

**Bristol Community College
Fall River, Massachusetts**

**Board of Trustees
Meeting Minutes**

August 26, 2020

I. Call to Order

The three hundred and seventy-eighth regular meeting of the Bristol Community College Board of Trustees was held on Wednesday, August 26, 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 8:36 a.m.

Trustees present: Joan Medeiros, Chair; Frank Baptista; Valentina Videva Dufresne; Keith Hovan; Jeffrey Karam; Lynn Malasi; Diane Silvia; and Steven Torres, Esq., Vice Chair; Alexis Viveiros-Branco.

Trustees absent: Samir Bhattacharyya and Sandra Saunders, Esq., Secretary.

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

* Trustee Bhattacharyya was marked absent for the meeting, as all members present at the meeting must be clearly audible to each other according to Open Meeting Law.

II. Chair's Remarks

Chair Medeiros welcomed all to the meeting. She stated it has been the hottest, driest summer in the past one hundred years; it has truly been a remarkable year overall.

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 Meeting of June 8, 2020
- Report of Personnel Actions August 2020
- Report of Workforce and Community Education Contracts August 2020

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

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

The motion was approved.

Chair Medeiros said she must note the amazing work the President and her team have done during this time with all the challenges involved. There is much to be proud of at Bristol.

IV. President's Report

President Douglas said she is amazed at all the work they have done. She thanked the President's Leadership Team, the Student Services and Enrollment Management (SSEM) Leadership Team, union and senate leadership, and all faculty and staff who have helped during these difficult times. She said the Board of Trustees' support has been very valuable in these challenging days.

President Douglas introduced the SSEM Leadership Team:

Mr. Robert Delaleu, Director of Multicultural Affairs - Multicultural Center, Women's Center, Veterans Center, Athletics, Office Of Disabilities Services
Dr. Shanna Howell, Dean of New Bedford Campus - New Bedford Campus, Academic Advising, TRIO Programs, Counseling
Ms. Katherine O'Hara, Dean of Attleboro Campus - Attleboro Campus, Financial Aid, Admissions, Registrar, Placement Testing
Mr. Robert Rezendes, Dean of Taunton Center - Taunton Campus, Technology/System Development, Student and Family Engagement

She then introduced Dr. Shirin Edwin, the new Dean of Arts and Humanities.

(Trustee Alexis Viveiros-Branco joined the meeting at this time.)

President Douglas introduced the new Student Trustee Alexis Viveiros-Branco.

President Douglas gave an update on Summer 2020:

- Bristol distributed \$1,134,896 in federal CARES Act Funding directly to students.
- \$190,000 from private donations were distributed to students for basic needs, such as food, housing, transportation and childcare.
- Students who were unable to finish their spring classes returned this summer to successfully complete their coursework.

President Douglas said that Commencement 2020 was first postponed, then celebrated virtually. Students received Graduation Boxes from the college to make this year's commencement more special. Important ceremonies, such as our Student Award's Ceremony, Athletics Award Ceremony, Phi Theta Kappa Induction Ceremony and our High School Equivalency Graduation were conducted virtually.

She then gave an update on Fall 2020:

- Classes will be online, except for some hybrid classes, which have a face-to-face component. Hybrid classes are for students in Nursing, Culinary, Animal Science, Clinical Lab Science/Phlebotomy, Dental Hygiene, Medical Assisting and Occupational Therapy Assistant.
- Only two campuses will have hybrid classes—Fall River and New Bedford.
- Faculty have been trained to teach online, students have been oriented to online learning, and faculty and students in hybrid classes are being oriented to understand safety protocols and expectations.
- “Bristol Together” is our plan for bringing back students and employees to our campuses. It is published on our website for the public to view.
- The college is offering a "Flex Start" term which begins September 22 for those who decide to attend Bristol at the last minute.

President Douglas said that Bristol spaces have been configured for safety. Special cleaning equipment, supplies and signage are in place to ensure cleanliness and safety. Disinfectant sprayers are in use and HVAC filtration has been upgraded. Regarding COVID-19 testing and contact tracing - molecular testing and contact tracing plans are in

place for students and employees who are regularly coming to our campuses. To date, there are no known cases of COVID-19 on our campuses.

President Douglas said that Bristol services are virtual:

- Student services are virtual, including admissions, financial aid, academic advising, counseling, Veteran’s services, career services, disabilities services, Multicultural Center, Women’s Center, etc.
- Student orientation is virtual and pre-recorded so that students can view it at their convenience.
- In addition to virtual services, the bookstore and Testing Center are providing on-campus services.
- Our libraries are offering pick up and drop off services.

What new supports and services are we providing students?

- Loaned Chromebooks
- Financial aid vouchers to allow students to purchase Chromebooks and laptops with financial aid dollars
- A CARE Team and additional CARES Act funds to help students who struggle with basic needs
- Virtual counseling and mental health supports
- Virtual social justice forums
- Online tutoring
- Virtual technology support
- Virtual student activities

What new and special supports are we providing faculty and staff?

- Loaned computers and technology
- Virtual technology support
- Professional development to provide quality online teaching and facilitate student success
- Peer coaches to support online teaching
- Virtual wellness support
- Weekly “live” college updates with Q & A
- Weekly “coffee breaks” to maintain community and provide support

President Douglas gave a COVID-19 Spring 2021 Update:

- We are currently in discussion with the MCCC faculty union and deans about how to best deliver Spring 2021 classes.
- Considerations include:
 - Virus control, including available treatments and vaccine
 - 2020-21 influenza activity
 - Public and college community confidence levels
 - COVID-19 testing and contact tracing capabilities
 - PPE and other supplies
 - Supply chain challenges

Trustee Videva Dufresne asked about contact tracing. President Douglas said that the college is offering on-campus voluntary testing opportunities for volunteers to be tested at a free site. The college's Department of Health Services will work in conjunction with the Department of Health in both Fall River and New Bedford and contact tracing protocols will be followed.

Chair Medeiros congratulated President Douglas on the thoroughness of her report and the level of detail. Trustee Torres also agreed it was very well done. He asked who makes the decision as to when the college is prepared to go back in person in spring. President Douglas said that the Governor has a say in what we do in that the reopening phases inform what the college does. We are currently in Phase 3 during the summer; however, if the state were to revert back to Phase 2, which would be limited activity on campus, the college could still continue health sciences.

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

President Douglas said if a student or employee tests positive for COVID-19, it would be reviewed on a case-by-case basis. The college's Department of Health Services would work with the Department of Health in both Fall River and New Bedford and would make the decision together to determine options such as quarantine, shut down, etc. Per the CDC, if there is a larger outbreak, the college may need to shut down.

President Douglas and April Lynch, Chief Strategy Implementation Officer, gave the following Strategic Plan Update to the Board:

Bristol Mission:

Bristol Community College provides an accessible, innovative and inclusive education that prepares students to navigate and succeed in our ever-changing world. *Mission approved by the Board of Trustees on May 11, 2020.*

Bristol Vision:

Advancing a vibrant, diverse community through education, learner by learner.

Bristol's Shared Values Statements:

Collaboration

We are dedicated to creating an atmosphere of professionalism where all stakeholders can share their ideas, work together and support one another in our common goal of student success.

Communication

We openly and honestly share information that impacts our work, include stakeholders in the decision-making process and ensures a collective approach to shared goals that relies on ongoing feedback from students, faculty, staff and community members.

Inclusion

We commit to fostering a college community that embraces all perspectives and identities and strives for equity and justice in an environment where everyone feels safe and valued.

Innovation

We meet the challenges of today and tomorrow by creating a culture built on creativity, ingenuity and agility, where people are empowered to continuously improve our processes and perspectives to exceed community needs and expectations.

Respect

We treat each other with kindness, assume positive intent and genuinely listen to each other to celebrate our individual differences and foster our collective strengths.

Student Success

We strive to serve our students and support their growth, providing them with equitable access to all services, support and the tools necessary to achieve their personal, professional and educational goals.

Student Experience Statement:

Bristol Community College strives to provide a relevant and fulfilling education characterized by a motivating student experience that will include:

- Academic programs and learning experiences that promote personal growth and prepare our diverse student body for the future, with clear pathways to successful completion, transfer and employment.
- Accessible and personalized supports designed to empower our students in meeting their academic and non-academic needs.
- An engaging environment which creates a sense of belonging developed through meaningful connections with faculty, staff and other students.

Bristol Community College faculty, staff and administration will promote this experience with:

- A spirit of collaboration and a commitment to empowering students to achieve their goals, through a culture of inclusion with caring faculty and staff who promote equitable outcomes for all students.
- Valuable academic experiences and flexible class schedules designed to meet the needs of a diverse student body.
- Innovative technology and exceptional service that enhances communication and enables student success.

Bristol's Strategies:

Organizational Excellence

- Create a culture of innovation through improved processes and collaboration, modern technology and ongoing professional development to support student and employee success.

Equity and Student Success

- Share responsibility for the success of our students and employees by improving equity-mindedness and ensuring institutional support that closes equity gaps.

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.

Academic Innovation

- Advance an engaging holistic teaching and learning environment resulting in a seamless student experience that prepares them to embrace life's opportunities.

Organizational Excellence – Key Objectives

- Align the existing culture of the organization with our core values.
- Increase digital literacy among students.
- Increase efficiency and equity-mindedness through process improvements across the college.
- Create a professional development program designed to build employees' competencies to foster growth and meet strategic objectives.
- Create a process where organizational resources are appropriately allocated to align strategic priorities while supporting and maximizing alternative sources of funding.
- Compliance.

Equity and Student Success – Key Objectives

- Advance an inclusive college culture grounded in equity-mindedness.
- Recruit, retain and develop a diverse community of employees.
- Increase the student conversion rates, from outreach to enrolled, with specific intention to minoritized groups.
- Implement initiatives geared toward closing equity gaps.

Partnerships - Key Objectives

- Increase the number of students enrolling at Bristol through non-traditional pathways.
- Strengthen existing industry and community partnerships and align offerings with local needs.
- Increase transfer rate of students to four-year institutions.

Academic Innovation – Key Objectives

- Create pathways from non-credit offerings to credit programs.
- Fully realize and then assess the proactive advising model.
- Increase adjunct faculty/instructor engagement to promote innovation and foster effective collaboration among college staff and faculty.
- Increase the career readiness of our student population.

Next Steps - Final approval Process and Implementation:

8/28 – TPII Submission – DHE Bristol to submit revised completed TPII to DHE for full review.

10/5 – Final Plan Submitted to Board Final plan with metrics and actions to be submitted to Board for review.

10/20 – DHE Final Submission Bristol to submit final revised plan to DHE for final approval.

11/1 – Implementation Begins Implementation Begins – Based on Board approval.

Stakeholder Participation:

Total Participation – 1816

Workshops – 1167

Surveys - 649

Note: Some participants attended more than one workshop and/or completed more than one survey.

Chair Medeiros complemented April Lynch and the Strategic Planning Team on the thoroughness of the work done to date. Trustee Videva Dufresne said she was excited to see the plan come together with students in the forefront of all that is done. Trustee Torres said it shows solicited and engaged support. Congratulations on the participation level; they made a real collaboration.

V. Financial Update

V.P. Steve Kenyon gave his Financial Update to the Board. The following are some of the highlights:

Agenda: Enrollment and Financial Projection

Enrollment

- Summer Enrollment was up over 25% from FY20 budget.
- Fall Enrollment is expected to be down 6% to 10% from the provisional budget approved by the Board.
- Budget was built on a 4% decline in enrollment.
- FY21 Annual Budget - Annual budgeted credits for fiscal year 2021 is 128,805.
- 10% reduction results in \$2,756,427 loss in revenue.

Fiscal Year 2021 Budget Overview

State Appropriation

- Area with highest risk for change.
- Each 1% reduction = \$313,000, including fringe impact.

V.P. Kenyon said with regard to state appropriations – there is a \$6 billion deficit in state revenues that could cause a decline of 15 - 20%. Hopefully, there are expected resources coming to offset some of the decline, possibly from Federal funds.

Fall Enrollment

- Uncertain, projecting 10 - 14% off from FY20.

Spring Enrollment

- Area where we could see improvements due to:
 - High unemployment.
 - Students unable to live in dorms.
 - Students returning who deferred or took time off in fall.
 - Increased face-to-face course offerings.

Federal, State and Private Grants

- Adjusted for enrollment and CARES Act.

Budget Reduction Areas - \$2.8 million in savings from payroll and other savings.

COVID-19 summer and fall costs to date are \$1,154,130. These include employee related costs, equipment and software, and facilities and maintenance costs.

V.P. Kenyon said that COVID-19 budgeted funds for spring are \$799,000. Chair Medeiros asked if the \$500,000 allocated for spring faculty training was a replication of the fall training. V.P. Kenyon said there are still a lot of courses that have not been converted for the spring and faculty who have not been trained. It is \$500 per credit per course per the faculty contract and statewide compensation. If we were to go face-to-face in the spring, then the \$500,000 could shift to cleaning costs.

V.P. Kenyon reviewed with the Board the Early Retirement Incentive Program (ERIP) and the Voluntary Separation Incentive Program (VSIP) offered to the college employees stating it had saved the college approximately \$1 million. He then requested Board approval of the programs.

A motion was made by Trustee Torres to approve the ERIP and VSIP programs and seconded by Trustee Malasi. Ms. Wordell conducted a Roll Call Vote:

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

V.P. Kenyon reviewed the Directors and Officers (D&O) liability insurance and Employment Practices Liability (EPL) material with the Board to determine if the Board wanted to continue to purchase said insurance. He said the college has had this insurance for 20-25 years and the insurance never paid a claim until recently. In years past, the insurance cost was approximately \$26,000 annually for the \$1 million worth of coverage, with a \$50,000 deductible. The quoted cost for \$1 million worth of coverage is now \$79,000 and the deductible is increasing to \$350,000. The large premium increases are a national situation.

Upon review of the liability insurance with General Counsel Kenneth Tashjy, who has never been a proponent of this insurance, his recommendation was to not purchase the insurance as this insurance is more for “peace of mind.” V.P. Kenyon said that this insurance is no longer serving minimal value especially due to the increased deductible. Many of the other colleges in the state never had insurance and many are now discontinuing coverage.

Trustee Hovan said that he has seen D&O policies across the country increase. There are no big savings and discounts due to COVID. We never want to be without coverage but do we have enough protection, and do we need or want it? Trustee Karam asked if we have looked at different carriers. V.P. Kenyon said the college’s agent for many years, AIG and Marsh Associates, has always shopped around for coverage. Trustee Torres suggested V.P. Kenyon contact an independent insurance coverage counsel to make a full assessment and review coverage. He recommended waiting until the next Board meeting to review this. V.P. Kenyon said he will make arrangements for an independent coverage counsel and will bring it back to the Board. In the meantime, he will pay the premium on the insurance for now.

The Liability Insurance item was tabled.

VI. Report of Finance/Budget Committee

Trustee Lynn Malasi, Chair of the Finance/Budget Committee, gave her report to the Board for the Committee meeting of June 8, 2020.

The Committee reviewed and approved the Third Quarter Trust Fund report.

Management reported on the college’s investments. The two certificate of deposits that matured and we invested in Fidelity was good timing as that was at the bottom of the market last spring. Our Fidelity account went down as much as a \$1 million but by June had recovered the \$1 million and was up \$875,000.

We discussed that summer enrollment was trending nicely but at the time of the meeting, fall was way behind last year. At the time of the meeting, fall enrollment was down about 17% over the prior year. The college developed enrollment and budget scenarios for various enrollment levels in 5% increments ranging from level to –20%.

There was some discussion about the capital projects on campus and how they were paid directly from the state. Those large projects have no impact on the college's cash flow other than taking up a lot of time by staff managing the projects. When completed they will be recorded as fixed assets and depreciated.

The college has budgeted about \$1.5 million for COVID-related costs in FY21, but at the time of the meeting much was unknown.

We discussed how all the hybrid courses would be held and the cost implications for the college to meet the facility requirements to provide a safe venue. One example we discussed was that it cost about \$100,000 to bring the Dental Hygiene program back this summer to finish their spring semester courses.

Management presented materials for the FY20 Bad Debt Write-Off, which was for the academic years 2018 and 2017. The Committee voted to approve the write-off of bad debt.

Standards of Trust Fund Expenditure Policy

This policy is included in your materials. The only change made to this policy was regarding moving expenses for employees. The Committee approved at an earlier meeting the delegation of authority for moving expenses to the President. This policy reflects that change. The Board will be asked later in the agenda to approve the updated policy.

Investment Policy

We reviewed the investment policy as is required to do annually. No changes have been made to the policy since last year. The Board will be asked to approve the policy later in the meeting.

Lastly, the Committee approved the President's expenditures

Trustee Malasi concluded her report and requested a motion to approve the report of the Finance/Budget Committee as presented.

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

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

Trustee Malasi requested a motion to approve the Standards of Trust Fund Expenditure Policy and the Investment Policy.

A motion was made by Trustee Torres to approve the Standards of Trust Fund Expenditure Policy and the Investment Policy, and seconded by Trustee Silvia. Ms. Wordell conducted a Roll Call Vote:

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

VII. Report of Human Resources Committee

Trustee Steve Torres, Chair of the Human Resources Committee, gave his report to the Board. The Committee met on August 10, 2020, and determined that they would be able to complete the President’s evaluation by the deadline of September 1. The Committee reviewed and approved all of the supporting material provided (guidelines from Commissioner Carlos Santiago; college dashboards; President Douglas’ self-evaluation; President Douglas’ 2019-2020 Goals and Objectives).

The Committee discussed the wonderful job President Douglas has done this past year, both pre-pandemic and now. When COVID-19 became prevalent, President Douglas stepped up and led the college providing transparent, sound leadership and excellent judgment during chaotic times. The overall recommendation of the Committee was very positive.

The Committee approved a motion to include in the evaluation letter the recommendation for the maximum merit-based salary increase allowable for this academic year for President Laura Douglas. These recommendations would be brought before the full Board of Trustees.

The Committee determined that they would draft the evaluation letter themselves. On Wednesday, August 26, 2020, the Committee reviewed and approved the final draft of

the President’s evaluation letter that was to be submitted to Commissioner Carlos Santiago.

Trustee Baptista asked who was to sign the actual evaluation letter that would be sent to Commissioner Santiago. Trustee Torres said the letter would be signed by the Chair of the Board of Trustees Joan Medeiros, and himself, as Chair of the Human Resources Committee.

Trustee Torres then requested a motion to accept the report and recommendations of the Human Resources Committee to include the maximum merit-based salary increase allowable for this academic year for President Laura Douglas.

A motion was made by Trustee Videva Dufresne to accept the report and recommendations of the Human Resources Committee to include the maximum merit-based salary increase allowable for this academic year for President Laura Douglas. This was seconded by Trustee Baptista. Ms. Wordell conducted a Roll Call Vote:

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

President Douglas thanked the Board of Trustees.

VIII. Report of the Facilities Committee

Trustee Steve Torres, Chair of the Facilities Committee, gave his report to the Board regarding the Committee meeting of August 10, 2020.

Taunton – RFP new site

The RFP for a new Taunton site was issued July 2020. The due date of the bids is September 17, 2020. The bids will be organized by management and presented to the Facilities Committee for discussion. Site visits will be arranged for finalist properties and open to all.

Silver City Galleria – update

The current owner of the mall purchased the mall through foreclosure and the existing leases did not survive. He has removed all but three tenants. He recently informed us that we would need to leave in December 2020. The college is not having face-to-face classes

in Taunton this semester. Based on this situation, the Facilities Committee voted to exit the mall September 30. This decision will save the rent from Oct-Dec (\$150,000).

Taunton – Coyle & Cassidy High School

The committee discussed the potential of the vacated Coyle & Cassidy High School as an option for the college's Taunton location. We reviewed information presented by management including the assessor's web page. The property has approximately 95,000 usable square feet. The RFP is seeking about 26,000 SF. Management has discussed the property with the diocese and they would like to rent to us for the short or long term. If not us, they will likely sell to a developer for housing. They will not rent to a charter school and preferably not to the public school. They did approve Bristol and South Coast Collaborative sharing of the space. The Facilities Committee approved management to engage in discussions with the Diocese about cost and other terms should the site be deemed appropriate for our use.

New Bedford – National Offshore Wind Institute

At a previous meeting, the Board approved the college to put an offer in for land in the New Bedford Industrial Park. Despite meeting all the minimum qualifications and being the only bid, the college's offer was rejected. It turned out to be a great thing. The college identified a site on Herman Melville Blvd that is already built and located on the desired two acres of land. A PowerPoint was reviewed along with a great deal of information about the project. The PowerPoint is in your materials for this meeting. The property is in the waterfront district on land owned by the City. The owner of the building has a 100-year lease of the land with 63 years remaining. The college would be a sub-lessee of the land and building. There is a timeline in the PowerPoint that include approvals of the Harbor Development Commission and other state entities. The lease would a ten-year lease at a cost of \$6.25 per square foot with a 1% escalator annually. There would be options for renewals. The college would invest nearly \$5 million in equipment and renovations to create a modern offshore wind training facility. The college would like to enter the lease in January.

The timing of the offshore wind industry in New Bedford is the risky variable. Based on conversations with Vineyard Wind (the first Massachusetts offshore wind electric supplier) they will start construction in mid-2022. That is subject to the Bureau of Environmental Management approving in December 2020. That is why the lease will have the condition that it is subject to that approval. This will likely be an area of contention with the lessor. We will try to identify a solution to avoid losing the property. It should be noted the college will also be doing onshore wind training and credit courses for offshore wind degree program.

All locations:

The college has determined that closure of Taunton and Attleboro locations is necessary until January 2021. Fall River and New Bedford will have about 40 hybrid courses this fall with the rest of the over 1,000 sections being taught online.

Trustee Torres concluded his report and requested a motion to approve the report as presented. By accepting the report, the Board was supporting having management continue conversations with Coyle & Cassidy and to report back to the Facilities

Committee, and to enter a lease for a National Offshore Wind Institute in New Bedford subject to the report above.

A motion was made by Trustee Hovan to accept the report of the Facilities Committee as presented and seconded by Trustee Malasi. Ms. Wordell conducted a Roll Call Vote:

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

IX. Old Business

There was no Old Business to come before the Board.

X. New Business

Chair Medeiros said the five-year terms of two Trustees have expired and the Trustees have chosen not to pursue reappointment to the Board. Trustees Keith Hovan and Sandra Saunders will be leaving the Board and they will be missed terribly. All Trustees present expressed their profound sadness at the news. Chair Medeiros said she was therefore requesting a motion to postpone the Election of Officers to a later date.

A motion was made by Trustee Torres to postpone the Election of Officers to a later date and seconded by Trustee Silvia. Ms. Wordell conducted a Roll Call Vote:

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

XI. Adjournment

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 10:52 a.m.

Respectfully submitted,

Kathleen Wordell

Kathleen Wordell, Recording Secretary

10.5.2020
Date Approved

KAW
Initials