

**BRISTOL COMMUNITY COLLEGE  
FALL RIVER MASSACHUSETTS**

**BOARD OF TRUSTEES  
SPECIAL MEETING MINUTES**

**SEPTEMBER 18, 2018**

**A. CONVENING**

A Bristol Community College Board of Trustees Special Meeting was held on Tuesday, September 18, 2018, in Room D209 in the Hudnall Administration Building at the BCC Fall River campus located at 777 Elsbree Street, Fall River, Massachusetts. Chair Joan Medeiros called the meeting to order at 5:48 a.m.

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

Trustees absent: Samir Bhattacharyya.

**B. OPENING REMARKS**

Chair Joan Medeiros welcomed all to the Board of Trustees Meeting.

**C. DISCUSSION – BOARD OF TRUSTEES AS BEING A RESOURCE TO THE PRESIDENT AND COLLEGE**

Chair Medeiros said the Board would discuss the topic of being a resource to the President and college in more in depth at this meeting. They would also discuss community associations/professional involvement/volunteer work in community and affiliations, and afterwards discuss legislative/advocacy and goals for a high-functioning board.

*Community, Professional Involvement and Volunteerism –*

President Laura Douglas presented the following questions:

- In what ways do you connect with your community? Are you part of any community organizations? Do you sit on any community committees or boards?
- Beyond your job, what are your professional affiliations? Do you participate or lead any organizations? Do you belong to any professional networking groups? Do you sit on any boards that are associated with your profession?
- Tell us about your volunteer work? Where do you spend your volunteer time?
- How could your community affiliations, professional involvement and volunteerism connect to our work at Bristol Community College? How might we use those connections to leverage opportunities for Bristol Community College?

Trustee Malasi said that the Board should share their resumes, board affiliations, organizations and community involvement with each other. Trustee Sapienza said that we should also foster a better relationship between Board Members.

- It was determined that the Board would send Ms. Wordell a list of their board affiliations and personal interests.

Trustee Hovan suggested that the Board of Trustees participate in an annual Board retreat. His board conducts a three-day retreat away together. This fosters deeper relationships and he has noticed a difference since doing so five years later. Trustee Sapienza said this would be very beneficial for one day perhaps not but not three. Trustee Baptista said on an overnight retreat you get to know people you serve with very well. The Board should be encouraged to attend. Trustee Hovan said it is not all work for three days. There is much education, a little work and it includes the monthly board meeting as well as various speakers. Trustee Sapienza said past years Board meetings were conducted from 4-5 p.m. only; we should think about making the Board meeting a longer event and include dinner. Trustee Hovan added that it should also include generative discussion on items.

(Trustee Sara Hincapie joined the meeting at this time – 6:02 p.m.)

Chair Medeiros said the Board could do a mini-retreat in February or March and a larger retreat during the summer (1-2 days). Trustee Malasi suggested that the Board members pay a fee to go on retreat. Trustee Baptista said if the college pays for it, it would be an issue. If we all pay our own way, it should not be an issue. Trustee Silvia recommended ACCT Trustee Conferences or other conferences.

- Trustee Torres asked if someone could check to see if other community college boards do this. President Douglas said she will check with the other community college presidents to see what their boards do.

Trustee Sapienza asked how to better connect with Foundation Board. Maybe do a joint retreat with the Foundation; have the Foundation participate for part of retreat and then move on to Board business.

- Trustee Baptista asked if Board members could freely attend Foundation meetings. Chair Medeiros is to ask.
- Trustee Sapienza requested that the Foundation meeting minutes be included in Board packets.

President Douglas said she can also send the Foundation her President's Report. Trustee Sapienza said he feels it is important to have four to five Board of Trustees members on the Foundation Board. Trustee Hovan asked if other community colleges have the same relationship with their Foundations as we did. President Douglas said no, most may be similar but some have difficulty. Trustee Sapienza said the Foundation's intentions are the same as ours; we are all working for the same objective.

*Legislative Advocacy –*

President Laura Douglas presented the following questions concerning legislative advocacy:

- Which areas of expertise, skills and/or connections do you possess that could be used to help Bristol Community College when it comes to legislative advocacy and/or advocacy in general?
- Which connections do you have that could be used to help Bristol Community College when it comes to raising funds?

Chair Medeiros said past Legislative Breakfasts focused on just our area legislators, but we need to include more. President Douglas said we have the same ones who show every year (and the same ones who do not); she has learned not to make an “ask” at the Legislative Breakfast. Ask the legislators for their feedback and for their support. Trustee Malasi suggested doing a joint meeting with the area chambers. Trustee Hovan said his organization does two in order to get the whole delegation in, at two different locations. They do them in small groups: Trustee Hovan and two PR people with smaller groups of ten legislators or so in the board meeting room. They provide an update to the legislators and get frank, candid and colorful discussion. It is helpful to have regular dialog with the legislators. Trustee Sapienza said there are specific issues that legislators can help us with, such as the funding formula, which is something they are not able to do in a big meeting. How do we bring Bristol Community College’s issues under the radar of the area politicians. The Board needs to identify with the President those three or so asks. Trustee Malasi said that they can also leverage politicians that are on their personal committees.

Trustee Baptista asked if we have a Legislative Committee. Chair Medeiros said we do but if we can identify the top five issues from a legislative standpoint, do we need to have a separate subcommittee for this. Trustee Hovan said to not do this in a committee; President Douglas knows the top issues. Chair Medeiros said they will eliminate the Legislative Committee. President Douglas said to draw from resources that each Board member brings to the table. Trustee Sapienza said we need to set our priorities and communicate directly. Do we still need a legislative breakfast? Trustee Saunders asked how effective it was. Trustee Hovan suggested meeting with legislators in a small group maybe just the President with the Chair or just one trustee. President Douglas said small breakfast(s) at each campus with select individuals might be best. Trustee Baptista asked if there should be a student present and what type of media coverage would be involved. President Douglas said not to elevate it; do small meetings and invite students. Trustee Hovan suggested at graduation honor the one legislator who promotes Bristol Community College the most.

*Board Goals for Year Ahead –*

Trustee Sapienza said we need a governance committee and bring in non-trustees for discussion. President Douglas said we need to do policy development; it is critically important for transparency. Trustee Saunders suggested they need some education as new trustees. Chair Medeiros suggested checking with Matt Noyes at DHE regarding this. Trustee Hovan said there are a lot of Board Self-Assessment tools available. His board does a self-assessment and measures how they did against other boards. Trustee Baptista asked if Trustee Hovan's self-assessments were anonymous. Trustee Hovan said they were originally, but not anymore.

- Trustee Sapienza suggested doing an annual self-assessment. President Douglas mentioned the handouts taken from the book as the way to start an assessment; we also need an assessment of our Board of Trustees for NECHE (previously NEASC).
- A good start is to do the Appendix E/Assessing Board Performance sheet at the end of every meeting.

Trustee Torres suggests that one of the Board's goals should be how to be a more effective Board. Trustee Saunders said they need to know what the expectations are for being a Board member and referred to the items listed on sheet *Figure 8 – Illustrative Statement of Board Member Commitment and Responsibilities*. Trustee Sapienza suggested as a possible other goal to have committees be more effective with material brought to the Board. Our committees can do more work than what they do. Chair Medeiros said our committees are currently not working effectively and this is being reviewed in the Bylaws/Ad Hoc meetings. In an effort to be more effective, we are adopting a web-based portal for Board meeting material. President Douglas said we also need to do more regarding instructional and student services, and review what we are doing together for our students. We have been ignoring workforce and literacy ends which are also instructional.

Trustee Hincapie asked how trustees get appointed. President Douglas said it is a political process that might involve affiliations. We make recommendations to the Governor for future trustees and also submitted it to the Department of Higher Education. We make sure that all four locations are represented. Trustee Baptista said the Board should suggest recommendations for new members. Trustee Sapienza suggested that we do a matrix. It was mentioned that we currently submit a matrix with the recommendation material to the Governor.

- Ms. Wordell will share with the Board the matrix that we send to the Governor.

Trustee Hincapie asked what the Board want to know about students at Board meetings. Trustee Saunders said whatever is going on about campus from the student's perspective (the good, the bad and the ugly). Trustee Hincapie then distributed her Report of the Student Trustee to the Board. She then talked about her educational background and how she got involved in STEM. Trustee Dufresne also shared her involvement in STEM at Sensata Technologies. She suggested that in the future they consider partnering Sensata with Bristol STEM students.

**D. ADJOURNMENT**

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 7:42 p.m.

Respectfully submitted,

*Sandra Saunders, Esq.*

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Sandra Saunders, Esq., Secretary

\_\_11/5/18\_\_  
Date Approved

\_\_KAW\_\_  
Initials