

**Bristol Community College
Fall River, Massachusetts**

**Board of Trustees
Meeting Minutes**

June 8, 2020

I. Call to Order

The three hundred and seventy-seventh regular meeting of the Bristol Community College Board of Trustees was held on Monday, June 8, 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 4:07 p.m.

Trustees present: Joan Medeiros, Chair; Samir Bhattacharyya; Valentina Videva Dufresne; Keith Hovan; Jeffrey Karam; Lynn Malasi; Sandra Saunders, Esq., Secretary; CJ Souza; and Steven Torres, Esq., Vice Chair.

Trustees absent: Frank Baptista and Diane Silvia.

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 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 were:

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

II. Public Comment

Chair Medeiros welcomed all to the meeting. Chair Medeiros said that Emily Brown, President of the Bristol Community College Chapter of the MCCC union, had requested a

period of Public Comment at this Board of Trustees meeting. Her comments would take no more than 5 minutes. Chair Medeiros asked Ms. Brown to proceed. Ms. Brown spoke to the Board of Trustees. (Please see Ms. Brown’s attached statement.)

When Ms. Brown had finished, Chair Medeiros said that she had provided correspondence last week to Ms. Brown that she would read now. (Please see Chair Medeiros’ attached response.)

Chair Medeiros said that the Board appreciated Ms. Brown’s comments and looked forward to further dialog in the fall when Ms. Brown reports on her collaboration with administration and the progress she has made.

III. Chair’s Remarks

Chair Medeiros wished to congratulate all Bristol Community College 2020 graduates. She especially wanted to congratulate CJ Souza, Bristol’s Student Trustee for the past year, who has done a wonderful job representing Bristol’s student body. Trustee Souza thanked the Board for their guidance throughout the year. All Board members congratulated Trustee Souza on his year of service to the Board.

Chair Medeiros introduced the newly elected Student Trustee for the 2020-2021 academic year, Alexis Viveiros-Branco. Ms. Viveiros-Branco gave a brief update to the Board about herself and said she was looking forward to working with all the Board members.

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.

- Minutes of Board Meeting of May 11, 2020
- Report of Personnel Actions June 2020
- Report of Workforce and Community Education Contracts June 2020

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

Frank Baptista – Absent
Samir Bhattacharyya - Yes
Valentina Videva Dufresne - Yes
Keith Hovan - Yes
Jeffrey Karam - Yes
Lynn Malasi - Yes
Sandra Saunders (Secretary) - Yes
Diane Silvia – Absent
CJ Souza - Yes

Steven Torres (Vice Chair) – Yes

Joan Medeiros (Chair) - Yes

The motion was approved.

V. President's Report

President Douglas introduced Michael Murphy, the new Dean of Online Learning who gave a brief update of himself to the Board and said he was happy to be a part of the Bristol team.

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

- Some spring semester students were unable to complete their courses because they needed additional face-to-face instructional or clinical hours. Because the Governor announced that Phase 2 had begun, we will commence with completion plans. Some of these students, we anticipate, will be able to complete by the end of June, others by the end of July and the last batch by the end of August or beginning of September. This plan will allow our students to be able to graduate or move on to the next year of their program.
- We had postponed our commencement until we had more information to reschedule. A face-to-face commencement does not look possible this year. We surveyed our students and have decided to hold a virtual commencement, most likely at the end of summer, but we will also allow them to walk in commencement 2021.
- Summer enrollment came in strong for the second year in a row. We are up 8% over last year.
- Fall enrollment is 17.5% behind. We understand that many students have postponed their decision to attend college. However, we remain optimistic that enrollment will hold this fall. President Douglas wanted to note that students who are most at risk of stopping out are our current students, especially minoritized groups. The college is conducting special outreach to these groups to assist them with staying in school and staying the course.
- Fall classes will be mostly online, and we will also have hybrid classes that are part online and part face-to-face. We have been directed that at any point we must be prepared to move classes online. We have also purchased and implemented new technology to support virtual services—placement testing, online orientation, electronic transcripts, CRM, etc.
- The Coronavirus pandemic has disrupted the lives of many, both personally and professionally. Bristol Community College's Business Solutions & Partnerships area will be offering free webinars to the community that will provide support for job seekers, educators dealing with remote learning, and employers and employees looking to increase proficiency in remote work environments. The focus areas include: Virtual Career Exploration & Personal Branding, Upskilling for Distance and Remote Learning for Educators, and Professional and Organizational Virtual Training.

- Last, yet certainly at the top of mind, we have built an action plan to combat racism and further our equity agenda in the wake of the death of George Floyd. We have constructed a pledge that individuals can sign online, and we are offering forums to help our college community process what has and is taking place in our world today. We are looking for additional ways to advance the equity agenda and play a stronger educational role abolishing racism.

Vice President Steve Kenyon gave a fiscal update concerning COVID-19 to the Board. The following are highlights of his report:

- As the President mentioned, we are thrilled that summer enrollment is up about 8% as of today. That provides additional funds to offset some of the additional expenses we have been incurring with the pandemic.
- Our investments have recovered nicely and are now \$475,000 over our annual budget of \$400,000.
- Because of these two items, we should finish FY20 close to a break-even, which in April did not look possible.
- Fall enrollment was down about 17.5% this morning in a year-to-year comparison. At this level, the college would experience a loss of over \$3 million in FY21.
- In addition to enrollment, our state appropriation is the other variable. The Conference Committee will approve a budget for the Governor in October. We are budgeting for a 7% decrease, but 0 - 10% is the range of possibilities. A 7% would be about \$2.9 million.
- The President and V.P. Kenyon have developed several scenarios of fall enrollment. These range from level to -20%. Our approved budget is a 4% decline in enrollment.
- We have also identified COVID-related costs for our FY21 budget at about \$700,000. This includes stipends for students and faculty to complete spring courses, stipends to develop online versions of courses, cleaning equipment, partitions, air filtration equipment and other facility improvements to resume courses on campus.
- We have already put into place \$1.4 million in budget reductions to the FY21 provisional budget you approved in March. We will reassess in late August when we have a better handle on fall enrollment.
- To reduce costs we have reduced our part-time personnel costs, suspended contract cleaning and security services, offered an ERIP to employees and deferring some capital projects.
- We have a plan to reduce costs for all enrollment scenarios and state support levels. Broad categories for savings include: delayed filling of positions, travel, professional development, utilities, review programs impacted by pandemic, annual technology fund, capital projects and deferred maintenance.
- On a good note, we have disbursed over \$900,000 of CARES Act funds to our students in the past few weeks.

Progress on the President's Goals:

President Douglas gave an update to the Board of her 2019-2020 Key Goals. Two items of interest to note in her goals were:

- The Economic & Business Development area, which oversees the new National Offshore Wind Institute, or NOWI, has partnered with Maersk Training who will provide the needed and proven Global Wind Organization curriculum and provide guidance through the Global Wind Organization accreditation process. Maersk comes with a breadth of knowledge and experience around Offshore Wind industry needs and GWO certifications with more than 40 years of experience as well as known for creating the first training center in the world to be accredited by GWO.
- CourseStorm launches next week. This is our new online registration system for the college's Business Solutions & Partnerships area that will allow our community members to register for the free courses President Douglas referenced earlier. It will also be our registration system for our adult education classes and professional development and credentialing courses.

VI. Report of Student Trustee

Trustee Souza again thanked Chair Medeiros and the Board of Trustees for their support and guidance throughout his year as Student Trustee. He then gave his report to the Board. The following are some of the highlights of the report:

- Student Senate elections were held recently and the newly elected Senators are:
 - President:
Johnathan Morrison - History
 - Vice President:
Jamie Roballo - Dual Enrollment
 - Chair of Academic Affairs:
Miguel Perez - Computer Science
 - Chair of Student Affairs:
Sara Archambault - Business Administration
 - Senator:
Mariah Alexander - Early Childhood Education
- Congratulations to the newly elected Student Trustee Alexis Viveiros-Branco.
- A decision was made regarding the 2020 Commencement after a student survey was conducted. It was determined that a virtual commencement would be held sometime during the summer. Although some students were not happy with this option, the majority selected to have an online ceremony.
- Online learning town halls had been offered as some students did have difficulty with online learning.

- During the pandemic, attendance at the Mobile Mart has increased. Items have been able to distributed in a contactless way.

Trustee Souza thanked the Board of Trustees and President Douglas for their guidance throughout the year. Chair Medeiros wished him the best of luck in his future endeavors.

VII. Old Business

There was no Old Business to come before the Board.

VIII. New Business

Chair Medeiros requested a motion to approve the submitted request for reimbursement of moving expenses for Vidyanidhi Rege, the new Dean of Business and Experiential Education.

A motion was made by Trustee Hovan to approve reimbursement of moving expenses for Vidyanidhi Rege; this was seconded by Trustee Karam. Ms. Wordell conducted a Roll Call Vote:

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

The motion was approved.

IX. Adjournment

Chair Medeiros said the next Board of Trustees meeting was the Board Retreat on Wednesday, August 26. She wished all a safe and healthy summer.

Trustee Videva Dufresne asked if it was necessary to have a meeting regarding the upcoming fall semester prior to the August Retreat. Chair Medeiros said that if the college's situation due to the pandemic worsens during the summer, then they could convene an emergency Board meeting. She will keep the Board apprised.

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 4:42 p.m.

Respectfully submitted,

Sandra Saunders, Esq.

Sandra Saunders, Esq., Secretary

8/26/2020
Date Approved

KAW
Initials