

# Bristol Community College Board of Trustees

Meeting Minutes  
Monday, June 3, 2024

## 1. Call to Order

The four hundred and fourteenth regular meeting of the Bristol Community College Board of Trustees was held on Monday, June 3, 2024, in person at the Taunton Center at 2 Hamilton Street, Taunton, MA. The meeting was called to order at 4:05 p.m.

**Trustees Present:** Joan Medeiros, Chair; Jeffrey Karam, Vice Chair; Valentina Videva Dufresne, Secretary; Frank Baptista; Joe Ferreira; Pamela Gauvin; Silvia Jones; Todd McGhee; and Lynn Motta.

**Trustees Absent:** Renee Clark.

**Others present:** Laura Douglas, President; Kelly Landry, Recording Secretary; Joyce Brennan; Emmanuel Echevarria; Andrew Fisher; Steve Kenyon; April Lynch; Kate O'Hara; Jo-Ann Pelletier; Judi Urquhart; Michael Geary; Melanie Johnson; David Ledoux; Bob Rezendes; and Dan Feldman, Anthology's Regional Sales Manager

## 2. Chair's Remarks

Chair Medeiros shared news of Jim Mathes' resignation from the Board as the Alumni Trustee. We will coordinate with the college's Alumni Affairs for nominees.

The college is awaiting word from the Public Education Nomination Council (PENC) and the Department of Higher Education on our trustee appointment/reappointment.

Additional remarks include:

- Commencement was a success.
- Bristol has retained the services of Isaacson, Miller to lead the executive search for the college's next President. The position is being marketed and anticipate candidates by September.

Chair Medeiros introduced Taunton Dean, Bob Rezendes, to provide greetings and Taunton Center update.

Dean Rezendes provided the following highlights:

- Bristol's Taunton Center is the recent recipient of the Massachusetts House of Representatives 2024 Lopes Companies Large Business of the Year award from the Taunton Area Chamber of Commerce in recognition of its exemplary commitment to students', staff, and community, as well as receiving an Official Citation from the Massachusetts Senate.
- Enrollment update:
  - Summer enrollment is trending upwards with a 16% increase from last year, anticipating continued steady growth.
  - Fall enrollment is up 63% when compared to the previous year. Twenty percent of that increase is directly attributed to the MassReconnect program.
- The City of Taunton acquired the building in December and has been diligently working on ground maintenance and building improvements such as replacing the roof, boilers, elevators, and HVAC rooftop units.
- Taunton Center will have a presence at the upcoming community events:
  - Saturday, June 8: Pride event

- Sunday, June 8: Taunton Weir Festivities
- Saturday, June 22: Diversity event

### 3. Consent Agenda

Chair Medeiros asked the Trustees if they had the opportunity to review consent agenda items and then also asked if there were any questions or items that needed 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 McGhee to approve the Consent Agenda items and was seconded by Trustee Karam. The motion was approved.

Next, Chair Medeiros invited AFSCME President, Melanie Johnson, to provide the annual AFSCME presentation.

### 4. AFSCME Presentation – *Melanie Johnson*, AFSCME President

AFSCME President Johnson shared the following highlights:

- Steward introduction and role: Melanie Johnson is a Bristol Community College graduate and has served the college as a librarian since 1999. Serving as AFSCME 1067 Unit 1 Steward for Bristol since 2002, Melanie represents Unit I employees, and currently Unit II employees in the absence of a Unit II representative. The AFSCME Steward works on the campus level to keep members informed acting as a liaison with Bristol leaders and AFSCME leaders to resolve issues that may require skills such as mediation, or requesting changes be impact bargained so members feel included in the decision-making process. Steward's role is for 3 years; the term will end in November 2026.
- Informative presentation highlighted and discussed the union's role and structure, current challenges, and ongoing collaborative efforts with leadership.
  - AFSCME 1067 union is the sole and exclusive bargaining agent to establish wages, hours, standards of productivity, and performance for full and part-time employees.
  - AFSCME 1067 has a legislative and bargaining agent with AFSCME Council 93 who works directly with the Board of Higher Education (BHE) to negotiate terms and conditions.
  - Goals and leadership:
    - As a result of a seven-month vacancy in the steward role, the focus is on issues needing to be addressed, tasks needing completion, and members that require representation.
    - Professional Development Day is tentatively scheduled for Thursday, June 13, 2024.
    - Continue to work collaboratively with members and leaders to increase staff morale.
    - Further develop and implement AFSCME Council.
    - Attended and participated in the Leadership Roundtable on May 23, 2024.
    - Thank you to President Douglas and the college for continued support.

Chair Medeiros invited any questions or discussion and thanked ASFCME President Johnson for her presentation and service. MCCC President, Michael Geary, was invited to provide the annual MCCC presentation.

### 5. MCCC Presentation – *Michael Geary*, MCCC President

MCCC President Geary shared the following highlights:

- The Massachusetts Community College Council (MCCC) represents the college's unit professionals. In partnership with the Massachusetts Teachers Association, MCCC is primarily responsible, for activities related to the negotiation and enforcement of the collective bargaining agreement.
- Elected Officers: June 1, 2024 – May 31, 2026
  - Michael Geary, President
  - Livia Neubert, Vice President
  - Laura Hogan, Secretary
  - Amy Marden, Treasurer

- JP Nadeau, Chapter Director
  - Stacie Charbonneau Hess, DCE Rep at Large
- Highlights and goals include:
  - Members increased interest in union participation.
  - Stability in leadership.
  - Advocation for contract funding and solidarity with management.
  - Active engagement in the NECHE accrediting process.
  - Trending toward fewer grievances and quicker resolutions. Working with management towards common goals.
- Ongoing discussions
  - Use of College-Wide Initiatives (CWI) process and feedback loop under discussion and review to better outline the process as there has been an uptick in submissions.
  - Strategic hiring plans due to continued staffing shortages require transparency and conversations with Human Resources to help morale issues and elevate pressure.
  - Sabbatical assignment awards have decreased.
  - Implementation of new hiring practices: Bristol's Human Resources Office is actively soliciting feedback from search committee members.
  - Supporting AFSCME colleagues in solidarity.
  - MCCC will be engaged in the presidential search process by participating in the public forums.

At this time, Chair Medeiros thanked MCCC President Geary for his presentation and service and invited President Douglas to provide the President's Report.

## 6. President's Report

- Update President's Approved Goals 2023-2024 – *Laura Douglas*, President

President Douglas provided updates on the President's Approved Goals for 2023-2024:

- Strategy #1/Objective #2 - Develop a plan that outlines the processes and systems needed to support an adult learner model:
  - Student checklist added to the "Get Started" section of the website, with clearer information and easier steps to follow with a go-live date of June 24, 2024.
- Strategy #3/Objective #1 - Develop a more consistent, robust online learning experience for our students:
  - The framework is complete for the Long Standing-Technology Disaster Recovery Plan, which provides college offices with the ability to collect and manage their efforts related to business continuity.
  - A project management planning guide has been adapted to include all technology acquisitions. This process ensures that constituents receive the support they need as they seek to purchase new software or hardware, additionally, mitigating system sprawl and overlapping features.
- Strategy #3/Objective #3 - Align college resources to our strategic priorities:
  - Risk/Compliance Officer position filled by Stephen Bassler, who started today, June 3, 2024.
  - Updating Bristol's risk heat map is a priority.
- Strategy #4/Objective #1 – Increase strategic partnerships with each of our campus locations:
  - Continue to successfully identify partnership opportunities at each campus to increase revenue-generating income such as leasing space rental to external partners.

Once the review of the annual goals was complete, President Douglas provided an update on the community partnership with General Electric.

- General Electric Community Partnership Highlight:
  - General Electric (GE) is the first client to rent space for practical training at the National Offshore Wind Institute (NOWI).
  - GE has committed to using NOWI as a training facility for its workforce population this summer.

➤ Trustee Talking Points

- FAFSA Update – *Alaina Marcotte*, Director of Financial Aid Counseling
  - As of today, the 2024/2025 FAFSA has 4,750 applications downloaded in our system, identifying 3,269 as Pell-eligible.
  - For the 2023/2024 academic year, our Pell-eligible percentage was 63% with the year almost at a close. The last day to complete a new FAFSA is June 30, 2024.
  - In comparison to 2023/2024, applications are slightly down due to the federal delay in opening FAFSA on December 31 versus October 1.
  - In preparation for Mass Educate and to keep our FAFSA numbers strong, the Financial Aid Office offers daily walk-in hours and scheduled virtual/in-person appointments and has added additional services such as offering extended-hour registration events and FAFSA events throughout the summer.
- Fringe Festival – *David Ledoux*, Artistic Director and Associate Professor of Theatre
  - Theatre students have devised an original theatrical production throughout the Fall 2023 and Spring 2024 semesters to perform at the 2024 Edinburgh Festival Fringe in Scotland. Before departing for Scotland, the piece will be performed at Bristol Community College on July 25 and July 26, 2024.
  - The total cost per person is \$4,800. Fundraising efforts are underway to assist with student expenses.
  - The Artistic Director's goal is to create this as class-bearing credit and work with four-year schools for transfer and co-production opportunities.
- Free Community College – *Laura Douglas*, College President
  - Fall 2022: Fair Share Amendment funding is earmarked to provide support for quality public education and transportation. Massachusetts surtax of 4% on annual taxable income over \$1M is being allocated to ensure that this additional tax continues to apply only to the commonwealth's highest income taxpayers and will be adjusted annually to reflect any increases in the cost of living.
  - With the success of MassReconnect, Massachusetts's free community college program for non-degree holders over 25, state legislators are looking to extend the offer through the MassEducate program allowing every state resident a tuition and fee-free education at any state community college.
    - Bristol is advocating for MassEducate and will share developments.
    - MassEducate is expected to be rolled out for the upcoming fall semester. In anticipation, marketing efforts are being prepared and the Student Services and Enrollment Management (SSEM) area has an awarding infrastructure in place to support the anticipated enrollment increase and provide wrap-around student support services such as mandatory orientations and advising requirements.
  - Summer enrollment figures:
    - Enrolled credits: 47%
    - Headcount: 37%

President Douglas invited Steve Kenyon to provide a financial update.

➤ Financial Update – *Steve Kenyon*, Vice President, Administration and Finance

Vice President Kenyon provided the following highlights:

- The college's balance sheet and income statement remain strong. Current projections anticipate a deficit of \$1.4M for the fiscal year. On a cash basis, management estimates an increase in cash flow of over \$3M, an improvement from last year due to increased enrollment. Tuition revenue is \$3.3M over the original budget.
- Investments continue to yield high returns in a volatile market. Fiscal year-to-date, we are up \$1.5M in unrealized gains.

- The Senate budget was released, and Bristol was the only institution awarded \$300K greater than the House budget. This is the 4<sup>th</sup> consecutive year the college has received an increase over the House budget.
- The Conference Committee is being formed now, and the current estimate of when the budget will be finalized is in late July/August. This means we will be one or two months into the new Fiscal year before we know our state appropriation and the number of state grants received. This is particularly challenging with MassEducate as one of the pending items.
- Bristol received the FY24 MassReconnect \$988,125 reimbursement payment on Friday, reflecting balances owed and funding for summer. Summer classes started today, June 3 and enrollment remains strong. In comparison to last year's figures, we are averaging 45% higher in credits.
- We are paying DCE faculty raises on June 7 which includes a 4% retro to last September and another 4% retro effective this past January.

President Douglas concluded the President's Report by thanking the Trustees for their time and then turned the meeting back to Chair Medeiros.

Chair Medeiros thanked President Douglas and the entire Bristol leadership for this information and detail and then invited Trustee Frank Baptista to provide the Nominating & Governance Committee report.

## **7. Report of the Nominating & Governance Committee – Trustee Frank Baptista**

Trustee Baptista provided the following highlights:

- The Nominating and Governance Committee convened on May 6, 2024.
- It was noted that guidelines approved by the Board in 2009 recommend a one-year term for officers with three consecutive terms to be served with no specified progression. These are not part of the Board's Bylaws but serve as guidelines only.
- Election of Officers: Motion requested to accept the nominations of Trustee Jeff Karam for Vice Chair and Trustee Lynn Motta for Secretary.

Trustee Baptista concluded his report and asked if there were any questions. Hearing none, Trustee Baptista called for a motion to approve the election of officers as presented. A motion was made by Trustee Videva Dufresne to approve the election of officers as presented and was seconded by Trustee Gauvin. The motion was approved.

Chair Medeiros thanked Trustee Baptista for the Nomination & Governance Committee Report and invited Trustee Videva Dufresne to provide the Human Resources Committee Report.

## **8. Report of the Human Resources Committee – Trustee Valentina Videva Dufresne**

Trustee Videva Dufresne provided the following highlights:

- The Human Resources Nomination Committee convened on May 3, 2024.
- Committee members received the President's self-evaluation materials as well as the guidelines sent from the Department of Higher Education to produce the President's evaluation and agreed to move forward with a recommendation to the Board for a maximum merit and bonus proposal for the President.

Trustee Videva Dufresne concluded her report and asked if there were any questions.

Hearing no further discussion or questions, Trustee Videva Dufresne called for a motion to approve the President's evaluation as presented. A motion was made by Trustee Ferreira to approve the President's evaluation as presented and was seconded by Trustee Motta. The motion was approved.

Chair Medeiros thanked Trustee Videva Dufresne for the Human Resources Committee Report and invited Trustee Silvia Jones to provide the Student Trustee Report.

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

Trustee Jones provided the following highlights:

- Basic food pantry needs such as food storage options, shelving, and equipment are being purchased with grant funds.
- Talos Farris has accepted the role of Director of Veterans Services for the City of Fall River and will serve as an important partner in the community and veteran space.
- Working on a journey map template for veteran students to provide a more visual approach. Will provide a copy for feedback at the next meeting.
- Exploring funding opportunities to renovate the mental health space at Bristol Fall River's campus to extend an inviting space.
- Researching affordable and approved vendors for e-diploma options.
- Think about class ring offerings for the next graduation class.

## **10. Old Business**

- Board of Trustees' meeting dates for Academic Year 2024 – 2025
  - Meeting dates for 2024-2025 will be added as an Outlook calendar request.
- August 21, 2024 (HOLD 8:00 am – 4:00 pm) – Annual Board Retreat (NOW!)
  - Trustees are encouraged to attend the 2024 annual kick-off retreat

Chair Medeiros invited any items for new business to be brought before the Board in addition to the policy review item.

## **11. New Business**

- Policy for Review and Approval
  - Written Information Security Program (WISP)

Chair Medeiros invited Chief Information and Data Officer, Jo-Ann Pelletier, to provide a policy review of the Written Information Security Program (WISP). She will walk us through this important policy; a copy of this policy is located in your Trustee Materials folder.

At the conclusion of CIDO Pelletier's presentation, Chair Medeiros thanked her for providing the policy review and sought a motion to approve the WISP Policy as presented.

Hearing no further discussion or questions, Chair Medeiros called for a motion to approve the WISP Policy as presented. A motion was made by Trustee Motta and was seconded by Trustee Baptista. The motion was approved.

Once again, Chair Medeiros invited any final items for board consideration.

## **12. Adjournment**

Hearing none, Chair Medeiros thanked Dean Rezendes and his team for hosting the meeting and then asked for a motion to adjourn this meeting.

Trustee Gauvin made a motion to adjourn, and Trustee Motta seconded that motion. The motion was approved.

Chair Medeiros adjourned the Board of Trustees Meeting at 5:55 p.m.