

**Bristol Community College
Fall River, Massachusetts**

**Board of Trustees
Meeting Minutes**

November 2, 2020

I. Call to Order

The three hundred and eightieth regular meeting of the Bristol Community College Board of Trustees was held on Monday, November 2, 2020. Due to the ongoing COVID-19 crisis and Governor Charles Baker's order allowing remote participation, this meeting was conducted remotely via ZOOM. The meeting was called to order at 4:02 p.m.

Trustees present: Joan Medeiros, Chair; Valentina Videva Dufresne; Jeffrey Karam; Lynn Malasi; Sandra Saunders, Esq., Secretary; Diane Silvia; and Steven Torres, Esq., Vice Chair; and Alexis Viveiros-Branco.

Trustees absent: Frank Baptista; Samir Bhattacharyya; and Keith Hovan.

Kathleen Wordell, Recording Secretary, announced that since all members of the Board of Trustees would be participating remotely at this Board meeting, all votes taken would be by Roll Call Vote. She reminded all present that the meeting would be conducted in Open Session with public access and included members of the President's Leadership Team and others present who may be called upon for additional information. Also in attendance were members of the general public, who would remain silent during the meeting.

Ms. Wordell stated she would take attendance by Roll Call and then hand the meeting over to Chair Joan Medeiros. In attendance at the opening of the meeting were:

Frank Baptista – Absent
Samir Bhattacharyya – Absent
Valentina Videva Dufresne - Yes
Keith Hovan - Absent
Jeffrey Karam - Yes
Lynn Malasi - Yes
Sandra Saunders (Secretary) – Absent (*arrived later*)
Diane Silvia – Yes
Steven Torres (Vice Chair) – Yes
Alexis Viveiros-Branco (Student Trustee) - Yes
Joan Medeiros (Chair) – Yes

II. Chair's Remarks

Chair Medeiros welcomed all to the meeting stating it has certainly been an unprecedented year.

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 of October 5, 2020
- Report of Personnel Actions November 2020
- Report of Workforce Contracts November 2020

A motion was made by Trustee Silvia to approve the consent agenda items and seconded by Trustee Malasi. Ms. Wordell conducted a Roll Call Vote:

Frank Baptista – Absent
Samir Bhattacharyya – Absent
Valentina Videva Dufresne - Yes
Keith Hovan - Absent
Jeffrey Karam - Yes
Lynn Malasi - Yes
Sandra Saunders (Secretary) – Absent
Diane Silvia – Yes
Steven Torres (Vice Chair) – Yes
Alexis Viveiros-Branco (Student Trustee) - Yes
Joan Medeiros (Chair) – Yes

The motion was approved.

IV. Progress Report – Emily Brown, President of BrCCC Chapter of MCCC

Chair Medeiros welcomed Ms. Emily Brown, President of the Bristol Community College Chapter of the MCCC union, to give a progress report to the Board regarding collaborative efforts between the union and administration. Ms. Brown spoke to the Board of Trustees. (Please see Ms. Brown's attached statement.)

When Ms. Brown had finished, Chair Medeiros asked if the Board had any questions for Ms. Brown. There being no questions, Chair Medeiros thanked Ms. Brown for her report and said she appreciated the progress made to date as well as the continued future collaboration between the union and administration.

V. President's Report

President Laura Douglas introduced Kelli Hiller, President of the Faculty and Professional Staff Senate, who gave a presentation to the Board. The following are some of the highlights of her presentation:

Student Retention and Success

- Follow up on college's assessment planning with the CTL and monitor the institutional assessment plan of student learning outcomes with active senate participation in planning.
 - Create a subcommittee that meets regularly with CTL to facilitate collaboration.
- Monitor Advising changes and CARE team while actively promoting the new advising process.
 - Identify a senator liaison to advising.
- Create a survey to evaluate the online advising process and utilize data collected to identify faculty and students' needs.
- Monitor and help facilitate high impact practices within the classroom and advocate for faculty and staff training.
- Collaboratively create new student, faculty and staff surveys evaluating the fall online learning and utilize data collected comparatively with the spring semester evaluation to prepare for spring semester.
- Monitor the Holistic Admissions Task Force progress in addressing equity issues in admissions for selective health programs.
 - Identify a senator liaison to the Task Force and request periodic updates and encourage the CWI process as needed.

Professional Development and Recognition of Employees

- Continue monitoring progress on recognition and leadership development of employees.
- Work with LASH and Administration to plan professional development and trainings for the academic year.
- Create a subcommittee that meets regularly with CTL to facilitate collaboration.
- Request and support the provision of education and support for faculty and staff in course modalities, advising, and online model to facilitate successful student outcomes.
- Collaborate with administration to provide faculty support for course modality changes and shifts to an online advising model.
- Support advising education for co-requisite models for developmental English and Math courses.
- Encourage and monitor support of faculty members in high impact practice inclusion models.
- Facilitate the inclusion of adjunct faculty on the Senate and within college governance.
 - Evaluate Senate adjunct representation in the 2020-2021 Census.

- Identify a senate liaison to the Adjunct Faculty Advisory Board who will disseminate information to the board and to adjunct faculty.

Senate Sustainability

- Continue working on a strong marketing plan for the Senate to increase awareness of Senate functionality and the importance of participation.
- Establish a clear procedure for Senate Operations and Communication.
 - This will include addressing the reporting responsibilities of each senator within their respective divisions and senate meetings, concern or suggestion reporting process, and meeting process.
 - The senate will also work with administration to establish what falls under the senate purview and how to connect and communicate effectively with administration.
- Create a census ad-hoc committee to ensure equitable senate representation from academic areas and adjunct faculty.
- Continue to foster a culture of mutual respect, civility, and trust in the Senate and in the interactions with other entities in the institution.
- Promote the continued use of remote meetings in combination with face-to-face meetings to facilitate senator participation in the future.

Governance

- Continue to advocate use of and monitor the college-wide initiatives using the Senate Protocol for Responding to Academic Initiatives.
 - Work with Central Governance Council to develop a procedure for college-wide initiative process using Academic Initiative guidelines and the newly formed Institutional Initiative Form including deadlines for submission and review in the senate.
- In collaboration with administration, establish shared governance guidelines including but not limited to:
 - A working definition of shared governance.
 - Create an aligned set of sustainable outcomes and priorities.
 - Identify stakeholders regarding issues of institutional direction.
 - Create a system for decisions regarding operational issues including academic programs, budgeting, and student life.
 - Regularly schedule meetings with administration and the Senate Executive Committee.
 - Continue to actively support and include the institution's Strategic Plan in Senate planning.
 - Advocate for Senate inclusion in the new governance model and include as college service.

Ms. Hiller said that other members of the Faculty and Professional Staff Senate include Vice-President Mike Geary and Secretary Lisa Delano-Botelho.

President Laura Douglas introduced Katie Mello, President of the Staff Senate, who gave a presentation to the Board. The following are some of the highlights of her presentation.

Ms. Mello shared some of the events and workshops being conducted:

October 2020

- Professional Development Workshop: Banner Training with Shawn Tivnan on October 9, 2020.
- Fellowship Event: Bristol Staff Senate Coffee Hour on October 13, 2020.
- Professional Development Workshop: Conversational Portuguese with Renata Garcia on October 23, 2020.
- Professional Development Workshop: Teams Training with Kayla Desrosiers on October 30, 2020.

November 2020

- Professional Development Workshop: Argos and Excel Training with Shawn Tivnan on November 6, 2020.
- Fellowship Event: Bristol Staff Senate Coffee hour on November 9, 2020.
- Professional Development Workshop: Safe Zone Training with Chad Argotsinger, Erin Smith and John Fornoff on November 13, 2020.
- Monthly Meeting: Bristol Staff Senate Meeting on November 18, 2020.
- Professional Development Workshop: Conversational Portuguese with Renata Garcia on November 20, 2020.

December 2020

- Fellowship Event: Bristol Staff Senate Fun Event - House Party App on December 1, 2020.
- Professional Development Workshop: Argos and Excel Training with Shawn Tivnan on December 4, 2020.
- Fellowship Event: Bristol Staff Senate Coffee Hour on December 9, 2020.
- Professional Development Workshop: Teams Training with Kayla Desrosiers on December 11, 2020.
- Monthly Meeting: Bristol Staff Senate Meeting on December 16, 2020.

Ms. Mello also discussed planning for Spring 2021 Programs:

Professional Development Ideas

- Banner and Budget Training
- One Drive
- Tips and Tricks for Working from Home
- Offer a Workshop for Facilities, Maintenance Staff
- Dynamic Forms

Fun events

- Karaoke
- Trivia
- Paint Night
- Recipe Swap

Ms. Mello provided an update on Goals: Employee Recognition Program and Mentorship Program:

Employee Recognition Program

- Staff Senate working in collaboration with Human Resources.
- Developed a staff/employee recognition program.
- <http://surveys.bristolcc.edu/s3/Employee-Recognition-Nomination>
- Tentative start date: January 2021.
- Submit information in the Bristol weekly.
- Promote program and a way for staff to recognize the hard work and to feel it is appreciated.

Mentorship Pilot Program

- Working with Human Resources.
- Pilot five mentors with five mentees.
- Draft of pilot program.
- Will share once program has been finalized.
- Tentative start date: January 2021.

Ms. Mello said that the Staff Senators are to vote on their Bylaws amendments:

Including additional areas of the college – formal vote by Senators

- Business Solutions & Partnerships
- Library and Learning Commons
- Update throughout and update SSEM
- Webpage will be updated soon to reflect changes

Currently in Bylaws:

- Article I: Governance
- The Bristol Staff Senate shall be comprised of Senators elected from the constituent bodies from the key areas of the college: Academic Affairs, Campus Police, Facilities, Fiscal Services, Information Technology Services, Student & Enrollment Services, each of the campus locations: Attleboro, New Bedford, and Taunton, and part-time staff.
- <http://www.bristolcc.edu/bristolcommunity/facultystaff/bristolstaffsenate/bristolstaffsenatebylaws/>

Ms. Mello said that there are several vacant Staff Senate seats that are in the process of being filled from the various departments at the college. Other Executive Officers of the Staff Senate include Vice President Jennifer Sousa and Secretary Nathan Vaughan.

Chair Medeiros thanked both Ms. Hiller and Ms. Mello for the great job they did with their presentations. President Douglas echoed these sentiments.

President's Proposed Key Goals 2020-2021:

President Douglas reviewed her Proposed Key Goals for 2020-2021 with the Board. As noted, there are 22 measurable goals based upon the newly approved Strategic Plan. She asked if the Board had any questions. There were no questions from the Board. Trustee Videva Dufresne said that President Douglas did an amazing job with the goals.

A motion was made by Trustee Videva Dufresne to approve the President's Proposed Key Goals for 2020-2021; this was seconded by Trustee Silvia. Ms. Wordell conducted a Roll Call Vote:

Frank Baptista – Absent
Samir Bhattacharyya – Absent
Valentina Videva Dufresne - Yes
Keith Hovan - Absent
Jeffrey Karam - Yes
Lynn Malasi - Yes
Sandra Saunders (Secretary) – Yes
Diane Silvia – Yes
Steven Torres (Vice Chair) – Yes
Alexis Viveiros-Branco (Student Trustee) - Yes
Joan Medeiros (Chair) – Yes

The motion was approved.

President Douglas gave a brief COVID-19 update to the Board. The following are some of the highlights of her update:

- The college's COVID-19 Emergency Operation Center (EOC) is now meeting twice per week.
- The college is offering free flu shot clinics for our faculty, staff and students at both the New Bedford and Fall River campuses.
- College testing has increased to once per week.
- Asymptomatic testing has been 100% negative to date.
- Administration is re-evaluating campus density and preparing possible rollback scenarios.

Trustee Viveiros-Branco asked if the summer 2021 semester was going to be conducted online only. President Douglas said that a determination regarding the summer 2021 semester has not been made yet, just the Spring 2021 Semester. They are waiting for news regarding a vaccine and the timeline for distribution. Public confidence and safety may ultimately decide the summer 2021 semester.

President Douglas said that over the past six months, an EY (Ernst and Young) Parthenon study has been done and regional discussions have taken place in collaboration with the Department of Higher Education and the community colleges regarding resource sharing. These discussions are focused on assessing financial risk in order to understand liquidity and mitigate risks. Cost value optimization work is being conducted to save resources. Bristol Community College is collaborating with Massasoit Community College, Cape Cod Community College, Bridgewater State University (BSU), Massachusetts Maritime and University of Massachusetts Dartmouth. President Douglas will be meeting with President Clark from BSU and Commissioner Carlos Santiago this week to review recommendations.

VI. Financial Update

Vice President Steve Kenyon gave a Financial Update to the Board and a review of the Fiscal Year 2021 Projected Operating Budget that included changes made to the provisional budget previously approved by the Board of Trustees in April 2020. The following are some of the highlights of his presentation:

FY2021 Fiscal Goals and Objectives:

Fiduciary

- Remain a fiscally strong and valuable organization.

Budgetary

- Ensure internal and external factors are consistent when developing the budget.
- Ensure the budget is focused on our mission, vision and strategic plan.

Partnerships

- Our reliance on the college's Foundation remains high.

Accessibility

- Ensure the proper balance of performance, efficiencies and affordability.

V.P. Kenyon said that Fiscal Year 2020 finished strong with a \$1,106,839 net increase in cash and equivalents (per fiscal year 2020 audited financial statements).

Significant expense items for Fiscal Year 2021*

Funding sources and budget reductions = \$4,072,000 Total

- Enrollment decline of 10% = \$927,000
- COVID related expenses = \$2,200,000
- State support decline** = \$945,000

*Not included in provisional budget

**Based on Governor's revised budget 10/20

Plan to address additional costs in Fiscal Year 2021*

Funding sources and budget reductions = \$4,283,926 Total

- CARES and GEER funding** = \$2,983,926
- Budget reductions = \$1,300,000

*Not included in provisional budget

**CARES = Coronavirus Aid, Relief, and Economic Security

GEER = Governor's Emergency Education Relief Fund

V.P. Kenyon reviewed the FY2021 Projected Operating Budget with the Board citing notable areas of importance within estimated revenues and expenditures. These included items such as the operating loss of \$244,795 noted in the Projected Operating Budget which was not as good as in the Provisional Operating Budget; the variance between the two budgets of \$4,030,834 in Federal, State and Private Grants; and the -5% variance in College Fees and Tuition.

Natural Classifications

Expenditures	FY21 Projected Operating Budget	FY21 Provisional Operating Budget
• Compensation	50,266,357	49,437,834
• Payments to Suppliers	9,533,509	9,348,732
• Scholarships	15,753,137	14,320,000
• Utilities and Rent	2,120,550	3,168,550
	\$77,673,553	\$76,275,116

Trustee Videva Dufresne asked what category COVID expenses came under. V.P. Kenyon said those expenses were included in Compensation.

V.P. Kenyon reviewed further Budget Discussion items:

- Enrollment projected to be ~10 % lower than prior year.
- Reduced payroll and operating expenses by \$1.3 million.
- COVID-related expenses are estimated at \$2.2 million.
- No assumption of additional Federal assistance.
- Rehired 37 part-time employees in instructional and enrollment areas.
- Use of Reserves – Reserve Policy.
- Fiscal Year 2021 budget has a small deficit.
- Budget assumes state appropriation at Governor's recommendation.
- Evaluating all non-core activities and positions.
- Strategic Investments:
 - Wind Energy Training Center
 - Taunton Campus Relocation
 - Strategic Planning Initiatives
- Capital projects – State funded versus college funded.

Non-Cash Items Projected for Fiscal Year 2021

Impact of Non-Cash Items on Budget

- Capital Appropriations = \$10,000,000
- Depreciation expense estimated = \$4,236,047
- GASB 68 Pension adjustment - estimated expense = \$400,000*
- GASB 72 OPED adjustment - estimated expense = \$625,000*

* Actual amount supplied by State Comptroller and actuaries

After V.P. Kenyon review the material with the Board, he asked Comptroller Keith Toni if he had anything to add to the discussion. Mr. Toni said he agreed with the material presented and mentioned that the spending of the institutional CARES money has been challenging. There being no more questions, Chair Medeiros requested a motion to approve the FY2021 Projected Operating Budget.

A motion was made by Trustee Torres to approve the FY2021 Projected Operating Budget, and seconded by Trustee Malasi. Ms. Wordell conducted a Roll Call Vote:

Frank Baptista – Absent
Samir Bhattacharyya – Absent
Valentina Videva Dufresne - Yes
Keith Hovan - Absent
Jeffrey Karam - Yes
Lynn Malasi - Yes
Sandra Saunders (Secretary) – Yes
Diane Silvia – Yes
Steven Torres (Vice Chair) – Yes
Alexis Viveiros-Branco (Student Trustee) - Yes
Joan Medeiros (Chair) – Yes

The motion was approved.

VII. Report of the Finance/Budget Committee

Trustee Lynn Malasi, Chair of the Finance/Budget Committee, gave her report to the Board for the Committee meeting of October 26, 2020. The Finance/Budget Committee met to review the draft audited financial statements. That was their only agenda item. The statements were completed and they were due to the Commonwealth's Comptroller's Office by October 31, 2020.

V.P. Kenyon and Keith Toni reviewed the statements in detail with the committee. They reviewed the MD&A, the financial statements and footnotes in detail. The audit received a clean audit opinion. There were no adjusting entries and no management comments from the auditors.

The full Board will be sent the audited financial statements in advance of the December Board meeting. At that meeting, our auditors from O'Connor & Drew will present the statements to the Board and any required communications.

Trustee Malasi requested a motion to accept the report of the Finance/Budget Committee of October 26, 2020, as presented.

A motion was made by Trustee Videva Dufresne to accept the report of the Finance/Budget Committee of October 26, 2020, as presented, and seconded by Trustee Silvia. Ms. Wordell conducted a Roll Call Vote:

Frank Baptista – Absent
Samir Bhattacharyya – Absent
Valentina Videva Dufresne - Yes
Keith Hovan - Absent
Jeffrey Karam - Yes

Lynn Malasi - Yes
Sandra Saunders (Secretary) – Yes
Diane Silvia – Yes
Steven Torres (Vice Chair) – Yes
Alexis Viveiros-Branco (Student Trustee) – Yes
Joan Medeiros (Chair) – Yes

The motion was approved.

VIII. Report of the Student Trustee

Student Trustee Alexis Viveiros-Branco gave her report to the Board. The following are some of the highlights of her report:

- She said that all has been going well so far; she has been in the midst of her midterms.
- Her professors have been fair with the resources the students are allowed to use.
- There has been greatly improved communication with Financial Aid.
- Trustee Viveiros-Branco is coordinating a Thanksgiving Holiday Zoom meeting for students and staff to participate in as a way of "giving thanks" to the community through a zoom event. She will be working with Student Services and the President's Office to check on available dates.
- The Student Senate will be doing a virtual Giving Tree this year for children and families of Bristol Community College students.

IX. Old Business

There was no Old Business to come before the Board.

X. New Business

There was no New Business to come before the Board.

XI. Adjournment

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 5:10 p.m.

Respectfully submitted,

Kathleen Wordell

Kathleen Wordell, Recording Secretary

12/7/2020
Date Approved

KAW
Initials