

# BRISTOL COMMUNITY COLLEGE

## *Board of Trustees* Board Meeting

### MEETING MINUTES

Monday, October 7, 2024

4:00 p.m. – 6:00 p.m.

#### 1. Call to Order

The four hundred and sixteenth meeting of the Bristol Community College Board of Trustees was held on Monday, October 7, 2024. The meeting was held in person on the college's Fall River campus located at 777 Elsbree Street, Fall River, MA, the D-209 Conference Room.

Chair Medeiros called the meeting to order at 4:12 p.m.

**Board Members present:** Joan Medeiros, Chair of the Board; Renee Clark (4:20 arrival); Silvia Jones; Jeffrey Karam; Lynn Motta; John Morris (4:22 arrival virtual) and, Todd McGhee (virtual)

**Board Members absent:** Joseph Ferreira and Pamela Gauvin

**Others present:** Laura Douglas, President; Lucinda Poudrier-Aaronson, Board Liaison; Joyce Brennan; Emmanuel Echevarria; Andrew Fisher; April Lynch; Jo-Ann Pelletier; Kate O'Hara; Judi Urquhart; Stefanie Deprey; Brian Fernandes; Michael Geary; and Vinnie Rege

#### 2. Chair's Remarks

Chair Medeiros announced Frank Baptista's resignation from the board citing some recent health concerns.

She stated we continue to coordinate with PENC (Public Education Nominating Council) and the Department of Higher Education on our two Trustee vacancies as well as the reappointment process for Trustee Karam. She shared PENC's next meeting is scheduled in December, and expressed hope the Board vacancies would be filled at that time. Chair Medeiros shared there was an updated trustee directory in the meeting material today which includes Trustee contact information and appointment terms.

Chair Medeiros then provided a brief update of the Presidential Search process stating Issacson, Miller, the search firm, was assisting with the process including cultivating an applicant pool. She shared IM provided the first presentation of candidates to the search committee on September 9<sup>th</sup> and that the second presentation is scheduled later this week (October 9<sup>th</sup>). The intent from these two presentations is to select 8-10 semi-finalist candidates to interview October 23-25, 2024.

#### 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 & Retreat for August 21, 2024
- Report of Personnel Actions September 2024
- Report of Workforce and Community Education Contracts September 2024

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

#### 4. President's Report

- Review & Approve President's Key Goals 2024-2025
- Community Partnership Highlight: Learn to Earn Program – *Vidyanidhi (Vinnie) Rege*, Dean for New Bedford Campus and Business Administration
- Trustee Talking Points
  - Annual Campaign & Kick-off Donation – *Judi Urquhart*, Chief Advancement Officer
  - Fraudulent Applications – *Kate O'Hara*, Vice President Student Services and Enrollment Management, and *Jo-Ann Pelletier*, Chief Information and Data Officer
  - Athletics Program – *Brian Fernandes*, Director of Athletics & Recreation
- Financial Update – *Steve Kenyon*, Vice President, Administration and Finance

President Douglas introduced 2024-2025 President's Key Goals previously presented to the Board in August including a new easier to review format. She reviewed the strategies and goals, and related progress to date. She asked if there were any questions before asking for the Board's consideration to approve the President's Key Goals as presented.

Chair Medeiros asked for a motion to approve these key goals. Trustee Karam made a motion to approve the 2024-2025 President's Key Goals as presented. The motion was seconded by Trustee Motta. The motion was approved unanimously.

President Douglas invited Vinnie Rege, Dean for New Bedford Campus and Business Administration, to highlight an important college partnership. Dean Rege provided information to the Trustees related to the *Learn to Earn Program*, a collaborative effort between the banking industry and the college.

President Douglas thanked Dean Rege. She stated we had three talking points to share today, and reminded the Trustees that these talking point were intended to be quick snippets of information for Trustees to utilize while out and about in the communities we serve.

President Douglas introduced Ms. Judi Urquhart, sharing that with recent reorganization, Judi has taken on the college's Grants Administration function in addition to her Foundation and alumni affairs responsibilities. Her new title is Director of Advancement. Director Urquhart then provided an update for Trustee related to the Annual Campaign and it's launch. She invited Trustees to consider donating.

At this time, President Douglas thanked Director Urquhart, and then she took the opportunity to share that she had donated in each Trustee's name for the "Take a Seat" campaign. She shared that each Trustee will have a seat in the Margaret L. Jackson Arts Center Theatre with their name on it and she encouraged each them to check it out next time they are in the theatre.

President Douglas then introduced Kate O'Hara and Jo-Ann Pelletier, asking them to provide an update related to fraudulent admissions applications. They shared that the college, along with many other community colleges in Massachusetts, have experienced an increase in fraudulent applications with the deployment of MassEducate and MassReconnect. They shared they were working through both technical and student facing responses to this newer phenomenon, and stated Bristol was in good shape for thwarting the efforts of bad actors and fraudulent applications.

President Douglas thanked Kate and Jo-Ann and then introduced the college's Director of Athletics and Recreation, Brian Fernandes. She asked him to provide updates related to the college's athletic teams, sport season timelines as well as student, faculty and staff participation in Fitness Center activities.

AD Fernandes also shared he is a member of this year's Leadership Southcoast cohort.

President Douglas thanked Brian and invited Steve Kenyon to provide the college's financial update. VP Kenyon shared FY 2024 highlights, Fall 2024 enrollment revenue impact, and some important dates ahead.

At the conclusion of the President's report, Chair Medeiros thanked President Douglas and the Leadership Team members and other guests presenting today for providing valuable updates to the Trustees. She then invited Stefanie Deprey, the college's Director of Transfer and Career Services, to provide a presentation to the Board related to transfer student data.

#### **5. Transfer Student Data – *Stefanie Deprey*, Director of Transfer and Career Services**

Director Deprey outlined the transfer services offered at the college. She reviewed the top public and private 4-year transfer partners from 2023, including the top transfer programs and MassTransfer pathways and the resulting impact on students' financial educational savings.

Director Deprey reviewed comparative transfer data between 2020 and 2023, including student transfer ethnicity. She also identified data and trends to explore further, and the programs and services offered to assist students in their post-graduation journeys.

Chair Medeiros thanked Director Deprey for the presentation, and invited April Lynch to provide an overview of the strategic plan update past, present and future.

#### **6. Overview of the Strategic Planning Process – *April Lynch*, Chief Strategy Officer**

Chief Strategy Officer (CSO) Lynch provided a brief overview of the last strategic planning cycle including lessons learned and key takeaways. She also reviewed the 2026-2030 planning process, goals, and timeline. She reviewed Department of Higher Education (DHE) feedback from the Touchpoint I meeting on September 23, 2024, and the remaining collaborative efforts with DHE and the corresponding process and timeline. CSO Lynch invited any questions and shared she would be back in May 2025 to update the Board of Trustees and the Foundation Board on the status of the college's strategic planning process.

Chair Medeiros thanked CSO Lynch for the insight and timeline noting the importance of timing for involving a new college president. Chair Medeiros then invited Student Trustee, Silvia Jones, to provide the Student Trustee Report.

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

Trustee Jones shared there were several new hires in student focused areas including the Coordinator for Basic Needs Support (Ren Deysher Fernandez) and the Director of Student Engagement & Belonging (Thomas Morgan). She stated both of these new employees have hit the ground running.

Trustee Jones shared highlights related to the recognition and activities of Bristol's chapter of the Student Veterans of America. She also provided updates related to Student Senate, Phi Theta Kappa (PTK), the Harvest Festival, and 1<sup>st</sup> Generation Student Week (November 4-8).

Chair Medeiros thanked Student Trustee Jones for her report.

## **8. Old Business**

Chair Medeiros reminded all that the list of Board of Trustee meeting dates for 2024-2025 was in their material today, and stated Board Liaison Poudrier-Aaronson will continue to send Trustees the Outlook calendar invitations as well.

If no other Old Business, Chair Medeiros invited any items for consideration as New Business in addition to the policies for Board review and approval noted on the agenda.

## **9. New Business**

- Policies for Board Review and Approval
  - Trust Fund Expenditures Policy
  - Financial Operating Reserve Policy
  - Employee Travel Policy

Hearing no additional items for New Business, Chair Medeiros invited VP Steve Kenyon to present the three policies for review and approval at the meeting today.

VP Kenyon provided an overview of the Trust Fund Expenditures Policy as well as a summary of changes and next steps. Chair Medeiros asked for a motion to approve the Trust Fund Expenditures Policy as presented. A motion was made by Trustee Karam to approve the Trust Fund Expenditures Policy as presented. The motion was seconded by Trustee Jones. The motion was unanimously approved.

Next, VP Kenyon provided an overview of the Financial Operating Reserve Policy as well as a summary of changes and next steps. Chair Medeiros asked for a motion to approve the Financial Operating Reserve Policy as presented. A motion was made by Trustee Clark to approve the Financial Operating Reserve Policy as presented. The motion was seconded by Trustee Motta. The motion was unanimously approved.

Then, VP Kenyon provided an overview of the Employee Travel Policy as well as a summary of changes and next steps. Chair Medeiros asked for a motion to approve the Employee Travel Policy as presented. A motion was made by Trustee Karam to approve the Employee Travel Policy as presented. The motion was seconded by Trustee Motta. The motion was unanimously approved.

Chair Medeiros thanked VP Kenyon for providing these three policies for the Board to review and approve.

## **10. Adjournment**

Chair Medeiros invited any final items or questions for Board consideration.

Hearing none, Chair Medeiros asked for a motion to adjourn this board meeting at 5:45 p.m.

A motion was made by Trustee Clark to adjourn the board meeting and was seconded by Trustee Motta. The board meeting was adjourned at 5:45 p.m.