

BRISTOL COMMUNITY COLLEGE

BOARD OF TRUSTEES

MEETING MINUTES

T-203 Classroom

Taunton Center

Thursday, June 1, 2023

4:00 p.m.

I. Call to Order

The four hundred and fourth regular meeting of the Bristol Community College Board of Trustees was held on Thursday, June 1, 2023, in person in Classroom T-203 at the Taunton Center located at 2 Hamilton Street, Taunton, Massachusetts. The meeting was called to order at 4:16 p.m.

Trustees present: Joan Medeiros, Chair; Jeffrey Karam, Vice Chair; Valentina Videva Dufresne, Secretary; James Mathes; and Todd McGhee.

Trustees absent: Frank Baptista; Renee Clark; Pamela Gauvin; Joseph Ferreira; Samuel Horton; and Lynn Motta.

II. Chair's Remarks

Chair Medeiros asked the Taunton Center's Dean, Robert Rezendes, to provide opening remarks and welcome. Dean Rezendes shared this academic year the Taunton Center enrolled approximately 200 students indicating this is about half the number enrolled prior to the onset of the pandemic. However, the Taunton Center is trending towards growth including 30% of the students enrolled identifying as BIPOC. The Taunton Center provides the home facilities for the college's women and men's basketball programs. The Taunton Center provides all the necessary academic and enrollment support services including student advising. He welcomed the Board and guests and thanked all for being here.

Chair Medeiros then welcomed our 2023-2024 Student Trustee, John Morris, sharing his official start dates was July 1, 2023. She shared John was also a student Veteran and thanked him for his service. Chair Medeiros invited John to share a little more about himself.

III. Consent Agenda

Chair Medeiros stated we would skip the Consent Agenda items for now as we did not yet have a quorum.

IV. AFSCME Update – Melanie Johnson, AFSCME President

Chair Medeiros shared that earlier this week Melanie Johnson, who heads Bristol's AFSCME union, asked to postpone her update to a later time. She also shared Mike Geary, President of Bristol's MCCC union, was scheduled to present today but had asked to postpone, as well, due to a family obligation.

V. Cybersecurity Presentation – Jo-Ann Pelletier, Chief Information and Data Officer and Steve Kenyon, Vice President of Administration and Finance

4:22p.m. - Trustee Joe Ferreira arrived as Cybersecurity Presentation was starting

Chair Medeiros invited Jo-Ann Pelletier to begin the Cybersecurity Presentation

Highlights include:

- Global ransomware attack comparisons of 2022 v. 2023
 - +91% monthly increase and 62% increase year over year
 - Education is in the top 10
 - A single vulnerability distorts these totals a bit
 - 48% of the attacks in March were focused in North America
- Ransomware attacks on the rise worldwide
- Timeline of Bristol's ransomware attack

4:31 p.m. - Trustee Renee Clark arrived

- Summary of Bristol's recovery efforts including overview of technology team, existing technologies, successes to date, and our managed risk and detection partner (Artic Wolf)
- Financial impact of Bristol's cybersecurity incident (Steve Kenyon)

The presenters opened the presentation for any questions and/or discussion.

At this time, 5:02 p.m., Chair Medeiros suggested we revisit the Consent Agenda now that there was a quorum. She asked if any consent agenda items needed to be moved to the regular agenda. There were no items to move. She then read the Consent Agenda Items listed and asked for a motion to approve said items.

- Consideration of Minutes of Board of Trustees Meeting for May 1, 2023
- Consideration of Minutes of Joint Board Meeting for May 1, 2023
- Report of Personnel Actions June 2023
- Report of Workforce and Community Education Contracts June 2023

A motion was made by Trustee McGhee to approve the Consent Agenda items and seconded by Trustee Mathes. The motion to approve Consent Agenda items was approved.

Chair Medeiros then shared that Trustee Karam had to leave by 5:15 p.m. and suggested the Board manage the one remaining item that needed vote/quorum. That item was under Old Business (Land Acknowledgement). Chair Medeiros asked if any further discussion was needed. Hearing none, she asked for a motion to adopt Bristol's Land Acknowledgement statement as presented.

A motion was made by Trustee Mathes to approve Bristol's Land Acknowledgement statement as presented and seconded by Trustee Videva Dufresne. The motion to adopt Bristol's Land Acknowledgement statement was approved.

VI. President's Report

Chair Medeiros invited President Douglas to share her report.

- Trustee Talking Points
 - President Douglas introduced Dr. Andrew Fisher, Bristol's new Vice President, Academic Affairs/Chief Academic Officer
 - President Douglas invited Judi Urquhart, Bristol's Chief Development Officer, to provide an update of the \$75,000 grant for Art Gallery upgrades. Judi shared the grant would be used to upgrade facilities, specifically the gallery floors would be refinished this summer and gallery lighting would be updated later this coming academic year.

- President Douglas invited Andrew Fisher to provide an update of Bristol’s recent Fringe Festival acceptance. Andrew shared that Bristol’s Theatre program has been invited to devise and perform an original piece of theatre at the 2024 Fringe Festival. Theatre program students will write and develop the production during the upcoming fall and spring semesters, before traveling to Edinburgh, Scotland, to perform their work for international audiences. The production will be directed by the theatre program’s Artistic Director, David Ledoux, and assisted by The Glass Horse Project Theatre Founder and former student, Korey Pimental. Fundraising events for this once-in-a-lifetime learning opportunity are currently being planned, and a comprehensive campaign will be launched this spring.

5:15 p.m. - Trustee Karam left

➤ Update of President’s Approved Key Goals 2022-2023

President Douglas provided a brief update and status of the President’s Approved Key Goals for 2022-2023.

Highlights include:

- Wrap up of these key goals is slated for August 2023 when updated goals for 2023-2024 will be presented for approval
- A good number of 2022-2023 key goals have now been completed.
- Strategy #1 (Academic Innovation), Objectives 1-5 complete. (pages 1-10)
- Strategy #2 (Equity and Student Success), work continues; on-going and in progress (pages 10-16)
- Strategy #3 (Organizational Excellence), Objectives 1, 2 and 4 complete; work continues with Objectives 3 and 5 (pages 16-19)
- Strategy #4 (Partnerships), Objectives 1, 2, and 4 complete; Objective 3 will continue into 2023-2024 goals (pages 19-22)

Chair Medeiros thanked President Douglas for her report and updates.

VII. Financial Update – Steve Kenyon, Vice President, Administration and Finance

Chair Medeiros invited Steve Kenyon to provide a financial update.

Highlights include:

- It is audit season. We are preparing for our June 30 financial statement audit. All prep is going well and auditors will be on campus starting next week.
- They will also be doing the A133 audit as they do every year which audits our financial aid and federal grant programs. The last few years were focused on CARES funds but this year they will go back to focusing on financial aid and large federal grants.
- Financial Aid is also having a state audit as required every three years. It is only every three years because of the positive results of previous audits.
- Summer enrollment is running close to budget and with summer being about 10% of our total revenue the impact on the budget will be minimal either way.
- Despite May being a down month overall for the market our investments have an unrealized gain of over \$700K this year which is \$300,000 over budget.
- The state did not fund the Fee stabilization discussed last month with the budget presentation. Based on this development, we will be coming to you at the August Board

meeting to ask for a fee increase. As shared previously, Bristol is the second least expensive institution of the 15 community colleges. As important as affordability is to our students, we feel strongly tuition and fees are not impacting on our enrollment. In the FY24 budget there is more financial aid than ever from the state and Pell went up another \$500 per year for a total of \$7,395 annually per eligible student. Annual tuition and fees at Bristol are \$6,600. NOTE: We will be watching how MassConnect program impacts enrollment in the fall. This will be an additional source of Financial Aid for a certain population of students; details still be worked out.

- We recently had to conduct an exercise with the state for both short- and long-term contingency plans if there is a federal debt default. This would have an impact only if the US Treasury has to prioritize which obligations and payments to make. We do not know if our federal grants will be funded if they do not come to resolution. Financial Aid is the biggest concern. This exercise is somewhat like the Federal shutdowns over the years, most recently in 2021. This is just FYI for the moment and we are preparing should the worst happen.
- From a fiscal perspective the most important task happening now is managing the payroll. This consists of carefully evaluating each new hire which involves the entire Leadership team.
- Steve thanked the Board for their time and invited questions or discussion.

Hearing none, Chair Medeiros thanked Steve and moved on to the next agenda item.

VIII. Report of the Nominating Governance Committee – Trustee Frank Baptista

Chair Medeiros stated the report of the Nominating Governance Committee would be moved to the next Board meeting date as Trustee Baptista was unable to attend meeting today as he was managing loss of the family member.

IX. Report of the Human Resources Committee – Trustee Valentina Videva Dufresne

Chair Medeiros invited Trustee Videva Dufresne to provide the report of the Human Resources Committee.

Trustee Videva Dufresne shared the Human Resources Committee met yesterday (May 31, 2023) to discuss the President’s annual evaluation. She thanked President Douglas for her incredibly positive leadership over the past year. Trustee Videva Dufresne shared the agreement that the President’s leadership positioned the college to manage and mitigate risk related to the college’s cybersecurity attack and continued recovery from the pandemic.

Trustee Videva Dufresne also shared while NOWI is in its infancy stages, the President’s leadership in this initiative over the last year should not be ignored. NOWI will bring economic outcome and innovation to the right community at the right time. Trustee Videva Dufresne shared this impact should be acknowledged and celebrated.

Trustee Videva Dufresne shared while the written report is forthcoming, the Human Resources Committee was recommending maximum merit and bonus compensation in relation to the President’s outstanding leadership.

Chair Medeiros thanked Trustee Videva Dufresne for the report, and looked forward to advancing these compensation recommendations.

X. Old Business

Chair Medeiros thanked the Board for participating in the Board Assessment topic review. She shared the following three topic areas would be adopted in Board of Trustee meetings in the coming year:

1. Invite Trustees to college events, identifying the important ones.
2. For new policies, give one-minute overview. Put policy renewals on the consent agenda.
3. Update the Board about community partnerships, relations and expectations.

Chair Medeiros mentioned the Land Acknowledgement agenda item had already been reviewed and voted on earlier in the meeting while there was still a quorum. As a reminder, a motion was made by Trustee Mathes to approve Bristol's Land Acknowledgement statement and seconded by Trustee Videva Dufresne. The motion to adopt Bristol's Land Acknowledgement statement was approved.

XI. New Business

Chair Medeiros reminded everyone the August Retreat would be on Wednesday, August 23, 2023. She asked Trustees to plan for 8:30 a.m. to approximately 2:00 p.m. that day. She shared the retreat was being planned for the Colonel Blackinton Inn in Attleboro.

Chair Medeiros proposed consideration of a one-year extension of the college's current Strategic Plan. She explained this one-year extension would align favorably with the regional accreditation activities (NECHE) in Spring 2024. Extending the college's strategic plan would allow the plan to be synchronized with accreditation activity.

XII. Adjournment

Chair Medeiros thanked everyone for their attendance today and their flexibility managing the agenda to ensure quorum. She requested a motion to adjourn. Trustee Mathes made a motion to adjourn and was seconded by Trustee Clark. The time was 5:25 p.m.