

Bristol Community College
Fall River, Massachusetts

Board of Trustees
Meeting Minutes

April 9, 2018

A. Convening

The three hundred and fifty-eighth regular meeting of the Bristol Community College Board of Trustees was held on Monday, April 9, 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 4:14 p.m.

Trustees present: Joan Medeiros, Chair; Frank Baptista; Samir Bhattacharyya; Lynn Malasi; Anthony Sapienza; Sandra Saunders, Esq., Secretary; Diane Silvia; and Steven Torres, Esq., Vice Chair.

Trustees absent: Keith Hovan and Kylie Pasternak.

B. Consideration of Minutes of the Meeting of March 5, 2018

Upon a Motion made by Trustee Sapienza to accept the Minutes of the Meeting of March 5, 2018, as submitted, and seconded by Trustee Saunders, it was

VOTED to accept the Minutes of the Meeting of March 5, 2018.

C. Chair's Report

Chair Medeiros welcomed all to the meeting and asked all Board members and President's Council members to introduce themselves for the benefit of new Trustee Frank Baptista.

Chair Medeiros said she met recently with BCC Foundation President Thomas Murray and Executive Director of Development Paula Popeo and it was a very successful introductory meeting to discuss the Foundation.

On April 2, Chair Medeiros joined President Douglas and Vice President Joyce Brennan at the Standard Times in New Bedford for an editorial board meeting; President Douglas did a phenomenal job and it was very successful.

D. President's Report

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

1. **NCLEX Nursing Results and Top College of Nursing.**

The Bristol Community College Nursing program is pleased to report that the National Council Licensing Exam (NCLEX) pass rate for the class of 2017 was 97%. This is an exceptionally high passing rate, exceeding the 2017 Massachusetts rate of 86% and the national rate of 87%. This tremendous accomplishment is a testament to the dedication and hard work of the nursing faculty. The program is also pleased to announce that RegisteredNursing.org, a nursing advocacy organization, has ranked BCC's RN program as one of the best in Massachusetts. Forty-two nursing programs in Massachusetts were analyzed, and twenty were ranked. BCC's program ranked as the 10th best in Massachusetts for 2018.

2. **Lean Six Sigma Projects—Synopsis and Goals.**

The two Lean Six Sigma teams have reached the mid-point of their 40-hour training and have made good progress in defining their project charters and developing current process maps. Recent focus has been dedicated to identifying measurable data points to determine if each project will fall within the principles of L6S. Aside from the official training, teams meet each week to continue their work and the next group training session is scheduled for April 13.

3. **29 Who Shine—Shiv Thakur.**

Vice President Paul Vigeant introduced Shiv Kumar Thakur to the Board of Trustees as the recipient of the *29 Who Shine* award.

Shiv Kumar Thakur came to the United States from Nepal by himself at 19 years old on a lottery visa with ambition and a vision. He quickly enrolled, simultaneously, in the college's English as a Second Language (ESL) and college-level science and mathematics courses, in addition to supporting his education with two part-time jobs. He will complete his associate degree in Engineering Science Transfer with a 3.94 GPA, this spring. Shiv will pursue a bachelor's degree through doctorate in chemical engineering with the goal of becoming a chemical engineer in the state of Massachusetts.

During his time at BCC, Shiv has earned several academic awards, scholarships and distinctions including participation in the Louis Stokes Alliance for Minority Participation (LSAMP), the Phi Theta Kappa Honor Society, and the college's Commonwealth Honors Program. As a supplemental instructor and tutor at BCC, he supports his peers in both mathematics and science, and is known throughout the college community for his willingness to lend a helping hand. Shiv has also served his community by promoting the value of education and lifelong learning as a student senator, student ambassador, a volunteer with the Greater Boston Mobile Food Market at BCC, vice president of both the Multicultural Club and Asian Student Association, a member of the college's International Club and STEM Club.

Trustee Baptista asked about the promotion of the *29 Who Shine*. V.P. Brennan said it was a coordinated effort by all the state colleges. After the event, photos and a press release will be promoted on our website and in the local newspapers.

President Douglas asked Rhonda Gabovitch, Vice President of Institutional Research, Planning, and Assessment, to give a presentation to the Board regarding the PACE Survey. (See attached handout.) V.P. Gabovitch said that they have been proactive in sharing the results of the PACE Survey in BCC Weekly with the college community; they have also provided copies to President's Council, Vice President's Council and the libraries as they do not want the results to just sit on the shelves. They conducted a survey sent to faculty and staff so as to develop action plans to implement change and move forward. Trustee Baptista asked how long faculty and staff were given to answer the survey. VP Gabovitch said they were given four to six weeks. Trustee Baptista asked what area results surprised her the most. VP Gabovitch said it was the response about not enough mobility at BCC. Trustee Bhattacharyya said that was not surprising as the results mimic those in the corporate world. Trustee Sapienza asked about the response rate. Trustee Gabovitch said the 35-45% range was normal. Trustee Torres asked if PACE has a standard timeframe for a retake of the survey. VP Gabovitch said usually five years, but we will probably send it out again in three to four years due to having a new president.

President Douglas made note of the President's Cabinet organizational charts as well as other material such as upcoming events and interesting articles.

President Douglas then spoke about the Foundation Board re-organization. The Foundation continues to review practices and procedures in accordance with best practices. The award of Foundation scholarships, previously done at the end of summer, has been moved to May in order to coordinate scholarship notification with Financial Aid offers. The Foundation is working with the Financial Aid Office to transfer the processing of student emergency loans and the scholarship selection process to the Financial Aid Office which is in the most optimal position to oversee this process and to eliminate duplication of effort that currently exists between the offices. The Foundation is working with the budget office to streamline and manage the annual grant awards made to the college. The Foundation is also undertaking a review of its endowment spending policies and the management of its endowment portfolio. The Foundation is exploring the purchase of software that will calculate endowment spend-rate to replace an antiquated system of using Excel.

President Douglas gave an update on Campus Safety and the Police Chief position. The safety and security of our college community must constantly be balanced with the needs of an open and welcoming community that allows for the free flow of individuals and ideas. Protecting students, faculty, staff and visitors from any violence that they may encounter entails a multifaceted approach that includes strengthening our physical space and advancing our technological capabilities. Through a coordinated effort, the college has improved relations with our local law enforcement, fire departments and mental health professionals, conducted regularly scheduled trainings at all BCC locations, and moved emergency preparedness under our campus police department. A preparedness update will be given at the next professional staff meeting on Thursday, April 19, to discuss this topic and provide an overview of the work our preparedness team has been doing at their monthly meetings. This diverse group of individuals continues to assess

and improve existing policies and practices with regard to campus safety and violence prevention and implement national best practices. Our next lockdown drill is scheduled for May 2, 2018.

President Douglas said in order to position the college to play a major workforce training role in the emerging offshore wind industry, we executed several strategic memoranda of agreement (MOA). One MOA is a three-party agreement with BCC, UMass Dartmouth and the Massachusetts Maritime Academy. Another is with the Utility Workers Union of America and their training partner, Power4America, to explore development of an offshore wind training center in New Bedford. As part of the British Embassy trade mission to England last month, she executed a third MOA with the Center for Assessment of Technical Competencies in the Humber Institute (CATCH) wherein they will provide BCC technical assistance and faculty training. Finally, we have an MOA in place with Bay State Wind wherein we receive \$1 million for an endowed faculty position in offshore wind if Bay State Wind is selected on April 23 in the state's section 83C competitive bid process.

President Douglas said we are collaborating with Mayor Mitchell and the New Bedford Economic Development Council to secure final approval of a \$5 million - \$8 million capital grant from the Massachusetts Life Science Center. The work to bring the Advanced Biomedical Manufacturing Center to the heart of downtown New Bedford began in 2015 based on the concept that a regional training center focused on developing and growing a workforce with the skills needed for life science manufacturing will serve as a strategic asset in enhancing the economic growth and vitality of New Bedford, the region and the Commonwealth. In early March, the team met with the Mass Life Science Center CEO, Travis McCready. At this moment, BCC is following up on several questions from that meeting. We are prepared to begin design development in partnership with MassDevelopment, the City, the NBEDC and the private sector stakeholders supporting the project. The funding is from an earmark to the city in the original life science legislation enacted in 2008.

The Annual Academic Advisory Committees Appreciation Dinner was held at the Commonwealth College Center on the Fall River Campus, April 4, 2018. The purpose of this annual event was to recognize the invaluable contribution that our advisory committee members provide to the college, helping maintain the vitality and relevance of college programs and services. Over 200 participants across 33 committees met to provide guidance and advice to the college in such areas as Academic Programs (from Art to Veterinary Health Care), Services (Co-operative Education, Career Vocational Technical Education, Service Learning/Civic Engagement), Centers (The Academic Center for Entrepreneurship, *LusoCentro*) and College Locations (Attleboro, New Bedford and Taunton). In addition to the Appreciation Dinner, many of these committees held their spring meetings immediately before or after the dinner. These committees also play a vital role in assessing the efficacy of our programs through either the accreditation or program review process.

President Douglas ended her report.

E. Report of the Finance and Audit Committee

Trustee Lynn Malasi, Chair of the Finance and Audit Committee, gave a report to the Board of the Committee meeting on March 5, 2018.

The Finance and Audit Committee reviewed and approved the second quarter trust fund report.

The Committee discussed at length the report on reserves. We are still experiencing significant unrealized gains this year of about \$600,000 on our Fidelity account. We reviewed the interest rates on several of the CDs which remain well below 1%. We asked management to determine what the Fidelity Fixed Income rate was and determine if that was a better option despite lacking FDIC insurance. With many CDs maturing in the coming months we will be able to improve the rates by moving some funds around.

Management presented the Committee with a Reserve Policy. We felt as our investments grow, now over \$16,500,000, we should have a policy in place that provided direction over how the funds could be used. We discussed an alternative that would have the Board approve a percentage each year that could be spent at the President's discretion. We briefly discussed that funding a technology replacement plan might be our first use of a reserve spending plan.

The President and management gave an overview of the quarterly budget update. We reviewed a document that we are still developing that gives a financial picture of the overall college budget. The nearly \$1 million in expense reductions this year will help greatly when those savings are annualized in FY19. We discussed the efforts being made to reduce the budget and more effectively schedule courses.

We then discussed the development of the FY19 Operating Budget. We will have a special meeting at the end of April to review a draft budget and contemplate the recommendation of a fee increase at our next Board meeting. The Committee will also meet in May to prepare a budget for the Board's consideration at our June meeting.

Lastly, we reviewed college organizational charts and President Douglas explained the progress she has made. The chart is steadily flattening as we align the chart with our current and future goals. It is an ongoing process that will see much more improvement in the coming months. Trustee Malasi ended her report.

F. Report of the Facilities Committee

Trustee Anthony Sapienza, Chair of the Facilities Committee, delivered his report to the Board.

The Facilities Committee met briefly on March 5, 2018. The primary reason to meet was to approve the naming of the Veterans Center which was reported on last month and a vote was taken to approve.

We also discussed the completion of the Facilities Condition Assessment for our Purchase Street campus. We now have detailed “as built” floor plans and an analysis of the conditions of each major operating system in the building. This included electrical, mechanical, elevators, building envelope, roof, HVAC, plumbing and fire protection. All building codes and ADA issues were analyzed and reported on. While there are many deferred maintenance issues at Purchase Street, the roof is of primary concern.

We are now working on a Master Plan to determine what can go into the Purchase Street campus and when. This includes the eventual move out of the Star Store. It also includes the relocation of Workforce Education staff from Davol Street to Purchase Street. This master plan will help us solidify our capital campaign for New Bedford.

Management is also updating the New Bedford Strategic Plan that was last updated in 2016. We reviewed draft square footage details and associated capital costs for both the Advanced Manufacturing and Wind Energy Training Center. We have some specificity on the spending side but still have a lot of details to work out on the funding side. We reviewed a draft schematic of the Advanced Manufacturing Center on Acushnet Ave. Trustee Sapienza ended his report.

G. Report of the Alumni Trustee

Alumni Trustee Diane Silvia gave her report to the Board.

The Paragon Awards event held on March 22, was a huge success; Trustee Lynn Malasi did a great job as chair overseeing the occasion.

The Alumni Association is due to meet next on Thursday, May 10, before the SouthCoast Chamber’s Business After Hours at BCC New Bedford.

On Monday, May 7, the Alumni Association will be volunteering at the annual BCC Golf Tournament.

The Alumni Association will have a “pinning” presence at Commencement.

Trustee Silvia ended her report.

H. Report of the Foundation Relations Committee.

Trustee Diane Silvia, Chair of the Foundation Relations Committee, gave her report to the Board of the Foundation Relations Committee meeting of February 26, 2018.

General Counsel Ken Tashjy attended and presented the following at the meeting:

- Review of the state Law MGL Chapter 15A, Section 37, with defining points such as the foundation has to operate according to the goals and policies of the college. That the board of trustees can certify or decertify and the foundation will be unable to use the institution name which it supports.
- The foundation shall have a governing board to oversee operations. Institution trustees and employees shall not constitute one half or more voting members. An annual list of members and officers of the foundation's governing board shall be filed with the board of trustees.
- The foundation is permitted to use, without cost, the facilities and personnel staff of the institution providing an employee of the college spends no more than 25% of their work hours engaged in foundation services.
- All gifts from the foundation to an institution shall be approved by the board of trustees in accordance to applicable institutional policies. Persons soliciting funds on behalf of the foundation must disclose to a potential donor that funds are provided to the foundation and not the institution.
- The state auditor shall have authority upon request of the institution or his own initiative to audit transfers or expenditures from foundation accounts of public funds, use of employees paid with public funds to staff of foundation and existence of contracts or agreements between foundation and institution.

General Counsel Tashjy also reviewed examples of memoranda of agreement with the Committee.

The Foundation will meet next on Wednesday, April 18. Trustee Silvia ended her report. Trustee Sapienza asked if Chair Medeiros will mention anything at the next Foundation meeting. Chair Medeiros said that she has not attended a Foundation meeting yet and will take it slow.

I. Report of the Student Trustee

Student Trustee Kylie Pasternak was absent.

J. Financial Update

Vice President Steve Kenyon gave the following updates:

In FY18, enrollment was down 5% but we are still meeting budget projections for a breakeven year; things are in good shape. This summer, enrollment is trending positively (mostly due to the Pell Grant being awarded in the summer). For FY19, we are budgeting another 5% enrollment decline. The Finance and Audit Committee is to meet in a couple of weeks to discuss a fee increase of 3% which is equal to a \$5 per credit increase. State

support has decreased for community colleges and is down 32% since 2001. V.P. Kenyon ended his report.

K. Report of Personnel Actions

President Douglas noted that there was a typographical error in the Personnel Report in the spelling of an employee's name – Esteban Martinez' name was accidentally misspelled.

Upon a Motion made by Trustee Sapienza and seconded by Trustee Silvia, it was

VOTED to accept the Report of the Personnel Actions noting the typographical error.

L. Report of Workforce and Community Education Contracts

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

VOTED to accept the Report of Workforce and Community Education Contracts.

M. Professor Emeritus Awards

President Douglas said the nominations presented to the Board of Trustees for approval for the Professor Emeritus Award were:

- Jeanne Grandchamp
- Virginia "Jinx" Winstanley

Upon a Motion made by Trustee Baptista and seconded by Trustee Saunders, it was

VOTED to approve the nominations for the Professor Emeritus Award.

N. Sabbatical Leave Requests

Trustee Diane Silvia noted an error in the material submitted for Sabbatical Leave on Kimberly Amaral Newton – the proposed date for the full year sabbatical leave to begin was noted as August 29, 2017. Vice President for Academic Affairs Greg Sethares acknowledged that this was a typographical error and confirmed the sabbatical leave would begin on August 29, 2018, for the fall 2018 and spring 2019 semesters.

Upon a Motion made by Trustee Silvia and seconded by Trustee Saunders, it was

VOTED to approve the Sabbatical Leave Requests for the following individuals, noting the typographical error:

- Elizabeth Kemper French
- (Michele) Shelly Murphy
- Kimberly Amaral Newton

O. Old Business - Continued Action Items from Retreat - Review President's Goals

President Douglas said that she is making good progress in her goals but some areas prove difficult to achieve:

- Job Placement – will achieve the goal this year and will have this by June. Trustee Sapienza said that this fits in with the PACE Survey. Tracking alumni is a very important piece. President Douglas said they have recently purchased Graduway software which will help with engaging alumni.
- Challenges in Staffing in HR -
 - The difficulty with the college's Affirmative Action Strategy is that the Affirmative Action Plan is a general plan across all 15 community colleges. We need to make it more specific to BCC.
 - We are on the second round of a search for the Affirmative Action/Diversity Officer position. Executive Director Carolyn Ross said there is a good pool of candidates.
 - Repurposing the position for Associate Director of HR.
 - Have closed a significant number of lawsuits.
 - Hired Erin Wright, Associate Director of Employee and Labor Relations. Once the Diversity Officer is on board, we will be much better. With a new HR team in place, this will help with behaviors and increased activity in HR.

Trustee Torres recommended that the Board's Affirmative Action and Policy Review Committee reconvene in May or June.

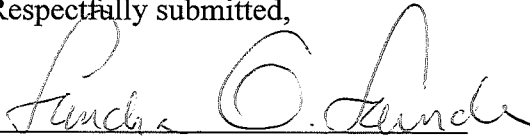
P. New Business

There was no New Business.

Q. Adjournment

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 5:41 p.m.

Respectfully submitted,


Sandra Saunders, Esq., Secretary

5/14/2018
Date Approved

KAW
Initials