

Bristol Community College  
Fall River, Massachusetts

Board of Trustees  
Meeting Minutes

November 30, 2015

A. Convening

The three hundred and thirty-seventh regular meeting of the Bristol Community College Board of Trustees was held on Monday, November 30, 2015, in Room G-14 Classroom of the Commonwealth College Center Building, on our Fall River Campus at 777 Elsbree Street. Chair Joseph Marshall called the meeting to order at 4:04 p.m.

Trustees present: Joseph Marshall, Chair; Dr. Patricia Andrade; Jahziel Chase; James Grady, Esq.; Deborah Kenney; Cynthia Rose; Anthony Sapienza; Dr. Ronald Schwartz; Diane Silvia, Vice Chair; Steven Torres, Esq., Max Volterra, Esq., Secretary.

Trustees absent: None.

B. Information from the Chair

Chair Joseph Marshall welcomed all to the meeting.

C. Minutes of November 2, 2015, Meeting

Upon a Motion made by Trustee Sapienza to accept the Minutes of the November 2, 2015, meeting, as submitted, and seconded by Trustee Schwartz, it was

VOTED to accept the Minutes of the November 2, 2015, meeting as submitted.

(Please note – both Trustees Patricia Andrade and Steven Torres were absent for this vote.)

D. Auditors' Report

Vice President Steve Kenyon introduced the auditors from O'Connor & Drew P.C. - Mr. David DiIulis and Ms. Bea Baldissera. (The auditors' report was distributed and is attached.) Mr. DiIulis gave the following report.

Mr. DiIulis said that it has been a challenging year with the unfunded pension liabilities that the state adopted late in the year. The financial statements were due October 15, but the state extended the deadline to October 31. As noted in the report, Mr. DiIulis said they issued an unqualified opinion on the College's financial statements and "no material weaknesses or significant deficiencies were identified within the Report on Internal Controls over Financial Reporting and on Compliance and Other Matters." There was a change in accounting policies with *GASB Statement 68, Accounting and Financial Reporting for Pensions*, which is an amendment adopted and implemented for FY15.

(Trustee Patricia Andrade entered the meeting at this time.)

The *GASB 68* cut the College's financial position in half: the unrestricted net position as of June 30, 2014, went from 17,278,787 to \$8,466,676.

Mr. DiIulis reviewed management's judgments and accounting estimates, the auditing firm's independence from the College, and risks, and no pervasive financial statement fraud risks were identified. The Financial Statements did get to the state on time, and they were in compliance with the deadline and GASB Statement 68.

Mr. DiIulis asked if there were any questions regarding the report or the financial statements sent previously to the Board of Trustees. Chair Marshall asked how the other community colleges handled this change in policy – did any go into the “red” because of this. Mr. DiIulis said that four or five colleges did go into the red; however, BCC was okay. He hopes that it is just a paper entry as they were told it is a state liability. There being no further questions, Chair Marshall thanked the auditors for their report.

E. President's Report

President Sbrega congratulated Chair Joseph Marshall on his reappointment from Governor Charlie Baker as Chairperson of the Board of Trustees for Bristol Community College. We are still uncertain as to the status of Trustees James Grady and Deborah Kenney.

November's Employee of the Month was Nathan Vaughn from the New Bedford Campus and December's Employee of the Month is Shelly Armstrong in the Grants Department. Chair Marshall asked how the employees were selected. President Sbrega said that nominations are sent to Human Resources and a selection is made.

Friday, February 5, 2016, is the date for our annual Legislators' Breakfast in the Faculty Staff Lounge of G Building on the Fall River Campus.

(At this time, Trustee Steve Torres entered the meeting.)

On Sunday, November 15, President Sbrega attended the memorial service for Thomas Rodgers III at Salve Regina University; in lieu of flowers, contributions were asked to be made to the BCC Foundation. Vice President McCarthy has reported that we have already received donations in memory of Mr. Rodgers.

Trustees Cynthia Rose and Diane Silvia accompanied President Sbrega to the Statewide Trustee Conference that was held at University of Massachusetts Lowell on November 4.

On Thursday, November 5, the President's Donors and Scholars Reception was held in the Atrium of G Building.

The annual Sexual Violence Awareness and Prevention Day was held on November 5.

Friday, November 6 was the last day BCC hosted the Gateway Cities seventh graders; Coelho Middle School was invited to the BCC Attleboro Campus. President Sbrega welcomed the group.

President Sbrega participated in a White House Conference Call on November 13 regarding free community college and college completion rates. There is no concrete plan yet; the states are expected to produce their own plan.

On November 3, BCC held a College-wide lock-down drill to identify areas that need training.

On Sunday, November 15, an active shooter drill was held on the Fall River Campus.

On November 12, President Sbrega and members of the Administrative Staff attended the New Bedford Chamber's Annual Meeting and Business Luncheon at the Century House. Joseph Abboud was the guest speaker at the event.

On November 11, President Sbrega traveled to Washington DC to attend the American Association of Community Colleges (AACC) Meeting. He is on the Commission on Economic and Workforce Development.

On November 23, President Sbrega, Chair Marshall, members of the Board of Trustees Facilities Committee, and Vice Presidents Steve Kenyon and Greg Sethares met with Ms. Audra Riding from Senator Montigny's Office to discuss the Bond Bill. On Friday, December 11, these BCC attendees are expected to attend a meeting with Secretary of Education James Peyser in his office to also discuss the Bond Bill. As you are aware, most of the community colleges' projects have been pushed off to future years. Twenty of the twenty-three projects on hold are community college projects. We are concerned that the state universities will get top priority and the community colleges will be pushed aside again.

On November 16, President Sbrega and other community college presidents met with Senator Elizabeth Warren. She is upset at for-profit schools "milking" the students; she is concerned the not-for-profit schools will get pushed aside.

The BCC Veteran Educational Center Grand Opening was held on Tuesday, November 3, and well attended by area Legislators. Also, BCC held a Veterans Expo on Saturday, November 21, on the Fall River Campus.

The BCC International Club held its annual Thanksgiving Dinner on Tuesday evening, November 24. President and Mrs. Sbrega attended.

The Clinical Lab Science Program had its accreditation visit on October 26 and 27, with an excellent report and no deficiencies or findings.

On October 22, Chris Wagner, President of the National Association of the Deaf, visited BCC's Fall River Campus and participated in a town hall meeting sponsored by the BCC Deaf Studies Department.

**Other Items of Interest:**

On November 6, the BCC Holocaust Center hosted speaker Manya Bark.

President Sbrega attended Ed Lambert's father's wake on November 6.

On November 10, at the BCC Attleboro Campus, a panel discussion was held entitled *Through the Eyes of a Veteran*. This was a panel of student veterans assembled to aid in understanding the diversity of cultures. The event was the final planned Multicultural Committee event of the Fall 2015 semester meant to coincide with Veterans Day in November.

The BCC Library Book Sale was held November 16 – 20.

On November 18, the Commonwealth Honors Program and Director Susan McCourt invited the College Community to view a showcase of the students' research projects in process in the Honors Room on the Fall River Campus.

On November 19, Professor Ron Lister conducted a Gallery Talk in the Grimshaw-Gudewicz Art Gallery at the Fall River Campus. He talked about his work and experience as a teacher and art program coordinator. This is part of a series exhibit of faculty over the past 50 years.

The BCC New Bedford Campus Community Breakfast was held on November 20.

President Sbrega reported on his River Valley Community College NEASC Team Visit at the NEASC Commission Meeting on November 20.

On November 25, President Sbrega and members of his administrative staff met for a brainstorming session with President Fred Clark from Bridgewater State University and his Provost, Vice Provost, and other administrators to discuss community college initiatives.

Included within the FY 2016 state budget is a \$1 million line item to support a research and education collaboration among Bristol Community College, the Massachusetts Maritime Academy, and UMass Dartmouth for marine hydrokinetic energy development in Massachusetts. BCC's role will be to prepare a workforce with the knowledge, skills, and abilities required for successful careers in marine hydrokinetic and other renewable energy technologies.

Fall River Adult Basic Education tutor David Beshara was honored with The Maury Kusnitz Volunteer of the Year award presented annually to an "individual who has made an exceptional contribution to the advancement of Bristol Community College."

The Medical Assisting Certification Exam Pass Rate is 92 percent. The national average is 72 percent.

On October 15, President Sbrega, Joan Menard, Dean Jim Daniels, and several other staff members attended the Women's Fund Annual Leadership Breakfast with speaker Attorney General Maura Healey.

The Massachusetts Department of Secondary and Elementary Education funded the Connecting Activities program at \$1,350 to develop Massachusetts Work Based Learning Plans impacting 25 students.

The Admissions team completed the EAB Applications and Admission Customer Service Audit. The group discussed their thoughts on the Admissions intake process. Excellent ideas were generated such as the suggestion of a New Student Enrollment Checklist; the location of computer kiosks in New Bedford; and the new design of the Taunton Center, specifically that they be near the reception desk and have clear signage.

Vice President Ozug gave a presentation on Campus Preparedness at the regional National Association of Student Personnel Administrators (NASPA) conference in New Hampshire on November 17. He received many requests for more BCC information concerning Preparedness.

The Office of Grant Development reports that total requests to date are \$2,123,115; funded to date are \$750,000; and pending are \$1,259,015.

Professor Tom Grady's short film, *A User's Guide to Expedient Portfolio Assessment*, was screened at the Los Angeles Comedy Festival and is an official entry at the Broken Knuckle Film Festival.

Dr. Howard Tinberg is a contributor to the edited collection, *Naming What We Know about Writing*.

Presidential Fellows Margaret Cox, Denise DiMarzio, and Rosario Basay, along with Associate Vice President Ana Gaillat, are working on creating a Women's Center. They have been visiting area campuses including Greenfield Community College and Johnson & Wales University.

Dr. Nancy Lee Wood presented on the 12-Faculty Sustainability Course developed for BCC at the annual meeting of the European Organization for Sustainable Development, *The International Greening Education Event 2015*, to an audience comprising of 60 participants from 40 countries.

Six BCC students were selected to participate in Disney's Internship Program.

The Office of Resource Development reports that total funds received from all sources since July are \$667,639.44.

Upon a Motion made by Trustee Grady and seconded by Trustee Volterra, it was VOTED unanimously to accept the President's Report.

President Sbrega introduced the two consultants who were to conduct the Board of Trustees Strategic Planning Focus Group – Kathe German and Phil Sbarratta.

Chair Marshall requested that the Board of Trustees go into an Executive Session for the purpose of conducting a Strategic Planning Focus Group to discuss the College's Strategic Plan. Information discussed at an open meeting may have a detrimental effect on the negotiating position of the public body. Besides the members of the Board of Trustees, this Executive Session will include the two consultants, Kathe German and Phil Sbarratta, and Recording Secretary Kathleen Wordell. The Open Session will reconvene at the conclusion of the Executive Session.

Trustee James Grady made a motion to adjourn to Executive Session; this was seconded by Trustee Cynthia Rose. Chair Marshall then called for a roll call vote to go into Executive Session:

Patricia L. Andrade, M.D. – Yes  
Mr. Jahziel Chase - Yes  
James T. Grady, Esq. – Yes  
Ms. Deborah M. Kenney – Yes  
Ms. Cynthia A. Rose '70 – Yes  
Mr. Anthony R. Sapienza – Yes  
Ronald A. Schwartz, M.D. – Yes  
Ms. Diane L. Silvia (Vice Chair) '86 – Yes  
Steven Torres, Esq. – Yes  
Max Volterra, Esq. (Secretary) – No  
Mr. Joseph A. Marshall, FRC (Chair) '78 (votes in event of a tie)

The motion was approved and the Board of Trustees entered an Executive Session.

After the Executive Session ended, the open meeting reconvened.

#### H. Report of the Personnel Committee

Trustee Deborah Kenney, Chair of the Personnel Committee, gave her report on the meeting of November 23, 2015.

The Personnel Committee met on November 23, 2015, to discuss the issue of Upper Level Hiring. Besides committee members, attending the meeting were Chair Marshall, Trustee Sapienza, President Sbrega, Vice President Steven Kenyon, and Vice President Tafa Awolaju. (Trustee Volterra was absent for the committee meeting.)

At the committee meeting, Trustee Anthony Sapienza proposed that Trustees must approve the hiring of Vice President and Dean positions. Trustee Deborah Kenney

clearly emphasized that the President has responsibilities for Policies and Procedures for the College and that the responsibility of the Trustees is to hold him accountable. Trustee Kenney also emphasized that she does not want the Trustees to micro-manage the hiring process and that if the Trustees control the hiring process for Vice President and Dean positions, it will create a catastrophe.

Chair Joseph Marshall stated, “The Trustees hired the President and the President should be able to hire his staff.” Chair Marshall mentioned he participated in one of the hires, and it was a lengthy process.

After a healthy and collegial discussion the following motions were made and approved:

1. Trustee Grady made the motion to retain the status quo whereby the President approves all hires. Trustee Steven Torres seconded the motion and the motion was unanimously passed by the committee.
2. Trustee Grady made the motion that future interim positions of Vice Presidents and above should not be more than one year and if the position is to be continued, it should be opened to the search process. Trustee Steven Torres seconded the motion, and it was unanimously passed by the committee.
3. Trustee Steven Torres made the motion that in the event that a Trustee is interested in serving on a search committee, the Trustee must make his/her intention known and must make a commitment to attend all the meetings until the successful completion of the search. Trustee James Grady seconded the motion and it was unanimously passed by the committee.

Trustee Kenney said that she has been given additional information from Vice President Tafa Awolaju regarding the hiring approvals from the 15 Massachusetts community colleges (VP Awolaju distributed the report) and it shows that at 13 of the 15 community colleges, the hiring approval is delegated to the president. The Boards at only 2 community colleges approve the hires. Trustee Kenney concluded her report.

Trustee Grady made a motion to accept the report of the Personnel Committee. This was seconded by Trustee Schwartz, and it was

VOTED unanimously to accept the report of the Personnel Committee.

At this time, Trustee Kenney said the motions approved during the Personnel Committee Meeting would now be presented for approval by the full Board. Each motion would be considered individually.

1. Trustee Grady made the motion to retain the status quo whereby the President approves all hires. Trustee Schwartz seconded the motion. The motion was then open for discussion.

Trustee Sapienza said that he opposed the motion. The Trustees role is to assist the President, and this can be most helpful when VPs and Deans are brought to the Board and the Board can ask questions. He does not believe in micromanaging, but the Board has a responsibility to assure our policies are implemented. This does not take away the President's responsibilities, but at the VP and Dean level it is important for the President to come before the Board to do so. Trustee Sapienza believes this is fundamental and the opportunity for the President to have input from the Board to implement the policies of the school. He votes against re-affirmation of this policy.

Trustee Kenney said that as Trustee Sapienza noted the Board's role is to assist in the management of the College. The President is held accountable – if he makes a poor choice we can voice our opinion. Non-unit professional (NUP) employees are employees at will; should President Sbraga make a poor choice, there is always a mechanism to terminate the position. If we have confidence in our President, then he should be able to choose his staff. He is held accountable for who he hires.

Other questions were raised such as during the search for a new president what do we say if the candidate asks who is responsible for hiring of the President's staff.

Trustee Kenney handed out the BCC Search Committee Process. The role of the Board of Trustees is creation of the policy.

Trustee Sapienza said that we have no checks and balances. In regards to the President's position - the Governor appoints the President.

Trustee Kenney said that was not true - a committee of the Board of Trustees (appointed by the Board Chair) approves a candidate which is then approved by the Board of Trustees. The Board then sends this recommendation to the Board of Higher Education for approval. They in turn can approve (or deny) the selection of the President.

Chair Marshall called for a vote for the motion on the table. Both Trustee Andrade and Trustee Sapienza opposed the motion. The motion was approved by majority vote.

2. Trustee Grady made the motion that future interim positions of Vice Presidents and above should not be more than one year and if the position is to be continued, it should be opened to the search process. Trustee Kenney seconded the motion. The motion was then open for discussion. It was discussed that the search for an open position could begin immediately.

Chair Marshall called for a vote for the motion on the table. The motion was unanimously approved.



3. Trustee Steven Torres made the motion that in the event that a Trustee is interested in serving on a search committee, the Trustee must make his/her intention known and must make a commitment to attend all the meetings until the successful completion of the search. Trustee Cynthia Rose seconded the motion.

Trustee Sapienza opposed the motion due to mandating of the Board of Trustees members to sit on the Committee.

Chair Marshall called for a roll call vote for the motion on the table.

Patricia L. Andrade, M.D. – Yes  
Mr. Jahziel Chase - No  
James T. Grady, Esq. – Yes  
Ms. Deborah M. Kenney – Yes  
Ms. Cynthia A. Rose '70 – Yes  
Mr. Anthony R. Sapienza – No  
Ronald A. Schwartz, M.D. – No  
Ms. Diane L. Silvia (Vice Chair) '86 – Yes  
Steven Torres, Esq. – Yes  
Max Volterra, Esq. (Secretary) – No  
Mr. Joseph A. Marshall, FRC (Chair) '78 (votes in event of a tie)

The motion was approved by majority vote.

#### I. Report of the Alumni Trustee

Alumni Trustee Diane Silvia gave her report to the Board.

The last meeting of the Alumni Association was on September 2.

The Paragon Alumni Awards Committee met on November 6. The event will be on Thursday, March 24, beginning with a 5:30 p.m. reception; the program will be from 6 – 8 p.m. They have sent out the candidate forms for nominations for the award and are waiting for responses.

The next Alumni Steering Committee Meeting will be on December 9 at 4 p.m. The Alumni Strategic Planning Focus Group will be on December 9 at 5 p.m.

The BCC Foundation will also be meeting on December 9 at 4 p.m. The Foundation's Annual Meeting was held on October 7, during which they elected their officers:

Don Smyth – President  
Thomas Murray – Executive Vice President  
Susan Lavoie – VP Fundraising  
John McMahon – VP Board Development  
Elliot Rosenfield – Treasurer  
Dale Ferris - Clerk

The Alumni Association is looking for further nominations for the African Alumnus Award that will be given out during the BCC Annual Dr. Martin Luther King, Jr., Community Breakfast on Monday, January 18, 2016.

The Resource Development Office is conducting its own development focus group and strategic planning to promote fundraising and awareness of the College.

Trustee Volterra made a motion to accept the report of the Alumni Trustee. This was seconded by Trustee Rose, and it was

VOTED unanimously to accept the report of the Alumni Trustee.

J. Report of the Student Trustee

Student Trustee Jahziel Chase gave his report to the Board.

On November 5, BCC students participated in the *It's On Us* pledge - a campaign that raises awareness about sexual violence by encouraging students to pledge to help keep women and men safe from sexual assault. Students promise not to be a bystander to the problem, but to be a part of the solution.

Today was the last day for the Giving Tree at the Fall River, New Bedford, and Taunton Campuses.

Priority advising started for all students on November 12.

So far to date, the Student Senate has approved over 30 registered clubs.

A Criminal Justice Career Day was held on November 18. There were representatives from the FBI, state police, U.S. Marshalls, lawyers, and even our very own Fall River K-9 unit.

The International Club had their annual Thanksgiving dinner on November 24 in G Building. It had a great turn out.

The Women's Resource Fair was held today in G Building from 9 a.m. to 2 p.m. This was the Women's Center first event which the students help sponsor.

Unidine, our dining food service provider, is partnering with the BCC Auxiliary Services Committee to sponsor a naming contest for the C Building Snack Bar. Everyone who submits a name suggestion on-line or on paper at the café or snack bar will be entered in a drawing for two tickets to a Celtics game.

The Observer, our school newspaper, is very enthused and grateful to receive their own dedicated space at the Davol Street facility.

On December 11, BCC will host "A Student Day of Poetry" sponsored by MassPoetry.Org. Several of our BCC faculty will lead workshops at this event. This event is free and open to all BCC students.

Tuesday, December 1 is World Aids Day. We will have a special evening event called "Graceful Journeys." This is to remember people who have died of Aids and also to remember the special place called "Hope House" which cared for some of them. There will be a new quilt unveiled in the Lobby of G Building and a presentation at 7 p.m.

The following are members of the Representatives' Committee at each of the College Campuses:

Ryan Kirby  
Shawn Hampe  
Chris Breault

They make themselves aware of the unique needs of the other Campuses and are a voice of all students.

Commissioner Carlos Santiago attended the last SAC meeting. It was discussed how Work to Rule would affect the students.

The Chairman of SAC asked Trustee Chase to be Segmental Advisor for the community colleges.

Trustee Grady made a motion to accept the report of the Student Trustee. This was seconded by Trustee Sapienza, and it was

VOTED unanimously to accept the report of the Student Trustee.

K. Report of Personnel Actions

There were no Personnel Actions for this meeting.

L. Workforce and Community Education Contracts

Upon a Motion made by Trustee Grady and seconded by Trustee Schwartz, it was

VOTED unanimously to accept the Contracts.

M. Old Business

- Finance and Audit Committee Meeting of November 30

Trustee Grady, Chair of the Finance and Audit Committee, reported on the Committee Meeting that was held today prior to the Board of Trustees meeting. At the meeting, the

Committee discussed the Reserves Policy. A year ago we voted Fidelity Investment Services to be our investment advisor. However, we need to change the language of our current investment policy.

In accordance with Section VII of our College Investment Policy entitled “Change in Investment Policy,” this is to advise the Board of Trustees that the Finance and Audit Committee has approved the following changes and amendments to our current Investment Policy.

1. In Section IV #5 entitled “Diversifications” to change the number “thirty” to “sixty” so that the fourth sentence thereof will now state:  
“At no time shall the equity investments, as defined by GASB #40, exceed sixty percent of the total value of the College’s non-appropriated trust funds (unrestricted net position).
2. In Section IV #5 entitled “Diversifications” to change the number “twenty-five” to “fifty” and to delete the words “cost or book” and substitute with “market,” so that the sixth sentence thereof will now state:  
“In addition, said segment of equity securities shall not exceed fifty percent of the total investment portfolio at market value.”
3. In Section V entitled “Investments – Types and Restrictions” in part “A” #9 “Equities,” change the number “thirty” to “sixty” in the first sentence and the number “twenty-five” to “fifty” in the second sentence, and to delete the words “cost or book” and to substitute with the word “market” so that the first and second sentences will now state:  
“Equities – At no time shall the equity investments exceed sixty percent of the total value of the College’s non-appropriated trust funds (unrestricted net position). Also, the segment of equity securities shall not exceed fifty percent of the total investment portfolio value at market value.”

On behalf of the Finance and Audit Committee, Trustee Grady made the motion that the Board of Trustees vote to approve the above slated changes to our Investment Policy. This was seconded by Trustee Rose and it was

VOTED unanimously to accept the changes to the BCC Investment Policy.

- Retreat Follow-up

Trustee Rose, Chair of the Retreat Committee, said that she reviewed the notes from the Retreat in August and feels that the Retreat agenda is too structured. She suggests that the Board of Trustees has its Retreat first and meets alone before being joined by President Sbrega and the President’s Cabinet. That way Trustees can have the time to discuss issues that concern the Board before administrative updates begin. The full Board of Trustees was in agreement with this suggestion.

N. New Business

President Sbrega introduced BCC's own Time Capsule Suggestion-50 (TCS-50) droid which was Vice President Sally Cameron's invention to garner suggestions for what should be in the time capsule for the 50<sup>th</sup> Anniversary Celebration. It was designed and constructed by BCC's Theatre Tech Department collaborator Robert (Bob) Perry, with a parts assembly crew of Shawn G. Elliott, Stephen Wasylean, and Samantha Dorton.

Trustee Sapienza wished to have a discussion at some time regarding the role of the Board of Trustees and the BCC Foundation concerning governance issues. Chair Marshall said that he has met with BCC Foundation President Don Smyth and discussed this. He has spoken to Trustee Diane Silvia, and she will be attending the Foundation meetings also. She will be reporting at both the Foundation and the Board of Trustees meetings. Chair Marshall said that he attends the Foundation meetings also and is interested in further developing the relationship with the Foundation. The Board of Trustees has no role in fundraising efforts. Trustee Sapienza said that he was offended recently when he was asked during a fundraising meeting to raise money in New Bedford when New Bedford would not benefit. Trustee Grady requested that the Board receive a copy of the Foundation Bylaws, Corporate Charter, and minutes of recent meetings. President Sbrega said that those items would be in the Trustee Folders for the next meeting.

O. Adjournment

There being no further business to come before the Board, Chair Marshall declared the meeting adjourned. The time was 6:27 p.m.

Respectfully submitted,

\_\_\_\_\_  
Max Volterra, Esq., Secretary

1/25/16  
Date Approved

KAW  
Initials