

**Bristol Community College
Fall River, Massachusetts**

**Board of Trustees
Meeting Minutes**

October 4, 2021

I. Call to Order

The three hundred and eighty-eighth regular meeting of the Bristol Community College Board of Trustees was held on Monday, October 4, 2021, 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 4:15 p.m.

Trustees present: Joan Medeiros, Chair; Frank Baptista; Samir Bhattacharyya; Renee Clark; Pamela Gauvin, Esq.; Jeffrey Karam; Bruno Moreno; and Diane Silvia.

Trustees absent: Valentina Videva Dufresne, Secretary; Lynn Motta; and Steven Torres, Esq., Vice Chair.

II. Chair's Remarks

Chair Medeiros welcomed all to the meeting. She said it was so good to see everyone in person. She said on Friday, October 1, she participated in Bristol's Legislators' Zoom Update Meeting that had an excellent presentation by the college and comments by the area legislators showing great support.

Chair Medeiros said in the next week or so Trustees will receive a mailing from the Bristol Foundation requesting 100% Trustee participation in their annual appeal. She asked the Trustees to take a strong look at this request.

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 August 25, 2021
- Report of Personnel Actions October 2021
- Report of Workforce Contracts October 2021

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

IV. President's Report

President Douglas introduced the new Attleboro Campus Dean, Dr. Janet Ray, to the Board. Dr. Ray gave a brief overview of her past experience. She said she was very happy to be at Bristol and excited to begin working in this new position.

President Douglas introduced the new Senior Fundraising Consultant in the Development Office, James Russell, to the Board. Mr. Russell gave a brief overview of his past experience and said he was happy to be at Bristol in this position.

Trustee Talking Points:

President Douglas said the following Trustee Talking Points would be discussed:

- Massachusetts Clean Energy Center Grant – Jennifer Menard, Vice President, Economic & Business Development, Interim.
- U.S. Department of Education Institutional Resilience and Expanded Postsecondary Opportunity Grant – Suzanne Buglione, Vice President, Academic Affairs.
- Accreditation Commission for Education in Nursing (ACEN) Update – Suzanne Buglione, Vice President, Academic Affairs.

Vice President Jennifer Menard spoke about the following:

MASS CEC Grant for Offshore Wind Education and Training

Access to Opportunities in Offshore Wind

- Bristol's NOWI will implement a communication campaign to bring awareness to educational and career pathways in offshore wind.
- Funded by Massachusetts Clean Energy Center totaling \$143,000.
- Focus on New Bedford Community-based Organizations for outreach and connections:
 - Old Bedford Village
 - Positive Action Against Chemical Addiction or PAACA
 - New Bedford Girls and Boys Club
 - Dennison Memorial Community Center

Offshore Wind: Equity Focus on Educational & Career Pathways

Access to Opportunities in Offshore Wind

- Developing communication and outreach campaign to promote the career opportunity and pathways, including short videos, infographics, pull-up banners and postcards.
- Other Outreach Partners include area Guidance Counselors, Bristol's Multicultural Student Center, Bristol's Career Services, Bristol's Adult Education program, UMass Dartmouth's Frederick Douglass Unity House, UMass Dartmouth's National Society of Black Engineer Chapter and MassHire Career Centers.

President Douglas gave kudos to V.P. Menard and the entire Grants team as they have had a total of \$9 million in grants in this first fiscal quarter.

Vice President Suzanne Buglione spoke about the following:

Building Resilience Grant

- Purpose: to resume operations, serve the needs of students, reduce virus transmission, and develop more resilient instructional delivery models to continue educating students who cannot, or choose not to, attend classroom-based instruction due to coronavirus.
- Award: \$1.5 million+ (24 months)
- Only 9 awards made nationally!

Building Resilience – Goals & Implementation

- Optimizing Online Learning: build institutional capacity to provide high quality Online Learning.
 - Increase technology capacity.
 - Provide faculty professional development to build skills and tools for needed pedagogical shift.
 - Instructional design to ensure quality courses.
 - Ongoing support to faculty and online learners.
- Scaffolding College Access and Support: deliver wrap-around services to prospective and current online, dual enrollment/early college and underrepresented students to address the many challenges present given the pandemic.
 - Develop advising and peer models for academic and social support.
 - Increase college access for high school students in Opportunity Zones throughout the region.

Vice President Suzanne Buglione spoke about the following:

Accreditation Commission for Education in Nursing (ACEN) Update

- Four stages of the process: Self-study, Visit, Recommendations, Board vote.
- The Commission visited the college the week of September 20, 2021.
- Recommendations:
 - Standard 1: Mission and Administrative Capacity – Align program mission/vision with college - passed.
 - Standard 2: Faculty and Staff – Diversify via hiring, systems for credentials - passed.
 - Standard 3: Students – Lower loan default rate, systems for student files and increase student engagement, increase males - passed.
 - Standard 4: Curriculum – Revise student learning outcomes, credit count, simulation standards, service-Learning products, increase consistency - passed.
 - Standard 5: Resources - passed.
 - Standard 6: Outcomes – Revise for comprehensive assessment, multiple measures/evidence and continuous improvement.

President Douglas said that the New England Commission of Higher Education (NECHE) is the overall accrediting body; individual accreditations such as Nursing's ACEN also exist. In

the interim, V.P. Buglione has also been the Acting Dean for the Nursing Department and has done a fantastic job. A new Associate Dean of Nursing, Dorothy Chase, has been hired and will start soon.

COVID-19 Update

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

- The college has had a record of zero COVID-19 transmissions.
- We have the CIC Stop the Spread Testing Center continue to do testing for the state in our parking lot on the Fall River Campus.
- The college does its own surveillance testing at all locations with mandatory student testing for clinicals and special groups as well as random testing.
- The college works hard with vaccinations and had a good vaccination clinic in June as well as vaccination clinics in the beginning of the fall semester and this past week. We also conduct flu clinics.
- We have excellent risk mitigation strategies such as filters, purifiers and indoor mask wearing.
- Starting in January, the college is implementing a vaccine requirement for students and staff and have received very little push-back. Students are to upload their vaccination cards and those students who do not get vaccinated can learn online only.
- Employees must be vaccinated and will not have the option to work 100% from home. This is going to the union bargaining table for the specifics to be determined.
- Not as many students signed up for in-person learning this fall. We are hoping to increase our face-to-face classes with the vaccination requirement.

President's Goals

President Douglas reviewed her Goals from 2020-21 with the Board noting those goals that have been completed and those she will continue to work on. The President's Proposed Goals for 2021-22 will be presented to the Board for review and approval at the November 8 Board meeting.

Enrollment Update

President Douglas introduced Kate O'Hara, Vice President for Student Services and Enrollment Management (SSEM), and Jennifer Menard, Vice President, Economic and Business Development who would give an update on credit and noncredit enrollment at the college.

V.P. O’Hara gave the following credit enrollment update. She said credits and full-time enrollment (FTE) are down 8%, but on par with all Massachusetts community colleges. Headcount is down 4.5%. New student numbers are trending up. The Flex Start Program they have implemented provides students with the ability to start a few weeks later than the conventional student. It is a true sustainable model; the option for students to start in mid-September works well. It is a great enrollment initiative.

Referring to the course modality, she said 20% are face-to-face/hybrid, 14% are online synchronous and 66% are online asynchronous. For further fall enrollment overview - dual enrollment has skyrocketed; the department has hired four full-time success coaches; and they expect to roll out the new admissions application software, SLATE. The SSEM area is also partnering with IT and utilizing a chatbot and social media.

V.P. Menard gave a noncredit enrollment update to the Board. She discussed the three programs under Adult Education: high school equivalency (HSE), English language proficiency/English for Speakers of Other Languages (ESOL); and Transitions – a semester-based program. The total enrolled Adult Education programs have seen a 35% increase since last fall. These modalities were offered 100% virtually last fall due to the pandemic and are now 53% hybrid and 47% virtual.

V.P. Menard said regarding Business Solutions and Partnerships, Business Solutions Trainings went fully virtual allowing for an increase in employee participation at company sites. The number of participants served during the nine-month period of January 1, 2021, to September 24, 2021, was 1285 compared to 798 for the entire year of 2020. The 2020 Back to Work Program provided free courses to almost 400 community members. They are currently building on Career and Technical Trainings.

New Diversity Statement

President Douglas introduced the college’s Equity & Inclusion Council Co-Chairs to the Board - Dr. Shanna Howell, Dean of New Bedford Campus and Laura Hogan, Reference/Instruction Librarian. They presented the college’s New Diversity Statement on Equity:

Bristol Community College strives to promote equity by removing social and structural barriers through social justice advocacy, support services, and inclusive, affirming, and accessible education and employment. We respect all cultural backgrounds, social identities, and learning abilities and promote the positive self-efficacy of each college community member. Bristol provides opportunities for dialogue, engagement, and growth by creating a welcoming and respectful environment to work and learn. Additionally, we provide a framework for promoting access and equity for all by challenging and empowering each member of our community to become an agent of transformative change by denouncing racism, hate, violence, and all forms of discrimination.

President Douglas congratulated Dr. Howell, Ms. Hogan and the team that led the creation of the statement.

Bristol: Employer of Choice –

President Douglas introduced Dr. Gary Convertino, Executive Director Human Resources, who talked about Bristol: Employer of Choice. The following are some of the highlights of his presentation.

- “We Put the Human in Human Resources” – HR with Compassion.
- Human Resources accountability to equity and the college’s mission, vision and values.

Human Resources - A Year in Review

“A Year of Innovation”

Accomplishments

- Successful Telework During COVID
 - College-wide Initiative with the President’s Leadership Team
- Search Committees Redefined
 - Equity agenda focus when hiring
- Talent Management – Candidate Sourcing
- Sexual Violence Law Implementation
- Diversity, Equity and Inclusion (DEI) Training and Affinity Groups
- Employee Compensation Equity Review
- Union Relationships
- Streamlined HR Processes/Created Policies
- HR Classroom – Training Mandate
- Management Training – 5 Training Focuses
 - Wellness
 - Emerging Leaders
 - President’s Leadership Team Training
 - Conflict Management
 - CONNECT – High-Level Training
- Electronic OnBoarding/New Hire Checklists
- Cultural Revival – “Employer of Choice”
 - HR Coaching of Management & Employees – Outreach
 - Employee Recognition -
 - Employee Get-Togethers – Holiday Party
 - Coffee Hours
 - Lunch and Learns – Wellness and Competencies
 - Socials – Ice Cream Social
 - Car Show
 - HR Wellness Resource Padlet

Human Resources – The Year Ahead

“Resources to Succeed”

- Affirmative Action Strategy - 2022
- Succession Planning/Advancement Policy

- Mitigate Turnover – BIPOC Population
- Integrated Training Program – Campus Wide
- New Affinity Groups – LGBTQIA+, Veterans
- HRIS Updates – Org Charts, HRCMS, Hirezon, Banner
- Telework Protocol

Trustee Baptista said he was very impressed with Dr. Convertino’s presentation.

V. Financial Update

Vice President Steve Kenyon gave a Financial Update to the Board. He said the Finance/Budget Committee approved the audited financials and the report will be sent to the state by the deadline. At the December Board Meeting, the auditors will speak on the financial statements and all required communications to the Board. There were no audit adjustments or management findings in the audit report.

V.P. Kenyon said the college ended the year with an \$8.1 million surplus (Changes in Net Position before other revenues) and \$6.1 million increase in cash. This was directly correlated to the Federal stimulus funds. For 2022, we budgeted for an 8% decrease in enrollment and 10% decline in tuition and fee revenue. We are able to use CARES Funds to offset the enrollment decline. \$13 million of the Federal stimulus funds has been spent with \$20 million more to spend. This grant ends in FY22 and will be spread out in FY23 if an extension is allowed.

V.P. Kenyon said the flood at the New Bedford Campus caused \$5.2 million in damage. This was 100% covered by the insurance company and the contractor responsible for the damage. Two more floors are opening soon and the fifth floor is expected to open in March.

VI. Report of the Student Trustee

Student Trustee Bruno Moreno gave his report to the Board. He said the semester is going well. He is currently taking asynchronous classes and hopes to graduate in the spring. He is currently working with the Marketing and Communications Office on a COVID-19 Vaccine video to be released soon.

Trustee Moreno, a Communications major, said he is in the Commonwealth Honors Program and is the President of the Student Veterans of America chapter at Bristol Community College. He is a soldier in the 743rd Transportation Company of the Army Reserves and recently got the opportunity to speak to the Massachusetts District Commanders at the American Legion Post 303 in Swansea.

VII. Old Business

Ms. Wordell reminded the Board of Trustees of the importance of completing the mandatory Trustee Training Sessions issued by the Department of Higher Education

(DHE) by the deadline of November 1, 2021. The Student Trustee is expected to complete the trainings by January 1, 2022. Failure to complete the trainings by those dates will result in Trustees being removed from their boards. Ms. Wordell just received the training session tracker updated by the DHE for each Trustee and will be sending out individual emails to the Trustees on Tuesday, October 5, 2021, with the tally of sessions completed to date.

Ms. Wordell said, as mentioned previously by Chair Medeiros, there will be an annual appeal mailing sent to the Board of Trustees from the Development Office. Ms. Wordell requested that the Board review the contact list provided and confirm the use of preferred addresses for important mailings such as this one from the Development Office. All members present confirmed their addresses. She would contact the absent members for their confirmation.

VIII. New Business

Policies for Approval:

President Douglas provided an overview of the New Employee Relocation Policy to the Board which had been included in the Board meeting material. She asked if the Board had any questions; there were no questions.

A motion was made by Trustee Gauvin to approve the New Employee Relocation Policy; this was seconded by Trustee Clark. The motion was approved.

President Douglas provided an overview of the Standard of Ethical Conduct Policy to the Board which had been included in the Board meeting material. She asked if the Board had any questions; there were no questions.

A motion was made by Trustee Silvia to approve the New Employee Relocation Policy; this was seconded by Trustee Clark. The motion was approved.

IX. Adjournment

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 5:33 p.m.

Respectfully submitted,

Kathleen Wordell

Kathleen Wordell, Recording Secretary

__11/8/21__
Date Approved

__KAW__
Initials