

Bristol Community College  
Fall River, Massachusetts

Board of Trustees  
Meeting Minutes

April 1, 2019

I. Call to Order

The three hundred and sixty-seventh regular meeting of the Bristol Community College Board of Trustees was held on Monday, April 1, 2019, in Room TG 151 at Bristol Community College's Taunton Center at the Silver City Galleria on 2 Galleria Mall Drive in Taunton, Massachusetts. Chair Joan Medeiros called the meeting to order at 4:12 p.m.

Trustees present: Joan Medeiros, Chair; Frank Baptista; Samir Bhattacharyya; Sara Hincapie; Keith Hovan; Lynn Malasi; Anthony Sapienza;

Trustees absent: Valentina Videva Dufresne; Sandra Saunders, Esq., Secretary; Diane Silvia; and Steven Torres, Esq., Vice Chair.

II. Chair's Remarks

Chair Medeiros welcomed all to the meeting. She said the Board had a strong retreat on March 19 at the Davol Street location with presentations on Workforce and Offshore Wind by Vice President Jennifer Menard as well as a presentation on Academic Affairs by Vice President Suzanne Buglione.

Chair Medeiros said we have also been notified by the Governor's Office that Trustee Steve Torres has been reappointed as a Trustee; the paperwork is being processed.

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 February 25, 2019
- Consideration of Executive Session Minutes of February 25, 2019
- Report of the Finance and Audit Committee Meeting of February 25, 2019
- Report of Personnel Actions
- Report of Workforce and Community Education Contracts

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

VOTED to accept the Consent Agenda Items.

IV. Student Senate Presentation

Members of the Student Senate gave a presentation to the Board:

Abbryana Tirado, President  
Brian Casey, Treasurer  
Sophia Keith, Club Liaison  
Collin Dias, Member

The following are some of the highlights of the presentation:

- The Giving Tree – 102 children were given presents.
- Holidays Around the World
- PHENOM
- CCSLA
- College Night
- Book Exchange – collect books and lend them to students at no cost.
- Last Lecture Award
- End of Year Event

V. President's Report

President Douglas introduced Robert Rezendes, the Dean of the Bristol Taunton Center. He said he has been in the position for the past ten months and has been fostering a community connection, supporting life-long learners in the area with outreach to superintendents and high schools as well as attending chamber events. Bristol Taunton is running ESOL and HiSET programs with 90 students and are hoping to launch an ESL credit program. They are also in the process of doing a business plan for the area focusing on high school student interest and local industry. They have hosted their first Family Night as well as a Chamber Business After Hours, and area guidance counselors will be meeting at the Bristol Taunton Center later this week.

President Douglas said the following are Talking Points for the Board of Trustees:

**BRISTOL'S ALUMNI MENTORING PROGRAM**

The Bristol Community College Alumni Mentoring Program is a collaborative pilot between Bristol's Career Services and Bristol's Foundation. The purpose of the pilot is to develop best practices that will lead to scaling the program up for use through the college's new Connect2Bristol platform. The team has created a matching process for the mentors and mentees, so that they can be paired up by academic and professional goals. A document has been created highlighting roles, responsibilities and expectations

for mentors and mentees, as well as a mentee monthly progress report to track the progress of each mentee. Each mentee has attended an orientation session with a Career Services Career Coach. Mentors and mentees have been meeting throughout the spring term, and one mentee has already landed a job. The feedback received on the pilot has been overwhelmingly positive, and the next step is to explore extending the mentoring program to our English as a Second Language students.

### **JDR CABLE/BRISTOL COMMUNITY COLLEGE MOU SIGNING**

On March 7, 2019, Bristol Community College signed a Memorandum of Understanding (MOU) to provide technical job training as part of New England's emerging offshore wind industry. JDR is a pioneer in the development of Inter-Array Cables for offshore wind. Neil Brown of JDR Cables and President Laura Douglas signed the agreement to commit to working together to provide the sector with highly-skilled workers, innovative training programs and the shared use of specialized facilities. In addition to members from JDR Cables and Bristol Community College, British Consul General to New England Harriet Cross, Chief Executive Officer of the Massachusetts Clean Energy Center Stephen Pike, and New Bedford Mayor Jon Mitchell were in attendance. This MOU is an example of how Bristol is using key relationships to strengthen its collaboration with the industry, while increasing its visibility and credibility with European offshore wind companies.

### **BRISTOL'S HELPING HAND**

Bristol's Helping Hand is a pilot project at the New Bedford Campus, and the official launch is scheduled for summer 2019. The program will address non-academic student needs. It will be housed in the campus' advising area and provide access to a non-perishable food pantry; free school supplies and book vouchers; transportation assistance (bus schedules, passes); community resources (such as Mass Health, food stamps and EBT, etc.), and academic counselors and staff. The location within the advising center will enable the advising staff to engage with students and encourage them to make advising appointments. This project addresses the strategic goal of *college completion: fostering students' educational aspirations*. It will remove barriers that may otherwise impede student success and retention. The premise is that when students are not focused on meeting basic needs, such as their next meal or a place to sleep, they will be better able to persist and achieve their educational, professional and personal goals. President Douglas gave an update of the President's Approved Goals for 2018-2019:

President Douglas said that Student Trustee Sara Hincapie has received the Newman Civic Fellowship Award. Trustee Hincapie said she is honored to receive such an award and will reach out to fellow awardees. She will be concentrating on education for young students and insecurity issues.

President Douglas mentioned some important events held recently and upcoming:

- Donor Appreciation Reception held on March 6 in the Grimshaw-Gudewicz Art Gallery.
- Black/African American Family Night at Taunton Center on March 21.
- Business After Hours in Taunton on March 27.
- Bristol Awards on April 4 honoring Paul Burke.
- Birdies for Bayhawks – Golf Tournament on May 13.

Also, the Massachusetts Association of Community Colleges has hired a new director, Dr. Thomas Sannicandro.

President Douglas gave the following update on her approved goals:

- **Strategy I College Participation: Developing and Sustaining Enrollment**
  - First drafts of campus and online strategic plans received.
  - Summer 2019 online classes increased by 8% over Summer 2018.
  - 4 additional degree programs can be completed 100% online.
  - Dual Enrollment has increased by 140% over last year.
  - Summer “Guest Students” can now register with an electronic registration form. Fifty students registered during the first 16 days the form went live.
  - Career Nights in New Bedford.
  - STEM Career Series workshops.
  - Black and African-American Family Night in Taunton.
- **Strategy II College Completion: Fostering Students’ Educational Aspirations**
  - Marketing and Communications is partnering with IT to train how to add content to the new mobile app platform.
- **Strategy III Student Learning: Providing Robust, High-Quality Education**
  - Replacing old computer hard drives with new solid state drives.
- **Strategy IV Workforce Alignment: Transitioning from Classroom to Workplace**
  - Workforce Development and Academic Affairs is piloting an English as a Second Language summer course that provides a bridge from noncredit to credit learning.
  - Noncredit course codes have been revised to improve course categories for data analysis.
- **Strategy V Preparing Citizens: Connecting Individual and Community**
  - No new updates at this time.
- **Strategy VI Eliminating Disparities: Leveling the Playing Field**
  - Adjunct faculty serving on college-wide committees.
  - Affirmative Action committee trained. A new system completed for assigning committee members to search committees.

- Interactive dashboard now available to monitor student retention data.
- **Strategy VII Institutional Advancement: Positioning the College**
  - Sexual Harassment/Title IX training for adjuncts successfully bargained with union. Adjuncts who do not complete training will risk non-reappointment.
  - New employee background check process has been implemented.
  - There are 14 new Dynamic Forms live; 10 are pending live; and 25 are in draft form.
  - Three bidders will be interviewed and vetted to lead the college in its next strategic planning process.

President Douglas gave a presentation to the Board on the Accreditation Process - *What is Accreditation? How Does it Help Governing Boards?*

The following are highlights of the presentation:

- What is accreditation and what is its intent?
  - Accreditation is the primary means by which colleges and universities assure quality and is the primary public symbol of legitimate higher education.
  - Accreditation is intended to be a collegial, formative, aspirational and trust-based activity among faculty, administrators, students, boards and the public, bringing out the best in higher education and part of moving colleges and universities forward.
- Why is it important?
  - Assures threshold quality and encourages confidence in the value of higher education to the public, students and government.
  - Assists with student mobility by providing information about the institutions from which students want to transfer credits.
  - Essential to international student mobility by providing information to assist students in international exchange.
  - It is a primary basis for public and private sector funding of higher education institutions.
    - Federal funds to colleges and universities.
    - Decisions by foundations and corporations to provide gifts and grants to institutions.
- Program Accreditation Case Study
- What are the various types of accreditation that are important to Bristol?
  - Regional accreditation (NECHE)
  - Programmatic accreditations (some mandatory, others voluntary)
    - Nursing

- Dental Hygiene
  - Occupational Therapy
  - American Bar Association
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- What do accreditors have in common?
    - Private, non-profit membership organizations.
    - Specific quality standards, policies and processes to review colleges, universities and programs.
      - Two forms of review:
        - Self-review whereby an institution or program examines its operation based on the standards of the accreditor.
    - Peer review, with external academic professionals and others examining the work of other academic professionals in a college or university.
    - Award accredited status for a specific time period, typically 3-10 years, and require an institution or program to undertake another review at the end of the time for which accredited status has been awarded.
    - Decision-making body, a board, commission or council, composed of academic professionals and members of the public.
  
  - What are the steps in the accreditation process?
    - Institution prepares self-study.
    - Site team visits institution.
    - Site team prepares a report that is sent to accreditor.
    - Accreditor sends team report to institution.
    - Accreditor receives a response from institution and finalizes report.
    - Accrediting commission decides accredited status.
    - Follow-up as needed: reports, monitoring, other visits.
  
  - What are the Nine Standards of NECHE accreditation that we will be evaluated on?
    - Mission and Purposes
    - Planning and Evaluation
    - Organization and Governance
    - The Academic Program
    - Students
    - Teaching, Learning and Scholarship
    - Institutional Resources
    - Educational Effectiveness
    - Integrity, Transparency and Public Disclosure
  
  - How is accreditation helpful to college governing boards?
    - It provides a form of external consulting from respected members of the academic community that helps to move an institution forward that could inform:
      - The strategic direction of the institution.

- The academic and/or student services direction of the college.
- The financial future of the institution.
  
- Regional Accreditation Case Study
  
- Five-year accreditation report submitted. A new strategic plan is next.
  - Establishing an effective model of shared governance with an emphasis on strengthening communication with constituents at the college.
  - Implementing a systemic approach to assessing student learning outcomes with an emphasis on using results for improvement.
  - Establishing and implementing a comprehensive and effective approach to student advising.
  - Ensuring dual enrollment programs offered in partnership with high schools in the Commonwealth of Massachusetts are consistent with the Commission’s policy on Dual Enrollment Programs.
  
- In five years, the college will be up for re-accreditation. Board Members will be expected to:
  - Be a part of the self-study process.
  - Meet with the accreditor’s review team.
  - Review the team’s findings.
  - Meet any requests of the accreditor and review/monitor the accreditor’s decision.
  
- As we prepare for accreditation, the President will be responsible for:
  - Educating the Board on accreditation.
  - Keeping the Board informed about Bristol’s accreditation status.
  - Communicating the process of re-accreditation.
  - Sharing information about new regulations that affect accreditation.
  - Ensuring that our strategic plan addresses any perceived weaknesses.

Trustee Hincapie asked when the last time was that the Nursing program had an accreditation. Vice President Buglione said two years ago and they must keep the accrediting board apprised of exam results.

## VI. Financial Update

V.P. Steve Kenyon reviewed the following:

- The college is just \$60,000 under budget.
- Students are registering for the summer semester and can use Pell Awards. Last summer there was a 7% increase in enrollment.
- The Massachusetts Rehab Commission awarded \$316,000 in direct services.
- The elimination of credit card processing fees has saved over \$100,000.

- There was a \$600,000 gain this year; but we are still short in the budget. However, we are right on track to meet our obligations.
- The bookstore is to move from G Building to C Building and transcripts will no longer be required.

Trustee Sapienza asked if there have been any issues with the elimination of credit card processing. Vice President Kenyon said no, most students use a payment plan.

#### VII. Sabbatical Leave Requests

Upon a Motion made by Trustee Hovan and seconded by Trustee Malasi, it was

VOTED to approve the Sabbatical Leave Requests for the following individuals:

- J.P. Nadeau
- Diane Manson
- Sandy Lygren

#### VIII. Old Business

There was no old business to come before the Board.

#### IX. New Business

Trustee Keith Hovan said that the Nominating Committee will meet on May 6 to review nominations for the Board of Trustees' officer positions of Vice Chair and Secretary. He requested that Trustees forward to him their nominations (which can include self-nominations) for the positions no later than Friday, April 12, as explained in the memo included in their folders.

There was no verbal report given by the Student Trustee due to the Student Senate presentation. Student Trustee Hincapie distributed to the Board a mid-way report on *Student Voices on the Community College Culture and Environment*.

The Board was reminded that Commencement this year will be on Saturday, June 1. In lieu of a breakfast that morning, there will be a dinner on Thursday evening, May 16, honoring the award recipients for Honorary Degree and Distinguished Citizen. Invitations to the Board will be going out shortly.

Trustee Sapienza requested that Vice President Menard give an update to the Board regarding Offshore Wind at the June Board of Trustees Meeting.

X. Adjournment

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 5:15 p.m.

Respectfully submitted,

***Kathleen Wordell***

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Kathleen Wordell, Recording Secretary

5/6/19  
Date Approved

KAW  
Initials