

Bristol Community College
Fall River, Massachusetts

Board of Trustees
Meeting Minutes

August 21, 2019

I. Call to Order

The three hundred and seventieth regular meeting of the Bristol Community College Board of Trustees was held on Wednesday, August 21, 2019, in Room J211 of the John J. Sbrega Health and Science Building on our Fall River Campus at 777 Elsbree Street. Chair Joan Medeiros called the meeting to order at 8:33 a.m.

Trustees present: Joan Medeiros, Chair; Keith Hovan; Jeffrey Karam; Lynn Malasi; Diane Silvia; CJ Souza; and Steven Torres, Esq., Vice Chair. Valentina Videva Dufresne participated remotely.

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

II. Chair's Remarks

Chair Medeiros welcomed all to the meeting. Trustee Videva Dufresne would be participating remotely.

Introductions were made from all Board members, President's Leadership Team members and others present at the 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.

- Consideration of Minutes of Board of Trustees Meeting of June 11, 2019
- Report of the Finance/Budget Committee Meeting of June 11, 2019
- Report of Personnel Actions August 2019

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

*Please Note: the vote on these Consent Agenda Items is to be redone at the October 7, 2019, Board Meeting as a Roll-Call Vote was not taken.

IV. President's Report

President Douglas reviewed Fall Credit Enrollment with the Board.

- Summer Credit Enrollment is the best since 2014 due to Lean 6 Sigma and assessment; we had an increase in guest students this summer.
- Fall Credit Enrollment - Enrollment Numbers (Total Credits) as of August 20, 2019:
 - Overall: +5.64%
 - Attleboro: +15.17%
 - Fall River: +4.78%
 - New Bedford: -3.23%
 - Taunton: +7.31%
 - Online: +16.15%

To meet last year's enrollment we need to enroll an additional 7,732 credits.

Trustee Malasi asked how the college could be ahead but still need 7,732 credits.

President Douglas said we are ahead at this point in time as compared to last year; still 6% behind but we budgeted for 5%.

President Douglas introduced Vice President for Academic Affairs Suzanne Buglione who discussed the three Talking Points for the Board of Trustees:

Childhood Education Career Pathways Grant

The Massachusetts Department of Early Education and Care (EEC) has awarded Bristol Community College a competitive Childhood Education Career Pathways Grant in the amount of \$296,904.00 for Fiscal Year (FY) 2020. Through this renewable three-year grant opportunity, EEC aims to address two, related yet distinct, challenges facing the early childhood education field: 1) the severe statewide shortage of diverse, qualified staff to fill certified educator positions; and 2) the lack of a formalized career pathway that leads to increased training, credentialing, education and compensation for all members of the Early Childhood Education industry. Bristol faculty and staff will work with four community partner institutions to offer an intensive competency-based curriculum for a selected group of childcare workers to help them complete the requirements for a new statewide credentialing system. The grant supports childcare, transportation, supplemental instruction and Spanish and Portuguese language translators as needed.

Scientific Research with Students

Four summer research projects involve seven students and three faculty members through the STEM Starter Academy grant, stipend students and offer a showcase.

- **Response of SH-SY5Y Neuronal Cell Model to The Effect of N-Acyl Homoserine Lactones (Dr. Mario Raya):** The effects that N-Acyl Homoserine Lactones (HSLs) have on the physiology & morphology neuroblastoma cell line.
- **Pollinator species inhabiting a former cranberry bog in Freetown, MA (Professor Kimberly Newton):** Pollinator Bees species inhabiting a former cranberry bog in Freetown, MA.
- **Examination the Effects of Tomatillo (*Physalis philadelphica*) Coating Extract on the Cyclooxygenase-2 Activity in HeLa Cells (Dr. Katie Ruggieri):** Tomatillo and treating the HeLa cells with extract concentrations, assaying the activity and gene expression.
- **Isolation and Sequencing of DNA from Woolly Mammoth Vertebra and Hair (Dr. Katie Ruggieri):** Extract DNA from 50,000-year-old hair and vertebrae samples from *Mammuthus primigenius*, taken from the permafrost in Yakutia, Siberia.

Fall River Library and Learning Commons (LLC)

The newly integrated LLC in Fall River resides in the Eileen T. Farley Learning Resource Center/A Building. Merging these two crucial academic support departments allows for more impactful student success and student-centered experience. The main desk hosts three service points: Library Services, Tutoring and I.T. Reference is now Research and Writing (librarians and Writing Center staff service point). Four group study rooms include two for general use and two larger rooms for the Tutoring/Writing Center. The Instructional Classroom is upgraded with two, 82-inch monitors for better instructional optics and media presentations. In Academic Year 2019, the LLC provided more than 190 instructional workshops and circulation exceed 9,500 individual transactions; the Learning Commons and Writing Center provided 2,300 supplemental instructor classroom visits, 5,500 tutoring appointments and 1,700 writing tutor appointments contributing to student success with an increase of over 85% in fall-to-spring persistence for students using tutoring.

President Douglas said the new Dean of New Bedford Campus, Dr. Shanna Howell, started on August 20, 2019.

President Douglas presented her draft 2019-2020 Key Goals to the Board of Trustees. She said her goals align with the Key Performance Indicators (KPIs) as well as the Equity Agenda. She will discuss this in greater detail at the October Board Meeting. President Douglas also drew attention to the draft Key Performance Indicators that were in the Board folders and Bristol's "Five Big Rocks" that would be discussed later during the Board Retreat.

Trustee Souza asked about one of the KPIs – the Six-year Student Success Rate. President Douglas said most people think it takes four years to complete a four-year degree, actually, it could take five years; a two-year degree could take more than two years to complete, even more than three years. The Six-year Student Success Rate refers

to the belief that no student should take more than six years to get a two-year degree. We work with that student with payment and planning to get it done in less than six years.

V. Financial Update

Vice President Steve Kenyon (see handout):

- Enrollment Update
 - Summer Surplus \$380,000
 - Fall Deficit (\$261,000) – we will not have the results until the October Board meeting.
- State Appropriation = +\$400,000
- FY20 Budgeted Operating Loss = (\$994,324)
- Total Operating Budget = \$72,886,360

- Investment Trends
 - FY20 Budget: \$400,000 unrealized gain.
 - \$13.8 million target

- July 30, 2019, Bristol CC Demand Response – The college’s Facilities Department asked the college to reduce its electric demand/consumption on Tuesday, July 30, 2019, during peak performance times of the day (between 3 – 6 p.m.) when the electric grid was expected to be at its highest. The college complied and produced a Demand Response Program Savings of \$35,000.

VI. Old Business

There was no old business to come before the Board.

VII. New Business

Recording Secretary Kathleen Wordell said the Department of Higher Education (DHE) is providing a new Performance Measurement Reporting System that will make available institutional data linked to system-wide level goals and metrics. The system is built with an online, interactive tool called Tableau software. The DHE has purchased viewer license subscriptions for this software for our President and all members of the Board of Trustees at no cost to the college. We have been asked by the DHE to provide them with the email addresses of our Board members so they may register the Board for this subscription.

Discussion ensued about the inability of some Board members to access certain online programs due to company firewalls as well as the merits of providing Board of Trustees members with Bristol Community College emails instead of using personal emails.

Upon a motion made by Trustee Torres and seconded by Trustee Silvia, it was VOTED that the college provide email addresses to the Board of Trustees for the use of college business.

*Please Note: this vote is to be redone at the October 7, 2019, Board Meeting as a Roll-Call Vote was not taken.

VIII. Adjournment

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 9:19 a.m.

Respectfully submitted,

Kathleen Wordell

Kathleen Wordell, Recording Secretary

____10/7/19_____
Date Approved

____KAW_____
Initials