

BRISTOL

COMMUNITY COLLEGE

BOARD OF TRUSTEES RETREAT MINUTES

Wednesday, August 23, 2023

1. The Bristol Community College Board of Trustees Retreat was held on Wednesday, August 23, 2023, in person at the Colonel Blackinton Inn located at 203 N. Main Street, Attleboro, Massachusetts. The Retreat began with breakfast and gathering time between 8:30-9:00 a.m.

Trustees present: Jeffrey Karam, Vice Chair; Valentina Videva Dufresne, Secretary; Renee Clark; Pamela Gauvin; Joseph Ferreira; James Mathes; John Morris; and Todd McGhee.

Trustees absent: Joan Medeiros, Chair, Frank Baptista; and Lynn Motta.

Other Attendees: Laura Douglas, President; Lucinda Poudrier-Aaronson, Assistant to the President and Board Liaison; Joyce Brennan, Vice President, Marketing and Communications; Jennifer Menard, Vice President, Economic and Business Development; Kate O'Hara, Vice President, Student and Enrollment Services; Steve Kenyon, Vice President Administration and Finance; Andrew Fisher, Vice President, Academic Affairs/Chief Academic Officer; April Lynch, Chief of Staff and Strategy Development; Emmanuel Echevarria, Chief Human Resources Officer; Jo-Ann Pelletier, Chief Information & Data Officer; Judi Urquhart, Chief Development Officer; and Mark Nataly, Director Campus Police/Prepare

On behalf of Joan Medeiros, Chair, our Vice Chair, Jeffrey Karm welcomed all to the retreat noting he was filling in as Chair Medeiros was facing medical concerns. Trustee Karam and Board Liaison, Lucinda Poudrier-Aaronson, provided a brief overview of the retreat day including the Inn's facilities, food, and other logistics.

At 8:59 a.m. the regular board meeting was called to order. Refer to the August 23rd Board of Trustees meeting minutes prepared and submitted independent of the Retreat itinerary. The regular board meeting was adjourned at 10:09 a.m. Vice Chair Karam invited everyone to take a five-minute break and come back to resume the Retreat agenda.

2. Icebreaker

After the short break, Vice Chair Karam asked Trustees to participate in an icebreaker. He asked Trustees to go around the table and answer the question, "What was your first job?" We learned we had paper delivery people, ice cream scoopers, life guards and many other self-starters in our midst.

3. NECHE Accreditation Overview & Review of Self-Study

Once the icebreaker concluded, President Douglas asked Andrew Fisher, Vice President, Academic Affairs/Chief Academic Officer, to provide a NECHE (New England Commission on Higher Education) Update. This update included information about who and what NECHE is and what the organization does. The Trustees were each provided with a NECHE guide booklet and Dr. Fisher outlined the nine standards and reviewed the NECHE accreditation process (self-study, site visit and external review).

To highlight the self-study process adopted by Bristol Community College, Dr. Fisher introduced JP Nadeau, Professor of English. JP shared he was initially scheduled to present this review of Bristol’s Self Study with Dean Jennifer Puniello, but she had a good excuse. The birth of a child prevented her from joining him (he shared baby pictures as proof).

Professor Nadeau shared background information and context for how Bristol approached our 2024 Self-Study, including how we have been working together as a committee and as a college.

<Trustee Joe Ferreira *left at 11:00 a.m.*>

Professor Nadeau outlined committee development and structure with representation across the college. He described meeting structure, timeline, and use of technology to accomplish work of the committee. Maintaining transparency and engaging the whole Bristol community has been a primary goal. Leveraging various meetings and communication channels has been instrumental in this work. Opening Day 2022, Bristol Weekly, conversation circles, and reflective journals are a few ways the college involved the whole community.

He also shared details involving data collection and composing the narrative. The NECHE Workroom has been a good space to share and collaborate across the college, allowing many and varied stakeholders to provide feedback and input to shape the narrative.

In conclusion, Professor Nadeau shared the timeline for the process:

March 24-27, 2024	NECHE Review Team Site Visit
February 1, 2024	Report due to NECHE (<i>6 weeks prior to site visit</i>) Publish notice for public comment on draft
Sept – Nov, 2023	Steering Committee meets monthly to prepare for visit Final draft revision and editing based on NECHE feedback
August 2023	Draft sent to NECHE for feedback
June-July 2023	Steering Committee Co-chairs edit draft for “one voice”

He then provided time for Trustee questions and/or discussion.

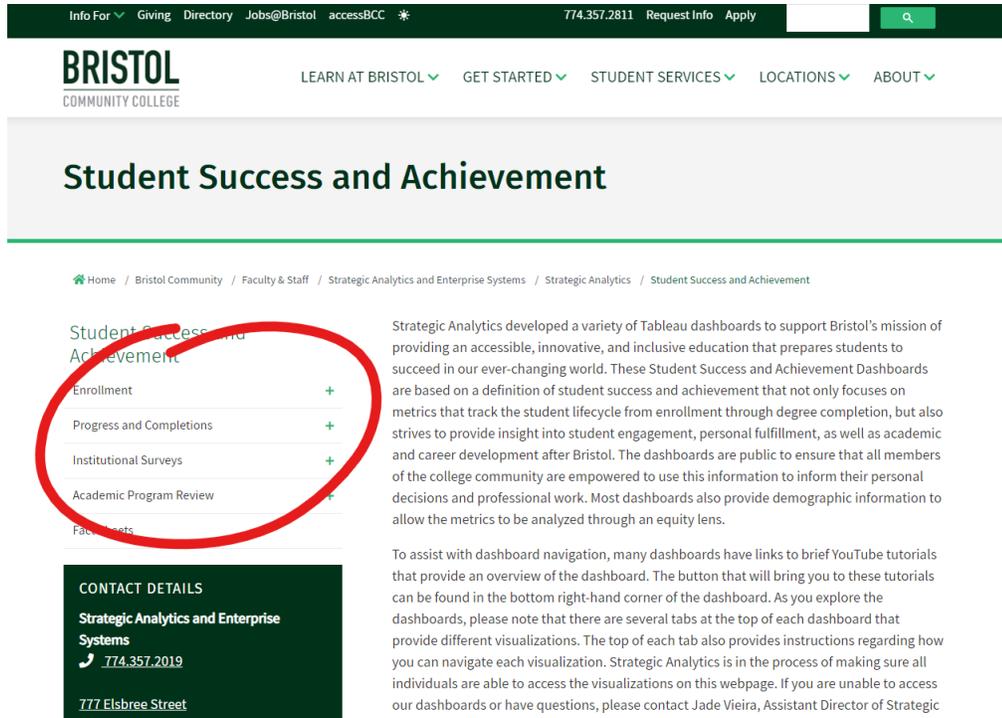
4. Lunch

<Angelina Medeiros, *Director of Strategic Analytics and Enterprise Systems, arrives 12:20 p.m.*>

5. Data: What Do They Tell Us?

President Douglas asked April Lynch, Chief of Staff and Strategy Development, and Angelina Medeiros, Director of Strategic Analytics and Enterprise Systems, to provide an overview of Bristol Community College’s data analytics. Dr. Medeiros outlined Massachusetts’ Department of Higher Education (DHE) performance measures, new Tableau dashboards available, and how we will use data available to align year 4 of the college’s strategic plan.

Dr. Medeiros provided examples of readily available dashboards aligned with Student Enrollment, Student Outcomes, Student Experience, and Assessment and Planning. Most of the data analytics (enrollment, equity, trends, are readily available on the college website. Visit: [Student Success and Achievement | Bristol Community College \(bristolcc.edu\)](https://www.bristolcc.edu/student-success-and-achievement)



Dr. Medeiros shared that most data captured in Tableau can be drilled down by program and course level analysis. She shared the Tableau dashboards are rich and building infrastructure for reports is on-going particularly in the areas of Equity and High Impact Practice (HIP) outcomes. The college’s Strategic Plan and therefore, our data collection and reporting moving forward, will focus in areas of Academic Innovation, Organizational Excellence, Equity, and Partnerships. Dr. Medeiros opened presentation up for any questions or discussion.

6. Trustee Engagement Overview for AY 2023-2024

President Douglas asked Trustees to review the Board Education Plan in the materials provided in both their folder and electronically. As had been requested previously by Trustees, she noted that topics and the meeting locations were fully outlined for the 2023-2024 academic year. The proposed date for the March half-day retreat is Wednesday, March 20th which is just before the NECHE site visit. Holding meetings on site at our different college locations is important as we work to maintain a visible presence and accessibility for all members of the Bristol community. She shared the hope for mapping out the board meeting topics for the year will provide necessary roadmap for Trustees and enhanced preparation of presentation and material for the Board to consider.

President Douglas then shared a new resource with the Trustees. She shared a draft of a calendar of events for the academic year to highlight the must-attend, priority events for Trustees as well as many programs and activities that may be of personal or professional interest to our Board of Trustees.

7. Wrap-up & Closing Discussion

President Douglas and Vice Chair Karam thanked everyone for attending and for their enthusiastic participation throughout the retreat day.

The next regular board meeting is scheduled on Monday, October 2, 2023 at 4:00 p.m. on the Fall River campus in Building D 2nd floor Conference Room (209).