

Bristol Community College
Fall River, Massachusetts

Board of Trustees
Meeting Minutes

April 4, 2016

A. Convening

The three hundred and fortieth regular meeting of the Bristol Community College Board of Trustees was held on Monday, April 4, 2016, in Room D 209 of the Hudnall Administration Building, on the Fall River Campus at 777 Elsbree Street. Chair Joseph Marshall was unable to attend the meeting and designated Trustee Steven Torres as the acting chair for the meeting. Trustee Torres called the meeting to order at 4:24 p.m.

Trustees present: Dr. Patricia Andrade; Jahziel Chase; Keith Hovan; Cynthia Rose; Anthony Sapienza; Sandra Saunders, Esq.; and Steven Torres, Esq.

Trustees absent: Joseph Marshall, Chair; Dr. Ronald Schwartz; Diane Silvia, Vice Chair; and Max Volterra, Esq., Secretary.

B. Information from the Chair

Trustee Steven Torres welcomed all to the meeting. He also welcomed Attorney Gina Yarbrough from the Executive Office of Massachusetts Community Colleges. Attorney Yarbrough said that Assistant Attorney General Anne McLaughlin was expected to attend also but would be late due to the inclement weather.

C. MA CC Counsel

Trustee Steve Torres requested that the Board of Trustees go into an Executive Session for the purpose of discussing litigation, since an open meeting may have a detrimental effect on the litigation position of the College.

Besides the members of the Board of Trustees, this Executive Session will include: Gina Yarbrough, Massachusetts Community College Counsel; President John Sbrega; Vice President Steve Kenyon; Vice President Tafa Awolaju; and Recording Secretary Kathleen Wordell. The Open Session will reconvene at the conclusion of the Executive Session.

Trustee Rose made a motion to adjourn to Executive Session; this was seconded by Trustee Sapienza.

Trustee Torres then called for a roll call vote to go into Executive Session:

Patricia L. Andrade, M.D. – Yes
Mr. Jahziel Chase - Yes
Mr. Keith Hovan – Yes

Ms. Cynthia A. Rose '70 – Yes
Mr. Anthony R. Sapienza – Yes
Sandra Saunders, Esq. – Yes
Steven Torres, Esq. (Acting Chair – votes in event of a tie)
Ronald A. Schwartz, M.D. – **Absent**
Ms. Diane L. Silvia (Vice Chair) '86 – **Absent**
Max Volterra, Esq. (Secretary) – **Absent**
Mr. Joseph A. Marshall, FRC (Chair) '78 - **Absent**

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

After the Executive Session ended, the open meeting reconvened.

Assistant Attorney General Anne McLaughlin joined the meeting at this time. Trustee Steven Torres requested that the Board of Trustees go into a second Executive Session for the purpose of allowing the Assistant Attorney General to speak regarding the litigation, since an open meeting may have a detrimental effect on the litigation position of the College.

Besides the members of the Board of Trustees, this Executive Session will include: Assistant Attorney General Anne McLaughlin; Gina Yarbrough, Massachusetts Community College Counsel; President John Sbrega; Vice President Steve Kenyon; Vice President Tafa Awolaju; and Recording Secretary Kathleen Wordell. The Open Session will reconvene at the conclusion of the Executive Session.

Trustee Rose made a motion to adjourn to Executive Session; this was seconded by Trustee Andrade.

Trustee Torres then called for a roll call vote to go into Executive Session:

Patricia L. Andrade, M.D. – Yes
Mr. Jahziel Chase - Yes
Mr. Keith Hovan – Yes
Ms. Cynthia A. Rose '70 – Yes
Mr. Anthony R. Sapienza – Yes
Sandra Saunders, Esq. – Yes
Steven Torres, Esq. (Acting Chair – votes in event of a tie)
Ronald A. Schwartz, M.D. – **Absent**
Ms. Diane L. Silvia (Vice Chair) '86 – **Absent**
Max Volterra, Esq. (Secretary) – **Absent**
Mr. Joseph A. Marshall, FRC (Chair) '78 - **Absent**

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

After the second Executive Session ended, the open meeting reconvened.

D. Minutes of March 7, 2016, Meeting

Upon a Motion made by Trustee Sapienza to accept the Minutes of the March 7, 2016, meeting, as submitted, and seconded by Trustee Rose, it was

VOTED unanimously to accept the Minutes of the March 7, 2016, meeting as submitted.

E. President's Report

President Sbrega said that there have been items in the news lately regarding presidents and administrators in the Massachusetts college system who have retired and accumulated vacation and sick time. There are three presidents that will be retiring before him. He will forward information to you regarding this.

The Employee of the Month for March was Heather Harrison, Director of Step Up to College, and the April Employees of the Month are Kelly Landry and Marsha Jones from the Workforce Department.

The Bristol Paragon Awards event on March 24 was a great success and had over 300 attendees.

All Award Winners approved by the Board of Trustees at the March meeting have been notified.

The MCCTA Spring Meeting will be held on April 20 at Middlesex Community College in Bedford, Massachusetts. The special guest speaker will be the Speaker of the House Robert DeLeo. Please let Kathleen Wordell know if you wish to attend.

The Holocaust Center is hosting an important program dealing with the Cambodian genocide of the 1970s. The Cambodian Genocide Conference will be held April 15 from 9:00 a.m. - 3:00 p.m. in the auditorium of the Jackson Arts Center. It will include a keynote address by Professor Phitsmay Uy, a leading expert on this subject and a panel discussion by Cambodian survivors. They will be showing the film, "The Monkey Dance," featuring Cambodian survivors in the United States. Rathan Thorng and Makna Men have also successfully secured a visit from the Cambodian Prime Minister's son, Lieutenant General Hun Manet, who will be bringing greetings from the Kingdom of Cambodia. Eight other delegates from Cambodia are expected to attend. Makna Men, Senior Academic Counselor at BCC will be on the panel and will also be available at lunch to sign a copy of his newly published book dealing with his experiences during the genocide and beyond.

On March 24, President Sbrega delivered the address for Vietnam Veterans Recognition Day at the Fall River Government Center.

Vice President Kathleen Garganta submitted a Strategic Enrollment Plan to President's Council for review.

Renewable Energy and Partnerships

- International conference in Boston
- BCC/NBEDC – New Bedford Harbor Development Commission; ideal platform to position and uniquely prepare for international investments. The Port of New Bedford already has designated a Free Trade Zone (FTZ).
- Vice President Paul Vigeant is on the panel; he is training the production workforce.

Partnership with Mashpee Wampanoag Tribal Nation

- Workforce Training Fund – BCC and Cape Cod Community College upgrading skills and doing a skills assessment of all Tribal Community Members.
- CATCH has a role in Mass Gaming Commission’s “Project First Light”; the casino’s ground-breaking is on Tuesday, April 5.

Workforce Center Activities

- Noncredit at New Bedford Campus.
- Training for Department of Energy.
- UMass-Medical – Personal Care Attendant training.
- Healthcare for Adult Learner at the Taunton Campus.
- The DHE contract to train clients in Transitional Assistance.
- Lego Engineering at Mattapoisett Elementary.

On March 30, the BCC Women’s Center Presidential Fellows and Holocaust Center hosted a one-woman play by actress Susan Stein. *ETTY* is based on the diaries and letter of Esther “Etty” Hillseum - a young Dutch Jewish woman who was imprisoned and sent to a Dutch transit camp and eventually Auschwitz, where like thousands of others she was murdered.

On March 28, President Sbrega, Chair of the CONNECT Partnership, and CONNECT members had a Life Science meeting with Senator Marc Pacheco to discuss a collaboration with the Taunton Education and Training Center.

Strategic Plan Listening Sessions:

- March 19 – Elsbree Street
- March 22 – Attleboro
- March 23 – Davol Street

On March 23, the Student Senate leadership held a March for Peace and rededication ceremony for the Peace Pole.

On March 29, President Sbrega and Vice President Sethares attended a meeting for University of Massachusetts Universities and Community College Presidents, Chancellors, and CAOs at Massasoit Community College.

BCC’s Gateway to College was highlighted by G2C National Network for having achieved above average outcomes in four of five metrics last year.

Our Electrocardiography Program received national designation from the National Healthcare Association as an EKG testing site.

Clinical Lab Science, Nursing, and Medical Assisting are all moving along accreditation paths.

Other Items of Interest:

Prevailing Winds – BCC’s on-line journal of student art, writing, and photography had two winners of Fiction Prize:

- First Place – Hannah Torres “The Diner”
- Second Place – Rachel Downs “The Snow”

College for a Day, coordinated by Dean Bernadette Driscoll, was held on March 14.

On March 9, Meghan Abella-Bowen coordinated a Women in STEM Panel Presentation. Associate Vice President Ana Gaillat addressed the group.

President Sbrega and administration members attended a Taunton Chamber Business Breakfast on March 15, with keynote speaker Mayor Tom Hoyer.

Federal requirement of a Shopping Sheet is available through AccessBCC for students. Recent draft for 2013 Cohort Default Rate showed decrease to 12.7 percent. The year before, the BCC rate was 14.2 percent - full cost of attendance, including indirect costs.

A LEAP Rubrics and Information Literacy Assessment presentation was held on March 23, on the Fall River Campus. Conducted by Emily Brown, Coordinator of Library Research and Instruction, and Susan Souza-Mort, the Research and Instruction Librarian for the New Bedford Campus, the presentation discussed initial findings, supplemental research, recommendations, and the methodologies involved in collecting data. They also discussed the ways in which the LEAP Rubric can be adapted to reflect the needs of a community college environment.

On Saturday, March 5, the Region 3 Science Fair was held at BCC. The awards were presented at a ceremony on Thursday night, March 10, in the BCC Theater.

Vice President Steve Ozug recently presented on community college campus safety at the NASP Advisors Conference in Indianapolis.

Steve Frechette, an Information Security Officer in our ITS Department, presented at the March NEIT Conference, “How to Build a Security Awareness Training Culture Anywhere.”

April 20 is Fresh Check Day for Mental Health Counseling.

BCC hosted a Southern New England Physical Plant Association Annual Meeting (SNEAPPA). Both the BCC Solar Canopy and New Building were presented at the meeting.

On March 31, a Celebration of Women poetry reading was held in the Grimshaw-Gudewicz Art Gallery.

J. Thomas Grady recently had a screenplay *Bloodwork* named as a semifinalist by the Annual FilmMakers International Screenwriting Awards. Also, his play *Symposium* was named an “Official Selection” of the Los Angeles CineFest.

Jack Conway’s 2014 book, *Queen of Thieves*, will be produced as a T.V. series. Also, his one-act play, “The Gods Think Nothing of Betraying Us,” is a finalist in the Nor’eastern Play Writing Contest.

New Bedford Dean Jim Daniels has joined Ina Brito on the New Bedford Educational Foundation.

DESE recognized successful collaboration between NBPS’ Adult Education program and BCC’s Step Up To College.

Dean Kathleen Pearle published an article, “International Learning as Transformational Learning,” in *A Learning Paradigm Informed by Knowledge of the Learning Self* (eds C. Calleja and C. Johnston).

On March 30, President Sbrega attended a Taunton Area Chamber of Commerce and Pro-Home, Inc. Business Breakfast Series. The guest speaker was Stephanie Pollack, Secretary and Chief Executive Officer of the Department of Transportation.

President Sbrega attended the United Way of Greater Fall River’s Service Celebration Awards on March 30.

F. Professor Emeritus Award

The Professor Emeritus Committee selected Professors Barry McKee and Deborah Lawton as the recommendations for the Professor Emeritus Awards.

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

VOTED unanimously to accept the recommendations for the Professor Emeritus Awards.

President Sbrega said that he will contact each nominee to notify them of the award.

G. Sabbatical Leave Requests

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

VOTED to approve the Sabbatical Leave Requests for:

Denise DiMarzio

J. Kirk Higham

Trisha Cloutier

H. Report of the Finance and Audit Committee

Trustee Cynthia Rose, Chair of the Finance and Audit Committee, gave her report to the Board. The Finance and Audit Committee met on March 7, 2016.

Vice President Kenyon and Comptroller Keith Toni reviewed the A133 audit report with the Committee. This was presented in December by our external Auditor but there are some new members on the Committee, so we reviewed it briefly. This report is required for institutions that receive significant funding from the Federal Government.

We reviewed the Second Quarter Trust Fund report and after a few questions and some discussion the report was approved.

The Committee then reviewed the Report on Reserves in preparation for a presentation by Fidelity Investment Services. We are regularly moving matured CDs to the Balanced Fund of our Fidelity Account.

The Committee and Management discussed the FY17 budget in some detail. We reviewed a list of unfunded contractual costs and declining enrollment trends that are prevalent in our system. The College will likely have an approximately \$1 million deficit to resolve. The Committee will likely have a special meeting sometime in May when the state budget picture is a little clearer.

There was a separate discussion about fee increases for next year and what strategy the College should take. We reviewed a list of the other 14 Community Colleges in Massachusetts and we are in the bottom third. This item was tabled until the special meeting. The range of fees that was discussed was \$0 to \$8. (We raised fees last year by \$5.)

Fidelity Investment Services presented to the Committee on the global market and the specifics of our account. We discussed our risk tolerance and how to manage that risk. We discussed benchmarking, asset allocation, and staying within our Investment Policy guidelines.

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

VOTED unanimously to accept the Report of the Finance and Audit Committee.

I. Report of the Personnel Committee

Trustee Torres, Chair of the Personnel Committee, gave his report to the Board. The Personnel Committee met on Tuesday, March 29, 2016. The purpose of the meeting was to interview several recruitment firms for the Presidential Search process. The Committee interviewed the following:

- R.H. Perry & Associates represented by Mr. Jesse Thompson (in person).
- Association of Community College Trustees (ACCT) Executive Search Services represented by Ms. Mary Anne Cox (in person) and Dr. Narcisa Polonio (via skype).
- Pauly Group, Inc. represented by Ms. Angela Provar (via skype).

Each firm was allotted approximately 20 minutes for a presentation and 15 minutes for questions. After the firms were interviewed, the Personnel Committee deliberated and selected R.H. Perry & Associates as the recommendation for the recruitment firm for the Presidential Search process. The firm would be contracted for \$47,000 plus expenses.

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

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

J. Report of the Student Trustee

Student Trustee Jahziel Chase gave his report to the Board.

The Student Senate participated in the National Conference of Student Leaders in Denver, Colorado in March. They attended workshops on leadership skills, communication, marketability, and management of student life organizations.

Trustee Chase attended a conference at Fitchburg State University with a Student Senator regarding leadership for public higher education institutions. The event began with a video recorded by Senator Elizabeth Warren.

Trustee Chase said that he would have more information at the next Board of Trustees Meeting.

Trustee Rose made a motion to accept the report of the Student Trustee. This was seconded by Trustee Sapienza, and it was

VOTED unanimously to accept the report of the Student Trustee.

K. Report of Personnel Actions

The Report of Personnel Actions included Appointments, Change of Rank, Tenure, and Reappointments.

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

L. Workforce and Community Education Contracts

Upon a Motion made by Trustee Rose and seconded by Trustee Sapienza, it was VOTED unanimously to accept the Contracts.

M. Old Business

There was no old business to come before the Board.

N. New Business

Due to the inclement weather, Trustee Rose, Chair of the Retreat Committee, said that the Retreat Committee meeting scheduled to follow the Board of Trustees Meeting would be rescheduled for Monday, May 2, 2016, following the Board of Trustees Meeting that day.

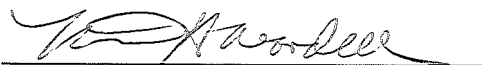
Trustee Chase said that as mentioned at the last Board meeting, he is gathering information regarding scheduling meet-and-greet sessions with students and Board of Trustee members. He will provide more information at the next Board meeting.

President Sbrega is working on a date to present former Board of Trustees members James Grady and Deborah Kenney with engraved silver bowls for their years of service. He will let the Board know as soon as a date is selected.

O. Adjournment

There being no further business to come before the Board, Trustee Torres declared the meeting adjourned. The time was 5:40 p.m.

Respectfully submitted,



Kathleen Wordell, Recording Secretary

5/2/16
Date Approved

KW
Initials