

BRISTOL

COMMUNITY COLLEGE

NEW BEDFORD, MASSACHUSETTS

BOARD OF TRUSTEES AND FOUNDATION BOARD OF DIRECTORS JOINT BOARD MEETING MINUTES

December 4, 2023

I. Call to Order

The joint meeting of the Bristol Community College Board of Trustees and Foundation Board of Directors was held on Monday, December 4, 2023, in person at the National Offshore Wind Institute (NOWI) in Room 118 at 198 Herman Melville Boulevard, New Bedford, Massachusetts. The meeting was called to order at 5:17 p.m.

Trustees Present: Joan Medeiros, Chair; Jeffrey Karam, Vice Chair; Valentina Videva Dufresne, Secretary; Renee Clark; Joe Ferreira; Pamela Gauvin; Todd McGhee; Lynn Motta, and Student Trustee, John Morris (remote).

Trustees Absent: Frank Baptista and James Mathes.

Foundation Directors Present: Frank Sousa, President; William Kiley, Assistant Treasurer; Brian Hodess; Liz Isherwood; Thomas Murray; Diane Silvia; Luke Travis; Donald Troppoli; and Cynthia Flanagan. Foundation Board member present who is also Board of Trustee Chair, Joan Medeiros.

Foundation Directors Absent: Nicholas Christ, Vice President of Board Development; Kathleen MacLean, Vice President of Fundraising; Elliot Rosenfield, Treasurer; John McMahon, Clerk; Benita Rose-Monteiro; Patrick Murray, Jr.; Gregory O'Donnell; Donald Smyth; Clayton Timas; and Richard Wolfson.

II. Welcome

Board of Trustees Chair, Joan Medeiros, welcomed all to the Joint Board Meeting of the Bristol Community College Board of Trustees and Foundation Board of Directors. She encouraged all to pick up a box of holiday treats prepared by Bristol's Culinary Arts Program.

Foundation Board President, Frank Sousa, thanked everyone for great meetings earlier and wished everyone a happy holiday season.

III. NOWI Update, Tour & Demo

Board of Trustee Chair, Joan Medeiros, introduced Bristol's Vice President for Economic and Business Development, Jennifer Menard.

VP Menard welcomed everyone to the NOWI facility. She shared she would provide a brief update and then move on to what everyone was really here for – *the facility tour and live rescue demonstration*.

She began by reminding all that Bristol Community College has long been a leader in workforce initiatives within the community in partnership with local businesses and industry. VP Menard shared that NOWI has partnered with a training leader, Maersk Training, to design the 40,000 square foot facility, develop the curriculum, and recruit and hire instructors to ensure the NOWI will provide the necessary infrastructure for the offshore wind industry and its related supply chain to lead the way in Massachusetts and the country.

Based on the seriousness and danger around the professions in the offshore wind, VP Menard shared the industry has committed to the standards that are set by the Global Wind Organisation (GWO). She shared this summer the NOWI became a GWO training facility that offers health and safety, technical, and enhanced first aid training modules. She noted that NOWI's strategic plan will also continue to broaden the NOWI training portfolio to include additional training and certification opportunities.

VP Menard outlined NOWI's current GWO certified health and safety training programs:

1. **Basic Safety Training (BST):** This package of courses includes First Aid, Manual Handling, Fire Awareness, Working at Heights, and Sea Survival.
2. **Advanced Rescue Training (ART):** This course focuses on the risks associated with rescue operations on the ocean.
3. **Enhanced First Aid Training (EFA):** This course focuses on the ability to administer safe and effective life-saving and enhanced first aid measures.

NOWI's upcoming February certifications include:

1. **GWO Basic Technical Training (BTT):** This course includes technical training with a focus on mechanical, electrical, hydraulic, bolt tightening, and installation course content.
2. **GWO Slinger Signaler/Rigger Signal Person:** This course focuses on the ability to ensure safety when directing the movements of the heavy/oversized equipment.

VP Menard shared that the evolving and changing awareness of impacts related to the industry will inform practice. Based on impact to marine life, specifically right whales, the use of helicopters will be needed more than originally planned because boats must lower their speed. Therefore, VP Menard shared that also in development was the **Helicopter Underwater Escape Training (HUET)**. This course prepares individuals with the knowledge and skills to safely disembark from a helicopter that has made an emergency landing or ditched on to water.

In addition, VP Menard shared NOWI's 2024 training plan to include:

1. **GWO Blade Repair:** This course focuses on the ability to provide repair work to blades including in an ocean environment.
2. **Basic Offshore Safety Induction and Emergency Training (BOSIET):** This course provides a range of knowledge and skills relevant to travelling offshore by helicopter and working offshore.
3. **Standards of Training, Certification and Watchkeeping (STCW):** This course needed by maritime users, as well as the fishing community, establishes minimum basic requirements on training, certification and watchkeeping for seafarers on an international level.

VP Menard asked the group if there were any questions, and said she knew everyone was really waiting for the tour. Hearing no questions, VP Menard initiated the tour of the NOWI facility stating she would answer any questions along the way.

IV. Foundation & Alumni Update

While gathering and waiting to begin the NOWI tour, President Douglas asked Stephen Ragno, Bristol's Director of Development & Alumni Affairs, to provide a Foundation and Alumni update to members of the Foundation Board and the Board of Trustees.

Director Ragno shared the following updates:

1. Annual Campaign

- The Foundation is in the midst of our annual fundraising campaign which consists of several mail and email solicitations.
 - October direct mail
 - Holiday greeting card
 - President's Report
 - Giving Tuesday 11/28 email campaign
- \$244,000 in revenue so far, this fiscal year
- We have also supported fundraising efforts of internal partners
- One example is the Veterans Center – sending 10 students to upcoming Student Veterans of America National Conference in Nashville, TN in Jan.
 - Bristol has been awarded the prestigious Gold Level Designation as a Military-Friendly school this year.
 - This designation honors schools throughout the country that are doing the most to embrace US military service members, veterans and spouses as students, and ensure their success on campus
- Finally, Foundation availed ourselves of the endowed gift match opportunity from the Board of Higher Education, we received just under \$100,000

2. Theatre Seat Campaign

- “Take a Seat” campaign – you may remember when we sold the old seats. This campaign is for placing plaques on the new seats
- Proceeds will go to Theatre Department

- Seat Sponsorship levels are tiered, with \$500 per seat in first four rows, \$250 in next 4, and \$100 for final five rows
- We hope this will appeal to donors as a great way to commemorate a special occasion or achievement, a unique gift idea, or a way to honor or pay tribute to a loved one
- Plaques are gold-toned plaque engraved with a personal message
- Plaques will be affixed to the seat armrest for the life of the theatre seat

3. Jeans and Jazz in the J

- The Foundation is holding a gala-style event for the first time in several years, “Jeans and Jazz in the J”
- Friday, March 1 on the Fall River campus, Sbregea Building (J Building)
- Live jazz band, silent auction, dancing, food by Culinary Arts Program
- Thank you to Foundation Events committee for their support, led by Kathy McLean
- We would love your help in:
 - Attending! And spreading the word
 - Identifying/soliciting silent auction items
 - Any personal connections with potential sponsors

4. Bristol Awards

- The Alumni Committee is undertaking the process of selecting the various Bristol Awards alumni awards
- They were last selected in 2020, and the honorees from that year were awarded at the 2023 Bristol Awards event

V. Adjournment

At the conclusion of the NOWI facility tour and rescue demonstration the Joint Meeting was adjourned.

Members of the Board of Trustees and the Foundation Board of Directors were invited to stay for refreshments, and were also reminded to take their individual box of holiday treats with them as they left the facility.