for improvement are room for advancement, shared governance and appropriate organization of the institution. The Executive Summary has been released to the college community and the very long report will be made available. Trustee Sapienza asked how credible the survey was. President Douglas said it is very credible; it is a national standard report that can provide us with a benchmark. Every few years we need to re-assess the survey. We can compare how we do and identify areas we need to make changes in as well as compare ourselves to other institutions (without identifying specifically the other institutions).

The BCC Men's Basketball Team won in the semifinals but lost in the finals. BCC is a Region XXI runner-up. Rob Delaleu was voted Coach of the Year.

There are a few programs that have been suspended or discontinued. One such program was Kids College; due to financial reasons we are outsourcing the program to area kids' camps. Steve Kenyon is meeting with the executive director of the Swansea YMCA to discuss continuing some programs such as culinary.

Save the Date – the President's Inauguration will be held on Thursday, May 31, 2018:

- 12:00 p.m. VIP Luncheon
- 2:00 p.m. Ceremony
- Reception to follow

The Inauguration will contain unique entertainment from the Latino, Cambodian and Portuguese communities.

The following are Talking Points for the Board of Trustees:

1. New Centers

BCC Veterans Center

The BCC Veterans Center opening is being scheduled for the end of April. The new BCC Veterans Center is in the Thomas A. Rodgers, Jr. Science Building (E-Building), on the BCC Fall River campus. The larger, strategically designed space will allow the center to expand its role as the central location for all student-service and grant-related Veterans activities, while providing a sense of community among the college's student veterans.

BCC Women's Center

The BCC Women's Center opening is in the planning stages. Discussions include hosting a VIP reception/fundraiser with a presentation by Deb Goldberg, Treasurer of Massachusetts, in spring 2018. The new BCC Women's Center is in the Thomas A. Rodgers, Jr. Science Building (E-Building), on the BCC Fall River campus. The newly constructed space will facilitate the center's mission to empower women through advocacy and education with specialized programming. The center will host programs, workshops and seminars aimed at improving self-esteem, developing leadership skills and promoting diversity.

Trustee Torres had some concern regarding inviting Treasurer Goldberg since it was an election year. Trustee Saunders said the event will be in the spring which is very early in the year so this should not be a conflict.

BCC Health Services Center

The BCC Health Services Center will host an open house for students after spring break 2018. The new BCC Health Services Center is in the Thomas A. Rodgers, Jr. Science Building (E-Building), on the BCC Fall River campus. The college's Health Services Office provides the college's students, faculty and staff with first aid, basic medical care, immunization record collection, a place to rest, answers to health questions, consultations and referrals to outside agencies. The newly designed center will now contain a separate room for Family Planning to conduct free STD, HIV and pregnancy testing each week, as well as a dedicated lactation room, for lactation and rest, that will have access from both the Health Services Center, and the adjacent BCC Women's Center. The center will also provide the BCC community with enhanced programming and resources to maximize health and well-being.

2. Workforce Training Grants

In February new contracts/grants were awarded to provide corporate training as follows:

Gladding-Hearn Shipbuilding

A two-year workforce training fund contract for \$186,500 will be implemented from 1/31/2018 to 6/30/2020. The project will provide 564 instructional hours of training for employees covering the topics as: Leadership Development, Effective Communication, Project Management, Effective supervision, Operator Training, Lean 5S and Blue Print Reading.

Mechanics Cooperative Bank

The Center for Workforce and Community Education established a two-year training contract with Mechanics Cooperative Bank to provide topics as: Effective Communications, Costumer Experience, Banking on Inclusion & Diversity, Office Productivity, Effective Supervision, Banking 101 and coaching session. This contract is for \$176,650 and will be implemented from 2/15/2018 to 4/1/2020.

Acushnet Company

A two-year workforce training fund contract for \$209,500 is planned for 3/31/2018 to 6/30/2020. This initiative will provide instructional training to employees of Acushnet Company in topics as: Effective Management, Coaching Skills for Supervisors, Leadership Development, Effective Supervision, Lean Six Sigma, Project Management and Operator Training.

3. Black and African American Family Night

Bristol Community College hosted the college's first ***Black and African American Family Night*** on Tuesday, February 27, from 6:30 – 8:30 p.m., in the Commonwealth College Center (G-Building), at the BCC Fall River campus. The event provided potential students and their families with information and assistance about how to apply to college, apply for financial aid and connect with resources to help students succeed. There were also nearly a dozen information tables from BCC academic programs and student services, such as the Multicultural Student Center, the Black Student Union, Upward Bound, Dual Enrollment, Business Administration Transfer and more.

President Douglas ended her report.

G. Report of the Nominating Committee

Trustee Keith Hovan, Chair of the Nominating Committee, gave a report to the Board of the meeting on February 9, 2018.

Committee Chair Hovan shared the letter of intent and nominations received with the Committee. He received two nominations: one was a self-nomination for the position of Vice Chair and the other was a nomination for the positions of Vice Chair and Secretary.

For the position of Vice Chair, Trustee Steven Torres was considered. For the position of Secretary, Sandra Saunders, Esq. was considered. As always, nominations from the floor were also accepted; there were none. After a robust discussion, the Committee voted to approve the nominations as presented and felt that both would serve the Board well. Said nominations were to be brought before the full Board of Trustees at the next meeting.

Chair Medeiros asked if there were any other nominations for consideration for Vice Chair and Secretary. No other nominations were made from the floor. The nominations for consideration were:

Vice Chair – Steven Torres, Esq.
Secretary – Sandra Saunders, Esq.

Trustee Hovan made a motion to approve the nominations for consideration; this was seconded by Trustee Sapienza and it was

VOTED to approve the recommended names.

Chair Medeiros stated that Trustee Steven Torres was elected as Vice Chair and Trustee Sandra Saunders was elected as Secretary for the Board of Trustees. Congratulations were offered to both elected Trustees.

Committee Chair Hovan said that at the Committee meeting a motion was approved to extend the term of the elected officers until the annual meeting of June 2019 instead of June 2018, due to the fact that the nominations for officers due this past June 2017 had to be postponed until this late date. This motion would also to be presented to the full Board of Trustees for review and approval.

Trustee Hovan made a motion to extend the term of these elected officers until the Board of Trustees Annual Meeting of June 2019; this was seconded by Trustee Sapienza and it was

VOTED to approve the extension of the term of the elected officers until the Board of Trustees Annual Meeting of June 2019.

H. Report of the Awards Committee

Trustee Lynn Malasi, Chair of the Awards Committee, delivered her report to the Board.

The Awards Committee met on January 29, 2018, and February 26, 2018. The Committee reviewed the submitted nominations for the two awards to be presented at the BCC Commencement on Saturday, June 2, 2018. The Awards Committee unanimously approved the following recommendations to be brought before the full Board:

Honorary Degree Award

Dwight E. Giles, Jr., Ph.D.

Distinguished Citizen Award

Helena DaSilva Hughes

Upon a Motion made by Trustee Malasi and seconded by Trustee Sapienza, it was

VOTED to accept the recommendations of the Awards Committee.

President Douglas said that she would contact each nominee to notify them of the award.

I. Report of the Facilities Committee

Trustee Anthony Sapienza, Chair of the Facilities Committee, said that the Facilities Committee meet today to revote on the naming of the Veterans Center as the previous Committee meeting of January 29, 2018, did not have the required number of Committee members for a quorum. The Facilities Committee met today to consider a recommendation to the full Board of Trustees to name the new Veterans Center located in the Thomas A. Rodgers, Jr. Science Building on the Fall River Campus of Bristol Community College as the *Joseph A. Marshall Veterans Center*.

Trustee Sapienza said that Joseph Marshall is a graduate of Bristol Community College ('78) and the president of J. Marshall Associates. He is a lifelong Fall River resident and one of Bristol Community College's strongest advocates. After high school, Joe served in the U.S. Air Force Security Service. Upon his return, he, like many other veterans, saw that BCC was the best place to start his education. He successfully transferred to Southern Massachusetts University (now University of Massachusetts Dartmouth), and found his passion for finance.

Joe is very proud of his Portuguese heritage, and he has donated his time and talents to many civic groups. He was recently honored as Man of the Year by the Prince Henry Society. He has volunteered on numerous Boards in the Fall River area over his career. Joe recently completed two five-year terms on the college's Board of Trustees with almost four years as Chairman. He has donated generously of his time to advance the college. He worked fiercely with our legislators to secure \$100,000 of annual funding for the Veterans Center. Joe has also contributed significantly to the college Foundation over the years and served on their Board of Directors as well.

Trustee Sapienza said that the Facilities Committee voted and approved the motion, and the recommendation would be brought before the full Board. He then ended his report.

Trustee Sapienza made a motion to name the new Veterans Center located in the Thomas A. Rodgers, Jr. Science Building on the Fall River Campus of Bristol Community

College as the *Joseph A. Marshall Veterans Center*. This was seconded by Trustee Hovan and it was

VOTED unanimously to approve the naming of the new Veterans Center located in the Thomas A. Rodgers, Jr. Science Building on the Fall River Campus of Bristol Community College as the *Joseph A. Marshall Veterans Center*.

J. Report of the Alumni Trustee

Alumni Trustee Diane Silvia gave her report to the Board.

Trustee Silvia said that the Alumni Association is to meet next on April 18.

The Alumni Association has a \$3,000 budget for the remainder of FY18 for alumni events and networking.

The Association is currently preparing for the Paragon Awards night scheduled for Thursday, March 22, 2018, in the Atrium of the Commonwealth College Center on the Fall River Campus.

The SouthCoast Chamber Business After Hours will be held on May 10 at the BCC New Bedford Campus.

Trustee Silvia is to attend a Gradway meeting next week to discuss the implementation of the new software program for the alumni database.

Trustee Silvia ended her report.

K. Report of the Foundation Relations Committee

Trustee Diane Silvia, Chair of the Foundation Relations Committee, said the Foundation met on Wednesday, February 21, 2018. The following new members were voted in:

- Frank Sousa
- Greg O'Donnell

Foundation President Tom Murray discussed adopting the budget, accounting best practices and annual calculations on investment accounts as well as purchasing software to bring in-house. Also discussed were binding scholarship awards in May instead of August so that students can know their total financial aid package before the semester begins and decrease double efforts made by the Financial Aid Office.

The Foundation is to revisit their Bylaws and are considering term limits. They approved a bus trip for massage therapy students to attend and work at the Boston Marathon.

Trustee Silvia told the Foundation at their meeting that General Counsel Ken Tashjy was to meet with the Board of Trustees regarding best practices; Foundation President Tom Murray was supportive of this. Trustee Sapienza asked what the next steps were with the Foundation. Chair Joan Medeiros will meet with Tom Murray and Executive Director Paula Popeo to discuss.

The BCC Foundation Golf Tournament is on Monday, May 7, 2018.

Trustee Silvia ended her report.

L. Report of the Student Trustee

Student Trustee Kylie Pasternak was absent.

M. Financial Update

Vice President Steve Kenyon gave the following updates:

The Finance and Audit Committee met today. The Finance Report is solid with a gain of just under \$1 million; there is an enrollment decrease of 5% equal to \$1.5 million. The administration has made a lot of budget reductions to help with FY19 and the President made headway in course reductions. There is a 1% increase in state appropriations (\$200,000). V.P. Kenyon will present the operating budget to the Finance and Audit Committee in April and to the Board in May.

Trustee Sapienza said we are doing our part as an institution to cut costs but support from the State has diminished over the years. We need to take a stand and address this either as a separate Board of Trustees or by all 15 community college boards. We, as a Board, need to think of ways to impact political discussions – we have a responsibility to the college. Trustee Hovan said he would defer to the President and Board Chair to discuss with the delegation. President Douglas said she and Representative Patricia Haddad met with Commissioner Carlos Santiago recently regarding the Funding Formula. The Commissioner is to make a presentation to the Senate regarding the history of funding, legislative issues and funding formula issues. Trustee Sapienza said we need Trustees to be more involved and to think about how the Board should take a more leadership role and dovetail what the President and Chair do. Trustee Hovan suggested this as a topic for the Board Retreat.

Trustee Torres said board members serve in other factions/other boards and are competing for funds from the State; there is limited money available. Is there someplace that a small fraction of money of a tax could go to community college funding – a revenue stream for public higher education? Trustee Malasi asked if the formula is based on the number of students and if tuition costs are different. President Douglas said it is complicated; the tuition is the same for all community colleges – the fees are different. V.P. Kenyon said that it is a very historical and political issue. The last few years the legislature has not funded according to the Formula Funding; it has been 1% across the

board. Chair Medeiros said she will activate the Board's Legislative Committee to discuss this issue. Trustee Torres suggested sending a letter to the other 15 community college boards – liaise with other boards; Chair Medeiros said we should check with the Statewide Trustee organization to see if they are doing anything already. Trustee Malasi said why not just start our own campaign to fight for funds for BCC.

N. Report of Personnel Actions

Upon a Motion made by Trustee Sapienza 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 Sapienza and seconded by Trustee Silvia, it was VOTED to accept the Report of Workforce and Community Education Contracts.

P. Professor Emeritus Awards

This item was tabled until the next meeting on April 9, 2018.

Q. Old Business - Continued Action Items from Retreat - Review President's Goals

President Douglas discussed some of the updated areas of her goals:

- College Participation
 - A1. Black and African American Family Night on 2/27/18 and Transition to College sessions.
 - A4. BCC2BSU – Your Bachelor's Degree Begins at BCC.
 - C. Wayfinding.
 - D. New website.
 - E. Social media program.
- College Completion
 - B. Continue to build portal. Mobile app.
- Institutional Advancement
 - A1. Hired the Employee and Labor Relations staff member – Erin Wright. Extended searches for other two positions so as to get the right people for the positions.
 - C2. Electronic forms software has been purchased.
 - G. Purchased Graduway product – a social media platform for alumni.

R. New Business

Trustee Sapienza said that he recently had lunch with former Student Trustee Chris Wilbur who is doing very well. He is currently working as a Senior Fellow for the New Bedford Economic Development Council to do research.

Chair Joan Medeiros said that President Douglas has been asked by Bristol County Savings Bank to be a corporator for the bank. To be fully transparent regarding this non-compensated role, Chair Medeiros brought this before the full Board of Trustees for review and approval. She asked if there were any questions or concerns. Trustee Malasi said her only question would be if there was any financing with the bank that would be involved. Chair Medeiros said no, there is nothing.

There being no further questions, Trustee Sapienza made a motion to approve the membership of President Laura Douglas as a corporator for Bristol County Savings Bank. This was seconded by Trustee Malasi and it was

VOTED to approve the membership of President Laura Douglas as a corporator for Bristol County Savings Bank. Chair Joan Medeiros abstained from voting.

S. Adjournment

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 5:37 p.m.

Respectfully submitted,



Kathleen Wordell, Recording Secretary

4/9/18
Date Approved

KW
Initials