

Bristol Community College
Fall River, Massachusetts

Board of Trustees
Meeting Minutes

August 22, 2018

A. Call to Order

The three hundred and sixty-first regular meeting of the Bristol Community College Board of Trustees was held on Wednesday, August 22, 2018, in Room J211 in the John J. Sbraga Health and Science Building on the Bristol Community College Fall River campus located at 777 Elsbree Street, Fall River, Massachusetts. Chair Joan Medeiros called the meeting to order at 8:33 a.m.

Trustees present: Joan Medeiros, Chair; Frank Baptista; Valentina Videva Dufresne; Sara Hincapie; Lynn Malasi; Anthony Sapienza; Sandra Saunders, Esq., Secretary; and Diane Silvia..

Trustees absent: Samir Bhattacharyya; Keith Hovan; and Steven Torres, Esq., Vice Chair.

B. Chair's Remarks

Chair Medeiros said that an email notice had been sent to the Board recently concerning some items that she would like implemented in the year ahead, one being a web-based portal for use for the Board meeting material. Vice President for Technology Services Jo-Ann Pelletier will be researching various companies and costs and will report the results back to the Board.

C. Consideration of Minutes of the Meeting of June 11, 2018

Upon a Motion made by Trustee Sapienza to accept the Minutes of the Meeting of June 11, 2018, as submitted, and seconded by Trustee Malasi, it was

VOTED to accept the Minutes of the Meeting of June 11, 2018.

D. Consideration of Executive Session Minutes of June 11, 2018

Upon a Motion made by Trustee Sapienza to accept the Executive Session Minutes of June 11, 2018, as submitted, and seconded by Trustee Silvia, it was

VOTED to accept the Executive Session Minutes of June 11, 2018.

E. President's Report

President Douglas said there has been a 3.14% decline in enrollment; we budgeted for a 5% decline so we may be fine by school start.

President Douglas introduced her new temporary Chief of Staff Suzanne Buglione to the Board.

The President's Leadership Team had a retreat on July 13, 2018, and discussed plans to move and change the college culture towards student success. The theme was "Reinventing Bristol."

President Douglas recently returned from a trip to the Azores and met with the Rector of the University of the Azores; future study abroad exchanges were discussed.

President Douglas introduced the President's Leadership Team to the Board since new members were added recently to both the Team and the Board.

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

1. Bristol-UMassD Transfer Program:

A Memorandum of Agreement was signed on August 20, 2018, between President Douglas and Chancellor Johnson of UMass Dartmouth (UMassD). The memorandum formalizes an initiative between Bristol and UMassD to create a seamless pathway for Bristol students to earn a bachelor's degree at UMassD. Both institutions will share academic records and student information in order to simplify the transfer process. While at Bristol, students will have access to many of the same opportunities that UMassD students have, including access to facilities and events. With this agreement, Bristol students will be part of both academic communities and develop the familiarity and comfort necessary to progress from Bristol to UMassD with ease.

2. October 30, 2018, Offshore Wind Symposium:

Bristol Community College, the City of New Bedford, the British Embassy and the Boston Consulate are jointly sponsoring an Off Shore Wind (OSW) Symposium in New Bedford. This one-day symposium will support the emerging Massachusetts and United States OSW market and provide robust networking opportunities to U.S. and U.K. companies. The event's panels will be comprised of OSW professionals featuring lessons learned from the U.K. experience and the Humber Alliance as a possible model to help New Bedford and area businesses align around OSW. The program will help our businesses understand OSW innovations, the legal and environmental conditions, government support and legislation, U.S. state bidding process and more.

3. Civic and Service-Learning at Bristol:

The college engages just over 500 students annually in Service-Learning courses. These courses promote action through a "High Impact" teaching approach that engages students with community organizations to apply their skills and knowledge, aligned with the

course learning outcomes, in community service. Since 2014, the college has also engaged students in Civic Learning designated courses that promote civic knowledge, social and political values, and practical skills for action as participators in the democratic process as defined by the Massachusetts Department of Higher Education (DHE). Courses are assessed through pre- and post-test measuring of students' academic, career and personal development, as well as community involvement and through measures of persistence and retention.

Results reveal:

- ❖ 81% of students reported that their participation in the service component enhanced their understanding of the course material.
- ❖ 85% of students reported that they intend to continue to serve their community in the future.
- ❖ Persistence is 11% higher and retention is 7% higher with this approach than for other Bristol students, with 16% increase for male students.

A campus-wide team meets monthly to advance this initiative at the college. The college will embark on a non-partisan student voting initiative throughout the fall 2018 semester.

The President asked Carolyn Ross, Executive Director of Human Resources, to give an update to the Board on Title IX and Diversity Training. Ms. Ross introduced Ms. Gia Sanchez, Diversity and Title IX Officer, to the Board. Ms. Sanchez has 20 years of law practice as well as experience in writing policies and procedures.

Ms. Ross said Human Resources has conducted Title IX/Diversity Training sessions in January 2018, May 2018 and they are planning three more sessions for the late summer and fall. They have made it mandatory training for all staff and faculty, and are considering online annual updates and sessions for new hires. Ms. Sanchez is developing an Affirmative Action strategy specifically for Bristol.

F. Report of the AD HOC Committee

Trustee Steven Torres, Chair of the AD HOC Committee, was not in attendance. Chair Joan Medeiros gave a report to the Board on the Committee meeting of June 25, 2018.

The Committee discussed changes and revisions to the Bylaws. There was no quorum for the meeting of August 13, so the next meeting is undetermined at this time.

G. Report of the Alumni Trustee

Alumni Trustee Diane Silvia said the Alumni Association met a few times over the summer and met with Kerry Lynch in Resource Development to put a plan together.

They are implementing the Graduway software that links students, alumni, and the college community. It will be used for fundraising, job searches, and mentoring. They

will check with General Counsel Ken Tashjy before they implement the mentoring piece and launch the program. The Alumni Association is conducting a major push to get alumni to sign up on the Graduway site.

The Alumni Association is reviewing the Paragon Awards ceremony by re-examining the venue, meals, speakers and opening it to others. They are considering changing the qualifications for the award to include demonstrated interest in Bristol Community College.

The Alumni Association will have a small meeting on August 28 to troubleshoot and brainstorm new ideas.

H. Report of the Foundation Relations Committee

Trustee Diane Silvia said the Foundation last met on June 13. At that time, they introduced Kerry Lynch as the new Associate Director of Development. Ms. Lynch will work with alumni engagement, assist with the Capital Campaign and oversee the day-to-day operations of the Development Office.

At the meeting, the Foundation voted to spend \$120,000 to update the Margaret L. Jackson Arts Center by making improvements to the stage and seating in the theater. They also voted to allow the Foundation's Finance Committee to decide on which software to purchase for in-house auditing. They chose subcommittees, are reviewing their Bylaws and considering term limits for their members. They have created The Loretta George Leadership Council for former Foundation members to serve upon and be active in "friend-raising" and fundraising efforts of the Foundation. The Foundation's next meeting is September 12, 2018.

Chair Medeiros said that the Foundation is considering reducing the number of its members from 13 to 9 with staggered terms. She will be on the Foundation's Nominating Committee.

I. Financial Update

Vice President Steve Kenyon gave the following updates (please see attached handout):

- State revenue appropriation increased by \$131,000.
- Expenses – increased in AFSCME line; increased adjustment for DCE, PT employees and NUPS; the Fringe Rate was down \$70,000.
- Operating Surplus – IT infrastructure investment; capital appropriations increased by \$13 million. The state is not building new buildings; rather, they are putting funds into renovations.
- Other State Funding – Dual Enrollment; STEM Starter Academy; MassGrant of \$7.15 million, which is for the entire community college system (the money comes from gaming revenues). President Douglas said that this \$7.15 million is

the Massachusetts' answer to Free Community College. Rhode Island has free tuition regardless of income. In Massachusetts, students apply for aid; it is based on low income.

J. Report of Personnel Actions

Upon a Motion made by Trustee Sapienza and seconded by Trustee Saunders, it was VOTED to accept the Report of the Personnel Actions.

K. Report of Workforce and Community Education Contracts

Upon a Motion made by Trustee Malasi and seconded by Trustee Saunders, it was VOTED to accept the Report of Workforce and Community Education Contracts.

L. Request for Approval of New Certificate – Culinary Arts

The following new certificate was submitted to the Board of Trustees for approval:

- Culinary Arts (*Certificate of Achievement*)

Vice President Greg Sethares said that Professor Gloria Cabral is getting working adults interested in culinary arts by offering a certificate program on the weekends that will tie into the associate degree program. This will begin in fall 2019.

Upon a Motion made by Trustee Saunders and seconded by Trustee Baptista, it was VOTED to approve the new Culinary Arts Certificate of Achievement.

M. Old Business

Vice President for Communications Joyce Brennan said that her department is launching the new brand for the college – it was BCC and the new logo is BRISTOL. After conducting a meticulous survey and audit of all five Bristol locations, the total budget for the implementation will be \$100,000; the Communications Office has \$25,000 budgeted and they will utilize \$75,000 from reserves. The digital implementation will take place on August 30 and will be a 12-month project. They intend to redo awnings, signs and banners to elevate the brand. They had unanimous response at all sites for the rebranding.

Upon a Motion made by Trustee Sapienza and seconded by Trustee Silvia, it was VOTED to approve the cost of the Rebranding Project.

N. New Business

Executive Director of Resource Development Paula Popeo discussed the initial plans for the fundraising campaign for Attleboro, New Bedford and Taunton. She said they are moving forward with the \$3 million campaign for the Attleboro Learning Commons. The soft launch will be at the Manhattan Short Film Festival on October 5 and 6. We are saving the “Campaign” terminology for the New Bedford campaign. Chair Medeiros asked what the focus of the project would be for the Taunton site. Ms. Popeo said that it is on hold as they are waiting to determine the right project for Taunton. Attleboro is a much more targeted campaign.

Ms. Popeo said that they have cleared the mentoring item with Legal Counsel and are ready to go with Graduway. They are also finalizing the upgrade of Raisers Edge database software and are bringing the endowment process internal.

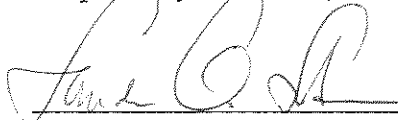
Vice President Kenyon said that the college recently hired a new employee for a position that was very difficult to fill. As part of the hiring process, it was requested that the employee be reimbursed for \$5,000 of moving expenses. This is an unusual request and, according to the Trust Fund Guidelines, one that would require approval from the Board of Trustees.

Upon a Motion made by Trustee Sapienza and seconded by Trustee Baptista, it was VOTED to approve the \$5,000 of Moving Expenses.

O. Adjournment

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 9:32 a.m.

Respectfully submitted,



Sandra Saunders, Esq., Secretary

10/1/18
Date Approved

KAW
Initials

Bristol Community College
Fiscal Year 2019 Key Budget Assumptions
Approved by Board of Trustees - June 2018

	Updated Estimate	Approved June 2018	Variance	Percent Change
Revenue:				
Tuition and fee revenue	\$ 30,365,639	\$ 30,064,989	\$ 300,650	1%
State appropriation	21,507,763	21,376,532	131,231	1%
Performance based funding	209,408	209,408	-	0%
Revenue from College Foundation	1,397,000	1,397,000	-	0%
Other trust fund revenue	994,584	994,584	-	0%
Federal, State and Private Grants	20,178,169	20,178,169	-	0%
Adjustments (Waivers, Uncollectible)	(1,690,000)	(1,690,000)	-	0%
	<u>\$ 72,962,563</u>	<u>\$ 72,530,682</u>	<u>\$ 431,881</u>	<u>1%</u>
Expenses:				
Trust Funds	30,312,775	30,312,775	-	0%
Federal, State and Private Grants	20,178,169	20,178,169	-	0%
State appropriation	21,507,763	21,376,532	131,231	1%
AFSCME raises estimated at 1%, now 2%	124,000	62,000	62,000	100%
MCCC raises	223,000	223,000	-	0%
Adjustments for DCE, PT employees, and NUPs	240,000	180,000	60,000	33%
Fringe rate	-	70,000	(70,000)	-100%
	<u>72,585,707</u>	<u>72,402,476</u>	<u>183,231</u>	<u>0%</u>
Operating Surplus	<u>\$ 376,856</u>	<u>\$ 128,206</u>	<u>248,650</u>	<u>194%</u>
Unrealized gains	600,000	600,000	-	0%
Depreciation	(2,401,271)	(2,401,271)	-	0%
IT infrastructure investment	500,000	-	500,000	
Capital appropriations	14,000,000	982,720	13,017,280	1325%
Projected surplus/loss [^]	<u>13,075,585</u>	<u>(690,345)</u>	<u>13,765,930</u>	<u>-1994%</u>
Other State funding:				
Dual Enrollment*	50,000	50,000	-	0%
STEM Starter Academy*	261,000	261,000	-	0%
Supplemental MassGrant of \$7.15M**	-	-	-	

*Funding from the state doubled from FY18 but our FY19 funding level has not been determined.

**Funding specifically for Community College students based on need. Funds from the Gaming Education Fund.

[^]These projections exclude amounts determined by the Commonwealth for GASB 68 (Pension) and GASB 72 (other post retirement benefits).

