

**Bristol Community College
Fall River, Massachusetts**

**Board of Trustees
Meeting Minutes**

January 13, 2020

I. Call to Order

The three hundred and seventy-fourth regular meeting of the Bristol Community College Board of Trustees was held on Monday, January 13, 2020, in Room D209 of the Hudnall Administration Building on the Fall River Campus at 777 Elsbree Street. Chair Joan Medeiros called the meeting to order at 4:07 p.m.

Trustees present: Joan Medeiros, Chair; Keith Hovan; Jeffrey Karam; Lynn Malasi; Sandra Saunders, Esq., Secretary; Diane Silvia;

Trustees absent: Frank Baptista; Samir Bhattacharyya; Valentina Videva Dufresne; CJ Souza; and Steven Torres, Esq., Vice Chair.

II. Chair's Remarks

Chair Medeiros said she hoped all had enjoyed the recent holiday season and wished everyone a happy and health New Year.

As Chair Medeiros stated following the Public Comment section of the Board of Trustees Meeting on December 9, 2019, a letter was sent on December 19, 2019, to Ms. Paulette Howarth, President of the MCCC Chapter/BrCCC, requesting additional information from the union. A reply from Ms. Howarth with the requested information had not been received to date. Chair Medeiros is hopeful she will receive it by the next Board of Trustees Meeting.

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.

- Minutes of Board Meeting of December 9, 2019
- Minutes of Joint Board Meeting of December 9, 2019
- Report of the Finance/Budget Committee Meeting of December 9, 2019
- Financial Update of January 13, 2020 – Vice President Steve Kenyon
- Report of Personnel Actions January 2020
- Report of Workforce and Community Education Contracts January 2020

Upon a motion made by Trustee Malasi and seconded by Trustee Silvia, it was VOTED to accept the Consent Agenda Items.

IV. President's Report

President Laura Douglas had V.P. Steven Kenyon introduce Kathleen Martin, Bristol's Risk Compliance Officer who gave a brief overview to the Board about Risk Management. Ms. Martin started at Bristol seven months ago and has been making progress in compiling the college's policies and identifying areas of risk. Ms. Martin will give a more detailed presentation at the Board's Spring Retreat on Monday, March 23, 2020.

The following are some of the highlights of Ms. Martin's presentation:

Enterprise Risk Management Framework (Massachusetts regulation and COSO industry best practice standards)

- Governance and Culture
 - Board Risk Oversight
 - President's Leadership team
 - Risk Management Advisory Committee
- Establishes Operating Structure
 - Risk Management Advisory Committee Charter
 - Statement of Risk Appetite
 - Statement of Ethical Conduct
- Defines Desired Culture / Analyze Institutional Context
 - Enhance Policy Management
 - Implement Policy Management System.
 - Perform Inventory of all college policies, written and not yet documented.
 - Risk rate higher priority policies for immediate focus.

Policy Management System – PolicyStat

- Benefits of PolicyStat
 - Consistent look and feel to all policies.
 - Required owner and reviewer for each policy.
 - Required frequency of review to keep policies current.
 - Easy search capabilities – will replace looking for policies on Bristol website.
- Implementation has started
 - Soft rollout.
 - Start with Fiscal and Facilities policies.
 - Define procedures and workflow.
 - Add other departments as policies are finalized.

High Risk Policy Status as of January 3, 2020

- Academic Affairs
 - Adjunct Payroll Policy
 - Internship program
- Business Services / Facilities
 - Purchasing and Procurement Policy
- Human Resources
 - Criminal Offender Record (Background checks)
 - Drug and Alcohol Policy (2 related policies) and jointly owned with Student Affairs
 - Employee Termination Policy
- Information Technology Services
 - Institutional Review Board
 - Breach Notification
 - Written Information Security Program
- Student Affairs
 - Financial Aid
 - FERPA / GLBA
 - Drug and Alcohol Policy (jointly owned with HR)
- Campus Police
 - Campus Security Authority

2020 Board of Trustees Update – March Meeting

- In-depth review of Enterprise Risk Management Framework
- Policy Status
- Potential Key Risks

President Douglas reviewed the following Talking Points with the Board:

New Dean of the Attleboro Campus

Bristol is pleased to announce that Kate O'Hara has been appointed as Dean of the Attleboro campus. Ms. O'Hara comes to us after working at Bay State College as Vice President of Student Affairs and Dean of Students for the last five years. Kate served Bay State College for over 18 years where she led important student success efforts, including the implementation of high impact practices such as a robust first-year experience and service learning opportunities, and the creation of key student services such as counseling, disability support and enhanced student financial services that contributed to increased fall to fall retention rates by 15% during her tenure.

As Dean, Kate will provide senior-level vision, leadership and administrative direction to the college's Attleboro campus. Reporting to both the Vice President for Student Services and Enrollment Management and the Vice President for Academic Affairs, she will ensure management and administrative oversight of all programs, services, staffing and budgeting related to campus operations, as well as build partnerships with regional

businesses and organizations to foster a college-going culture. Kate will lead strategic planning efforts for the Attleboro campus and foster innovation consistent with college strategic goals.

We are excited to have Kate join Bristol's Attleboro campus beginning on Monday, January 13! President Douglas said she would invite Dean O'Hara to attend the next Board of Trustees Meeting.

Access to Recovery Partnership

President Douglas asked V.P. Suzanne Buglione to speak about the Access to Recovery Partnership. V.P. Buglione said that Bristol Community College is partnering with the Massachusetts Access to Recovery (ATR) to bring Office Support training to individuals who have, or who are at risk of having, an opioid use disorder (OUD), and are seeking support with their recovery. ATR supports recovery by providing for participants' basic needs, preparing people to get and maintain employment, and delivering recovery coaching – with care coordination to tie all of the pieces together.

Workforce Development will offer noncredit Office Support training at the New Bedford campus this spring semester. Individuals who complete the training may go into the workforce and/or apply to enter the colleges' Office Support Certificate program and receive Credit for Prior Learning, which would enable just two to four additional courses to graduate. This Workforce and Academic Affairs partnership with ATR promises to bring in \$66,040 in revenue and may be a model for expansion in the future.

Bristol Community College Nursing Program Ranked Fourth Out of the Ten Best Schools in Massachusetts for Registered Nursing Programs

Bristol Community College is proud to announce that the college's nursing program has recently been ranked fourth out of the ten Best Schools in Massachusetts for Registered Nursing (ADN/ASN) Programs by *Nursing Process*. The ranking highlighted the program's flexibility to "take either on-campus classes or decide on the hybrid (online) mode of delivery," as well as options for Bristol students to further their education with transfer agreements to colleges and universities across the state. Based on its ranking methodology, *Nursing Process* closely evaluated 50 Nursing schools across Massachusetts, to come up with its list of the best schools for an associate degree program in nursing. Schools were ranked by indicators identified as important in defining a nursing student's preparedness for success, including academic quality, NCLEX-RN First Time Pass Rates*, affordability and the nursing school's reputation.

[*The *NCLEX* is an examination for the licensing of nurses in the United States and Canada. The National Council of State Boards of Nursing, INC (*NCSBN*) develops and administers the exam on behalf of its board members across each state in the United States.]

Vice President for Marketing and Communications Joyce Brennan said this year, we launched #BristolKindness among faculty, staff and students. Messages of encouragement, appreciation and positivity spread across all four of our locations and beyond. As an extension of this campaign, the Marketing and Communications team asked Bristol's Courier, Joe Pereira, to bring Bristol Kindness boxes with cards and pens to all locations with the request to share a message of kindness with the universe. We received back more than 250 messages of kindness. We also asked some faculty, staff and students to read their messages on camera. As we reflect on 2019, we wanted to share those messages of kindness with our entire community via email and social media. The cards are being distributed to all locations to hang on a display as a reminder that we all should begin 2020 with #BristolKindness.

President Douglas gave an update on her goals to the Board. The following are some of her key points:

Strategy #1: College Participation: Developing and Sustaining Enrollment

- There has been a decrease in adult numbers for fall; but we are ahead for the spring.
- Many students are choosing not to return due to the economy.
- There has been a decrease overall in Multicultural enrollment, but an increase in the Black Student headcount.
- We have more work to do with Latinx enrollment.
- Online enrollment has had a +25% increase; this is an area of college that keeps growing.

Strategy #2: College Completion: Fostering Students' Educational Aspirations

- Ninety-five percent of the student headcount has been assigned an advisor.
- Retention is down to 59.6% from 60.2%. However, Bristol's rate is greater than the MACC average.
- Four new pathways have been identified and are in process of completion.

Strategy #3: Student Learning: Providing Robust, High-Quality Education

- First Year Experience has launched.
- In Taunton, we started the pilot of block scheduling.

Strategy #6: Eliminating Disparities: Leveling the Playing Field

- Moving ahead with equity roundtables, nine have been conducted to date.

Strategy #7: Institutional Advancement: Positioning the College

- Bristol's Shared Governance model has been launched.
- HR's new onboarding and recruitment programs are being implemented.
- Division of Capital Asset Management and Maintenance (DCAMM) has given Bristol over \$20 million for projects.

V. Report of Student Trustee

Trustee Souza was not in attendance, therefore, there was no report given.

VI. Old Business

There was no Old Business to come before the Board.

VII. New Business

There was no New Business to come before the Board.

VIII. Adjournment

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 4:34 p.m.

Respectfully submitted,

Sandra Saunders, Esq.

Sandra Saunders, Esq., Secretary

2/24/2020
Date Approved

KAW
Initials