

Bristol Community College  
Fall River, Massachusetts

Board of Trustees  
Meeting Minutes

December 4, 2017

A. Convening

The three hundred and fifty-fifth regular meeting of the Bristol Community College Board of Trustees was held on Monday, December 4, 2017, in Room G-14 Classroom of the Commonwealth College Center Building, on our Fall River Campus at 777 Elsbree Street, Fall River, Massachusetts. Chair Joseph Marshall called the meeting to order at 4:02 p.m.

Trustees present: Joseph Marshall, Chair; Samir Bhattacharyya; Keith Hovan; Joan Medeiros; Lynn (Motta) Malasi; Kylie Pasternak; Anthony Sapienza; Sandra Saunders, Esq.; Diane Silvia, Vice Chair; and Steven Torres, Esq.

Trustees absent: Dr. Patricia Andrade.

B. Information from the Chair

Chair Joseph Marshall welcomed all to the meeting.

C. Consideration of Minutes of Meeting of November 6, 2017

Upon a Motion made by Trustee Hovan to accept the Minutes of the November 6, 2017, meeting, as submitted, and seconded by Trustee Silvia, it was

VOTED to accept the Minutes of the November 6, 2017, meeting as submitted.

D. Auditor's Report

Vice President Steve Kenyon introduced the auditor from O'Connor & Drew P.C., Mr. David DiIulis. The Auditor's Report was distributed and Mr. DiIulis gave the following report.

Mr. DiIulis said they completed the audit, filed by the October 15 deadline and were in compliance. He gave a summary of the audit stating it includes "consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not the for the purpose of expressing an opinion on the effectiveness of the College's internal control over financial reporting. Accordingly, we express no such opinion." Mr. DiIulis said they issued an unmodified opinion on the college's financial statements and "no material weaknesses or significant deficiencies

were identified within the Report on Internal Controls over Financial Reporting and on Compliance and Other Matters.”

Mr. DiIulis said there was no changes in accounting policies. For Significant Transactions:

- The John J. Sbrega Health and Science Building was completed and put into service during the year. The college received an additional \$4.1 million in capital appropriations related to this project during the year.
- The college’s portion of the net pension liability decreased by \$1.2 million to \$10.6 million.
- The college terminated its agreement with Higher Education Partners.

There were no audit differences recorded as a result of the audit that are required to be communicated to the committee. There were no uncorrected misstatements that are required to be communicated to the Board and no disagreements with management. They consulted with the auditors for the Massachusetts State Employees’ Retirement Plan and the auditors for the BCC Foundation. There were no major issues with management prior to retention and no difficulties encountered in performing the audit. The significant written communications between the auditor and management included the engagement letter and management representation letter. Mr. DiIulis reviewed the auditing firm’s independence from the college, and risks, and no pervasive financial statement fraud risks were identified.

Mr. DiIulis asked if there were any questions from the Board of Trustees regarding the report or the financial statements. Chair Marshall asked Mr. DiIulis how long he and the firm have been doing the audit for BCC. Mr. DiIulis said approximately 8-10 years; every 5 years it goes out to bid. There being no further questions, Chair Marshall thanked Mr. DiIulis and the auditors for their report.

Upon a Motion made by Trustee Sapienza to accept the Auditor’s Report, and seconded by Trustee Medeiros, it was

VOTED to accept the Auditor’s Report.

E. President’s Report

President Laura Douglas introduced the new Executive Director of Development, Paula Popeo. Ms. Popeo is from University of Massachusetts (UMass) Boston where she was employed for twelve years, practiced law in Boston for ten years, and has public relations experience. She is looking forward to working at BCC. Chair Marshall encouraged the Board to contact Ms. Popeo.

President Douglas discussed the agenda for the upcoming Legislator’s Breakfast to be held on Thursday, December 7, at the BCC Fall River Campus. Highlights include:

1. Changing student demographics.
2. Brief description of enrollment and student demographics.
3. Two student speakers – credit and noncredit.
4. Relevance of Massachusetts community colleges.
5. How BCC is addressing workforce needs.
6. How the lack of funding growth affects our students.
7. The funding opportunities that exist.
8. Discussion/input from legislators.

President Douglas distributed a copy of her goals. Some highlighted areas show where they are not moving as quickly as hoped – nudge areas. A lot of outreach is being done in underrepresented groups but we are lagging behind in professional development; more catch-up in programs and services. The President’s Office is working on a schedule of regular meetings for President Douglas with students and employees. We are also making strides in the area of retention. Trustee Sapienza recommended that in future reports new changes/additions be differentiated in some way.

President Douglas said that the President’s Cabinet met on November 21 for a six-hour, Lean Six Sigma training. PC will be working on two projects for this year: 1) improving student enrollment, and 2) course scheduling. These are challenging projects; both encompassing many areas of the college.

The following are Talking Points for the Board of Trustees:

1. Early College Model  
Bristol Community College and BMC Durfee High School have collaborated to create an Early College model designed to create a partnership that increases postsecondary access and success for all students, including first generation, low income and those who have been traditionally underrepresented in higher education. Through a combination of academic coursework, extracurricular activities and wrap-around support structures, students will follow one of several guided academic pathways (STEM Transfer Studies, Health and Life Sciences, and Legal and Social Studies) linked to a BCC Mass Transfer program or to a “career ready” certificate. With access points for a wide range of students, including English Language Learners (ELL) and underprepared students in need of developmental coursework, the pathways will provide the opportunity to earn, at minimum, 12 transferable college credits.
2. Open Educational Resources Savings  
In 2014, Library Services, the Center for Instructional Technology Expertise and the Lash Center for Teaching and Learning developed the Open Educational Resources (OER) Faculty Program. The purpose of the program is to provide support, resources and professional development for BCC faculty interested in decreasing the use of increasingly expensive textbooks and moving to the adoption of free, online and low-cost OER for their course materials. Since the program's inception, 27 BCC faculty have developed OER material for 22

courses and more than 40 instructors have adopted OER for their courses. To date, the program has saved BCC students more than \$320,000 in textbook costs. In addition to the cost savings, there has been an increase in student performance in the newly revised OER courses.

3. Special Outreach

Criminal Justice Career Day: On November 15, 2017, Assistant Professor of Criminal Justice Nancy Santopadre coordinated the fourth annual Criminal Justice Career Day at BCC. Criminal Justice majors and students from Attleboro High School had the opportunity to speak directly with representatives from the FBI, Homeland Security, U.S. Marshals Service, Massachusetts State Police and many other agencies from law enforcement, corrections and probation. Veterans Center Expo: On Saturday, November 18, 2017, the Veteran Educational Services Center hosted the third annual Veterans Expo. Representatives from dozens of community agencies in southeastern Massachusetts and nearby Rhode Island were on hand to assist the more than 70 veterans who participated in the event. Women in STEM: The BCC Women in STEM (Science, Technology, Engineering, Math) Challenge provides high school students an opportunity to be connected to successful women in STEM fields, cultivate their interest in STEM and encourage teamwork and cooperative learning to solve real world problems. This year's competition, held Saturday, December 2, 2017, used a crime scene investigation as the basis for the challenge. Thirteen teams, from six local high schools, assumed the role of forensic scientists to solve a fictional crime by integrating concepts in physics, engineering, chemistry, biology and computer technology/cyber security.

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

VOTED to accept the President's Report.

F. 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 November 6, 2017.

Vice President Paul Vigeant provided the Committee with a detailed update on the offshore wind market as it impacts New Bedford and BCC. They discussed how BCC would stay viable in the offshore wind training market and the physical resources needed to accomplish that. VP Vigeant explained about the variety of partners that are involved and how they will be able to partner with the college and contribute financially or otherwise to make this happen. There are two solicitation bids out now with proposals for December and the spring for a second set of funding. Nothing will be in the water for three to five years.

Vice President Kenyon gave the Committee an update on several major projects going on at the various campuses. These included two new Anatomy and Physiology labs in Fall

River funded by the Lash Foundation. The Veteran's, Women's and Health Services Centers are nearing completion and the Board will be invited to a ribbon cutting when the students return for the spring semester in January.

The college is undertaking a wayfinding project with the goal to improve our ability to get people from the parking lots to the appropriate buildings and services they need. We are in the design and procurement phase of this project and plan to complete it in the spring semester.

We received over \$1 million in deferred maintenance funding from the Commonwealth to repair some significant deficiencies in our electrical infrastructure and to make a steam line repair.

The New Bedford land acquisition should be closing by December 15, 2017, per Vice President Kenyon.

The college is working with T2 Architects on the New Bedford Master Plan to develop both short and long-term plans. The scope includes utilizing the entire 800 Purchase Street space as efficiently as possible relocating services now offered at the UMass Star Store location to Purchase Street; relocating services now on Davol Street to New Bedford; identifying where new programs such as Physical Therapy will be located; options for land we are acquiring; programmatic needs for wind and suitable locations for that program.

Management reported moving two programs out of Davol Street to save \$60,000 per year in rent. Options are being discussed to determine strategy for the remaining four and a half years of lease on Davol Street. President Douglas said that the Workforce Department is still at Davol Street, however classes have been moved.

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

VOTED to accept the Report of the Facilities Committee.

G. Report of the Alumni Trustee

Alumni Trustee Diane Silvia gave her report to the Board.

The Bristol Alumni Paragon Awards Ceremony will be held on Thursday, March 22, 2018. The Bristol Paragon Alumni Awards Committee met and reviewed the nominees for the Paragon Award. The following three alumni have been chosen by the Paragon Awards Committee:

1. Robert Gauvin
2. Pamela Oliveira
3. Allyson Pereira

Trustee Silva gave a brief summary on the background of each nominee.

Trustee Torres made a motion to approve the selected candidates for awarding of the Paragon Award. This was seconded by Trustee Sapienza, and it was

VOTED to approve the selected candidates for the Paragon Award.

Trustee Silvia said that the Alumni Association will be meeting next on December 13.

Fall River has a Festival of Lights on December 16 and is requesting volunteers.

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

VOTED to accept the Report of the Alumni Trustee.

#### H. Report of the Foundation Relations Committee

Trustee Diane Silvia, Chair of the Foundation Relations Committee, said the Foundation has not met since October 11; their next meeting is December 13. At the October meeting, the new officers for the Foundation were selected:

- Tom Murray – President
- Donna Stewart – Executive Vice President
- George Oliveira – Co-Vice President
- John McMahon – Co-Vice President
- Elliott Rosenfield – Treasurer
- Dale Ferris – Clerk

There were also three re-appointments: Patrick Murray, Tom Murray and Dick Wolfson.

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

VOTED to accept the Report of the Foundation Relations Committee.

#### I. Report of the Student Trustee

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

- The Office of Student Life distributed 528 Grab and Go Food Pantry Packages.
- In celebration and support of our Veterans, BCC's Veteran Educational Services Center organized a week of activities and events leading up to Veterans Day with every campus offering several events.
- On November 21, the BCC community was invited to share a traditional Thanksgiving Dinner – prepared by Chef John Caressimo and BCC Culinary Arts

Department – with the college’s ESL students. The ticketed event offered a raffle and raised funds towards the International Club’s \$1,000 donation towards Puerto Rican Hurricane Relief.

- The BCC Student Senate’s Giving Tree was a success with all 150 ornaments picked up by donors:

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

VOTED to accept the Report of the Student Trustee.

J. Financial Update

V.P. Steve Kenyon said as noted last month, we are reducing the operating budget by \$800,000. We will have identified areas of reductions by December 15. The Finance and Audit Committee looked at a balanced budget for next year. We are making investments in three open positions in the Human Resources Office. Also to note, is an impending Federal shut-down on December 12. We have come up with a plan and are prepared.

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

VOTED to accept the Financial Update.

K. Report of Personnel Actions

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

VOTED to accept the Report of the Personnel Actions.

L. Report of Workforce and Community Education Contracts

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

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

M. Old Business - Continued Action Items from Retreat - Review President’s Goals

The President’s Goals were already reviewed during the President’s Report.

N. New Business

Trustee Sapienza said that former Student Trustee Chris Wilbur is doing very well and gives welcome to the Board.

Trustee Silvia reminded the Board that the Statewide Trustees Conference that had been scheduled for December 14, 2017, has been postponed to March 1, 2018.

O. Adjournment

There being no further business to come before the Board, Chair Marshall declared the meeting adjourned. The time was 4:48 p.m.

Respectfully submitted,

  
Kathleen Wordell, Recording Secretary

1/29/18  
Date Approved

KAW  
Initials