

BRISTOL

COMMUNITY COLLEGE

Fall River, Massachusetts Board of Trustees Meeting Minutes

May 1, 2023

I. Call to Order

The four hundred and third regular meeting of the Bristol Community College Board of Trustees was held on Monday May 1, 2023, in person in the Atrium in the Commonwealth College Center Building on the Fall River Campus at 777 Elsbree Street, Fall River, Massachusetts. The meeting was called to order at 4:06 p.m.

Trustees present: Joan Medeiros, Chair; Frank Baptista; Renee Clark; Valentina Videva Dufresne, Secretary; Pamela Gauvin; Jeffrey Karam, Vice Chair; James Mathes; Todd McGhee; and Lynn Motta.

Trustees absent: Joseph Ferreira and Samuel Horton.

II. Chair's Remarks - None

III. Consideration of Consent Agenda Items

Chair Medeiros 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 April 3, 2023
- Consideration of Minutes of Board Mini-Retreat for April 3, 2023
- Report of Personnel Actions May 2023
- Report of Workforce and Community Education Contracts May 2023

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

IV. Request for Approval of Sabbatical

Chair Medeiros asked if there were any question or comments in regard to the sabbatical request for Professor Maryellen Atkins. Seeing none, Chair Medeiros asked for a motion to approve the sabbatical request for Professor Maryellen Atkins.

A motion was made by Trustee McGhee to approve the Sabbatical Request and seconded by Trustee Motta. The motion was approved.

V. President's Report

President Douglas introduced three members of the President's Leadership Team to provide brief presentations for the following Trustee Talking Points:

- Elms College Agreement
(presented by Christine Hammond, Interim Vice President for Academic Affairs)

Highlights include:

- Bristol's new agreement with Elms College
- Located in Chicopee, MA
- Memorandum of Understanding signed March 21, 2023 for Life Sciences

Trustee Pamela Gauvin arrived

- HR Management Training
(presented by Emmanuel Echevarria, Chief Human Resources Officer)

Highlights include:

- New to the President's Leadership Team
- Training for college's management staff
- Currently 70 participants with projected 140 by October

- Bristol Student Veterans
(presented by Kate O'Hara, Vice President Student and Enrollment Services)

Highlights include:

- Recent recognitions of student Veterans March 28th
- Introduce Denny Cosmos, Director of Veterans Center
- 9 student Veterans recognized
- Veterans Center student video to be sent following meeting

Update of President's Approved Key Goals 2022-2023

President Douglas reviewed the approved key goals for 2022-2023 and provided updates towards progress of these goals.

Strategy #1: Academic Innovation: Advance an engaging holistic teaching and learning environment resulting in a seamless student experience that prepares them to embrace life's opportunities.

Objective 1: Program and curriculum review and alignment based on Labor Market Data Action Plans.

Recommendations have been made by the Interim Vice President for Academic Affairs and will be included in the onboarding information for the new Vice President.

Additionally, program success metrics and data dashboards have just been completed that will be used to inform decisions.

Objective 2: Develop a strategic enrollment plan that prioritizes our markets and activities.

Adult Learner Strategic plan in development in preparation for the potential influx of adult learners through the MassReconnect free community college program. Work groups will identify and implement changes to best support these learners. Where applicable, pilot studies and programs are being developed to collect data to inform practices. At their summer retreat, the President's Leadership Team will focus on Adult Learners and the systems and supports that they will need.

The Massachusetts Community College Chief Academic Officers will focus on MassReconnect and Adult Learners at their June retreat.

Objective 3: Develop a plan that outlines the processes and systems needed to support an adult learner model.

At the May 2023 Joint Board/Foundation Meeting we will share elements of adult learner model.

Objective 4: Develop a new model and process for course scheduling.

Objective 5: Promote more meaningful student interactions to enhance the student experience.

Strategy #2: Equity and Student Success: Shared responsibility for the success of our students and employees by improving equity-mindedness and ensuring institutional support that lessens equity gaps.

Objective 1: Identify and expand the existing infrastructures that best support BIPOC and Latinx students.

The equity grid has been updated. Initial RFP has been developed. List of potential vendors being vetted by the consortium.

Objective 2: Develop and define best practices that enhance the educational experience for BIPOC and Latinx students.

Objective 3: Develop a retention and recruitment strategy that increases the number of minority (employee) candidates and their longevity at the college.

All employees now receive equity training as part of being on a search committee.

Job requirements and credentials being reviewed for all open positions and modified as necessary to ensure we are as inclusive as possible. Data is being collected on all open positions that measure the results of this effort.

Objective 4: Increase equity core competencies by ensuring that all employees and students receive equity and social justice training.

Strategy #3: Organizational Excellence: Create a culture of innovation through improved processes and collaboration, modern technology and ongoing professional development to support student and employee success.

Objective 1: Develop the process and tools needed to support an effective enrollment pipeline for onboarding students.

In Progress

Objective 2: Define a strategy for our campus locations focused on community and partnership development.

Plans are completed. Presentations to President's and Academic Leadership Teams are scheduled in May.

Objective 3: Align the efforts of Economic and Business Solutions with Academic Affairs (AA) and Student Services Enrollment Management (SSEM).

Objective 4: Develop a plan to enhance online learning.

1) Knowledge based articles and resource center developed.

2) Online orientation updated.

3) Instructional Designers working with faculty across all disciplines to develop courses in alignment with Quality Matters rubric.

4) Comprehensive requirements being implemented for initial online course development.

Objective 5: Develop a more technology driven organization that provides resources, tools and training for students, staff and faculty to become more proficient in their technology skills.

Strategy #4: Partnerships: Collaborate with educational institutions, alumni, industry and community partners to increase educational attainment and support the talent pipeline to enhance opportunities in the region.

Objective 1: Expand the Early College Programming and infrastructure as a strategic enrollment pathway.

Objective 2: Create a pipeline between business and industry partners to provide relevant workforce information.

Objective 3: Develop a process for grant development and management within Economic and Business Development, Development Office, SSEM and AA.

Objective #4: Implementation of the new advisory board system.

Advisory Board Meeting was held with approximately 100 members in attendance. Information being shared with academic areas throughout the college.

Trustee Videva Dufresne asked about the size of the current adult learner population. President Douglas stated approximately 40% of enrolled students are adult learners with students' average age being 26 years old. These students are often working parents while enrolled as part-time learners at Bristol.

President Douglas concluded her report.

VI. Report of Budget/Finance Committee – Lynn Motta

Trustee Motta reported the Finance/Budget Committee met on April 20, 2023 for a special meeting to only discuss the Fiscal Year 2024 College Operating Budget and College Fees.

After about an hour of discussion and a review of the materials presented by the management, the Committee voted unanimously to approve the College Operating Budget for FY24. We also voted to not increase fees to students if the Governor's Fee Stabilization legislation was approved and included in the final budget.

Trustee Lynn Motta asked Steve Kenyon to give a brief presentation at the highest level of the budget and the assumptions used to build it.

The following are some of the highlights of Steve Kenyon's presentation:

FY2024 College Operating Budget Overview

- Fiscal Goals and Objectives
- Important Dates for College and State
- How each Dollar is spent infographic
- Expenditures by Classification
- Assumptions – Revenue, Expense and Operating Budget
- Seeking Board action for FY2024 Budget and no fee increase recommendation based on stabilization fund included in state appropriation

Discussion items included impact of potential stabilizations funds, CARES Act funding, strategic investments such as Offshore Wind Training Institute buildout, and capital

projects. Trustee Gauvin asked about thoughts regarding fee stabilization and Steve stated he remained optimistic. Trustee Videva Dufresne asked what the student fee increase could be if stabilization funds were not received. Trustee Baptista and Trustee Clark also asked about impact to students and timing for both Fall 2023 and Spring 2024. Steve shared it could mean approximately \$10/credit hour increase but would likely be too late for Fall 2023. Trustee Karam asked about the supplemental information related to Bristol's tuition and fees in comparison to the other Massachusetts Public Community Colleges.

With no further discussion, Trustee Motta requested motion for FY2024 Budget approval and a motion to approve the language regarding student fees.

A motion was made by Trustee Mathes to approve the FY2024 Budget and seconded by Trustee McGhee. The motion was approved.

A motion was made by Trustee Videva Dufresne to approve the student fee language as presented and was seconded by Trustee Gauvin. The motion was approved.

VII. Report of the Facilities Committee – Jeffrey Karam

The Facilities Committee met on April 3 for its quarterly meeting. As typical, we reviewed any ongoing capital projects or facility issues at each of our locations.

For the Taunton Center we discussed the Taunton School department acquiring the campus from the Fall River Diocese. Steve and Superintendent John Cabral have met with Paul Brooks of the Diocese. The Diocese completed an appraisal on the property. The school department is committed to honoring the existing lease with the college and hopes to expand our working relationship. The purchase could take upwards of about a year based on the Diocese process to sell property of that size. It will also take time for the City to get the votes necessary to proceed.

Bristol is assisting the City any way it can, including helping with some of the projects that may need to be completed. The Committee requested Management to review the existing lease and secure the property and the current terms of our lease for a five-year term. Management will have counsel review the 5-year lease to be sure there is not language needed to be sure our current terms survive a transfer of ownership.

For the New Bedford Campus there was very little discussion as there are no current projects ongoing. As a follow-up from a prior meeting, we discussed the offer from Freestone's to purchase our lots on Acushnet Ave. We went back to suggest a long-term lease where the restaurant would perform the work but did not hear back.

Next was the National Offshore Wind Institute facility update. There will be a presentation later at the joint meeting tonight about the progress being made. The expected completion date is August 1. The project has had its share of supply chain issues

on top of the permitting delays at the beginning of the project. They also ran into terrible soil conditions which delayed the foundation work.

President Douglas and Steve Kenyon met with the Maersk leadership a few weeks ago and toured the facility. They were extremely impressed with what we accomplished.

We then reviewed a long list of capital projects ongoing or recently completed. Most of those were completed with HEERF or state deferred maintenance funds. Some of the projects included new windows, addressing a backlog of deferred maintenance, seating in the main theater and renovations to another large auditorium on campus, HVAC repairs, paving and flooring.

The next round of state deferred maintenance funds is set for July 1 and will be for 5 years. It is a \$6.5M allocation.

VIII. Report of the Student Trustee – Samuel Horton

None

IX. Old Business

• Land Acknowledgment – Laura Douglas

President Douglas introduced Judi Urquhart and asked her to present the latest updates pertaining to Bristol’s Land Acknowledgment Statement.

Highlights of presentation include:

- Purpose of Land Acknowledgment Statement and Legal Advice
- Presentation and consultation with Dr. Cedric Woods
- Examples of recent college actions provided by Bristol’s Equity Council designed to give voice to the Land Acknowledgement Statement
 - Celebration of Orange Shirt Day (National Day for Truth and Reconciliation), Native American Heritage Month, and Indigenous Peoples’ Day
 - Events introducing Native American Arts; Poetry & musical traditions
 - Development of two courses to reinvigorate our Native American Studies certificate
 - Professional development by the Upstander Academy to learn more about the genocide of Native peoples
- Future possible actions recommended by Bristol’s Equity Council
 - A workshop with the Board of Trustees on “Genocide and Indigenous Peoples”
 - Ongoing professional development for Bristol faculty and staff
 - Film showings of *Dawnland and We Still Live Here*
 - Active recruitment of Native faculty
 - Re-invigorate the Native American Studies certificate for the benefit of the College Community and the greater K-12 Community

Questions and some brief discussion continued. Trustee Karam shared he thought some of the Land Acknowledgment wording might take away the spirit of the acknowledgment and a thought it could be shorter. Trustee Mathes suggested further revision of the Statement may be necessary. Trustee Clark asked where the Land Acknowledgment Statement might live. President Douglas shared it could be displayed on Bristol’s website and be read prior to campus events or meetings. Chair Medeiros tabled the vote asking for further revision and then brought before the Board at a future meeting.

- Board Assessment Review

President Douglas provided a list of the top items that emerged from the mini-retreat held on April 3, 2023, related to assessment of Board topics for the future. Trustees were asked to circle their top three choices on the list and return their individual lists to Kathy Wordell or Lucinda Poudrier-Aaronson before leaving tonight. Responses would be tallied and presented at the Board Meeting scheduled on June 1, 2023.

X. New Business - None

XI. Adjournment

Chair Medeiros stated she appreciated all the work.

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 5:02 p.m.

Respectfully submitted,

Valentina Videva Dufresne
Valentina Videva Dufresne, Secretary

06/01/2023
Date Approved

lpa
Initials