

# BRISTOL COMMUNITY COLLEGE

*Board of Trustees*

Board Meeting

## MEETING MINUTES

Monday, December 2, 2024

### 1. Call to Order

The four hundred and eighteenth meeting of the Bristol Community College Board of Trustees was held on Monday, December 2, 2024. The meeting was held in person on the college's Fall River campus located at 777 Elsbree Street, Fall River, MA, in the G-Building Atrium.

Chair Medeiros called the meeting to order at 4:07 p.m.

**Board Members present:** Joan Medeiros, Chair of the Board; Jeffrey Karam, Vice-Chair; Lynn Motta, Secretary; Joseph Ferreira; Pamela Gauvin; Silvia Jones; Todd McGhee; and John Morris

**Board Members absent:** Renee Clark

**Others present:** Laura Douglas, President; Lucinda Poudrier-Aaronson, Board Liaison; Joyce Brennan; Emmanuel Echevarria; Andrew Fisher; Steve Kenyon; April Lynch; Jo Ann Pelletier; Chris Pelland (Withum); Stephen Bassler; Engin Atasay; Dorothy Chase; Marie Kacmarsky; Jennifer Pimental; Michael Geary, and Tim Hathaway

### 2. Chair's Remarks

Chair Medeiros announce that today, at 5pm, there will be a joint meeting between the Board of Trustees and the Foundation Board of Directors so we will need to be efficient with today's board meeting agenda.

She shared that we still have two trustee vacancies to fill. We hope to have an update on at least one of those vacancies in the next week. The current trustee directory is in your material today including preferred contact information and appointment terms.

Chair Medeiros shared a Presidential Search Update will be provided at the Joint Meeting. For now, please just be sure the Special Board Meeting is on you scheduled for Friday, December 13th at 10:00AM, in person right here in the G-Building Atrium. As with all meetings, this will be an open meeting to deliberate and vote to approve the board's recommended appointment of Bristol's fifth president. There could be a crowd so we are using this space.

### 3. Consent Agenda

Chair Medeiros asked if there were any questions or discussion needed related to Consent Agenda items presented:

- Consideration of Minutes of Board of Trustees Meeting for November 4, 2024
- Report of Personnel Actions November 2024
- Report of Workforce and Community Education/Contracts November 2024

Hearing none, Chair Medeiros asked for a motion to approve the Consent Agenda items as presented. A motion was made by Trustee Motta to approve the Consent Agenda items as presented and this motion was seconded by Trustee McGhee. The motion was approved unanimously.

Chair Medeiros invited Steve Kenyon and guest to provide a review and approval of the college's financial statements.

**4. Audited Financial Statements** – *Steve Kenyon*, Vice President for Administration and Finance and *Chris Pelland*, Partner at Withum

Steve Kenyon introduced, Chris Pelland, a partner at Withum, to provide a high-level report of the college's audited financial statements. VP Kenyon shared these financial statements were presented in detail to the board's Finance/Budget Committee and approved.

Mr. Pelland shared this was a required communication outlining auditor's responsibility, their independent review process, and college management's responsibility. He reported there were no significant communications, findings, or issues to report.

Mr. Pelland and VP Kenyon proceeded to highlight the draft financial statements and asked Trustees if there were any questions. Hearing none, Chair Medeiros asked for a motion to approve the Financial Statement item(s) as presented. A motion was made by Trustee McGhee to approve the college's audited financial statements as presented. The motion was seconded by Trustee Karam. The motion was approved unanimously.

Chair Medeiros thanked VP Kenyon and Mr. Pelland. Next, she invited Vice President Andrew Fisher to provide an overview of two new academic programs for the board's review and consideration for approval.

**5. Academic Affairs** – *Andrew Fisher*, Vice President, Academic Affairs & Chief Academic Officer

- **Approval of Applied Bachelors of Art in Elementary Education** (*Engin Atasay*, Professor of Education and *Tim Hathaway*, Director of Curriculum Engagement)
- **Approval Applied Bachelor's Degree in Nursing** (*Jenn Pimental*, Senior Director, Nursing Program Administrator; *Marie Kacmarsky*, Coordinator of Nursing Equity and Student Success; *Dorothy Chase*, Dean for Health Sciences & Nursing; and *Tim Hathaway*, Director of Curriculum Engagement)

VP Fisher shared that these two proposed bachelor's degree programs are being proposed to help meet growing employment needs in the SouthCoast. Staffing shortages in both K-12 education and within skilled nursing care continue to be a national concern. He shared that these two academic program proposals are designed to meet these community needs by reducing typical 120 credit hour programs to the 90+ hour range.

VP Fisher introduced Engin Atasay, Professor of Education, and Tim Hathaway, Director of Curriculum Engagement, to present an overview of the college's proposed Applied Bachelors of Art in Elementary Education. They shared this 96 credit BAA would be competency based, and would provide MTEL test preparation.

Trustees asked several follow-up questions including student funding possibilities (MassEducate and MassReconnect), pathways to Master's degree and hiring consideration, what content is cut between the 120 to the 96 hour curriculum, and if the college was expecting backlash from 4-year institutions. Answers to these questions and related discussion continued.

Once the discussion was winding down, Chair Medeiros asked if there were any remaining questions. Hearing none, Chair Medeiros asked for a motion to approve the Applied Bachelors of Art in Elementary Education as presented. A motion was made by Trustee McGhee to approve the Applied Bachelors of Art in Elementary Education as presented. The motion was seconded by Trustee Ferreira. The motion to approve the Applied Bachelors of Art in Elementary Education as presented was approved unanimously.

Next, VP Fisher introduced Jenn Pimental, Senior Director, Nursing Program Administrator; Marie Kacmarsky, Coordinator of Nursing Equity and Student Success; Dorothy Chase, Dean for Health Sciences & Nursing; and Tim Hathaway, Director of Curriculum Engagement, to present the proposed Applied Bachelor's Degree in Nursing. Coordinator Pimental began by framing the continued need in MA for baccalaureate degrees in Nursing. She highlighted the proposed RN to BSN program, sharing a possible curriculum outline, student learning outcomes, and the five-year program enrollment projections. She shared a 99 credit hour Applied Bachelor's Degree in Nursing could be available for Fall 2025 with the RN-BSN component to begin in Fall 2027.

Trustees asked several follow-up questions related to program expense and a concern for no clinical requirements. Coordinator Pimental assured the Trustees that this proposed program was intended for student who have graduated from Bristol's Associate Degree in Nursing where the clinical experience is already front-loaded in the current curriculum design.

Chair Medeiros asked if there were any remaining questions. Hearing none, Chair Medeiros asked for a motion to approve the Applied Bachelor's Degree in Nursing as presented. A motion was made by Trustee Clark to approve the Applied Bachelor's Degree in Nursing as presented. The motion was seconded by Trustee Jones. The motion to approve the Applied Bachelor's Degree in Nursing as presented was approved unanimously.

Chair Medeiros thanked VP Fisher and his team for bringing these two newly proposed academic programs forward, and continuing the college's commitment to innovation and the development of workforce needs within the SouthCoast. She invited President Douglas to provide the President's Report.

## 6. President's Report

- Review President's Key Goals 2024-2025
- Trustee Talking Points
  - Bristol's Reaccreditation – *Andrew Fisher*, Vice President for Academic Affairs
  - Part-time Evening/Weekend Nursing Program– *Dorothy Chase*, Dean for Health Sciences & Nursing
  - Award Recognition – *Joyce Brennan*, Vice President for Marketing & Communication

At 4:54 p.m., President Douglas noted that we were short on time and reminded all that the Joint Meeting was scheduled to begin at 5:00 p.m. She shared that progress on President's Key Goals (strategies and goals, and related progress to date) could easily be reviewed by Trustees on their own by seeking the updated items in the **bolded** font.

President Douglas invited VP Fisher to provide the most recent NECHE Reaccreditation news. He stated he was happy to report that the college had recently received formal reaccreditation news sharing we were reaccredited for the next ten years with a 5-year report requested to report on any updates. He thanked the

Trustees for their support and participation sharing the accreditation team was very complementary of our Board's level of engagement in the reaccreditation process.

President Douglas invited Dorothy Chase, Dean for Health Sciences & Nursing, to present the curriculum schedule for the Nursing Program's part-time evening and weekend offerings. Dean Chase stated this part-time evening and weekend curriculum was another way the college would continue to meet the employment needs within our communities by offering pathways to nursing degree at a realistic pace for those learners who already have full-time jobs and other aspects of life while trying to manage their education.

President Douglas thanked Dean Chase and introduced Vice President for Marketing & Communication, Joyce Brennan, to provide an update on recent awards and recognition. Bristol's Marketing Department earned two GOLD MEDALLION awards from NCMPR District 1 (National Council for Marketing and Public Relations). The first was an award in the Social Media Post category for our video post featuring Class of 2024 Valedictorian Aimee Rodrigues, which achieved over 24,000 video plays, over 18,000 accounts reached, and a 9.74% engagement rate. Marketing also won an award in the E-Publication category, celebrating the accessible and innovative design of the web version of the 2024 President's Report, which includes screen-reader compatibility, light/dark modes, and audience insights through Google Analytics.

At the conclusion of the President's report, Chair Medeiros thanked President Douglas, the Leadership Team, and other guests presenting today for providing insightful updates to the Trustees. She then invited Trustee Pam Gauvin to provide a report of the Board's Risk Management Committee.

## **7. Report of the Risk Management Committee – Trustee Pam Gauvin**

- For Board Review and Approval - *Risk Management Committee Charter*

Trustee Gauvin shared that the reconstituted Board Risk Management Sub-Committee held a meeting on November 8, 2024. Trustees in attendance included myself, Silvia Jones, John Morris, and Joan Medeiros. The college's Risk/Compliance Officer (Stephen Bassler) prioritized three topics for the Committee to discuss. This included:

- Bristol Risk Management Policy
- Bristol Risk Assessment Methodology
- Bristol Risk Categorization Model

Trustee Gauvin noted that during the October 10, 2024, Risk Management Committee meeting, they reviewed the proposed new Board *Risk Management Committee Charter* which formally defines the role and responsibilities of the Committee (i.e., similar to the Board's By-Laws). The Committee members have since further reviewed the new proposed Charter, agree with its objectives and expectations, and recommended the Board approve the Charter.

Trustee Gauvin referenced a copy of the Committee's Charter in the Trustee material. She asked for a motion to approve the Committee Charter as presented. A motion was made by Trustee Clark to approve the Risk Management Committee Charter as presented. The motion was seconded by Trustee Motta. The motion to approve the Risk Management Committee Charter as presented was approved unanimously.

Trustee Gauvin stated the next meeting of the Risk Management Committee is expected to be in January or February 2025; with suggested agenda topics of the updated Policy Management Program, risk issue escalation, and the development of a Strategic Risk Assessment.

At the conclusion of the Risk Management Committee report, Chair Medeiros thanked Trustee Gauvin, and then invited Trustee Jeff Karam to provide a report of the Facilities Committee.

## **8. Report of the Facilities Committee – *Trustee Jeff Karam***

Trustee Karam reported that the Facilities Committee meeting held its quarterly meeting on November 4, 2025, at the Attleboro Campus. He shared the Committee was joined by Jo Ann Bentley who is the College's Associate Vice President for Facilities. She shared information about some recent awards and recognition the college had received. One was for design and construction of the NOWI and another from the state for energy rebates and other conservation projects.

Trustee Karam reported that the lease for our New Bedford campus ends October 31, 2026, but has four 5-year options. The Committee discussed reaching out to the owners to see if they are interested in selling the property. While previous attempts have not been successful, the Committee agreed it would be worthwhile to explore the possibility once again.

He shared that Management provided some statewide updates including a DCAMM \$2.5B bond bill, funded by the income stream from the Fair Share funds (millionaires' tax), is still not finalized. The College's first priority if it receives funding from the bond bill will be to completely renovate and redesign the Commonwealth College Center. A study was conducted a few years ago including cost estimates and those will be updated if the project becomes likely. The approximate cost would be \$30M. All colleges are being asked to have a project ready.

Trustee Karam reported that Bristol received large awards in 2015 for a new building and again in 2020 for a new steam line and electrical infrastructure for the entire campus, and the college is hopeful that we are close to receiving our next large project.

Management presented details to the Committee showing the status of our spending of current state awarded deferred maintenance funding. All projects are reportedly on track and the funds will be fully expended. Trustee Karam shared that some of these projects included new roofs, windows and HVAC systems.

The Committee also discussed a space utilization study performed by DCAMM. With the recent increase in enrollment, the college is seeing some classroom utilization issues but only at peak times.

Lastly, the Committee discussed some options for the renovation of the former bookstore to support Student Services and Enrollment Management which is a space that remains vacant at this time.

At the conclusion of the Facilities Committee report, Chair Medeiros thanked Trustee Karam and invited Trustee Silvia Jones to provide the Student Trustee Report.

## **9. Student Trustee Report – *Trustee Silvia Jones***

In the interest of time, Trustee Jones reported quickly on several student events and activities happening as the Fall semester was winding down. She highlighted an upcoming "Fast Friends" program designed to build community among students and likened it to speed dating but for finding new friends on campus.

At the conclusion of Trustee Jones' report, Chair Medeiros thanked her before moving on to Old Business items.

## 10. Old Business

Chair Medeiros reminded Trustees of the meeting dates for 2024-2025, and shared the meeting dates and upcoming topics were located in both their printed material today as well as available electronically in the Trustees shared files. These dates have been sent as Outlook calendar invites as well.

As previously mentioned, the Special Meeting is Friday, December 13<sup>th</sup> at 10:00 a.m. in person in the G-Building Atrium

Chair Medeiros asked if there were any additional Old Business items to consider. Hearing none, she asked if there were any items for Board consideration as New Business in addition to the policy slated for board review and approval today. There were none, so she invited Vice President, Steve Kenyon to present the Risk Management Policy for Board review and approval consideration.

## 11. New Business

- Policy for Board Review and Approval – *Steve Kenyon*, Vice President for Administration and Finance
  - Risk Management Policy

Steve Kenyon provided an overview of the Risk Management Policy and a summary of changes. He also provided a review of the next steps in the process including board approval.

Chair Medeiros asked if there were any questions for Steve. Hearing none, she asked for a motion to approve the Risk Management Policy as presented. A motion was made by Trustee Gauvin to approve the policy as presented and this motion was seconded by Trustee Ferreira. The motion was approved unanimously.

Chair Medeiros thanked Steve Kenyon for the on-going policy review process.

## 12. Adjournment

Chair Medeiros invited any final thoughts, comments, or questions for Board consideration, before beginning the previously scheduled Joint Board Meeting.

Hearing none, Chair Medeiros adjourned the Board of Trustees meeting at 5:14 p.m.

**NOTE:** Joint Board Meeting to follow this meeting (5:00-6:00 p.m.)