

BRISTOL COMMUNITY COLLEGE

BOARD OF TRUSTEES

MEETING MINUTES

Monday, April 8, 2024

1. Call to Order

The four hundred and twelfth regular meeting of the Bristol Community College Board of Trustees was held on Monday, April 8, 2024, in person on the New Bedford campus in community room NB-25 located at 800 Purchase Street, New Bedford, Massachusetts. The meeting was called to order at 4:12 p.m.

Trustees Present: Joan Medeiros, Chair; Renee Clark; Pamela Gauvin; Silvia Jones; James Mathes; and Todd McGhee.

Trustees Absent: Jeffrey Karam, Vice Chair; Valentina Videva Dufresne, Secretary; Frank Baptista; Joe Ferreira and Lynn Motta

Others present: Laura Douglas, President; Lucinda Poudrier-Aaronson, Board Liaison; Joyce Brennan; Emmanuel Echevarria; Andrew Fisher; Steve Kenyon; April Lynch; Jen Menard; Kate O'Hara; Judi Urquhart; Carlos Almeida; Katie Mello; Jennifer Sousa; William Duffy; Christine Scafidi; Reilly Perreira; and, Stephanie Lawrence.

2. Chair's Remarks

- Greetings and Update from New Bedford's Interim Dean, April Lynch

Chair Medeiros invited April Lynch, New Bedford's Interim Dean to provide a brief welcome and update on the search process for the new Dean at the New Bedford campus.

Dean Lynch welcomed all to the New Bedford campus. She shared she has served in the interim role since July 1, 2023. She has worked to get to know the staff, the operations, and the community, as well as securing an advisory board. Dean Lynch shared there has been record enrollment in New Bedford.

Dean Lynch shared the college is in the process of hiring a full-time dean with hopes to have a candidate in place by mid-May. In the meantime, some of the work that we have been doing here has been to develop a new advisory board. She stated we are happy to report that we have several community members willing to serve including:

- Stephen Furtado, Jr., Global Learning Charter School
- Jan Baptiste, Cape Verdean Association
- Pamela Keuchler, PACE
- Sara Rose, Executive Director, United Way
- Helena DaSilva-Huges, Immigrants Assistance Center
- Steve Martins, Alumni Association
- Hispanic Chamber of Commerce

She then shared the New Bedford campus has been experiencing a significant increase in enrollment. We were up in the Fall nearly 75% to 600 students, 430 students in the spring, and we are experiencing an over 400% increase in our summer enrollments at slightly over 80 students with summer enrollments just opening this week. Dean Lynch stated we have a full line

up of events scheduled for students as they wrap up the semester and are looking forward to a busy summer and fall.

Lastly, Dean Lynch shared the New Bedford campus team has been building partnerships and programs, and is exploring funding that would allow us to expand our ESL and ESOL programs for the fall. We are in the process of searching for a new full-time faculty member for our wind program and are interested in getting that going as soon as possible.

Chair Medeiros thanked Dean Lynch for her service in New Bedford and the report.

Chair Medeiros provided a quick update related to the Student Trustee position. She reminded Trustees that Silvia Jones was elected as the Board's Interim Student Trustee at the end of February. Based on the student election process rather than a Gov. Healy appointment, we have confirmed that Trustee Jones is approved to participate in all Board business.

3. Consent Agenda

- Consideration of Minutes of Board of Trustees Meeting for February 26, 2024
- Consideration of Minutes of Board of Trustees Meeting and Mini Retreat for March 20, 2024
- Report of Personnel Actions March 2024
- Report of Workforce and Community Education Contracts March 2024

Chair Medeiros asked the Trustees if they had the opportunity to review consent agenda items and then also asked if any questions or items that need to be moved for discussion.

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

Next, Chair Medeiros invited Vice President of Academic Affairs and the college's Chief Academic Officer, Andrew Fisher, to review a request for sabbatical.

4. Request for Approval of Sabbatical – *Andrew Fisher, Vice President, Academic Affairs/Chief Academic Officer*

Vice President Fisher stated there was an application and supporting documents for Dr. Carlos Almeida's request for sabbatical leave located in Trustee materials. VP Fisher reviewed the materials and shared he was confident in endorsing Dr. Almeida's request. He asked if there were any questions or need for discussion.

Hearing none, Chair Medeiros asked for a motion to approve the sabbatical request for Dr. Carlos Almeida as presented. A motion was made by Trustee Mathes to approve the sabbatical request as presented and was seconded by Trustee McGhee. The motion was approved.

Dr. Almeida thanked the Trustees for their approval and support, sharing that he looked forward to providing them a full update and report related to his research and work after the approved sabbatical.

Next, Chair Medeiros invited Katie Mello and Jenn Sousa, Staff Senate President and Vice President, to provide the annual Staff Senate Presentation to the Board.

5. **Staff Senate Presentation – *Katie Mello*, President, Staff Senate & *Jenn Sousa*, Vice President, Staff Senate**

Katie Mello provided an overview of Bristol’s Staff Senate including the year’s activity and updates. Her updates included:

- Bayhawk Victor (employee recognition)
- Staff Professional Development Day
- Fun & Fellowship Team
- Play for Funds (scholarship program)
- Mentorship Program
- Fall 2024 Civic Engagement for Staff
- Staff Senate representation needed on various college shared governance teams

Ms. Mello continued her presentation looking ahead to the future of Staff Senate by sharing possibilities such as a Communications Team, reviewing goals and bylaws, exploring and assessing the Senate Teams Model, succession planning, election of Executive Officers and Senators in May 2025, and survey of staff regarding Staff Senate and increased participation. She shared Staff Senate leadership would use staff feedback to plan events and workshops.

Ms. Mello introduced Vice President Jenn Sousa to provide an update on how the current Bristol Staff Senate Teams are organized and function.



Ms. Sousa and Ms. Mello finished their presentation asking if there were any questions and thanking the Trustees for their time.

At the conclusion of the presentation, Chair Medeiros thanked Katie Mello and Jenn Sousa, and then invited William Duffy, President of the Faculty & Staff Senate, to provide the Trustees the annual Faculty & Staff Senate annual report.

6. **Faculty & Professional Staff Senate – *William Duffy*, President, Faculty & Professional Staff Senate**

Mr. William Duffy provided a brief overview of the Faculty and Professional Staff Senate reviewing who they serve and what they intend to do.

He shared the 2023-2024 accomplishments including Senate structure, new initiatives, improvements to existing systems, and future goals.

Mr. Duffy finished the presentation asking if there were any questions and thanking the Trustees for their time.

At the conclusion of the presentation, Chair Medeiros thanked William Duffy for his presentation and then invited Trustee Student Silvia to provide the Student Senate's annual report in the absence of Student Senate leadership.

7. Student Senate Presentation – *Silvia Jones*, for Student Senate Leadership

Trustee Silvia Jones shared that she was presenting on behalf of the Student Senate leaders as they experience turnover and organizational challenges.

She reported that an amendment to the Student Senate Constitution had been submitted to the Chapter Advisor which would allow students to run for titled positions without having previously served on the Senate.

She shared the organization is currently working on recruitment including 4 new Senators as well as the President and Vice President vacancies. Also, there is on-going review of the necessary succession and strategic planning including Fall term elections. Several members have expressed willingness to meet throughout the summer to start planning for Fall.

Trustee Jones announced three student clubs had been reinstated (Human Services, The HAWK, and Veterinary Club) and one new club voted in (Mario Kart Wii).

Trustee Jones wrapped up the Student Senate report by announcing there had been a unanimous vote for Professor Joyce Fernandes to deliver the Last Lecture for Commencement.

At the conclusion of the report, Chair Medeiros thanked Trustee Jones presenting on behalf of Student Senate. Chair Medeiros invited Laura Douglas to provide the President's Report.

It was 4:39 p.m., therefore President Douglas invited the Board's Finance/Budget Committee to present before that report so the Board would maintain quorum for any necessary discussion or vote related to FY 2025 budget. It was known that Trustee Renee Clark needed to leave early for a 5:00 p.m. meeting elsewhere.

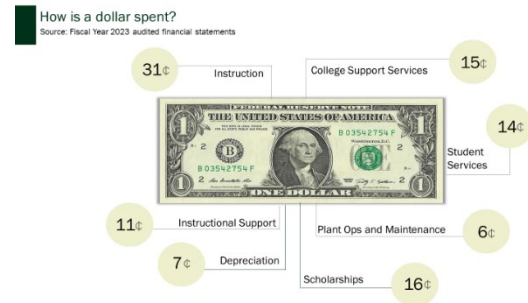
President Douglas introduced Steve Kenyon to provide the Finance/Budget Committee report on behalf of Lynn Motta.

9. Finance/Budget Committee Report – Trustee Lynn Motta

Vice President Kenyon presented the proposed Fiscal Year 2025 College Operating Budget sharing that he had previously presented his budget report with the Finance/Budget Committee on March 20, 2024, after the Board's March mini-retreat.

VP Kenyon shared how fiscal goals and objectives align with the college's strategic plan. He also shared with Trustees a visual on how dollars are spent at the college.

VP Kenyon shared where Bristol Community College fits into enrollment trends at the 15 community colleges in the Commonwealth as well as comparison of those college's tuition and fees. Bristol currently maintains the third lowest cost and the fourth highest enrollment.



He outlined FY 2025 budget assumptions and a number of items for discussion including the college's better than expected FY2024 financial outlook based on strong enrollment. Other discussion items included the impact of the Foundation, MassReconnect, strategic investments, capital projects, staffing and the recent Board approval for fee increase for FY2025.

After some questions and subsequent discussion amongst the Board, VP Kenyon requested the Board of Trustees' approval of the FY2025 budget as presented.

Chair Medeiros asked for a motion to approve the FY2025 budget. A motion was made by Trustee Mathes to approve the FY2025 budget and was seconded by Trustee Gauvin. The motion was approved.

4:55 p.m. Trustee Renee Clark left the meeting.

8. President's Report

President Douglas provided an update regarding status of the President's approved goals sharing the packet was a bit thicker as so much is getting done. She shared for her next report she may share the few items remaining rather than all that has been accomplished within the annual approved goals.

Once the review of annual goals was complete, President Douglas invited Vice President, Joyce Brennan, to share with the Trustees the details of the MOSAIC event. VP Brennan shared with the Trustees that this event was a collaboration between Bristol and One SouthCoast Chamber including a panel discussion followed by a reception. This event is intended to elevate the business imperative of diversity and equity work in the SouthCoast. The event is scheduled for tomorrow, Tuesday, April 9th, on the Fall River campus (J-Buiding)



President Douglas invited Vice President, Andrew Fisher, to provide a recap of the NECHE site visit. VP Fisher shared he was happy to report nine strengths the NECHE site team identified including:

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| A. Mission clearly known | F. SSEM quick launch and roll out of MassReconnect |
| B. Student centered experience | G. Professional Development tied to strategic plan (AIPD) |
| C. Data available | H. Strong academic program |
| D. Taunton Center establishment | I. Great commitment to students |
| E. Fiscal stability – pandemic – audit | |

VP Fisher also shared a handful of recommendations we will likely see in the final report including:

- A. Continue to build on a culture of assessment
- B. High Impact Practices in teaching
- C. Equity gaps
- D. Impact of advising
- E. Data literacy
- F. Data warehouse – take data dashboards to next level

VP Fisher stated all and all, this was a very positive visit and findings were very much in line with the college's self-study. He also noted that site team leader, Dr. Dwayne Smith, specifically shared "you've got a great Board!"

President Douglas thanked VP Fisher and then invited Chief Development Officer, Judi Urquhart to update the Board on the Wolfson Speaker Series. Ms. Urquhart shared that with Richard Wolfson's generous gift, a speaker series was established in his name. She shared the inaugural speaker would be Pete Souza, a former Whitehouse photographer for both President Reagan and President Obama. The event is scheduled for Thursday, April 18th on the Fall River campus (H-Building) and the auditorium will be full. Ms. Urquhart shared we have started a waitlist.

President Douglas introduced Christine Scafidi, our Director of College Access, and invited her to provide an update of the new DESE Early College Program in Taunton. Ms. Scafidi shared her background is in school counseling as well as work in TRIO programs. She is looking forward to establishing a continued Bristol presence at Taunton High School, and making early college programs accessible to all students with the opportunity to take as many as 30 credits while in HS.

President Douglas thanked Ms. Scafidi and invited Steve Kenyon to provide the college's financial update.

VP Kenyon's updates included:

- The state audit is going well. Have mostly been auditing HEERF funding.
- Our investments continue to do very well this fiscal year. As typical, there is volatility, but we are up \$1.2M in unrealized gain this fiscal year to date.
- We are still awaiting our FY25 budget from the House in the next week or so. No real sense of how things will go with MassReconnect or Free Community College.
- Early reports indicate strong enrollment figures for summer and fall. Summer is getting close to budget and we are still months away.
- Based on all this information, we are using a 3% increase in enrollment for our FY25 budget (as presented earlier). This is the first positive budget projection in years.
- We are all pulling for Free Community College and at least a continuation of MassReconnect.
- Since my last report we have completed two more audits. One was our A-133. There were no findings or weaknesses noted in the financial reporting system. For the federal awards there was one finding. We did not return two student refunds within the 45-day limit. The appropriate Enrollment Services folks responded, and we believe systems have been put in place to avoid that in the future. The good news is that for the first time in eleven years we did not have a finding that involved the change in enrollment status for a student.
- In addition to thanking the fiscal team for another year of no findings, VP Kenyon also thanked Kate O'Hara and the SSEM team's response to remedy the NSLDS finding.

- We also had our Massachusetts Office of State Financial Audit. Based on our positive performance we only need to have that audit every three years. We had no findings which is a positive reflection of the work being done in Financial Aid.

VP Kenyon invited any additional questions or discussion regarding college's financial status.

President Douglas thanked VP Kenyon and all other presenters who provided updates; she shared this was the conclusion of the President's Report.

Chair Medeiros thanked President Douglas and invited Student Trustee, Silvia Jones, to provide the Student Trustee Report.

10. **Student Trustee Report – Trustee Silvia Jones**

Trustee Jones provide the following student related updates:

Student Veterans of America - UPDATE

- Bristol is proud to be awarded the gold designation in the 2024-2025 Military Friendly® School's list, included in the upcoming issue of G.I Jobs Magazine.
- CONNECT @ Mass Maritime on April 4, 2024
- Veterans History Project
- Student Veterans of America went to Washington Week 3/5 – 3/7 we had several members present that were able to be on the floor during Jared Lyon's presentation.
 - Monitor VA's ongoing efforts to modernize IT and communications systems, closely tracking the rollout of initiatives like the Digital GI Bill with a sharp focus on how these upgrades affect GI Bill users navigating their studies.
 - Comprehensively review and update Monthly Housing Allowance (MHA) calculations to address gaps and disparities such as those related to Veteran Readiness & Employment (VR&E), break pay, overseas institutions, and online instruction.
 - Ensure National Guard and Reserve parity of benefits and expand protections against administrative issues that create barriers to degree completion.
 - Better integrate and support VA healthcare on campuses, particularly through the VA VITAL program.
 - Explore ways to modernize federal student financial aid to account for the unique circumstances of student veterans, military connected students, their families, and caregivers-- transitioning service members.
 - Understanding these multifaceted dimensions of economic outlook disparity is crucial for informing policies and interventions aimed at fostering economic equity and opportunity for veterans as they transition to civilian life.

Student Family & Engagement (Student Ambassador) - UPDATE

- CCLSA Mt Wachusett College 4/5
 - Networking
 - Shared Ideas
 - Senate collaboration
- Rain – Tribute to the Beatles @ PPAC 4/7
- Mad Science will be on campus 4/17 10am- 12pm

- Museum of Science Trip 4/19
- Spring Fest 5/1

PTK - UPDATE

- For the first time ever, Bristol became a five-star chapter (See Bristol Weekly from February)
- PTK won first place for their Honors in Action Research project at the regional conference last month.
- Three PTK officers attended the International Conference in Orlando last week
- We are about to launch our first ever online auction fundraiser. Please advertise this as we need people to participate. The auction will run April 11 through May 08 and there will be a QR code coming out soon.

11. Old Business

Chair Medeiros thanked Trustee Jones for her report, and stated she will take this opportunity to remind Trustees of a few old business details. Chair Medeiros reminded all that list of Board of Trustee meeting dates for 2024-2025 is in your material today. She shared there was also a calendar list of several upcoming events of interest that Trustees may wish to attend. Lucinda will continue to send Outlook calendar invites as well.

Chair Medeiros also mentioned a quick reminder to SAVE THE DATE for Wednesday, August 21, 2024 for our Annual Board Retreat at the NOWI.

Chair Medeiros invited any items for new business

12. New Business

Trustee Mathes invited others to volunteer with the reading of scholarship applications. Reading is insightful and important for our students. He also asked everyone to share with family, friends, and neighbors that scholarship applications will soon be available and all should be encouraged to apply.

Judi Urquhart thanked Trustee Mathes and also echoed his call for volunteer readers. Scholarship application reading is a blind reading process (no names).

Chair Medeiros thanked Trustee Mathes for his continued service and assistance with the recruitment of additional readers as scholarship applications numbers have increased.

13. Adjournment

Chair Medeiros asked if there was any additional business to be brought before the Board. Hearing none, Chair Medeiros adjourned the Board of Trustees meeting at 5:32 p.m.