

**Bristol Community College
Fall River, Massachusetts**

**Board of Trustees
Meeting Minutes**

January 30, 2023

I. Call to Order

The four hundredth regular meeting of the Bristol Community College Board of Trustees was held on Monday, January 30, 2023, in person in the Ryckebusch Faculty Staff Lounge 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 4:03 p.m.

Trustees present: Joan Medeiros, Chair; Frank Baptista; Renee Clark; Joseph Ferreira; Pamela Gauvin, Esq.; Samuel Horton; Jeffrey Karam, Vice Chair; James Mathes; Todd McGhee; and Lynn Motta.

Trustees absent: Valentina Videva Dufresne, Secretary.

II. Chair's Remarks

Chair Medeiros welcomed all to the meeting. She informed the Board that Trustee Steven Torres had stepped down after serving eight years on Bristol's Board of Trustees. He was a valuable member of the Board. She welcomed Joseph C. Ferreira, Esq. as the newest member of the Board of Trustees. Trustee Ferreira is well known in both Somerset and Swansea. He is a retired Chief of Police from Somerset, an attorney with Keche's Law Group, and serves the Commonwealth as a member of the Massachusetts Governor's Council. Trustee Ferreira said he was happy to join the Board.

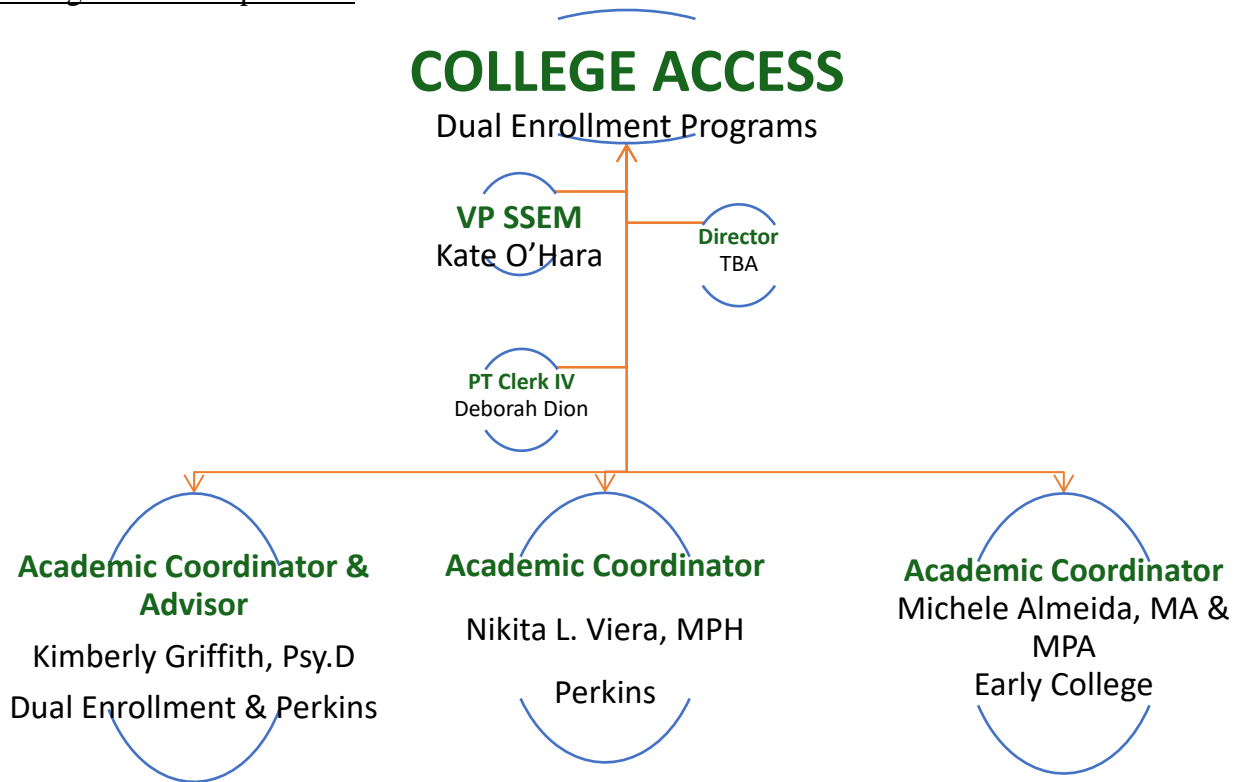
Chair Medeiros introduced Kathleen Wordell, Recording Secretary and Liaison to the Board of Trustees. Ms. Wordell announced to the Board that she would be retiring from her position in the President's Office in May after serving 10 years at Bristol Community College. She said it has been both a pleasure and an honor to have worked so closely with such a wonderful group of people as the Board. Her position has been posted and a replacement should be hired in April. The Board wished her well.

III. Early College and Dual Enrollment Presentation

President Douglas introduced Academic Coordinators Michele Almeida and Nikita Viera to provide a presentation to the Board on Early College and Dual Enrollment. The following are the highlights of their presentation.

What is College Access?

College Access Department



What is Early College?

Early College vs “early college”

Early College

Michele Almeida, MA, MPA

Guiding Principles of Early College Programs:

- Equitable Access
- Academic Pathways
- Robust Student Support
- Connections to Career
- High-Quality & Deep Partnerships

Met through:

- Pro-active Advising
- Peer Mentor Program Development
- Collaborative Student Support Structures

Current Designations:

- Durfee High School (Business Admin & Health Sciences)
- Argosy Collegiate (Liberal Arts)
- New Bedford High School (Business Administration, Health Sciences, Computer Information Systems)

On the Horizon

- Taunton and Attleboro

Perkins: Career Vocational Technical Education (CVTE)

Nikita L. Viera, MPH

Services Commonwealth Chapter 74 & Federal Perkins Vocational Programs & Students
Chapter 74 Articulation Agreements

- Development & Renewals

Articulated Credit Awarding

Perkins Contract Course Offerings and Sequencing

CVTE Program Coordination & Implementation

- Bristol Career & College Advisory Board
- CVTE Implementation Committee

Ms. Viera said that there were originally 50 students in the Perkins program and now there are over 500 students.

Dual Enrollment & Perkins

Kimberly Griffith, Psy.D

Pro-active Advising: All students including, full-time and homeschooled students

- Individual students, Families, School counselor and Group Information sessions and Advising

Faculty Support & Development

- Progress reporting
- Faculty training, Reflective practice group
- Contract course faculty support & liaison with guidance departments

Chair Medeiros thanked Ms. Almeida and Ms. Viera for their presentation.

IV. 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 December 12, 2022
- Consideration of Minutes of Joint Board Meeting for December 12, 2022
- Report of the Finance/Budget Committee Meeting for December 12, 2022
- Report of Personnel Actions January 2023
- Report of Workforce and Community Education Contacts January 2023

A motion was made by Trustee Clark to approve the consent agenda items and seconded by Trustee Karam. The motion was approved.

V. President's Report

Trustee Talking Points

President Douglas said that Jennifer Menard, Vice President for Economic and Business Development, and Christine Hammond, Interim Vice President for Academic Affairs, would present the Trustee Talking Points.

Bridges Grant

V.P. Menard said that since July 1, their department has received \$10 million in awards. The Bridges to College Grant is a \$59,000 grant from the Massachusetts Department of Higher Education that focuses on adult transition and ESOL programs. This initiative will allow 20 adult English Language Learners to access four free college courses with eight college credits that will prepare them to enter post-secondary education and provide them with the skills and tools necessary to persist in higher education.

GWO Accreditation

V.P. Menard said they are preparing for their GWO Accreditation for the NOWI. This is a very difficult accreditation. It involves the general management system, a Train the Trainer module, and brings the faculty up to speed. They completed their Maersk training in January for approximately two weeks for general management and internal auditors. There are very few internal auditors for the GWO in the U.S. All of this was done during the cyberattack.

STEM Tech Grant

V.P. Hammond said that Bristol has been designated to work collaboratively as one of five STEM Tech Career Academies created by the Baker-Polito Administration throughout the Commonwealth. Students can earn their high school diploma as well as an Associate Degree simultaneously at no cost to the student. This will open five different STEM tech career programs for about 1,600 – 2,000 students and will address equity issues in STEM promoting females and underrepresented groups. Bristol will be working with Durfee High School, Taunton and Attleboro High Schools on this initiative. February 9 is the kickoff meeting for this with a May 11 implementation plan deadline.

Cybersecurity Breach Update

President Douglas introduced Jo-Ann Pelletier, Chief Information and Data Officer, to give an update to the Board of the recent cybersecurity breach.

Ms. Pelletier said that on December 23, 2022, Bristol was a victim of an attempted ransomware attack. It was noticed very early on with odd behaviors when logging in. This has been very consuming for the IT department who have been working night and day to restore our system. Dell experts have been advising Bristol and said it could have been much worse. There are 150 servers for the college that had to be rebuilt and reconstructed for the four campuses. We have not seen any specific user systems affected. The forensic process takes a lot of time. Fortunately, there was no evidence of issues with Banner, the student information management software. Rebuilding the system

involves the protection of assets and data and the building of a very strong network, with lots of dedication and patience.

Trustee Baptista asked what concerns from users have they heard. Ms. Pelletier said disruption was the main one and the registering and accessing of systems. This attack and subsequent recovery occurred during the holiday time affecting public facing systems such as telephones, webpage, etc. Trustee Karam asked if the IT department has identified how it happened. Ms. Pelletier said that the timeline is still being built. They must rebuild the firewall from the ground up and develop workarounds for students who do not have smart phones. They are doing this all in conjunction with Dell.

Chair Medeiros thanked Ms. Pelletier for her update. President Douglas added that during the first weeks of the cyberattack there was no email, we had to utilize the website only as a source of information for students and employees. We delayed the Spring Semester for one week to get Banner up and running and utilized our SLATE software to admit students. We did most services manually for enrollment. This took the coordinated efforts of all departments on campus.

President's Approved 2022-2023 Key Goals

President Douglas reviewed the following updates to her goals with the Board.

- Strategy 1: Objective 4 - The Course Dog contract has been signed. In preparation for software implementation, Academic Affairs has begun an analysis of current curriculum and course scheduling patterns, looking specifically at calendar year 2022. Each dean has undertaken an analysis of whether the course schedule allows for students to complete their programs within two years. Necessary changes to course offerings as a result of this analysis are being made in the catalog. It is anticipated that there will be a roll-out of a new course schedule for Fall 23 and Winter 23 prior to registration this spring.
Objective 5 - Created a tracker for each advisor's interaction with walk-in and assigned caseloads. Data is being used to inform the assessment of our proactive model.
- Strategy 2: Objective 1 - HEIF grant work has started. The five Connect partners are working to develop a collaborative core equity competency grid using Bristol's grid as a starting point. Data collection efforts are starting among the five campuses to refine the competencies and learning objectives. Based on these efforts, a bid for proposal for content specialists will be proposed in an effort to build content where existing professional development gaps exist. This project will be ongoing throughout the end of the grant period which is 9/20/23. Monthly updates will be forthcoming.
- Strategy 4: Objective 1 - Bristol received the grant for the STEM Tech Career Academies and will be rolling these pathway programs out in the Fall of 2023.

Trustee Motta asked what the reason was for Bristol being denied early college designations in Taunton and Attleboro. President Douglas said that the college has consistently received early college designation and last year received two. This gives funding to those colleges that have not received designations previously.

President Douglas concluded her report.

VI. Financial Update

Vice President Kenyon gave the following report to the Board. The following are some of the highlights of his report.

- Administration and Finance is getting services back up and running following the cyberattack.
- Payroll has been a high priority – we were able to process payroll through the incident.
- Banking and investments were separate systems, so there was no impact.
- It is harder every year to keep up with the costs of cybersecurity insurance, but we have.
- From day one, the insurance company assigned us with an attorney to assist us. We also worked with numerous state and federal agencies.
- February 23 the tuition payments are now due – we had to delay the date.
- It is too early to determine if and how enrollment was affected.
- Fiscal currently still does not have full access to all files, but we are working on the budget.
- All indications from the state are that appropriations should increase in FY24.
- Normally the Governor’s budget is due the fourth week of January except when there is a new Governor – it is then moved out five to six weeks. We will provide our budgets to you in April with assumptions on the appropriations.

Trustee Motta asked if our cybersecurity insurance will cover the costs of the attack. V.P. Kenyon said we have \$1 million in coverage for recovery services and other costs. He is not sure if there will be any negative financial impact to the college. We have up to one year to finalize our claim with the insurance company.

V.P. Kenyon concluded his report.

VII. Report of the Student Trustee

Student Trustee Samuel Horton gave the following report to the Board. He said the Spring Semester just started. During the break, students mostly heard about the cyberattack; many services such as Financial Aid and email were down. He has had no problems with classes; everything has been running smoothly. The Student Senate is working on making itself more accessible to students and less structured.

Trustee Horton said he will have more to report out to the Board at the February meeting. He concluded his report.

VIII. Old Business

Program Enrollments

President Douglas reviewed the three handouts with the Board:

1. Fall 2022 Enrollment by Program
2. Academic Year Enrollment Report
3. Academic Planning Framework

She said the first handout lists all the programs according to student headcount from highest to lowest. The second handout is a detailed breakdown of information for the three sample degree programs for Business Administration, Office Administration and Culinary. It is very complicated as it is the first foray into data breakdown. The third handout shows the academic planning framework and how all areas inter-relate.

Trustee Karam noted in the first paragraph under Assumptions of the Academic Year Enrollment Report that “not all of money generated from these students is related to business courses.” He asked if revenue was listed. V.P. Kenyon said it is not included. President Douglas said the costs balance – some courses/programs generate revenue and some cost the college. Trustee Motta asked if the dental clinic costs the college even though it is offered free to the public. President Douglas said yes, but it is provided as goodwill and marketing for Dental Hygiene, and our students need patients with which to practice. Trustee Clark asked if the comparison for numbers changes over time. President Douglas said enrollment in December was up 4% and they are wondering if this is due to inflation or other trends.

(Trustee Renee Clark left the meeting at this time.)

Trustee Gauvin noted the lowest programs on the list. President Douglas said the low enrolled programs are put on a plan “watch list.” There are areas we would like to grow but there is no instructor availability; sometimes we have to bring in talent from overseas. V.P. Hammond said the deans have undertaken a review of the programs and can provide better data.

(Trustee Frank Baptista left the meeting at this time.)

IX. New Business

Board Assessment Survey

Chair Medeiros asked the Board to complete the Board Assessment Survey on their own and forward them to Ms. Wordell no later than February 14. The results will be tallied and then reviewed at the February 27 Board of Trustees Meeting.

X. Adjournment

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 5:40 p.m.

Respectfully submitted,

Kathleen Wordell

Kathleen Wordell, Recording Secretary

2/27/23
Date Approved

KAW
Initials