

Bristol Community College
Fall River, Massachusetts

Board of Trustees
Meeting Minutes

September 26, 2016

A. Convening

The three hundred and forty-fourth regular meeting of the Bristol Community College Board of Trustees was held on Monday, September 26, 2016, 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 4:02 p.m.

Trustees present: Joseph Marshall, Chair; Samueal Lema; Joan Medeiros; Cynthia Rose; Anthony Sapienza; Sandra Saunders, Esq.; Diane Silvia, Vice Chair; and Max Volterra, Esq., Secretary.

Trustees absent: Dr. Patricia Andrade; Keith Hovan; and Steven Torres, Esq.

B. Information from the Chair

Chair Joseph Marshall welcomed all to the meeting.

C. Executive Session – Litigation

Chair Marshall 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 Chair Marshall and the members of the Board of Trustees, this Executive Session will include Assistant Attorney General Adam LaGrassa, General Counsel Kenneth Tashjy; President John Sbrega; Vice President Steve Kenyon; Vice President Tafa Awolaju; Vice President Joyce Brennan, and Recording Secretary Kathleen Wordell. Following this Executive Session, the meeting will resume into an Open Session.

Trustee Volterra 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. – Absent
Mr. Keith Hovan – Absent
Mr. Samueal Lema – Yes
Ms. Joan M. Medeiros - Yes
Ms. Cynthia A. Rose '70 – Yes
Mr. Anthony R. Sapienza – Yes
Sandra Saunders, Esq. – Yes

Ms. Diane L. Silvia (Vice Chair) '86 – Yes
Steven Torres, Esq. - Absent
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 an Executive Session.

After the Executive Session ended, the open meeting reconvened.

D. MA CC General Counsel – Kenneth Tashjy, Esq.

Chair Marshall said that he invited General Counsel Ken Tashjy to attend the Board of Trustees meeting to discuss the relationship between the Board of Trustees and the BCC Foundation. General Counsel Tashjy introduced himself and said that as noted in the material previously distributed to the Board, M.G.L. Chapter 15A statute provides rules of overview for the Commonwealth in Section 37. The BCC Foundation is a fundraising mechanism for the institution. It is a separate, free-standing entity and was established to serve BCC in support of its mission. The Statute allows the Board of Trustees to serve on the Foundation, however, “In no event shall institutional trustees and employees constitute one-half or more of the voting members of such foundation’s governing board.”

There is a collaborative approach for the use of facilities by the Foundation and the Foundation can also use the College’s personnel. The Foundation is a separate legal entity and has different rules and rights; it is not “an agency, board, bureau, department, division, commission, authority or other subdivision of the commonwealth.” The Foundation’s purpose is to support the mission and operation of the institution.

Chair Marshall asked of the association – is there no tie between the both. General Counsel Tashjy said that it is a statutory tie but on a level of independence with a lot of communication and collaboration; it is separate and free-standing.

Trustee Rose asked should the Board approve all gifts given by the Foundation. General Counsel Tashjy said the Board has to be accepting of all gifts given from the Foundation to the institution. “All gifts from a foundation to an institution shall be approved for acceptance by the board of trustees in accordance with applicable institutional policies.”

Trustee Sapienza asked how members are elected to the Foundation. General Counsel Tashjy said the process is determined by the Foundation. It can often be a stepping stone from the Foundation to the Board of Trustees or vice versa.

Trustee Sapienza asked what if there was no collaboration between the two entities. General Counsel Tashjy said that the Foundation cannot operate without certification by the Board of Trustees.

Trustee Volterra said that the Foundation decides how to invest its money. However, General Counsel Tashjy said the state auditor has authority over the Foundation accounts. Also, the Foundation is to provide an annual report of its financial accounts to the Board of Trustees.

Trustee Sapienza said that these answers to their questions have been very helpful. Chair Marshall said that this was a good starting point towards developing a closer relationship with the Foundation and thanked General Counsel Tashjy for attending the meeting.

E. Consideration of Retreat Notes of August 29, 2016

Trustee Silvia requested an amendment to Page 5, paragraph 7 of the Retreat Notes of August 29, 2016. It should read “HIT” not “IT.” Upon a Motion made by Trustee Volterra to accept the Retreat Notes of August 29, 2016, as amended, and seconded by Trustee Rose, it was

VOTED to accept the Retreat Notes of August 29, 2016, as amended.

F. Consideration of Minutes of Meeting of August 29, 2016

Upon a Motion made by Trustee Rose to accept the Minutes of the August 29, 2016, meeting, as submitted, and seconded by Trustee Silvia, it was

VOTED to accept the Minutes of the August 29, 2016, meeting as submitted.

G. Consideration of Minutes of Executive Session I (Litigation) of August 29, 2016

Upon a Motion made by Trustee Silvia to accept the Minutes of Executive Session I (Litigation) of August 29, 2016, as submitted, and seconded by Trustee Volterra, it was

VOTED to accept the Minutes of Executive Session I (Litigation) of August 29, 2016, as submitted.

H. Consideration of Minutes of Executive Session II (Facilities Report) of August 29, 2016

Upon a Motion made by Trustee Rose to accept the Minutes of Executive Session II (Facilities Report) of August 29, 2016, as submitted, and seconded by Trustee Silvia, it was

VOTED to accept the Minutes of Executive Session II (Facilities Report) of August 29, 2016, as submitted.

I. Presidential Search Update

Chair Marshall gave an update to the Board on the Presidential Search. The next meeting of the Presidential Search Committee is on Tuesday, October 11, at 3:00 p.m. The 10 -

12 semifinalists will be selected from the applicants at that time. On November 3 and 4, the Presidential Search Committee will conduct off-site interviews of the semifinalists and will select the 3 – 5 finalist candidates. Trustee Rose asked if the finalists' interviews will be conducted during the Board of Trustees Meeting in December. Chairman Marshall said as we will have several candidates, the on-campus finalists' interviews will be conducted over multiple days in order to accommodate all constituent groups. These finalists' interviews may be scheduled for late November or early December. Therefore, he requests that all Board of Trustees members send an email to Kathleen Wordell with their vacation schedules during that time so we might plan accordingly. He will keep the Board apprised of any updates.

J. President's Report

President Sbrega said that all Board of Trustees have been given a copy of the BCC 50th Anniversary Book by Professor Emerita Deborah Lawton. Trustee Medeiros suggested that a donation of the book be made to area libraries.

The Employee of the Month for September was Maurice Cyr.

There is a copy of the Academic Programs for all Campuses located in the Board folders.

The sculpture by BCC's Erik Durant, "Fisherman's Tribute Monument," was recently unveiled in Tonneson Park in New Bedford.

President Sbrega said that he would be leaving the meeting shortly as he was traveling to Kansas City to accept the *2016 Go Beyond Award* for the new Health and Science Building at the International Institute for Sustainable Laboratories Conference the next day.

President Sbrega introduced April Bellafiore, Dean of eLearning, to discuss the eLearning Program and online courses. Dean Bellafiore distributed a copy of her presentation and summarized the eLearning Program. (See attached presentation.)

After her presentation, several questions were asked. Trustee Rose asked if eLearning students pay the same amount for courses as regular students. Dean Bellafiore said yes, however they do not have to sign in on a particular date and time but must adhere to established deadlines. Trustee Rose asked if the courses are self-taught. Dean Bellafiore said they work with faculty for course development; they want courses to be a dialogue not correspondence courses. It was asked if course evaluations were done. Dean Bellafiore said there is not a formal face-to-face review process in eLearning. However, her department tries to do this. It is contractually not possible for faculty to monitor a course. Students evaluate the course afterwards. Associate Vice President Anthony Ucci said that all course syllabi are evaluated which includes a mandatory set of components including learning outcomes; you will get variation among classes. Trustee Sapienza said that instructors' skill sets are different; how do you determine that faculty have the appropriate teacher education. Dean Bellafiore said that her department ensures that new

online instructors have the appropriate training. Trustee Saunders asked if a student could attend BCC completely online. Dean Bellafiore said yes. President Sbrega said there is no distinction made between face-to-face courses and online courses in transcripts. He said that in the material provided to the Board is a complete list of courses offered at BCC Taunton, Attleboro, and New Bedford. We are headed toward making a richer array of courses available. President Sbrega said that Dean Bellafiore was recently made co-chair of the Massachusetts Colleges Online. It consists of 18 members from the state universities and community colleges.

Trustee Sapienza asked if the quality of the relationship of students to faculty of an online course was not equivalent to that of a face-to-face course. Dean Bellafiore said that actually the online faculty have more interaction with students and give more feedback; faculty can see how much a student has participated. However if the student falls off the radar, the faculty member cannot physically capture them on Campus. Looking forward, we need to be more in tune to the K-12 students and their expectations as a good majority of them are already quite computer literate. Trustee Sapienza said that PowerPoint is an ineffective way of teaching; it is counterintuitive. Dean Bellafiore said that faculty utilize a program called SWIVEL, which is a method of capturing the lecture and posting it online. The students use this as a review for exams.

President Sbrega thanked Dean Bellafiore for the presentation.

Other Items of Interest

On August 30, President Sbrega attended a Business and Economic Advisory Council Meeting at the Bella Roma in Taunton along with Senator Marc Pacheco and Senate President Stanley Rosenberg.

On September 7, members of the Division of Capital Asset Management and Maintenance (DCAMM) staff visited BCC Fall River for a Strategic Framework for Massachusetts Public Higher Education meeting and tour of the Campus.

On September 8, President Sbrega and Vice President Steve Kenyon participated in a conference call with Commissioner Carol Gladstone, Martha Goldsmith, and Peter Woodford from DCAMM regarding the New Bedford Campus.

South Coast Rail conducted two community meetings on the BCC Campuses to discuss the railroad: September 12, at BCC Taunton; and September 14, at BCC Fall River.

A preliminary Title III meeting was held on September 8 in anticipation of the All College Meeting to discuss Title III conducted on September 21.

September 14 was Massachusetts Community College Day at Fenway Park. The Boston Red Sox played the Baltimore Orioles. President Sbrega and two BCC students participated in pre-game activities on the field. The Student Leader on the field with President Sbrega was BCC Alumna Jessica Mello; President Sbrega represented the

Massachusetts Community Colleges. BCC Student Dereck Boyd was one of three students who sang the National Anthem.

Compliance training for Sexual Violence Prevention for new students was launched on September 19. This is mandatory online program. Also, November 10 is the Annual Sexual Violence Prevention Day.

The Dental Hygiene accreditation site visit took place on September 21 and 22 with excellent results; there were no findings or recommendations, just two “suggestions” that were optional.

September 23 was the BCC LusoCentro Book Launching for their 2016/17 Cultural Series.

The Manhattan Short Film Festival took place on September 23 and 24 at BCC Attleboro.

The first ever “Community Day” hosted by the BCC Campus Police Office took place on Sunday, September 25, at the Fall River Campus.

President Sbrega participated in a White House Conference Call today regarding college access and affordability.

Center for Workforce Development and Community Education Updates:

- Medical Assistant Training – 129 are completing a certified Medical Assistant training.
- Building Performance Institute – 16 graduates plus 12 RISE Engineering employees.
- Home Energy Raters Inc. – Home ventilation training: 10 in the first cohort completed training.

Human Resources has a new internal wellness program called “Live Well at BCC.”

New on Campus is a LGBTQ+ Task Force. One of the first issues was the Bathroom Use Policy and Gender Identity; BCC must comply with new federal and state regulations.

HERO Club – Helping Educate Regarding Orientation.

LBGTQ+ is a new Student Group which is based in the Multicultural Student Center under the direction of Rob Delaleu.

BCC Taunton Center recently opened the new American Sign Language Lab.

The Occupational Therapy Assistant (OTA) accreditation plan was accepted by the Accreditation Council for Occupational Therapy Education (ACOTE).

Professors Linda Mulready (Reading) and J.P. Nadeau (Writing) are coordinators to improve developmental education at BCC.

A new Hunger Committee has been created to explore the expansion of the Grab and Go Student Food Pantry.

Campus Quest – an informative video tour that follows Trustee Samuel Lema as he tours the Fall River Campus. This can be found at:
<http://www.bristolcc.edu/campusquest/>

Student evaluations of the new Orientation program have been overwhelmingly positive especially regarding the advising component and course scheduling.

MCCC pay increases are to start with Year II. Year I is still in the legislature.

The College Communications Office recently won five national awards from the National Council for Marketing and Public Relations:

- Holiday eCard
- Video on *29 Who Shine* student
- New Corporate Services brochure
- Because Bristol
- New Health and Science Building promos

FRCMedia received an award for “Station of the Year” by the Alliance for Community Media – Northeast Region, a national organization promoting community media operations. The award ceremony will be held in Portland, Maine on October 22.

Massachusetts Clean Energy Center - \$248,000 for partnership of BCC, University of Massachusetts Dartmouth, and Massachusetts Maritime Academy. BCC is focusing on workforce training requirements for Offshore Wind jobs and safety training requirements. The Bureau of Ocean Energy Management serves as steering committee.

BCC is participating in a new U.S. Department of Education/Pell national initiative. BCC is 1 of only 44 in the nation. Dean Sarah Morrell has 16 MOUs with area high schools. Due to federal rule, only MOU signees can participate. BCC has ten students so far.

There are no MCAS remediation programs in the state this year; the state budget eliminated it.

The Education Talent Search (TRIO) began a new funding grant. BCC scored 103 out of 106 total points. Dean Sarah Morrell reports that the amount is not yet determined, but is should be at least \$1.2 million over this cycle.

Student Support Services (also TRIO) began a new round of a five-year grant with an “extra” year funded for a previous high scoring grant.

K. Report of the Alumni Trustee

Alumni Trustee Diane Silvia gave her report to the Board.

The Alumni Association met on September 7, 2016, and elected their new officers for a one year term: Chairman – Carol Michael; First Vice Chair – Lenny Martin; Second Vice Chair – Cynthia Flanagan; and Recording Secretary – Donna Oliveira.

Twenty-three members attended the meeting; seven new members were appointed and six members resigned.

During the meeting, members were encouraged to sign up for various committees and did so.

The next meeting will take place in December.

L. Report of the Foundation Relations Committee

Trustee Diane Silvia, Chair of the Foundation Relations Committee, gave her report to the Board of the last BCC Foundation meeting held on September 7.

Ellen Sicard from Meyer, Regan & Wilner, LLP reported that the Audit and Ethics Compliance Committee met and reviewed the audit. The BCC Foundation received a clean opinion with good internal controls; the Foundation is maintaining healthy investment levels. The total net assets are more than \$15 million.

Monique Oliveira, from the Resource Development staff, has accepted another job at the College and the Development Office is in the process of conducting a search for that position.

During the meeting, Vice President Elizabeth McCarthy provided a Capital Campaign update. The goal for the Campaign is \$10 million; total amount received/pledged to date is \$4.779 million. Pending ask total for Fall River is \$1.363 million; anticipated ask total for Fall River is \$6 million. Anticipated asks for New Bedford and Attleboro are \$212,500, and \$20,000 for Taunton. There are also miscellaneous asks for scholarships. To reach their campaign goal, they plan to do more aggressive campaigning and reach out to the Board of Trustees.

Upcoming events are:

- Wednesday, September 28, 2016 - Manhattan Short Film Festival at the New Bedford Whaling Museum. Tickets are \$10.
- Saturday, October 15, 2016 – BCC Gala.

- Thursday, November 3, 2016 – Scholarship Luncheon.
- Monday, May 8, 2017 – Annual Golf Tournament at Fall River Country Club.
- Thursday, May 11, 2017 – New Bedford After Hours at BCC New Bedford.

The Foundation Board approved to make two transfers from BOHE funds totaling approximately \$51,000.

Regarding the New Bedford Campus facility located at 800 Purchase Street, the Foundation Board approved to lease the entire building for \$600,000 per year with a 1% escalation per year.

Chairman Marshall asked Vice President McCarthy how far they were from reaching the Capital Campaign goal. Vice President McCarthy said they have about \$4 million left to raise to reach the goal. Trustee Sapienza asked what the rate of return was on the \$15 million. Trustee Silvia said it was not mentioned.

M. Report of the Student Trustee

Student Trustee Samuel Lema gave his report to the Board.

The following were student events on Campus for the month of September:

- Kick Off to College Barbeque and Club Fair.
- During the first week of school, Welcome Week flyers were distributed with information of events being held.
- The second week of school was Welcome Week with video games, Klondike bars, canoes, and the farmers market.
- There was a Club Officers meeting for all clubs on September 28.
- The Grab and Go Food Pantry is operating out of the Student Life Office. It provides pre-packaged meals that are given out to students; about 20-25 bags are given out daily. Monetary contributions to the Food Pantry can be sent to the BCC Foundation.
- Mobile Market was held on September 9. Student involvement is increasing but it serves the community more than students at this time.
- September 16 was Constitution Day. Senator Michael Rodrigues participated and discussed the process of how a bill is created and passed.
- A Mini-Maker Fair was held on September 18.
- The Campus Police Community Day and Hope on the Horizon were held on September 25.
- The Cardboard Canoe Race took place on October 12 on the pond.
- Teaching for Change initiative with STEM Club and Rotary Club.
- Student Senate elections will take place during the first meeting on October 5.

The following projects are in progress:

- The Universal Calendar project with the Student Senate and Civic Engagement.
- Streamline communications with Student Senate and Students.
- Student Run TV Show discussions with the Senate, Radio Club, Student Observer, and Communications.
- Many items are waiting until the first Student Senate meeting on October 5.

N. Report of Personnel Actions

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

O. Report of Workforce and Community Education Contracts

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

P. Old Business

The Board will continue to review the “To Do List” from the Board of Trustees Retreat.

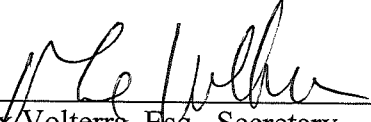
Q. New Business

There was no new business to discuss.

R. Adjournment

There being no further business to come before the Board, Chair Marshall declared the meeting adjourned. The time was 5:27 p.m.

Respectfully submitted,



Max Volterra, Esq., Secretary

11/7/16
Date Approved

KAW
Initials