

Bristol Community College  
Fall River, Massachusetts

Board of Trustees  
Meeting Minutes

January 29, 2018

A. Convening

The three hundred and fifty-sixth regular meeting of the Bristol Community College Board of Trustees was held on Monday, January 29, 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 5:12 p.m.

Trustees present: Joan Medeiros, Chair; Frank Baptista; Samir Bhattacharyya; Keith Hovan (by remote participation); Lynn Malasi; Kylie Pasternak; Anthony Sapienza; Sandra Saunders, Esq.; and Diane Silvia, Vice Chair.

Trustees absent: Steven Torres, Esq.

B. Information from the Chair

Newly-appointed Chair Joan Medeiros welcomed all to the meeting. She said that Trustee Keith Hovan will be participating remotely for the reason of geographic distance. All votes taken during the meeting must be by roll call vote. Chair Medeiros then introduced Frank Baptista, the newest member of the Board of Trustees.

C. Executive Session – To Discuss Litigation

Chair Medeiros requested that the Board of Trustees Meeting enter 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 herself and the members of the Board of Trustees, this Executive Session included General Counsel Kenneth Tashjy; President Laura Douglas; Vice President Steve Kenyon; Vice President Joyce Brennan; Vice President Carolyn Ross; and Recording Secretary Kathleen Wordell. Following this Executive Session, the meeting would resume into an Open Session.

Trustee Sapienza made a motion to enter into Executive Session; this was seconded by Trustee Silvia. Trustee Keith Hovan stated that no other person was present or able to hear the discussion at his remote location.

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

Mr. Frank P. Baptista – Yes  
Samir Bhattacharyya, Ph.D. - Yes

Mr. Keith A. Hovan - Yes  
Ms. Lynn A. Malasi '92 - Yes  
Ms. Kylie Pasternak (Student Trustee) - Yes  
Mr. Anthony R. Sapienza - Yes  
Sandra G. Saunders, Esq. - Yes  
Ms. Diane L. Silvia (Alumni Trustee/Vice Chair) '86 - Yes  
Steven A. Torres, Esq. – Absent  
Ms. Joan M. Medeiros (Chair) - (Votes in event of a tie)

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

After the Executive Session ended, the Open Meeting reconvened.

D. Consideration of Minutes of Meeting of December 4, 2017

Trustee Sapienza made a motion to accept the Minutes of the December 4, 2017, meeting, as submitted, and this was seconded by Trustee Silvia. Chair Medeiros then called for a roll call vote:

Mr. Frank P. Baptista – Yes  
Samir Bhattacharyya, Ph.D. - Yes  
Mr. Keith A. Hovan - Yes  
Ms. Lynn A. Malasi '92 - Yes  
Ms. Kylie Pasternak (Student Trustee) - Yes  
Mr. Anthony R. Sapienza - Yes  
Sandra G. Saunders, Esq. - Yes  
Ms. Diane L. Silvia (Alumni Trustee/Vice Chair) '86 - Yes  
Steven A. Torres, Esq. – Absent  
Ms. Joan M. Medeiros (Chair) - (Votes in event of a tie)

The motion was approved.

E. President's Report

President Douglas said that full-time enrollment is -7.78 percent this semester and the total headcount is -7.93 percent. This does not affect the budget as they planned for this decline in numbers. They are also predicting some additional declines due to high school graduation rates and the economy.

President Douglas said that the Bristol Community Foundation purchased three vacant lots on Acushnet Avenue adjacent to our campus at 800 Purchase Street, New Bedford. The sale was completed in December. These lots are across the street from Custom House Square and next to Wings Court providing great open space options for our students. Plans for the land are not finalized but we are seeking funding options to build an Advanced Manufacturing Center on this site. Very preliminary cost estimates are about \$12 million. This depends on the final academic programs that we decide

upon. Three likely sources of funding are the Massachusetts Life Sciences Center (\$5 million to \$8 million), with the balance funded by a capital campaign and college resources.

Anthony Ucci is currently the Acting Dean of BCC New Bedford.

They have re-opened the dean search in BCC Taunton; Dean Rodney Clark is currently providing leadership to both Attleboro and Taunton. Trustee Hovan asked if instead of recruiting for a dean for BCC Taunton, can one dean cover both and save the college money. President Douglas said that the Taunton Center is new and while enrollment has declined at Attleboro, both locations need a strong presence there.

In February 2018, BCC will open a new hub in E Building for three vibrant student-service centers: Veteran Educational Services, Health Services, and The Women's Center. While each center provides distinct services both to the general population and to focused cohorts, there are strong connections among the elemental missions of each. The centralization of these services in a purposefully-designed, first-floor location that is highly visible and accessible will help to emphasize their availability and to ensure their utilization in the interest of upholding wellness, empowerment, safety, support and student persistence.

Legislation has been passed to make \$100,000 for the Veteran Educational Services Center at Bristol Community College a permanent annual allocation.

We are planning ribbon cuttings and/or events to celebrate the openings of these facilities and will let the Board know.

The Men's Soccer Team once again advanced to the Region XXI Championship Game for the third time in the last five years and also saw six of its student-athletes on the NJCAA All-Region Team. Men's basketball is currently in first place in Region XXI and receiving national ranking votes.

President Douglas said that the new Executive Director of Development Paula Popeo is working on the Capital Campaign Goals - Attleboro: \$2 million for the Learning Commons; Taunton: \$1 million for the Learning Commons; and New Bedford: more than \$2 million, hopefully \$5 million to construct an Advanced Manufacturing Center on the Acushnet Avenue land. Five to eight million dollars in funding from Mass Life Sciences will also support the Advanced Manufacturing Center.

The following are Talking Points for the Board of Trustees:

**1. Bay State Wind \$1 Million**

BCC held a press conference on December 20, 2017, to announce that Bay State Wind has committed \$1 million to fund the college's first endowed faculty position as part of a signed memorandum of agreement. This was submitted as part of a bid

proposal to the Massachusetts Department of Public Utilities for Long-Term Contracts for Offshore Wind Energy Projects.

The agreement celebrates a long-term shared commitment by both organizations to develop the workforce requirements and effective training models needed to create a vibrant and sustainable offshore wind industry. It also explores a collaboration with BCC and other industry stakeholders to develop an offshore wind training center in New Bedford.

BCC currently has a concentration and certificate program in relation to the offshore wind power industry. This agreement enhances the programs offered and supports outreach initiatives in the STEM fields as well as other educational opportunities at BCC.

**2. Phase I of New Website**

College Communications and Information Technology Services are excited to announce that Phase I of the new BristolCC.edu will be launched at the end of January. The new site will be more user-friendly, featuring improved navigation and a responsive design for a better experience on mobile and tablet devices. The next phase of the web update will focus more on fine-tuning the content and making it more student-centric.

**3. Addressing Food Insecurity at BCC**

If a student does not have sufficient quantities of affordable and nutritious food, their likelihood of success at college will greatly decline. At BCC, we are addressing this issue in a number of ways including looking for a long-term solution.

The Office of Student Life runs the Grab and Go Food Pantry. The pantry distributed more than 1,750 meals to students this past fall. Grab and Go has received generous donations from Robert Stoico/FIRSTFED Charitable Foundation for \$10,000, Fall River Women's Union for \$600 and the New Bedford Madeira Feast Foundation donated \$500 for the purchase of a new refrigerator.

In February, Citizens for Citizens (CFC) will collaborate with BCC to enable our students to apply and register for Supplemental Nutrition Assistance Program (SNAP), formerly known as food stamps, benefits on campus. This will be a huge step in providing a long-term, sustainable option for our students. Discussions with CFC are also aimed at expanding this program to include child care, fuel assistance, weatherization, heater repair/appliance management and tax preparation.

President Douglas ended her report.

**F. Report of the Finance and Audit Committee**

Chair Joan Medeiros, former Chair of the Finance and Audit Committee, gave a report to the Board of the meeting of December 4, 2017.

Vice President Kenyon gave a general overview of the Quarterly Budget Update for the period July 1, 2017, through November 17, 2017, explaining the additional details that were added to the report based on recommendations by the Finance and Audit Committee. The full board was given a verbal update at the December meeting.

The Committee reviewed the Trust Fund Report for the First Quarter 2018. They remarked on how this report provides a great level of detail on our trust fund expenditures.

They reviewed the college's Report on Reserves as of October 31, 2017. Vice President Kenyon explained the changes approved by the Board in the Fidelity account were made in October and reflected in the report. The college transferred the funds in the Fidelity Conservative Fund to the more aggressive Growth with Income Fund. This new portfolio is comprised of a 60%-40% equity to bond mix.

The Committee also agreed not to transfer any maturing CD's to the Fidelity accounts for the time being due to uncertainty in the current equity markets.

David DiIulio from O'Connor and Drew then made a detailed presentation on the college's audited FY2017 Financial Statements, and the Required Communications that O'Connor and Drew were required to present to the Committee. Mr. DiIulio reviewed a handout that was given to the Committee regarding the Required Communications. This handout was the same as presented to the Board later that afternoon.

It was a very clean audit with no findings, and the college received an unqualified opinion. Mr. DiIulio explained that in addition to auditing the college's financial statements, O'Connor and Drew were also required to perform detailed testing of the college's Internal Controls. No material weaknesses or any deficiencies were identified within the report on Internal Controls over Financial Reporting and on Compliance and Other Matters.

There were no audit adjustments or uncorrected misstatements, and no audit differences recorded as a result of the audit. Chair Medeiros ended her report.

G. Report of the Facilities Committee

Trustee Anthony Sapienza, Chair of the Facilities Committee, gave his report to the Board from the Facilities Committee Meeting of January 29, 2018. The Facilities Committee met today to consider a recommendation to the full Board of Trustees to recommend the naming of the new Veterans Center located in the Thomas A. Rodgers, Jr. Science Building on the Fall River Campus of Bristol Community College as the *Joseph A. Marshall Veterans Center*.

Trustee Sapienza said that Joseph Marshall is a graduate of Bristol Community College ('78) and the president of J. Marshall Associates. He is a lifelong Fall River resident and

one of Bristol Community College's strongest advocates. After high school, Joe served in the U.S. Air Force Security Service. Upon his return, he, like many other veterans, saw that BCC was the best place to start his education. He successfully transferred to Southern Massachusetts University (now University of Massachusetts Dartmouth), and found his passion for finance.

Joe is very proud of his Portuguese heritage, and he has donated his time and talents to many civic groups. He was recently honored as Man of the Year by the Prince Henry Society. He has volunteered on numerous Boards in the Fall River area over his career. Joe recently completed two five-year terms on the college's Board of Trustees with almost four years as Chairman. He has donated generously of his time to advance the college. He worked fiercely with our legislators to secure \$100,000 of annual funding for the Veterans Center. Joe has also contributed significantly to the college Foundation over the years and served on their Board of Directors as well.

Trustee Sapienza said that the Facilities Committee voted and approved the motion that the recommendation be brought before the full Board. Trustee Sapienza ended his report.

Trustee Silvia made a motion to name the new Veterans Center located in the Thomas A. Rodgers, Jr. Science Building on the Fall River Campus of Bristol Community College as the *Joseph A. Marshall Veterans Center*. This was seconded by Trustee Pasternak.

Chair Medeiros then called for a roll call vote on the motion:

Mr. Frank P. Baptista – Yes  
Samir Bhattacharyya, Ph.D. - Yes  
Mr. Keith A. Hovan - Yes  
Ms. Lynn A. Malasi '92 - Yes  
Ms. Kylie Pasternak (Student Trustee) - Yes  
Mr. Anthony R. Sapienza - Yes  
Sandra G. Saunders, Esq. - Yes  
Ms. Diane L. Silvia (Alumni Trustee/Vice Chair) '86 - Yes  
Steven A. Torres, Esq. – Absent  
Ms. Joan M. Medeiros (Chair) - (Votes in event of a tie)

The motion was approved.

H. Report of the Alumni Trustee

Alumni Trustee Diane Silvia gave her report to the Board.

Trustee Silvia said that the Alumni Association participated in the Festival of Trees at the Fall River City Hall utilizing the BCC colors of green and gold.

Trustee Silvia said that the annual BCC Dr. Martin Luther King, Jr. Breakfast was held on Monday, January 15, 2018, and was very well attended. Clayton Timas was the 2018

Distinguished African American Alumnus of the Year honored at the event. Dr. Robert Johnson, Chancellor of University of Massachusetts Dartmouth, was the featured speaker. Trustee Sapienza also encouraged all Board members to attend this annual breakfast in the future as it is an excellent event.

The Alumni Association is gearing up for the Paragon Awards scheduled for Thursday, March 22 in the Atrium of the Commonwealth College Center on the Fall River Campus.

The Foundation Golf Tournament is Monday, May 7.

The next meeting of the Alumni Association will be on Wednesday, April 18, followed by AHA night. Trustee Silvia ended her report.

I. Report of the Foundation Relations Committee

Trustee Diane Silvia, Chair of the Foundation Relations Committee, said the Foundation has not met since December 13, 2017; their next meeting is Wednesday, February 21.

Trustee Silvia introduced Paula Popeo, the new Executive Director of Development, to the Board of Trustees. Ms. Popeo said that she has been working on the capital campaign, alumni affairs, assessing the operations of the office and the position to be posted soon for the Associate Director of Development. There are changes to be made to the department to make it run more efficiently.

Trustee Silvia said there has also been a great interest in aligning with Graduway to focus on building an alumni database. Trustee Silvia ended her report.

**PLEASE NOTE:** Trustee Keith Hovan disconnected from his remote participation of the Board of Trustees Meeting at 6:02 p.m.

J. Report of the Student Trustee

Student Trustee Kylie Pasternak distributed her written report to the Board. The following are some of the highlights:

- The VEX Robotics Regional Qualifier was held at BCC Fall River on Saturday, January 6, 2018. More than 100 middle and high school students and mentors from around Massachusetts and Rhode Island competed. Teams competed with and against other schools in a series of back-to-back challenges using robots that they designed, built and programmed for the challenge.
- On January 24, an open forum discussion was held regarding moving the bookstore owned by Follett Inc. on the BCC Fall River campus from the College Commonwealth Center (G Building) to the Siegel Health Technologies Building (C Building). The relocation would provide the necessary space needed to improve service to all customers and to alleviate ongoing challenges such as

waiting in line for service during peak hours and pick-up of merchandise purchased online.

- The last page of Trustee Pasternak's report is new and shows a comparative mid-year summary of Distributions from the Office of Student Life (i.e. Grab & Go Pantry, Monthly Bus Passes) as well as Pizza & Politics events (Facebook Live Events) with the topics of discussion and number of views.

Trustee Pasternak ended her report.

K. Financial Update

Vice President Steve Kenyon gave the following updates:

- For FY18, the college made the necessary expense reductions (\$800,000).
- They will hit the budget revenue number of 63,000 credits.
- We did have a \$1.3 million investment gain.
- In a cost savings review, we are looking at eliminating offering courses at Greater New Bedford Regional Vocational Technical High School.
- There is expected to be one more year of declining enrollment and they are basing the FY19 budget on this decline.
- The Governor's budget allocated 1% or approximately \$275,000 total to the 15 community colleges.
- The Federal government shut-down also keeps getting put back; we are now looking at February for a possible shut-down. The college has 11 Federal grants with employees.
- There is a Federal disbursement due in February of \$9 million.

Trustee Bhattacharyya asked why the enrollment was so low. VP Kenyon said that it was due to demographics; this is a community college as well as a national issue. President Douglas said that enrollment has an inverse relationship with the economy; when the economy is doing well, more students seek employment rather than pursue higher education. Trustee Bhattacharyya suggested we provide more evening classes. President Douglas said that we are actually shifting our focus to new markets/type of students such as adults and underrepresented students utilizing predictive shifts. Trustee Sapienza asked if the Governor's budget included collective bargaining agreements. VP Kenyon said no, but we will file a supplemental budget request. Trustee Sapienza asked what our strategy was to best address this. President Douglas said that it is part of the legislative agenda. Vice President Kenyon ended his report.

L. Report of Personnel Actions

Trustee Silvia made a motion to accept the Report of the Personnel Actions and this was seconded by Trustee Sapienza. Chair Medeiros then called for a roll call vote on the motion:



Mr. Frank P. Baptista – Yes  
Samir Bhattacharyya, Ph.D. - Yes  
Mr. Keith A. Hovan - Absent  
Ms. Lynn A. Malasi '92 - Yes  
Ms. Kylie Pasternak (Student Trustee) - Yes  
Mr. Anthony R. Sapienza - Yes  
Sandra G. Saunders, Esq. - Yes  
Ms. Diane L. Silvia (Alumni Trustee/Vice Chair) '86 - Yes  
Steven A. Torres, Esq. – Absent  
Ms. Joan M. Medeiros (Chair) - (Votes in event of a tie)

The motion was approved.

M. Report of Workforce and Community Education Contracts

Trustee Sapienza made a motion to accept the Report of Workforce and Community Education Contracts and this was seconded by Trustee Silvia. Chair Medeiros then called for a roll call vote on the motion:

Mr. Frank P. Baptista – Yes  
Samir Bhattacharyya, Ph.D. - Yes  
Mr. Keith A. Hovan - Absent  
Ms. Lynn A. Malasi '92 - Yes  
Ms. Kylie Pasternak (Student Trustee) - Yes  
Mr. Anthony R. Sapienza - Yes  
Sandra G. Saunders, Esq. - Yes  
Ms. Diane L. Silvia (Alumni Trustee/Vice Chair) '86 - Yes  
Steven A. Torres, Esq. – Absent  
Ms. Joan M. Medeiros (Chair) - (Votes in event of a tie)

The motion was approved.

N. Request for Approval of New Program

The following new program was submitted to the Board of Trustees for approval:

- Project Management (*Associate in Science*)

Vice President Greg Sethares gave an overview of the Project Management program and said there was expected strong enrollment for this program. Trustee Bhattacharyya agreed saying this is an area of very high demand for students.

Trustee Pasternak made a motion to approve the new program and this was seconded by Trustee Silvia. Chair Medeiros then called for a roll call vote on the motion:

Mr. Frank P. Baptista – Yes

Samir Bhattacharyya, Ph.D. - Yes  
Mr. Keith A. Hovan - Absent  
Ms. Lynn A. Malasi '92 - Yes  
Ms. Kylie Pasternak (Student Trustee) - Yes  
Mr. Anthony R. Sapienza - Yes  
Sandra G. Saunders, Esq. - Yes  
Ms. Diane L. Silvia (Alumni Trustee/Vice Chair) '86 - Yes  
Steven A. Torres, Esq. – Absent  
Ms. Joan M. Medeiros (Chair) - (Votes in event of a tie)

The motion was approved.

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

President Douglas said that progress is being made in the President's Goals as we are now able to send them in advance to the Board for review. Trustee Sapienza had previously recommended that areas that have been updated in the last month be noted in some way; those areas are now bolded. Trustee Sapienza also asked to identify areas that were not making strides. There is only one – BCC to Job Placement; this area is in development and catching up. President Douglas said that overall, the goals are in good shape.

P. New Business

- Chair Medeiros reminded the Board that the Statewide Trustees Conference will be held on March 1, 2018. Trustees who wish to attend must register by February 16.
- Chair Medeiros said that on January 24, 2018, Trustee Patricia Andrade handed in her resignation from serving as a member of the BCC Board of Trustees. Chair Medeiros accepted Dr. Andrade's resignation. She then read to the Board the following letter from Dr. Andrade and requested it be included in the minutes:

*January 24, 2018  
Joan Medeiros, Board Chair  
Bristol Community College Board of Trustees*

*Dear Joan,*

*I am serving my second term on the BCC board of trustees and have fully supported the mission and goals of Bristol Community College.*

*Unfortunately, due to recent changes and demands in my personal and professional life it has been increasingly difficult to fulfil my obligation to the board. I regretfully have not been able to attend the meetings and committee assignments and therefore feel that I cannot be an effective member. This for me*

*is not acceptable. I therefore find it necessary to resign my seat on the board of trustees.*

*It has been an honor and pleasure serving on such a dynamic board. I know that the strong work will continue as BCC moves forward with its innovation and leadership as an institute for higher learning.*

*Best regards,  
Patricia Andrade, MD*

- Chair Medeiros said in the next few months we will begin the process of reviewing and revising the Board of Trustees' Bylaws.
- Trustee Pasternak said that an area of improvement for enrollment and retention would be empathy training for those departments located in G Building of the Fall River Campus. She, as well as other students, find resistance and a lack of information provided by those areas, and request that this be addressed.
- Trustee Sapienza requested that the Foundation Relations Committee hold a meeting to discuss relations with the BCC Foundation and an MOA.

Q. Adjournment

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 6:21 p.m.

Respectfully submitted,

  
Kathleen Wordell, Recording Secretary

3/5/18  
Date Approved

KW  
Initials