

**Bristol Community College
Fall River, Massachusetts**

**Board of Trustees
Meeting Minutes**

April 5, 2021

I. Call to Order

The three hundred and eighty-fourth regular meeting of the Bristol Community College Board of Trustees was held on Monday, April 5, 2021. 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 4:06 p.m.

Trustees present: Joan Medeiros, Chair; Frank Baptista; Samir Bhattacharyya; Renee Clark; Pamela Gauvin, Esq.; Jeffrey Karam; Lynn Motta; Diane Silvia; Steven Torres, Esq., Vice Chair; and Valentina Videva Dufresne.

Trustees absent: Alexis Viveiros-Branco.

Kathleen Wordell, Recording Secretary, announced that since all members of the Board of Trustees would be participating remotely at the 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 beginning of the meeting were:

Frank Baptista – Yes
Samir Bhattacharyya – Yes
Renee Clark - Yes
Valentina Videva Dufresne - Yes
Pamela Gauvin - Yes
Jeffrey Karam - Yes
Lynn Motta - Yes
Diane Silvia – Yes
Steven Torres (Vice Chair) – Absent (*arrived later*)
Alexis Viveiros-Branco (Student Trustee) – Absent
Joan Medeiros (Chair) – Yes

II. Chair's Remarks

Chair Medeiros welcomed all to the meeting. She said it was a good month and there would be many updates at this meeting.

(Trustee Steve Torres joined the meeting at this time.)

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 for February 22, 2021
- Report of Personnel Actions April 2021
- Report of Workforce Contracts April 2021
- Special Programs: Early Retirement Incentive Program (ERIP) and Voluntary Separation Incentive Program (VSIP)

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

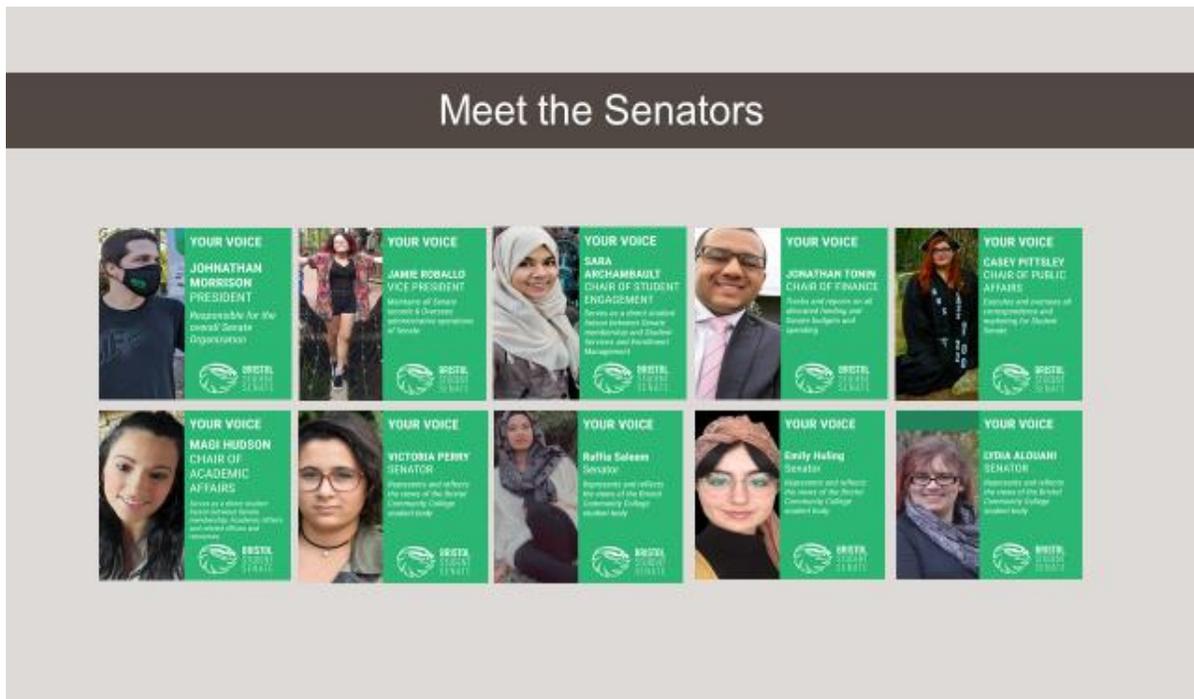
Frank Baptista – Yes
Samir Bhattacharyya – Yes
Renee Clark - Yes
Valentina Videva Dufresne - Yes
Pamela Gauvin - Yes
Jeffrey Karam - Yes
Lynn Motta - Yes
Diane Silvia – Yes
Steven Torres (Vice Chair) – Yes
Alexis Viveiros-Branco (Student Trustee) – Absent
Joan Medeiros (Chair) – Yes

The motion was approved.

IV. Student Senate Presentation

Bristol Community College’s Student Senate gave a presentation to the Board. The following are some of the highlights.

Johnathan Morrison, President of the Student Senate, introduced the members of the Student Senate:



Jamie Roballo said that the Senate has been involved in student voice matters – a call for action - and the Senate has been active on the Bristol App. She then gave a quick overview of the Proposal Tracker briefly mentioning the 15 proposals the Senate has been involved in.

Raffia Saleem discussed Proposal 001 – Home WiFi. Any student who needs WIFI access can register to receive a router.

Benefits for Students and Bristol:

- Increase engagement.
- Increase enrollment.
- Less stress for students.
- Students gain sense of care by Bristol staff and faculty.

Proposal resolved. Special thanks to Jo-Ann Pelletier.

Magi Hudson discussed Proposal 004 – Tutoring Hours. Look at increasing drop-in tutoring hours for certain subject categories that are lacking.

Benefits for Students and Bristol:

- Increase engagement.
- Students will benefit with better, more accessible assistance with their courses.
- Less stress for students.
- Students gain sense of care by Bristol staff and faculty.

Proposal resolved. Special thanks to Learning Commons Director, Lauren Whisler.

Casey Pittsley discussed Proposal 008 – Communication. Improving communication reachability between professors and students.

Benefits for Students and Bristol:

- Increase of communication reachability, virtual office hours and Blackboard course messages to name a few examples.
- Decrease of misinformation.
- Less stress from homework done incorrectly.
- General questions and concerns can be resolved.
- Students gain sense of care by Bristol staff and faculty.

Proposal resolved. Special thanks to April Lynch.

Sara Archambault discussed Proposal 009 – Board Game Lounge. Putting a board game lounge in the G-Building lobby.

Benefits for Students and Bristol:

- Increase engagement within campus activities.
- Students with children.
- Bus commuters.
- Students gain sense of care by Bristol staff and faculty.

Proposal resolved. Special thanks to Emma Montague.

Jonathon Tonin, Chair of Finance, discussed his work.

- Established an avenue for clubs to have easier access to funds, known as the Clubs Allocation form.
- Created a record of all BCC clubs' financial reports.

Emily Huling spoke on the importance of the Student Senate engaging in community service with such activities as Bristol's Mobile Food Market - Living the Spirit of Service with a Progressive Beat.

Victoria Perry spoke on the various staff and faculty members who joined the Senate during their meetings and some of the collaborations that have happened.

Senate President Johnathan Morrison thanked the Board of Trustees for the invitation to speak to the Board. Chair Medeiros thanked the Student Senate for their wonderful presentation and wished the best of luck to those Senators who were graduating this year.

V. MCCC Update

Emily Brown, President of the Bristol Community College Chapter (BrCCC) of the MCCC gave an update to the Board. The following are some of the highlights of her presentation:

Three Main Themes:

- Collaboration
- Support
- Results

Collaboration:

BrCCC and Bristol Administration

- Productive MACER meetings.
 - Action Items and Follow Through.
 - Assessment of Goals and Accomplishments.
- President Douglas’ participation in MACER meetings.
- Creation of MACER Listserv (for issues/concerns between MACER meeting).
- Creation of workgroups to address issues of mutual concern.
- Monthly Informal Get-Together via Zoom.

Support:

Support for BrCCC Union Members

- Human Resources provided support (beyond Employee Assistance Program) to faculty and professional staff:
 - Throughout Title IX process/investigations.
 - Throughout Grievance Process.
- Human Resources very accessible to union leadership.
- Human Resources and Academic Affairs willingness to meet with union leadership regarding issues of mutual concern.

Results:

Union “Wins”

- Resolution of Several Grievances at Step 1.
- Avoidance of Arbitration.
- Creation of new union positions.

Chair Medeiros thanked Ms. Brown for her update and comments, and welcomed her back for future updates. Chair Medeiros said that it was good to see the union making progress on collaboration with the administration.

VI. President’s Report

Talking Points

Offshore Wind Panel Discussion of March 24

President Douglas introduced Jennifer Menard, Interim Vice President, Economic and Business Development, to speak about the Offshore Wind Panel Discussion of March 24.

Ms. Menard said the National Association for Community College Entrepreneurship had a conference on March 24 titled “Innovations in the Energy Workforce.” This was from the Community and Technical College Consortium as a part of a five-part series hosted by Secretary of Energy Jennifer M. Granholm. Bristol was at the forefront of this national discussion. Our panel, led by a representative from the U.S. Department of Energy, focused on both onshore and offshore wind. Bristol was well represented by V.P. Menard and Dr. Alan Lowdon, Director of Strategic Development for Bristol’s National Offshore Wind Institute (NOWI). They discussed the U.S. offshore wind industry and the status of the NOWI. Dr. Yashwant Sinha also presented on the Bristol academic Offshore Wind Power associate degree and certificate.

V.P. Menard said that she and Dr. Lowdon covered the offshore wind market in the U.K. and U.S. as well as the National Offshore Wind Institute, and Dr. Sinha reviewed the Bristol academic associate degree and certificate for offshore wind. The other panelists were focused on onshore wind, included representatives from Northeast Community College from Nebraska and Iowa Lakes Community College.

New Chatbot

President Douglas introduced Jo-Ann Pelletier, Chief Information and Data Officer.

Ms. Pelletier said we are thrilled that with some help from federal CARES funds, Bristol was able to purchase and implement an AI chatbot for the college's website. The chatbot, which will be available in early May, uses AI or artificial intelligence to learn and continue to refine answers to common student questions. Our partner, who focuses in the higher education space, will use technology to crawl the Bristol website and build the logic (ontology) behind the bot. Vendor-provided analytics will help the college assess its success as we continue to refine content. The college will complement our bot with a live agent option, which will be especially impactful as we emerge from COVID-19. We know that our students desire bite-sized and on-demand information and that they are more inclined to ask questions using an unassuming platform like this.

The goal of the Bristol bot will be to supplement existing communication channels for students and provide better service.

- Institutions like Bristol report a substantial reduction in telephone calls as usage of virtual assistants increase.
- Topics are heat-mapped so the college can identify important areas with which to focus using contemporary information.
- The bot will crawl our college website each day to identify and update content such as important dates and program changes.
- Bristol can connect the bot to our student systems to provide custom responses to questions like tuition balances, registration information, and the like.

New Certificate Programs

President Douglas introduced Suzanne Buglione, Vice President, Academic Affairs.

V.P. Buglione mentioned the following new certificate programs being offered at Bristol:

- Supply Chain Management
- Race and Gender Studies
- Healthcare Management
- Chemistry
- Drone Technology

COVID-19 Update

President Douglas gave a COVID-19 update to the Board that included the following:

- “Stop the Spread” COVID-19 testing and regional vaccination center continue at the Fall River Campus.

- Planning for expansion of in-person learning for Summer 2021 and Fall 2021.
- Enrollment for Summer 2021 has begun, trending behind Summer 2020.
- Acquiring an app for contact tracing and vaccine tracking.

PACE Climate Survey Results

President Douglas introduced Angelina Medeiros, Director of Strategic Analytics & Institutional Research, and April Lynch, Chief Strategy Implementation Officer who would discuss the PACE Climate Survey Results and how they pertain to the Strategic Plan. (See attached PowerPoint presentation.) The following are some of the highlights of the presentation.

Ms. Medeiros said from October through December 2020, the National Initiative for Leadership and Institutional Effectiveness (NILIE) invited all Bristol employees to participate in the Personal Assessment of the College Environment (PACE) Survey. A total of 539 (48.1%) Bristol employees completed the survey. Of the 539 who responded, 286 (53.1%) employees provided written comments. This is the third time in which Bristol has participated in this survey. The survey covers four domains for employees to provide feedback including: Institutional Structure, Student Focus, Teamwork and Supervisory Relationships.

Survey respondents included all employee groups, with full-time employees participating at the highest rate. Responses were over-represented by white females who work full-time at Bristol as well as an increase in climate scores for employees in nearly all service groups, particularly those who have been at the college for 5 years or less. Teamwork among employees and the college's strong student focus were observed as great strengths.

Bristol's mean scores for both the top and bottom items were the same as in 2017, although they appear in a different order. A statistically significant increase was observed in seven of the top ten mean score responses and the important mission of the college was woven throughout a number of these items. As for the items with bottom mean scores, three out of the ten increased in a statistically significant way from 2017.

Of note, comments in the Supervisory Relationships, Teamwork and Student Focus domains were primarily favorable and Institutional Structure had more comments that were least favorable. NILIE reported comments that did not fall within four of the domains separately, and a fair number of these remarks were timely and related to Bristol's response to the COVID-19 pandemic. Included in the survey were a number of questions related to the college's COVID-19 response.

Ms. Lynch said the PACE Survey complements the launch of the Bristol Strategic Plan and the results were correlated to the college's six core values. As initiatives are launched, the findings of this survey will provide key guidance for Bristol. The results of the PACE Survey have been widely shared within the community through the college's weekly newsletter, Bristol Weekly, as well as during open meetings.

President's Approved Key Goals 2020-2021

President Douglas gave an update to the Board on her Approved Key Goals for 2020-2021.

Strategy #1: Academic Innovation

High Impact Practices (HIPS):

- Courses that use HIPS have been identified and scheduled for Fall 2021.
- Summer HIPS Institute planned for faculty professional development.

Open Educational Resources (OER):

- Data collected on OER by department.
- Plan developed to expand OER across the college.
- Communication strategy in development to promote plan and encourage faculty to participate in OER development.

Strategy #2: Equity and Student Success

Equity Statement:

- Bristol's Equity Statement will be unveiled in May.

Equity Audit:

- Bristol received an Innovation Grant, in conjunction with other Massachusetts community colleges, to learn how to conduct a comprehensive, institutional equity assessment/audit.

Strategy #3: Organizational Excellence

Digital Literacy:

- The college has adopted the International Society for Technology in Education (ISTE) standards to indicate digital literacy readiness. A team is being formed to implement these standards college-wide.

Professional Development:

- Our professional development program is underway to build employees' competencies and meet strategic objectives. A new professional development portal is in place as a one-stop for information and registration.

Aligning Resources to College Strategy:

- A new plan and budget process is in development to ensure that college resources are aligned with our strategic objectives.

Strategy #4: Partnerships

College Transfer Programs:

- The college is collecting testimonials and videos to promote transfer opportunities from Bristol to 4-year universities.
- Existing transfer agreements are being reviewed and we are identifying opportunities to expand existing agreements and grow our transfer institutions.

Trustee Torres asked if there will be increasing in-person learning opportunities for students in the fall. President Douglas said it is not clear exactly how the fall will look at this time. She said there are three terms this summer and the third term is introducing more hybrid courses. Not a lot of students are signing up for face-to-face classes. For summer and fall in person classes, all individuals must maintain social distancing of six

feet apart, which limits class sizes. We are using space as best we can. All students, faculty and staff must also follow the directive to wear a mask in the fall. President Douglas believes that a number of changes will occur during the summer dependent upon vaccine distribution.

President Douglas concluded her report.

(Trustees Lynn Motta and Renee Clark left the meeting at this time.)

VII. Financial Update

Vice President Steve Kenyon gave a Financial Update to the Board. Below are highlights of his presentation.

- There is a \$6 million surplus next year due to emergency relief funds. \$3 million of the CARES Funds will be put into the budget and some of the funds will be used in FY22.
- The college is adding four new faculty positions and ten other positions.
- The college is expected to receive \$17.6 million from the American Rescue Plan that is not included in the FY22 budget. They are brainstorming as to how to award funds.
- \$2 million will be given to students for a spring award; this does not affect Financial Aid.

VIII. Report of the Finance/Budget Committee

Since Committee Chair Lynn Motta left the meeting previously, Vice President Kenyon gave a report to the Board regarding the Finance/Budget Committee meeting of March 23, 2021.

V.P. Kenyon said the Finance/Budget Committee met on March 23 with two agenda items: one to review the FY22 operating budget and the other to set the college fee for FY22. Management presented a detailed report at the Trustee's February Board meeting explaining the budget process, how the budget is built, substantial supporting documentation to support a modest fee increase, and historical information on both fees and state appropriations. The Board was provided with the FY22 operating budget that was approved by the Finance/Budget Committee on March 23.

Some of the highlights of that budget include:

- A forecast for an 8% enrollment decrease which is reflected in the revenue projections.
- The Federal, State and private grants line shows a \$5 million decrease. This will change dramatically in future updates as we anticipate HEERF III to be received. It is also net of grants in the amount of \$800,000 that are expiring this year.

- We are estimating State appropriation will be down by \$450,000 based on the Governor's FY22 recommendation. We remain optimistic legislators will restore the increase but are budgeting conservatively.
- In the expenditure section, please note Trust Fund expenditures returning to more level in FY22.
- The operating surplus budgeted for FY22 is \$1.6 million. Once we receive the American Rescue Plan funds this amount will go up significantly and will be reflected in our quarterly updates.
- Unrealized gains are budgeted at \$400,000 for both years. This is a conservative budget for our unrealized gains, as our YTD unrealized gain is over \$2 million this fiscal year. Because of the volatility, we feel this is a conservative budget.
- Depreciation expense continues to increase sharply as the numerous capital projects are completed.

The Board also received a report of the assumptions that were used in building the budget. The more significant ones include the enrollment projection at -8% and that contractual increases will be funded by the state.

Chair Medeiros requested a motion to accept the report and recommendations of the Finance/Budget Committee and to approve the FY22 budget as presented.

A motion was made by Trustee Torres to accept the report and recommendations of the Finance/Budget Committee and to approve the FY22 budget as presented. This was seconded by Trustee Bhattacharyya. Ms. Wordell conducted a Roll Call Vote:

Frank Baptista – Yes
Samir Bhattacharyya – Yes
Renee Clark - Absent
Valentina Videva Dufresne - Yes
Pamela Gauvin - Yes
Jeffrey Karam - Yes
Lynn Motta - Absent
Diane Silvia – Yes
Steven Torres (Vice Chair) – Yes
Alexis Viveiros-Branco (Student Trustee) – Absent
Joan Medeiros (Chair) – Yes

The motion was approved.

V.P. Kenyon said as we have been preparing for the last few months, this is the meeting where we set the per credit college fee for the next academic year. Management recommended a \$3 per credit increase at the March 23 Finance/Budget Committee meeting and the Finance/Budget Committee voted unanimously to approve it.

V.P. Kenyon said this is a 1.4% fee increase. For a full-time student taking 30 credits a year, that would be a \$90 increase. Pell is increasing by \$150 per year next year. Students

on average are receiving over \$800 per semester in Federal CARES awards. Never has there been a time where a fee increase will have a more minimal effect on students financially. A modest increase this year will avoid larger increases in a year or two when the Federal funding is gone. As presented in last the Board meeting, Bristol is the second least expensive community college of the 15.

Chair Medeiros requested a motion to approve a \$3 per credit increase in the college fee for FY22.

A motion was made by Trustee Torres to approve a \$3 per credit increase in the college fee for FY22. This was seconded by Trustee Bhattacharyya. Ms. Wordell conducted a Roll Call Vote:

Frank Baptista – Yes
Samir Bhattacharyya – Yes
Renee Clark - Absent
Valentina Videva Dufresne - Yes
Pamela Gauvin - Yes
Jeffrey Karam - Yes
Lynn Motta - Absent
Diane Silvia – Yes
Steven Torres (Vice Chair) – Yes
Alexis Viveiros-Branco (Student Trustee) – Absent
Joan Medeiros (Chair) – Yes

The motion was approved.

IX. Report of the Facilities Committee

Trustee Steve Torres, Chair of the Facilities Committee, gave the following report to the Board.

The Facilities Committee met on March 23 for their quarterly meeting. The agenda was predominately about the new Taunton location. The Committee also received an update from management on numerous capital and deferred maintenance projects going on at all locations. It is important to note that many deferred maintenance projects are being funded by federal funds. These include mostly HVAC related improvements such as chiller replacement and duct cleaning.

For the new Taunton location, which will be at the former Coyle & Cassidy High School, the Board approved a few months ago that we would occupy two floors of the school building. At our Facilities Committee meeting, we discussed a recent proposal from the Diocese for Bristol to control all three floors and the gymnasium. This proposal was short lived as the Diocese withdrew that opportunity last week. We are reverting to the original plan with some minor changes that require Board approval.

The previously approved arrangement was for two years. The draft agreement is now three years with two one-year options. As of now, there are no annual cost increases or escalators in the draft lease but it is still in review. Since our last approval, the Diocese is allowing the college to use the gymnasium and other support spaces at no additional cost. Trustee Torres provided the following summary of terms to be approved:

- The college will be leasing approximately 29,000 square feet of classroom space.
- Annual rent will be \$173,910 which includes utilities and custodial costs. There are no taxes since the Diocese operates under a tax-exempt status. As a reference we were paying about \$700,000 per year in the Silver City Galleria.
- This is about \$6 per foot, not including the gym, auditorium and other spaces in the building not being charged for. This rate includes all utilities, custodial services and taxes.
- SouthCoast Collaborative will be leasing the first floor. Bristol would have the first right of refusal should SouthCoast Collaborative vacate.
- We will have 8 classrooms, 2 science labs, 2 computer labs, a student lounge, a library and support offices.
- Our Adult Education program will also be located at this site.
- This facility will allow Bristol to teach biology and chemistry without the construction of costly science labs.
- This site is on the bus route and there is ample parking including accessible spaces.
- The Diocese is providing space to operate the Mobile Food Market.

Trustee Torres said the parameters discussed would include a three-year term with two one-year options for approximately \$6 per square foot including utilities and custodial. Chair Medeiros said she would like V.P. Steve Kenyon to ask the Diocese if they could bring the lease to a five-year term if possible. V.P. Kenyon said he could ask the Diocese for such a term.

A motion was made by Trustee Torres to allow management to continue to negotiate the lease based on the parameters discussed: a five-year term for approximately \$6 per square foot including utilities and custodial. This was seconded by Trustee Gauvin. Ms. Wordell conducted a Roll Call Vote:

Frank Baptista – Yes
Samir Bhattacharyya – Yes
Renee Clark - Absent
Valentina Videva Dufresne - Yes
Pamela Gauvin - Yes
Jeffrey Karam - Yes
Lynn Motta - Absent
Diane Silvia – Yes
Steven Torres (Vice Chair) – Yes
Alexis Viveiros-Branco (Student Trustee) – Absent
Joan Medeiros (Chair) – Yes

The motion was approved.

X. Report of the Student Trustee

There was no Student Trustee report since Trustee Viveiros-Branco was absent for the meeting.

XI. Old Business

There was no Old Business to come before the Board.

XII. New Business

There was no New Business to come before the Board.

XIII. Adjournment

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 5:22 p.m.

Respectfully submitted,

Kathleen Wordell

Kathleen Wordell, Recording Secretary

5/3/2021_____
Date Approved

KAW_____
Initials