

BRISTOL COMMUNITY COLLEGE

Board of Trustees

Board Meeting

MEETING MINUTES

Monday, April 7, 2025

1. Call to Order

The four hundred and twenty-first meeting of the Bristol Community College Board of Trustees was held on Monday, April 7, 2025. The meeting was held in person on the college's New Bedford campus located at 800 Purchase Street, New Bedford, MA, in the Lower Level Community Room (NB-LL25).

Chair Medeiros called the meeting to order at 4:04 p.m.

Board Members present: Joan Medeiros, Chair of the Board; Jeffrey Karam, Vice-Chair; Lynn Motta, Secretary; Renee Clark (virtual); Pamela Gauvin; Maria Gonzalez (virtual); Silvia Jones; Antonio (Tony) Lima; Todd McGhee (virtual); and John Morris (virtual)

Board Members absent: None

Others present: Sedgwick Harris, President; Lucinda Poudrier-Aaronson, Board Liaison; Joyce Brennan; Emmanuel Echevarria; Andrew Fisher; Steve Kenyon; April Lynch; Brianne McDonough; Kate O'Hara; Jo Ann Pelletier; Judi Urquhart; William Duffy; Kelli Hiller; Katie Mello; Joe DiMaria; Thomas Morgan; Farah Habib; Dean Munroe-Myers; and Britney Lapore

2. Chair's Remarks

Chair Medeiros announced we have several Trustees participating remotely; therefore, she asked Board Liaison Poudrier-Aaronson to begin with roll call attendance.

Renee Clark	Present (virtual)
Pamela Gauvin	Present
Maria Gonzalez	Present (virtual)
Silvia Jones (Student Trustee)	Present
Jeffrey Karam	Present
Antonio (Tony) Lima	Present
Todd McGhee	Present (virtual)
John Morris (Alumni Trustee)	Present (virtual)
Lynn Motta	Present
Chair Joan Medeiros	Present

Chair Medeiros thanked Board Liaison Poudrier-Aaronson.

Chair Medeiros reminded Trustees that a directory was included in their material including their preferred contact information and appointment terms. She asked Trustees to let Board Liaison Poudrier-Aaronson know if anything needs to be updated.

Chair Medeiros noted there were quite a few larger scale Bristol events upcoming that Trustees may wish to attend:

- MOSAIC – tomorrow night **Tuesday, April 8th 4PM**
- Wolfson Speakers Series – w/ Jeff Corwin (*email with VIP seating instruction sent last week; event sold out*) – on **Thursday, May 1 @ 6PM**
- Commencement – on **Saturday, May 17 @ 11AM** (*platform party by 9AM*)

3. **Consent Agenda**

- Consideration of Minutes of Board of Trustees Meeting for February 24, 2025
- Consideration of Minutes of Board of Trustees Mini-Retreat for March 19, 2025
- Report of Personnel Actions March 2025 (*including faculty change of rank/promotion*)
- Report of Workforce and Community Education/Contracts March 2025

Chair Medeiros stated she hoped that Trustees have had the opportunity to our review consent agenda items posted electronically and also within your materials, today. She listed the Consent Agenda items, and asked the Trustees if there were any questions or items that needed to be moved for discussion.

Hearing none, Chair Medeiros stated she was seeking a motion to approve the Consent Agenda items as presented. A motion to approve the Consent Agenda items as presented was made by Trustee Motta and seconded by Trustee Karam.

Chair Medeiros asked Board Liaison Poudrier-Aaronson to proceed with a roll call vote on the motion to approve the Consent Agenda items. All those in favor of approving the Consent Agenda as presented please respond YES. Anyone opposed, please respond NO.

Renee Clark	YES (virtual)
Pamela Gauvin	YES
Maria Gonzalez	YES (virtual)
Silvia Jones (Student Trustee)	YES
Jeffrey Karam	YES
Antonio (Tony) Lima	YES
Todd McGhee	YES (virtual)
John Morris (Alumni Trustee)	YES (virtual)
Lynn Motta	YES
Chair Joan Medeiros	YES

Chair Medeiros stated the motion to approve Consent Agenda items as presented was approved.

Chair Medeiros invited William Duffy and Kelli Hiller to provide the annual Faculty & Professional Staff Senate presentation to the Board.

4. **Faculty & Professional Staff Senate Presentation** – *William Duffy*, President, Faculty & Professional Staff Senate and *Kelli Hiller*, President Elect, Faculty & Professional Staff Senate

Current Faculty and Staff Senate President, William Duffy provided a brief presentation including who the Faculty and Professional Staff Senate serves and their intended purpose. He reviewed their accomplishments in 2024-2025 academic year.

President Elect, Kelli Hiller, provided a brief presentation of 2025-2026 academic year plans.

At the conclusion of the Faculty and Professional Staff Senate presentation, Chair Medeiros thanked Will and Kelli.

She then invited Katie Mello, President of the Bristol Staff Senate, to provide the annual Staff Senate presentation to the Board.

5. **Staff Senate Presentation** – *Katie Mello*, President, Staff Senate

Current Staff Senate President, Katie Mello provided a brief presentation including a summative update of the events, programs and activities of the Staff Senate during the current academic year. She also provided a look ahead to the future of Staff Senate including new programs and upcoming elections, as well as Staff Senate goals and next steps.

At the conclusion of the Staff Senate presentation, Chair Medeiros thanked Katie.

She then invited Thomas Morgan and Joe DiMaria to provide the annual Student Senate Presentation.

6. **Student Senate Presentation** – *Thomas Morgan*, Director of Student Engagement and Belonging and *Joe DiMaria*, Associate Vice President, Student Success

Joe DiMaria began by introducing Thomas Morgan to the Trustees sharing that Thomas has been a welcome addition to the student affairs team and he had hit the ground running since his arrival last summer.

Thomas shared that academic year 2024-2025 has been a rebuilding year and noted lots of turnover with many Senators graduating. He shared that a constitutional amendment will allow any student to hold any position regardless of previous involvement. Thomas noted that he has worked to expand on-campus employment for Senators, including work-study positions as many Student Senators in the past have worked in other offices on campus to be more involved on campus.

Thomas noted that the Student Senate has been working to simplify the club budget process and streamline the approvals for club expenses and travel. Currently the Student Senate votes on expenses over \$1,000, allowing club event planning to move more quickly with examples including the SVA trips to DC and Denver, *The Hawk* trip to NYC, and several PTK events. He noted other events sponsored by the Student Senate included the Fall Harvest Festival and a listening session with President Harris on the student impact of recent executive orders.

Thomas reported that students recently voted on the Last Lecture at Commencement ceremonies in May. Professor Patricia Schryver was selected.

And in conclusion, Thomas shared the Student Trustee election timeline and process including nominations, election period and service term (07/01/2025 - 06/30/2026)

Chair Medeiros thanked Thomas and invited President Harris to provide the President's Report.

7. **President's Report**

- Review President's Key Goals 2024-2025
- Community Partnership Highlight: **Reading Frederick Douglass Together** – *Judi Urquhart*, Chief Advancement Officer
- Trustee Talking Points
 - Introduce New Interim Vice President, Economic and Business Development, *Brianne McDonough* – *Sedgwick Harris*, President
 - 2025 Teaching, Learning and Student Development Conference (TLSD) on May 2 – *Andrew Fisher*, Vice President, Academic Affairs/Chief Academic Officer
 - PTK Updates & Recognition - *Melynda Hernandez*, Bristol Student and PTK Chapter President
- Financial Update – *Steve Kenyon*, Vice President, Administration and Finance

President Harris asked individual members of President's Leadership Team to provide an update and status of the President's Key Goals for 2024-2025.

Judi Urquhart, the college's Chief Advancement Officer shared that the Bristol Community College Foundation was partnering with Mass Humanities to deliver a program called **Reading Frederick Douglas Together**. The purpose of the program is to share with the community Frederick Douglass' famous 1852 speech entitled '*What to a Slave is the Fourth of July?*'. The speech describes the "scorching irony" of colonial settlers having gained their freedom from the British Crown but who are either complicit in or benefit from the enslaved in the United States for which there is no freedom nor independence.

Judi noted that if anyone had not ever read this speech, she strongly encouraged others to do so as Frederick Douglass was an incredible orator.

The event will take place in the afternoon of July 2nd, here, at the New Bedford campus. She noted that New Bedford, MA was a city in which Douglass lived for several years. The event will be opened by a scholar named Lincoln Hirn who is a doctoral student at UConn whose research is on enslavement, the civil war, and abolition and who will provide context to the speech.

Judi noted that the event would also have a unique twist, as there would be multilingual readings of portions of the speech. First will be Portuguese to represent the many Portuguese that were settling in New Bedford at the time, attracted by the whaling industry, and then we will have translations for two indigenous languages: one of them being Wampanoag language to represent the Native American community here in Southeastern MA and the other the Kiche language which is indigenous to Guatemalans whose estimates in New Bedford range between 1,500 to 6,000 residents.

Judi shared this should be a distinctive experience and they would start promoting the event starting in May.

President Harris thanked Judi for providing information about this important partnership with Mass Humanities. He then introduced the newest member of the President's Leadership Team, *Brianne McDonough*. He shared *Brianne* began work at the college last week in the role of Interim Vice President, Economic and Business Development, after serving as Director of Career and Learning Pathways at Jobs for the Future (JFF) in Boston.

President Harris invited Dr. Andrew Fisher to provide the Trustees an update related to the 2025 Teaching, Learning, and Student Development (TLSD) Conference being hosted at Bristol.

Andrew shared that on May 2, 2025, Bristol Community College would be hosting the annual TLSD Conference in-person, on the Fall River campus after a few years' hiatus related to Covid. He explained the TLSD Conference brings together faculty, staff, and educational leaders from across Massachusetts' community colleges to share insights, engage in meaningful discussions, and explore new strategies to enhance student success. This year's event will feature dynamic sessions led by colleagues and professionals dedicated to advancing teaching, learning, and student development. Currently over 300 individuals are registered with over 70 presenters and keynote speakers.

President Harris thanked Andrew and his staff for their continued work and commitment in making the 2025 TLSD event a reality at Bristol. He then invited student members and an advisor from Phi Theta Kappa (PTK) to provide the Trustees some updates related to events and recent recognition. PTK is the only officially recognized international honor society for two-year colleges in the United States and abroad.

PTK's chapter advisor, Farah Habib, along with Dean Munroe-Myers (Student and Chapter Treasurer) and Britney Lepore (Student and Chapter Vice President) provided Trustee with an update related to Bristol's PTK chapter events, activities, and recent recognition. They shared they were recently recognized with several regional awards including:

- Honors In Action Project Award- 1st Place
- Horizon Award for Distinguished Chapter Advisor –Farrah Habib
- Distinguished Chapter- 2nd Place
- Distinguished Chapter Officer- 3rd Place –Melynda Hernandez
- Honors In Action Distinguished Theme Award
- Certification of 5-Star-Chapter

In addition, Bristol's chapter brought a small but mighty group of students to Catalyst 2025 in Kansas City (April 3-5) where they were also recognized with several honors including Top 100 Chapter recognition. They also noted several upcoming events and 2025-2026 officer election.

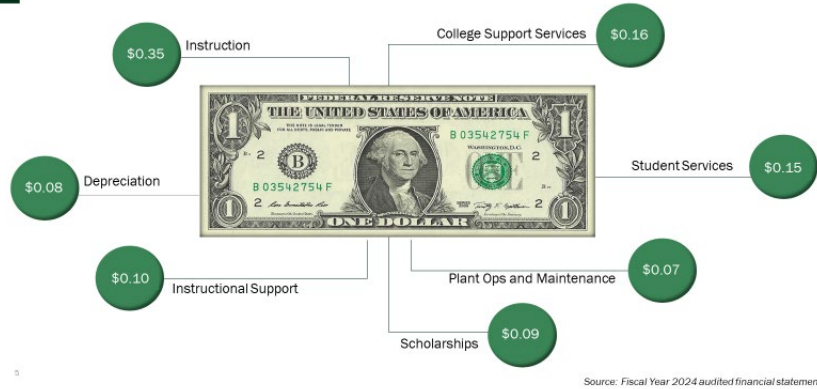
Bristol's PTK student officers, Dean and Britney, shared PTK inspires high achieving students to expand their educational experience beyond the classroom. Its hallmarks of scholarship, leadership, service and fellowship offer a chance to achieve personal goals and give back to the community.

President Harris thanked Farah, Britney, and Dean for their collective work and outstanding representation of Bristol Community College. He also stated he would be attending Bristol's PTK Induction ceremony on May 8, 2025.

President Harris invited Vice President for Administration and Finance, Steve Kenyon, to provide the college's financial update including the proposed FY 2026 operating budget.

Steve noted FY 2026 goals and objectives as well as Bristol's adherence to Massachusetts Law Chapter 15A and Generally Accepted Accounting Principles (GAAP). He noted important budget related dates for the Commonwealth and the college. He shared with Trustees a visual depiction on how each dollar is spent:

How is a dollar spent?



Steve shared how Bristol's enrollment trends and current tuition and fees compare and contrast with the 14 other community colleges in the Commonwealth. He also noted the Foundation's contribution to the college. He provided the FY2026 projected operating budget along with FY2026 revenue and expense assumptions discussed at recent the board's recent Finance/Budget Committee meeting.

Steve Kenyon asked if there are any additional questions or discussion related to the college's Fiscal Year 2026 budget. Hearing none, he asked for a motion to approve the FY2026 budget as presented.

A motion to approve the FY2026 budget as presented was made by Trustee Motta and seconded by Trustee Jones. Board Liaison Poudrier-Aaronson proceeded with a roll call vote on the motion to approve the FY2026 budget.

All those in favor of approving the FY2026 budget please respond YES. Anyone opposed, please respond NO.

Renee Clark	YES (virtual)
Pamela Gauvin	YES
Maria Gonzalez	YES (virtual)
Silvia Jones (Student Trustee)	YES
Jeffrey Karam	YES
Antonio (Tony) Lima	YES
Todd McGhee	YES (virtual)
John Morris (Alumni Trustee)	YES (virtual)
Lynn Motta	YES
Chair Joan Medeiros	YES

The motion to approve the FY2026 budget as presented was approved unanimously.

Steve Kenyon asked if there are any additional questions or discussion related to the college's proposed \$5 per credit fee increase for FY2026. Hearing none, he asked for a motion to approve the proposed \$5 per credit fee increase for FY2026.

A motion to approve the proposed \$5 per credit fee increase was made by Trustee Motta and seconded by Trustee Gauvin. Board Liaison Poudrier-Aaronson proceeded with a roll call vote on the motion to approve the proposed \$5 per credit fee increase for FY2026.

All those in favor of approving the proposed \$5 per credit fee increase please respond YES. Anyone opposed, please respond NO.

Renee Clark	YES (virtual)
Pamela Gauvin	YES
Maria Gonzalez	YES (virtual)
Silvia Jones (Student Trustee)	YES
Jeffrey Karam	YES
Antonio (Tony) Lima	YES
Todd McGhee	YES (virtual)
John Morris (Alumni Trustee)	YES (virtual)
Lynn Motta	YES
Chair Joan Medeiros	YES

The motion to approve the proposed \$5 per credit fee increase for FY2026 was approved unanimously.

At the conclusion of the President's Report, Chair Medeiros thanked President Harris, VP Kenyon, and all the college's leadership for this valuable information and insight for Trustees.

Chair Medeiros invited Trustee Motta to provide the Finance Budget Committee Report.

<5:00 p.m. – Trustee Clark left the meeting>

8. Report of the Finance Budget Committee – Trustee Lynn Motta

Trustee Motta shared that the Finance Budget Committee has had two meetings since her last report stating they met in February for the Committee's regular meeting where they reviewed the Trust Fund report for the second quarter ending December 31, 2024. She noted there were several discussions including legal service costs and search firm fee for the Presidential search.

Trustee Motta noted the Committee reviewed the increased costs for adjunct faculty as a result of the college's significant enrollment increase in the fall semester. She shared the Committee discussed some of the costs associated with operating the Attleboro campus, the expense for LinkedIn Learning, and the expense for two fraud identification systems that were recently implemented.

She shared the Committee reviewed the College's Reserves including the performance reports and CD maturity schedule. She stated that based on lagging performance of the Fidelity ladder CD we moved some of the balance to BlueStone Bank which offered competitive rates and have been very supportive of the college. At the time of the meeting the unrealized gains on our equity portfolio were over \$1M.

She noted that the Committee also reviewed the President's Expenditure Report outlining expenses incurred from November 3, 2024, through December 25, 2024.

Trustee Motta the noted that the remainder of the Committee's regular meeting in February was spent discussing the parameters of the FY2026 budget so the college's management could finalize the budget and present it to the Committee at a special Finance Budget Committee meeting scheduled on March 24 2025. She shared those parameters included a proposed fee increase, enrollment projections and assumptions on state and federal funding which we all just heard in Steve Kenyon's budget updates.

Trustee Motta asked if there were any questions or discussion needed.

Hearing none, Chair Medeiros thanked Trustee Motta for her report and invited Trustee Jones to provide the Student Trustee Report.

9. **Student Trustee Report** – *Trustee Silvia Jones*

Trustee Jones' report included updates from the Student Advisory Council's discussion to create Standard Operating Procedures (SOPs) and document to assist SGA at colleges. In addition, she shared that the Student Advisory Council submitted three letters of support to Representative Shirley B. Arriaga for the following bills:

- HD.2194 Resolve Providing for an Investigation and Study by a Special Commission Relative to the Consumer Impacts of Electronic Textbooks.
- HD.2192 An Act reducing the cost of attending college.
- SD.1567/HD.2096 An Act establishing the hunger-free campus initiative

Trustee Jones also provided updates related to Commencement and the Phi Theta Kappa induction ceremony:

Commencement Ceremony

- Saturday May 17th, 2025 11:00am
- Salutatorian – Autumn Ayers, Liberal Arts – Psychology Transfer
- Valedictorian – Lauren Wood, Communication
- Last Lecturer – Patricia Schryver, Associate Professor of Nursing

PTK National Honor Society Induction Ceremony on Thursday May 8, 2025 at 6:30 p.m.

Chair Medeiros thanked Trustee Jones for her report.

10. **Old Business**

Chair Medeiros moved to Old Business.

She reminded Trustees of the upcoming board meeting dates for 2025-2026. She noted these meeting dates are in your material today as well as available electronically in the Trustees shared files. She stated these dates have been sent to all Trustees as Outlook calendar invites as well.

Chair Medeiros asked Trustees to take a peek at 2024-2025 Board Committee assignments. New Board Committee assignments to include our newest Trustees will be configured soon. She asked Trustees to let her know if there were any Committee assignments that were of particular interest as she considers Board Committee configuration.

Chair Medeiros asked if there were any additional items to consider related to Old Business.

Hearing none, she invited any items for Board consideration as New Business today.

11. New Business

Hearing no items for New Business, Chair Medeiros asked for a motion to adjourn the Board meeting.

12. Adjournment

A motion to adjourn the meeting made by Trustee Gauvin and seconded by Trustee Karam.

Board Liaison Poudrier-Aaronson proceeded with a roll call vote on the motion to adjourn the meeting.

All those in favor of approving the motion to adjourn the board meeting please respond YES. Anyone opposed, please respond NO.

Renee Clark	no longer available
Pamela Gauvin	YES
Maria Gonzalez	YES (virtual)
Silvia Jones (Student Trustee)	YES
Jeffrey Karam	YES
Antonio (Tony) Lima	YES
Todd McGhee	YES (virtual)
John Morris (Alumni Trustee)	YES (virtual)
Lynn Motta	YES
Chair Joan Medeiros	YES

The motion to adjourn the meeting was approved at 5:07 p.m.

Approved BoT Meeting on 05.05.2025