

**Bristol Community College  
Fall River, Massachusetts**

**Board of Trustees  
Meeting Minutes**

**December 13, 2021**

I. Call to Order

The three hundred and ninetieth regular meeting of the Bristol Community College Board of Trustees was held on Monday, December 13 2021, in person in the Atrium in the Commonwealth College Center Building on the Fall River Campus at 777 Elsbree Street, Fall River, Massachusetts. The meeting was called to order at 4:11 p.m.

Trustees present: Joan Medeiros, Chair; Renee Clark; Valentina Videva Dufresne, Secretary; Pamela Gauvin, Esq.; Jeffrey Karam; Bruno Moreno; Lynn Motta; Diane Silvia; and Steven Torres, Esq., Vice Chair.

Trustees absent: Frank Baptista and Samir Bhattacharyya.

II. Chair's Remarks

Chair Medeiros welcomed all to the meeting. She said Student Trustee Bruno Moreno will be resigning from his position from the Board of Trustees as he had the opportunity to transfer his final coursework to Bridgewater State University in pursuit of his bachelor's degree. She said he has done a great job in the position and the Board wished him well.

III. Consideration of Consent Agenda Items

Chair Medeiros asked if any consent agenda items needed to be moved to the regular agenda. There were no items to move. She then read the Consent Agenda Items listed and asked for a motion to approve said items.

- Consideration of Minutes of Board of Trustees Meeting for November 8, 2021
- Report of Personnel Actions December 2021
- Report of Workforce Contracts December 2021

A motion was made by Trustee Videva Dufresne to approve the consent agenda items and seconded by Trustee Silvia. The motion was approved.

IV. Auditor's Report

Chair Medeiros said the next item was the Auditor's Report. She introduced David DiIulis, a principal from the auditing firm O'Connor and Drew, P.C. The following are highlights of the Auditors' Report.

Mr. DiIulis said they completed the audit and submitted the report to the state by the deadline. He said they conducted the audit in accordance with government auditing standards (GAAS) and they issued an unmodified opinion on the college's financial statements. No material weaknesses or significant deficiencies were noted within the Report on Internal Control over Financial Reporting and on Compliance and Other Matters.

Mr. DiIulis reviewed the auditors' independence from the college and management's responsibility as well as significant communications, findings or issues. He said these non-attest services were supervised by Keith Toni, Comptroller, and Steven Kenyon, V.P. of Administration and Finance.

He reviewed management's responsibility and said for selection and use of appropriate accounting policies - application of existing policies were not changed during current year. He said for selection and use of appropriate accounting estimates – based on management's knowledge and experience about past and current events and assumptions about future events: determining an allowance for accounts receivable; determining the value of net pension and OPEB liabilities; and estimating depreciation, amortization, and recoverability of long-lived assets. Accounting for significant transactions include:

- As of June 30, 2021, expended \$9,152,580 of HEERF Total Recognized as of June 30, 2021, \$8,115,105, total awarded \$33,692,275.
- Capitalized the \$29.4 million Steam Line project in FY21.

For Significant Communications, Findings or Issues, Mr. DiIulis said there were NO:

- Disagreements with management.
- Consultations with other accountants/auditors – other than with the auditors responsible for the OPEB and pension liabilities.
- Major issues discussed with management prior to retention.
- Difficulties encountered in performing the audit.
- Audit adjustments or uncorrected misstatements.
- Other findings or issues that are significant or relevant to be communicated to those charged with governance.

Mr. DiIulis reviewed with the Board the Financial Statements of the college. He said that no pervasive financial statement fraud risks were identified.

Mr. DiIulis reviewed the upcoming GASB Pronouncement – GASB Statement 87 - Leases.

- Effective for periods beginning after December 15, 2021.
- Requires lessees to recognize on their statement of net position the rights and obligations resulting from leases categorized as operating leases as assets, liabilities, or deferred inflows / outflows of resources.
- Provides for an election on leases with terms of less than twelve months to be excluded from this Standard.
- College currently holds leases for space.

Mr. DiIulis concluded his report.

Upon completion of the Auditors' Report, a motion was made by Trustee Torres to accept the Auditors' Report of Bristol Community College as presented as well as approve the Financial Statements of the college. This was seconded by Trustee Renee Clark.

The motion was approved.

V. President's Report

Trustee Talking Points

President Douglas introduced V.P. Marketing and Communications Joyce Brennan to speak on gold medals her office received. V.P. Brennan said that Bristol Community College's Marketing and Communications team received top honors for two of their projects over the last year from the National Council for Marketing and Public Relations (NCMPR). The District 1 award covered New England, south to Washington D.C. NCMPR is the leading professional development organization exclusively serving two-year college communicators. They are now entered to win on the national level. The Medallion Awards presented to the team were:

- GOLD for the Electronic Newsletter category for *Bristol Weekly*, for a second time!
- GOLD for the Communication Success Story or Crisis Communication category for our successful *Vax-Up Your Family* campaign created in line with the White House's COVID-19 Community College Vaccination Challenge. Bristol was one of the first community colleges with a large vaccination clinic – 110 people attended.

Vice President Student Services and Enrollment Management Kate O'Hara spoke next about Bristol's Student Success Center. The Center was formed during the summer of 2021. It is headed by the Associate Director Meri Michaelson and four Success Coaches. They reach out to those students who have left Bristol and target specific population of students such as those of color, disability, first generation and low income. To date, 1,500 telephone calls were made to students and 400 students were spoken to; of those, 163 students want to return.

Vice President Academic Affairs Suzanne Buglione spoke about Holistic Admissions. She said about a year and a half ago a Holistic Admissions Task Force was created composed of staff from Academic Affairs and Admissions. They focused on how colleges could look at race and gender without being discriminatory, identify good candidates for programs and identify soft skills and motivation that student have. The Nursing program was asked to participate in the pilot program which is to start in the spring. The pilot will help us to apply it to other programs in the future.

President Douglas mentioned that *TIME Magazine* recently interviewed V.P. Menard and Bristol's Dean of STEM Sarmad Saman regarding offshore wind and workforce training.

### Vaccine Requirement Update

President Douglas gave an update to the Board regarding vaccine requirements. She says it has been going well as 85% of full-time employees have submitted their records. Twenty-two employees have requested either religious or medical accommodations. Students are uploading their records before registering for classes. We are behind in enrollment by 23%. Thirty-two students have requested accommodations also. Students can take all online courses if they do not want to be vaccinated. We may have a few employees leave the college.

### President's Goals

President Douglas reviewed her Approved Key Goals for 2021-22 with the Board and asked if there were any questions. There were no questions.

She then reviewed her Key Goals from 2020-21 and noted areas that were still in process of completion. She said she would share the progress on these goals periodically with the Board.

## VI Financial Update

Vice President Steve Kenyon gave a Financial Update to the Board. The following are some of the highlights of his report.

- The quarterly budget was presented at the Finance/Budget Committee meeting.
- The college has a surplus of \$3.8 million for FY22.
- Enrollment is being monitored daily.
- Investment accounts are doing well.
- They are in the process of the A133 audit with a focus on Federal funds, financial aid funds and CARES funds.
- They have applied for a one-year extension for CARES funds for students. They have dispersed \$1.4 million in CARES funds to students and \$200,000 to Adult Education and Dual Enrollment students.
- The FY23 budget will be presented to the Finance/Budget Committee in February.

## VII. Report of the Facilities Committee

Trustee Steve Torres, Chair of the Facilities Committee, gave his report to the Board.

The Facilities Committee met on November 8, 2021. Committee Chair Torres said he thanked the college for their hospitality for organizing a walk-through of the Taunton Center with the senior class of Coyle and Cassidy High School who were attending classes there when the pandemic shut them down in March 2020.

Management updated the Committee on the Taunton Center. We are currently leasing 32,000 square feet of space. We have over 300 students this semester taking classes on site. The Committee discussed the college leasing the entire facility. The existing cost of \$6 per square foot included custodial services and utilities. Management was asked to begin discussions with the Fall River Diocese about leasing the entire facility. This could provide opportunities to host a policy academy. It would also allow the college to sublease to other schools.

The increase in leased space could trigger code implications and require an elevator and fire suppression system which the Diocese has offered to help finance. The lease term would be lengthened from five to ten years.

An update on the New Bedford Campus repairs from the flood was provided. All but the top floor will be open in January; the fifth floor will open in early March.

The college submitted a capital repair project request with DCAMM for \$4 million to renovate the theater building.

The college is managing about \$7 million in HVAC and window replacements using federal CARES funds.

The remainder of the Committee meeting was a presentation and discussion on the National Offshore Wind Institute (NOWI). This will be further discussed at today's Joint Board Meeting.

Committee Chair Torres concluded his report.

#### VIII. Report of the Awards Committee

Trustee Diane Silvia, Chair of the Awards Committee, gave her report to the Board.

The Awards Committee met on November 30, 2021. They accepted the nomination of Max Volterra, Esq. as this year's recipient of the *John J. Sbrega, Ph.D., Exemplary Service Award*. Attorney Volterra has served on both the Board of Trustees and Foundation Board of Directors, and has been a very active member supporting Bristol's Attleboro Campus and the Manhattan Short Film Festival. She said this recommendation was now brought before the full Board for approval.

A motion was made by Trustee Torres to accept the nomination of Max Volterra, Esq. as this year's recipient of the *John J. Sbrega, Ph.D., Exemplary Service Award*; this was seconded by Trustee Videva Dufresne.

The motion was approved.

Committee Chair Silvia also reminded the Board that they are accepting nominations for the 2022 Commencement Awards for Honorary Degree and Distinguished Citizen. She concluded her report.

IX. Report of the Student Trustee

Student Trustee Bruno Moreno gave his report to the Board. The following are some of the highlights of his report.

Student Events

- This past month, the SVA club collaborated with the Honors club on all of the events.
- They did a cemetery clean-up on Veterans Day.
- Followed by their 5k at Battleship Cove.
- Mobile Food Market.
- They also did Letters to Veterans - Arts & Craft (part one).
- Lastly, they did their Holiday Clothing and Toy Drive with Alexys Class who worked with the Public Library.
- Recently proposed a budget of \$10,000 to send six or more student veterans to NATCON 2023.
  - Since he will not be present this upcoming semester, he wanted to leave some steps and foundation for the next SVA Chapter President to get a running start.
- He received a call back from the Fall River Rotary Club for possible funding with a meeting in the works.

Personal Experience

- This past month had been amazing. He met a lot of great people, collaborated with different clubs and organizations, and started his transfer process to BSU.
- The CARES fund and all of the benefits that Bristol has provided to the students is incredible.
  - He was able to get gifts for his siblings and provide for himself and his parents.
- His baby brothers will be joining them for Christmas!

Trustee Moreno concluded his report. The Board of Trustees again wished him much success in his future endeavors.

X. Old Business

There was no Old Business to come before the Board.

XI. New Business

Chair Joan Medeiros requested that the Board complete and sign the Attestation Form provided and to give these signed forms to Ms. Kathleen Wordell after the meeting.

XII. Adjournment

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 4:54 p.m.

Respectfully submitted,

*Valentina Videva Dufresne*

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Valentina Videva Dufresne, Secretary

  1/31/22    
Date Approved

  KAW    
Initials