

Bristol Community College  
Fall River, Massachusetts

Board of Trustees  
Meeting Minutes

June 12, 2017

A. Convening

The three hundred and fifty-first regular meeting of the Bristol Community College Board of Trustees was held on Monday, June 12, 2017, in Room D209 of the Hudnall Administration Building, on our Fall River Campus at 777 Elsbree Street. Chair Joseph Marshall called the meeting to order at 4:11 p.m.

Trustees present: Joseph Marshall, Chair; Dr. Patricia Andrade; Keith Hovan; Joan Medeiros; Antony Sapienza; Sandra Saunders, Esq.; Diane Silvia, Vice Chair; Steven Torres, Esq.; and Max Volterra, Esq., Secretary.

Trustees absent: Cynthia Rose and Samueal Lema.

B. Information from the Chair

Chair Joseph Marshall welcomed all to the meeting.

C. Commissioner Carlos Santiago – Department of Higher Education

Chair Marshall introduced Dr. Carlos Santiago, Commissioner of the Massachusetts Department of Higher Education. Commissioner Santiago said that it is an exciting yet sad time for BCC. He has known President Sbrega for quite a while, having worked with President Sbrega before he became Commissioner. The Commissioner said he also worked with Chair Marshall during the Presidential Search. Commissioner Santiago then introduced his new Chief of Staff Elena Quiroz-Livanis, who was also involved with the BCC Presidential Search as the DHE's representative on the Search Committee. There has been several DHE staff members who have resigned from positions lately and accepted positions elsewhere where they have received significant salary increases.

Commissioner Santiago addressed the Board and provided a presentation on *29 Campuses, One Shared Mission*. (Please see attached.)

Questions:

Trustee Sapienza asked regarding underfunding public higher education, what is the prescription. Commissioner Santiago said that pleading poverty gets you nowhere; we must look at the successes of the campuses and tout those successes while looking at alternative sources of funding.

Trustee Volterra asked if the statistics take into account veterans or older adult learners. Commissioner Santiago said they identify older dropout students. Of note, about 43,000 childcare providers do not have credentials; we need to credential them.

Trustee Andrade expressed her frustration about the concept of workforce development; the role of community college is more vocational than higher education facility. K-12 appears not prepared for college or higher education. Should our role be to tell K-12 educators and administrators that they are not doing a good job? Commissioner Santiago said that the MCAS is a rigorous high school exam required for graduation. However, 40 percent of high school students going to college need remediation. College readiness needs to happen earlier, especially math. There is tension between workforce and lifelong learning, but we are not sure of what jobs will be needed five to ten years from now. It is hard to imagine jobs for the future. However, you do need basic skills for lifelong learning. Use certificates as a stepping stone to higher education, as in a succession of experiences. Do not close doors.

President Sbrega said that Commissioner Santiago visited the Massachusetts Community College Presidents' meeting last week; metrics are a driving force and the dashboard can help measure and decide the direction of community colleges.

Chair Marshall thanked Commissioner Santiago for addressing the Board.

D. Consideration of Minutes of Meeting of May 1, 2017

Trustee Silvia requested that the Minutes of May 1, 2017, be amended as follows: on page 8, under section *I. Report of the Foundation Relations Committee*, second paragraph – replace \$13.3 million with \$12.865 million.

Upon a Motion made by Trustee Silvia to accept the Minutes of the Meeting of May 1, 2017 as amended, and seconded by Trustee Sapienza, it was

VOTED to accept the Minutes of the Meeting of May 1, 2017, as amended.

E. President's Report

The Employee of the Month for May was Eileen Cruz, Director of Adult Basic Education.

BCC Commencement on June 3 was a great success! Receiving Honorary Degrees were Governor Charlie Baker and Reverend Dr. Robert Lawrence. Chief Daniel Racine was the Distinguished Citizen recipient and former Trustee James Grady, Esq. was the recipient of the John J. Sbrega Exemplary Service Award.

On May 13, President Sbrega received an honorary degree from Bridgewater State University and gave a Commencement Address.

The Student Pinning Ceremonies for May:

May 22 – Nursing Pinning

May 23 – Combined Allied Health Pinning

May 23 – Dental Health Sophomore Award Luncheon

May 25 – Student Awards Night

On May 23, President Sbrega welcomed all at the Learning Commons Tutor Celebration.

A retirement party/reception was held for President Sbrega on Wednesday, May 17, in the lobby of the John J. Sbrega Health and Science Building.

“We’re Still In” – President Sbrega said that BCC is still holding to the climate commitment for Second Nature.

The first ever BCC Assessment Day was held on May 24, coordinated by Vice President Greg Sethares’ area.

Ms. Wanda Gispert from MGM visited the BCC Fall River and toured the BCC Taunton Center on June 7. She expressed their need for workers for the Springfield casino.

Vice President Paul Vigeant is reorganizing the Workforce Center with new functional divisions:

Learning Resource Network Plan

1. Business Development
2. Community Education
3. Operation

Art Gallery’s opening exhibit was on June 1.

**Other Items of Interest**

On May 18, the SE MA STEM Resource Fair was held at BSU Mohler-Faria Science and Math Center.

ECE Commencement Celebration was held on May 19. Also on that date, the Taunton Area Chamber of Commerce’s Teacher Recognition and Scholarship Awards Breakfast was held at Stoneforge in Raynham.

On May 22, President Sbrega attended the ESL Graduation.

The Gateway to College commencement ceremony was held on June 13.

President Sbrega attended the Human Services Recognition Program on May 31.

Vice President Greg Sethares represented BCC at the June 1 Taunton High School awards night and distributed the CAD Certificates.

On June 2, members of the BCC Administration attended the New Bedford Chamber's Legislative Luncheon.

President Sbrega attended the Fall River Herald News' Best and Brightest on June 7; 16 were recognized and 4 of the 16 were for BCC's Dual Enrollment.

BCC Trustee Anthony Sapienza was honored at the New Bedford Chamber's SouthCoast Emerging Leaders event with the Jacobs Leadership Award on June 15.

On June 7-9, President Sbrega attended the Massachusetts Community College Presidents' Retreat at Berkshire Community College.

On May 16, President Sbrega welcomed attendees at the Baker/Polito Small Business Listening Sessions held at the BCC Fall River Campus in the Commonwealth College Center.

A BCC Power Hour Program featuring Scott Lopes took place on Davol Street on May 16.

Upon a Motion made by Trustee Volterra to accept the President's Report, and seconded by Trustee Silvia, it was

VOTED to accept the President's Report.

F. Report of the Nominating Committee

Trustee Joan Medeiros, Chair of the Nominating Committee, gave the following report to the Board of Trustees. The Nominating Committee met on May 1, 2017. At the meeting, a motion was approved to postpone nominations until October 2017 as there are four expired terms among the Trustees and reappointments are expected to occur over the summer of 2017.

This recommendation was brought before the full Board of Trustees.

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

VOTED to accept the recommendation and report of the Nominating Committee.

G. Report of the Finance and Audit Committee

Trustee Joan Medeiros, Chair of the Finance and Audit Committee, gave the following report to the Board of Trustees of the Committee meeting held on May 25, 2017.

The first order of business was to review and approve the Fiscal Year 2015 Write Off of Bad Debts. The amount of the write off was \$273,244, which is less than 1 percent of tuition and fees. As with prior years, 73 percent of the write off is for students who were allowed to attend classes with only partial financial aid. Their outstanding balances were never paid. The College has very strong policies and procedures that exceed the state requirements for collections. These include multiple billings, financial holds, collection agencies, and the State's Intercept Program where any tax refunds are intercepted and sent to the College.

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

VOTED to approve the write off of bad debts in the amount of \$273,244 for FY15.

Committee Chair Medeiros said the Committee authorized management to transfer \$200,000 from our Conservative Fund to our Balanced Fund. This transfer is within our current policy guidelines. The Committee felt that we should move the funds within the existing guidelines to a more aggressive position with equities. Our year to date return on our Fidelity account is 9.54 percent. We have a \$970,000 unrealized gain to date this fiscal year.

The Committee discussed the investment policy and voted to increase the amount of equities permitted in our investments from 50 percent to 70 percent. This is the maximum. Our current percentage of equities is approximately 49 percent.

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

VOTED to approve the change in our investment policy to permit up to 70 percent of the total market value of our investment portfolio in equity securities.

The Committee reviewed in detail the FY18 Operating Budget and presentation materials that the Board received in the package for today's meeting. On balance, we felt comfortable that the Operating Budget has the right balance of budget reductions to reflect the declining enrollment. The budget is a breakeven that includes over \$1 million in budget reductions, \$2.4 million in transfers from the Foundation and an \$8 per credit fee increase.

We feel this balance gives the College another year to identify another \$1 million in budget reductions. This is necessary to avoid doing drastic budget cuts in the year of an incoming President. It allows President Douglas to prioritize the budget as she sees fit. We also realize the Foundation cannot continue this level of support indefinitely.

For these reasons we feel an \$8 per credit fee increase is necessary. The impact of this fee increase is not taken lightly. It means the cost of attendance will increase \$192 per year for a full-time student not receiving financial aid. The Board should know BCC is always and will remain in the bottom third cost of attendance. We accomplish this despite the second to last state support per student FTE in the system. This is the result of much lower administrative costs and institutional support cost than our peer institutions. This low overhead makes reductions that do not directly impact students more difficult. The Committee recommends approval of the FY18 budget as presented.

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

VOTED to approve the FY18 budget as presented.

The Committee recommends an \$8 per credit fee increase effective for the Fall 2017 semester. This amount was included in the Operating Budget approved earlier.

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

VOTED to approve an \$8 per credit fee increase effective for the Fall 2017 Semester.

It was noted that Trustee Samuel Lema, who could not attend the Board of Trustees Meeting, was opposed to a fee increase.

President Sbrega said that a news release on the fee increase would be released following the Board of Trustees meeting.

#### H. Report of the Personnel Committee

Trustee Steven Torres, Chair of the Personnel Committee, gave the following report to the Board of Trustees of the Committee meeting held on May 25, 2017.

The Personnel Committee met to discuss President Sbrega's 2017 evaluation. The Committee reviewed multiple documents in detail including the 2017 Goals and Objectives set for President Sbrega, President Sbrega's self-evaluation, Fiscal Year 2017 Department of Higher Education system wide goals, BCC's FY17 Longitudinal Data, list of Committee work, and BCC's success indicators. The Committee used the DHE Presidential Guidelines and Procedures to conduct the formal evaluation process. The Committee discussed several items from the materials including:

- The College's Strategic Plan and how well it is tied to the DHE Vision Project.
- Continued advancement of sustainable practices including international recognition in National Geographic for the new Health and Science building and numerous other awards.
- Increasing full-time faculty by 40 percent since his arrival.
- Exceeding the goal of the capital campaign.

- Awarding more degrees than any other Community College in Massachusetts.

The Committee summarized the monthly meeting reports by President Sbrega and noted how helpful they were in keeping the College on task with the goals and objectives for the year. Chairman Marshall and the other Trustees reported positive feedback in their conversations with staff and students throughout the year at all the campus locations. There was discussion about the amazing success in the diversification of the workforce at BCC in the recent years.

The Committee voted unanimously to recommend a 7 percent salary increase for the coming year. With the President's impending retirement in July, there is likely no financial benefit to him. The Committee agreed to meet with President Sbrega to finalize the evaluation process and send the results to the Commissioner. The Committee voted to approve the results of the evaluation and salary increase and to report their recommendations to the Board of Trustees.

Upon a Motion made by Trustee Volterra and seconded by Trustee Andrade, it was

VOTED to accept the recommendations and report of the Personnel Committee.

President Sbrega thanked the Board of Trustees.

I. Report of the Alumni Trustee

Alumni Trustee Diane Silvia gave her report to the Board.

She said that there was an Alumni presence at Commencement that distributed pins to the graduates.

The Alumni Association has not met recently; they will not meet until September when they will elect their new officers.

Upon a Motion made by Trustee Volterra and seconded by Trustee Medeiros, it was

VOTED to accept the Report of the Alumni Trustee.

J. Report of the Foundation Relations Committee

Trustee Diane Silvia, Chair of the Foundation Relations Committee, gave the following report to the Board.

Committee Chair Silvia said that \$12.890 million has been raised to date for the Capital Campaign.

The Golf Tournament raised \$18,608.

The Capital Campaign continues with a new goal of \$5 million (\$2 million for BCC New Bedford; \$2 million for BCC Attleboro; and \$1 million for BCC Taunton).

The BCC Foundation Gala will be held on October 13 and we are requesting donations.

Upon a Motion made by Trustee Hovan and seconded by Trustee Andrade, it was

VOTED to accept the Report of the Foundation Relations Committee.

K. Executive Session: Report of the Facilities Committee and Report of the Trustee Affirmative Action and Policy Review Committee

Chair Marshall requested that the Board of Trustees Meeting enter into two Executive Sessions: the first is to discuss and consider the purchase, exchange, lease or value of real property, since an open meeting may have a detrimental effect on the negotiating position of the College. Besides Chair Marshall and the members of the Board of Trustees, this Executive Session will include President John Sbrega, Vice President Steve Kenyon, and Recording Secretary Kathleen Wordell.

The second Executive Session is to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements; specifically, discussion of inter-agency or intra-agency memoranda or letters relating to policy positions being developed by the agency per Ch 4 sec 7(26) of the General Laws. Besides Chair Marshall and the members of the Board of Trustees, this Executive Session will include Larry Gibson of Gibson Consulting and Recording Secretary Kathleen Wordell. Following these Executive Sessions, the meeting will resume into an Open Session.

Trustee Sapienza made a motion to enter into Executive Session; this was seconded by Trustee Silvia.

Chair Marshall then called for a roll call vote to enter into Executive Session:

Patricia L. Andrade, M.D. – Yes

Mr. Keith Hovan – Yes

Mr. Samueal Lema – Absent

Ms. Joan M. Medeiros - Yes

Ms. Cynthia A. Rose '70 – Absent

Mr. Anthony R. Sapienza – Yes

Sandra Saunders, Esq. – Yes

Ms. Diane L. Silvia (Vice Chair) '86 – Yes

Steven Torres, Esq. - Yes

Max Volterra, Esq. (Secretary) – Yes

Mr. Joseph A. Marshall, FRC (Chair) '78 – (Votes in event of a tie)

The motion was approved and the Board of Trustees entered Executive Session.



After the Executive Sessions ended, the open meeting reconvened.

L. Report of Personnel Actions

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

M. Report of Workforce and Community Education Contracts

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

N. Request for Approval of New Certificate Program – Substance Abuse Counseling

Upon a Motion made by Trustee Sapienza and seconded by Trustee Torres, it was VOTED to approve the New Certificate Program - Substance Abuse Counseling.

O. Old Business - Continued Action Items from Retreat

Trustee Torres said for the future, to expand upon the Retreat Items.

P. New Business

There was no New Business to come before the Board.

President Sbrega made note of the Human Resources Monthly Report given to the Board.

Q. Adjournment

There being no further business to come before the Board, Chair Marshall declared the meeting adjourned. The time was 6:09 p.m.

Respectfully submitted,

*Max Volterra, Esq.*

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Max Volterra, Esq. Secretary

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Date Approved

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Initials

8/28/17

KAW