

BRISTOL COMMUNITY COLLEGE

Board of Trustees

Board Meeting

MEETING MINUTES

Monday, June 2, 2025

1. Call to Order

The four hundred and twenty-third meeting of the Bristol Community College Board of Trustees was held on Monday, June 2, 2025. The meeting was held in person at the college's Taunton Center location (2 Hamilton Street, Taunton, MA, Room 122).

Chair Medeiros called the meeting to order at 4:01 p.m.

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

Board Members absent: Jeffrey Karam, Vice-Chair

Others present: Sedgwick Harris, President; Lucinda Poudrier-Aaronson, Board Liaison; Joyce Brennan; Emmanuel Echevarria; April Lynch; Brianne McDonough; Jo Ann Pelletier; Stephen Bassler; Joe DiMaria; Adrienne Foster Scharf; Michael Geary; Melanie Johnson; JP Nadeau; Bob Rezendes; Kevin Spirlet; and approximately thirteen faculty & staff members representing MCCC.

2. Chair's Remarks

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

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

Chair Medeiros thanked Board Liaison Poudrier-Aaronson.

Chair Medeiros introduced Dean of the Taunton Center; Bob Rezendes. Dean Rezendes welcomed the Board to the Taunton Center and provide a few updates regarding enrollment and activity at the Taunton Center.

<4:05 P.M. *Trustee Morris virtual link dropped*>

Chair Medeiros thanked Dean Rezendes for his remarks as well as hosting the meeting. She shared that during the meeting she would circulate a hard copy of the Art Gallery's annual report and noted an electronic copy was also available to the Board in the shared files.

She 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 that today is Trustee Jones' last meeting and shared that Trustee Jones would provide her final Student Trustee Report in a few minutes. In the meantime, Chair Medeiros asked Trustees to join her in welcoming our incoming Student Trustee, Sarahi Rivera Arroyo. She stated the Board was looking forward to working with her in the next academic year.

Chair Medeiros noted there was an important Bristol event upcoming that Trustees may wish to attend and noted that the college's HiSET Graduation was scheduled on Tuesday, June 17 @ 6PM in the Margaret L. Jackson Art Center Auditorium. She noted this event had also been sent to Trustees' Outlook Calendar.

3. **Consent Agenda**

- Consideration of Minutes of Board of Trustees Meeting for May 5, 2025
- Consideration of Minutes of Joint Trustee & Foundation Board Meeting for May 5, 2025
- Report of Personnel Actions May 2025
- Report of Workforce and Community Education/Contracts May 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 four 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 McGhee and seconded by Trustee Motta.

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
Pamela Gauvin	YES
Maria Gonzalez	YES
Silvia Jones (Student Trustee)	YES (virtual)
Jeffrey Karam	
Antonio (Tony) Lima	YES

Todd McGhee	YES
John Morris (Alumni Trustee)	(virtual) NOTE: <i>dropped call – so he did not vote on this item</i>
Lynn Motta	YES
Chair Joan Medeiros	YES

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

Chair Medeiros shared that based on Trustee Jones’ schedule with her children and a school awards night, she was inviting her to provide the Student Trustee Report now rather than later in our agenda.

Trustee Jones stated with summer session just getting underway, there was minimal activity going on at the moment. She noted Pride Month celebration activity in June, free food for all in the college cafeteria every Thursday, and Manhattan Short Film Festival September 25-27th.

Chair Medeiros thanked Trustee Jones for the report and for her dedicated service to the Board of Trustees over the last two years. She stated her service was appreciated and expressed her hope that Trustee Jones would remain forever connected to Bristol.

<4:08 p.m. *Trustee Jones leaves meeting and virtual link dropped*>

Chair Medeiros then invited Melanie Johnson to provide the Annual AFSCME Presentation.

4. **Annual AFSCME Presentation** –*Melanie Johnson*, AFSCME President

Melanie Johnson presented fourteen slides beginning with introductions and her role as AFSCME 2067 Unit 1 Steward. She outlined AFSCME 1067 contract ratification details, AFSCME retreat with President Douglas in December 2024, participation in the Presidential Search Process, and highlighted changes, challenges, and hopes for moving forward. She asked if there were any questions.

Hearing none, Chair Medeiros thanked Melanie Johnson for her presentation, and then invited Michael Geary to provide the Annual MCCC Presentation.

5. **Annual MCCC Presentation** –*Michael Geary*, MCCC President

Michael Geary began by sharing he was yielding a portion of his annual presentation time to invited guest, JP Nadeau who was serving as today’s representative of the MCCC Board of Directors. JP Nadeau presented sixteen slides related to an MCCC initiative entitled “Love Community College” and the “Elevate MassEducate” campaign. His slides included details about fair pay and cost of living comparisons for faculty and professional staff salaries. He cited inflation, cost of living in Massachusetts, and a broken promise from the Commonwealth after a handshake deal to keep faculty salaries at the 75th percentile among comparable states when they had agreed to take on fifth course. Professor Nadeau asked for the Board’s support as MCCC Board of Directors work to resolve the concerns.

JP Nadeau thanked Michael Geary for the time and turned the remainder of the presentation over to him.

<4:23 p.m. *Trustee Morris virtual link re-established*>

Michael Geary presented one slide to the board including MCCC representation in the Presidential Search. He also cited overall satisfaction with the Canvas Learning Management System. He noted general concerns about bullying and a culture of fear citing a recent white paper shared with President Harris including votes of no confidence taken collectively with AFSCME. He shared that members wanted their daily lived experiences to be validated rather than ignored or dismissed, and shared that MCCC was willing to work with President Harris to restore a level of trust between the union and administration. In conclusion, Michael Geary shared Bristol's chapter of MCCC is committed to change at the college.

At the conclusion of the MCCC annual report, Chair Medeiros thanked Michael Geary. She then invited Dr. Harris to provide the President's Report

6. President's Report

- Review President's Key Goals 2024-2025
- Community Partnership Highlight: **Community Welcome Reception for Dr. Harris** (led by Bruce Rose) – *Brianne McDonough*, Interim Vice President, Economic and Business Development
- Trustee Talking Points
 - **Taunton Relocation Project** – *Steve Kenyon*, Vice President, Administration & Finance and *Robert Rezendes*, Dean of the Taunton Center
 - **STEM Starter** – *Adrienne Foster Scharf*, Dean of Science, Technology, Engineering & Mathematics
 - **Summer Enrollment Update** – *Kate O'Hara*, Vice President, Student Services and Enrollment Management
- Financial Update – *Steve Kenyon*, Vice President, Administration and Finance

President Harris began by providing an update and status of the President's Key Goals for 2024-2025. He noted all updates from May appeared in bold face type if Trustees were following along with the goals in the material provided.

President Harris Interim Vice President, Brianne McDonough, to provide a recent community partnership highlight. She shared that a welcome reception for Dr. Harris, led by Bruce Rose, was held in New Bedford on May 19th, and was very well attended.

President Harris noted that the college had prepared three talking points for Trustees today. First, he invited Stephen Bassler (Risk/Compliance Officer), on behalf of Steve Kenyon, and Dean Bob Rezendes to provide a status update on the Taunton Center relocation project. President Harris noted that Steve Kenyon had an unexpected death in his family, and was unable to be here.

Risk/Compliance Officer Bassler and Dean Rezendes reported that the college's lease with the Taunton schools expires on June 30, 2026, and the college has been formally notified that the lease would not be renewed. They shared that a project committee had been formed and would be co-chaired by Steve Kenyon and Dean Rezendes. They also noted that DCAMM (Division of Capital Asset Management & Maintenance) was also engaged to assist with the search for a new location for both academic and athletic space. They noted both functions are currently provided in the current Taunton location. They noted Trustee Gonzalez was asked to join this project committee, and there was a commitment to keep Trustees informed about the status going forward.

President Harris thanked Risk/Compliance Officer Bassler and Dean Rezendes, and then introduced the college's Dean of Science, Technology, Engineering and Mathematics, Dr. Adrienne Foster Scharf, to provide the STEM Starter talking point. Dean Foster Scharf shared she was excited to update the Board on an exciting collaboration with Attleboro High School designed to make careers in STEM more accessible and interesting to high school students.

This initiative involved partnering with STEM professionals, creating mock networking opportunities, and building an engaging pathway for high school students interested in STEM careers.

President Harris thanked Dean Foster Scharf, and introduced Associate Vice President, Joe DiMaria, who was filling in for Vice President, Kate O'Hara today, with the summer enrollment updates.

Key Summer 2025 Census Highlights include:

A. Enrollment/Registrations

- Headcount: 3,512
- FTE: 1,499
- Credit Registrations: 22,482 (*Summer 2025 Budgeted Credits were 18,150*)

B. Demographics:

- Dual Enrolled Students:181
 - Early College subset: 19
- Part-time enrollment: 93%
- BIPOC enrollment: 37%

President Harris thanked AVP DiMaria for providing summer enrollment updates in Vice President O'Hara's absence. In Steve Kenyon's absence, President Harris once again asked Stephen Bassler, the college's Risk/Compliance Officer, to present Vice President Kenyon's financial updates.

Risk/Compliance Officer Bassler provided the following updates on behalf of VP Kenyon:

- Summer enrollment has already exceeded our budgeted credits for the summer semester. We budgeted a 15% increase over last year, and the most recent enrollment report last week has us up 30% over last year.
- Fall is very early, but it is trending favorably at an over 30% increase from the prior year on the same date. We budgeted a 6% increase for fall.
- We received a \$500K payment for Mass Grant that has already been disbursed to students. We are still owed \$523,000 from the state for MassReconnect but have a \$1.7M surplus of MassEducate for the summer semester.
- Our unrealized gain has made some improvement since VP Kenyon's last report. We are at a \$1.1M unrealized gain for the fiscal year, which is \$700K over our budget.
- The information on the screen is an overview of some very late in the fiscal year funds that have now arrived. Some we were aware of, but the amounts doubled, and the Free Community College funds of just under \$600K were a pleasant surprise.
- These funds all must be spent by June 30, but the contracts do allow us to go back to July 1, 2024, and retroactively reclass expenses to draw down the funds. We had budgets prepared for most of these and just need to process the payments. VP Kenyon does not anticipate trouble spending these funds.
- As we get to the end of FY2025's fourth quarter, we have overall stayed within the budget approved by the Board this year. VP Kenyon expects the surplus to be slightly over budget as a result of increased revenue from our enrollment growth.

May 2025 Funding

New funding sources

Free Community College Funding	\$593,888
Student Mental Health	\$231,282
Basic Needs Security Grant	\$159,064

Increased funding

Early College	↑ 113.4% increased from \$262,080 to \$559,340
STEM Starter	↑ 100% increased from \$112,500 to \$225,000

President Harris thanked Risk/Compliance Officer Bassler for presenting these financial updates in VP Kenyon's absence, and turned the board meeting back over to Board Chair Medeiros.

She thanked President Harris, and the college's leadership for the information and insights delivered to the Trustees in the President's Report.

Chair Medeiros asked Trustee Gauvin to provide the Risk Management Committee Report.

7. **Report of the Risk Management Committee – Trustee Pamela Gauvin**

Chair Pam Gauvin reported:

- The Board Risk Management Sub-Committee held a meeting on May 20, 2025. Trustees in attendance included me, Silvia Jones, John Morris, and Joan Medeiros; as well as Dr. Harris.
- The college's Risk/Compliance Officer (Stephen Bassler) prioritized three topics for the Committee to discuss. This included:
 - 1) **Massachusetts State Auditor Report** – Mr. Steve Kenyon provided an update on the final issuance of the state's report which primarily focused on the college's processes for disbursing over \$31 million in Covid related relief funds during the period March 2020 to June 2023. Key takeaways:
 - a) There were NO findings related to financial matters identified.
 - b) Cybersecurity training – a finding was noted on the completion rate of required employee training. Information Technology is now providing more frequent past due notices to employees and their managers until completion.
 - c) Settlements & Judgements – a finding was noted on lack of reporting to the Board about 'material' settlements. The Board Risk Committee will now have a standing agenda item to report all in process or closed settlements at each meeting. There was one item reported during the meeting for a value of \$150.
 - 2) **Strategic Risk Assessment Cycle Progress Update:** The initial college-wide Risk Assessment Cycle continues, with the following highlights:
 - a) Since February's kick-off, more than 100 individual risk assessments have been submitted.
 - b) The President's Leadership team will be meeting on June 18th to begin the prioritization/ranking process, which is expected to take place over a few meetings leading into July.
 - c) Top risk action planning will be coordinated between Risk and the Chief Strategy Officer as part of developing the new 5 Year Strategy.
 - d) Given its first-time use, the Bristol Risk Assessment Methodology will be re-evaluated upon cycle completion to identify refinements and alignment with leadership's risk appetite.
 - 3) **Periodic Risk Reporting** – A 'proof of concept' college-wide quarterly risk monitoring reporting process was completed with results provided to the President's Leadership Team in early April. With agreement to continue the reporting, takeaways for the next quarterly cycle include:
 - a) Development and inclusion of Key Risk / Performance Metrics to align with the 10 Risk categories.
 - b) PLT Members will present their respective updates in the subsequent PLT meetings when the report is submitted.
 - c) The college's Risk Officer will work with me to review and confirm the level of detail and format for an Executive Summary to be submitted to the Board Risk Committee.
- The next meeting of the Committee is expected to be in late July or early August; with suggested agenda topics of the Strategic Risk Assessment results and the 2Q 2025 Risk Report Executive Summary.

At the conclusion of the Risk Management Committee Report, Chair Medeiros thanked Trustee Gauvin, and stated the board has already heard from Trustee Jones who provided the Student Trustee Report earlier in the agenda. She announced we would move on to Old Business.

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

9. **Old Business**

- Board of Trustees' meeting dates for Academic Year 2025-2026
- August 20, 2025 (HOLD 8am-3pm) – Annual Board Retreat (*Location TBA*)

Chair Medeiros took an opportunity to remind Trustees of the upcoming meeting dates for 2025-2026, stating the schedule was located in your materials both electronically and hardcopy. I call your attention to the Board Retreat scheduled for the day on **Wednesday, August 20**. Board Liaison Poudrier-Aaronson noted we scheduled 8:15 a.m. to 4:30 p.m. for that date but we will work to get you out of there earlier.

Chair Medeiros shared that new Board Committee assignments for Academic Year 2025-2026 to include our newest Trustees would be available soon.

Chair Medeiros asked if there were any additional Old Business items to consider? Hearing none, she invited any items in addition to policy review for our consideration as New Business today.

Hearing none, Chair Medeiros invited Risk Compliance Officer, Stephen Bassler (for Steve Kenyon), and Emmanuel Echevarria, Chief Human Resources Officer, to present the Trustees a series of policies for their review and approval.

10. **New Business**

- Policy(s) for Review and Approval – *Emmanuel Echevarria*, Chief Human Resource Officer (EE) and *Steve Kenyon*, Vice President, Administration & Finance (SK)

01 State Ethics Conflict of Interest (EE)

02 Standard of Ethical Conduct (EE)

03 Fraud and Theft Protection Policy (EE)

04 Campus Police Authority (SK)

05 Campus Police Accreditation Program (SK)

06 Employee Travel Expense Policy (SK)

07 Bristol Issued Credit Card Policy (SK)

Utilizing the .ppt slide deck, CHO Echevarria (EE) reported the summary of changes and any associated requests for Board approval for three policies including: State Ethics Conflict of Interest; Standard of Ethical Conduct; and, Fraud and Theft Protection Policy. CHO Echevarria asked the Trustees if there were any questions. Hearing none, CHO Echevarria invited the college's Risk/Compliance Officer to present the next policies on behalf of VP Kenyon.

Utilizing the .ppt slide deck, Risk/Compliance Officer Bassler reported the summary of changes and any associated requests for Board approval for four policies including: Campus Police Authority; Campus Police Accreditation Program; Employee Travel Expense Policy; and, Bristol Issued Credit Card Policy.

At the conclusion of the all seven policy presentations, Chair Medeiros thanked CHO Echevarria and Risk/Compliance Officer Bassler. She asked if there were any further questions or discussion related to these policies reviewed. Chair Medeiros stated she was seeking a motion to approve the seven policies as presented. A motion to approve the policies as presented was made by Trustee McGhee and seconded by Trustee Gauvin.

Chair Medeiros asked Board Liaison Poudrier-Aaronson to proceed with a roll call vote on the motion to approve the seven college policies as presented. She instructed all those in favor of approving the seven policies as presented please respond YES, and anyone opposed, please respond NO.

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

Chair Medeiros stated the motion to approve these seven policies as presented was approved.

11. Adjournment

Chair Medeiros invite any final thoughts, comments, or questions from Trustees for Board consideration today.

Trustee Clark asked if there was possibility to meet in Executive Session after the meeting was adjourned.

Chair Medeiros indicated she would seek a motion to adjourn this meeting and enter a new meeting in Executive Session. A motion to adjourn was made by Trustee Clark and seconded by Trustee McGhee.

Chair Medeiros asked Board Liaison Poudrier-Aaronson to proceed with a roll call vote on the motion to adjourn. She instructed all those in favor of adjourning please respond YES, and anyone opposed, please respond NO.

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

Chair Medeiros stated the motion to adjourn the meeting was approved and the meeting was adjourned at 5:20 p.m.