

BRISTOL

COMMUNITY COLLEGE

FALL RIVER, MASSACHUSETTS

BOARD OF TRUSTEES AND FOUNDATION BOARD OF DIRECTORS JOINT BOARD MEETING MINUTES

May 1, 2023

I. Call to Order

The joint meeting of the Bristol Community College Board of Trustees and Foundation Board of Directors 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 5:08 p.m.

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

Trustees Absent: Frank Baptista; Joseph Ferreira; Samuel Horton.

Foundation Directors Present: Frank Sousa, President; Kathleen MacLean, Vice President of Fundraising, Peter Silva, Clerk; Brian Hodess; John McMahon; Thomas Murray; Greg O'Donnell; Donald Smyth; Donald Troppoli; and Richard Wolfson. Foundation Member present who is also a Trustee was Joan Medeiros.

Foundation Directors Absent: Nicholas Christ, Vice President of Board Development; Elliot Rosenfield, Treasurer; Richard Terry, Assistant Treasurer; Liz Isherwood; William Kiley; Benita Rose-Monteiro; Patrick Murray, Jr.; Diane Silvia; Clayton Timas; Luke Travis; and Cynthia Flanagan.

II. Welcome

Board Chair Joan Medeiros welcomed all to the Joint Board Meeting of the Bristol Community College Board of Trustees and Foundation Board of Directors. She recognized Kathy Wordell's upcoming retirement and thanked her for 10 years of service to BristolCC and the respective Boards.

Foundation President Frank Sousa also recognized Ms. Wordell and thanked her for her service. He also introduced three new member to the Foundation's Board of Directors including William Kiley, Brian Hodess and Donald Troppoli. He shared there was currently one open position, and announced that position would be filled by Zelma Braga in mid-June.

III. Overview of MassReconnect and Adult Learners

President Laura Douglas welcomed Lucinda Poudrier-Aaronson, the new Assistant to the President and Board Liaison, replacing Kathy Wordell upon her retirement. President Douglas asked Lucinda to say a few words to introduce herself to all, and asked attendees to introduce themselves (around the room).

President Douglas provided an overview of MassReconnect including what it is, why it is important and how it would work. She shared the main goals of MassReconnect are for:

- 60% of all 25–64-year-olds to earn an associate degree by 2030.
- 43% of all African American and 32% of all Latinx residents 25–64 years old to earn an associate degree or higher by 2024.
- African American and Latinx student graduation rates to increase to 51% and 50% respectively.

President Douglas talked about next steps and funding. This is intended to be “last dollar” spending for qualified students. She shared there appears to be widespread support in the Massachusetts legislature for MassReconnect. She shared there is \$20 million proposed for MassReconnect and we will likely know of its approval by July. The Massachusetts Association of Community Colleges is working on drafting MassReconnect program parameters in the event that the program can be launched this fall.

President Douglas introduced Kate O’Hara, Vice President of Student Services and Enrollment Management, and asked her to provide an overview of BristolCC’s Adult Learners.

VP O’Hara provided some detail and highlights of what we know about Adult Learners at Bristol including:

- Motivated by professional advancement/career change (45%) and personal desire to learn and become more competent (49%) (Kuhne, 2017).
- **Pain points:** Job and financial insecurities, food and housing insecurities and childcare = **High stress.**
- Correlation between the high degree of stress that a student experiences and a low perception of the value of higher education.
- According to a recent Higher Ed Insight survey, adult learners identified the following as most helpful when re-enrolling in college:
 - Help from enrollment staff (67%)
 - Acceptance of transfer credit (67%)
 - Information about academic programs (65%)
 - Rolling admissions process (63%)
 - Information about the enrollment process (57%) and financial aid (55%)
 - Advising about career goals (54%)
- Approximately 191,000 residents of Bristol County are 25+ and have a high school credential/equivalent with no college degree.
- Adult learners as a percentage of overall enrollment has been relatively flat within the past three years.
- Adult learners comprise a larger share of our overall applicant pool in the spring semester compared to fall (55% versus 35.8%).

- Slate (CRM) has helped us lessen or eliminate the gap in admit rates for adult learners as compared to the overall applicant pool.
- Bristol loses more than 50% of all admitted students before they register for classes.

VP O'Hara described what all this detail and data means, and stated our adult learner planning will need to be heavy in support services to enroll adult students, retain them and help them to be successful. She provided some highlights in what Bristol can do to support them including:

- **Easy onboarding**
 - Provide a detailed enrollment checklist.
 - Tailor orientation and/or CSS course to specific needs of adult learners.
 - Eliminate irrelevant or unnecessary steps.
 - Make resource links easy to find on website.
- **Clearly defined roadmaps**
 - Create a course schedule that allows students to plan ahead.
 - Develop academic program roadmaps for part-time students.
 - Outline time to program completion and projected cost of attendance.
- **Dedicated support network**
 - Provide comprehensive computer/tech support.
 - Develop a “team” approach to enrollment and student support services.
 - Initiate frequent “check-ins.”
 - Extend evening and weekend hours throughout key service areas.
 - Provide in person, virtual and self-service options for support.
- **Enhanced wraparound services**
 - Expanded tutoring support, including writing, reading, math and specific subject areas (e.g., STEM).
 - Digital literacy support throughout their college journey.
 - Access to low-cost or free childcare services on campus or through community partners.
 - Mental health counseling and support groups.
 - Basic needs assistance.
 - Guidance on disability support services, particularly for those with outdated documentation or undiagnosed disabilities.
- **Professional development for faculty and staff around best practices**
 - Flipped classrooms.
 - Experiential learning.
 - High impact practices.
 - Co-curricular student engagement.

Board members asked questions or made comments for discussion. President Douglas and VP O'Hara provided insight as follows:

Q: What is Slate (CRM)? (Donald Smyth)

A: This platform provides structure to communication customized automated messages.

C: Surprised about certificate limitation. (Kathleen MacLean)

Q: Will \$20M be dispersed in competitive process? (Brian Hodess)

A: *Funds will be dispersed on first come, first serve basis.*

Q: How does this impact different fee structures? (Thomas Murray)

A: *Each community college will receive an allocation, and there are great models to review from other states.*

Q: How many students will this be able to support? (Valentina Videva Dufresne)

A: *This will provide support to adult students already enrolled as well as new students.*

Q: How will this be marketed and communicated to students? (Richard Wolfson)

A: *There will be a budget allocation for recruitment and advertising this opportunity.*

Q: Is this opportunity available only to MA residents? (Thomas Murray)

A: *This funding will allow us the opportunity to support all qualified students including undocumented resident/students.*

John McMahon left at this time.

IV. NOWI Update

Chair Medeiros introduced Jennifer Menard, Vice President Economic and Business Development, and Steve Kenyon, Vice President Administration and Finance, to give a National Offshore Wind Institute (NOWI) update presentation to the Boards.

The following are the highlights of their presentation.

VP Kenyon gave a construction update of the facility.

Costs:

- ~ \$15M: Cost of construction
- ~ \$5M: Training Equipment. Most equipment is grant funded.
- ~ \$900K: Annual financing costs per year (\$11M)

Grant Funding:

- ~ \$5M: Grant funded construction, equipment and program development
- ~\$5.2M at financial close over 10 years: Mayflower, unrestricted
- ~\$1M at financial close over 10 years: Avangrid, unrestricted

Estimated occupancy dates:

- August 1, 2023

VP Menard provided NOWI update including photos and highlights as follows:

- Recruiting and Staffing
 - Director
 - Associate Director
 - Three Basic Safety Training Instructors

- Two Basic Technical Instructors
- One Specialized Trainer for Blade Repair
- All positions are listed on the Bristol “Jobs” website
- Career Information Sessions held with Maersk Training
- Six Instructors need GWO credentials requiring six-week (depends on module) training program
- Train the Trainer program is four stages:
 - Participate -- Take the course
 - Observe – Watch the course being taught
 - Co-Deliver – Deliver course with experienced Instructor
 - Deliver – Deliver under observation
- Communication and Marketing Plan

Jim Mathes left at this time.

Board members asked questions or made comments for discussion. VP Kenyon and VP O’Hara provided insight as follows:

C: Offshore wind in RI (Peter Silva)

Q: How to explain reduction in costs? (Brian Hodess)

A: Reduced from \$5M to \$4M; some expenses became part of construction costs.

Q: How do we fill 34 positions? (Kathleen MacLean)

A: It is challenging to get right group of people with specific skill sets.

Q: Are we recruiting and advertising around the country or here in MA? (Kathleen MacLean)

A: We recruited nationally for the Director position.

As questions and discussion wrapped up Chair Medeiros thanked Vice Presidents Menard and Kenyon for their report.

V. Veterans Center and Women’s Center Presentation

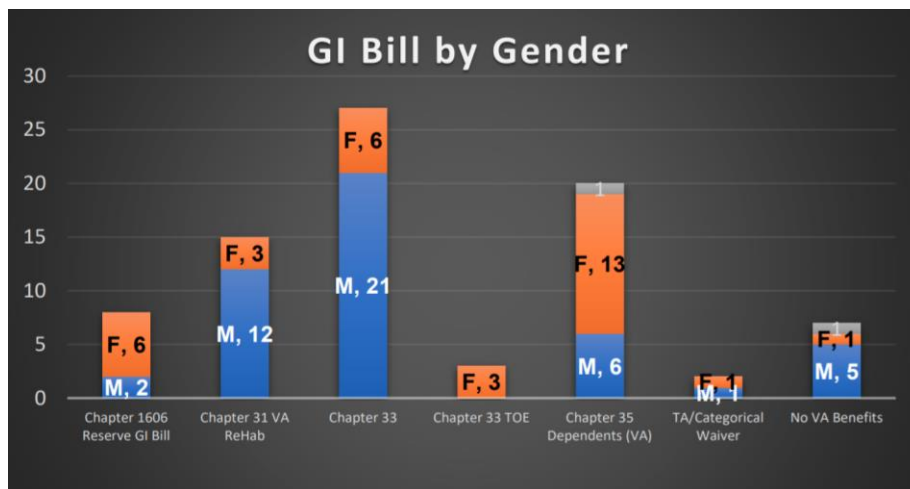
Chair Medeiros introduced Elisabetta Misuraca, Recruitment Counselor for Women’s Center; Denny Cosmo, Director of Veterans Center; and Michael Bensink, Director of Student Wellness.

Michael Bensink introduced presenters. The following are some highlights of their presentations.

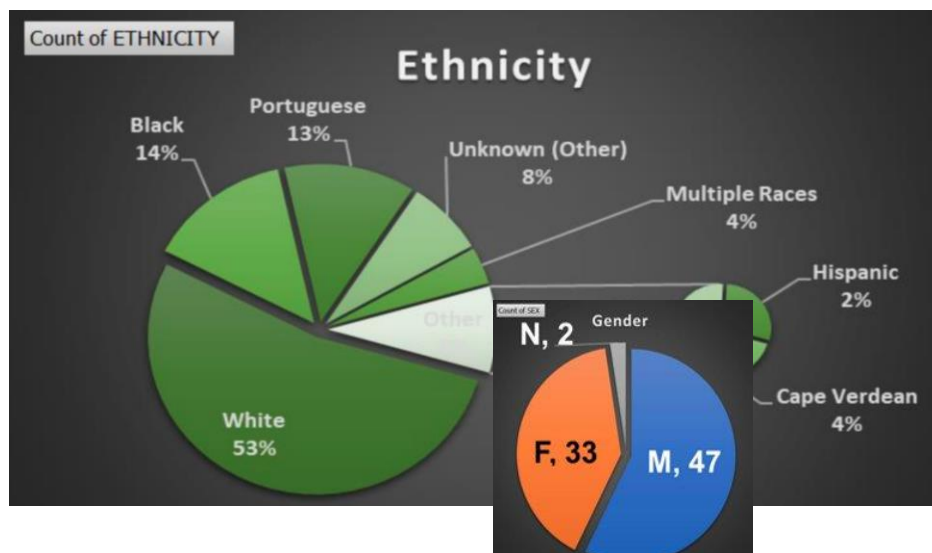
- Elisabetta Misuraca, Recruitment Counselor for Women’s Center
 - Overview of the Women’s Center - Services, Collaboration and Events
 - Overview of Parenting Advancement Pathways
 - Grant-funded program thanks to sponsors through the Bristol Foundation and private donors

- Serve Bristol student parents by providing support, tools, and resources leading to degree attainment.
- Build and foster inclusivity, community, accessibility, and equity.
- Bridge various gaps and facilitate autonomy and self-sufficiency.
- Recognize achievement and success.
- Spring 2023 Average/Typical Student-Parent Profile
 - ❖ Identifies as single mother and as non-Identified/White.
 - ❖ Lives in Fall River, MA.
 - ❖ Is 38 years old.
 - ❖ Has a 9-year-old child.
 - ❖ Is unemployed/works part-time.
 - ❖ Enrolled in online courses.
 - ❖ Seeks basic needs and employment.

- Denny Cosmo, Director of Veterans Center
 - Overview of the Joseph A. Marshall Veterans Center
 - Military Connected Bristol Student Snapshot - Spring 2023



- Military Connected Bristol Student Snapshot - Spring 2023



- Military Friendly Schools® - only MA Community College with GOLD level distinction for AY2023-2024
- Veterans Center Student video – to be sent to Board members email

Joseph A. Marshall Veterans Center

In their own words



<https://youtu.be/OQJRwV6Kj-E>

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Renee Clark shared congratulations with both presenters. Chair Medeiros thanked Ms. Misuraca and Mr. Cosmos for their report.

VI. Fundraising Update – Judi Urquhart, Chief Development Officer

Chair Medeiros introduced Judi Urquhart, Chief Development Officer, to give a Fundraising Update presentation to the Boards. The following are some of the highlights of her report.

- Fiscal Year 2023 Fundraising Initiatives

FY23 Fundraising Initiatives

Mail Appeals

- Fall Appeal
- Holiday Appeal
- President's Report
- Planned Giving Appeal
- EoFY Scholarship Appeal

E-Campaigns

- Giving Tuesday (11/29/22)
- End of Year (12/28-31/22)
- Hunger & Homelessness Awareness (11/12-20/2022)
- 100 Donors – 2 Days Giving Days (4/13-14/23)
- Casual for a Cause

Events

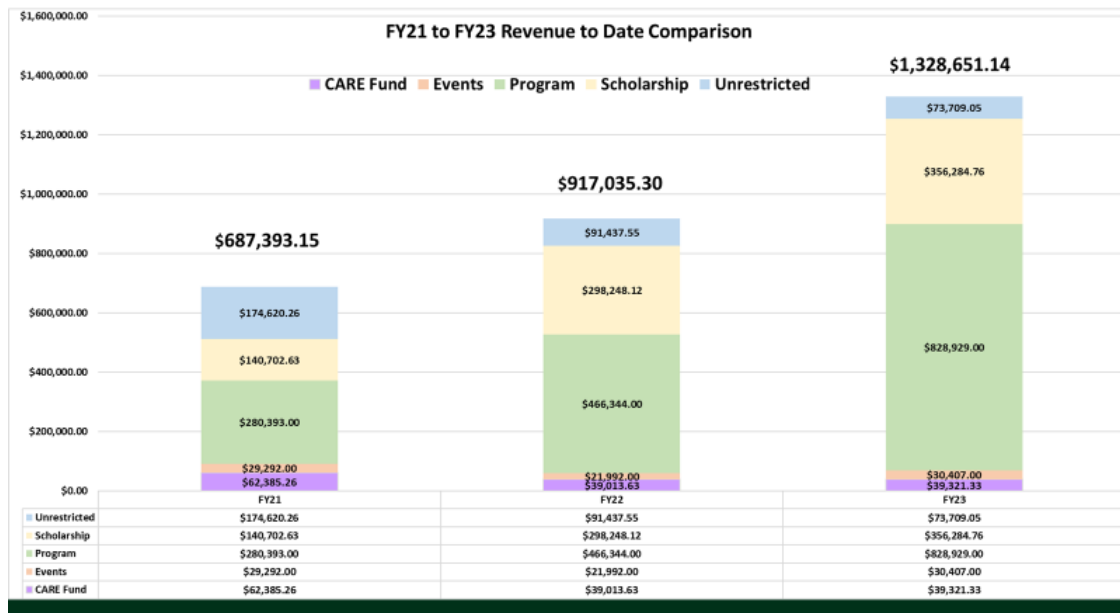
- Annual Golf Tournament (9/12/22)
- Manhattan Short Film Festival (9/30/22 – 10/1/22)
- Donor Appreciation Luncheon (11/17/22)
- Bristol Awards Honoring Alumni (4/20/23)

➤ New Scholarships and Funds

New Scholarships & Funds

- Fred and Ella Crane Memorial Scholarship
- Joan and Joseph Andrade Memorial Scholarship
- Delta Dental Fund
- Offshore Wind Scholarship
- MA Society of CPAs (Financial Literacy)
- Fain Family Foundation (Holocaust and Genocide Center)
- Evening and Weekend Nursing Program
- New Bedford HS College Access
- Roberts Family Parenting Advancement Fund
- Paul Robillard Memorial Book Fund
- Southcoast Foundation Parenting Advancement Fund

➤ FY2021 to FY 2023 Revenue to Date Comparison



➤ NOTE: on-going need for Unrestricted Funding and CARE funds

Chair Medeiros thanked Ms. Urquhart for her report.

VII. Small Group Discussion on Collaboration Between the Board of Trustees and the Foundation Board

For the sake of time, Chair Medeiros stated this activity would be tabled for a future meeting.

VIII. Adjournment

The Joint Board Meeting concluded at 6:30 p.m.

Respectfully submitted,

<u>Lucinda Poudrier-Aaronson</u>	<u>06/01/2023</u>	<u>lpa</u>
Lucinda Poudrier-Aaronson, Recording Secretary	Date Approved	Initials