

BRISTOL COMMUNITY COLLEGE

Board of Trustees and Bristol Foundation Board of Directors

Joint Board Meeting

Fall River Campus

777 Elsbree Street, Fall River, MA

Monday, May 6, 2024

5:00 p.m. – 6:00 p.m.

MEETING MINUTES

1. Call to Order

The joint meeting of the Bristol Community College Board of Trustees and Foundation Board of Directors was held on Monday, May 6 2024, in person on the Fall River campus in the Commonwealth College Center (Building G) Atrium located at 777 Elsbree Street, Fall River, MA. The meeting was called to order at 5:07 p.m.

Trustees Present: Joan Medeiros, Chair; Jeffrey Karam, Vice Chair; Frank Baptista; Renee Clark; Pamela Gauvin; Silvia Jones; Lynn Motta; and Todd McGhee.

Trustees Absent: Valentina Videva Dufresne, Secretary; and James Mathes.

Foundation Directors Present: Kathleen MacLean, Vice President of Fundraising; William Kiley, Assistant Treasurer; Thomas Kelly; Benita Rose-Monteiro; Thomas Murray; Gregory O'Donnell; Diane Silvia; Donald Smyth; Luke Travis; Donald Troppoli; and Cynthia Flanagan. Foundation Board member present who is also the Board of Trustee Chair, Joan Medeiros.

Foundation Directors Absent: Frank Sousa, President; Nicholas Christ, Vice President of Board Development; Elliot Rosenfield, Treasurer; John McMahon, Clerk; Brian Hodess; Liz Isherwood; Patrick Murray, Jr.; Clayton Timas; and Richard Wolfson.

2. Welcome

Board of Trustees Chair, Joan Medeiros, welcomed all to the bi-annual Joint Board Meeting of the Bristol Community College Board of Trustees and Foundation Board of Directors. She encouraged all to stay for a reception following the meeting with treats prepared by students in our Culinary Program.

Chair Medeiros stated she would like to take this opportunity to provide a brief update on the Presidential Search process. She shared she has been working with Vice President, Steve Kenyon, and can share the following updates:

- A. The Search Firm has been selected - Issacson, Miller is the firm and they are out of Boston.
- B. A call for volunteers to serve on the search committee was sent last week.
- C. Beginning this week groups of college stakeholders will be invited to meet with the search firm for listening sessions
- D. A brief timeline of next steps in the search process included:
 - May 2024 – establish timeline, position profile, advertisement, and identify search committee
 - Summer 2024 – recruitment
 - Fall 2024 – evaluate, select, interview; elect finalists, background, media and reference checks
 - December 2024/January 2025 – new president voted in

Chair Medeiros invited any further discussion or questions related to the Presidential Search process. Hearing none, she invited Judi Urquhart to provide an update of on-going work in the Development Office.

3. Operational Improvements in the Development Office – *Judi Urquhart*, Chief Development Officer

Chief Development Officer Urquhart provided a presentation outlining the challenges and inefficiencies in the Development Office related to technology, software platforms, duplication of effort, and donor communication. She also provided insight and evidence of several process improvements and greater efficiencies in the Development Office over the last year including the look and feel for our donors, and a more direct means of processing gifts.

Chair Medeiros thanked CDO Urquhart for her presentation and invited Jennifer Menard to provide a NOWI Update.

4. NOWI Update – *Jennifer Menard*, Vice President Economic and Business Development

Vice President Menard provided a presentation outlining the current status of NOWI including facility related updates, training programs and certification processes, and an upcoming, official grand opening.

At the conclusion of the presentation, board members asked several questions including topics such as:

- Salary ranges for varying positions in the offshore wind industry
- Offshore wind employment and employees (New Bedford, New England and globally)
- Who are the NOWI's competitors
- Potential for gross revenue and the NOWI's prospective budget

Chair Medeiros thanked VP Menard for her presentation and invited Joyce Brennan to provide a Marketing and Communications Overview.

5. Marketing and Communications Overview – *Joyce Brennan*, Vice President of Marketing & Communications

Vice President Brennan provided a presentation highlighting on-going efforts to positively position the college. Updates included FRC Media, media related data analytics, social media presence, web page design and accessibility, and targeted promotion to various learner populations.

Chair Medeiros thanked VP Brennan for her presentation and invited Denny Cosmos to provide some information and insight into our Student Veterans' experience on campus.

6. Veterans – Rules and Regulations and Impact for Bristol Students – *Denny Cosmos*, Director of Veterans' Center

Director Cosmos provided a presentation designed to provide insight and a better understanding of our Student Veterans' college going experience including successes and also the challenges faced while navigating and maximizing their Veteran related educational benefits. He also highlighted how Bristol has continually sought to understand the student Veteran experience and then provide wrap-around services for these students.

Chair Medeiros thanked Director Cosmos for the informative presentation.

She extended appreciation for all the updates and presentations from Bristol's Leadership Team stating these updates are important as we take this information into the communities where we live and work to represent the best of Bristol whenever we can.

Chair Medeiros asked if there were questions or any additional items for discussion.

7. Adjournment

Hearing none, Chair Medeiros adjourned the Joint Board Meeting at 6:07 p.m.; she invited all to join for a reception in front of the stage area.